

North Fork Local Schools

KINDERGARTEN REGISTRATION

North Fork Local Schools are interested in reaching all kindergartners for the class of 2015/2016, whether at Newton or Utica Elementary Schools. To be eligible for kindergarten, the child's birth-date must be on or before **August 1, 2010**. If this information does not apply to you or your child, please give it to someone you know who might be interested.

The registration will take place Wednesday, May 6th (for students attending Newton) and Thurs, May 7th (for students attending Utica) at the Church of Christ at 115 North Central Avenue in Utica, from 8:00 to 3:00 p.m. You may **make an appointment for your child by calling 740- 403-6502 (8:30-11:30am or 1-3pm) starting April 20, but no later than May 1.**

You and your child will have an opportunity to meet some school personnel including the school superintendent, principals, school nurse, speech pathologist, kindergarten teachers, secretaries, and many volunteers who live within the district. Your support of this program will be greatly appreciated.

The Licking County Health Department at 675 Price Rd., Newark, has immunization clinics to get required kindergarten shots. Call 740-349-6535 to make an appointment for Licking County. The Knox County Health Department in Mt Vernon has immunization clinics also. Call 740-392-2200 for an appointment for Knox County.

The immunization requirements for students entering Kindergarten are:

5 DPTs (Diphtheria-Tetanus- Pertussis)

4 or more Polio Vaccines (1 after 4th birthday)

2 MMRs (Measles Mumps Rubella)

3 Hepatitis B Vaccines

2 Varicella Vaccines

You **must bring TWO copies** of your child's **vaccine record**.

First you will complete the necessary papers for registration. While parents complete the registration forms, your child will be escorted to the following areas: Hearing, Dental, and Readiness Concepts, Kindergarten teacher, Vision, Gross Motor, Speech & Language, Physical, Lab (Urine Test).

We will have a school bus for the students to tour and a bus driver will be present to talk about bus safety. The screening will take approximately 2 hrs to complete. The information obtained will prove to be invaluable to you, your child, and your child's teacher.

REMEMBER to Bring:

- COPY OF CHILD'S BIRTH CERTIFICATE** (This will be kept at school)
- 2 COPIES OF IMMUNIZATION (SHOT) RECORD**
- URINE SAMPLE IN A JAR LABELED WITH CHILD'S NAME** (To check for glucose, ketones, protein, blood, Ph, white blood cells and specific gravity)
- COPY OF CHILD'S SOCIAL SECURITY NUMBER**
- COMFORTABLE CLOTHING**
- COPY OF COURT CUSTODY PAPERS (IF APPLICABLE*)**
- COPY of PROOF OF RESIDENCY (EG. UTILITY BILL)**
- Registration form completed** (obtain from North Fork webpage)
- Transportation Form** (obtain from North Fork webpage)
- Medical History Form completed** (obtain from North Fork webpage)
- Free and Reduced Lunch Application** (obtain from North Fork webpage or may fill out on web under North Fork webpage)
- Computer Release Form** (obtain from North Fork webpage)
- Photo Release Form** (obtain from North Fork webpage)

*When a child is living with one parent due to separation or divorce, parents need to provide the school with a copy of the official custody document from the court.

If you have any questions, please call Jennifer Wygle, School Nurse, 740-403-6502 or for Leslie Marcelain, Speech Pathologist, call Utica Elementary at 740-892-2551 or Newton Elementary at 740-745-5982.

North Fork School District

312 Maple Ave.
Utica, Ohio 43080

Dear Kindergarten Parent/Guardian:

Thank you for scheduling an appointment for your child to attend North Fork Local School District's Kindergarten Registration.

_____ is scheduled for:
_____ Wednesday May 6 at _____ AM/PM.
_____ Thursday May 7 at _____ AM/PM

Please be on time to make sure that you and your child can move through the different screening stations without delay. The screening is being held at Utica Church of Christ, 115 North Central Avenue in Utica. Just turn east off of Rt. 13 and go 1 block east till you hit Central. The church is on the corner of Church and Central. If you need to change or cancel your appointment, please call me at 740-403-6502.

This registration will help evaluate your child's readiness for kindergarten. On the North Fork District Web Page at www.northfork.k12.oh.us you will find the forms needed for the registration day. Before arriving, it would help greatly if you could fill out the registration form, the health history, the photo release form, the computer use form, the transportation form, and possibly the free and reduced lunch form. Please dress your child comfortably. Tennis shoes would be the most appropriate type of shoe. Many of the faces the children will see at screening will be at their school on the first day – kindergarten teachers, principals, guidance counselor, speech-language pathologist, and school nurse.

Please bring:

- 1. A copy of your child's birth certificate**
- 2. A copy of your child's social security card**
- 3. Two copies of your child's immunization (shot) record**
- 4. The completed registration form, health history, photo release, computer use agreement, transportation form and (if appropriate) the free or reduced lunch application. (All these are downloadable from the District Web Page)**
- 5. A proof of residence (utility bill) and a copy of the same**
- 6. A copy of official custody papers, if applicable**
- 7. A urine specimen in a clean container labeled with your child's name**

We look forward to seeing you there!

**Sincerely,
Jennifer Wygle, R.N.
District Nurse
740-403-6502**



NORTH FORK LOCAL SCHOOLS COMPUTER ACCEPTABLE USE AGREEMENT



The focus of this agreement deals with Internet usage, but applies to all computers, iPads and Bring Your Own Devices (BYOD) used on the North Fork Local Schools Network.

All students have access to computers in the classroom, libraries and labs that are connected to the North Fork Local School Network. The North Fork Local School Network has reference materials, word processing and other educational programs. The Internet is a separate privilege, which allows student's access to the World Wide Web (Internet). Internet access is not available to students unless the **Computer Acceptable Use Agreement** has been completed and signed. Access to chat rooms and e-mail is not permitted for any grade, except for limited student email accounts at the Utica High School and teacher assigned Moodle Chat Rooms.

With access to the Internet, there is material available that is considered to be of educational value in the context of the school setting. However, on the Internet, it is impossible to control all materials, and students may discover controversial information. North Fork Local Schools firmly believe that the valuable information available on the Internet far outweighs the possibility that students may access materials that are not consistent with educational goals of our district.

These guidelines are provided so that parents/guardians may be aware of the student's responsibilities. These guidelines require the student to use the North Fork Local School Network and Internet in an efficient, ethical, and legal manner. System administrators reserve the right to monitor the North Fork Local School Network and Internet use while respecting the privacy of the student. If a student violates any of these provisions, the student's account may be terminated and future access could be denied.

