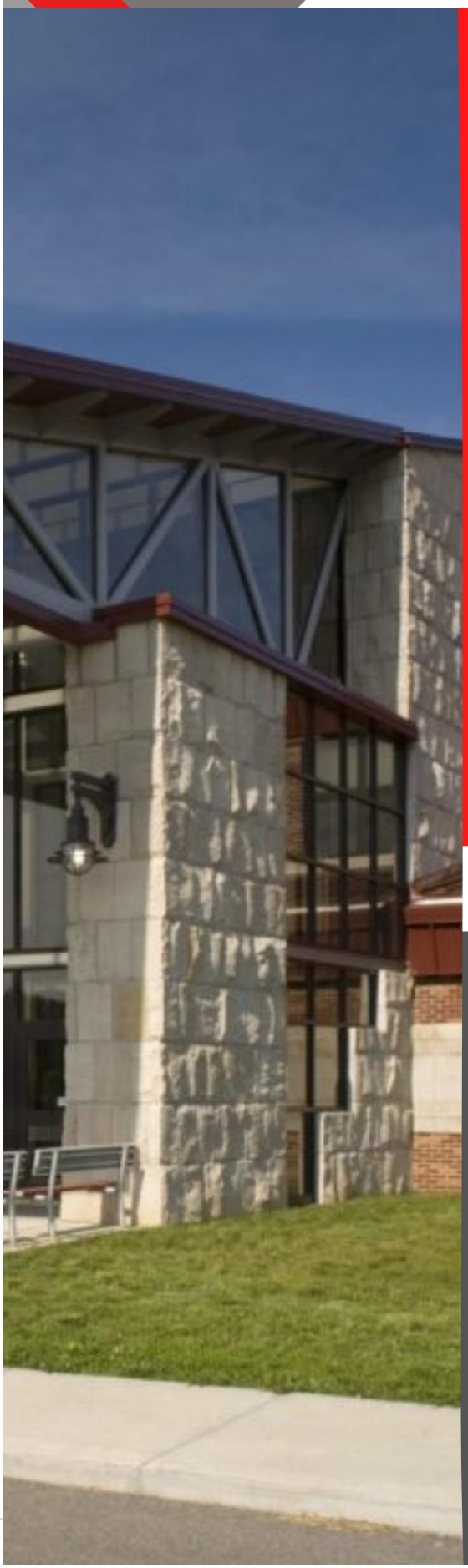
North Fork Local School District

HANDBOOK

To inspire achievement and accountability that maximizes quality learning.



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988 SUICIDE & CRISIS LIFELINE Ohio

Ohio SCHOOL SAFETY CENTER
Safer Ohio
School Tip Line
844.723.3764
Report concerns for student safety

North Fork Local Schools

BOARD OF EDUCATION

Vision

The North Fork Local School District will provide and inspire achievement and accountability that maximizes quality learning.

Mission

Working together with committed employees, parents, and community partnerships will ensure every student has the opportunity to learn at a rate consistent with his/her ability. All students will work towards becoming responsible citizens and mastering the skills of lifelong learning to the maximum of their potential.

Goals

1. Our students will perform at a level that surpasses or is equal to their anticipated level of achievement based on state standards and measured ability.
2. We will promote high expectations for students in all curriculum areas to promote productive citizens for the future.
3. We will create a district wide culture, which promotes diversity, in which all students and employees will demonstrate safe, responsible and respectful behaviors.
4. We will use different forms of communication and public relation tools to develop a sense of community for the North Fork School District.
5. We will promote and encourage employee professional development for continued growth within the "Best Practices" of education.

Dr. Robert Krueger
Board President

Mrs. Farrah Cooperider
Board Vice President

Mr. Daniel Pargeon
Board Member

Mrs. Jordan Atherton
Board Member

Mrs. Debra Paxton
Board Member

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Welcome to Utica High School.

Dear Student and Parent/Guardian,

I want to take this opportunity to welcome everyone to UHS. As you may know, there are many great opportunities here at UHS that involve academics, clubs, athletics, and of course, a social atmosphere. UHS sits within a very active community that leads by example and is supportive through community events and school activities. Please take the time to look through the student handbook so you can better understand the guidelines and expectations that are set here in your building. It is important that you take ownership in your learning experience here at UHS and ask for support when needed.

As the year progresses be aware, be supportive, and be kind. Remember we are all in this together and enjoy your journey.

Have a Great Year,

Mr. Ashbrook
Principal
Utica High School

GENERAL INFORMATION

This student handbook was developed to answer many of the commonly asked questions that may come up during the school year. Please take the time to become familiar with the information contained in this handbook. This handbook does not serve as a contractual commitment to the student but only reflects the current status of the Board's policies and the school's Code of Conduct. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guidelines prevails.

TRANSPORTATION

The purpose of school bus transportation is to deliver students to and from school. Transportation will be to and from the student's home or pick-up point and school ONLY. Upon dismissal, all students are expected to board their buses. Permission must be granted by the office with a note from both parents to ride an alternate bus. Permission may be denied due to bus spacing.

PARENTAL TRANSPORTATION TO SCHOOL

Parents/guardians transporting their student to school are asked to drop them off and pick them up on the North side of the building. Please follow the signs to ensure the safety of all students and other drivers.

BUS CONDUCT

Bus transportation is a privilege. If a student exhibits unacceptable behavior on the school bus, loss of bus privileges can occur. When riding the bus to and from school, or while on a field trip, students are required to observe the following safety rules. Failure to comply will result in disciplinary action against the student and may even result in having the student removed from the bus.

1. Observe classroom conduct.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Co-operate with the driver.
6. Do not smoke or use tobacco.
7. Do not damage bus or equipment.
8. Stay in your seat.
9. Keep head, hands, and feet inside bus.
10. Do not fight, push, or shove.
11. Do not tamper with bus equipment.
12. Do not bring pets on the bus.
13. Do not bring flammable material on the bus.
14. The bus driver is authorized to assign seats.
15. Have a safe trip.

PENALTIES FOR INFRACTIONS

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus. The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. The driver will report misconduct in writing to the principal. Violation of the rules will generally result in a warning, or a bus suspension. ***Extreme offenses*** may result in removal from the bus, school suspension or expulsion even if on the 1st offense.

RIGHTS AND RESPONSIBILITIES

In public schools, parents and students have certain rights given by federal and state laws. The North Fork Board of Education adopts guidelines and policies based on the federal and state laws. Student safety is a responsibility of the students and staff. All staff members are familiar with emergency procedures such as fire, tornado, and lock-down drills as well as accident reporting procedures. Should a student be aware of a dangerous situation or accident, s/he must immediately notify a staff member.

STUDENT RIGHTS AND RESPONSIBILITES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his or her behavior.
Students are responsible for:

- Following teacher directions and obeying all school rules.
- Delivery of information to Parents/guardians about academics.
- Arrive on time and be prepared to participate in the educational program.
- Report any issue or problem that concerns your education or safety.
- Read and Understand the entire student handbook.

PARENTS RIGHTS AND RESPONSIBILITES

- Parents have the right to know how their student is succeeding in school and will be provided information on a regular basis and as needed. *Many times, it will be the responsibility of the student to deliver that information.* If necessary, mail or hand delivery may be used to insure contact. Parents/guardians are encouraged to build a two-way link with their student's teachers and staff by informing the staff of suggestions or concerns that may help their student better accomplish his or her educational goals.
- Check Progress Book and attendance
- Communicate to teachers through email, phone or conferences
- Read and understand the entire student handbook
- Use the online portal to fill out forms, emergency medical and PaySchools to pay for lunches and fees.
- Parents may sign up for One call to receive notifications via, email, phone & text.

EQUAL EDUCATIONAL OPPORTUNITY ACT (B.O.E POLICY 2260, 5517, 5517.01)

It is the policy of this district to provide an equal opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, has the right to file a complaint with the principal. Complaints will be investigated and a response provided to the person filing the complaint. Under no circumstances will the District threaten or retaliate against anyone who raises a complaint.

INDIVIDUALS WITH DISABILITIES

The Americans' with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities. The North Fork Local School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Improvement Act (IDEA). A student can access Special Education services through the proper evaluation and placement procedure. Parent/guardian involvement in this procedure is required. More importantly, the school wants the parent/guardian to be an active participant. To inquire about the procedure or programs, a parent/guardian should contact the Special Education Coordinator.

DIRECTORY INFORMATION NOTICE

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that North Fork Local Schools, with certain exceptions, obtain parental/guardian written consent prior to the disclosure of personally identifiable information from their student's education records. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephones listings – unless parents/guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent. If parents/guardians do not want North Fork Local Schools to disclose directory information from their student's education records without prior written consent, they must notify the District in writing.

DUE PROCESS

Before a student is suspended, the student has the right to Due Process by receiving written notice of the reason for the intended suspension and have an opportunity for an informal hearing.
Before a student is expelled, the student and the parents have the right of Due Process by receiving written notice of the reason for the expulsion and an opportunity for a formal hearing.
In both instances, parents will be given the opportunity to challenge the disciplinary actions.

PARENT COMPLAINT

Parents wishing to file a complaint about a school employee may obtain a "parent complaint" form from the school office or on the District's web site. After the form is completed and submitted to the building principal, the process of solving the complaint will begin. Before a complaint is filed, please try to resolve the issue with the teacher/staff member through communication.

VISITORS

All adult members of our community are welcome to visit the school. To avoid interruption of the educational process, students are ***not*** permitted to bring visitors to school. State law requires any person visiting the school to report directly to the office and secure a visitor's pass. Teachers have an assigned period of time when conferences can take place. Any conference with teachers should be scheduled in advance. Parents/guardians must report directly to the office upon entering the building. 24-hour notices of classroom visits are preferred.

WITHDRAW OR TRANSFER

If a student plans to transfer from North Fork Local Schools, the parent must notify the school counselor or the secretary. School records shall be transferred within fourteen (14) days to the new school district.

