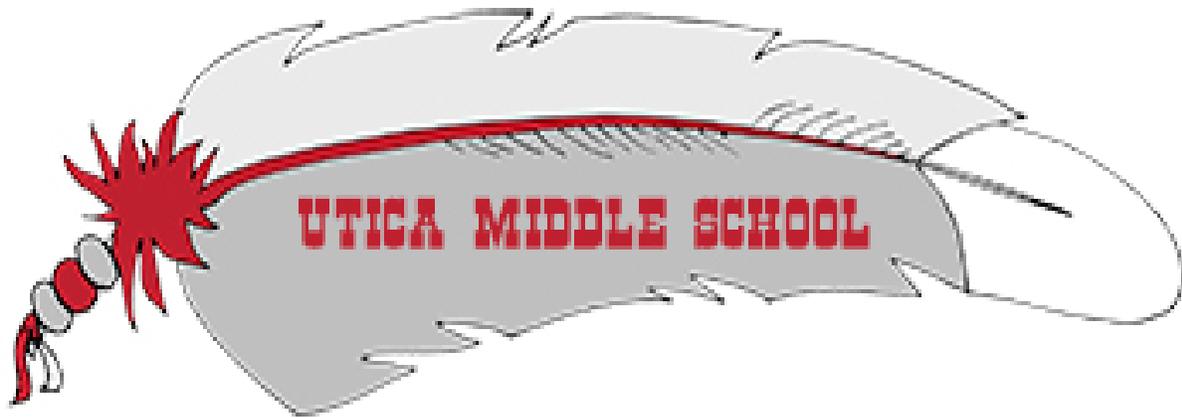


August 5, 2019

**Utica Middle School
2019-2020
Student Handbook**



**260 N. Jefferson Street
P.O. Box 647
Utica, OH 43080**

**740.892.2691
740.892.2203 (fax)**

**<http://www.northfork.k12.oh.us>
Facebook – Utica Middle School
Twitter - @UticaJrHigh**

August 5, 2019

Welcome to Utica Middle School.

Dear Student and Parent/Guardian,

On behalf of the staff, I would like to welcome you to the 2019-2020 school year at Utica Middle School. The purpose of this student handbook is to familiarize you with the guidelines and procedures used for the daily operation of the school, as well as the rules and regulations you are expected to follow. **It is your responsibility to know the handbook and the policies in it.**

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

Sincerely,

Shawn Wilhelm
Principal

CONTACT INFORMATION

Principal
Guidance Counselor 7, 8
Guidance Counselor 6
School Secretary
Superintendent
Civil Rights Compliance Officer

Shawn Wilhelm swilhelm@northfork.k12.oh.us
Clarissa Bush cbush@northfork.k12.oh.us
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FOREWARD

This student handbook was developed to answer many of the commonly asked questions that may come up during the school year. Please take the time to become familiar with the information contained in this handbook. This handbook does not equate to an irrevocable contractual commitment to the student but only reflects the current status of the Board's policies and the school's rules as of May 2019. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guidelines prevails.

STATEMENT OF MISSION

"To inspire achievement and accountability that maximizes quality learning."

EQUAL EDUCATIONAL OPPORTUNITY

This district provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of her/his race, color, disability, religion, gender, or national origin while at school or at a school activity should contact the district's compliance officer.

PHILOSOPHY

- Each student will be respected as an individual by staff and classmates.
- Each student will be offered the opportunity to develop to his/her fullest potential, with individual needs addressed.
- Staff will create a safe, enjoyable, stimulating, interesting, and industrious atmosphere where each student may experience success without undue stress or prejudice.
- Each student will develop a sense of responsibility by participating in various tasks that require independent thinking and decision-making.
- The importance of self-discipline and cooperation will be emphasized to each student through positive example, high standards and guidance by each staff member.
- Through this process, it is the belief of the North Fork Local School District, that the student will develop the ability to apply the knowledge gained from his/her academic, physical, and social learning experiences to prepare that student for his/her rightful place in society in the future.

