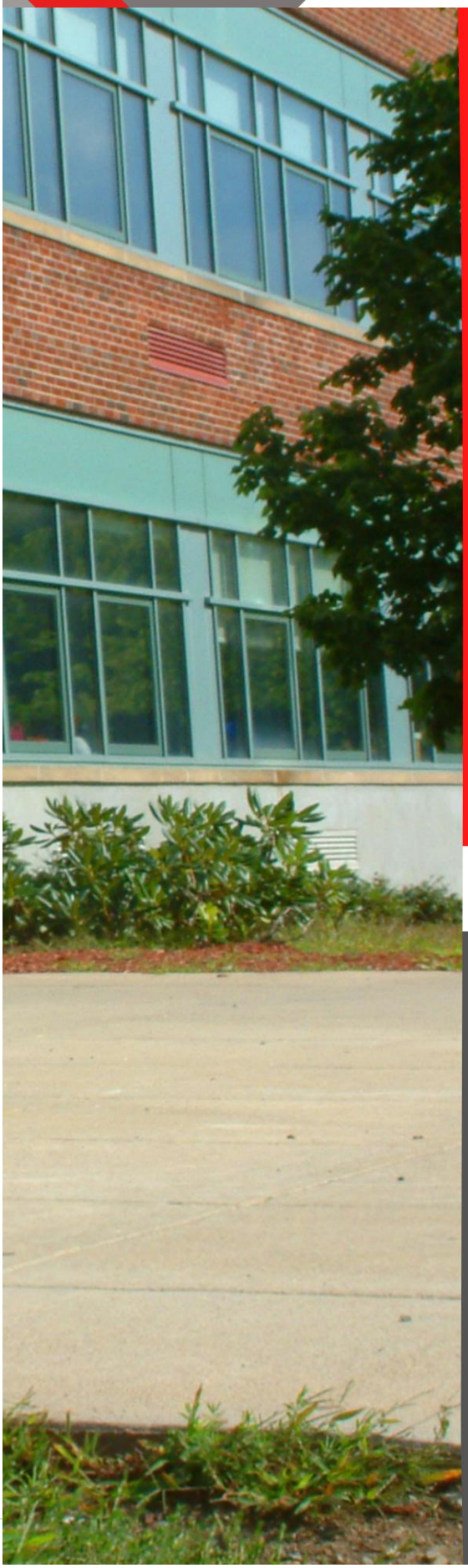
UMS

North Fork Local School District

HANDBOOK

To inspire achievement and accountability that
mazimizes quality learning



UTICA MIDDLE SCHOOL

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Utica, Ohio 43080

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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. Rob Krueger
Board President

Mrs. Farrah Cooperider
Board Vice President

Mrs. Jordan Atherton
Board Member

Mr. Daniel Pargeon
Board Member

Mrs. Debra Paxton
Board Member

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Welcome to Utica Middle School.

Dear Student and Parent/Guardian,

On behalf of the staff, I would like to welcome you to the 2026-2027 school year at Utica Middle School. The purpose of this student handbook is to familiarize you with the guidelines and procedures used for the daily operation of the school, as well as the rules and regulations you are expected to follow. **It is your responsibility to know the handbook and the policies in it.**

Your work ethic, preparation, and effort will determine your success at UMS. If you have any difficulty in any way, I encourage you to seek assistance from the counselor, a teacher, any staff member, dean or the principal. We are here to help you make good choices so you can have a successful school year! We wish you the best as you strive to reach your highest potential!

Sincerely,

UMS Administration

UTICA MIDDLE SCHOOL MISSION STATEMENT

At UMS we work together to learn each day to create the best versions of ourselves. We are kind and respectful to all. We show UMS pride!

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, 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 use of sprays or perfumes on the bus are prohibited
15. The bus driver is authorized to assign seats.
16. 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.

STUDENT AND PARENTS 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.

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.

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 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.

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 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 guidance 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.

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.

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 District 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 100.4 degrees F or higher within 24 hours
- Undiagnosed redness and secretions from the eye(s)
- Vomiting or diarrhea within 24 hours
- Head lice

NO NIT POLICY

North Fork has a no nit policy which all buildings must follow, and requires the exclusion of all students with lice or nits. Families will be asked to treat lice and remove all nits before readmission to school. Parents will be asked to bring the child to the appropriate personal to be checked before returning to school.

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 authorized by a physician or licensed prescriber. **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 and or District Nurse 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 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. All medications are to be provided by the parent/guardian and may not be transported on the bus.

NON-PRESCRIPTIONS/OVER-THE-COUNTER MEDICATIONS

All medications must be provided by the parent/guardian and will be stored in the 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. 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.

MEDICAL CONCERNS

The school has a high concentration of people and therefore it is necessary to take specific measures to ensure health and safety of the group. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease (as defined by ODH per their guidelines). Students must be noncontagious and fever/vomiting free for 24 hours without medication before returning to school.