STUDENT RECORDS

The teachers, counselors and administrative staff keep many student records. There are two basic kinds of records—directory information and confidential records. A confidential records request can be made available upon request from a parent, guardian or a Records Control Officer in writing within five (5) business days from the date of this notification. Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents/guardian, the adult student, or a surrogate. Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The school must have the parents'/guardians' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent/guardian through the originator and parents/guardians should keep copies of such records for their home file. Parents/guardians may also provide the school with copies of records made by non-school professional agencies or individuals. Students and parents have the right to review educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the counselor, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

ADDRESS OR PHONE NUMBER CHANGES

If a student has a change of address during the school year, a *Change of Address Form* (available in the office or on the website) must be completed and submitted to the Guidance Office immediately.
If a student is moving outside the North Fork Local School District, an Open Enrollment Application (available on the website) must be completed OR the student should follow the proper procedures to withdraw from the district.
Any change of phone number or disconnection of phone service should be reported to the Counseling Office so records may be kept up-to-date.

FIRE, TORNADO, AND LOCK-DOWN DRILLS

The school complies with all fire safety laws and will conduct drills in accordance with State law. Students will practice fire, tornado, and lock-down drills throughout the year. Students are expected to become familiar with each drill and observe the procedures developed. Evacuation procedures are posted in each classroom.

SERVICE LEARNING PROGRAM

The Service Learning Program has been initiated to provide the student with a unique and active avenue to help develop a better sense of self and community while also providing meaningful career exploration experience.

The North Fork Board of Education believes that participating actively in community service will enhance students' interpersonal skills and self-esteem, enable them to connect their academic learning to the real world, and make them aware of the wide range of opportunities for service that exist in any community. The Board further believes that devoting time during a student's school years to serve others or the

community as a whole may engender a life-long commitment to service, and, thereby, make this community or, any community where our graduates make a life, a better place.

Students are required to complete a minimum of thirty (30) documented service learning hours in accordance with the *Service Learning Program Requirements* in order to graduate.

For successful completion of the Service-Learning Program and for credit to be awarded, students must meet all requirements of the program and submit all necessary paperwork to the designated Service-Learning Coordinator no later than May 1st of senior year.

Students who successfully complete the requirements of the Service-Learning Program are eligible to receive .25 (1/4) credit for each 30 hours of service.

WORK PERMITS

Any student under the age of eighteen (18) must have a work permit prior to begin work. Minor Work Permit applications and instructions may be obtained from the school website or in the main office of the high school.

ASSEMBLIES

Throughout the year, assemblies may be held in the high school gymnasium. Assemblies are to be treated as learning experiences by students and staff and, in most cases, an extension of the classroom. The presenters are to be respected by the audience at all times.

1. All students are to sit in their designated section, where attendance will be taken. Students not sitting in the correct section or involved in misconduct will be subject to disciplinary action.
2. Student behavior will determine the scheduling of future assemblies. Rude and discourteous behavior may cancel further assemblies.
3. STUDENTS WILL NOT BE PERMITTED TO LEAVE SCHOOL OR SIGN OUT EARLY DUE TO ASSEMBLIES WITHOUT AN EXCUSABLE LETTER FROM THEIR PARENT OR GUARDIAN. A CALL WILL ALSO BE MADE HOME. **AN ASSEMBLY IS CONSIDERED PART OF THE SCHOOL DAY AND EXCUSES THAT ARE NOT NORMALLY ACCEPTED WILL NOT BE HONORED.** **Any student asked to leave an assembly will receive a detention and will not be permitted to attend assemblies the remainder of the school year.

PEP RALLIES

Pep rallies are held in the gymnasium prior to some athletic contests and run approximately 20 minutes.

LOCKERS

A locker is assigned to each student on the first day of school. Once these lockers are provided, their care becomes the responsibility of the student. The school is not responsible for lost or damaged items. Lockers are the property of North Fork Local School District and the contents of all lockers are subject to random searches without regard to reasonable suspicion.
Students having a problem with their locker should notify the Main Office or Counseling Office.

STUDENT HEALTH

IMMUNIZATIONS

Students attending school are required to have proof of immunizations against Meningitis, diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hepatitis, chicken pox, tuberculosis testing (if enrolling from a foreign country), and any other immunization required by Ohio law and Board policy. Those students not providing proof of required immunizations or a signed written statement of parental religious objection within fourteen (14) calendar days of school attendance will be subject to exclusion. Any questions about exemptions or immunizations should be directed to the NFLSD Nurse.

INJURY/ILLNESS

Injuries must be reported to a staff member or the office staff. If minor, the student will be treated and may return to class. If medical attention beyond the school staff is required, the school emergency procedures will be followed. A student who becomes ill during the school day must request permission from the teacher to go to the office. The office staff or school nurse will determine whether or not the student should remain in school.

EMERGENCY MEDICAL AUTHORIZATION FORM

State law requires that all students must have a completed Emergency Medical Authorization Form signed by a parent/guardian on file in the school office. **Failure to turn in forms may result in the student being excluded from school within 14 days.** Notify the school if any telephone numbers, address or contacts have been added or changed during the school year. No student will be released from school without parental permission unless a serious or life-threatening condition warrants transportation to an emergency room. A reasonable attempt to contact the parent/guardian prior to transport will be made. If a parent/guardian is not present to ride with the student in the emergency vehicle, a school staff member will accompany the student and meet the parent/guardian at the hospital. **CONDITIONS THAT MAY REQUIRE EXCLUSION FROM SCHOOL**

The Ohio Department of Health has provided specific guidelines for preventing the spread of highly contagious infections in the school environment. These guidelines are meant to protect your student and others from unnecessary exposure to infectious or communicable organisms. If these conditions are found or suspected by school staff, a parent/guardian will be contacted to take the student home. A student should not be in school if any of the following conditions are present:

- Any contagious bacterial or fungal infection until treated with antibiotics for at least 24 hours including, but not limited to, strep throat, conjunctivitis, ringworm, skin infections and scarlet fever.
- Fever of 100 degrees F or higher within 24 hours
- Undiagnosed redness and secretions from the eye/s
- Vomiting or diarrhea within 24 hours
- Head lice; per discretion of the school nurse

USE OF MEDICATIONS

The North Fork Board of Education shall not be responsible for the diagnosis and treatment of student illnesses. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours or if the child has a disability requiring medication or treatment to benefit from his/her educational program. **For the safety of our students, the transportation of all medication and medical supplies to and from school is the responsibility of the parent/guardian.**

Medication may not be transported on the bus. Any medication or medical equipment remaining at the end of the school year will be discarded one week after the last day of school.
For the purposes of this policy, "prescribed medication" shall include all medicines prescribed by a physician or licensed prescriber. Non-prescription medications shall include all age and/or weight appropriate over-the-counter drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures that require special training, such as tube feedings or catheterizations. Students must stay in office and take medication in the presence of a staff member.

PRESCRIPTION MEDICATIONS

Before any prescription medication or treatment may be administered to any student during school hours, the North Fork Board of Education requires the student's physician/licensed prescriber and parent/guardian to complete a Medication and Treatment Authorization Form. This form is to be renewed each school year. This document shall be kept on file in the school office. Prescription medication must be in the original container, labeled with the date, student's name, prescriber's name and exact dosage. Staff designated by the superintendent may administer prescription medication or treatment as authorized in writing on the authorization form by a physician/licensed prescriber and parent/guardian. All prescription medications must be stored and locked in the middle school office. However, students shall be permitted to carry and use an asthma inhaler or Epi-Pen with prior written permission from parent/guardian and licensed prescriber as indicated on the Medication and Treatment Authorization form.

NON-PRESCRIPTIONS/OVER-THE-COUNTER MEDICATIONS

All medications must be provided by the parent/guardian and will be stored in the middle school office and administered by authorized school personnel or the child's parent/guardian only. The North Fork Local School District does not supply medications. Non-prescription medications must be in the original container with the student's name, current expiration date, dosing guidelines to validate appropriate dose for age and/or weight. Examples of non-prescription medications that may be stored and administered at school are: Tylenol, Motrin, Advil, Benadryl, Tums, Maalox, cold and cough medicines, and lactase products. All medications are to be provided by the parent/guardian and may not be transported on the bus. The North Fork Local School District does not supply medications. Any medication or medical equipment remaining at the end of the school year will be discarded one week after the last day of school.

HEALTH SCREENING PROGRAMS

The North Fork Local School District is continually concerned about the welfare and progress of children in the school. In an effort to consider your student's educational needs, the school conducts a variety of health screenings under the supervision of the school health staff and the speech/language pathologist to provide important information about each student. You will be notified if any of the screenings indicate problems or if there is a need for further medical advice. If you do not wish your student to participate in any of these screening programs, please contact the school immediately. The evaluations that may pertain to your student (age and/or need appropriate) are listed below:

-speech/language screening
-hearing screening
-vision screening
-postural screening

In addition to these screenings, the nurse and speech/language pathologist cooperate with students, teachers, parents, administrators, guidance counselors, community agencies, physicians and other pertinent professionals as deemed necessary.

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS

PBIS is a process supported by the Ohio State Department of Education and Utica High School to teach desired behavior, identify and respond to undesired behaviors and recognize positive behaviors in students. The tier system of supports helps the whole child on their academic, behavioral and social emotional well-being.

HONOR & MERIT ROLL

The Honor Roll recognizes those students who have achieved a 3.5 - 4.0 grade point average each grading period. The Merit Roll recognizes those students who has achieved a 3.0 - 3.49 grade point average. All subjects are considered when calculating Honor Roll and Merit Roll.

REWARD POINTS

Academic Points

Criteria

3.5 GPA or Higher = 30 pts
3.0 GPA or Higher = 20 pts
700 or higher on EOC tests = 30 pts
0 Discipline Referrals = 30 pts
0 Absences = 25 pts
(excluding medical excuses: notes must be turned in within 3 days)
0 Tardies to School or Class = 20 pts

Rewards

Free Admission to Fall Sporting Events = 30 pts

Free Admission to Winter Sporting Events = 30 pts

Exam Exemption = 60 pts (each exam)
(cannot exempt an exam from the same course both semesters) ~ 70% or higher average grade needed

1 Academic Day = 75 pts (cannot be used if a student is on an attendance plan)

5 Pt. Boost on Exam of Choice = 20 pts

REDSKIN RECOGNITION

Teachers and staff will recognize students who show the following behaviors: respect, responsibility, community minded, and classroom achievement by filling out a Redskin Recognition form. This program is used to reinforce behaviors we want to see in our student body. Students who are recognized will have their name read aloud on the announcements, be a part of the group picture, and entered into the gift card drawing pool.