August 5, 2019

COMMON COURTESIES

The following behaviors are nothing more than common courtesy. ***These are minimum standards of behavior in most of society.*** People who practice these behaviors find that others treat them with respect, because in so doing, they show respect for others.

- Allow people to complete a conversation before speaking.
- If you need to interrupt a conversation, say, "Excuse me, please."
- Address people by using their proper name.
- Use courteous speech; Please, Thank you, May I, etc.
- Be helpful without being asked; hold doors, assist with carrying, etc.
- Respect the personal space of others: do not cut in line, push or crowd in front of others.
- Keep pathways open; step to the side for conversations.
- Admit your mistakes; do not make excuses.
- Put things back where you got them, in the same condition as when you borrowed them.
- Always ask before touching the possessions of someone else.
- Pick up after yourself; pick up after those who do not.
- Wipe your feet before entering the building.
- Practice personal cleanliness, hygiene and neatness.
- Excuse yourself when experiencing a digestive disorder.
- Refrain from using disrespectful language; that which may be acceptable elsewhere is not necessarily appropriate at school.
- Do not gossip or spread rumors. Refuse to listen to gossip.
- Leave restroom facilities ready for the next user.
- Show respect to those in authority, especially when you disagree with them.
- Refrain from physical public displays of affection out of respect for yourself and for others.
- Bells announce the end of a time-period; teachers dismiss classes.
- When conducting business, state the reason you are handing a paper to a staff member. ("Mr. Jones, would you please sign my petition?" Then present the paper. Not, "Here sign this.")
- Knock before entering a classroom, office, or any closed door and wait for a response before entering.
- Greet those you pass in the halls with a smile. Being pleasant is contagious.
- Sit on chairs, work at desks and tables, and keep your feet on the floor.
- Cough or sneeze into your sleeve.
- Don't pick your nose in public.
- Do not make fun of anyone for any reason. Teasing shows others you are weak.
- If in doubt, always ask permission first.

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Section 1 Health and Welfare

IMMUNIZATIONS

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

INJURY/ILLNESS

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

EMERGENCY MEDICAL AUTHORIZATION FORM

State law requires that all students must have a completed Emergency Medical Authorization Form signed by a parent/guardian on file in the school office. Student Information/Emergency Medical Authorization Form, provided upon school admission, are to be returned by the third day of school. Notify the school if any telephone numbers, address or contacts have been added or changed during the school year. No student will be released from school without parental permission unless a serious or life-threatening condition warrants transportation to an emergency room. A reasonable attempt to contact the parent/guardian prior to transport will be made. If a parent/guardian is not present to ride with the student in the emergency vehicle, a school staff member will accompany the student and meet the parent/guardian at the hospital.

CONDITIONS THAT MAY REQUIRE EXCLUSION FROM SCHOOL

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

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

USE OF MEDICATIONS

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

For the purposes of this policy, "prescribed medication" shall include all medicines prescribed by a physician or licensed prescriber. Non-prescription medications shall include all age and/or weight appropriate over-the-counter drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures that require special training, such as tube feedings or catheterizations. Students must stay in office and take medication in the presence of a staff member.

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Prescription Medications

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

Non-Prescriptions/Over-the-Counter Medications

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

All medications are to be provided by the parent/guardian and may not be transported on the bus. The North Fork Local School District does not supply medications. Any medication or medical equipment remaining at the end of the school year will be discarded one week after the last day of school.

HEALTH SCREENING PROGRAMS

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

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

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

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. **Students can expect their rights to freedom of expression and association and to fair treatment.** Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his or her behavior. Parents/guardians have the right to know how their student is succeeding in school and will be provided information on a regular basis and as needed. **Many times it will be the responsibility of the student to deliver that information.** If necessary, mail or hand delivery may be used to insure contact. Parents/guardians are encouraged to build a two-way link with their student's teachers and staff by informing the staff of suggestions or concerns that may help their student better accomplish his or her educational goals. The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the principal or guidance counselor.