A medical history form must be filled out by every parent/guardian upon enrollment to the district for the purpose of identifying chronic, predictable health concerns, including allergies to foods or insects. Parents/guardians are responsible for updating this form immediately if changes occur with the student. Please notify the office staff and District Nurse of any health changes.

CONTACT

Jenn Wygle: jwygle@northfork.k12.oh.us

Please visit: northfork.k12.oh.us and click on: "District Services" and "Nurse" for more information

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS

PBIS is a process supported by the Ohio State Department of Education and Utica Middle 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.

LEADER IN ME

Students will learn and practice the habits of Leader in Me to guide the choices they make during their time in middle school. Following these habits, students will discover their unique strengths and talents to gain their highest potential.

- Be Proactive
- Begin with the end in mind
- Put first things first
- Think win-win
- Seek first to understand, then to be understood
- Synergize
- Sharpen the saw

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.

RED & GREY CARDS

Red Card requirements

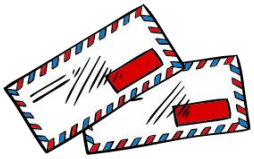
Grey card requirements

ULTIMATE U CARDS

Teachers and staff will recognize students who are responsible, respectful and resourceful as well as showing the seven habits of leader in me. The cards are posted on announcements each morning. Cards are placed on grade level board in the hallway. Once the grade level board is full, the cards are sent home.

Positive RECOGNITION at UMS

Staff will...



Send a Post Card



Post on Social Media



Send an Email



Call Home

Daily/Weekly

be the ULTIMATE U

Respectful | Resourceful | Responsible

CLASSROOM of the Week

Monthly/Quarterly

STUDENT OF THE MONTH

HONOR ROLL

MERIT ROLL

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:
o 30 or more consecutive hours without a legitimate excuse,
o **42 or more hours in one school month without a legitimate excuse**, or
o 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.

ABSENT	TARDY TO SCHOOL/CLASS
Students entering school more than one-half hour after the school start time will be counted as an unexcused absence unless a legitimate excuse is provided to the office. In addition, students leaving more than one-half hour before the end of the school day will be counted as an unexcused absence unless a legitimate excuse is provided to the office.	Students are expected to be to school and in class on time. Students entering the building less than one-half hour after the school start time will be counted as unexcused tardy unless a legitimate excuse is provided. **CLASS** Teachers are to report to the office on a discipline report form any student who has been tardy to class two (2) times in a grading period. Excessive Tardiness Consequences: 1st tardy- Teacher conference 2nd Tardy- DOS conference 3rd Tardy- DOS conference, call home, lunch detention 4th Tardy- DOS conference, call home, after school detention
Attendance is calculated using hours. Time missed due to a student being late to school or leaving early also counts towards absence hours.	

STUDENT SIGN OUT/SIGN IN PROCEDURE

Any student leaving school during the day must be signed out in the Middle 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 Middle School office upon arrival.
Students arriving late for school must sign in at the Middle School office.

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.

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. Students who miss three or more consecutive days of school may request assignments to be collected. Requests should be received by the office no later than one-half hour after the start of school and can be picked up after 2:30 pm.

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

WCLT -1430 (AM)
WHTH – 790 (AM)
WNKO – 101.7 (FM)
WMVO – 1300 (AM)
WQIO – 93.7 (FM)
WNCI – 97.9 (FM)

TV

WCMH Channel 4
WSYX Channel 6
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 Middle 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.

MIDDLE SCHOOL FEES

6th Grade	
Art	$15
Science	$8
ELA Workbook	$15

7th Grade	
Art	$15
Science	$8
iPad Insurance	$50
Industrial Arts & Engineering	$25
AG7	$5
ELA Workbook	$15

8th Grade	
Art	$20
AG8	$10
Industrial Arts & Engineering	$20
Science	$8
iPad Insurance	$50

Intro to AG (full year)	$20
ELA Workbook	$15

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 main hallway. 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 grading period.

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 in the hall. Lockers are the property of the North Fork Local School District and are provided to students as a convenience. Lockers and contents are subject to random search at any time without regard to whether there is reasonable suspicion that any locker or contents contains evidence of a violation of a criminal stature or a school code.

ELECTRONIC EQUIPMENT (B.O.E POLICY 5136)

Students may use electronic equipment before and after school, as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after-school activities and/or at school-related functions. Electronic equipment may include but not limited to, laptops, tablets, e-readers, or headphones.

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.

MEDIA CENTER/LIBRARY GUIDELINES

The Media Center offers a variety of resources and equipment to meet the educational and informational needs of students and staff. The use of the Media Center is a privilege that may be revoked at any time and for any reason. Any misuse of the Media Center resources or behavior not in accordance with Media Center guidelines will result in suspension of the privileges and/or other disciplinary action.