ATTENDANCE

The faculty and administration of the North Fork Local School District believe that regular school attendance is one of the best indicators of a student's academic success. Regardless of the reason for absence, each missed class interferes with a student's ability to master the skills necessary to be successful in school. It is the responsibility of the parent/guardian to ensure that their student maintain consistent, punctual, daily attendance.

ATTENDANCE POLICY 3.0

Students are expected to be on time to school and classes.
Attendance is taken at the beginning of each school day and reported directly to the office.
Attendance is calculated using hours. Time missed due to a student being late to school or leaving early also counts towards absence hours.

To help families understand attendance expectations, it's important to know the difference between **chronic absenteeism** and **habitual truancy** under Ohio law:

CHRONIC ABSENTEESIM (INCLUDES ANY ABSENCE):

- A student is considered **chronically absent** when they **miss 10% or more of required instructional hours** in a school year for **any reason** (excused, unexcused, medical, or suspension). **(Equivalent to about 1.5 days per month.)**
- If a student becomes **chronically absent**, the student may be placed on "**Medicals Only**" status and all future absences will be considered **unexcused** unless a **doctor's note, hospital record, or court excuse is presented within three (3) days of the child's return to school.**
- If a student becomes **chronically absent**, the school will work with the student, parent(s), staff and the attendance officer to create an Absence Intervention Plan in an effort to support improved attendance.

HABITUAL TRUANCY (UNEXCUSED ABSENCES) (O.R.C 3321.191)

- A student is considered **habitually truant** when they have **unexcused absences** totaling:
  - **30 or more consecutive hours without a legitimate excuse**,
  - **42 or more hours in one school month without a legitimate excuse**, or
  - **72 or more hours in a school year without a legitimate excuse**.
- When a student meets a threshold for habitual truancy, the attendance team will work with the student, parent(s), staff and the attendance officer to create an Absence Intervention Plan in an effort to support improved attendance. The student will have 30 days to improve their attendance according to the plan. If the student does not make adequate progress on the plan, as determined by the team, the attendance officer must file a complaint in the juvenile court against the student.
- If the student is already on an Absence Intervention Plan, the team will determine if the student is making satisfactory progress in improving attendance. If the student has not made adequate progress on the plan, the attendance officer must file a complaint in the juvenile court against the student.
- *If at any time during the implementation of the plan, the student is absent without legitimate excuse 30 or more consecutive hours or 42 or more hours in one school month, the school must have the attendance officer file a complaint against the student.*

EXCUSED ABSENCE WITH LEGITIMATE EXCUSE (O.R.C 3321.04)

The Ohio Revised Code states that every parent, guardian, or other person having charge of any school age child must send such child to a school. Such attendance must begin within the first week of the school term, or within one week of the date on which the child begins to reside in the district. As outlined in the ORC and Board Policy, the following are legitimate reasons for an excused absence from school:

1. personal illness (a written physician's statement verifying the illness may be required);
2. appointment with a health care provider;
3. death in the family;
4. attendance at a driver's education course for up to two (2) hours on no more than four (4) days (limited to a total of eight (8) hours during the school year), provided that the absence does not occur during a core curriculum subject course;
5. religious holidays (must be approved prior to the start of the school year);
6. college visitation;

Absences from school for reasons other than those listed above will be considered unexcused.

NOTIFYING THE SCHOOL OF ABSENCES

Parents/Guardians should call the school when their student is absent. Please provide the student's name and reason for the absence. Parents may leave a message on voicemail if needed. **IMPORTANT:** Calling the school does not count as a legitimate excuse. Students will be marked **unexcused** until a legitimate excuse is received.

LEGITIMATE EXCUSE DOCUMENTATION

To be considered for an excused absence, **written excuse documentation** must be submitted to the school office within three (3) days of the student's return and include all of the following:

1. Student's first & last name
2. Date of absence
3. Reason for absence
4. Parent or guardian's signature (or typed signature if sent from parent email)

Documentation may be submitted in hard copy or via email by the parent or guardian.

STUDENT SIGN OUT/SIGN IN PROCEDURE

Any student leaving school during the day must be signed out in the High School office by parent, guardian, or preauthorized adult. Students are not permitted to leave or ride with anyone other than their parent/guardian or an adult designated by their parent/guardian.

Students returning to school after signing out must sign in at the High School office upon arrival.

Students arriving late for school must sign in at the High School office.

Students leaving the school building without permission, leaving school grounds without signing out in the office, or not being where they are supposed to be will be considered truant and will be subject to the consequences listed below:

1.) **First Offense:** Parents will be notified by phone or email. The student will serve one after school detention

2.) **Additional Offenses:** Parents will be notified by phone or email. The student will serve an in-school suspension.

PRE-PLANNED ABSENCES

These absences require advanced notification and approval of the building administration (i.e. scheduled medical leave/recovery, family trips/vacations). Pre-planned absence forms may be picked up in the office and should be completed at least one week in advance of the absence.

Due to the importance of consistent attendance and instructional time, vacation requests during the school year will be **approved only in rare or exceptional circumstances**.

While we understand that family travel may arise, our school calendar already includes **scheduled breaks** to help families plan time away without missing instruction.

If a vacation request is submitted, approval will be considered for no more than five (5) days in a school year and only if the student meets specific criteria, which may include:

- **Strong attendance history** (limited absences and no truancy concerns)
- **Good academic standing**
- **No current attendance intervention plans**
- **Advance notice provided** (per school policy)

Please note:

- Approval is **not guaranteed**
- Unapproved vacations will be recorded as **unexcused absences** under Ohio attendance guidelines and will count towards habitual truancy
- Missed instructional time may impact student progress, and not all work can be replicated

We encourage families to schedule vacations during designated school breaks whenever possible.

If you have unique circumstances, please contact the school to discuss your situation.

SCHOOL PROCEDURE FOR REPORTING ABSENCES TO PARENTS

If the school is not contacted by the parent/guardian prior to an absence, the school will make a reasonable attempt to contact the parent/guardian at home or work. Automated calls from our One Call System will go out around 10:00 am each day.

MISSED ASSIGNMENTS & MAKE-UP WORK

It is the responsibility of the student to arrange for and complete missed assignments due to absence. Students should either email their teachers during the absence or immediately upon return to school to make the necessary arrangements with their teachers for collecting and completing missed assignments. Students will be permitted one day for each excused absence day to turn in the assignments for full credit. If the student is absent on a day in which a test is given, the student will be responsible to take the test on the day they return or at the discretion of the teacher.

TARDY TO CLASS POLICY

TARDY TO CLASS
Students are expected to be in class on time. Teachers are to report to the office on a discipline report form any student who has been tardy to class three (3) times in a grading period. Excessive Tardiness Consequences: • Fourth Tardy: Lunch detention from the teacher. • Fifth Tardy: Lunch detention from the teacher. • Sixth Tardy: 30 min after school detention. • Seventh Tardy: 30 min after school detention. • Eighth Tardy: Referral for additional discipline.

EIGHTEEN-YEAR-OLD STUDENTS

Any student eighteen (18) years of age or older must follow the attendance policy above.

EMERGENCY CLOSING

If the school must be closed or the opening delayed because of inclement weather or other conditions, the superintendent will notify the following radio and television stations:

RADIO		TV
WCLT -1430 (AM)	WHTH – 790 (AM)	WCMH Channel 4
WNKO – 101.7 (FM)	WMVO – 1300 (AM)	WSYX Channel 6
WQIO – 93.7 (FM)	WNCI – 97.9 (FM)	WBNS Channel 10
		FOX Channel 28

CANCELLATION OF ACTIVITES

All middle school activities are automatically cancelled when school is closed.

ONE CALL

The district will use the One Call Now system to inform parents/guardians. Please go to **the district's homepage under Parents Tab and register** to be included in these calls. This system will also be used for general announcement calls.

EARLY DISMISSAL

Should school be dismissed early, **it is the responsibility of the parent/guardian to work out an emergency plan to follow when a student is delivered by bus or walks home early.** The student should be assigned a place to go if no parent/guardian will be home.

STUDENT SERVICES

FEES & FINES

Utica High School charges specific fees for activities and courses. Such fees and charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. School Fees can be paid using Pay School Central with an account created from the school website. **Failure to pay fines, fees or charges may result in withholding of the report card. Unpaid fees will be accumulated from year to year and carried forward from building to building.**

ATHLETIC FEES

Refer to the Athletic Code of Conduct for the fee schedule.

WAIVER OF FEES

If you are currently receiving funds for Aid to Dependent Children (ADC), Ohio's Disability Assistance Program, or the Social Security Administration for Disability (SSA) or you qualify for free lunches, you are eligible for a waiver for any fees associated with participation in a course of study. This waiver shall not apply to participation in extracurricular activities or summer school fees. To waive school fees, check the box on the Free and Reduced Lunch form through the online portal.

High School FEES 2025-2026

AGRICULTURE	
Agriculture, Food, & Natural Resources (AFNR)	$20.00
Plant & Animal Science	$20.00
Business Management	$20.00
Ag Mechanics	$20.00
Agricultural & Environmental Systems	$20.00
ART	
Intro & Adv Drawing	$40.00
Intro & Adv Ceramics	$40.00
Visual Art Composition	$40.00
ENGLISH	
English 9	$10.00
English 9 Advanced	$10.00
English 10	$10.00
English 10 Advanced	$10.00
Monster & Horror Literature	$18.00
ELA for Life	$7.50
PHYSICAL EDUCATION	
Yoga	$15.00
SCIENCE	
Anatomy & Physiology Advanced	$20.00
Chemistry	$10.00
Chemistry 1 Advanced	$10.00
Physical Science	$8.00

Physical Science Advanced	$8.00
Physics Advanced	$8.00
Biology	$30.00
Biology Advanced	$30.00
Biology in Fiction	$15.00
VOCAL MUSIC	
Concert Choir	$10.00
Kantorians	$12.00
Guitar I	$8.00
MISCELLANEOUS	
Financial Literacy	$10.00

NON-SUFFICIENT FUNDS

If your check is returned to us unpaid for nonsufficient funds (NSF), your account will be debited electronically for both the face amount of the check plus applicable returned check and collection fees by ecolect, LLC.