The signatures on the Computer Acceptable Use Agreement are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

North Fork Local School Network and Internet – Terms and Conditions

1. Privileges – The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of privileges. The staff of North Fork Local Schools and/or LACA reserves the right to deny, revoke, or suspend the student's accounts.
2. Acceptable Use – The use of student accounts must support education, research, and be consistent with the educational goals of the North Fork Local Schools.
 - a. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted, threatening, or obscene material.
 - b. Use for commercial activities is not acceptable.
 - c. The computer shall not be used to create messages or pictures that harass, insult, or attack others.
 - d. Revealing personal addresses, email address or phone numbers is prohibited.
 - e. Malicious introduction of computer viruses is forbidden.
 - f. Students who maliciously damage hardware or software will lose privileges and will make restitution.

3.

Security – Any student identified as a security risk will be denied access to the North Fork Local School Network and to the Internet.

- a. Students are not to use any other accounts or passwords.
 - b. Using the computer or any other method to disrupt the operation of the North Fork Local School Network or Internet is prohibited.
 - c. Attempting to login to the network as a system administrator, without permission of the Technology Department will result in cancellation of privileges.
4. Students using personal devices (Bring Your Own Device) on the North Fork Local Network are only allowed to use the “Utica Guest” or “NE/UE Guest” network. All Student iPads are to use the “Utica Student” or “NE/UE Student” network. Students and Guests are not to be on the “Utica Staff” or “NE/UE Staff” network.
 5. 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 damages 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.
 6. Penalties: Penalties for infractions may be applied as determined by the school administration and district technology coordinator. Student violations may result in:
 - a. Loss of computer privileges for a specified period of time from 10 days up to one complete school year. Enforcement will carry over from one school year to the next. The length of the suspension of privileges will be determined by the seriousness of the infraction and any past violations accumulated by the student.
 - b. Parents will be notified of all violations through a written discipline report filed with the office.
 - c. Building administrators will enforce the School Code of Conduct and all penalties if warranted. These penalties may include suspension and expulsion.
 7. The computer, or any electronic device, will not be used to create messages or pictures that harass, insult, or attack others. Cyberbullying is prohibited. Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.
 8. All communication accessible on the internet should be assumed to be private property (ex: copyrighted or trademarked). All copyright issues regarding software, information, and authorship must be respected. Rules against cheating and plagiarism will be enforced.
 9. Use of non-educational games, videos, movies, or games/videos/movies, not assigned by a teacher, while on the network or using school property is prohibited.

PARENT/GUARDIAN/STUDENT:

Your signature in the *Computer Acceptable Use Agreement* section on the *North Fork Local School District Signature Form* is equivalent to signing this form and indicates that you have read the terms and conditions of this agreement carefully and understand their significance. Please keep this copy for your records.

Newton – Utica Elementary

2014 – 2015

Student Handbook

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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook contains important information that you are responsible for knowing. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects.

General Information

School Day

9:00 entry bell {students will not be allowed to enter the building before 9:00}

9:06 tardy bell

3:20 car pick up

3:30 bus pick up

Field Trips

Field trips are conducted throughout the school year and are correlated with educational standards of the student in the classroom. To help make this activity worthwhile and positive for our students the following rules prevail:

1. Parents will be asked to sign a blanket field trip permission form which gives the student permission to go on field trips throughout the year. The parent's signature acknowledges that the parents are aware that their child may participate in field trips.
2. Parents will be notified by their child's teacher prior to taking a class field trip.
3. Parents have the right to deny participation.
4. The school reserves the right to deny individual student participation in a field trip due to the student's record of misconduct or any other safety concern.
5. Parent chaperones may not bring/send siblings or other students not enrolled in the class participating in the field trip. All chaperones who are not parents or legal guardians must be at least 21 years of age.

Lost and Found

A lost and found area is located in each building. Students who have lost items should check the Lost and Found and may retrieve their items. Unclaimed items will be given to charity.

Use of school equipment and facilities

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use. Library books may be checked out during library time and should be returned by the designated due date.

Use of telephones

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Physical Education Class

It is recommended that if possible, all students keep a pair of tennis/sneaker type shoes at school for P.E. {9 week period} class. Students should not wear flip flops or sandals to P.E. class.

Dress and Grooming

Our rules are designed to provide the best atmosphere for learning. It is hoped that parents will guide their children so that they do not encounter problems with their appearance. Judgment by the principal in matters of dress and appearance is final.

The responsibility for a student's appearance is the function of the student and his parents. These general guidelines may be helpful:

1. Clothing, hair and body should be clean.
2. Students are expected to dress appropriately at all times. Any article of clothing, accessory, or hairstyle that disrupts the educational process or presents a safety risk will not be permitted.
3. Clothing worn may not have holes, rips, or tears.
4. Clothing or personal items with writing that is profane, obscene, offensive, degrading, gang, and/or hate-group related, or that disrupts the school process are "unacceptable".
5. Clothing or personal items with logos of or encouraging use of drugs, tobacco or alcohol Products, weapons, pornography, death or violent images will not be permitted.
6. Students may wear shorts or skirts, but they must be appropriate in style or length. {Fingertip length}
7. Students must wear footwear. Flip flops are not acceptable footwear
8. All other distractions or concerns regarding dress and grooming will be referred to the office.

Student Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry, excessive money or irreplaceable items should not be brought to school.

School Property

If a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will be subject to discipline according to the student Discipline Code.

Electronics

To enhance the students' learning, students are permitted to have cell phones, I pads, Kindle, etc. at school. Teachers will establish and post guidelines for classroom usage.

North Fork Local Schools and its employees are not responsible for lost, damaged or stolen items.

Restroom Rules

1. Always use proper manners in the restrooms.
2. Always flush the toilets and/or urinals.
3. Never write on the walls, stalls, etc. in the restrooms.
4. Throw paper towels in the wastebaskets.
5. Never stand on toilet seats or hang on support bars or stalls.

Hallway rules

1. Walk in single file line and on the right side when walking as a class or group.
2. No talking.

Playground Safety Rules

Playground rules will be covered by the classroom teacher.

1. Show respect at all times to the individuals on duty.
 - A. Obey requests by staff to follow rules and procedures.
2. Be considerate of others.
 - A. Keeps hands and feet to yourself.
 - B. Do not use inappropriate language.
3. Play in designated areas only. Permission must be given by staff members who are supervising the playground for a student to leave the playground and the student will be given a hall pass.
4. Use playground equipment correctly.
5. Throwing of dirt, mulch, or snow is strictly prohibited.

