

# Cardinal High School

14785 Thompson Ave., Middlefield, OH 44062

2017-2018

*CARDINAL*

**Student Parent Handbook**

**HUSKIES**

## 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/>

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## High School Contact Information:

Cardinal High School	440-632-0261	#5 (phone)	440-632-1734 (Fax)
Cardinal Board of Education	440-632-0261	#1 (phone)	440-632-5886 (Fax)
Transportation Department	440-632-0261	#6 (phone)	440-632-9022 (Fax)
Special Education Dept.	440-632-0261	#1 (phone)	
Snow Line	440-632-0261	#9 (phone)	
Pupil Services Dept.	440-632-0261	#1(Phone)	440-632-5886 (Fax)
Food Service Dept.	440-632-0261	#5(Phone)	440-632-5192 (Fax)

## Staff Contact Information:

<b><u>Office Staff</u></b>		
Secretary	Mrs. Zeigler	theresa.zeigler@cardinalschoools.org
Secretary	Mrs. Cable	tammi.cable@cardinalschoools.org
Principal	Dr. Sabol	Jennifer.sabol@cardinalschoools.org
School Counselor	Mrs. DeRamo	jill.deramo@cardianschoools.org
Nurse	Ms. Makowski	ashley.makowski@cardinalschoools.org
<b><u>Teachers</u></b>		
Math	Ms. Gillespie	kara.gillespie@cardinalschoools.org
Math	Mr. Jones	tyler.jones@cardinalschoools.org
Math	Mr. Esenwine	josh.esenwine@cardinalschoools.org
Social Studies	Mr. Cardinal	eric.cardinal@cardinalschoools.org
Social Studies	Mrs. Jerina	jean.jerina@cardinalschoools.org
Social Studies	Mr. George	brian.george@cardialschoools.org
Science	Mr. Clutter	ben.clutter@cardinalschoools.org
Science	Mr. Bronson	dave.bronson@cardinalschoools.org
Science	Mrs. Russell	ruth.russell@cardinalschoools.org
English	Mrs. Drebus	bethany.drebus@cardinalschoools.org
English	Mrs. Fowler	maureen.fowler@cardinalschoools.org
English	Mrs. Turon	meghan.turon@cardinalschoools.org
Spanish	Mrs. Flores	ipce.flores@cardianschoools.org
Intervention Specialist	Ms. Nicholas	nicole.nicholas@cardinalschoools.org
Intervention Specialist	Mrs. Gladwell	kathryn.miller@cardinalschoools.org
Intervention Specialist	Mrs. Peters	candi.peters@cardinalschoools.org
Computer Apps.	Mr. Fenner	lee.fenner@cardinalschoools.org
Art	Mrs. Richards	kim.richards@cardinalschoools.org
Band	Mr. Florjancic	tim.florjancic@cardinalschoools.org
Chorus	Ms. Pintabona	vanessa.pintabona@cardinalschoools.org
Gym/Health	Mr. Fry	jeff.fry@cardinalschoools.org
Paraprofessional	Mrs. Hostetler	coleen.hostetler@cardinalschoools.org
Paraprofessional	Mrs. Southern	nancy.southern@cardinalschoools.org
Cafeteria	Ms. Martell	debbie.martell@cardinalschoools.org
Cafeteria/Custodian	Mrs. Dines	lori.dines@cardinalschoools.org
Head Custodian	Mr. Bolton	randy.bolton@cardinalschoools.org
Night Custodian	Mrs. Pennza	pat.pennza@cardinalschoools.org

## Bell Schedule

Students may enter the cafeteria between 7:05 a.m. and 7:15 a.m. Students may enter the remainder of the building after 7:15 a.m. to prepare for the beginning of the school day

### **Regular Bell Schedule**

Arrival	7:05 - 7:15
Block 1	7:25 – 8:48
Block 2	8:52 – 10:15
Enrichment	10:19 – 10:49
Block 3	10:53 – 11:33
Block 4	11:37 – 12:17
Block 5	12:21 – 1:01
Block 6	1:05 – 2:28

### **Early Release Bell Schedule**

Arrival	7:05 - 7:15
Block 1	7:25 – 8:30
Block 2	8:33 – 9:38
Block 3	9:41 - 10:12
Block 4	10:15 - 10:46
Block 5	10:49 - 11:20
Block 6	11:23 - 12:28

At the end of the school day, students will be dismissed and must leave school property unless under the direct supervision of an adult. Students remaining in the building will be asked to leave, could be subject to disciplinary action, and are not the responsibility of the school. Students attending extracurricular activities, events or competitions, may not arrive more than 15 minutes prior to the event unless supervised by an adult.

### **Safety, Security and Visitors Board Policy-9150**

The School complies with all safety laws and drills and will conduct fire, tornado and safety lockdown drills in accordance with State law. The alarm system sounds for a fire drill and the PA system serves for tornado and lockdown drill announcements. Teachers will provide specific instructions on how to proceed in the case of an emergency and will oversee the process to ensure it is safe, prompt, and orderly.

Visitors, particularly parents, are welcome at CMS. However, unexpected visits and mini-conferences disrupt the learning process of all students in a classroom. Please call the office to schedule a meeting with a teacher or team of teachers, counselor or principal to ensure that you have the time and attention you deserve and to be sure that all of the necessary people are available.

**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 EMERGENCY, THE OFFICE NEEDS TO KNOW ABOUT EVERY PERSON WHO IS PRESENT IN THE SCHOOL BUILDING.**

Visitors are required to wear a building pass while they are in the building. Staff members are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours. Any visitor found in the building without a pass will be immediately reported/sent to the office.

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.***

## **Attendance and Tardy Information**

*Students absent from school must submit a written parental excuse upon their return to school.* The Board of Education (BOE) reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence. Failure to follow attendance guidelines may result in school discipline. It is the responsibility of the school to report all attendance concerns to the juvenile court. A court officer will follow procedures to ensure the regular attendance of all students. If a student is absent from school, the parents must call and notify the office of their child's absence by 9:00 a.m. If the school has not been notified, the school will contact the parents by phone or letter to inform them of their student's absence from school.

### **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](tel:440.632.0261)) Option #5 before 9:00 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	<b>30</b> <i>without</i> legitimate excuse	<b>42</b> <i>without</i> legitimate excuse	<b>72</b> <i>without</i> legitimate excuse
EXCESSIVE ABSENCES	--	<b>38</b> <i>with or without</i> legitimate excuse	<b>65</b> <i>with or without</i> legitimate excuse
CHRONIC ABSENTEEISM	--	--	<b>10% or 92</b> <i>with or without</i> legitimate excuse

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A student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or for fifteen (15) or more school days in one (1) year. A student will be considered habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year.

If a student arrives at school and to their block 1 class after 7:25a.m. for any reason, he/she is tardy to school and a pass must be obtained from the office to enter class. Students tardy to school must submit a written parental excuse upon their arrival to school. Students are considered tardy to school if they arrive after the start of the school day and before 10:00a.m. After 10:00 a.m., the student will be marked at a half day absence and will not be able to participate in any extracurricular activities and events on that day. Unexcused absences and tardiness to school are subject to disciplinary action as outlined below. This will be tracked on a quarterly basis.

1st and 2nd offense = Warning

5th and 6th offense = 2 Detentions

3rd and 4th offense = Detention

7<sup>th</sup> and additional offenses = In School Suspension

If a student arrives late to class throughout the school day, he/she is tardy to class. The student should report to class and explain to the teacher the problem that exists and the teacher will decide whether your tardiness is to be excused or unexcused. In most cases, only written excuses from a teacher or principal will be accepted for an excused tardy. Please note the teacher initiates and terminates each class. Excessive tardiness to class will result in disciplinary action by the classroom teacher. This will be tracked on a quarterly basis.

### Activities:

A student arriving after 10:00 AM may not participate in, or attend any school activity held on that date. This includes events held off school grounds. Students may only be excused from this restriction when there is an appropriate medical excuse, funeral, or court hearing which the student must attend.

If it is necessary for a student to leave school, the student must have handwritten permission or school personnel must speak with the student's parent/guardian. In the case of an unavoidable medical appointment or other planned dismissal, the student must bring the written excuse to the office before the beginning of the school day. Before a student leaves school property, the student must sign out at the office.

If a student becomes ill throughout the day, they should gain permission from their teacher to report to the office and school nurse. Students will be evaluated and either returned to class or a parent will be notified. At

no time should a student contact their parent directly using a personal device. Students who are required to leave school will be marked absent for the remainder of the school day.

### **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.

### **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**

### **Make-up Work and Homework Requests: BOE Policy- 2330**

It is the responsibility of each student who is absent to immediately upon return to school make arrangements with his/her teacher(s) to make up work missed. In order for a student with an excused absence to earn credit for the work missed, they must complete the work in the specified time frame. At the time an assignment is due the work will be document into the gradebook as missing. Once the assignment has been completed and turned in the “missing” will be replaced with a grade. It is recommended that students complete work on time and during the unit as it is assigned.

When a student has an unexcused absence, he/she is encouraged to complete all of the missed class work. Projects due on suspension days must be brought to the school by a parent/guardian on or before the date due.

The purpose of homework is to supplement the classroom work and serve as an aid to learning. Students are required to do all work assigned by the teacher. The manner or method for a student to do homework is a direct reflection of your attitude concerning the subject. Be sure to do your homework neatly, completely and promptly.

All homework requests should be fulfilled online. Students may access any missing work online by referencing Infinite Campus, Google Classroom, or through email. Students may also call other students in their classes and get daily assignments. It is already part of the high school policy to give students one (1) day per excused absence to make up test and homework. One exception to this policy is when long term projects are due on the day the student is absent; that project is due the day the student returns

## **Students with Disabilities and Homeless Students**

### **(Board Policy - 2460, - 5111.01):**

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA, A.D.A. Section 504) and State law. Contact the Cardinal Schools Special Education Office to inquire about evaluation procedures, programs, and services.

Children who meet the Federal definition of "homeless" will be provided a free appropriate public education 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.

## **Protection and Privacy of Student Records (Board Policy - 8330):**

Each year the Superintendent shall provide public notice to students and their parents 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 CMS students at the beginning of each school year when passed out or upon enrollment to CMS.) 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 a 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 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.

## **Student Fees, Fines and Fundraising:**

In accordance with State law, Cardinal High School charges specific fees for activities and materials used in the course of instruction. Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks 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. Fees may be waived in situations where there is financial hardship. Students can avoid late fines by promptly returning borrowed materials. Failure to pay fines, fees, or charges may result in the withholding



of grades and credits.

Each student is assessed a fee for consumable materials and supplies payable by October 1 of each school year. The 2017-2018 fee for students in grades 5-8 is \$60.00.

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers:

- A. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- B. Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' counselor.
- C. Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- D. Students may not engage in house-to-house canvassing for any fundraising activity.
- E. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.
- F. Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

### **Positive Behavioral Interventions & Supports (PBIS):**

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.

