

Newton-Utica Elementary

Student Handbook

2019-2020



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Newton- Utica Elementary 2019-2020 School Calendar

167 Student Days (Board Approved 2-12-2019)

Wednesday, August 21, 2019	FIRST STUDENT DAY
Monday, September 2, 2019	NO SCHOOL- Holiday
Wednesday, September 18, 2019	NO SCHOOL- Staff PD
Wednesday, October 16, 2019	NO SCHOOL- Staff PD
Thursday, October 24, 2019	End of 1 st Grading Period (44 Days)
Friday, October 25, 2018	NO SCHOOL- Records Day
October 28 - November 7, 2019	Evening Conferences (2- ½ days)
Tuesday, November 5, 2019	NO SCHOOL- Staff PD
Friday, November 8, 2019	NO SCHOOL
November 27-November 29, 2019	NO SCHOOL- Holiday
Wednesday, December 11, 2019	NO SCHOOL- Staff PD
Friday, December 20, 2019	Last Day Before Winter Break
Monday, January 6, 2020	Return From Winter Break
Wednesday, January 15, 2020	End of 2 nd Grading Period (42 Days)
Thursday, January 16, 2020	NO SCHOOL- Staff PD
Friday, January 17, 2020	NO SCHOOL- Records Day
Monday, January 20, 2020	NO SCHOOL- Holiday
February 3 - February 13, 2020	Evening Conferences (2- ½ days)
Friday-Monday, February 14-17, 2020	NO SCHOOL
Tuesday, February 18, 2020	NO SCHOOL- Staff PD
Wednesday, March 18, 2020	Last Day Before Spring Break
Thursday, March 19, 2020	End of 3 rd Grading Period (39 Days)
Friday, March 20, 2020	NO SCHOOL- Staff PD
Monday, March 30, 2020	NO SCHOOL- Records Day
Friday, April 10, 2020	Return From Spring Break
Monday, May 25, 2020	NO SCHOOL- Holiday
Thursday, May 28, 2020	NO SCHOOL- Holiday
Friday, May 29, 2020	Last Day for Students
	End of 4 th Grading Period (42 Days)
	NO SCHOOL- Records Day

Blizzard packets will be completed on the 8th, 9th, & 10th days of Calamity for the 2019-2020 school year. Additional make-up days, if necessary, 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 Friday, May29. The Staff In-Service/Work Day will move to the next work day following the last make-up day.

GENERAL INFORMATION

SCHOOL DAY

9:00 Entry bell- Students will not be allowed to enter the building before 9:00

9:08 Tardy bell

3:20 Car pick up

3:30 Bus pick up

MORNING DROP OFF PROCEDURES

- All cars must be in line and stay in line. Please do not pass other vehicles.
- Do not park and send your children across the parking lot.
- Please ensure students exit your vehicle promptly and onto the sidewalk.
- 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 8:50 a.m. when staff are officially on duty.

AFTERNOON PICK UP PROCEDURES

- All cars must be in line and stay in line. Please do not pass other vehicles.
- Staff members will assist students in their cars.
- For safety reasons, please remain in your vehicle during pick up. Your student will be brought to you when you are parallel to the sidewalk.
- Please do not wave your student into traffic. Staff members will stop them.
- Please obey posted speed limit/traffic pattern signs.

STUDENT PICK UP PROCEDURES

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. Please notify the office staff of any changes to the normal pick up plan as soon as you are aware of the change. We ask that you call the school by 2:45 p.m. with end of the day changes. 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 the staff member involved is not familiar with the person picking up the child. If you are sending someone to pick up your child/children, please make sure they know this procedure.

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. Teachers will notify parents prior to taking a class field trip.
3. Parents have the right to deny participations.
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. Any unclaimed items will be donated to charity.

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.

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.

TREATS

Due to food allergies, any food brought in must be store bought with the food ingredients clearly listed.

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.

Dress and Grooming

Our rules are designed to provide the best atmosphere for learning. It is our hope that parents will guide their children so that they do not encounter problems with their appearance. Violation of rules may lead to parent contact, detention, and/or suspension. 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/her 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 articles of clothing, accessory, or hairstyle that disrupts the educational process or presents a safety risk, is not 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, is not permitted.
6. Students may wear shorts or skirts, but they must be appropriate in style and longer than fingertip length.
7. Students must wear footwear. Flip flops are not acceptable footwear.
8. Gym/Tennis shoes must be worn or brought to school to change into on days your student has P.E.class.

