

Cardinal Middle School

16175 Almeda Dr., P.O. Box 879
Middlefield, OH 44062
www.cardinalschools.org

2018-2019 Student/Parent Handbook



Mission Statement of Cardinal Local School District

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

Important Contact Information:

Cardinal Middle School	440-632-0261 (Option #4)	440-632-0294 (Fax)
Cardinal Board of Education	440-632-0261 (Option #1)	440-632-5886 (Fax)
Transportation Department	440-632-0261 (Option #6)	440-632-9022 (Fax)
Special Education Department	440-632-0261 (Option #1)	440-632-9674 (Fax)
Pupil Services Department	440-632-0261 (Option #1)	440-632-5886 (Fax)
Food Services Department	440-632-0261 (Option #4)	
Snow Line	440-632-0262 (Option #9)	

Staff Contact Information:

Secretary	Mrs. Hickox	sue.hickox@cardinalschools.org
Attendance	Mrs. Hostetler	tally.hostetler@cardinalschools.org
Principal	Mr. Cardinal	andy.cardinal@cardinalschools.org
School Counselor	Ms. Dalby	anne.dalby@cardinalschools.org
Nurse	Miss Makowski	alysha.makowski@cardinalschools.org
<u>Teaching Staff</u>	Mrs. Avalon	deena.avalon@cardinalschools.org
	Mr. Bronson	dave.bronson@cardinalschools.org
	Miss Burt	kristin.burt@cardinalschools.org
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Chorus	Miss Pintabona	vanessa.pintabona@cardinalschools.org
Physical Education	Mr. DiMattia	joe.dimattia@cardinalschools.org
Technology	Mrs. Matchinga	mandi.matchinga@cardinalschools.org
Art	Mrs. Alvord	amy.alvord@cardinalschools.org
Paraprofessional	Mrs. Hanzel	sharon.hanzel@cardinalschools.org
Paraprofessional	Mrs. K. Mast	kristan.mast@cardinalschools.org
Paraprofessional	Miss Goff	rebekah.goff@cardinalschools.org
ELA School Improvement Coach	Mrs. Cardinal	melissa.cardinal@cardinalschools.org
Math School Improvement Coach	Mrs. Fekete	jennifer.fekete@cardinalschools.org
Data Coach	Mr. Fenner	lee.fenner@cardinalschools.org
STEM Coordinator	Mr. Spence	shaun.spence@cardinalschools.org

Table of Contents:

Bell Schedule.....	4
Attendance and Tardy Information	5
Make-up Work and Homework Requests.....	7
Immunizations and Medications.....	7
Students with Disabilities and Homeless Students.....	9
Protection and Privacy of Student Records.....	10
Student Fees, Fines and Fundraising.....	10
Meal Service.....	11
Safety, Security and Visitors.....	12
Use of Equipment and Outside Advertising.....	12
Lost and Found.....	12
Code of Conduct.....	13
Description of Violations.....	16
Harassment, Intimidation and Bullying.....	19
Dress Code.....	20
Bus Rules, Regulations and Passes.....	20
Electronic Devices.....	22
School’s Right to Search.....	23
Hall Passes.....	23
Acceptable Use Policy and Handbook Certification.....	24

Bell Schedule

Cardinal Middle School is in session from 7:30 a.m. until 2:20 p.m. with breakfast being served daily from 7:10 a.m. to 7:25 a.m. Any student entering the building between 7:10 a.m. and 7:25 a.m. must report to the cafeteria or the gym where they will remain until being dismissed by the teacher. A warning bell will ring at 7:27 am daily prior to the first period bell ringing at 7:30am. Students are not permitted to leave the building at any time during the school day without permission from the office.