	<b>P</b> <b>Productive</b>	<b>R</b> <b>Respectful</b>	<b>I</b> <b>Involved</b>	<b>D</b> <b>Determined</b>	<b>E</b> <b>Empathetic</b>
Parking Lot	Come to school on time	Drive/walk slowly & park/walk in designated areas	Be aware of traffic at all times	Make sure everyone is following the rules	Be a considerate driver/walker
Hallway	Keep hallway & looks clean	Walk & use appropriate language	Watch where you are going	Have a purpose	Use appropriate voice level
Cafeteria	Reduce, Reuse, Recycle	Be kind to staff and peers	Keep area clean	Be helpful	Consider other people's feelings & needs
Bathroom Locker room	Have a purpose	Clean up after yourself	Report any issue with facilities to the staff	Have a purpose	Practice good hygiene
Classroom	Come to class prepared	Follow classroom rules	Be an active listener & participant	Complete all assignments to the best of your ability	Respect others' ideas
Bus	Be at the bus stop on time	Be kind to bus driver & stay in your seat	Report any inappropriate behavior	Use appropriate voice level	Respect all riders
Extracurricular Activities	Be in proper areas	Practice good sportsmanship at all times	Show positive support for you team	Make sure everyone is following the rules	Treat all visitors with respect

### **Code of Conduct:**

To ensure an environment that is conducive to the education process, students are expected to behave appropriately. The BOE Policy 5500 Student Conduct and 5600 Student Discipline specifies the expectations for students.

Violations of the code of conduct can be minor, major, severe or severe major offenses. Consequences at CHS may include lunch detention, morning detention, after school detention, loss of privilege, loss of bus privilege, community service, In-School Restriction (ISR), Out of School Suspension (OSS), referral for expulsion, referral to court, compensatory payment of damages, loss of credit, or other consequences that are appropriate to the situation and agreed upon by the parent, teacher and/or administrator. Bus violations and consequences are also included in the information below. In addition, the school works collaboratively with the local authorities and law enforcement as deemed necessary.

#### Minor Violations:

- A. Failure to follow classroom rules and procedures established by the teacher
- B. Inappropriate/Disruptive behavior
- C. Tardiness
- D. Loitering
- E. Public Display of Affection (PDA)
- F. Dress Code
- G. Cafeteria misbehavior
- H. Inappropriate Language
- I. Use/Misuse of equipment including electronics
- J. Bus misconduct as determined minor by the principal
- K. Any other rules that may be established from time to time by the Board of Education (BOE), superintendent or principal

#### Major Violations:

- A. False identification, cheating, forgery, plagiarism

- B. Failure to serve detention
- C. Profanity
- D. Insubordination
- E. Unauthorized use of equipment including electronics
- F. Truancy
- G. Trespassing
- H. Damage of school or private property
- I. Leaving school without permission
- J. Harassment
- K. Bus misconduct as determined major by the principal
- L. Multiple violations of minor violations
- M. Any other rules that may be established from time to time by the BOE, superintendent or principal

Severe Violations:

- A. Vandalism/Destruction of school or private property
- B. Theft/Extortion
- C. Any action which could or does cause physical harm to property or person
- D. Possession of tobacco, e-Cigarette, vaping, or look-alikes
- E. Physical fighting
- F. Inciting or participating in an activity that causes a disruption of the school day
- G. Unauthorized use, misuse or abuse of computers/technology which may result in disruption of school, theft, harassment, damage to property, obscenity or other negative impact on school and persons
- H. Hazing or degrading behaviors
- I. Removal from ISR
- J. Threats
- K. Profanity, obscene language or gestures directed toward an adult
- L. Possession or use of a device or item which could or has caused a disruption
- M. Direct defiance of any reasonable direction given by any school staff
- N. Multiple violations of major violations
- O. Any other rules that may be established from time to time by the BOE, superintendent or principal

Severe Major Violations:

- A. Any conduct which violates federal, state, and/or local law
- B. Any action which incites panic, creates a major disruption, and/or impacts the normal operation of the school day
- C. Assault and Battery which causes injury requiring medical treatment
- D. Possession of any weapon, firearm, potential weapon, dangerous object, knife chemical sprays, explosives and the such
- E. Possession of narcotics, alcoholic beverages, drugs or look-alikes
- F. Breaking and entering
- G. Gambling
- H. Multiple violations of severe violations
- I. Any other rules that may be established from time to time by the BOE, superintendent or principal

Scope:

This policy shall apply to the following situations:

- A. 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,
- B. On school property at any time when the property is being used by a school sponsored group,
- C. 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 or activity.

## **Incident Report Procedures:**

### **Classroom Managed Behaviors (4-Step Minor Discipline Referral form)**

- 1. Observe problem behavior
- 2. Warning or Conference with student
- 3. Use classroom management plan
- 4. Complete a step on the 4 - Part Minor Discipline Referral form (Minor DR)

#### **1st Step on the 4 – Step Minor Discipline Referral form**

- a. write a descriptive report of the problem behavior on Minor DR
- b. conference with student
- c. request student read and date that event – student’s refusal to read should be documented on the form
- d. document parent contact if one is made

#### **2<sup>nd</sup> Step on the 4 – Step Minor Discipline Referral form**

- a. write a descriptive report of the problem behavior on Minor DR
- b. conference with student
- c. request student read and date that event – student’s refusal to read should be documented on the form
- d. a phone contact must be made to a parent/guardian – document the time, date and person contacted on the Minor DR

#### **3<sup>rd</sup> Step on the 4 – Step Minor Discipline Referral form**

- a. write a descriptive report of the problem behavior on the Minor DR
- b. conference with student
- c. request student read and date that event – student’s refusal to read should be documented on the form
- d. issue a 30 minute detention + make a phone contact to the parent/guardian agreeing on the date to serve the 30 minute detention – document the time, date and person contacted on Minor DR (If a student is absent on the scheduled detention date reschedule the detention 1 time. If student is a “no show”, it is not the teacher’s responsibility to reschedule. Turn in the detention to the office as a “no show”).

**There must be one parent conference per team prior to turning in a 4 – Step Minor DR with a Major Discipline Referral form to the grade level administrator. If unsuccessful attempts for a parent conference have been made or under special circumstances, teachers should consult with the grade level administrator.**

#### **4<sup>th</sup> Step on a 4 – Step Minor Discipline Referral**

- a. write a descriptive report of the problem behavior on Minor DR
- b. issue a Major Discipline Referral form (Major DR) completed as follows:

- complete student name, grade, referring staff, date, period or time of incident and location – one student name per Major DR form
- circle Classroom Disruption Noncompliance/Defiance/Disrespect/ Insubordination category
- complete Staff member's previous actions category
- complete Other's involved category

c. turn in all copies of Major DR and Minor DR forms to grade level administrator

**Let Administration make parent/guardian contact when the 4<sup>th</sup> step Minor DR is turned in with the Major DR.**

**Office Managed Behaviors – (Major Discipline Referral Form)**

1. Observe Problem behavior
2. Warning or Conference with student
3. Contact security or administration as needed.

**Issue a Major DR form**

- a. complete student name, grade, referring staff, date, period or time of incident, location
- b. circle the Major Offense category– **if more than one offense is circled, star the most prominent offense**
- c. write a clear and complete Explanation of Misbehavior including additional student or staff names involved in the incident
- d. complete Staff member's previous actions category – if applicable, and include document of parent/guardian contacts, if applicable
- e. complete Others involved category
- f. **turn in all copies of Major DR form to grade level administrator or principal**
- g. students will return to class if a Major DR is not sent to the office. If the referral cannot be immediately sent to the office, contact the office and provide a time frame when the completed referral will be submitted.
- h. teacher receives pink copy of Major DR form when administrative action is taken (in a timely manner)

**Description of Violations:**

1. **Disruption in School/Activities:** A student will not through physical or verbal acts, insubordination, or repeated or other acts of misbehavior, disrupt or obstruct the educational process, either while in school or at extra-curricular activities or other school-sponsored functions. All students are expected to contribute to an environment conducive to learning. Disruptive activities are those, which interfere with teaching, learning, and/or another's personal rights. Consequences are assigned progressively depending upon how often behaviors are repeated, or how severe the disruption.
2. **Harassment:** A student will not, by use of violence, fear, hazing, force, coercion, 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. Please refer to separate harassment policy.
3. **Destruction/Damage/Misuse of School or Private Property:** All students are expected to respect school property and the property of other students, staff, and visitors. Students are expected to respect the property of organizations and persons when participating in CHS activities at other schools and organizations. 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 or electronic device or in an unauthorized manner. Software installations and modifications are not to be done by students. Please refer to separate acceptable use policy.

4. **Fighting, Assault and/or Threat:** A student will not verbally abuse, threaten or physically attack any person.
5. **Firearm or Knife:** A student will not possess, handle, conceal, transmit, sell, distribute 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 or look-alikes:** A student will not possess, handle, conceal, transmit, sell, distribute or use any object or substance which is considered a dangerous weapon, 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.
7. **Narcotics, Alcoholic Beverages & Drugs or look-alikes:** A student will not possess, handle, conceal, transmit, sell, distribute use 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 of this section. This section shall not apply to a student who takes a prescription drug under the written authorization of a licensed physician and reports this prescription to the administration.
8. **Possession and/or Use of Tobacco, e-Cigarette, Vaping Materials, or look-alikes:** A student will not possess, handle, conceal, transmit, sell, distribute or use tobacco or vaping products in any form including look-alikes.
9. **Inappropriate language, Profanity and/or Obscenity:** All students are expected to use language which is appropriate to school. A student will not annoy, embarrass or humiliate others, or disrupt the education process or other school sponsored activities, through the use of written, verbal, gestural, or other means of profanity or obscenity. This includes behaviors such as creating or distributing profane or obscene literature or drawings.
10. **Truancy and Tardiness:** All students are expected to attend school daily and on time unless legally excused. Students will comply with and be subject to the state's compulsory school attendance laws. Please refer to separate attendance guidelines. A student's absence from school without a legal excuse constitutes truancy or tardiness. This includes unexcused absences from any part of a period or the school day, class or any other properly assigned activity. Repeated tardiness is considered a form of insubordination.
11. **Failure to serve detention:** All students are expected to serve assigned detentions, to arrive at the scheduled time, to remain throughout the detention and to follow any guidelines outlined by the staff member in charge.
12. **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 rule, directive or discipline procedure, and lying to school personnel.
13. **Inappropriate Behavior:** All students are expected to follow school rules, respect the rights of students and staff, and to resolve conflicts in a positive way and in a timely manner. Inappropriate behaviors occur when students violate a school rule, or when a student's actions interfere with teaching, learning, and/or another's personal rights as directed by any staff members or guest staff members; including failure to follow classroom rules and procedures established by the teacher. This includes behavior outside the classroom such as the hallway, cafetorium, or extra-curricular activities, and behaviors that are affectionate in nature (public display of affection, PDA) such as hand holding, hugging, kissing and the like.
14. **Inappropriate Dress:** Each student has the right to dress in ways that represent his/her individuality. However, some attire is not appropriate at school. A student will not dress or appear in a fashion that (1) Interferes with the health, safety or welfare of that student or of others, (2) Causes

undue attention, or (3) disrupts or otherwise interferes with the educational process or other school functions. Please refer to separate Dress Code.