Recess

All students are expected to go outside for recess, weather permitting. Students should wear appropriate clothing for outside activities according to the season and weather. All recess rules are to be obeyed at all times. Indoor recess will be held on days of inclement weather or when the temperature or wind chill factor is below 20 degrees.

Inside Recess

1. All students must be involved in an activity { game, read, color, etc. }
2. Students must remain seated either on a chair or on the floor and not leave this area without permission.
3. All students will keep their hands, feet, and objects to themselves.
4. All students will raise their hand if they need assistance from the staff member on duty.
5. All students will use quiet classroom voices at all times.

Cafeteria Rules

All students eat their lunch in the cafeteria and are expected to conduct themselves in a quiet, mannerly fashion. The following rules will be enforced:

1. Students will enter the cafeteria in a quiet, orderly manner.
2. Students will sit in the area assigned by supervisor.
3. Students will remain seated until they are dismissed.
4. Student will talk in quiet classroom voices.
5. Students will not throw food.
6. Students are responsible to clean up the area where they are sitting.
7. Students will use proper table manners at all times.
8. Food and juice drinks must be consumed in the cafeteria.
9. Opened drink containers and packages of food and items such as straws, silverware, etc. cannot be taken from the lunch room. An exception is made for students who brought their lunch; they can place unconsumed drinks and food back in their lunch container.

Fire, Tornado and Safety Drills

The school complies with all fire safety laws and will conduct drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will oversee the safe, prompt, and orderly evacuation of the building or practice of the drill.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of a tone and public address system.

A lockdown drill will be conducted in accordance with federal and state guidelines. A lock down drill involves a practice drill for situations such as a threat to the school involving an act of terrorism, a person possessing a deadly weapon or dangerous ordinance on school property, or other acts of violence or safety concern.

STUDENT CONDUCT

Code of Conduct

A major component of a school's educational program is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

Discipline

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the board but that is connected to activities or incidents that have occurred on property owned or controlled by the board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Expected Behaviors

Each student shall be expected to:

- Abide by national, state, and local laws as well as the rules of the school
- Respect the rights of others
- Act courteously to adults and fellow students
- Be prompt to school and attentive in class
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
- Complete assigned tasks on time and as directed
- Help maintain a school environment that is safe, friendly, and productive
- Act at all times in a manner that reflects pride in self, family, and in the school

Zero Tolerance

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

Discipline: The major emphasis of our discipline is to teach children the importance of self-discipline. This training is the shared responsibility of students, parents, and staff. We encourage all parents to work with us to help each child manage his/her own behavior. Occasionally children step over the boundaries of appropriate behavior. Parents may be contacted when necessary. Children may lose recess, serve detention during or after school, miss a special activity, have in-school suspension, out-of-school suspension, be expelled. (see student code of conduct within this handbook)

North Fork Elementary Schools Student Code of Conduct: This Student Code of Conduct conforms with the philosophy that good order and discipline within the school setting provides the most favorable atmosphere for learning. It is believed that limits on the individual are a vital necessity for the orderly functioning of any society. It is further believed that the acceptance of those limits and controls by individual students is an important part of the learning process.

It is a fundamental requirement of a well ordered school that student respect for school employees will be accompanied by an equal respect for the students on the part of the school employees. It is commonly accepted by students and their parents or guardians that any school official has not only the right to expect good behavior, but also has the duty to insist on good behavior. Good behavior extends to all areas of the school program.

In order to maintain safe and effective conditions within the school setting, including the transportation of students to and from school and school sponsored events, a violation by the student of any one or more of the following offenses may result in disciplinary action, including but not limited to detention, suspension of bus privileges, corporal punishment, suspension from school, expulsion from school, removal from class, loss of right to participate in extra-curricular activities, and referral to Juvenile Court. When theft or damage to private or public property or injury to another party is involved, the offender shall be responsible for restitution.

Rule 1: Assault and Fighting: A student shall not Cause or attempt to cause physical injury to another person

Rule 2: Damage and/or theft of school property: A student shall not cause or attempt to cause damage to school or private property, steal, or attempt to steal school or private property

Rule 3: Dangerous Weapons and Instruments: A student shall not possess, handle, transmit, or conceal any firearms, knife, explosive or other dangerous objects or instruments. Students violating rule #3, in accordance with Board Policy #5565 will receive an immediate 10 day out of school suspension with a principal's recommendation to the Superintendent for expulsion.

Rule 4: Defiance: A student shall not defy the valid authority of supervisors, teachers, aides, or administrators.

Rule 5: Disruption of School: A student shall not cause or attempt to cause a disruption or obstruction of any curriculum, Extra-curricular activity, or the normal operation of school.

Rule 6: Health, Dress, and Safety Standards: A student shall observe posted standards of each department and/or school.

Rule 7: Marijuana, Narcotics, Alcoholic Beverages, and Drugs: A student shall not possess, use, transmit, conceal, or be under the influence of marijuana, narcotic drugs, hallucinogen, amphetamine, barbiturate, alcoholic beverages, or intoxicant of any kind.

- a. Students violating rule #7 will be suspended from school for a period of 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 K through 6th grade career, the principal can reduce the suspension to 3 days providing the student enters and completes an approved substance abuse education or treatment program. Further offenses will receive 10 day suspensions and a recommendation for expulsion. The recommendation for expulsion can be dropped if a student again enters a substance abuse treatment program.

Rule 8: Smoking or Possession of Tobacco: A student shall not possess or use tobacco.

Rule 9: Student Activities: A student shall comply with the rules and regulations of said club, organization, department and/or school.

Rule 10: Removing or Altering Records: A student shall not remove any student record from its official place of deposit without permission of record custodian, alter in any way, or change such record.

Rule 11: School Violations and Repeated Offenses: A student shall not repeatedly fail to comply with existing rules which include, but are not limited to, truancy, tardiness, class cutting, failing to complete assignments, loitering, gambling, parking lot infraction, falsification of records, leaving school grounds, profanity/obscenities, or refusal to identify self.

Rule 12: Not Following Bus Safety Rules and Regulations: please refer to Bus Discipline Policy and Safety Rules in this handbook.

Rule 13: Cheating: A student shall not engage in academic misconduct including cheating or plagiarism.