5th & 6th Grade Bell Schedule

Regular Schedule		Early Release Schedule	
1st	7:30 -- 8:27	1st	7:30 -- 8:16
2nd	8:30 -- 9:22	2nd	8:19 -- 9:00
3rd Focus	9:25 -- 10:17	7th	9:03 -- 9:44
4th	10:20-11:12	4th	9:47 -- 10:28
5th Lunch	11:15 -- 12:07	5th Lunch	10:31 -- 11:12
6th	12:10 -- 1:02	6th	11:15 -- 11:56
7th	1:05 -- 1:57	7th Advisory	11:59 -- 12:20
8th Advisory	2:00 -- 2:20		

7th & 8th Grade Bell Schedule

Regular Schedule		Early Release Schedule	
1st	7:30 -- 8:27	1st	7:30 -- 8:16
2nd	8:30 -- 9:22	2nd	8:19 -- 9:00
3rd	9:25 -- 10:17	3rd	9:03 -- 9:44
4th Lunch	10:20-11:12	7th	9:47 -- 10:28
5th	11:15 -- 12:07	5th	10:31 -- 11:12
6th Focus	12:10 -- 1:02	4th Lunch	11:15 -- 11:56

7th	1:05 -- 1:57	7th Advisory	11:59 -- 12:20
8th Advisory	2:00 -- 2:20		

Dismissal

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 riding the bus or walking home from school will be released at 2:20pm.

Students who will be picked up by a parent/guardian will be released at 2:27pm. Students are UNDER NO CIRCUMSTANCES to walk across the parking lot at the end of the day to meet their ride. Please refer to the parking lot driving pattern and routines at the end of the handbook.

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.

School Closing:

All school closings (due to bad weather or other emergencies) will be announced on local radio and TV stations, or the Cardinal School "Snow Line" (440.632.0261, Option #9). Cardinal Local Schools has the Alert Now phone system. In the event of an emergency, cancellation of school or need to relay information, the Superintendent will send out an Alert Now message that will call your cell phone or home phone. Please check with the school secretary to make sure your phone numbers are up to date.

Attendance and Tardy Information (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 #4) before 10:00 AM (*if we don't hear from you, you will hear from us*).

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

to verify such statements and to investigate the cause of each single absence or prolonged absence.

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

Habitual Truancy:

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

Excessive Absences:

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

Chronic Absenteeism:

- Absent 10 percent of the school year for any reason

Triggering Absences

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

*Any time a student is not in the building, whether excused or unexcused (*i.e.*, illness, vacation, late arrival, early departure, or personal) count toward missed hours from school.

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.

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. Students who have left school due to illness may not return to school. ***Before a student leaves school property, the student must sign out at the office.***

Participation in After-School Activities

Students who arrive after 10:00 a.m. will not be able to participate in any extracurricular activities and events on that day. Exceptions due to a previously scheduled doctor's appointment, court appearance, etc, must be approved ***in advance*** by the principal or athletic director.

Students who leave school early due to illness may not return to participate in after-school activities.

Make-up Work and Homework Requests (Board 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. Students have the same number of days to make up work as they have been absent from school (i.e., if a student is absent three (3) school days, he/she has three (3) school days after his return to make up work). Announced or unannounced quizzes, tests, assignments, etc. may be required to be taken or submitted immediately upon the student's return to school.

When a student has an ***unexcused absence***, he/she is required to complete all of the missed class work or assessments. Suspensions are considered unexcused absences.

Homework assignments may be requested by parents from the school counselor on the third day a student is out of school. Parents must call the school counselor office before 9:00 a.m. in order to receive the assignments that afternoon. Homework assignments may be picked up between 2:30 p.m. and 3:15 p.m. It is suggested that students check Google classroom, e-mail their teachers using their school gmail accounts or contact other students in their classes and get daily assignments. It is already part of the middle 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.

Immunizations and Medications

A complete *Emergency Medical Authorization Form* must be on file with the school in order for a student to attend and participate in any activity on and off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment, at the beginning of each school year, and is available online. Please contact the office at any time throughout the school year if changes occur.

IMMUNIZATION (BOARD POLICY #5320)

Students **must** be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State Immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. 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 an immunization requirement. Any questions about immunizations or exemptions should be directed to our school nurse.