15. **Theft:** A student will not take or attempt to take into possession either the public property or equipment of the school district or the personal property of another person. Under no circumstances are students to claim the property of others as their own or to accept/receive stolen school or private property.
16. **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 expressed threat.
17. **False Identification/Forgery:** A student will not use or attempt to use false identification to mislead school personnel or to falsify the name of another person or the times, dates, grades, addresses 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. Forgery is defined as submission of an unauthorized request or signature or occurs when a pass/note/excuse/etc. is altered without proper authorization.
18. **Cheating/Plagiarism:** A student is expected to produce his/her own work in and out of the classroom. Exceptions occur when a teacher assigns cooperative exercises, projects, and/or assignments. Cheating is defined as the intention to deceive staff and students by: 1) acquiring another individual's written or cognitive property for personal gain, and/or 2) assisting another student by providing written or cognitive property. Each student is expected to acknowledge the supporting work of other authors in his/her own written work. Plagiarism is defined as presenting or submitting published material without clear documentation and offering information as a product of your own work.
19. **Trespassing/Loitering:** A student will not be present in any school building or on school grounds at unauthorized times, without supervision or when that student's presence may cause disruption of the educational process or a school activity, service or function. Students should not be in areas that are inherently dangerous, unsupervised or not assigned to them for a specific classroom or activity as directed by the adult in charge. It is important to note that students may not arrive to after school activities more than 15 minutes prior to the start of the activity unless supervised by an adult. For example, if a middle school athletic event begins at 4:00p.m., students may not arrive before 3:45 p.m. unless supervised by an adult.
20. **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. A student will not enter, or attempt to enter, any computer file not assigned the respective student.
21. **Gambling:** A student will not engage in any act of gambling or game of chance for money or valuables.
22. **Electronic Devices:** A student will not possess, transmit, conceal or use a radio, player or electronic game device, electronic communications device or pocket pager, cellular phone without the consent of school personnel or for academic use. (A) Electronic communication devices 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 exception shall be communicated by the principal to the affected staff.
23. **Bus Violations:** A student not complying with bus regulations. Please refer to separate bus rules and regulations.
24. **Caused, attempted, or threatened to cause physical injury:** All students are expected to refrain from harming other individuals. All students are expected to respect the rights of others and use those means available within the school to achieve positive resolutions to conflicts. Injury to another, even when caused accidentally, is a serious situation. When injury to another student is intended, the situation is much graver. Fighting is defined as a physical altercation between two or more students with intent to injure. Assault is defined as initiating aggressive physical contact to

another student who does not respond in defense. Verbal and/or written threats of physical injury will be treated as a form of assault. Consequences increase depending upon the actual or potential for harm to others, and/or how frequently the behaviors are repeated.

**Reasonable Force**

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: (1) To quell a disturbance threatening physical injury to others, (2) To obtain possession of weapons or other dangerous objects upon the person or within control of that student, (3) To act in self-defense, or (4) To protect other persons or their property.

**Discipline Guidelines**

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. There are certain things that come up in the course of the year that will require almost automatic disciplinary action.

**Harassment, Intimidation and Bullying: BOE Policy 5517**

Publication of the Prohibition against Harassment, Intimidation, and Bullying from the BOE policy is included here. Please use the school district website to review all BOE policies including the harassment, intimidation and bullying policies 5517.

Harassment, intimidation, or bullying behavior by any student in the Cardinal Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students’ personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

Extracurricular Activities	Be in proper areas	Practice good sportsmanship at all times	Show positive support for you team	Make sure everyone is following the rules	Treat all visitors with respect
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**Dress Code:**

- A. Students are expected to dress appropriately at all times. Any fashion, dress, accessory or hairstyle that disrupts the educational process or presents a safety risk will not be permitted. Common rules of modesty and decency should prevail. Any type of dress or grooming that detracts from the educational process or causes concern for the health, safety, and general well-being of students will be considered



improper. The dress code interpretation and determination will be made by the administrator. Sleepwear or beachwear (including flannel shorts & pants) can only be worn for **special events** such as **Spirit Week**. Students are encouraged to have extra clothing available in their locker to change when needed due to dress code violations. Book bags may be used to and from school but for reasons of safety must remain in student's locker during the school day. Students have ample time during the day to access their locker.

The following are examples of dress being unfit for school wear:

- B. Unbuttoned shirts, blouses, mesh/fishnet, or any garment too revealing
- C. Midriff blouses, shirts, or tee shirts that are mid-length, strapless or have spaghetti straps; students are to have their abdomens, waist and hips completely covered while in school
- D. Shorts, skirts, and dresses that are shorter than fingertip length when arms are at the side and fingertips are outstretched
- E. Visible undergarments; revealing, ripped/torn clothing that exposes the midriff/above fingertip length
- F. Gang/hate group clothing or paraphernalia
- G. Sagging or baggy pants; pants must be fastened at the waist with a belt
- H. Sunglasses, unless approved by a physician
- I. Wearing or carrying of hoods, and/or coats
- J. Ear buds, head phones etc. outside of approved areas
- K. 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
- L. Shoes that are unsafe, have wheels and/or slippers. Shoes should be worn at all times
- M. Clothing that goes in direct violation of any code of conduct violation as outlined in school policy

### **Bus Rules, Regulations and Passes:** (Board Policy 8600)

Bus Conduct, addresses the privilege of school transportation. All school rules apply to bus routes. Below is a list of bus specific violations identified as Level 1: Minor Infractions or Level 2: Major Infractions and their respective consequences. Students are encouraged to follow the guidelines of the handbook, follow directions of the bus driver and report any infractions or issues to the driver or school personnel.

**Level 1: Minor Infractions** *1st time= Documented warning, 2<sup>nd</sup> time= Phone call home/seat change, 3<sup>rd</sup> time= Detention (K-4 advise teacher that child will miss 1 recess), 4<sup>th</sup> time= 2 Detentions (K-4 advise teacher that child will miss 1 recess & serve 1 lunch detention), 5<sup>th</sup> time= 1 day removal from the bus, 6<sup>th</sup> time and further= Removal from the bus continues to increase by one day for every infraction following*

Loud talking or talking at railroad crossings  
Moving around the bus/out of seat  
Pushing/touching or disrupting others  
Repeated tardiness to the bus  
Disrespect to other students/the driver  
Harassment/Bullying of other students

Not following directions of the driver  
Profanity  
Possession of match/lighter  
Eating or drinking (food or gum) on the bus  
Tampering with equipment  
Littering/Throwing objects on the bus

\*Aerosol cans are not permitted. Using sprays, perfumes, and/or any other scented liquids or mists are not permitted

**Level 2: Major Infractions** *1<sup>st</sup> time= 1 day removal from bus, 2<sup>nd</sup> time= 2 days removal from bus, 3<sup>rd</sup> time= 3 days removal from bus, 4<sup>th</sup> time= 4 days removal from bus, 5<sup>th</sup> time= 5 days removal from the bus, 6<sup>th</sup> time and further= Removal from the bus continues to increase by one day for every infraction following*

Minimum of five repeated Level 1 Infractions  
Profanity directed to driver  
Igniting a match or lighter  
Fighting/assault  
Possession of tobacco, drugs, look-alikes  
Theft  
Possession of any pyrotechnics items

Vandalism/arson  
Threat of violence to driver or other school employees  
Possession of a weapon  
False Identification/Forgery  
Littering/Throwing objects off the bus

A written request from a parent or guardian is required in order for a student to ride a different bus or get off at a different stop. The request must be turned in to the School Office in the morning. An office employee will issue the pass that can be picked up by the student during lunchtime. If a student does not have a bus pass, he or she cannot ride home on a different bus or get off at a different stop. Students must ride their assigned bus and get off at their assigned stop. Students will not be dropped off at any other location than board-approved bus stops.

### **School's Right to Search: BOE Policy 5771**

Lockers, desks, storage places, and iPads provided for student use is, and remains at all times, property of the Cardinal Local School District Board of Education. These areas and the contents, therefore, are subject to a random search at any time, pursuant to board policy. This rule also applies to students phones connected to school Wi-Fi. Administrators are authorized to conduct reasonable inspection of school property or of students and items brought upon school grounds, including vehicles, when there is reasonable suspicion to believe that a student may be in possession of evidence that a law or a school rule has been violated.

### **Hall Passes:**

No student may be out of his/her assigned classroom without a pass. Teachers will issue hall passes sparingly. Time out of class with a pass will be monitored.

### **Substance Abuse Policy** BOE Policy 5530

#### CONDITIONS

1. The Student Shall Not:
  - a. Possess chemicals
    1. in personal apparel
    2. in school lockers, desks, etc.
    3. in automobiles
    4. in any way while on school property or at a school function
  - b. Buy / Attempt to buy chemicals
  - c. Sell / Attempt to sell chemicals
  - d. Use chemicals
  - e. Make chemical-like substances
  - f. Possess drug paraphernalia and devices
  - g. Apply or be under the influence of any
    1. narcotic drug
    2. Hallucinogenic drug
    3. central nervous system stimulant

4. Prescription drug
5. mood altering chemical of any kind
6. any substance reported to be a mood altering chemical

These rules are in effect during school.

- during any school sponsored activity/event/program on or off school grounds.
- on school grounds
- on school transportation or at a bus stop
- in transit to and from school
- at any other time when the school is being used by any school group

A discipline file will follow the student from school to school within the district.

Discipline will be imposed and help may be offered independently of court action when indicated by the discipline policy. A student possessing or using chemicals or selling chemicals will be subject to a hearing followed by immediate suspension or expulsion.

In the event that an individual is identified as possessing, selling, or being under the influence of any chemical substance, that individual shall be removed from the school environment until a satisfactory course of action has been determined by the building administrator. Due process procedures will be utilized in the above action. The welfare and rehabilitation of the student should be the primary concern when legal action is recommended.

## CONSEQUENCES

The following procedures will be followed in dealing with the chemical use/abuse situation. Unlike other discipline policies, offenses accumulate through the school career regardless of year, grade, or building. The final disposition of any problem will be determined by the building principal in consultation with the superintendent, with due consideration for the welfare of the students and any other relevant factors involved.

### **Possession, use, transmission, sharing, under the influence, supplying/sale of controlled substances.**

1. The Principal will suspend the student for ten (10) days in compliance with student due process procedures.
2. The Principal will recommend to the Superintendent of schools that the student be expelled.
3. The Principal will attempt to notify the parents/guardians by telephone and mail to explain the incident and arrange for a conference.
4. The Principal will notify
  - a. Middlefield Police Dept.
  - b. Geauga County Sheriff Dept.
  - c. school counselor and nurse
  - d. the Drug Free Schools Program Coordinator

## **Lines of Communication**

It is critical that the lines of communication between parents, students, and school personnel be kept open and exact. Always begin with the source: directly contact the person involved in the issue. These guidelines are offered as a suggestion to facilitate communication.

When there is a student-teacher or parent-teacher unresolved issue the following steps for resolution are recommended.

1. The parent or student discusses the issue with the teacher.
2. If the parent or student is dissatisfied after discussing the issue with the teacher, they may wish to contact the principal.
3. The principal may wish to hold a meeting with the parent and or student with the teacher.
4. The principal will respond to the parent or student with a decision in a reasonable time.
5. If the problem is not resolved in Step 3, the parent or student should contact the superintendent. The superintendent may wish to hold a meeting with the parent and or student with the teacher. The superintendent will respond to the parent or student with a decision in a reasonable time period.
6. If the issue is not resolved after these steps, the parent or student may refer the issue to the Board of Education by writing a letter relating the issue involved.