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NOTICE OF NONDISCRIMINATION POLICY – EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of this district to provide an equal opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, has the right to file a complaint with the principal. Complaints will be investigated and a response provided to the person filing the complaint. Under no circumstances will the District threaten or retaliate against anyone who raises a complaint. For more information, reference Board policies 2260, 5517, 5517.01 available on the web at <http://www.northfork.k12.oh.us>.

STUDENT WELL-BEING

Student safety is a responsibility of the students and staff. All staff members are familiar with emergency procedures such as fire, tornado, and lock-down drills as well as accident reporting procedures. Should a student be aware of a dangerous situation or accident, s/he must immediately notify a staff member.

Section 2 General Information

EMERGENCY CLOSINGS AND DELAYS

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

RADIO

WCLT - 1430 (AM)

WHTH – 790 (AM)

WNKO – 101.7 (FM)

WMVO – 1300 (AM)

WQIO – 3.7 (FM)

WNCI – 97.9 (FM)

TV

WBNS Channel 10

WSYX Channel 6

WCMH Channel 4

FOX Channel 28

Cancellation of School Day - All middle school activities are automatically cancelled when school is closed. The district will also use the One Call Now system to inform parents/guardians. Please go to the district's homepage and register to be included in these calls. This system will also be used for general announcement calls, for example a reminder of parent/teacher conferences or other important school information. Facebook, Twitter, and the district webpage will also communicate information to district stakeholders.

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

ENROLLING IN SCHOOL

Students are expected to enroll in the attendance district in which they live. Students who are new to the North Fork Local School District are required to enroll with their parents or legal guardian.

When enrolling, the parents/guardians must bring:

- a birth certificate (certified copy with raised seal)
- social security number (child's card or number)
- court papers allocating parental rights and responsibilities or custody (if applicable)
- proof of residency
- proof of immunizations (school or doctor's records)
- If the student enrolling is a foster child then BOTH of the following forms are required prior to attending school:
 - Magistrate's Order
 - Enrollment Transfer Letter from Placement Agency (Children's Services)

In some cases, a temporary enrollment may be permitted. If that is done, the parents/guardians will be informed what records are needed to make the enrollment complete. Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The guidance counselor will assist in obtaining the transcript if not presented at the time of enrollment.

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EMERGENCY MEDICAL AUTHORIZATION FORMS

All students enrolled in the North Fork Local School District must have EMA Forms turned in the building office. Failure to turn in forms may result in the student being excluded from school within 14 days.

FIRE, TORNADO, AND LOCK-DOWN DRILLS

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

INDIVIDUALS WITH DISABILITIES

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

DIRECTORY INFORMATION NOTICE

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

BREAKFAST AND LUNCH PROGRAM

All students are eligible to eat breakfast at no charge. Students are permitted into the building at 7:05 AM and are to report to the middle school cafeteria. If a student chooses to get breakfast, he/she goes through the line and takes the food to a table. Students must finish their breakfast by 7:20 AM. No food or drink is to be taken from the cafeteria.

Students are to report directly to the cafeteria for lunch and remain in the cafeteria during their lunch/eating time. Students are to enter the cafeteria and be seated. Students will be dismissed from their seats to get into the lunch line. Students are not permitted to cut in front of anyone or make purchases for other students. Students are to remain seated until dismissed. Please talk only to those at your table and at a reasonable volume. **Food from nonschool sources, other than a regular packed lunch is discouraged.** Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive a form, please contact the building secretary.

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MEDIA CENTER GUIDELINES

The Media Center offers a variety of resources and equipment to meet the educational and informational needs of students and staff. In exchange for the use of the Media Center resources, students must understand the following:

The use of the Media Center is a privilege that may be revoked at any time and for any reason. Any misuse of the Media Center resources or behavior not in accordance with Media Center guidelines will result in suspension of the privileges and/or other disciplinary action. Misuse shall include, but not be limited to:

1. vandalism or theft of any Media Center property
2. disrupting the operation of the Media Center
3. interfering with others' use of the Media Center
4. illegal use of copyrighted material or resources
5. utilizing the Media Center resources to do other students' work

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

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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. dangers inherent with the online disclosure of personally identifiable information;
- C. consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online
- 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 of time 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.