MEDICATION ADMINISTRATION (BOARD POLICY #5330)

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any non prescribed (over-the-counter) drugs, preparations, and/or remedies.

Students should report to the school nurse for all medications. Parents may administer medication or treatment. Additionally, students may administer medication or treatment to themselves, if authorized in writing by their parents and a licensed health professional authorized to prescribe drugs, but only in the presence of a designated school employee.

School personnel will administer medicine in accordance to these rules:

- A student MEDICAL AUTHORIZATION form must be completed by the parent/guardian 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 LOCKERS, LUNCH BOXES, OR OTHER STORAGE AREAS.
- The school nurse will maintain a log noting date, time, and personnel administering medication for each child that receives medication during the school day.
- Any unused medication unclaimed by the parent/guardian will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.

No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of this policy.

Inhalers and Epipens

Students who may require administration of an emergency medication may have such medication in their possession upon written authorization of their parent/guardian or, such medication, upon may be stored in the principal's office and administered in accordance with this policy.

Students are permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician and has submitted [Form 5330 F3](#) (Authorization for the Possession and Use of Asthma Inhalers/Other Emergency Medication(s)), to the principal and any school nurse assigned to the building.

Students are permitted to carry and use, as necessary, an epinephrine autoinjector to treat anaphylaxis, provided the student has prior written approval from his/her parent/guardian and physician and has submitted [Form 5330 F4](#) (Authorization for the Possession and Use of Epinephrine Autoinjector (epi-pen)) to the principal and any school nurse assigned to the building.

The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911).

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 student becomes ill and it is necessary for him/her to be sent home, the parent or guardian is expected to come to the 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.

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 Middle 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. Fee overages will be applied to outstanding fees before any money is refunded.

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.

Meal Service (Board Policy #8550, 8531):

Cardinal Schools participates in the National School Lunch Program and makes breakfast & lunch available to students. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student may leave school premises during the lunch period without specific written permission from the Principal.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes s/he is eligible, contact the Cardinal Middle School Office.

Lunch/Breakfast Prices for the 2018-2019 School Year

- ✓ Full priced student lunch -- \$2.90
- ✓ Reduced priced student lunch -- \$0.40
- ✓ Full priced student breakfast -- \$1.25
- ✓ Reduced priced student breakfast -- \$0.30
- ✓ Milk -- \$0.50

Policy for Charging Meals in the Cafeteria

1. If there is more than one week of meal charges made and not repaid, the student will be receiving a sandwich instead of the entrée on the menu until charges are repaid. Weekly meal charges are \$14.50 for full pay and \$2.00 for reduced pay.
2. If a student owes more than one week of meal charges, the parent/guardian will receive a balance notification and a letter stating the student will be receiving a lunch meat sandwich until the charges are paid.
3. Charging is a courtesy extended because we understand there are times money may be forgotten at home or lost, but it is not meant to be used as a credit account.

Please contact Food Services Director Janis Benton (janis.benton@cardinalschools.org) at any time about account balances or any other questions.

Also, 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.

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.***

Use of Equipment and Outside Advertising:

Students must receive teacher permission before using any equipment or materials in the classroom and must also seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal.

Lost and Found:

The lost and found area is in the main office and at times throughout the year, the items are placed on the

stage for students to view during lunch periods. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity on a quarterly basis.

Code of Conduct (Board Policy #5500, 5600):

To ensure an environment that is conducive to the education process, students are expected to behave appropriately.

Positive Behavior 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.

	P	R	I	D	E
	Productive	Respectful	Involved	Determined	Empathetic
Parking Lot	Come to School on Time.	Drive Slowly & Park in Designated Area.	Be aware of traffic at all times.	Make sure everyone is following the rules.	Be a considerate Driver.
Hallways	Keep Hallway & Locker Clean.	Walk and use appropriate language.	Watch where you are going.	Have a purpose.	Use appropriate voice level.
Cafeteria	Reduce Reuse Recycle	Be Respectful of staff and your peers.	Keep your area clean.	Be Helpful.	Consider other people's feelings and 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	Respect Bus Driver & Stay in your seat.	Report any inappropriate behavior.	Use appropriate voice level.	Respect all Riders.
Extracurricular Activities	Be in Proper Area.	Practice good Sportsmanship at all times.	Positive support for Your Team	Make sure everyone is following the rules.	Treat all visitors with respect.