## **Incomplete Grades**

In rare cases when a student illness, near the end of a grading period, prevents that student from completing assigned work on time, a grade of “I” (incomplete) is recorded. Students and teachers should make every effort to make up this work quickly. After two weeks, all incomplete work is graded “F,” thus negatively affecting the student’s grade for the grading period. In case of a student’s extended illness, hospitalization, or in-patient care at a treatment center, this period of time may be extended by the principal. Note: Since an incomplete grade is not a permanent grade, an “I” on the report card could easily result in a student being declared ineligible for extra-curricular activities and consideration for honor/merit roll.

## **Leaving School During School Hours**

Students are not permitted to leave the school building during the normal school day hours without permission from both the administration and the parent/guardian. If a student becomes ill during the day, secure permission from your classroom teacher to leave the room. The student must then report to the office. All calls to parents/guardians to obtain an early dismissal for illness are to be made from the school office and with the permission of school officials. If a school official wants a student to leave the building during normal school hours, parent/guardian permission must still be obtained and the student must sign out in the office.

**Method of Correcting Behavior:** Considered “leaving without permission,” Saturday School on first offense and more severe consequences for subsequent occurrences.

## **Student Transportation**

A student may arrive at school in one of three ways:

- School district bus
- Private transportation
- Walking

Students who arrive on school property by any means are expected to go directly into the school building. Do not remain in a private vehicle in the parking lot. Do not gather in the parking lot or near the building. Once on school property, students may not leave for any reason without school and parent permission. Leaving school property at any time is considered “leaving without permission” as defined in the discipline code.

## **Student Parking and Driving**

Students driving cars to school have the responsibility of maintaining safety standards. Driving to school is a privilege, not a right. Disregarding any of these rules may result in a denial of driving privileges and/or regular discipline rules. In cases of reckless operation, the school may request a citation by the police department. The following regulations apply:

- All student cars must be parked only in the student areas of the parking lot.
- No one is permitted in the parking lot during school hours except those students leaving or arriving at school.
- No loitering is allowed in any vehicle. Students will not be permitted to sit in cars on the school grounds.
- When a student arrives at school, they should exit their vehicle and immediately enter the building.
- The speed limit on school property is 5 M.P.H. at all times.

Students must maintain a 2.00 GPA and no outstanding school fees to obtain a permit.

Students must obtain a parking permit to drive to school. A copy of proof of insurance and driver's license must be submitted to the office along with a \$5.00 fee. Only Juniors and Seniors are given the opportunity to obtain a permit before any underclass student. Violators of this restriction are subject to a fine, school discipline, and towing for repeated infractions.

## **Transfer, Withdrawal from School**

According to Ohio Revised Code 3321.01, students under 18 years of age are reminded that if a minor "drops out" of school, the Ohio BMV has the authority to suspend driving privileges and the school will report the student to the juvenile judge of Geauga County. "Withdrawal" refers to any student leaving Cardinal High School for any reason - moving, open enrollment, etc. The principal and guidance counselor must be notified if a student intends to withdraw from Cardinal High School. The student must complete the standard withdrawal form and all minors are required by law to show proof of full-time employment (30 hours or more per week) before being permitted to withdraw: signatures by all teachers (indicating the return of textbooks and listing of current grades), the cashier, and the principal. The signature of the parent/guardian is required if a minor is dropping out of school. A student will not be withdrawn if a suspension or expulsion is pending. Course requirements must be fulfilled before student records will be transferred to another school. No transcripts will be released to the new school or employer until all obligations to Cardinal High School have been satisfied.

## **Student Fees, Fines and Fundraising:**

In accordance with State law, Cardinal High School charges specific fees for activities and materials used in the course of instruction. Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks 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. Fees may be waived in situations where there is financial hardship. Students can avoid late fines by promptly returning borrowed materials. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

Each student is assessed a fee for consumable materials and supplies payable by October 1 of each school year. The 2017-2018 fee for students in grades 9-12 is \$75.00.

Students participating in school-sponsored groups and activities may solicit funds from other students, staff

members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers:

- G. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- H. Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' counselor.
- I. Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- J. Students may not engage in house-to-house canvassing for any fundraising activity.
- K. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.
- L. Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

All fees must be current (paid in full) to participate in:

- Extra-curricular activities.
- Early Dismissal
- Late Arrival

School fees must be paid in full before attending the Prom and student participation in commencements. Fee statements will be mailed after the official add/drop date.

### **After School Detentions**

After School Detentions and Wednesday schools are intended as the first, least serious discipline consequence. The intent is that students will recognize the inappropriateness of their actions through this detention program and more serious consequences will not be necessary. Students must bring school work to detention.

After school detentions will be held on Tuesdays and Thursdays from 2:28 - 3:15pm as scheduled by the Administration. Wednesday schools will be held on any Early Release Wednesday from 12:28 - 2:28pm. No student will be permitted to leave the detention room for any reason. For this reason, students must bring books and materials with them to the detention.

After-school detentions will only be rescheduled for:

Previously scheduled medical appointments;

An away athletic event at the request of the coach, approved by the Principal or Assistant of Students;

Family emergency.

Students who do not appear for assigned detentions, are tardy for assigned detentions, or misbehave during assigned detentions will be assigned additional consequences that may include In-School Restriction, or Out-of-School Suspension.

## **Out-of School Suspension**

Out-of-school suspensions are issued for serious infractions and or situations of repeated infractions of the student discipline code. Teachers will determine whether or not work is excepted for credit. The student is able to make-up tests, quizzes, and major projects at a reduction of 30%. Students are not permitted to participate in or attend any school event whether home or away. Students are not permitted on school grounds before, during, or after school on days of suspension.

## **In-School Restriction**

The purpose of In-school restriction is to enable students to remain at school and, at the same time, provide them with an opportunity to improve their academic standing. The student receives full academic credit during the restriction period and will be under the direct supervision of a teacher. The In-school restriction counts as a class absence but not an absence from school. Failure to attend an assigned in-school restriction when assigned or violating ISR regulations will result in the issuance of an out-of-school suspension.

In addition to the rules of the Discipline Code, students will be expected to observe the following ISR regulations:

- Excused absence from school will not fulfill the student's in-school restriction obligations. Any time owed will be served on the first day the student returns to school.
- There are no late arrivals except for bus disruptions or emergencies; there are no early dismissals unless authorized by the Principal or Discipline Officer.
- Students are to report to the In-school restriction room prior to the beginning of first period with all necessary materials (text books, paper, pencil/pen, etc.), and lunch. Dismissal will be at the regular school dismissal time, permanent Early Dismissals are not honored on days of ISR.
- Students will not be allowed to participate in school-day activities, e.g., assemblies, activity period, pep rallies, etc.
- Students will be assigned seats by the monitor in charge. Students may not leave their seats without prior permission.
- Students must do all assigned work and must be absolutely quiet. After all assigned work is completed, supplemental work is permitted. Assignments will be issued and tests will be administered to the students by the teacher in charge.
- Student behavior will reflect an attitude of serious acceptance of consequences for their actions.
- Electronic games, putting heads down, sleeping, passing notes, gum chewing, eating and other social behaviors are not permitted.
- Eating will be permitted only during the authorized lunch break. All lunches will be consumed in the In-school restriction room. No food may be brought in from fast-food restaurants. Sharing or passing food is not permitted.
- Lavatory time will be scheduled for five minutes in both the morning and afternoon.
- Any disturbance or rule violation may result in an extension of the in-school restriction, or the Issuance of an out-of-school suspension.
- Students assigned to in-school restriction may not participate in or attend any school activity at home or away; they may not stay after school for any reason other than academic assistance.

## **Student Textbooks**

During the early days of each class, textbooks and iPads, which have been purchased by the Cardinal Board of Education, will be issued free of charge to students. They are on loan to the students while enrolled in a class; but they remain the property of the Board.

A student is responsible for items issued to them. If a book or iPad is damaged, lost, or stolen, the student will be financially responsible for their replacement cost. For the student's protection, write your name inside the front cover of each book and make a list of the book numbers issued to you. If a student withdraws from the class or school, it is their responsibility to return all school items. If a student finds a book or iPad, they are asked to turn it into the Main Office. Loss of textbooks or an iPad does not relieve responsibility of the student to whom the article was originally assigned.

The cost of a lost, damaged, or stolen textbook/iPad must be paid by the student. If a book shows normal wear for the age of the book, no charges will be made. If a book/iPad is damaged and it cannot be used the student will be charged the replacement cost. The student will be assessed a fine for damage as noted by the school.

## **Academic Integrity**

Academic Integrity is an expectation for every student at C.H.S. Being aware of your academic responsibilities is the best way to avoid an accusation of dishonesty. Aiding someone in being dishonest is just as serious as being dishonest yourself. If you feel something is unethical, your instincts are probably right.

**Academic dishonesty** is defined as the act of presenting the words or thoughts of another person as if they were your own.

**Plagiarism** will be judged as flagrant or accidental. Flagrant plagiarism is extensive, intentional, and/or shows a pattern to deceive. Submitting someone else's paper, including commercially prepared papers, will be considered flagrant plagiarism.

**Accidental plagiarism** is infrequent, minor, and usually involves a misunderstanding of citation requirements. In an effort to help students understand this integrity policy, the following examples of academic dishonesty might include but are not limited to:

- Giving or copying another student's homework.
- Using prohibited (unauthorized) resources, tests or electronic information on quizzes, tests or assignments, or transmitting assessment information by an electronic device.
- Letting eyes wander during quizzes or tests
- Allowing another student to view your test or quiz.
- Working with others on an assignment that was intended to be done individually (consider all work individual unless otherwise specified).
- Altering answers on a graded test or quiz.

The following examples of plagiarism might include but are not limited to:

- Downloading a paper from a "paper-mill" or paying someone to write a paper for you.
- Submitting another student's work as your own
- Copying a portion of another's work without citing it.
- Paraphrasing ideas without documentation.



- Using another’s opinions, theories, quotations, graphics, interviews, email, or other bits of information without citing the source.
- Using the exact language of someone else without using quotation marks and without giving proper credit to the author.

All incidents of academic dishonesty or plagiarism will be referred to the office and can result in a warning, detention, loss of credit for the assignment, failure for the grading period, suspension or removal from class and loss of course credit.

## Lunch

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

Breakfast and hot lunches are served at the Cardinal High School building for the high school students. The meals are prepared at Cardinal High School 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 ~ \$2.85
- ✓ 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 \$14.25 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.*

## Student Athlete Insurance

Student insurance may be purchased through the school. This is an excess insurance meaning that this insurance is good only above and beyond all insurance coverage of parents and guardians. All participants in athletics will be required to show proof of insurance coverage before participation begins.

## Use of Building After-School

Students are not permitted to frequent school buildings or property after school hours without permission of the principal or the advisor of a student group. Any group using the buildings or grounds must be under the supervision of a board-approved advisor. All after school meetings or activities must be scheduled through the principal’s office.