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PERSONAL COMMUNICATION DEVICES

Students may use personal communication devices (PCDs) before and after school, as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after-school activities and/or at school-related functions. Use of PCDs is permitted by students if classroom teachers give approval. If permission has not been expressly given by the classroom teacher, use of PCDs is prohibited and they must be powered off and stored out of sight. Please refer to Board policy 5136 for a complete listing of regulations regarding PCDs.

PERSONAL ITEMS

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

LOST AND FOUND

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

SCHEDULING AND ASSIGNMENTS

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's academic needs and available class space.

SCHOOL VISITATION

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

STUDENT FEES, FINES AND CHARGES

Utica Middle School charges specific fees for activities and courses. Such fees and charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. 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.**

School Fees for the 2018-19school year are as follows:

Middle School FEES 2018-2019

6 th Grade		7 th Grade		8 th Grade	
Science	\$7.00	Science	\$7.00	Science	\$7.00
ELA	\$14.00	Tech.	\$5.00	Industrial Arts	
Tech.	\$5.00	PE	\$3.00	& Engineering	\$10.00
PE	\$3.00	Intro to Ag	\$10.00	Tech	\$5.00
Social Studies	\$13.00			PE	\$3.00
Mathematics	\$11.00			Mathematics	\$14.00
				Intro to Ag	\$10.00

ATHLETIC FEES

Athletic fees must be paid prior to the first game or event in each sport.
Pay to participate- UMS Athletics \$100.00

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WAIVER OF FEES

If you are currently receiving funds for Aid to Dependent Children (ADC), Ohio's Disability Assistance Program, or the Social Security Administration for Disability (SSA) or you qualify for free lunches, you are eligible for a waiver for any fees associated with participation in a course of study. This waiver shall not apply to participation in extracurricular activities or summer school fees. School fees must be paid before the pay-to-participate fee. Prior to September 10, 2017, school fees must be paid or a payment plan must be set up with the school secretary. The payment plan for the school fees must stay current throughout the school year. Opportunities to play in a contest will be revoked until school fee obligations are met.

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 ecollect, LLC.

STUDENT RECORDS

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

STUDENT FUNDRAISERS

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

TELEPHONE USE

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

TRANSFER OUT OF THE DISTRICT

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

Section 3 – Academics

FIELD TRIPS

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

GRADES AND GRADING

Utica Middle School has a standard grading procedure, as well as additional notations that represent work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher. The school uses the following grading system:

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

All grades are used in calculating the final grade. These include four nine-week grades and semester/final examinations if given. Grades will be recorded in the grade book as letter grades. All grades will be averaged from the student's recorded letter grades. **North Fork Local School Board Policy states that a student must pass three (3) out of four (4) nine (9) weeks during the school year in order to be promoted to the next grade level. One of which must be the last quarter.**

ELIGIBILITY

Students are encouraged to participate in extracurricular activities but are reminded that academics always come first. Whether a student chooses to become involved in sports or clubs and organizations, the North Fork Board of Education believes that academic efforts should not suffer. Eligibility is determined **weekly** as per the Student Activity Code of Conduct. OHSAA eligibility standards state a student enrolling in the seventh grade for the first time will be eligible at the beginning of the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of **five** of those subjects in which the student received grades.

GUIDANCE SERVICES

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

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HOMEWORK

Homework will be assigned to reinforce skills learned in school and to develop responsibility in completing tasks. Homework can be defined as unfinished classwork, long term projects, weekly review sheets, studying for tests, quizzes, math facts, etc. **Each teacher will send a copy of his/her Homework Expectations Policy home to be returned, read and signed by the student and parent/guardian.** Parents/guardians should check the student's assigned work in the Agenda Book each day. The office will collect homework for absent students **at the parent/guardian's request.** Homework, tests, reports, or projects that were assigned in advance of the absence are due upon returning, if no additional information/material was provided during the absence. A student is allowed an amount of time equivalent to the time of absence to make-up assignments.