Disciplinary Outcomes

Violations of the code of conduct can be minor, major, severe or severe major offenses. Consequences at CMS may include lunch detention, morning detention, after school detention, loss of privilege, loss of bus privilege, community service, In-School Suspension (ISS), 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/Bullying
- 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-cigarettes, 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 ISS
- 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

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/Bullying:** 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 CMS 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 or look-alikes:** A student will not possess, handle, conceal, transmit, sell, distribute or use or use tobacco 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 author's 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:** Students are permitted to use personal electronic devices as outlined in separate classroom guidelines this document. The student acceptable use policy is outlined in this document and requires parent and student signatures to accept responsible use.
 23. **Bus Violations:** Students shall comply with the bus regulations outlined in this document and by their driver.
 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 (Board Policy 5517):

Harassment, intimidation, or bullying can include many different behaviors including intent to ridicule, humiliate, or intimidate another student or school personnel.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

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.

Examples of conduct that could constitute prohibited behaviors include:

1. physical violence and/or attacks;
2. threats, taunts, and intimidation through words and/or gestures;
3. extortion, damage, or stealing of money and/or possessions;
4. exclusion from the peer group or spreading of rumors; and
5. repetitive and hostile behavior with the intent to harm others through the use of information and

communication technologies and other web-based/on-line sites (also known as “cyber-bullying”), such as the following:

- a. posting slurs on websites where students congregate or on weblogs (personal on-line journals and diaries); using websites to circulate gossip and rumors to other students,
- b. sending abusive or threatening messages,
- c. using cameras to take embarrassing photographs of students and posting them online.

Dress Code:

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. 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 would be examples of dress being unfit for school wear:

- A. Beach wear
- B. Unbuttoned shirts, blouses, mesh/fishnet, or any garment too revealing
- C. Midriff blouses, shirts, or tee shirts that are mid-length, cutoff, 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 or torn clothing that exposes the midriff/above fingertip length
- F. Gang/hate group clothing or paraphernalia
- G. Sagging or baggie pants; pants must be fastened at the waist with a belt.
- H. Sunglasses, unless approved by a physician
- I. Wearing or carrying of hoods, bandanas, and/or coats
- J. Ear buds, head phones, etc. outside of approved classroom/cafeteria
- 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. Not wearing shoes or shoes that are unsafe, have wheels or slippers
- M. Clothing that goes in direct violation of any code of conduct violation as outlined in school policy

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

School transportation is a privilege. All school rules apply to bus routes. Below is a list of bus specific violations as Level 1: Minor Infractions, 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, 2nd time= Phone call home/seat change, 3rd time= Detention, 4th time= 2 Detentions, 5th time= 1 day removal from the bus, 6th 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 emergency equipment or doors	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 *1st time= 1 day removal from bus, 2nd time= 2 days removal from bus, 3rd time= 3 days removal from bus, 4th time= 4 days removal from bus, 5th time= 5 days removal from the bus, 6th 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 smoke bomb, firecracker, or similar item	Vandalism/arson
Threat of violence to driver or other school employees	Possession of a weapon
False Identification/Forgery	Littering/Throwing objects of 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 other than board-approved bus stops.

Academic Integrity

Academic Integrity is an expectation for every student at Cardinal Middle School. 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 or suspension, loss of credit for the assignment, or failure for the grading period.

Electronic Devices

In an effort to work together to keep students safe on the Internet, please help by following these simple rules.

- If your child brings a cell phone, iPad, tablet, Kindle, SMART watch, or electronic game to school, keep in mind that the Cardinal Local School District is not responsible if it is lost, broken, or stolen while here at school.