Rule 14: Harassment: A student shall not harass, intimidate, disparage, incite, provoke, or threaten any other student or school employee or otherwise disrupt the school environment. Harassment or intimidation includes; threats of harm; slurs; profanity; written information; denigrating remarks or actions; obscene gestures; the wearing or display of insignia, sign, 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 unreasonably impact upon a student's educational opportunities. In addition "Harassment of a student (s) by other students or any member of the staff is a violation of federal law and is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn. In addition to sexual harassment, which include any speech or action that creates a hostile, intimidating, or offensive learning environment." (Board Policy #5517)

Suspension:

1. The principal may suspend a student for not more than ten (10) days or beyond the end of the school year in which the incident that gave rise for the intended suspension.
2. 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.
3. During the time of suspension, the student's class work may be completed; however, NO CREDIT will be given for the work. O.R.C. 3313.66, 3313.661, Board Policy 5610
4. Within twenty-four (24) hours of the suspension, a letter will be given to the child, parent, guardian, or custodian of the student stating the specific reasons for the suspensions 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.
5. The Board may, by the 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.
6. 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 presence poses continuous danger to person or property, or an ongoing threat disrupting the academic process, the principal may remove the student 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.

North Fork Local School District

Bylaws & Policies

5610 - REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. [See Policy [2465](#), "Suspension/Expulsion of Disabled Students."]

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

For purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply:

- A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District. [See Policy 5610.03 "Emergency Removal"]
- B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year. The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy [5611](#) "Due Process Rights".
- C. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy [5611](#) "Due Process Rights".

1. Firearm or Knife

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary,

into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such a ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

The Superintendent may, in his/her sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);
- b. The degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student's intent and awareness regarding possession of the firearm or knife; and/or
- c. The academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

2. **Violent Conduct**

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

- a. would be a criminal offense if committed by an adult;

and
- b. results in serious physical harm to person(s) as defined in Revised Code Section 2901.01(A)(5), or to property as defined in Revised Code Section 2901.01(A)(6)

The Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);

or

- b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of

the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

3. Bomb Threats

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

- a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs;

or

- b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

- D. "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio. (See Policy 5610.01)

If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

If the Superintendent determines that a student's behavior on a school vehicle violates school rules, s/he may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension must comply with due process Policy as specified in section 5611.

The Board authorizes the Superintendent to provide for options to suspension/expulsion of a student from school which may include alternative educational options.

The Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion must be imposed for the same duration it would have been had the student remained enrolled.

The Board may temporarily deny admittance to any student who has been expelled from the schools of another Ohio district or an out-of-state district, if the student's expulsion period set by the other district has not expired. The expelled student shall first be offered an opportunity for a hearing. This provision also applies to a student who is the subject of a power of attorney designating the child's grandparent as the attorney-in-fact or caretaker authorization affidavit executed by the child's grandparent and is seeking admittance into the schools of this District in accordance with Policy [5111](#).

The Board may temporarily deny admittance to any student who has been suspended from the schools of another Ohio district, if the student's suspension period set by the other district has not expired. The suspended student shall first be offered an opportunity for a hearing before the Board.

When a student is expelled from this District, the Superintendent shall send written notice to any college in which the expelled student is enrolled under Postsecondary Enrollment Options at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire and that the Board has adopted a provision in Policy [2271](#) under R.C. 3313.613 to deny high school credit for postsecondary courses taken during an expulsion.

If the expulsion is extended, the Superintendent shall notify the college of the extension.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the suspension or expulsion into the following school year.

A copy of this policy is to be posted in a central location in each school and made available to students and parents upon request. Key provisions of the policy should also be included in the parent-student handbook.

R.C. 2919.222, 3313.534, 3313.649, 3313.66, 3313.661, 3313.662, 3313.663

R.C. 3313.664, 3321.13 (B)(3) and (C), 3327.014
18 U.S.C. Section 921,
20 U.S.C. 3351, 20 U.S.C. 7151, 20 U.S.C. 8921

5611 - DUE PROCESS RIGHTS

The Board of Education recognizes that students waive certain constitutional rights, regarding their education.

Accordingly, the Board establishes the following procedures:

A. Student subject to suspension:

When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. Notice of this suspension will also be sent to the:
 - a. Superintendent;
 - b. Board Treasurer;
 - c. student's school record (not for inclusion in the permanent record).

6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

Appeal of Suspension to the Board or its designee

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if held before the Board.

The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within fourteen (14) calendar days after the date of the notice to suspend.

Appeal to the Court

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

B. Students subject to expulsion:

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

Appeal of Expulsion to the Board

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board

or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian.

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of appeal must be filed, in writing, within fourteen (14) calendar days of after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent.

While a hearing before the Board may occur in executive session, the Board must act in public.

Appeal to the Court

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

C. Students subject to emergency removal:

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 – Emergency Removal.

D. Students subject to permanent exclusion:

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 – Permanent Exclusion of Nondisabled Students.

E. Students subject to suspension from bus riding/transportation privileges:

Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 - Suspension of Bus Riding/Transportation Privileges.

The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or non-interscholastic extra-curricular activities.

R.C. 3313.20, 3313.66, 3313.661

Supervision of Students When School Is In Session

Supervision begins within the building when the student enters the building at 9:00 a.m. Supervision ends for students who are signed out by the parents or their designee during the school day or at dismissal. Supervision of students who ride the morning bus begins when the students board the bus. The supervision of the students who ride the afternoon bus ends when the students exit the bus to their designated drop off point. Parents assume responsibility for supervision of their child at the bus stops {before they board the bus and after they exit the bus}. For students who do not ride the bus, the parents assume responsibility for the supervision of their child until he/she enters the building at 9:00 a.m. and end of day dismissal. School staff will supervise the students for any school-related activities during the school day {this includes field trips}. The school staff will also supervise the students involved in school-sponsored after school activities. Once the after school activity is over, the parents/guardian assume the responsibility to provide transportation and supervision of their child.

MEDICAL

Medical Concerns

A school has a high concentration of people and therefore it is necessary to take specific measures to ensure the 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 the ODH per their guidelines}. Students must be noncontagious and fever free to return to school.

A Medical History Form must be filled out by every entering student's family for the purpose of identifying chronic, predictable health concerns, including allergies to foods or insects.

North Fork has a lice policy which all buildings must follow, and requires the exclusion of all students with lice or nits. Families will be asked to treat the lice and bring the child to the appropriate personnel to be checked before returning to school.

Emergency Medical Authorization

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent/guardian to attend our schools. These must be turned in a timely manner for the purpose of contacting parents in the event of any emergency. Parents/guardians are responsible for updating this form immediately if changes occur in the contact information.

Immunizations

Each student must have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may exclude the student from class or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the district school nurse.

North Fork Local School District

Bylaws & Policies

5330 - USE OF MEDICATIONS

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. 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 is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any nonprescribed (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 which require special training, such as catheterization.