## Adult Student Policy

“Adult Student” refers to students who have reached their eighteenth birthday and regularly attend classes. If the student can provide the principal with evidence of self-sufficiency and proof of residence, the student is considered independent (emancipated) and can sign their own absence, tardy, and permission notes. If not

independent, the adult student's status does not change in any way, including obtaining parent/ guardian/head of household signatures for absences, permission, etc. In either case, the adult student will observe and follow all rules of Cardinal High School.

### **Student Lockers**

Applicable to both hallway and gym lockers. Each student is assigned a locker at the beginning of the school year. Trading, switching, and moving into a locker with another student is prohibited. Each student is responsible for the assigned locker: this applies to damages, illegal materials, inappropriate materials, etc. If a student is not occupying the locker assigned by the school, disciplinary action will be taken. Writing on the inside or outside of the locker, applying contact paper and or paint, displaying inappropriate materials, and any other damaging actions are prohibited and will result in disciplinary action and/or fines for defacement of school property. Never keep money or valuables in your locker. The school district cannot be held responsible for articles stolen from lockers and no administrative time will be spent investigating an alleged theft. Do not use methods to bypass the locking system of your locker for convenience as this increases the possibility of theft. Students are responsible for cleaning out hallway and gym lockers at the end of the school year. All lockers belong to the Cardinal Board of Education. Lockers and their contents are subject to random search by school administrators at any time there is a reasonable suspicion that any locker or its contents contains evidence or a violation of criminal statute, Board policy, or school rule.

### **Posters/Signs**

Permission must be obtained from the principal before any poster or sign is displayed. Inappropriate or for-profit advertising will not be permitted. If permission is granted, all posters/signs must be displayed using only masking tape. Teachers must be consulted before displaying posters in classrooms.

### **School Dances**

All school rules apply at dances, including Prom. All dances are for high school students and their guest who must be at least a freshman in class standing. Additionally, students are not permitted to leave the dance and return - once a student has left the dance, they may not return. If a Cardinal student wishes to invite a date that does not attend Cardinal, the student must inform the principal of that date's identity by signing up in the office or ticket sales table and providing a copy of a photo ID. A non-Cardinal guest must also submit a permission form, signed by the other school's principal that the student is in good standing (discipline, attendance, and academically) All dates must be under 21 years of age and a copy of their driver's license or other valid ID is required. The administration of Cardinal High School reserves the right to restrict or refuse admittance of any individual to school dances. Regardless of your date's age, he/she must also follow all school rules when attending a school sponsored event. Any group wishing to sponsor a dance must seek prior approval from the faculty advisor and the principal. Preliminary plans, including a list of approved chaperones, must be submitted and confirmed.

***ALL FEES, INCLUDING PAY TO PARTICIPATE FEES, MUST BE FULLY PAID PRIOR TO PURCHASING A PROM TICKET.***

### **Sports Events**

The Cardinal community as well as visitors from other schools will form a lasting impression of Cardinal High School from the way we conduct ourselves during home and away events. In order to ensure that this impression is positive, the following guidelines are offered:

- Attend the event with the main purpose of watching the team and the band and support them actively under the guidance of the cheerleaders.

- Do not allow your conduct to disturb others who wish to watch the game. Maintain a courteous and sportsmanlike attitude at all times.
- Be mature. Focus on making positive comments about our athletes without making derogatory comments about the opponents.
- “Cheering” means positive, not negative. The price of admission to a game does not entitle anyone to the privilege of doing exactly as he or she desires without due respect for the rights of others in attendance.
- Remain in your seats as much as possible to avoid disturbing others around you.
- During the National Anthem maintain an atmosphere of respect in keeping with the dignity demanded of the occasion. Remove any hats.
- During any half-time performances, avoid loud conversation which tends to distract those who wish to enjoy this part of the event.
- Dress standards should be appropriate for the occasion.
- Refrain from making derogatory comments to opposing players and the officials.

. Please do not cause embarrassment by inviting your friends, relatives, etc. to visit you at school.

### **Pass-Fail Option**

The pass-fail system is designed to encourage students to enroll in courses that they might not otherwise take. This system allows students to take chances and explore new areas with less risk to their grade point average. This system should be used very sparingly. For example, many colleges look negatively at pass-fail grades in subjects relating to college preparation or college major. The following conditions must be accepted by the student, parent, and principal:

- Open only to 11th and 12th grade students;
- May be used for only one course at any time;
- May be used for graduation requirements but not for required courses;
- The completed form (with all signatures) must be returned prior to the 15th day of class;
- Once enrolled in pass-fail; the student must complete the course or receive an “F”;
- Students receiving 60% or more in the class will receive a “P” grade -- this grade will have no effect on the student’s GPA. Students receiving less than 60% will receive an “NC” grade -- this grade will be averaged into the GPA; and
- A student cannot change from the pass-fail option to the standard means of grading once they have enrolled in the pass-fail option.
- Students enrolled in a course with the pass-fail option will not receive accelerated credit for class ranking purposes.

### **Repeating Courses**

Students who pass a course but feel that repeating the course would increase their understanding and mastery of content and skills of a course are encouraged to repeat the course with these conditions:

- Any student repeating a course will be assigned the better of the two grades
- After successfully completing an advanced course, a student may not repeat a prerequisite.
- This policy does not apply to summer school.
- A student may not repeat a course using the Pass-Fail option.
- Repeating courses do not count toward the (5) credit minimum that is needed for athletic eligibility.
- You may only receive 1 credit for the same course.

## **Work Permits**

Student work permits are issued through the Main Office. Permits are issued in accordance with state laws relating to the employment of minors. Generally, a student must be sixteen years of age to qualify for a work permit. Application and procedures to apply for permits may be obtained in the Main Office.

## **Athletic / Activities Eligibility**

To be eligible, student-athletes must meet the criteria of both Cardinal Local Schools and the Ohio High School Athletic Association. Ultimately, the understanding and meeting of all eligibility requirements falls upon the student-athlete and his or her parents or guardians.

A student's eligibility will be in effect for a period of nine weeks. In determining eligibility, the GPA is calculated on the grades the student received during the immediately preceding grading period. It is not a cumulative GPA. Please note, interim, bi-weekly or weekly grades, and semester or final exam grades are not considered "grading periods" and have no bearing on eligibility. The final grading period will determine the first nine weeks of eligibility in the fall of new school year. Academic credit earned while attending summer school may not be applied to athletic eligibility.

The new eligibility period begins on the fifth school day following the end of the grading period. In the fall, the new eligibility period begins the first date of fall practice. A student's eligibility will be in effect for a period of nine weeks.

High school students taking post secondary school courses (PSEO) must comply with OHSAA scholarship regulations. Students enrolled in PSEO classes must be very aware of the number of credits they are enrolled in. PSEO students should have their guidance counselor and the athletic director review their schedule before any semester to help them understand any concerns with eligibility. PSEO students are responsible submitting letter grades signed and verified by their college instructor to the athletic director within one week of the close of each high school grading period for determination of eligibility for a particular nine weeks. This may come in the middle of a semester at the college, but at the end of a grading period at the high school. After the end of the week, all non-reported grades will be calculated as an "incomplete" for eligibility purposes.

Incomplete grades (I) that are recorded for a nine weeks grade are considered failing (F) for the purpose of interscholastic athletic eligibility and will remain so unless the incomplete was given as a result of a documented illness, tragedy, or family event. In the event the student was late for submitting work for any other reason, the student may not have eligibility restored.

State eligibility standards require all middle school students to pass five classes and all high school students to pass five credits toward graduation in the previous grading period. A student must meet state minimum standards and have a 2.0 GPA (weighted) with no F's to be eligible.

Students whose GPA falls between a 1.0 and a 1.99, or students who have a 2.0 GPA with an F, and have passed five (5) credits towards graduation, will be placed on academic probation. They may maintain eligibility by regularly attending school-mandated study tables. Students on academic probation will sign study table contracts at the beginning of each nine weeks.

For middle school, Students who's GPA falls between a 1.0 and a 1.99, or students who have a 2.0 GPA with an F, and have passed five (5) classes, will be placed on academic probation. They may maintain eligibility by regularly attending school-mandated study tables.

First time freshman are eligible for high school athletics if they have passed a minimum of five (5) classes taken during the final nine weeks of the eighth grade year. First time freshman who have passed five (5) of their classes but have a GPA of less than 2.0 during the final nine weeks of the eighth grade year, or who have a 2.0 GPA with an F, will be placed on academic probation. They may maintain eligibility by regularly attending school-mandated study tables.

The purpose of “academic probation” is to provide academic intervention to increase achievement within our student-athlete population.

Please Note: Do not change your course schedule or drop a course without first consulting your guidance counselor or the Athletic Director to determine whether it will affect your eligibility.

### **Regulation of Activities –Teacher Handbook**

All activities which are planned by any organization must be submitted to the principal by Thursday of the week preceding the event. Fund-raising projects must be approved in advance by the principal and the superintendent.

### **Student Offices**

Holding office in various school organizations is a responsibility and an opportunity to the holder of such office.

Accordingly, Cardinal High School has adopted following guidelines:

- No student shall hold more than two of the following offices of president, vice-president, program chairman, or secretary-treasurer in this group of organizations:  
Junior Class      Senior Class      Student Council
- Students serving in the following capacities shall not hold office in any of the organizations listed above:  
Yearbook Editor    Yearbook Business Manager
- Election of officers shall take place in this order beginning in May:  
Student Council      Class Officers (except 9th grade)

The constitution and/or bylaws of each organization will list the procedures for becoming a candidate for office in that organization.

## Grading System

Numerical grades will appear on all grade reports, except for Final Course grades. Final Course Grades of A, B, C, D, F, I, W/F, P, and NC will appear on the student's official transcript of grades.

<b>Grade</b>	<b>Description</b>	<b>Indicator</b>
A	Outstanding 4.0	Mastery of the major and minor instructional objectives at a proficiency level ranging from 90 to 100%.
B	Very Good 3.0	Mastery of most major and minor instructional objectives at proficiency level ranging from 80 to 90%
C	Satisfactory 2.0	Met the instructional objectives at a proficiency level ranging from 70 to 80%
D	Very Weak 1.0	Difficulty in meeting the instructional objectives at a proficiency level ranging from 60 to 70%. Minimally ready for the next higher level of instruction. Considerable remedial work is necessary.
F	Unsatisfactory 0.0	Has not met the minimum instructional objectives at a proficiency level below 60%. Not ready for the next highest level of instruction. Considerable remedial work is necessary.
P	Passing	Met the instructional objectives at a proficiency level ranging from 60 to 100%.
NC	No Credit	Did not meet the instructional objectives at a proficiency level ranging from 60 to 100%.
WF	Withdrawn/Failing	Withdrew from the class after the specified drop date.
I	Incomplete	Has not completed all assigned work necessary to calculate a grade. Must be made up within two weeks or it will become an F.
*	Weighted Course	Enrolled in an Advanced Marking System course. The student can earn a 4.5 point, A, in accelerated courses and a 5.0, A, in AP courses.

## Graduation Requirements

Requirements for graduation are established by the State Legislature, the State Department of Education and the Cardinal Board of Education. Students not meeting the requirements, will not receive a diploma.