- Students are NOT allowed to have these devices in the classroom unless specific permission is granted by the classroom teacher.
- Students who bring an electronic device may be able to access the Internet via your personal Internet carrier (our Internet safety blocks only apply for our network). In these cases, inappropriate material may be viewed by your child and others if you do not have parental controls set. Parental controls are connected to your individual Internet carrier and the device. **These must be set by you at home.** We do our best to monitor, but if parental controls are not set by you, inappropriate material may be accessed by your child. **Please set parental controls connected to your Internet provider and your child's personal electronic devices.** If these are not set, we are not responsible for inappropriate material that may be accessed by your child. For more information and help with monitoring your child's access to the Internet, please visit:

<http://www.internetsafety.com/internet-safety-tips-for-parents.php>

<http://www.netSMARTZ.org/TipSheets>

Students are not permitted to use electronics or wear earbuds when entering and exiting the building or during other non-instructional times throughout the day such as class exchange. During instructional time and various class periods, it is the responsibility of the student to know and follow classroom teacher guidelines for use of electronics.

Responsibilities:

1. Use electronic devices as outlined in the district acceptable use policy
2. Exclude the use of cameras, videos or any type of recording options
3. Exclude the use of social media such as Facebook, Twitter, Instagram, Snapchat, etc.
4. Exclude the use of phone calls (use the office phone for phone calls)
5. Understand that your electronic device may be confiscated or searched if deemed necessary and appropriate

Consequences:

1. Verbal and written warning (Signature required)
2. Loss of privilege of electronic device for 5 school days (Signature required)
3. Loss of privilege of electronic device for the remainder of the grading period (Signature required)
4. Loss of privilege of electronic device for the remainder of the semester (Signature required)
5. Loss of privilege of electronic device for the remainder of the school year (Signature required)

School's Right to Search (Board Policy #5771):

Lockers, desks or storage places 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. 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 not be out of his assigned classroom without an agenda pass. Teachers will issue hall passes sparingly. Time out of class with a pass will be monitored.

Acceptable Use Policy and Handbook Certification:

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

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

1. Definitions. For purposes of this Policy:

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

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

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

equipment.

2. **Purpose and Use**: The School District is providing Users access to its Network to support and enhance the educational experience of students. Access to system computers and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use of system computers or the Network, and is not limited by the examples of misuse given in this Policy. Users may violate this Policy by evading or circumventing the provisions of the Policy, alone or with others. If Users have any doubt about their obligations under this Policy, including whether a certain activity is permitted, they must consult with their building administrator to be informed whether or not a use is appropriate.
3. **Users Bound by Policy in Accepting Access**: The User consents to the terms of this Policy whenever he or she accesses the Network. Users of the Network are bound to the terms of this Policy regardless of whether they received and/or signed a copy of this Policy.
4. **Personal Responsibility**: Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School District property. Each User is responsible for reading and abiding by this Policy and any and all future amendments, which will be made readily available in both electronic and printed form. Anonymous use is not permitted and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, he or she must inform the building administrator immediately. Any improper use of your account, even if you are not the User, is your responsibility.
5. **Reporting Misuse of the Network**: Users must report any misuse of the Network to building administrator. "Misuse" means any apparent violation of this Policy or other use which has the intent or effect of harming another person or another person's property. This includes, but is not limited to, the transmission of sexually explicit images or messages which would constitute bullying, sexual harassment, or a violation of the Student Code of Conduct.
6. **Violating Policy with Personal Equipment**: The use of personal equipment and/or personal Internet access to violate this Policy or to assist another to violate the Policy is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity) is a violation of this Policy. Using private equipment to divert student time and/or attention from scheduled educational, co-curricular, or extracurricular activities, or to divert paid work time from its proper purpose, is always strictly prohibited. Personal equipment used to violate this Policy on school property is subject to search and seizure, reasonably related to the violation, for a period of up to [thirty (30)] days, unless the personal equipment has been provided to law enforcement officials.
7. **Discipline for Violation of Policy**: Violations of each of the provisions of this Policy are considered violations of the Student Code of Conduct, and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or expulsion and/or referral to law enforcement. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of this Policy.