We strongly suggest sending in a change of clothing in case of an occasional accident.

Expected Behaviors

Each student is expected to behave in ways that are:

- Respectful
- Responsible
- Safe

Zero Tolerance

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated. Violation of the student code of conduct will result in consequences. Depending on the severity and nature of the violation, this may result in loss of recess, after school detention, suspension, or expulsion.

STUDENT SUPERVISION

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. Students will talk at an appropriate level.
5. Students will not throw food.
6. Students will clean up the area where they are sitting.
7. Students will use proper table manners at all times.

HALLWAY RULES

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

INSIDE RECESS

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

OUTSIDE 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 15 degrees.

PLAYGROUND SAFETY RULES

The classroom teacher will cover playground rules.

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. Keep hands and feet to yourself.
 - B. Do not use inappropriate language.
 - C. Do not tease or harass others.
3. Play in designated areas only. Staff members who are supervising the playground must give permission for a student to leave the playground.
4. Use playground equipment correctly.
 - A. Swing straight. Do not jump off the swing. Sit on bottom.
 - B. Do not run up the slide.
 - C. No jump ropes on equipment.
5. Throwing of dirt, mulch, rocks, or snow is strictly prohibited.

RESTROOM RULES

1. Always use proper manners in the restrooms.
2. Always flush the toilets and/or urinals. Remember to wash your hands.
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.

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 designed 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.

STUDENT DISCIPLINE

DISCIPLINE

It is important to remember that the school 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 consequence match the severity of the incident.

Two (2) types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes:

- Change of seating or location
- Lunch-time detention
- Loss of recess
- Call home to parents
- After school detention
- In-school discipline

Detentions

Students may receive detentions from recesses. A student may be detained after school. The student and his/her parents will be given appropriate notification of the date/time. The student or his/her parent(s) are responsible for transportation.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension, expulsion, or permanent exclusions are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the charges and given the opportunity to respond.

STUDENT DISCIPLINE RULES

The Student Discipline Rules includes the types of misconduct that will subject a student to disciplinary action and is included in the Code of Conduct.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the school will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

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 fifth 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)

Emergency Removal

If a student presence poses continuous danger to a 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.

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 without the consent of the staff member.
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.

Bylaws & Policies

Please visit the district website at www.northfork.k12.oh.us for North Fork School District Bylaws & Policies. Select the School Board link on the left hand side of the screen. Bylaws and Policies can be found under School Board Documents/Board Policy.

SAFETY DRILLS

FIRE, TORNADO AND SAFETY DRILLS

The school will comply 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 tornados is different from the alarm system for fires and consists of a tone and public address system.

A Lock down 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 of safety concern.

MEDICAL INFORMATION

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 returned in a timely manner for the purpose of contacting parents in the event of an emergency.

Parents/guardians are responsible for updating this form immediately if changes occur in the contact information.

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 website for necessary medical forms.*

IMMUNIZATIONS

Each student must have the immunizations required by law or have an authorized waiver, by the 14th day of school. 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.

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 for 24 hours without medication to return to school.

A Medical History Form must be filled out by every parent and guardian of entering students for the purpose of identifying chronic, predictable health concerns, including allergies to foods or insects. Parents/guardians are responsible for updating this form immediately if changes occur with the student. The office staff and nurse needs notified of any health changes.

CONDITIONS THAT MAY REQUIRE EXCLUSION FROM SCHOOL

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

- Any contagious bacterial or fungal infection until treated with antibiotics for at least 24 hours including, but not limited to, strep throat, conjunctivitis, ringworm, skin infections or scarlet fever.
- Fever of 100.4 degrees or higher within 24 hours.
- Undiagnosed redness and secretions from the eye(s)
- Vomiting or diarrhea within 24 hours
- Head lice

NO NIT POLICY

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

Please Visit: northfork.k12.oh.us and Click on: “District Services” and “Nurse” for more information.

USE OF MEDICATIONS

The North Fork Board of Education shall not be responsible for the diagnosis and treatment of student illnesses. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours or if the child has a disability requiring medication or treatment to benefit from his/her educational program. For the safety of our students, the transportation of all medication and medical supplies to and from school is the responsibility of the parent/guardian. Medication may not be transported on the bus. Any medication or medical equipment remaining at the end of the school year will be discarded one week after the last day of school. For the purposes of this policy, “prescribed medication” shall include all medicines prescribed by a physician or licensed prescriber. Non-prescription medications shall include all age and/or weight appropriate over-the-counter drugs, preparations, and/or remedies. “Treatment” refers both to the manner in which a medication is administered and to health-care procedures that require special training, such as tube feedings and catheterizations.