<u>Subject/Course</u>	<u>Credits Needed *</u> <u>(Class of 2017)</u>	<u>Credits Needed*</u> <u>(Class of 2018/</u> <u>2019</u>	<u>Credits Needed*</u> <u>(Class of 2020 and</u> <u>beyond)</u>
<b>English</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Math:</b> Must include 1 unit each (or the equivalent) of Algebra 1, Geometry, and Algebra 2	<b>4</b>	<b>4</b>	<b>4</b>
<b>Science:</b> Must include 1 unit each of Physical Science, Life Science, and an Advanced Science	<b>3</b>	<b>4</b>	<b>4</b>
<b>Social Studies:</b> Must include 1 unit of each of World History, American History, American Government, and Economics or Financial Literacy Elective Course	<b>4</b>	<b>4</b>	<b>4</b>
<b>Physical Education **</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>
<b>Health</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>
<b>Fine Art:</b> Career Tech students are exempt, but must take an additional credit in its place)	<b>N/A</b>	<b>1.0</b>	<b>1.0</b>
<b>Electives:</b> At least 1 unit must be in one of the following categories: Foreign Languages, Fine Arts, Business, Career-Technical, Technology, Family and Consumer Science, or Agricultural Education	<b>4.5</b>	<b>6.0</b>	<b>8.0</b>
	<b>21 credits total</b>	<b>24 credits total</b>	<b>26 credits total</b>
<b>Community Service Requirement</b> (transfer students – 10 hours per year at CHS)	<b>40 hours</b>	<b>40 hours</b>	<b>40 hours</b>
<b>Testing Requirement</b> See below for additional info.	<b>Ohio Graduation Test</b>	<b>Next Generation</b>	<b>Next Generation</b>

\*One (1) unit/credit is a minimum of 120 hours of course instruction

\*\*CHS offers a waiver to exempt students who, during high school, participate in interscholastic athletics, band or cheerleading for two full seasons or an approved Junior Reserve Officer Training Corps (JROTC) program for two years from the physical education requirement. Students must take another course of at least 60 contact hours in its place.

# **GRADUATION TESTING REQUIREMENTS**

## **Beginning with the Class of 2018**

**In addition to the requirements above, the following must be met:**

### **All students take end-of-course exams in:**

- Algebra I and Geometry or Integrated Math I and II
- Physical Science for Class of 2018 / Biology for class of 2019 and beyond
- American History and American Government
- English I and English II

Students studying Advanced Placement (AP), International Baccalaureate (IB) or taking dual enrollment courses in Physical science, American history or American government may take assessments aligned to those courses in lieu of end-of-course exams to avoid double testing.

### **And meet one of the following three:**

1. Earn a cumulative passing score on seven end-of-course exams. The scores are set by the State Board of Education. Students must earn a minimum of 18 total points. Students can earn from 1-5 points for each exam, based on their performance.

- 5 – Advanced
- 4 – Accelerated
- 3 – Proficient
- 2 – Basic
- 1 – Limited

2. Earn a “remediation-free” score on a nationally recognized college admission exam such as ACT or SAT. The state of Ohio will pay for all 11th-grade students in the Class of 2018 and beyond to take the exam free of charge.

3. Earn a State Board of Education-approved, industry recognized credential or a state issued license for practice in a career and achieve a score that demonstrates work-force readiness and employability, on a job skills assessment.

## **COLLEGE ENTRANCE REQUIREMENTS**

Cardinal High School is chartered and approved by the Department of Education of the State of Ohio. Cardinal High School offers courses that will meet the entrance requirements of most universities and colleges in the United States. It is suggested that students' study the entrance requirements of the college they expect to attend and plan courses accordingly. When colleges consider an applicant, they are concerned with the overall qualifications of the student. Emphasis is placed on such things as high school preparation (grades, rank in class, and course rigor), scores on college entrance examinations, high school and community activities and recommendations of the high school principal, counselor, or teacher.



<b>Subject</b>	<b>International Baccalaureate Diploma with Honors for Classes of 2012 and Beyond ***</b>	<b>Academic Diploma with Honors for Classes 2011 and Beyond</b>	<b>Career-Technical Diploma with Honors for Classes 2012 and Beyond</b>
<b>English</b>	<b>4 units, plus the two required International Baccalaureate essays</b>	<b>4 units</b>	<b>4 units</b>
<b>Mathematics</b>	<b>4 units, including Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four-year sequence of courses that contain equivalent content</b>	<b>4 units, including Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four-year sequence of courses that contain equivalent content</b>	<b>4 units, including Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four-year sequence of courses that contain equivalent content</b>
<b>Science</b>	<b>4 units including biology, chemistry and at least one additional advanced science *****</b>	<b>4 units, including physics and chemistry</b>	<b>4 units, including two units of advanced science ****</b>
<b>Social Studies</b>	<b>4 units</b>	<b>4 units</b>	<b>4 units</b>
<b>Foreign Language</b>	<b>4 units minimum, including at least 2 units in each language studied</b>	<b>3 units (must include no less than 2 units for which credit is sought), i.e., 3 units of one language or 2 units each of two languages</b>	<b>N/A</b>
<b>Fine Arts</b>	<b>1 unit</b>	<b>1 unit</b>	<b>N/A</b>
<b>Electives</b>	<b>N/A</b>	<b>N/A</b>	<b>4 units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post-secondary credit</b>
<b>Grade Point Average</b>	<b>3.5 on a 4.0 scale</b>	<b>3.5 on a 4.0 scale</b>	<b>3.5 on a 4.0 scale</b>
<b>ACT/SAT Score [excluding scores from the writing sections]*</b>	<b>27 ACT / 1210 SAT</b>	<b>27 ACT / 1210 SAT</b>	<b>27 ACT / 1210 SAT</b>
<b>Additional Assessment</b>	<b>Must complete criterion-referenced assessments in a minimum of six academic disciplines</b>	<b>N/A</b>	<b>Achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent</b>

Diploma with Honors requirements pre-suppose the completion of all high school diploma requirements in the Ohio Revised Code including:  
 ½ unit physical education\*\*                      ½ unit health                      ½ unit in American history                      ½ unit in government

\* Writing sections of either standardized test should not be included in the calculation of this score.

\*\* SB 311 allows school districts to adopt a policy exempting students who participate in interscholastic athletics, marching band or cheerleading for two full seasons or two years of JROTC from the physical education requirement.

### **Community Service**

Cardinal High School students are required to engage in community service as a requirement for graduation it recommended to complete a minimum of 10 hours per year. A Community Service Verification Form must be completed and returned to the office each semester to have the hours credited. Full requirements for community service are listed on the verification form.

### **Grade Point Average**

In calculating a Grade Point Average (GPA), multiply the credit for each course by the quality points earned, (A=4, B=3, C=2, D=1, F=0), AP Courses (5, 4, 3, 2, 0), Accelerated Courses (4.5, 3.5, 2.5, 1.5, 0) for each course taken. Total the quality points earned and divide by the credits attempted to determine the GPA.

The cumulative (permanent) GPA does not change until a semester course is completed. The grade card will show a temporary GPA for that grading period - this does not change the cumulative GPA.

Incomplete grades prevent the calculation of any GPA until the grade is completed. Students taking a course with a Pass/Fail contract receive no GPA quality points for a passing grade (no effect on GPA), but a failing grade affects the GPA in the same manner as any failing grade.

Colleges and certain awards (e.g., National Honor Society, Valedictorian) require estimated GPA's at times other than the completion of a course. In these cases, the GPA is calculated as cumulative (permanent) GPA based on course work completed to that time. This is a temporary calculation for this single purpose only.

### **Advanced Grade Point Average**

For the purpose of class rank only, successful completion of certain courses (listed below) earn the student extra quality points. For example, a student in AP History can earn a 5 point A. Students enrolled in accelerated courses can earn a 4.5 point A.

#### **AP Courses**

A=5, B=4, C=3, D=2 (Extra Weight = 1.00)

AP Calculus

AP US History/CCP US History

AP Government and Politics

College Composition 1 and 2

#### **Accelerated Courses**

A=4.5, B=3.5, C=2.5, D=1.5(Weight = 0.50)

Honors English 9, 10, 11

Honors Biology

Honors Physical Science

Honors Chemistry

Honors Algebra II

Honors Geometry

Physics

Pre-Calculus

Spanish 4/CCP Elementary Spanish

French 4

### **Valedictorian and Salutatorian**

Selection of the Valedictorian and Salutatorian of each graduating class is determined by the cumulative advanced GPA at the end of the first semester of the 12th grade year. If there is a tie for valedictorian, multiple valedictorians will be named. The next ranking student will then be named salutatorian. If there is a tie for salutatorian, multiple salutatorians will be named. If there is a small difference in GPA only related to the number of courses taken, and the same grades were earned in major courses, the principal may elect to share the honor.

In calculating a Grade Point Average (GPA), multiply the credit for each course by the quality points earned, (A=4, B=3, C=2, D=1, F=0), AP Courses (5, 4, 3, 2, 0), Accelerated Courses (4.5, 3.5, 2.5, 1.5, 0) for each course taken. Total the quality points earned and divide by the credits attempted to determine the GPA.

The cumulative (permanent) GPA does not change until a semester course is completed. The grade card will show a temporary GPA for that grading period - this does not change the cumulative GPA. Incomplete grades prevent the calculation of any GPA until the grade is completed. Students taking a course with a Pass/Fail contract receive no GPA quality points for a passing grade (no effect on GPA), but a failing grade affects the GPA in the same manner as any failing grade.

Colleges and certain awards (e.g., National Honor Society, Valedictorian) require estimated GPA's at times other than the completion of a course. In these cases, the GPA is calculated as cumulative (permanent) GPA based on coursework completed to that time. This is a temporary calculation for this single purpose only.

For the purpose of class rank only, successful completion of certain courses (listed below) earn the student extra quality points. For example, a student in AP History can earn a 5 point A. Students enrolled in accelerated courses can earn a 4.5 point A.

**Courses on the AP weighted scale (A=5, B=4, C=3, D=2 Extra Weight = 1.00)**

AP US History/HIST 2150/HIST 2250 ENGL 2270  
AP Government and Politics HIST 2700  
AP Calculus  
ENGL 1110  
ENGL 1120

**Courses on the Accelerated weighted scale (A=4.5, B=3.5, C=2.5, D=1.5 Extra Weight = 0.50)**

ART 1120 ITIS 1005  
BIOL 1510 ITCS 1105  
Honors Algebra II Physics  
Honors Biology Pre-Calculus  
Honors Chemistry SPAN 1001  
Honors English 9, 10, 11 SPAN 1002/Spanish 4  
Honors Geometry  
Honors Physical Science

**Awards - Principal, Honor, Merit Roll, and End of Year**

**Subject Awards (grades 9-12)**

These awards are chosen by subject departments and 1 excellence and 1 achievement award are given out per grade level.