LOST & FOUND

The lost and found is located in the high school main. If you have lost an article, please come to the office and describe the item for identification. Please bring items found to the office so that others may have an opportunity to reclaim them. Unclaimed items will be donated to charity at the end of each school year.

VENDING MACHINES

The vending machines are located in the high school. Students may not use the vending machines during school hours.

SCHOOL PHOTOGRAPHY

A school photography company will take pictures during schedule pick up before the school year starts. Make- up pictures are scheduled during the month of September. Packages are available for purchase. Check the school website for more information.

LOCKERS (O.R.C. 3313.20)

All students will be assigned an individual locker. Lockers are the property of the North Fork Local School District and are provided to students as a convenience. Lockers are not to be decorated inside or outside the locker with permanent fixtures such as but not limited to adhesive tape, paint, markers, stickers, or any other permanent decoration. Lockers and contents are subject to random search at any time without regard to whether there is reasonable suspension that any locker or contents contains evidence of a violation of a criminal stature or a school code.

PERSONAL ITEMS

The school cannot and will not assume responsibility for losses or damages for any personal items such as cell phones, MP3 players, digital cameras, headphones, and iPads or other tablets. This list is not fully inclusive and the administration reserves the right to deny any other materials deemed inappropriate for school.

STUDENT FUNDRAISERS

Students may participate in only school approved fundraisers when soliciting within the school. Items are not to be brought into the school to be sold. ***Money and/or merchandise should not be exchanged between students for any reason.***

TELEPHONE USE

The office telephone may be used for illness or emergencies with permission from the principal, secretary, or a teacher. At no time are personal cell phones to be utilized to contact a parent etc., unless special permission has been granted by a teacher, principal, secretary or nurse.

SURVEILLANCE CAMERAS

Surveillance cameras are in use at Utica High School. Surveillance camera footage shall only be viewed by authorized school employees.

BREAKFAST AND LUNCH PROGRAM

The cafeteria is open 30 minutes prior to the start of classes each school day and offers free breakfast to every student. It will also be open for lunch periods. **Students are <u>not permitted</u> to leave school during lunch period.**

The cafeteria is not a restaurant. Everyone's help is necessary in keeping it clean and orderly. Students are expected to:

- Pick up after themselves and push in their chairs before leaving the cafeteria.
- Place trays, milk cartons and waste in the waste containers provided.
- Use **ONLY** the restrooms at the front entrance to the cafeteria during lunch periods.
- **KEEP ALL FOOD AND DRINK IN THE CAFETERIA**.

Throwing things in the cafeteria during lunch could result in suspension.

Food from non-school sources, other than a regular packed lunch is discouraged. Students are not permitted to use food delivery services (example: DoorDash, Grubhub, etc.). For the safety of students, these delivery services will not be allowed in the building.
Applications for the school's Free and Reduced-Priced Meal program are to be completed on the online portal. Website for forms is located at the top of the Middle School webpage "Back to School Forms" If a student does not receive a form, please contact the building secretary.

ACADEMICS

GRADES

Interim progress reports are available to parents and students at the middle of each nine (9) week period. Report cards are posted on ProgressBook at the end of each nine (9) week period. Each parent is encouraged to talk to his/her child, the teacher, school counselor, and the principal concerning the progress of the student. **Parents may also access their student's progress online via ProgressBook.**

COURSES & SCHEDULE

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's academic needs and available class space.
Information concerning grade placement, programs of study, curriculum requirements and course descriptions are located in the Course Guide which is available in the Counseling Office and on the high school website.

SCHEDULE CHANGES

Requests for schedule changes:

1. Must be made in the Counseling Office.
2. Must be made between one week prior to and one week after the start of school. Changes at the semester must be made within 3 days of the start of 2nd semester.
3. Must be approved by a counselor or an administrator only.

Due to commitments for staff assignments and the ordering of textbooks and other supplies, schedule changes may be made only for the following reasons:

1. Mechanical errors
2. Changes to meet graduation requirements (seniors)
3. Changes necessitated by failure
4. Classroom balancing (administrative changes)
5. Subject level changes (teacher recommendation with administration approval)
6. Changes necessitated by physical health of student
7. Changes to drop seventh course, as noted
8. Addition of class in lieu of study hall the same period (class size permitting)

Students may drop scheduled subjects in excess of the six-credit requirement ***by the end of the third week of school*** without penalty and without exceeding more than one study hall. If a course is dropped after the first grading period, a grade of "F" will be recorded. The only exception is if a student's health is a factor, and it is verified by a physician in writing for such exceptions or by the approval of the principal. The "F" may be waived.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the co-curricular program. No student may participate in any school-approved trip without parent/guardian consent. Student Code of Conduct rules apply to all field trips. Parents/guardians have the right to deny participation. Any student not participating will be given schoolwork of an enrichment nature while the other students are gone.

EDUCATIONAL OPTIONS

Students may exercise other educational options, such as online courses, summer school, etc. as outlined in Board of Education Policy #5460.

GRADING SYSTEM

The grading system for Utica High School is based on four grading periods, each nine weeks in length. The grading periods are divided into two semesters (90 days each, or 180 days in session for the school year). For each grading period, a student will receive a letter grade for each course taken.

GRADING SCALE

90-100 = A
80-89 = B
70-79 = C
60-69 = D
0-59 = F

Any student receiving a "U", "D", or "F" in any course cannot be on the Honor Roll or Merit Roll

Incomplete Grades

Incomplete grades may be assigned for medical/emergency situations with the principal's approval. A student who receives an incomplete (I) for a grading period will be given ten days from the end of the grading period to complete work, unless special permission is received from the principal. If work is not completed within this time, the incomplete grade will convert to an F.

Grade Change Requests

Grade disputes should take place within a timely fashion. Quarter, Exam, and Semester grades should be discussed with the teacher prior to the next quarter or interim grade submission date. Final decisions on any grade shall be the responsibility of the subject teacher. Each teacher shall be able to justify a given grade. (Board of Education Policy #5421)

PHYSICAL EDUCATION WAIVER

The physical education requirement for graduation may be waived for students who have successfully completed at least two (2) full seasons of interscholastic athletics, marching band, bowling, or cheerleading as defined in the OHSAA handbook, while enrolled in grades 9 through 12, and as documented by the Athletic Director.

HOMEWORK

Homework will be assigned to reinforce skills learned in school and to develop responsibility in completing tasks. Homework can be defined as unfinished classwork, long term projects, weekly review sheets, studying for tests, quizzes, math facts, etc. Each teacher will communicate their Homework Expectation Policy in the classroom and posted on their website. Parents/guardians should check the student's assigned/graded work in Progress Book. A student is allowed an amount of time equivalent to the time of absence to make-up assignments.

ELIGIBILITY (ATHLETIC HANDBOOK)

FOR STUDENTS ENROLLED IN GRADES 9-12:

• In the immediately preceding grading period, a student must receive a passing grade in a minimum of five (5) one-credit courses, or the equivalent, which count toward graduation; AND can't have 2 F's in the grading period.

• A student enrolled in the first grading period after advancement from the eighth grade must have passed a minimum of four subjects in the preceding grading period in which the student was enrolled AND can't have 2 F's in the grading period.

All PARTICIPANTS

• Will have their scholastic eligibility checked at the midterm each 9 weeks. Students may be placed on Academic Probation for 1 week if they meet any of the following conditions: 1. The student is not passing 5 classes. 2. The student has at least 1 F in a core class. The student must be passing 5 classes AND have Zero F's in core classes by the end of the 1-week probation period to remain eligible. If the student is still not passing 5 classes AND is still failing a core class at the end of the probation period they will become ineligible for 1-week periods until they meet the requirements.

Eligibility requirements are clearly defined in the Ohio High School Athletic Association Constitution and Bylaws. Ultimately, the understanding of and acknowledgement to meet all eligibility requirements falls upon the student-athlete and his/her parent/guardian.

PARENT/TEACHER CONFERENCES

Utica High School will hold Parent/Teacher conferences on specific dates throughout the year. Please check the school website for dates and scheduling instructions of Parent/Teacher conferences. These occasions are meant to help open the lines of communication between parents/guardians and teachers. If additional time or conferences are needed, arrangements may be made through the teacher or by contacting the office.

PROGRESS REPORTS/REPORT CARDS

Interim reports are issued halfway through each nine-week grading period and available on Progress Book. Report cards will be issued after each nine weeks of instruction and is available on Progress Book. Parents/guardians have on-going access to their student's academic progress through Progress Book. Contact the counseling office for information on how to receive login information.

INCOMPLETE ON REPORT CARD

Student who are absent or suspended at the end of the grading period, may receive an incomplete. Follow the absence policy for allotment of time. Incomplete work not made up within this time may result in a failing mark being recorded. **PROMOTION, RETENTION, PLACEMENT**

In making decisions concerning proper grade level assignment (**retention and promotion**) the following areas will be taken into consideration in grades 6-8:

- student's academic progress
- developmental age of the student
- social and emotional well-being of the student
- attendance of the previous year
- test results

In cases of **retention,** the parent/guardian will be contacted in advance, although the final decision will rest with the principal, with an appeal to the superintendent. Retention is viewed as another opportunity for growth at a particular level.

Placement in the next grade may be noted on record rather than promotion if a student's work continues to be unsatisfactory after retention.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with the Ohio State Standards and District policy. Unless exempt, each student will be expected to pass the appropriate state-mandated achievement assessment. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

HONOR SOCIETY SELECTION PROCEDURES

Selection of students for membership in National Honor Society is the responsibility of the Utica High School Faculty Council, which consists of five teachers selected annually by the principal. The principal and assistant principal cannot be included in the Faculty Council. The following procedure is recommended:

1. The selection procedure should be determined by the Faculty Council and must be published.
2. Students' academic records should be reviewed to determine scholastic eligibility.
3. If additional faculty input would be beneficial, all faculty members could be invited to make comments on candidates using a faculty evaluation sheet. However, the actual selections must be made by the five appointed members of the Faculty Council. It is not permissible to take an entire faculty vote.
4. The Student Activity Information Form should be reviewed by the Faculty Council, along with verifiable information about each candidate and his or her activities which define the candidate's leadership, service, and character. Some Faculty Councils may wish to interview candidates personally.
5. Selection: Candidates receiving a majority vote of the Faculty Council should be inducted into the chapter. If a point system is used to evaluate candidates, the cut-off point should be determined prior to reviewing candidates.
6. Notification: Students who are selected, and their parents, will be notified of their selection and given information regarding the upcoming induction ceremony and the obligations of membership in NHS. Students not selected will be given a form highlighting areas of needed improvements, prepared by the faculty council.
   Prior to the induction ceremony, advisor(s) will verify the acceptance of all selected members in order to plan effectively.