PRESCRIPTION MEDICATIONS

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

NON-PRESCRIPTION MEDICATIONS

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

PARENT INFORMATION

CANCELLATION OF SCHOOL

The following TV/radio stations are notified of school cancellations: channels 4, 6, 10 & 28, WCLT (T-100), WMVO & WHTH. 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. Any school cancellation will also be viewable on the district website.

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 provided, 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.

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 education 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. All forms and requests must be completed annually.

ELECTRONICS POLICY

Students are not allowed to have electronic devices out and in use during the school day without teacher permission. Any student using electronics without permission will have the electronic device taken away. After the first offense, the device will be given back at the end of the day. All subsequent offenses will require an adult to make arrangements with the office for them to pick the item up.

If your child does bring an electronic device to school, the device (s) are to be turned off and kept in the students' book bag until they leave school.

The North Fork Local School District is not responsible for any lost, stolen or damaged personal electronic devices.

STUDENT FEES, FINES AND CHARGES

North Fork Local School charges specific fees for activities and courses. Such fees and charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Fines collected are used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Others may need their use. Failure to pay fines, fees or charges may result in withholding of the report card. Unpaid fees will be accumulated from year to year and carried forward from building to building. Fees should be paid by the end of the 1st nine weeks.

Non-Sufficient Funds

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

Waiver of Fees

If you are currently receiving funds for Aid to Dependent Children (ADC), Ohio's Disability Assistance Program, or the Social Security Administration for Disability (SSA) or you qualify for free lunches, you are eligible for a waiver for any fees associated with participation in a course of study. This waiver shall not apply to participation in extra-curricular activities or summer school fees.

VISITORS

Visitors are welcome at the school. In order to monitor the safety of students and staff properly, 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, please do so before or after 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 the children, parents are not permitted to walk students to their classroom upon arrival without special permission.

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, send 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.

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 records, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions regarding the child.
6. Stepparents have no rights to records, reports, or conferences unless these rights are conferred on them in writing by the custodial parent.

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 office. School records will be transferred within fourteen (14) days of receipt of a records release to the new school district.

ATTENDANCE

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

Section 3321.04 of the Ohio Revised Code states that every parent, guardian, or other person having charge of any child of compulsory school age (between 6 and 18 years of age) must send such child to a school which conforms to the minimum standard prescribed by the state board of education for the full time the school attended is in session. Such attendance must begin within the first week of the school term, or within one week of the date on which the child begins to reside in the district.

The statutes governing school attendance are very specific and leave specific guidelines to school authorities for regulation of student attendance. As outlined in the ORC and Board Policy, the following are legitimate reasons for an excused absence from school:

1. Personal illness (a written physician's statement verifying the illness may be required)
2. Illness in the family necessitating the presence of the child
3. Quarantine of the home
4. Death in the family
5. Work at home due to the absence or incapacity of a parent or guardian
6. Observance of a religious holiday
7. Medical or dental appointments (a written physician or dentist statement verifying the appointment may be required)
8. Medically necessary leave (ordered by a doctor)
9. Emergency or set of circumstances the Superintendent constitutes as a good and sufficient cause for absence from school.

Absences from school for reasons other than those listed above will be considered unexcused. Students may be denied credit for makeup work associated with an unexcused absence.

ATTENDANCE POLICY

Attendance is taken at the beginning of each school day and reported directly to the office. Students are expected to be on time to school and classes.

Tardiness - Any student arriving late to school must report to the office before going to his/her class. In addition, any student who signs out early from school within the last hour of school will be counted as tardy. Individual classroom teachers will handle individual incidents of classroom tardiness throughout the school day. Excessive tardiness is subject to disciplinary action as described in the discipline section.

Absences - Students entering school more than one-half hour after the school start time will be counted as an unexcused absence unless a professional excuse is provided to the office. In addition, students leaving more than one-half hour before the end of the school day will be counted as an unexcused absence unless a professional excuse is provided to the office. Absences could vary in classes according to the time the student arrives at school.

Professional excuses must be on business letterhead or a business form. Professional excuses must be submitted to the office promptly. The absences will not be recorded as professional excuses if not received promptly. Parent notes will not be counted as professional excuses.