Before any medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (see [Form 5330 F1](#), [Form 5330 F1a](#), and [Form 5330 F1b](#)). These documents shall be kept on file in the office of the Superintendent, and made available to the persons designated by this policy as authorized to administer medication or treatment. A copy of the parent's written request and authorization and the prescriber's written statement must be given, by the next school day following the District's receipt of the documents, to the person authorized to administer drugs to the student for whom the authorization and statement have been received. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy [5530](#) - Drug Prevention and of the Student Code of Conduct/Discipline Code.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not commonly used by students.

Parents may administer medication or treatment but only in the presence of a designated school employee.

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

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

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine autoinjector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval ([Form 5330 F4](#), Authorization for the Possession and Use of Epinephrine Autoinjector (epi-pen)) to the principal and any school nurse assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911).

Only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and are designated by the Board may administer prescription drugs to students in school.

Provided they have completed the requisite training, the following staff are authorized to administer medication and treatment to students:

- A. principal
- B. teacher
- C. school nurse
- D. building secretary
- E. aide
- F. others as designated by student's IEP and/or 504 plan

No employee will be required to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Additionally the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a licensed health professional authorized to prescribe drugs and the nurse/staff member has completed any and all necessary training.

Students who may require administration of an emergency medication may have such medication in their possession upon written authorization of their parent(s) or, such medication, upon being identified as aforementioned, may be stored in the building office and administered in accord with this policy.

All dental disease prevention programs, sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees of local health districts, or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the Ohio Department of Health are exempt from all requirements of this policy.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

R.C. 3313.712, 3313.713, 3313.716, 3313.718, 4729.01

Emergency medical treatment

Parents are responsible for informing the school of emergency medical treatment they desire for their child. This includes the name of the doctor they wish to treat the child and the hospital they wish to care for the child in case of an emergency. Parents will be contacted immediately if an emergency occurs and the child must be transported for care.

Please use the web site for necessary medical forms

Parent Information

Cancellation of School

The following TV/radio stations are notified of school cancellations: channels 4, 6, 10, & 28. WCLT, WMVO & WTHH.

In addition North Fork uses the *ONE CALL NOW* system. You may be notified by phone, text or email up to four contact numbers. Please contact the office staff to enroll in the system.

One Hour Professional Development Late Start

Each Wednesday there will be a late start for staff professional development. Any exceptions will be communicated to you through our one call system and via a letter from the school.

Morning Drop off Procedures

- All cars must be in line and stay in line.
- Do not park and send your children across the parking lot.
- Do not drop your child off further back and pull out around other cars.
- Please keep the lines moving. Do not wait for your child to enter the building. There is a staff member on duty making sure your child gets into the building safely.
- Please do not drop students off before 8:55 when staff are officially on duty

Student Pick up Procedure

During the school day: Anyone picking up a child during the school day must come to the front office and sign the child out. Someone other than the parent must have your written permission before we can release the child. All student pick-up policies are for the protection of your child and in no way are intended to infringe on your rights. If you have not done so recently, take a moment today and discuss with your child the dangers of going with strangers. Make them aware that it is all right to say, "I don't know who this is" or "Mommy said not to go with them." While child abduction is not a pleasant topic, it is a reality. We all hope it never happens to your child: an ounce of prevention or precaution may be immeasurably valuable.

***Note:** Anyone picking up a student {s} will be asked for a photo ID if they are not known to the staff member involved. If you are sending someone to pick up your child {ren}, please make sure they know this procedure or they will not be permitted to pick up the child {ren}.

P.M. Pickup Procedures

- All cars must be in line and stay in line
- Staff members will assist students into their cars
- Please remain in your vehicle unless you are parking and entering the building.

Buzzer System

A buzzer system has been installed for added safety. Please push the button to gain entry into the building.

Visitors

Visitors are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office when arriving on school property to sign in and obtain a pass. If a person wishes to confer with a member of the staff, he/she *must* call for an appointment prior to coming to the school in order to prevent any inconvenience or classroom disruption.

Students may not bring visitors to school without first obtaining written permission from the principal. For the safety of our students, parents are not permitted to walk students to their classroom upon arrival without special permission.

Early Dismissal

No student will be allowed to leave school prior to dismissal time unless the following procedure is followed. The parent or guardian must come to the school office to request the release. No student will be released to a person other than a custodial parent{s} or guardian without a signed permission note or phone call by the custodial parent{s} or guardian. The school reserves the right to call parents or guardian back to ensure that calls are legitimate and that student safety is not compromised.

Child Custody Regulations

In cases of divorce/separation, a copy of the portion of the decree/separation agreement or court order which stipulates the custodial/residential provisions must be provided to the school. Until this legal record is received, the noncustodial parent has the same legal rights as the custodial parent. It is extremely important that we receive the proper legal paperwork. This information will assure that the school is releasing the student to the proper person. All custody information will be kept confidential. If there are changes in custody or visitation, it is the **parent's responsibility** to notify the school.

Confidential Records

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 or the adult student. The only exception is to comply with State and Federal laws that authorize the release of such information without consent.

Students and parents have the right to review all educational records generated by the School District, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying cost may be charged to the requestor. To review records, please contact the building administrator in writing, stating the records desired.

Directory information

The school classifies the following information as "directory information" and as such it will be disclosed without prior consent: student's name, address, telephone number, date/place of birth, dates of attendance, awards received, and most previous educational agency or institution attended.

Parents must contact the school office within the first two weeks of enrolling to request that the school not release any of the above information about the student.

Attendance Policy

This policy is based on state attendance standards, clear and enforceable guidelines, and positive motivation for good attendance,

Ohio Revised Code 3321.04, Compulsory Attendance Law states: *Every parent of any child of compulsory age who is not employed under the Age and School Certificate must send such child to a school or a special education program that conforms to the minimum standards prescribed by the State Board of Education. The child must attend the full time the school or program is in session.*

Reporting an Absence

Regular attendance is important for the continuity of the educational process. Ohio's Missing Children's Act requires that the school verify all student absences. We ask that you call the school by 9:30 a.m. and notify us when your child will be absent. Our voice mail will take calls during non-school hours. If we do not hear from you or cannot reach you by phone, a post card stating that your child was absent will be mailed to your residence.

Returning to School after Absence: On the day your child returns to school after an absence, please send them with a written explanation for their absence. Due to our attendance records being computer generated we must receive absence excuses in order to properly code each absence. If a written explanation for an absence is not received, we must enter it in the computer as unexcused. An unexcused absence can be converted to an excused absence if a valid written excuse is presented.