GRADUATION

CREDITS EARNED TOWARD GRADUATION FROM OTHER INSTITUTIONS

In accordance with Section 3365.02 of the Ohio Revised Code, students from Utica High School may enroll at a college, on a full-time or part-time basis, and complete nonsectarian courses for high school and/or college credit. Further information may be obtained from the Guidance Office.

EARLY GRADUATION POLICY

Students considering Early Graduation should meet with their School Counselor to review requirements, and submit an application for Board of Education approval. (Board of Education Policy #5460)

- Students planning to graduate **before** their expected graduation year must have Board approval by the December meeting of their Junior year.

Students planning to graduate **mid-year** (winter) of their Senior year must have Board approval by the December meeting of their Senior year. (Board of Education Policy #5460)

GRADUATION REQUIREMENTS

Before students may graduate from Utica High School, they must meet the requirements established by the State of Ohio and the North Fork Board of Education. Local graduation standards presently exceed state requirements.

GRADUATION EXERCISES

Because the school operates under an annual promotion policy and therefore, holds annual commencements, the following procedures shall be applicable:

a. Approved students completing graduation requirements at the end of eight semesters are expected to attend and participate in the graduation ceremony and practice.
b. A student may not participate in the graduation exercises or be issued a diploma until all classes are completed, credits earned, and requirements met. Any exceptions to the rule must be approved by the Board of Education.

RANK IN CLASS

Students are ranked at the end of the sixth, seventh, and eighth semesters for the purpose of making college recommendations.

VALEDICTORIAN AND SALUTATORIAN

The valedictorian will be the student with the highest final grade point average (GPA) in the senior class. The grade point average for valedictorian will be calculated at the conclusion of final grades of their senior year. This will mean that notification of valedictorian will take place after students have taken their final exams. The standing or rank in the senior class and the top scholastic honors of Valedictorian and Salutatorian will be determined by averaging the higher of the final average for each subject taken in grades 9 - 12.

In case of ties in GPA, if all grades are identical, the student with the highest number of Advanced Placement/Honors courses will be awarded the appropriate Valedictorian/Salutatorian status. If there is still a tie for Valedictorian, Co-Valedictorians will be honored, in alphabetical order. If there is still a tie for Salutatorian, Co-Salutatorians will be honored, in alphabetical order.

This determination is not official until students are notified by the principal during the fourth quarter of their senior year. This honor may be withdrawn due to poor performance either academically or behaviorally and thereby not exemplifying the high standards and ideals expected of one so honored.

COMPUTER TECHNOLOGY

COMPUTER RESPONSIBLE USE AGREEMENT

The focus of this agreement deals with Internet usage and applies to all computers, iPads, and personal devices used on the North Fork Local Schools Network.

The North Fork Local School District is granting you access to its network and technology resources. This is just one way of many we are enhancing the mission to teach the skills, knowledge, and behaviors you will need for college and career readiness. All students have access to technology in the classrooms, libraries, labs and iPads. Access is considered a privilege.

As a responsible citizen and a NFLS student, you are expected to use these resources and technology in a meaningful, safe and responsible way. Technology is a tool that is used to expand your horizons and learning opportunities. As a responsible citizen and user of the districts resources you should demonstrate courtesy, respect and have integrity.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide their student's access to the Internet.

When you sign this agreement, students acknowledge the following rules and conditions:

- Students will use technology in a safe, responsible way.
- Students will use technology in productive and appropriate ways for school related purposes.
- Students understand that all district equipment, network, their district accounts, iPads etc. are property of North Fork Local School District. Their use can be monitored at any time without their knowledge or consent.
- Students will avoid using resources in a disrupting manner that may also affect others.
- Students will use email and other means of communication responsibly. Students will not use any type of electronic device to post any negative comments regarding staff and students. This includes but isn't limited to, posting or sending threatening and non-threatening messages, pictures, videos, etc. through any type of social media
- Students will protect their personal data as well as the data of their peers. Students will abide by all confidentiality requirements in federal and state law, including but not limited to the Family Educational Rights and Privacy Act.
- Students will respect the political views of others by not using district resources for political advertising, lobbying or campaigning.
- Students understand that the district resources should not be used for the promotion of commercial goods or personal gain.
- Students will conserve district resources through proper use of video or audio streaming and network bandwidth. Using the school network without prior approval is prohibited. This applies but not limited to hosting websites, file servers, gaming sites, email systems, VPN, etc.

- Students will use technology in accordance with laws of the United States and the State of Ohio, including but not limited to the following: ○ Criminal Acts – including but not limited to “hacking” or attempting to access computer systems without authorization, harassing email, cyber bullying, cyberstalking, child pornography, vandalism, tampering with systems, etc.
    - Libel - including publicly defaming people through published material on the internet or in email, etc.
    - Copyright Protections - copying, selling or distributing copyrighted material without the express written permission of the author or publisher or engaging in plagiarism. Students should assume things on the Internet are protected by copyright.
- Students should use the account assigned to them. They will not share their password with other students or use another’s account for any reason.
- Students will obtain permission from any individual before posting any picture, video or audio of that said person online. Students are prohibited from filming or taking pictures of staff members and other students in any manner unless granted permission as it relates to the educational process.
- Students will not use technology resources to access inappropriate content. This includes but is not limited to, content related to pornography, weapons, hate speech, academic dishonesty, etc.
- Use of Artificial Intelligence in school is prohibited for the completion of school work, without the express permission/consent of a teacher as it undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. ○ All use of AI tools, images, searches, writing or other should be done ethically, and with honesty and integrity
    - Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked and disciplinary action taken against them.
- Students understand that district administrators will deem what conduct is inappropriate use if such conduct is not listed in this agreement.
- Students will be given an assigned device for educational use. Personal devices will not be permitted to connect to the school network.
- North Fork Local School District will provide instruction for their students regarding appropriate use of technology and online safety and security.
- North Fork Local Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. North Fork Local Schools will not be responsible for any damage's students suffer, which includes but is not limited to, loss of data or service interruptions. North Fork Local Schools specifically denies any responsibilities for the accuracy or quality of information obtained through the Internet

Students understand and will abide by the above Responsible Use Policy. Should a student violate the policy, they understand that the consequence of their actions could include suspension of computer and iPad privileges, disciplinary action up to and including expulsion, and/or referral to law enforcement.

STUDENT: As a user of the North Fork Local School Districts computers/network and the Internet, you are agreeing to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

PARENT/GUARDIAN: Your signature indicates that you have read the Computer Responsible Use Agreement and have discussed the contents with your child.

Rev. 04/7/25

IPAD LOAN AGREEMENT

One Apple iPad, charger and case in good working order are being *loaned* to the student. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment.
Student iPad is the property of North Fork Local Schools and is here on loan to the students for educational purposes only for the academic school year. The student may not deface or destroy this property in any way. Inappropriate use of the equipment may result in the student losing his/her right to use the iPad. If necessary, iPads will be searched to establish proper use of the iPad is being followed.
Student iPad must be returned prior to a student withdrawing from North Fork Local Schools and/or upon request by North Fork Local Schools. If not returned, the child/parent could be held to further action.
The Student iPad is district property may only be used by the students for non-commercial purposes, in accordance with district policies and rules, the District Responsible Use Policy, as well as local, state, and federal statutes.
Students may not install or use any software other than software owned or approved by the district and made available to the student in accordance with this Agreement.
Once the user with specific privileges and capabilities has been set up on the iPad, the student agrees to make no attempts to change, or allow others to change, the privileges and capabilities of this user account. The student may not make any attempt to add, delete, access, or modify other user accounts on the iPad or on any other school owned device.
The North Fork Local Schools network is provided for the academic use to all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the network.
Identification labels have been placed on the iPad, case and/or keyboard. These labels are **not** to be removed or modified. If they become damaged or missing, contact the district tech support for replacements. Additional stickers, labels, tags, or markings of any kind are **not** to be added to the device. This includes coloring, painting or shading of the keyboard. The child/parent could be held to further action if intentionally defaced.
A school email account will be available for each student to use for appropriate academic communication with staff members within the North Fork Local School District only. Their email account should not be used to sign up for any other account without approval from a North Fork Local employee. This is also in compliance with Senate Bill 29 and agreements with third party vendors and Student Data privacy.
The student agrees to use his/her best efforts to assure the student iPad is not damaged or rendered inoperable by any such electronic virus while in student's possession.
The student acknowledges and agrees that his/her use of the iPad is a *privilege* and that by the student's agreement to the terms hereof, acknowledges his/her responsibility to protect and safeguard the district property. This includes the safe return of the device in good condition upon request by North Fork Local Schools.

RESPONSIBILITIES

Parent/Guardian Responsibilities

Your son/daughter/child has been issued an iPad to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device:

- I will supervise my child's use of the iPad at home.
- I will discuss our family values and expectations regarding the use of the internet and email at home.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the iPad, nor will I attempt to clean it with anything other than a soft dry cloth.
- I will report to the school any problems with the iPad.
- I will not load or delete any software from the iPad.
- I will not login to any personal Apple ID and/or any accounts on my child's school issued device.
- I will make sure my child recharges the iPad battery nightly.
- I will make sure my child brings the iPad to school every day.
- I understand that if my child comes to school without the iPad, I may be called to bring it to school.
- I agree to make sure that the iPad is returned to school when requested and upon my child's withdrawal from North Fork Local Schools.

Student Responsibilities

Your iPad is an important learning tool and is to be used for educational purposes only. When you receive your iPad, you agree to accept the following responsibilities:

- When using the iPad at home, at school, and anywhere else I may take it, I will follow the policies of the North Fork Local Schools, especially the Student Code of Conduct and Responsible Use Policy, and abide by all local, state, and federal laws.
- I will treat the iPad with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby and in general reckless behavior.
- I will keep my iPad in my school issued protective case.
- I will not lend the iPad to anyone; it will always stay in my possession.
- I will not load any software or programs or remove files from the iPad.
- I will not login to any personal Apple ID, and/or any accounts on any school issued device.
- I will not give personal information to others when using the iPad.
- I will bring the iPad charged and ready to use to school every day.
- I agree that email (or any other electronic communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share them with others.
- I will not attempt to repair the iPad.
- I will return the iPad when requested or upon my withdrawal from North Fork Local Schools
- I will willingly submit to any iPad search by an Administrator or the Technology Department.