Truancy – “Habitual Truant” - Any child between the ages of six and eighteen, i.e. compulsory school age, who is absent from school without legitimate excuse for 30 consecutive hours, 42 hours within a school month, or 72 hours within one school year, will be referred to the county attendance officer. Students meeting the definition of habitual truant may also be referred to the Juvenile Court in their county of residence. This referral may result in a complaint being filed against the student and/or parents.

NOTIFYING THE SCHOOL OF ABSENCES

Regular attendance is important for the continuity of the educational process. Automated calls from our One Call System will go out around 10:00 am each day. We ask that **PARENTS/GUARDIANS CALL THE SCHOOL WHEN THEIR STUDENT IS ABSENT** and provide the student's name and reason for the absence. Parents may leave a message on voicemail if needed. If the parent/guardian does not contact the school, the school will make a reasonable attempt to contact the parent/guardian at home or work. Please do not be offended if we call to verify the student absence as this call is only to ensure the student's location and safety.

Upon their return to school, the student will have three (3) days to provide the office with a written note from their parent/guardian or a note from a medical professional stating the date and reason for the student's absence. Failure to do so will result in an unexcused absence and could result in zeroes on all assignments for the day.

SCHOOL PROCEDURE FOR REPORTING ABSENCES TO PARENTS

If a parent/guardian fails to contact the school regarding their student's absence, the school will call the parent/guardian at home or at work to verify the absence.

Every reasonable attempt will be made to inform parents/guardians by mail when their student has accumulated 30 consecutive hours, 42 hours in one month, or 72 hours in one school year of unexcused absence from school. Students who meet any of these "habitual truant" triggers will be referred to the county attendance officer and a diversionary hearing may be held involving the student, parent, attendance officer, and officer of the Juvenile Court.

MISSED ASSIGNMENTS & MAKE-UP WORK

Students will be permitted one day for each excused absence day to turn in the assignments for full credit. If the student is absent on a day in which a test is given, the student will be responsible to take the test on the day they return or at the discretion of the teacher.

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 law, 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 website at: www.northfork.k12.oh.us

Click on: "District Services"

Click on: "Gifted Services"

TITLE I SERVICES

Newton and Utica Elementary Schools in the North Fork School District provide **Title I** supplemental academic programming to students on a school-wide basis. The **Title I** mission is to help every student achieve a year's worth of reading growth by collaborating with classroom teachers and parents. Therefore, a "**Teacher, Parent and Student Compact**" is available online for your review. The purpose of the Title I Compact is to build and nurture the school-parent partnership to help all children achieve the State's high standards. To review this **Title I Compact** and other specific information about the **Title I Program at North Fork Local Schools**, a special webpage is available at: www.northfork.k12.oh.us

Click on: "District Services"

Click on: "What is Title I?"

GRADING

Progress Book is available for grades Kindergarten through Fifth. The computer program allows parents to view grades. Please contact Kim Watson at Utica Middle School or email her at klwatson@northfork.k12.oh.us for your parent registration key.

Grade cards will be updated and available on Progress Book four (4) times per year. Paper copies are available per request. Midway into the grading period, interim reports are issued 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 i.e. Reading, math and writing. Art, music, physical education, science, social studies, technology and health will receive “S” or “U” grades each nine (9) weeks.

Grades 3 – 5 Letter grades will be given each nine (9) weeks in all academic subjects. Art, music, technology, and physical education will receive “S” or “U” grades. Benchmark indicator checklist will be used for 3rd grade categories listed for content area classes.

Grading Scale (Grades 3 through 5)

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 3-5

The year-end grades in grades 3-5 will be determined by converting the four (4) nine (9) week letter grades to points, as shown on the Grading Scale chart. The final grade will be awarded based on the average of the points using the chart. Students must pass at least three (3) nine (9) weeks during the year.

Year-End Scale for 3-5

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

PROMOTION AND RETENTION

Kindergarten students who have successfully mastered 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 first grade.

First and 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. 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 state mandated tests is now mandatory under the Third Grade Reading Guarantee. State law dictates that students who do not meet the requirements of the Reading portion are retained in third grade regardless of grades and attendance.

Fourth and Fifth- Promotion in grades four and five will be based upon successfully passing the major subjects of reading, math, language arts, social studies, science and the minor of, music, P.E., computer, 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.

*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 third and fourth period report cards. Parent notification is a requirement.

STUDENT RECOGNITION

Each building will have a program/guidelines to recognize student accomplishments.

TESTING

Kindergarten- KRA (Kindergarten Readiness Assessment)

The KRA tests basic entry-level skills such as letter and number recognition. This test is given within the 1st six weeks.