Absences from School

It is the responsibility of both student and parent/guardian to see that the student has regular daily attendance for the entire school year. **Punctuality** is also very important. If a student misses 10 days, NOT COUNTING medical excuses {written excuses from the doctor/dentist identifying dates excused}, court appointments {with written excuses from the court official}, deaths and funerals, or school field trips, she/he will be required to bring in a doctor's note for any additional absences. In the event that the school is not provided with a doctor's note, the student may be referred to the attendance officer.

Parents will be notified when the following occurs, and the following actions will be taken:

5 absences {non-medical, vacation or funeral} – first letter sent home to apprise parents of absences

10 absences {non-medical, vacation or funeral} – second letter sent home. Parents will be required to submit medical excuses for subsequent absences.

11 + absences {non-medical, vacation or funeral} – The principal may report excessive absences to the Licking County Attendance Office and /or the Licking County Juvenile Court.

A student's absences from school are excused by parent notification. All other absences from school require additional verification or notification in order to be considered excused {i.e., doctor's note, court documentation etc.} Absences from school are classified as excused or unexcused as per Ohio Revised Code Section 3321.04.

Policy 5200 states “the board considers the following factors to be reasonable excuses for time missed at school:

- a. Personal illness {a written physician’s statement verifying the illness may be required}
- b. Illness in the family necessitating the presence of the child
- c. Quarantine of the home
- d. Death in the family
- e. Necessary work at home due to absence or incapacity of parent{s}/guardian{s}
- f. Observation or celebration of a bona fide religious holiday
- g. Such good cause as may be acceptable to the superintendent

The following excuses are examples of, but not an exhaustive list, of reasons for unexcused absences.

- Truancy
- Tardy
- Visiting
- Shopping
- Oversleeping
- Missing the school bus or ride to school
- Absent from school, but able to be away from the home in the evening
- Appointments other than doctor, dentist, or legal
- Car trouble

Students who are absent from school may not participate in after-school activities unless approval is granted by an administrator.

Federal Rights and Privacy Act {FERPA}

As a practical matter, conferences generally focus on student performance as reflected in school records. **Since records are disclosed during the conference, the Federal Education Rights and Privacy Act {FERPA} prohibits disclosure to any non-parent and would generally require non-parents be excluded.** So, FERPA would exclude a neighbor, stepparent, relatives, or significant other that a parent might want to bring to the conference. A custodial stepparent, who is present in the home on a day-to-day basis, may have records access right under FERPA as long as the following criteria is met: The custodial parent is away for long periods of time {i.e., long-haul truck drivers}; the custodial parent must leave written documentation for the school noting who is authorized to have parental rights while absent. Another exception to this general exclusion would be for special education students, inasmuch as the Individuals with Disabilities Act expands the definition of parent to include virtually anyone who has an interest in the well-being of the child.

Parental Access to Records

1. Parents requesting access to their child’s records must be granted access within 45 days of the request.
2. Parents have the right to receive copies of their child’s record. The school may charge the actual cost of duplicating the record.
3. Parents have the right to a response from school officers to reasonable requests for explanations and interpretations of those records.
4. A divorce or change in custody does not change the rights of a natural parent to their child’s records.

5. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions regarding the child.
6. Step-parents have no rights to records, reports, or conferences unless these rights are conferred on them in writing by the custodial parent.

Parent Concerns – Steps to Address Concerns

Step #1: Contact the Teacher

Many problems can be solved by talking with the teacher first. This can be done via the phone, sending a letter, or scheduling a conference with the particular teacher. If the problem cannot be resolved to your satisfaction, then proceed to the next step.

Step #2: Contact the School Principal

Using the criteria from step number one, seek a conference with the building principal. If the complaint/concern is still unresolved, proceed to the next step.

Step #3: Contact the Superintendent

After discussing the problem with the superintendent, if a satisfactory course of action has not appeared to happen then proceed to the next step.

Step #4: Contact the Board of Education

If your complaint/concern has not been resolved to your satisfaction after progressing through steps #1-3, you may bring your complaint/concern to the Board of Education. Regularly scheduled board meetings are held monthly.

Outside Agencies

The school cooperates with social agencies {i.e. Children's Services, Sheriff's Department, etc.}. If an agency official comes to school to interview a child a school representative must be present. School employees are required by law to report suspected child abuse.

Withdrawal/Transfer from school

If a student will be transferring to another school district, the parent must notify the principal. School records will be transferred within fourteen {14} days of receipt of a records release to the new school district.

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 collections. Fees by ECOLLECT, LLC.

Computer acceptable use agreement

The focus of this document agreement deals with internet usage, but applies to all computer usage in the North Fork Local Schools. All students have access to computers in the classroom, libraries and labs that are connected to **The Local School Network**. **The Local School Network** has reference materials, word processing and other educational programs. The **internet** is a separate privilege, which allows students access to the **World Wide Web {internet}**. Students in **kindergarten** through **third grade will not** have personal access to the **internet**. Access is only through teachers' accounts. **Personal** accounts are assigned in **fourth** grade. Internet access is not available to students unless the computer **Acceptable Use Agreement Form** has been completed and signed. Access to chat rooms and E-mail are not permitted for any grade.

With access to the internet, there is material available that is considered to be of educational value in the context of the school setting. However, on the internet, it is impossible to control all materials, and students may discover controversial information. North Fork Local Schools firmly believe that the valuable information available on the internet far outweighs the possibility that students may access materials that are not consistent with educational goals of our district.

These guidelines are provided so that parents/guardians may be aware of the student's responsibilities. These guidelines require the student to use **The Local School Network and internet** in an efficient, ethical, and legal manner. System administrators reserve the right to monitor the Local School Network and Internet use while respecting the privacy of the student. If a student violates any of these provisions, the student's account may be terminated and future access could be denied.

The signatures on the Computer Acceptable Use Agreement Form are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

North Fork Local Schools Network and Internet – Terms and Conditions

1. Privileges – The use of the internet is a privilege, not a right, and inappropriate use may result in cancellation of privileges. The staff of North Fork Local Schools and/or LACA reserves the right to deny, revoke, or suspend the student's accounts.
2. Acceptable Use – The use of student accounts must support education, research, and be consistent with the educational goals of the North Fork Local Schools.
 - a. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyright, threatening, or obscene material.
 - b. Use of commercial activities is not acceptable.
 - c. The computer will not be used to create messages or pictures that harass, insult, or attack others.
 - d. Revealing personal addresses or phone numbers is prohibited.
 - e. Malicious introduction of computer viruses is forbidden.
 - f. Students who maliciously damage hardware or software will lose privileges and will make restitution.
3. Security – Any student identified as a security risk **will be denied** access to the Local School Network and to the Internet.
 - a. Students are not to use another student's account or password.
 - b. Using the computer to disrupt the operation of the Local School Network or Internet is prohibited.
 - c. Attempting to login to the network as a system administrator will result in cancellation of privileges.
4. 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 damages students suffer which include **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.