**Academic Excellence**

- Student has demonstrated excellence in the subject matter and seeks challenging work
- Student is committed to departmental co-curricular activities or events
- Student has taken many courses in the subject matter (beyond what is required)
- Student has not been suspected of any academic dishonesty in the subject matter

**Academic Achievement**

- May not be the best academically, but has achieved the most to maximize their potential
- Student who has shown the most improvement
- Student may have had to overcome adversity to excel in the subject matter

**Honors Diploma Recipients (seniors only)**

- See Honors Diploma criteria
- Student's earning an honors diploma will receive an honors cord to wear at graduation

**President's Award for Educational Excellence (seniors only)**

- Minimum 3.5 GPA and
- Score in the top 85 percentile (based on state data) on the ACT
- \*Must have both to be eligible
- President's Award for Educational Achievement (seniors only)
- Minimum 3.5 GPA or
- Score in the top 85 percentile (based on state data) on the ACT
- \*Only need one or the other

### **American Citizenship Awards (grades 9-12)**

- participate in school and/or community service and have a minimum of 100 community service hours on file
- show a positive attitude toward classmates, school, and community
- display an understanding and appreciation of civic responsibility
- possess strength of character and the courage to do what is right
- promote citizenship with their school or community through other activities.

### **Perfect Attendance Awards (grades 9-12)**

- Students with perfect attendance for 1 year, 2 years, 3 years, or all 4 years

### **Top of the Class (grades 9-12)**

- Top 10 in each class will be recognized. This is based on first semester weighted cumulative GPA.

### **Academic Rolls recognition is announced for each grading period.**

- Principal's Roll: A student must have a 4.0 grade point average.
- Honor Roll: A student must have a 3.6 grade point average.
- Merit Roll: A student must have a 3.3 grade point average.

### **Student of the Month Awards (grades 9-12)**

**Criteria for Nomination:** A Cardinal High School, student, teacher, administrator, or any staff may nominate a student for ***Student of the Month*** are not to be based on any one characteristic of a student. However, the following criteria should be consider when evaluating a student:

- **Academic Performance**
  - Grades (Marked improvement or outstanding grades)
  - Class participation
  - Completion of assignments
- **Character** - displays one/some or all of the following:
  - Adaptability
  - Good work ethic (hard worker)
  - Outstanding attitude/disposition
  - Leadership
  - Desire, and determination to improve
  - Perseverance
  - Trustworthiness
  - Demonstrates responsibility
- **Behavior**
  - Obeys rules
  - Shows respect to peers and authority
  - Well mannered
  - Overall positive attitude toward others and learning
- **Social Relationship**
  - Good Citizenship or improvement in citizenship
  - Willingness to help peers
  - Respectful to peers and teachers
  - Community involvement/service
- **Attendance**
  - Attends school regularly and arrives to school and classes on time
  - Displays a positive improvement in attendance

The nomination form will also require a written explanation as to why the student should be selected for the award. Teachers are encouraged to consider the students' contributions up to that point, rather than a specific start and end date timeline. A committee will accept the nominations.

### **High School Promotion**

In order to be promoted to a higher grade level, students must have earned the following academic credits at the conclusion of the school year:

Sophomore - 5 credits

Junior - 10 credits

Senior - 15 credits

### **National Honor Society**

National Honor Society is composed of students who have demonstrated outstanding achievement in each of the four areas:

**Scholarship, Leadership, Character, and Service.** To be eligible students must maintain an unweighted 3.5 grade point average through the end of the 2nd semester of their sophomore or junior year and complete an application. The application must be complete and list examples and references in regard to the areas of leadership, service, and character. After a student becomes eligible in terms of scholarship, his/her name is presented to the National Honor Society Committee who then select students for initiation into the National Honor Society based on all the four areas listed above. Once selected, students must maintain their good standing in all these areas to retain membership. If a student is found to violate a school rule (major or above) or fails to uphold academic requirements the student's status will be reviewed by the faculty council. The faculty council may Issue a warning or decide to dismiss the student from NHS by a majority vote. The Cardinal High School Chapter operates under the National NHS Constitution and can be found at:  
*[www.nhs.us/constitutions-and-governance/nhs-constitution](http://www.nhs.us/constitutions-and-governance/nhs-constitution)*

### **Graduation Participation**

To receive a diploma and participate in the Commencement Ceremony, a student must have fulfilled all academic and financial obligations, including pay to participate and post-secondary fees. In addition to meeting the academic credit requirements of Cardinal High School, the student must also satisfy all of the assessment requirements mandated by the State of Ohio. The administration of Cardinal High School reserves the right to restrict or deny participation in the commencement practice and/or ceremony due to expected inappropriate behavior.

### **Educational Options**

Credit can be earned by use of educational options in several ways. Students may choose to earn credit through the Credit Flexibility Option or through taking college courses, as part of the College Credits Plus program. If you are interested in earning credit using one of these options, you must see your counselor for more details and follow a specific application procedure. The deadline to notify the school if you plan to participate in any of these options is April 1st.

#### **Credit Flexibility**

Senate Bill 311 establishes that students may be able to earn high school through a credit flexibility plan. Cardinal High School participates in such a plan. With Credit Flex, high school students can earn credit in three ways, or in a combination of these ways:

1. By completing traditional coursework
2. By testing out or otherwise demonstrating mastery of the course content; or
3. By pursuing one or more "educational options" (e.g., distance learning, educational travel, independent study, an internship, music, arts, after-school program, community service or engagement project and sports).

## **College Planning and Assistance**

The guidance counselor is your primary contact for information about post-secondary education. College representatives visit during the year. The majority of colleges now have elaborate web pages to complete a virtual college visit, to gather financial information, and to apply on-line. In addition, our school has contracted the services of Naviance to assist parents and students with college planning. The program offers support, information, and assistance with the completion of financial aid forms and applications. It is very important for college bound students to enroll in a challenging curriculum and to take the standardized tests such as the PLAN, ACT or SAT. \*\*Visit the link to the Naviance website from our high school page for a wealth of information on pre-college planning.

## **College Visits**

A student may be excused from school to visit a college three days per year if the criteria listed below is met.

- The student is a junior or senior with regard to credits earned;
- The student has a definite appointment at the college/university;
- The student has written permission from parent/guardian; and
- The student has permission from the guidance counselor.
- The student has maintained satisfactory attendance and is not on the medical restriction policy. College visits, like field trips, do not fall under the make-up work provisions. All work must be submitted when originally due.

## **Live Animals / Dangerous Objects**

Animals of any type are not to be brought on school grounds unless they are a part of a school activity as approved by the teacher and principal. An example would be a small caged animal used for observation in science class. A student bringing an animal to school without permission will be directed to remove the animal. Failure to comply, or similar action by the same student, will be considered insubordination. Many objects brought to school could be considered disruptive or dangerous. Students are expected to use good judgment and only bring objects needed for instruction. If the object is unusual or related to an object that is a rules violation the student must inquire with the principal or assistant principal to gain permission. The same outcomes apply as noted above for animals. If the object is clearly dangerous and the student does not inquire prior to the event the offense will be classified as major upon discovery.

## **Auburn Career Center Students**

### **Communication & Home School Assemblies**

Announcements are posted on the Cardinal Website and updated daily. Auburn Career Center offers a wide variety of programs or Cardinal students. In the best interest of the students, Cardinal will not release ACC students for most assemblies and pep rallies. The principal will arrange for early dismissal for important educational assemblies and other major events when transportation is available. Students are not permitted to leave ACC for Cardinal assemblies unless approved by the principals of Cardinal High School and Auburn Career Center. Students are not permitted to transport other students to or from Auburn Career Center for any reason.

## **Field Trips**

Teachers and advisors schedule student trips that sometimes require an admission fee. The school often has to pre-pay for admission to events. As such, refunds are not available for students due to absence, tardiness, and or for being removed for behavioral reasons.

## **Acceptable Use Policy and Handbook Certification:**

### COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY (STUDENTS)

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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, and 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.

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**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 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
- 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:

- 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;
- Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
- Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- 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: 04/07/2015

**Teachers and building principals are responsible for determining what unauthorized or inappropriate use is. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board's Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.**

# **Cardinal Local Schools 1:1 iPad Contract**

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. As part of this commitment, Cardinal High School is instituting a 1:1 iPad Mini initiative. Students participating in a 1:1 setting are shown to receive more personalized education and increased engagement. Having constant access to 21st Century tools will also help our students be college or career ready. The iPad issued is the property of the Cardinal Local School District and is made available as a tool for learning. This Agreement outlines the iPad usage standards. Individuals or teams of teachers may set additional requirements for use in their classroom. The 1:1 iPad setting empowers students and teachers to use purposeful technology-based tools at anytime.

## **PLEASE READ THIS DOCUMENT CAREFULLY!**

This agreement is made effective upon receipt of the iPad, between the Cardinal Local School District (the “District”), the student receiving the iPad (“Student”), and his/her parent(s) or legal guardian (“Parent”). The student and parent(s), in consideration of being provided with an iPad, software, and related materials (the “iPad”) for use while a student at Cardinal Local School District, hereby agree as follows:

### **1. iPad CHECK-IN AND CHECK-OUT**

#### ***1.1 iPad Check-Out***

iPads will be checked out each year to incoming students. Parents and students must sign and return the iPad Damage Agreement (page 9-10), Student Pledge (page 10-11) and Student/Parent Acknowledgement (page 12) documents before the iPad can be issued to a student.

#### ***1.2 iPad Check-in***

All iPads, cases, chargers, and school-provided accessories must be returned at the end of each school year to be updated, serviced, and stored safely for the summer. Students, who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason, must return their individual school iPad on the date of withdraw. If a student fails to return the iPad at the end of the school year or upon withdraw of enrollment, that student will be subject to criminal prosecution or civil liability. The student will pay the replacement cost of the iPad, or, if applicable, any insurance deductible. Failure to return the iPad will result in a theft report being filed with the Police Department. Just like a textbook, the iPads are the property of the School District, and students are responsible for returning them in reasonable condition. Any loss of, or damage to an iPad is the responsibility of the student and will be handled in a consistent manner. Students will be charged the actual cost of any needed repairs, not to exceed the replacement cost of the iPad.

### **2. CARE OF iPADS**

Students are responsible for the general care of the iPad issued by the school. iPads that are broken or fail to work properly should be taken to the building technology coordinator.

#### ***2.1 General Precautions***

- The iPad is school property and all users will follow this policy and the acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers or liquids of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPad’s should always be locked in a secure place or supervised directly by the student to whom it is assigned. For instance, iPads should never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their iPad’s battery charged for school each day.

## ***2.2 Carrying iPads***

The protective cases provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads should always be within the protective case provided by the district.
- No other items should be stored or carried within the iPad case to avoid pressure and weight on the screen.

## ***2.3 Screen Care***

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- When carrying an iPad in a book bag or other case do not place anything in the bag/case that will place excessive pressure against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth. (NO cleaners of ANY type)
- Do not bump the iPad against lockers, walls, car doors, floors, etc., as it may break the screen.

## **3. USING iPADS AT SCHOOL**

iPads are intended for use at school daily. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. Students are responsible for bringing their iPad to all classes, unless specifically instructed not to do so by their teacher.

### ***3.1 iPads Left at Home***

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. Students, who repeatedly (as determined by any staff member) leave their iPads at home, will be required to leave their iPads at school and check it out/in from the building technology coordinator at the beginning and end of each day.

### ***3.2 iPad Undergoing Repair***

Loaner iPads may be issued to students when they leave their iPads for repair. There may be a delay in getting an iPad should the school not have enough to loan.