Misuse shall include, but not be limited to:

- vandalism or theft of any Media Center property
- disrupting the operation of the Media Center
- interfering with others' use of the Media Center
- illegal use of copyrighted material or resources
- utilizing the Media Center resources to do other students' work

Notice: Students with overdue library materials will lose library checkout privileges and may be assigned disciplinary consequences until items are returned or replacement costs have been paid.

BREAKFAST AND LUNCH PROGRAM

All students are eligible to eat breakfast at no charge. Students are permitted into the building at 7:15 AM and are to report to the middle school cafeteria. If a student chooses to get breakfast, he/she goes through the line and takes the food to a table. Students must finish their breakfast by 7:27AM. No food or drink is to be taken from the cafeteria.

Students are to report directly to the cafeteria for lunch and remain in the cafeteria during their lunch/eating time. Students are to enter the cafeteria and be seated. Students will be dismissed from their seats to get into the lunch line. Students are not permitted to cut in front of anyone or make purchases for other students. Students are to remain seated until dismissed. Please talk only to those at your table and at a reasonable volume. Touching or taking another students food or lunch tray is prohibited. Horseplay in the cafeteria is also prohibited. If a student is not adhering to the expectations, the student will be removed.

Food from non-school sources, other than a regular packed lunch is discouraged. 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

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.

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.

GRADES & GRADE CARDS

Utica Middle School has a standard grading procedure, as well as additional notations that represent work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis

on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher. The school uses the following grading system:

A 90-100
B 80-89
C 70-79
D 60-69
F 59 and below

All grades are used in calculating the final grade. These include four nine-week grades and semester/final examinations if given. Grades will be recorded in the grade book as letter grades. All grades will be averaged from the student's recorded letter grades. Teachers/Administration may use a modified grading scale for individual basis.

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 7 & 8:

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must have received passing grades in a minimum of four ~~five~~ 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 Middle 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

Progress reports are printed and sent home with all students half way through the grading period. Report cards will be issued after each nine weeks of instruction and can be found on Progress Book. Please contact the school secretary for a paper copy. Parents/guardians have on-going access to their student's academic progress through Progress Book. Contact the middle school 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.

SUPPORT SERVICES

RESPONSE TO INTERVENTION

Utica Middle School has established an Intervention Assistance Team for students at risk or struggling in class. The IAT is composed of teachers, guidance counselor, administrator, student and possibly parent.

SCHOOL COUNSELOR SERVICES

A school counselor is available to talk with individuals or small groups about their academic, personal or social concerns. As the counselor assists students in discussing emotions, sorting out difficulties, problems, and exploring options, it may help the student to understand the steps to decision-making or the problem-solving model. Referring the student for additional resources will be made as necessary. Other opportunities for the learning of important information to assist students may include classroom visits, where such topics may be covered: Study and Organizational Skills, Communication Skills, Problem-Solving, Decision-Making, Stress Management/Test Anxiety, Career and Educational Planning, and Conflict Resolution. Guidance services also include assistance to teachers and parents and coordination of school programs and events, all contributing to the learning environment.

HOTLINES

Handouts are available from any school counselor or the office.
2-1-1: Text your zip code to 898211 or call 740-345-HELP or 800-544-1601
National suicide and crisis lifeline: 988 call, text, or chat.





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. Please see the office to sign up.

IPADS

iPads are a requirement for educational use in all middle school classrooms. It is the student's responsibility to keep the iPad charged and in excellent condition. Misuse of an iPad will result in appropriate consequences per administration.

IPAD LOAN AGREEMENT

The policy can be found on the District website: https://www.northfork.k12.oh.us/Technology

COMPUTER ACCEPTABLE USE AGREEMENT

The policy can be found on the District website: https://www.northfork.k12.oh.us/Technology
Inappropriate use of AI will result in appropriate consequences per administration.

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

STUDENT CONDUCT

At Utica Middle 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 positive school atmosphere. When attire becomes extreme or, in the opinion of the professional

staff of the school, violates health or safety regulations, or violates commonly accepted standards of modesty, such appearance is **not** acceptable. The Dress Code applies to all students, grades 6-8, enrolled in the North Fork Local School District including school sponsored events.

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 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.

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 **740-892-2855 EXT. 2017**	**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.*

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 Middle 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 repeat violations of School Rules or Code of Conduct.

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. Enrollment in an anger management counseling program may be required as well as charges 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, will be subjected to discipline as stated under **Drugs and Alcohol** in the Student code of Conduct. Students suspected of vaping will be wanded and their locker and personal belongings will be searched.

Tobacco - Possess or use tobacco products in any form or material to light tobacco will be subjected to discipline as stated under **Drugs & Alcohol** in the Student code of Conduct.
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 and not carried on your person. Smart watches may be worn, but can be confiscated if used for communication. 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. The 1st & 2nd offense will result in

the staff confiscating the device and turning into the office. Student may collect the device from the office at the end of the school day. The 3rd and subsequent offenses will result in the parent/guardian needing to pick up the device from the building principal.

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 (ex. inappropriate use of AI)
- 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.