5. Penalties: Penalties for infractions may be applied as determined by the school administration and district technology coordinator. Student violations may result in:
 - a. Loss of computer privileges for a specified period of time from 10 days up to one complete school year. Enforcement will carry over from one school year to the next. The length of the suspension of privileges will be determined by the seriousness of the infraction and any past violations accumulated by the student.
 - b. Parents will be notified of all violations through a written discipline report filled with the office.
 - c. Building administrators will enforce the School Code of Conduct and all penalties if warranted.

These penalties may include suspension and expulsion.

Gifted

The North Fork School District has the belief that all children are entitled to education commensurate with their particular needs. Children who are gifted in the district should be provided opportunities to progress as their abilities permit. The North Fork School District Board of Education believe that these children require services beyond those offered in regular school programs in order to realize their potential contribution to themselves and society.

The North Fork Local School District shall submit, as required, an annual report to the Ohio Department of Education. The district superintendent or designee shall implement all policies and procedures in accordance with laws, rules and regulations and follow the Model Policies and Plans for the Identification of Children Who Are Gifted.

For complete information please refer to the district web site. {gifted services}

Grading

Progress Book is available for grades three through six. The computer program allows parents to view grades. Please contact the building secretary for your child's code.

Grade cards are sent home four {4} times a year. Interim reports are issued midway into the grading period to inform parents of their child's progress. {Kindergarten does not receive interim reports}

Grades K – 2 Benchmark indicator checklist using K – 2 categories listed for content area classes ie.... Reading, math, and writing. S/U will be used in art, music, P.E., science, social studies, and health each nine {9} weeks. Kindergarten will be assessed each semester.

Grade 3 Grade three is a transition year. Students will receive both b, d, s, e and letter grade for the standard at their grade level.

Grades 4 – 6 Letter grades will be given each nine {9} weeks in all academic subjects. Art, music, band, and physical education will receive "S" or "U" grades each nine {9} weeks.

Grading Scale – Grades 3 – 6	90 - 100 = A	4.0
	80 - 89 = B	3.0
	70 - 79 = C	2.0
	60 - 69 = D	1.0
	0 - 59 = F	0

Determining Year End Grades K - 2

The year-end grade will be determined by successfully completing the benchmark indicators for each of the content areas as established by the State of Ohio, opinion of the professional staff, and the degree of social, emotional, and physical maturation. Students must be secure in reading, writing, and math to be promoted to the next grade level.

Determining Year End Grades 3 – 6

The year-end grade in grades 3 – 6 will be determined by converting the four {4} nine {9} week letter grades to points, as shown on the 3 – 6 Grading Scale chart. The final grade will be awarded based on the average of the points using the chart below. Students must pass at least two {2} nine {9} weeks during the year and one {1} must be in the fourth nine {9} weeks in the second semester.

Year-End Scale for 3 - 6

Add the nine {9} week grade points and divide by four {4} to determine an average. The following scale determines the final grade.

$$A = 3.50 - 4.00$$

$$B = 2.50 - 3.49$$

$$C = 1.50 - 2.49$$

$$D = 0.50 - 1.49$$

$$F = 0.00 - 0.49$$

Honor Roll/Merit Roll will be for grades 3 – 6

Final decision on any grade shall be the responsibility of the subject teacher. Each teacher shall be able to justify a given grade.

Promotion and Retention

Kindergarten

Students who successfully master the majority of the benchmarks and standards as indicated by the State of Ohio readiness skills and have developed both social and emotionally will enter 1st grade.

First & Second

Promotion in grades one and two will be based predominantly on their reading, writing, and math assessments. Lack of progress in one area will warrant consideration for placement or retention. Lack of successfully mastering the majority of skills in two areas will result in retention. Placement or retention may be considered due to previous retention and/or social and emotional development.

Third

Promotion in grade three will be based predominantly on their reading, writing, and math assessments. Lack of progress in one area will warrant consideration for placement or retention. Lack of successfully mastering the majority of skills in two areas will result in retention. Placement or retention may be considered due to previous retention and/or social and emotional development. Successfully passing the OAA Reading Test {fall or spring} is now mandatory under the Third Grade Reading Guarantee. State law dictates that students who do not pass the Reading portion are retained in 3rd grade regardless of grades and attendance.

Fourth - Sixth

Promotion in grades four, five and six will be based upon successfully passing the major subjects of reading, math, spelling, composition, social studies and science, and the minor of health, music, P.E., band, and art. Those students who receive a failing grade in one {1} major and/or two {2} minor subjects will be placed. Failure of two {2} major subjects will result in retention. Placement or retention may be considered due to previous retention and/or social and emotional development.

Note: It is the philosophy of the district that the earlier retention would occur in a child's educational process, the more beneficial to his/her later academic success. Notification of possible retention will be discussed at parent/teacher winter conferences and clearly stated on the 3rd and 4th period report cards. Prior parent notification is a requirement.

Third through Sixth Honor Roll and Bug Awards

B.U. G. – Brought up at least one grade while going down in no other subjects

Distinction Roll – 4.0 with All A's

Honor Roll – 4.0 – 3.5

Merit Roll – 3.49 – 3.0

No "U" or "F" on grade card

Third through Sixth Principal's Awards

Recognizing student academic and social achievement is an important part of the learning process. Each grading period we will honor and recognize students who meet two of the following criteria:

- No more than three missing homework assignments
- Distinction, Honor or Merit Roll
- Good Citizenship – no office or bus referrals

Testing

Kindergarten – KRA (kindergarten readiness assessment)

This assessment is new to the state of Ohio and is being implemented for the first time statewide during the 2014/2015 year. The test is in its final stages and will be released over the summer. We will update you when we have more complete picture.

Kindergarten, 1st, 2nd, & 3rd grade – Reading Diagnostic Plan

Fall reading diagnostic testing will be given within the first thirty {30} days of school. This is in accordance with the new 3rd grade reading guarantee adopted by the state. After screening any student grades K-3 determined “not on track” a reading plan will be developed by a team consisting of principal, teachers, and parents.