Apple Care Insurance

Please read this entire section about your child's protection against damage and loss of the loaned iPad equipment in your care. This form must be completed before the iPad will be provided to the student.

Coverage and Benefit

This agreement covers the iPad 24 hours per day against accidental damage. Accessories (charger and case) are **NOT** covered and are the sole responsibility of the student. Stolen or lost devices are NOT covered by Apple Care Insurance.

Effective and Expiration Date

This coverage is effective from the date this required form and payment are received by the school through the date at which the iPad is required to be returned in good, working order to the school.

Cost of Apple Care

Cost of Apple Care Insurance coverage for the iPad is $50.00 per school year. The Apple Care Insurance fee is NON-REFUNDABLE. The fee will be assessed for students in **7th through 10th Grade**.

It is agreed and understood that:

- ❑ The Apple Care Insurance offers iPad coverage to all students in grades 7 through 10.
- ❑ A separate agreement will need to be signed for each iPad covered.
- ❑ Apple Care Insurance covers incidental damage only.
- ❑ The North Fork Local Schools Technology Department will determine if damages were due to negligence or incidental.
- ❑ Replacement of a damaged iPad requires immediate payment of the $50 Insurance Fee, as well as any additional costs due to negligence.
- ❑ Replacement of a lost iPad requires immediate payment of the $50 Insurance Fee, as well as any additional costs due to negligence.
- ❑ Replacement of a stolen iPad requires immediate payment of the $50 Insurance Fee, as well as a copy of the police report, be provided to the North Fork Local Schools Technology Department.

Cost for 6th, 11th and 12th Grades

As Apple Care Insurance is not applicable after four years, these grades will no longer have a yearly fee. However, a $50 replacement fee or the cost of the iPad may be assessed for any of the following situations:

- ❑ The iPad is lost.
- ❑ The iPad is damaged in any manner (examples: cracked screen, charger broken off in port, liquid damage, etc.)
- ❑ The iPad is stolen, and a copy of the police report is provided to the North Fork Local Schools Technology Department.

General Note: *North Fork Local Schools Staff are responsible for determining unauthorized or inappropriate use. In determining proper use of iPads, an Administrator or the Technology Department may search the device at any time. An Administrator or the Technology Department may deny, revoke, or suspend access to the Network/Internet to individuals who violate the North Fork Local School District's Computer Responsible Use Agreement and related guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct, as well as local, state and federal statutes.*

SUPPORT SERVICES

MULTI-TIERED SYSTEM OF SUPPORTS

Utica High School has established a multi-tiered system of supports for students at risk or struggling in class. MTSS is a framework schools use to provide tiered academic, behavioral, and social-emotional support to all students.

SCHOOL COUNSELOR SERVICES

A school counselor is available to talk with individuals or small groups about their academic, personal or social concerns. Counseling services are offered primarily to assist students in the following areas:

1. Scheduling and Grades
2. C-TEC Registration
3. Graduation Requirements
4. Higher education (college, vocational school, technical school, etc.)
5. Planning for the future
6. Personal situations

If you have problems in any of these areas, make an appointment to see a school counselor.

Graduation requirements: See the Course Guide for graduation requirements

The Counseling Office arranges visits for college and technical school representatives. Listen for dates and times of their visits. Post high school educational materials are available in the Counseling Office and online, also pre-entrance testing information and material.

HOTLINES

Handouts are available from any school counselor or the counseling office.
2-1-1: Text your zip code to 898211 or call 740-345-HELP or 800-544-1601

AFTER-SCHOOL TUTORING

Tutoring is offered in a classroom with supervision from a staff member. Tutoring is offered Monday-Thursday while school is in session from 2:18pm-3:00pm. Time and space is given to the students to quietly work on assignments and ask questions if needed. Contact the counseling office with any questions.

STUDENT CONDUCT

At Utica High School we develop and enhance respectful behavior while protecting and nurturing the physical, social, mental, and emotional growth of our students. Discipline policies and procedures recognize the inherent dignity and rights of each individual. When a student deviates from the standard expected behavior, disciplinary action will be taken. Consequences are designed to help change behavior and guide the student in making more appropriate decisions in the future. Infractions may result in parent conferences, compensatory payment of damages, detentions, alternative (Saturday) school, in-school suspension, out of school suspension, and/or recommendation for expulsion. Failure to serve the assigned consequences will result in further discipline. The principal reserves the right to deviate from the order of discipline.

DRESS CODE

Although the major responsibility for good grooming rests in the home with each student and his/her parents, the school has certain concerns based on considerations of health, safety, and the maintaining of a school atmosphere that promotes study and learning. When attire becomes extreme, or in the opinion of the school's professional staff, violates health or safety regulations, becomes a distraction to others, or violates commonly accepted standards of modesty, such appearance is not acceptable.

The Dress Code applies to all students, grades 9-12, enrolled in the North Fork Local School District.

1. In school, students should be clean. Clothes, personal articles, or tattoos shall not contain profane, obscene, degrading or other forms of offensive lettering or designs, (e.g. Coed Naked, Big Johnson, gang-related, satanic, or hate group, etc.) Clothing advertising or insinuating alcohol, tobacco products, racism, drugs, sex, death messages, etc. is not permitted. Students must wear shoes or sandals at all times that fit properly and do not pose a risk to health and/or safety. Shoes that cover the feet entirely must be worn in such classes as but not limited to Chemistry and Industrial Tech.
2. Hats, bandanas, headgear, bare midriffs, pants containing excessive holes or sweatpants that are unsightly, non-prescription sunglasses, tank tops (that show or do not cover the side to the armpit), see-through garments or revealing shirts or blouses, or revealing clothing of any kind are not permitted. Sleeveless tops should be closed armed, in good taste and have sides that cover the torso. Shorts and skirts may be no shorter than extended fingertip length (as it pertains to each individual) or at the discretion of the administration.
3. Hats must be kept in lockers during school (between the operating school hours or unless an adjusted schedule is in place). Staff has the right to confiscate hats. Refusal to surrender a hat to a staff member constitutes insubordination, which is subject to disciplinary consequences.
4. Items that can injure others or cause damage to school property such as chains, shoe cleats or plates, etc. are not permitted.
5. Jackets, blankets (or coverings such as) and coats should be left in the student's locker. Students may wear sweaters or sweatshirts if they become cold during the school day.
6. Shorts are permitted during the school year as long as the following guidelines are followed: short shorts, bicycle shorts or similar, or swimsuits are not allowed. Undergarments may not be showing (or seen through garments as well) when wearing shorts, pants, or summer tops. Styles that create, or may create, a classroom disturbance are not permitted).
7. Students violating the dress and grooming policy will be required to comply with the guidelines. If necessary, students will be sent home to change or sit in the office until a parent picks them up.

BACKPACKS

Students must place all backpacks, bags, purses, and other non-instructional personal belongings in the locker that has been assigned to them prior to U-Time, or upon entering the building if the student arrives after the school day begins. These items must remain in the locker from 7:30 until 2:30 or until the student signs out of the building. Students will be permitted to visit their lockers before and after the school day, between class periods, or with permission from a staff member. Questions regarding what is required to remain in lockers during the school day should be directed to the building administrators.

PERSONAL COMMUNICATION DEVICES (B.O.E POLICY 5136)

The Board of Education is committed to providing educational environments that support students fully engaging with classmates, teachers, and instruction. Use of personal communication devices ("PCD") (this term shall also include an "electronic communication device" as referenced in R.C. 3313.753) shall be prohibited during the instructional day

The term Personal Communication Device ("PCD") is defined in Bylaw 0100 - Definitions.

Nothing in this policy prohibits a student from using a PCD in accordance with the student's individualized education plan ("IEP") or Section 504 plan. The Board shall also permit a student to use a PCD to monitor or address a health concern if the Board receives a written statement from the student's physician requiring such use. Additionally, students may use school phones to contact parents/guardians during the school day, depending upon the exigencies of the situation, the location of the students, and the location of the PCD during an active threat or emergency in accordance with the protocol outlined in the Board-adopted emergency management plan.

Students are prohibited from using a PCD except:

- when the teacher authorizes a student to use a PCD for educational purposes during instructional time;
- when the Principal authorizes a student to use a PCD for educational purposes during instructional time;
- during the student's lunch period;
- between classes;
- as authorized by a supervising adult during school-related events and functions (e.g., after-school activities, extracurricular activities); or
- while riding in school vehicles. (Distracting behavior that creates an unsafe environment, failure to follow instructions of a bus driver, or any other violation of the Student Code of Conduct related to PCD use shall not be tolerated and may result in the loss of use of the PCD while in a school vehicle as well as discipline when appropriate.)

Students are prohibited from using PCDs in a manner that infringes on a person's reasonable expectation of privacy. This includes using PCDs in locations and circumstances where a student may be changing clothes or in any stage of undress, such as gymnasiums, locker rooms, shower facilities, and restrooms/bathrooms, and swimming pools. The Superintendent and building principals are authorized to determine other specific locations and situations where the use of a PCD is absolutely prohibited.

Except as authorized by a teacher, administrator, IEP team, or Section 504 plan, students are prohibited from using PCDs to capture, record, and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person during school hours on school

property or during school-related events and functions. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent during the instructional day, where there is a reasonable expectation of privacy, or as outlined above, is considered an invasion of privacy and is not permitted.

Students are expressly prohibited from using covert means to listen in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Principal. The District representative shall notify the parent(s), in writing, whether such a request is denied or granted within five (5) days.

Students may not use a PCD in any way that would constitute bullying or harassment or other violations of the Student Code of Conduct. See Policy Board 5517.01 - Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails, or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students also are prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Students may not use PCDs to access and/or view Internet websites that otherwise are blocked to students while in school, on school property, or at a school-sponsored activity.

When the use of PCDs is prohibited, all PCDs must be powered off completely (i.e., not just placed in vibrate or silent mode) and stored out of sight.