- 8. Waiver of Privacy:** By accepting Network access, Users waive any and all rights of privacy in connection with their communications over the Network or communications achieved through the use of District equipment or software. Electronic mail (email) and other forms of electronic communication (including instant messaging, social media of all forms, and SMS messages originating from e-mail) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all messages and other data for purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.
- 9. Confidentiality and Student Information:** Users are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by e-mail, stored on a flash drive, portable device or laptop, copied by handwriting or by any or all other devices, forms of storage or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Policy whether or not such negligence results in identity theft or other harm. Users shall not engage or attempt to engage in unauthorized computer access, including but not limited to cyber-attacks, hacks, circumvention of password-protected content, and/or access to inappropriate material, including without limitation personally identifiable student information.
- 10. District-Owned Equipment:** Desktop computers, laptops, portable devices, and other equipment belonging to the District are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to the building administrator. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make such equipment timely available for maintenance at the request of the building administrator. You may be held financially responsible for the expense of any equipment repair or replacement.
- 11. Unacceptable Uses of the Network:** All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. Examples of unacceptable uses include, but are not limited to, the following:
- **OFFENSIVE OR HARASSING ACTS:** Creating, possessing, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene, or pornographic materials, including but not limited to pictures, text messages, e-mails or sexually-oriented content (“sexting”) in electronic or any other form. Using language inappropriate to the school environment, including swearing, vulgarities or language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. Making, distributing or redistributing images, jokes, stories or other material that would violate this Policy or the School District’s harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics. Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities.

- **VIOLATIONS OF PRIVACY:** Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information.
- **CREATING TECHNICAL PROBLEMS:** Knowingly performing actions that cause technical difficulties to the system, other users or the Internet. Attempting to bypass school Internet filters or to “hack” into other accounts or restricted information. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Attempting to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data, other District Network resources, or using the District Network or to do any of the same acts on the Internet or outside Networks. Downloading, saving, and/or transmitting data files large enough to impede the normal functioning of the computer or the Network (such as many music, video, image, or software files) unless given permission by the System Administrator. Moving, “repairing,” reconfiguring, reprogramming, modifying, or attaching any external devices to Network equipment, computers or systems without the permission of the System Administrator. Removing, altering, or copying District software for personal use or for the use of others.
- **USE OF OUTSIDE SERVICES AND APPLICATIONS:** All e-mail, document storage, blogs, social media, or any and all other services and applications (“apps”) must be provided or specifically authorized by the School District on its Network. The use of other providers of such functionality or storage (such as Yahoo) through the Network is prohibited.
- **VIOLATING LAW:** Actions that violate state or federal law or encourage others to do so. Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that the possession or use of is prohibited by law or District Policy. Seeking information for the purpose of creating an explosive device or biohazard, or communicating or seeking materials in furtherance of criminal activities, terrorism, or other threatening acts.
- **VIOLATING COPYRIGHT:** Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Users should assume that materials are protected under copyright unless there is explicit permission for use.
- **PERSONAL USE:** Personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity. Interacting with personal web sites or other social networking sites or tools that are not part of an educational project, receiving or posting messages to web sites or other social networking or blog sites not part of an educational project, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing if such browsing occurs during instructional time.
- **POLITICAL USE:** Creating, transmitting or downloading any materials that support or oppose the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting any type of official campaign business. Unless authorized by a teacher as part of an educational

assignment, creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office.

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

12. Specific Limits on Communication Over the District Network:

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

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

extracurricular activities.

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

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

Such procedures or guidelines will be designed to:

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

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

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

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

Legal Ref.: Ohio Rev. Code 3313.20, 3313.47, 3319.321
Children's Internet Protection Act of 2000, 47 USC § 254 (h), (l)

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g

Revised: 04/07/2015

****It is essential that parents and students have read and discussed this handbook together. Please sign this last page and return it to the CMS 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 2018-2019**. 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 2018-2019.*

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*

Student Signature

Parent/Guardian Signature

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____