### ***3.3 Charging Your iPad's Battery***

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Students who repeatedly (as determined by any staff member) fail to bring their iPads to school charged will be required to leave their iPads at school and check it out/in from the building technology coordinator at the beginning and end of each day.

### ***3.4 Screensavers/Background photos***

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures (or anything else determined inappropriate by a staff member) will result in disciplinary actions.

### ***3.5 Sound, Music, Games, or Programs***

- Sound must be muted or headphones used at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the iPad and can be used at the discretion of the teacher.
- All software/apps/games must aligned with the Student Acceptable Use Policy.

### ***3.6 Printing***

Printing will be available with the iPad on a limited basis. Students should talk to their teachers about when and how to print.

### ***3.7 Home Internet Access***

iPads will only connect to the Internet through a wireless connection. The cable provided with the iPad is to be used for charging only; the iPads should never be connected to a personal computer. Students are allowed to set up wireless networks on their iPad, this will assist them with iPad use while at home. Students are not required to have wireless access at home.

### ***3.8 Photos/Video Taken with iPad***

Students may not take photos or videos of other students, staff, or anyone else without their permission. The possession, forwarding, or uploading of unauthorized photos or videos to any website, network storage area, or person is strictly forbidden. In addition, photos and videos taken with the iPad may not be used to slander, bully or denigrate any student or staff member.

### ***3.9 FaceTime/Skype***

FaceTime/Skype will be used strictly for educational purposes, under the direct supervision of staff. FaceTime/Skype requires a sizeable amount of bandwidth, and therefore, can slow the school network. Inappropriate use of FaceTime/Skype will result in disciplinary actions. All similar social media apps will be governed by the same rules as FaceTime/Skype.

## **4. MANAGING FILES & SAVING WORK**

### ***4.1 Saving to the iPad***

Students may save work on their iPads. Limited storage space will be available on the iPad—BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

### ***4.2 Network Connectivity***

The School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

### ***4.3 Memory***

For the purposes of updating apps and operating software, students need to keep 1GB of memory free on the iPad.

## **5. SOFTWARE ON iPADS**

### ***5.1 Originally Installed Software***

The software/Apps originally installed must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from iPads at the completion of the course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

### ***5.2 Inspection***

Students may be selected at random to provide their iPad for inspection. iPads are the property of the School District, and any staff member may confiscate any iPad at any time for any purpose.

### ***5.3 Re-loading Software***

The iPad will be restored from backup when technical difficulties occur or illegal software is found. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

### ***5.4 Software upgrades***

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in iPads for periodic updates and syncing.

## **6. ACCEPTABLE USE**

The use of the School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy and the Student Acceptable Use Policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The School District's handbook rules and consequences shall be applied to student infractions. Consequences are assigned progressively depending upon how often behaviors are repeated, or how severe the violation. In addition, the school works collaboratively with the local authorities and law enforcement as deemed necessary

### ***6.1 Parent/Guardian Responsibilities***

- Talk to your child(ren) about the values and the standards that should be followed regarding the use of the Internet similar to the use of all media information sources such as television, telephones, movies, and radio.
- A signed form will be required for parents that opt out of the take home 1:1.

### ***6.2 School Responsibilities***

- Provide Internet access and provide an individual school monitored Google account to students.
- Provide Internet blocking of inappropriate materials on the school district's networks.
- Provide network data storage areas. These will be treated similar to school lockers. The School District reserves the right to review, monitor, and restrict information stored on or transmitted via School District owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in the use of the device and help assure student compliance of the acceptable use policy.

### ***6.3 Student Responsibilities***

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that applies to iPad/computer use.
- Using all technology resources in an appropriate manner to avoid damaging school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via School District's designated Internet System is at your own risk. The School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping the School District protect our computer system/device by contacting the building technology coordinator about any security problems they may encounter.
- Monitoring all activity on their account(s)/device.
- Secure iPad after work has been completed to protect information and device.



- If a student should receive inappropriate digital content, he/she should immediately notify an adult.
- Returning the iPad at the end of each school year. Students, who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason, must return their individual school iPad computer on the date of withdraw.

#### ***6.4 Student Activities Strictly Prohibited***

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc)
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Students are not allowed to give out personal information over the Internet—with the exception of teacher- directed instances.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.
- Bypassing the web filter through a web proxy

#### ***6.5 iPad Care***

Just like any school property issued to a student for individual use, students will be held responsible for maintaining their individual iPads and keeping them in good working condition. **STUDENTS ARE RESPONSIBLE FOR ANY AND**

#### **ALL DAMAGE.**

- iPads that malfunction and/or are damaged must be reported immediately. All iPad repairs must be handled through the School District. Students are responsible for the actual cost of damages—not to exceed the cost of replacement.
- iPad batteries must be charged and ready for school each day.
- iPad cases furnished by the School District must be returned with only normal wear and no alterations to avoid paying a case replacement fee. New iPad cases are available for purchase for \$50 if lost or not returned.
- iPads that are stolen must be reported immediately to a building administrator.

#### ***6.6 Legal Propriety***

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a staff member or parent.
- Plagiarism is a violation of the Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

## **7. PROTECTING & STORING iPADS**

### ***7.1 iPad Identification***

Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

- Record of serial number
- District Label
- Find My iPad is installed on each iPad and can be used to track the location of any iPad

### ***7.2 Storing Your iPad***

When students are not using their iPads, they should be stored in their locked lockers. Nothing should be placed on top of the iPad when stored in the locker. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a vehicle at school or at home.

### ***7.3 iPads Left in Unsupervised Areas***

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the office and dealt with as a disciplinary matter.

## **8. COST OF REPAIRS**

Students will be held responsible for damage\* to their iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost. \*Each case will be reviewed at the discretion of the building administrator

## **9. CARDINAL LOCAL SCHOOL DISTRICT STUDENTS/PARENTS iPad DAMAGE AGREEMENT**

The District recognizes that with the implementation of the iPad initiative, there is a need to protect the investment of the district and the interest of the students and parents. By signing the attached forms, you acknowledge the selection of the following security and use agreement as detailed in the Student/Parent iPad Acceptance Agreement.

**FEES ASSESSED:** Pricing below is for replacement cost or damages that may be assessed for each incident. Payment is due in full within a month of the incident.

### **iPAD Accessories Replacement Cost**

Adapter Cord = \$20.00 + shipping  
less

Adapter Block= \$20.00 + shipping  
less

iPad Case = \$50 + shipping

### **iPAD Repair Cost**

1st Breakage = \$50 deductible or cost of repair, whichever is

2nd Breakage = \$75 deductible or cost of repair, whichever is

3rd Breakage = The actual cost of repair/replacement

# Cardinal Local Schools 1:1 iPad Contract

Please Return

## **DAMAGE:**

Students/Parents are responsible for full payment of damages to iPads.

\_\_\_\_\_ I agree to pay for the above iPad Accessories Replacement Pricing and/or iPad Repair Pricing in the event damage should take place.

\_\_\_\_\_ I agree to pay for the replacement of the iPad at a cost not to exceed the actual cost of the iPad plus the cost of "Apple Care +" (\$399 + \$99 = \$498) should the iPad be stolen, lost or intentionally damaged in any way.

**ADDITIONAL INFORMATION:** in cases of theft, vandalism and other criminal acts, the student or parent MUST file a police/fire report. A copy of the police/fire report must be provided to the principal's office.

## **10. TERMS OF AGREEMENT:**

Your right to the use and possession of the iPad terminates at the conclusion of the school year. iPads and accessories will also be returned to the school if/when students transfer to another district, are expelled, or terminate enrollment.

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **11. Student and Parent Agreement for iPad Use**

### Student Pledge for iPad Use

Your iPad is an important learning tool and is for educational purposes only. In order to take your iPad home each day, you must be willing to accept the following responsibilities:

- I will take good care of my iPad.
- I will never leave the iPad unattended.
- I will not take my iPad into the restrooms or locker rooms.
- I will never loan out my iPad to other individuals.
- I will charge my iPad's battery daily.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad by only carrying it while in the case provided.
- I will use my iPad in ways that are educational, appropriate and meet District expectations.
- I will not place decorations (such as stickers, markers, etc.) on the iPad or deface the serial number.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of the School District.
- I will follow the policies outlined in the iPad portion of this handbook and applicable technology policies while at school, as well as outside the school day.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the District iPad, case, and power cords in good working condition.
- I will notify school officials in case of theft, vandalism, and other acts covered by insurance.
- I understand that a police report will be filed by the school if necessary.

Your child has been issued an iPad to personalize his/her education this year. It is essential that the above guidelines be followed to ensure the safe, efficient and ethical operation of the iPad. We agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information; the Acceptable Use Policy and the Student Pledge for iPad Use.

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **12. STUDENT/PARENT ACKNOWLEDGEMENT**

Students: I have read and will abide by the District's iPad Policies and Procedures. I further understand that any violation of these policies and procedures is unacceptable and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal actions may be taken.

Parents: I have read and agree to assist my student in understanding and abiding by the District's iPad Policies and Procedures. I understand that access to the District's technology equipment and its entire system of electronic communication is designed for educational purposes. I also understand that some materials on the Internet may be controversial and objectionable and that, while every attempt will be made to block inappropriate sites, it is impossible for the District to guarantee all inappropriate sites with controversial and objectionable materials will be blocked. I understand that the improper or inappropriate use of technology equipment and the District's system by my student may result in revocation of his/her technology privileges and the imposition of school discipline. I understand that my student's illegal actions may necessitate referral to the appropriate law enforcement agency.

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date:

\_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date:

\_\_\_\_\_

Please initial the statement below, which is applicable.

\_\_\_\_\_ I grant my student permission to use the District's iPad outside of school.

\_\_\_\_\_ I DO NOT grant my student permission to use the District's iPad outside of school. My student will check out his/her iPad each day from a school staff member and return the iPad at the end of each school day.

***It is essential that parents and students have read and discussed this handbook together. Please sign this last page and return it to the CHS office promptly.***

## RECEIPT FORM

### Student AUP

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

\_\_\_\_\_ *Yes, we have received the above Cardinal Local School District policy information.*

**Handbook:** We have received and read our school’s **Student/Parent Handbook for 2016-2017**. We 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.

\_\_\_\_\_ *Yes, we have received, read and understand the information in the above Student/Parent Handbook for 2015-2016.*

**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, brochures, or other publicity materials.

\_\_\_\_\_ *Permission Granted*

\_\_\_\_\_ *Permission Denied*

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Student Signature

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Parent/Guardian Signature

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_



## 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: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**Cardinal High School  
Field Trip Opt-Out Form**

School \_\_\_\_\_ Teacher \_\_\_\_\_

Field Trip \_\_\_\_\_

Date of Trip \_\_\_\_\_ Departure Time \_\_\_\_\_ Arrival Time \_\_\_\_\_

If you do not want your student to participate in the above referenced field trip, please complete the "Opt Out" below and return to your teacher by \_\_\_\_\_.

For questions regarding the field trip, please contact the teacher.

Email \_\_\_\_\_.

**Opt-Out Notice**

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_

Field Trip \_\_\_\_\_

\_\_\_\_\_ I opt out of this field trip.