When the use or possession of PCDs is permitted, all PCDs must be placed in silent mode unless otherwise required by an IEP or Section 504 plan to monitor/address a health concern, or as permitted by a principal or teacher for learning purposes. Students permitted to use a PCD for these limited reasons are expected to use the approved device only as authorized. PCDs must be stored out of sight when directed by the administrator, teacher, bus driver, adult supervising an extracurricular or school event, or sponsor.

Students shall have no expectation of confidentiality with respect to their use of PCDs while at school or on school property, including school buildings, other facilities, and school vehicles.

Possession of PCDs on Campus

Students are permitted to possess a PCD on their person as long as they remain stored out of sight and are not used except when permitted by this policy or the emergency management plan.

Possession of a PCD by a student during the instructional day, and during school-related events and functions, is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in the following disciplinary measures:

- Issue a verbal warning and require the student to store the PCD in accordance with this policy.
- Confiscate the PCD and store it securely in a staff-controlled locker, bin, or drawer for the duration of the class or period.
- Confiscate the student's PCD and store it in the facility's central office for the remainder of the school-related event or instructional day.
- Confiscate the student's PCD in the facility's central office to be picked up by the student's parent or guardian.
- Schedule a conference with the student's parent or guardian to discuss the student's PCD use.
- Loss of privilege to bring a PCD to school for a designated length of time or on a permanent basis (unless required for medical reasons or in accordance with an IEP or Section 504 plan).
- In-school suspension.
- Out-of-school suspension.
- Expulsion.

If the violation involves an illegal activity (e.g., child pornography, sexting), the school official will also refer the matter to law enforcement or child services. The PCD will be confiscated and may be turned over to law enforcement if a violation involves potentially illegal activity.

School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Board Policy 5771 - Search and Seizure.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the Principal or Superintendent.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Procedure from the office is to call the classroom and/or send someone to the class to retrieve the student and have them come to the office. Once there, students may use school phones to contact parents/guardians during the school day.

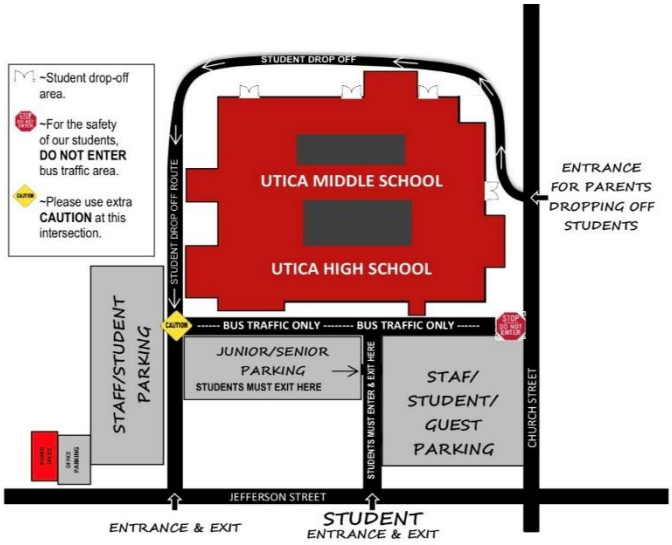
DRIVING & PARKING PRIVILEGES

Students are accorded the privilege of driving their vehicles to school, so long as they observe safe rules of operation and follow school regulations. Vehicles must be registered with the office and must display a valid parking permit. **As a mandatory part of the registration process, students must agree to submit to random drug testing as a condition of parking on school property. Additionally, any student who parks on school grounds shall be considered to have given implied consent to a search of such vehicle at any time a search is requested by the school administration. Failure to comply with a reasonable search will be considered insubordination, which is punishable by disciplinary consequences.**

STUDENT DRIVING AND PARKING RULES

- Students MUST have proof of insurance and a valid Driver's License on file in the high school office in order to park on school property.
- Vehicles must be operated in a safe, controlled manner at all times while on or adjacent to school property.
- Student vehicles are to be parked within the lined spaces in the designated student parking lot and all vehicles should be locked. No valuables should be left in vehicles during school.
- **Students are NOT to park their vehicles in fire lanes, in driveways or on athletic or practice fields. VEHICLES PARKED IN VIOLATION OF RULES MAY BE TOWED AT OWNER'S EXPENSE.**
- **Students are not to loiter in or around vehicles or the parking lot.** Students should not arrive more than 30 minutes before the start of school and should enter the building immediately upon arrival. Students arriving after the start of school must enter through the main entrance and sign in at the high school office.
- **Vehicles are NOT to be moved or used for any purpose, without consent from the office, until school is dismissed.**
- **Students must abide by the parking lot speed limit of 5 mph.**
- Students must abide by the driving laws of the State of Ohio with regard to passengers.
- Students who accrue excessive tardies to school, may have school parking privileges suspended or revoked.

The North Fork Local School District is NOT liable for any damage to vehicles or lost or stolen property while vehicles are parked on district grounds. Students who violate the above rules may lose their parking privileges for a period of time and/or could be suspended. Violations of the above rules will be handled as stated in the Student Handbook.



BULLYING (O. R. C. 3313)

Ohio law defines bullying as harassment and intimidation in Ohio schools as any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student more than once (repeatedly), and the behavior both:

- Causes mental or physical harm to the other student;
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student or a group of students exhibits toward another particular student more than once, and the behavior both causes mental and physical harm to the other student, and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Facts to know about bullying:

- Bullying is disrespectful and can be dangerous, humiliating and life threatening.
- Bullying on the basis of race, ethnicity, religion, disability or sexual orientation is a form of bias or hate and should not be dismissed as teasing.
- Bullying behavior that continues into adulthood may turn into violent behavior toward strangers, friends and family.

Questions Administrators ask:

1. Is the act intentional?
2. Did the act occur more than once?
3. Did both parties actively participate?
4. Did the act cause mental or physical harm?
5. Is the act severe, persistent, or pervasive (spreading) which creates an abusive educational environment?
6. Did the repeated act have a negative impact on the educational, physical, or emotional well-being of the other student?

Actions taken:

1. Did an investigation take place to any written or verbal reported cases of bullying?
2. Document the incident in writing
3. Were remedial or disciplinary steps put in place to eliminate any verified act of bullying or harassment?
4. Keeping confidentiality and FERPA in mind -were the parents notified of the investigation, students involved, and outcome?

How can parents/guardians help prevent bullying?

Parents/guardians are their children's first teachers. Whatever parents/guardians say and do at home, their children are likely to imitate and repeat in other settings. The most important skills that parents/guardians can teach their children are to speak and act in respectful ways and to solve problems fairly and peacefully. Here are suggestions to help parents/guardians teach by example:

At Home:

- Talk with children often and listen carefully to what they have to say.
- Discuss bullying behavior and how hurtful it can be to others.
- Make behavioral expectations clear and be consistent with discipline when siblings and peers engage in hurtful teasing and bullying.
- Help children understand the meaning of friendship by modeling friendly behavior.
- Discuss the fact that all people deserve respect, even though their individual characteristics and personalities may differ from the expected.
- Urge children to tell an adult when they are being bullied.

At School:

- Learn the school rules, expected behavior and consequences of bullying.
- Participate at school, offer services and attend school-sponsored activities.
- Communicate regularly with your child's teachers.
- Report bullying behavior immediately when you become aware that it is happening.
- Ask for and accept the school's help if your child is a target, a bully or a bystander.

NON-DISCRIMINATION

In accordance with federal and state laws and regulations and Board policies, any student or parent of a student who believes that the student has been discriminated against based upon race, sex, sexual orientation, religion, national origin, age, gender identity or expression, ancestry, familial status, military status or disability, may bring forward an informal or formal complaint to the building administrator. Whenever possible and practical, an informal solution to the alleged complaint is encouraged and should be attempted. If an acceptable informal solution cannot be attained, formal complaint procedures shall be followed as set forth in Board policy.

DISTRICT COMPLIANCE OFFICERS	
DOUG LUNSFORD, STUDENT SERVICES DIRECTOR 740-745-5982 EXT. 5015	**HOWARD HILL, ACTIVITES DIRECTOR 740-892-2855 EXT. 2016**

DUE PROCESS

Before a student is suspended, the student has the right to Due Process by receiving written notice of the reason for the intended suspension and have an opportunity for an informal hearing.
Before a student is expelled, the student and the parents have the right of Due Process by receive written notice of the reason for the expulsion and an opportunity for a formal hearing.
In both instances, parents will be given the opportunity to challenge the disciplinary actions.

SEARCH & SEIZURE

School authorities are charged with the responsibility of safeguarding the students in their care. In the discharge of that responsibility, school authorities may search the person or property (including vehicles, purses, knapsacks, gym bags, etc.) of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. ***Student lockers are the property of the North Fork Local Schools, and random searches of lockers and their contents may be conducted. Unannounced and random canine searches may also be conducted.*** *Note. Disciplinary action may be adjusted and the disciplinary cycle may be altered at the discretion of the administrator depending on the severity of the infraction.*

STUDENT CODE OF CONDUCT

The administration and faculty expect that all students will exhibit proper behavior, respect, and common courtesy. This is expected before, during, and after school hours. As required by the Ohio Revised Code 3313.661, the North Fork Board of Education has adopted the **Student Code of Conduct** which outlines those behaviors considered unacceptable in the High School and for which a student may be suspended, expelled, or removed.

Notice

This is your notice that Due Process procedures will be followed in disciplinary matters. A copy of the Student Code of Conduct is posted in a central location in the school and additional copies of the code will be made available upon request. *Level of discipline will increase with repeatedly violating School Rules.*

Damage or Destruction of Property - Cause or attempt to cause damage to school property, or private property, or school personnel's property; or fail to report damage of school property, or private property, or school personnel's property.

Theft/Deprivation of Property - Be in possession or attempt to take into his/her possession the public property or equipment of the school district or the property of any other student, teacher, visitor, or employee of the school district, including computer and other copyrighted material; or fail to report the unauthorized possession of school property, or private property, or school personnel's property. See Computer Technology Code of Conduct.

Unauthorized Touching/Fighting - Cause or attempt to cause physical injury or harm to another person, assault, threaten, or intimidate another person or encourage others to participate in such misconduct, or personally participate in any manner. In case of unauthorized touching, the disciplinary action assigned will be more severe. The school may require the parent to have an evaluation completed before the student returns to school, as well as, charges may be filed with law enforcement agencies.