Third Grade Reading Guarantee

Recent legislation strengthened the Third Grade Reading Guarantee to give greater emphasis to reading instruction and intervention in the early grades. Through this initiative, school districts and community schools will diagnose reading deficiencies in students in kindergarten through grade three, create individualized reading improvement and monitoring plans and provide intensive reading interventions.

- Beginning with the 2013-2014 school year, all third grade students scoring below the designated level on the third grade reading, OAA, must be retained, except for the following students{ORC 3313.608{A}{2}}:
 - *Limited English proficient students* who have been enrolled in U.S. schools for less than two full school years and have had less than two years of instruction in an English as a Second Language program;
 - *Special education students* whose IEPs specifically exempt them from retention under the third grade guarantee or *students who demonstrate reading competency on an alternative reading assessment* approved by ODE; and
 - Any student who has received *intensive remediation for two years and was previously retained in kindergarten through Grade 3.*
 - A student that advances because of this exception must continue to receive intensive reading instruction in the fourth grade, which requires an altered instructional day to accommodate reading, interventions, or whatever reading interventions are required by the student’s IEP or 504 plan.

Bus

“Do Not Lose Your Bus Privilege!”

Video tapes on School Buses

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 a videotape, the tape will be submitted to the principal and may be used as evidence of misbehavior.

Follow These Rules

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. Cooperate with the driver.
6. Do not smoke.
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.

Bus Discipline Policy

1. First Offense – Driver talks with child about concerns
2. Second Offense – Driver contacts parents
 - a. Bus/home discipline report or
 - b. Telephone call or
 - c. Personal contact
3. Third Offense – Driver writes up – principal deals with child
 - a. Bus conduct slip written up by driver
 - b. Principal takes what action she/he feels appropriate
4. Fourth Offense – Driver writes up – principal deals with child
 - a. Bus conduct slip written up by driver
 - b. Removal from bus
 1. Three days
Meeting with parents/principal/bus driver at central office
 2. Five days
 3. Ten days
 4. Up to 90 days
 5. Remainder of year.

At any step, the principal can intervene and take whatever action he/she feels is appropriate. Please refer to North Fork Elementary Schools Code of Conduct.

What is Bullying?

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student{s} more than once {repeatedly} and the behavior both causes mental or physical harm to the other student{s} and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student{s}. 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/cyber bullying, intimidating, menacing, Coercion, name-calling, taunting, making threats, and hazing. Board Policy 5517.01

Harassment, intimidation, or bullying also means electronically transmitted acts {i.e., internet, e-mail, cellular telephone, personal digital assistance {PDA}, or wireless handheld device} that a student{s} or group of students exhibits toward another particular student{s} 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{s}.

Questions to 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. Was the harassment form filled out and returned within a reasonable amount of time?
2. Did an investigation take place?
3. Were steps remedial/disciplinary 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 and outcome?

NORTH FORK LOCAL SCHOOL DISTRICT
2014 - 2015 CALENDAR
STUDENTS

NOTE: Beginning in September, every Wednesday will be a one-hour late start for students while staff attends an in-service meeting.

JULY 2014

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2014 8

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2014 21

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2014 23

S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2014 16

S	M	T	W	T	F	S
						1
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23	24	25	26	27	28	29
30						

DECEMBER 2014 15

S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2015 19

S	M	T	W	T	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2015 18

S	M	T	W	T	F	S
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30						

MARCH 2015 17

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30	31					

APRIL 2015 21

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19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2015 20

S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30	31					

JUNE 2015

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30	31					

Key: # Work Day # Staff In-Service / Work Day # Non-Work Non-Paid Day # End of Grading Period

SCHOOL CALENDAR DATES:

Aug 20	First Day for Students	Feb 2-12	Evening Conferences (2 - 1/2 Days)
Sep 1	Holiday/No School	Feb 13 & 16	No School
Oct 24	End of 1st Grading Period (47 Days)	Mar 20	Last Day Before Spring Break & End of 3rd Grading Period (42 Days)
Nov 3-13	Evening Conferences (2 - 1/2 Days)	Mar 30	Return from Spring Break
Nov 14	No School	Apr 3	Holiday/No School
Nov 26-28	Holiday/No School	May 25	Holiday/No School
Dec 19	Last Day Before Winter Break	May 29	Last Day for Students & End of 4th Grading Period (43 Days)
Jan 5	Return From Winter Break	May 31	Senior Class Graduation
Jan 16	End of 2nd Grading Period (46 Days)		
Jan 19	Holiday/No School		

Additional make-up days, if necessary, for the 2014-2015 School Year will be on any regular scheduled day off, excluding Spring Break. If none available, the make-up days will be scheduled sequentially on weekdays beginning with Monday, June 1st. The Staff In-Service/Work Day will move to the next work day following the last make-up day.

NORTH FORK Newton & Utica Elementary School Fee Schedule 2013 – 2014

Kindergarten

Art Fee	3.00
Computer Fee	3.00
Language Arts Fee	2.50
Weekly Reader	4.50
Headphones	5.75
Science Fee	5.50
Every Day Math Journals	13.00
Total	37.25

First Grade

Art Fee	3.00
Computer Fee	3.00
Language Arts Fee	2.00
Weekly Reader	4.50
Science Fee	2.00
Every Day Math Journals	21.00
Language Arts Workbook	10.00
Total	45.50

Second Grade

Art Fee	3.00
Computer Fee	3.00
Language Arts Fee	2.00
Weekly Reader	4.50
Science Fee	2.00
Every Day Math Journals	21.00
Language Arts Workbook	11.00
Total	46.50

Third Grade

Art Fee	3.00
Computer Fee	3.00
Language Arts Fee	2.00
Current Events	4.50
Science Fee	2.00
Every Day Math Journals	19.00
Language Arts Workbook	11.00
Math Coach	10.00
Total	54.50

Fourth Grade

Art Fee	3.00
Computer Fee	3.00
Language Arts Fee	2.00
Science Fee	2.00
Every Day Math Journals	19.00
Language Arts Workbook	11.00
Math Coach	10.00
Total	50.00

5th Grade

Art Fee	3.00
Computer Fee	3.00
Language Arts Fee	2.00
Science Fee	2.00
Every Day Math Journals	22.00
Language Arts Workbook	15.95
Triumph Learning	5.99
Total	52.94

6th Grade

Art Fee	3.00
Computer Fee	3.00
Language Arts Fee	2.00
Current Events Fee	5.00
Science Fee	2.00
Science Fair Fee	5.00
Math Workbook	10.00
Language Arts Workbook	16.00
Total	46.00