Kindergarten, First, Second & Third 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 third grade reading guarantee adopted by the state. After screening, any students grades K-3 determined to be “not on track” will have a reading plan (R.I.M.P.) developed by a team consisting of principal, teachers, and parents.

Third Grade Reading Guarantee

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.

Ohio is expected to continue online assessments during the 2018-2019 school year (AIR Assessments) for grades 3-5. Additional information and dates will be communicated with parents when reliable information becomes available.

TRANSPORTATION

Bus Conduct

The following behaviors are expected of all students:

- Observe classroom conduct.
- Be courteous and use no profane language.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with the driver.
- Do not smoke.
- Do not damage bus or equipment.
- Stay in your seat.
- Keep head, hands and feet inside bus.
- Do not fight, push or shove.
- Do not tamper with bus equipment.
- Do not bring pets on the bus.
- Do not bring flammable material on the bus.
- The bus driver is authorized to assign seats.
- 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- submits to the school office
 - a. Bus contact slip written up by driver
 - b. Principal takes what action she/he feels appropriate
4. Fourth Offense- driver writes up – submits to the school office
 - 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.

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 may be submitted to the principal and may be used as evidence of misbehavior.

“Do Not Lose Your Bus Privilege!”

What is Bullying?

Ohio law (Ohio Revised Code (ORC) 3313.666(B) € defines bullying as harassment and intimidation in Ohio schools as any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student more than once (repeatedly), and the behavior both:

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

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, email, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student or a group of students exhibits toward another particular student more than once, and the behavior both causes mental and physical harm to the other student, and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

Facts to know about bullying:

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

Questions Administrators ask:

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

Actions taken:

1. Did an investigation take place to any reported, verbally, or in writing, cases of bullying?
2. Document the incident in writing
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, students involved, and outcome?

How can parents help prevent bullying?

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

At home:

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

At school:

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



NORTH FORK LOCAL SCHOOLS COMPUTER ACCEPTABLE USE AGREEMENT



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

All students have access to technology in the classrooms, 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, except for school assigned student email accounts and teacher assigned Moodle Chat Rooms.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Director of Technology may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using email, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide yearly instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

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 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 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 Schools 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 Schools 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 from 2 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.

Any violation of the terms and conditions set forth in this agreement is inappropriate and may constitute a criminal offense.

STUDENT: As a user of the Board's computers/network and the Internet, you are agreeing to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

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

PARENT/GUARDIAN/STUDENT:

Your signature in the *Computer Acceptable Use Agreement* section on the *North Fork Local School District Signature Form* for the current school year 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.

NORTH FORK - Newton and Utica Elementary Fee schedule		2019-2020	
<u>Kindergarten</u>			
Art Fee	\$4.00		
Computer Fee	\$3.00		
Weekly Reader	\$5.50		
Headphones	\$5.75		
My Math Workbook	\$22.00		
Leader in Me Workb	<u>\$6.00</u>		
Total	\$46.25		
<u>Fourth Grade</u>			
Art Fee		\$	4.00
Agenda Fee		\$	4.00
Computer Fee		\$	3.00
Scholastic News		\$	5.50
My Math Workbook		\$	22.00
Language Arts Workbook		\$	14.00
Leader in Me Workbook		<u>\$6.00</u>	
Total		\$	58.50
<u>First Grade</u>			
Art Fee	\$4.00		
Computer Fee	\$3.00		
Weekly Reader	\$5.50		
My Math Workbook	\$22.00		
Language Arts Workb	\$10.50		
Leader in Me Workb	<u>\$6.00</u>		
Total	\$51.00		
<u>Fifth Grade</u>			
Art Fee		\$	4.00
Agenda Fee		\$	4.00
Computer Fee		\$	3.00
Story Works		\$	4.00
Leader in Me Workbook		\$	6.00
My Math Workbook		<u>\$</u>	<u>22.00</u>
Total		\$	43.00
<u>Second Grade</u>			
Art Fee	\$4.00		
Computer Fee	\$3.00		
Weekly Reader	\$5.50		
My Math Workbook	\$22.00		
Leader in Me Workb	<u>\$6.00</u>		
Total	\$40.50		
<u>Third Grade</u>			
Art Fee	\$4.00		
Computer Fee	\$3.00		
My Math Workbook	\$22.00		
Leader in Me Workb	<u>\$6.00</u>		
Total	\$35.00		