Weapons, Dangerous Objects - Possess, handle, transmit, or conceal any firearm, lookalike firearm, knife, explosive, ammunition, smoke bomb, mace, kubaton, or other dangerous object or any object which might be considered a weapon or instrument of violence or harmful to the health of others *(Section 2923.122 ORC) (Refer to Board Policy #5772 for disciplinary action)*

Drugs and Alcohol - Possess, use, transmit, exhibit symptoms of use of, be under the influence of or transmit any narcotic or hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, controlled substance, counterfeit or look-alike drug, drug paraphernalia, inhalant or mind-altering substance, steroid, or any other harmful substance or intoxicant of any kind; or be involved in any manner with any of the foregoing items or assist anyone who has any involvement or be in the company of anyone while that person is smoking or otherwise ingesting or taking any of these substances. "Possession" includes, but is not limited to, retention on the student's person or in a purse, wallet, locker, or desk. Use of a drug authorized by medical prescription from a licensed physician shall not be considered a violation of this rule so long as a completed Prescribed Medication Authorization form signed by both the parent/guardian and the physician prescribing the medication is presented to the Principal's Office prior to the administration of the medication. Such a medication shall be kept in the security of school personnel. "Under the influence" is defined as manifesting signs of drug, chemical or alcohol misuse such as, but not limited to, staggering, reddened eyes, odor of alcohol or drugs, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for the particular student.

A. Students will be suspended from school for a period of ten (10) days and the principal may recommend to the superintendent that said student be expelled from school, up to the limits of the law. However, the first time a student violates the alcohol and drug

rules during their 6th through 8th grade career, the principal can reduce their suspension to three (3) days providing the student submits a negative drug test.

B. Further offenses will receive ten (10) days suspension and a recommendation for expulsion. The recommendation for expulsion could be dropped if a student again enters a substance abuse treatment program.

C. Selling drugs will be punished by a 10-day suspension and a recommendation for expulsion.

Vaping - Any student caught in the act of inhaling (vaping) or in the possession of an electronic vaporizer, e-cigarette or other vaping paraphernalia, is subject to but not limited to In School Suspension, Out of School Suspension, and/or a possible online intervention class. Students suspected of vaping or being in possession of a vape may be searched with a wand and personal items and lockers may also be searched. Any student with the motive to deter the investigation or search is subject to disciplinary action.

Tobacco - Possess or use tobacco products in any form or material to light tobacco will be subjected to discipline as stated under **Vaping policy above**.

Insubordination - Defy the valid authority of teachers, administrators, or other school personnel; or be disrespectful of teachers, administrators, or other school personnel; fail to comply with the reasonable directions of teachers, administrators or other school personnel; or be insubordinate

Attendance - Be truant or absent from school without proper cause.

Repeated Tardiness – Students are to be in class on time. Teachers will assign a detention to any student who has been tardy to class on the fourth tardy in a grading period. See **Attendance Policy**.

Disruption of School - Engage in any activity or manner of conduct, either passive or active, that would disrupt or interfere with the operation of the school or any part of the school process including curricular, extracurricular, or co-curricular activities.

Profane or Improper Language - Use of profanity, abusive language, or obscene gestures, including indecent exposure, not conducive to the school environment, or possess or transmit (personally or electronically) pornographic or any other offensive material. This includes pornographic material on cell phones and other personal electronic devices.

False Alarms – A student shall not cause, attempt to cause, or have any involvement with any false alarm or threat that might cause panic or disruption to the school.

Unauthorized Material - Possess, transmit, or display any underground publications, party promotions, or any other unauthorized material that could be disruptive to the school.

Harassment - A student shall not harass, intimidate, disparage, incite, provoke, or threaten any other student or school employee or otherwise disrupt the school environment. Sexual harassment includes, but is not limited to, unwelcome sexual advances or any form of improper physical contact or sexual remark. Harassment or intimidation includes slurs; profanity; written information; denigrating remarks or actions; obscene gestures; the wearing or display of insignia, signs, buttons, clothing, or apparel; or other verbal conduct including, but not limited to, those based on race, color, national origin, ancestry, citizenship, religion, sexual orientation, handicap, age or sex that have the purpose of:

- Causing or intending to cause any other student or school employee to be reasonably placed in fear of his or her personal safety
- Causing or intending to cause a hostile, intimidating or offensive educational environment for any other student or school employee
- Causing or intending to cause material disruption of the educational process

- Unreasonably interfering with a student's curricular, co-curricular, or extracurricular performance
- Otherwise unreasonably impacting upon a student's educational opportunities

Gang, Hate Group Activities - Promote, participate in, identify with or be involved in any manner with gang and/or hate-group related activities

Unauthorized Fire - Set or attempt to set a fire in the school or on the school grounds. This includes, but is not limited to trash cans, lockers, equipment, etc.

Absence Without Leave – Leaving school grounds during school hours without permission: A student shall not leave the school grounds from the time of his/her arrival at school until school is dismissed without permission from the office and approval from the parent.

Personal Communication Devices- Personal Communication devices include but are not limited to cell phones and smart watches. PCDs are to be kept in student lockers during the school day (7:30 – 2:30) and not carried on their person. Smart watches may be worn, but can be confiscated if used for communication. Violations may result in a staff member confiscating the PCD device and turning it into the office. A student may collect the device from the office at the end of the school day. Contents of PCDs may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. (Additional information provided in board policy #5136)

Dress Code Violation - See dress code policy.

Other Rules Violations - Violate other rules as listed below

- Throw objects on or around school property
- Horseplay
- Gambling (wagering of bets among students is prohibited)
- Publicly display affection – refers to kissing, embracing, or other display of affection not appropriate in a school setting.
- Trespass in unauthorized areas (This refers to senior high students in middle school areas and middle school students in senior high areas, as well as areas off destination limits to students).
- Loiter
- Misbehavior or hanging out in the restroom or other unauthorized areas
- Failure to serve detention or other assigned discipline
- Cafeteria Violations
- Bus Misconduct
- Computer Violations
- Cheating
- Out of Assigned Area (Be in an area to which – he/she is not assigned. Students shall be in class at all times. If given a pass by a teacher, the student is to go directly to and from (i.e., restroom, copy room, another classroom)).
- Dishonest
- Forgery

NOTE: THIS IS A REPRESENTATIVE LISTING OF RULES AND VIOLATIONS. IT IS NOT A COMPLETE LISTING OF ALL ACTS OF MISBEHAVIOR THAT MAY REQUIRE DISCIPLINARY ACTION. THE ADMINISTRATION RESERVES THE RIGHT TO ASSIGN DISCIPLINARY ACTION AS THE SITUATION DEEMS.

EXPLANATION OF DISCIPLINE TERMS

SUSPENSION

- The Principal may suspend a student for not more than ten (10) school days. The Principal shall give the student written notice of the intent to suspend and the reasons for the intended suspension.
- The student shall be provided an opportunity to appear in an informal hearing with the Principal and shall have the right to challenge the reasons for the intended suspension and to otherwise explain his/her actions. This hearing can be held immediately. A parent or guardian will be contacted before any student is sent home to serve a suspension from school. If the school is unable to reach the parent or guardian, a letter will be sent by U. S. mail the next school day and the suspension will begin at a date which will allow time for the delivery of the suspension letter. This letter shall be sent to the parent, guardian or custodian of the student stating the specific reasons for the suspension and the length of it. This letter shall include a notice of their right to appeal the suspension to the Superintendent or Board of Education and the right to be represented by legal counsel at the appeal and to request such appeal to be held in executive session.
- During the time of the suspension students are responsible for all assignments to complete for full credit. O.R.C. 3313.66, 3313.661, Board Policy 5610.
- The Board may, by a majority vote of its full membership or by the action of its designee, affirm the order of suspension or may reinstate such pupil or otherwise reverse, vacate or modify the order of suspension.
- The decision of the Board of Education or its designee may be appealed to the Court of Common Pleas in accordance with Chapter 2506 of the Ohio Revised Code.

EXPULSION

- Only the Superintendent may expel a student. Expulsion is the removal of a student for more than ten (10) days duration, but not to exceed the maximum number of days approved by law.
- The Superintendent will give the student and parent written notice of the intended expulsion, including reasons for the intended expulsion. The notice shall also state that the student and parent or representative shall have the opportunity to appear in person before the Superintendent or designee to challenge the reasons for the intended expulsion or to otherwise explain the student's action. The notice shall further state the time and place to appear, which must not be less than three (3) days or later than five (5) days after the notice is given, unless the Superintendent grants an extension of time at the request of the pupil or his parent.
- Within twenty-four hours of the expulsion, the Superintendent will notify the parent and the clerk of the Board of the expulsion in writing. This notice shall include the reasons for the expulsion, the rights of the student or parent to appeal the Superintendent's decision to the Board of Education or its designee, the right to be represented by legal counsel at the appeal and the right that the hearing be held in executive session. O.R.C. 3313.66, 3313.661, Board Policy #5610.
- Any action taken by the Board of Education or its designee regarding the expulsion shall take place in public session.
- The Board may, by a majority vote of its full membership or by the action of its designee, affirm the order of expulsion or may reinstate such pupil or otherwise reverse, vacate, or modify the order of expulsion.
- The decision of the Board of Education or its designee may be appealed to the Court of Common Pleas in accordance with Chapter 2506 of the Ohio Revised Code.

EMERGENCY REMOVAL

- If a student's presence poses continuous danger to persons or property, or an ongoing threat of disrupting the academic process, the Principal may remove the student from curricular or extra-curricular activities or from the school premises.
- A teacher may remove the student from curricular or extra-curricular activities only.
- If a teacher removes a student from a curricular or extracurricular activity, written information will be submitted to the Principal as soon as possible after the removal.
- An informal hearing must be held within seventy-two hours after the removal is ordered, and the person who ordered the removal must be present. The hearing may take place immediately.
- Written notice of this hearing, along with the reason for the removal and any intended disciplinary action, must be given to the student as soon as is practical.
- In all cases of normal disciplinary procedures where a student is removed from a curricular or extra-curricular activity for a period of less than twenty-four (24) hours and is not subject to suspension or expulsion, the requirements of notice and a hearing do not apply.