HONOR & MERIT ROLLS

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

PARENT/TEACHER CONFERENCES

Utica Middle School will hold Parent/Teacher Conferences on specific dates throughout the year. These occasions are meant to help open the lines of communication between parents/guardians and teachers. If additional time or conferences are needed, arrangements may be made through the teacher or by contacting the office. Information sheets will be sent home with students prior to these scheduled dates.

PROGRESS REPORTS/REPORT CARDS

Progress reports will be sent out to all students during each grading period. Report cards will be issued after each nine weeks of instruction. All incomplete work should be made up within one week after the end of the grading period. Incomplete work not made up within this time may result in a failing mark being recorded. Parents/guardians have on-going access to their student's academic progress through Progress Book. Contact the middle school office for information on how to receive login information.

PROMOTION, RETENTION, PLACEMENT

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

1. student's academic progress
2. developmental age of the student
3. social and emotional well-being of the student
4. attendance of the previous year
5. test results

In cases of **retention**, the parent/guardian will be contacted in advance, although the final decision will rest with the principal, with an appeal to the superintendent. Retention is viewed as another opportunity for growth at a particular level. **Placement** in the next grade may be noted on record rather than promotion if a student's work continues to be unsatisfactory after retention.

STUDENT ASSESSMENT

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

PARENT COMPLAINT

Parents wishing to file a complaint about a school employee may obtain a "parent complaint" form from the school office or on the District's web site. After the form is completed and submitted to the building principal, the process of solving the complaint will begin.

Section 4 – Transportation

BUS TRANSPORTATION TO SCHOOL

The purpose of school bus transportation is to deliver students to and from school. Transportation will be to and from the student's home or pick-up point and school ONLY. Upon dismissal, all students are expected to board their buses. Students who wish to ride a bus other than their assigned bus must submit a written request from their parent/guardian to the office. Two notes are required: one from the host student's parent/guardian and one from the guest student's parent/guardian. These notes should be dropped off at the office at the beginning of the school day when buses can be checked for space availability. No phone calls or emails will be accepted. Please keep in mind that bus passes can be denied for any reason. Bus passes should be picked up during the students lunch period.

BUS CONDUCT

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

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

PENALTIES FOR INFRACTIONS

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

PARENTAL TRANSPORTATION TO SCHOOL

Parents/guardians transporting their student to school are asked to drop them off and pick them up at the back of the building or out in the southwest parking lot. Please follow the signs to ensure the safety of all students and other drivers.

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Section 5 – 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.

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 within three (3) days after the student returns to school, otherwise the absences will not be recorded as professional excuses. Parent notes will not be counted as professional excuses.

Tuancy – “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.

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STUDENT SIGN OUT/SIGN IN PROCEDURE

Any student leaving school during the day must be signed out in the office.

Students are not permitted to leave or ride with anyone other than their parent/guardian or an adult designated by their parent/guardian.

Students returning to school after signing out must sign in at the principal's office upon arrival.

Students arriving late for school must sign in at the principal's office.

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 school is not contacted by the parent/guardian, 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 may 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

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

Assignments will only be collected by the office for students who have missed three or more consecutive days of school. Requests for these assignments should be received by the office no later than one-half hour after the start of school and can be picked up after 2:30 pm.

BULLYING

What is Bullying?

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

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

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student or a group of students exhibits toward another particular student more than once, and the behavior both causes mental and physical harm to

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the other student, and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Facts to know about bullying:

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

Questions Administrators ask:

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

Actions taken:

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

How can parents/guardians help prevent bullying?

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

At Home:

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

At School:

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

Section 6 – Student Conduct

STUDENT CODE OF CONDUCT

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

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

In addition, the laws of the State of Ohio outline the due process procedures that must be followed in disciplinary matters. A copy of the Student Code of Conduct shall be posted in a central location in the school. Additional copies of the code will be made available to students on request.

RULES AND REGULATIONS

- A. **Damage or Destruction of Property** - Cause or attempt to cause damage to school property, or private property, or school personnel's property; or fail to report damage of school property, or private property, or school personnel's property.
- B. **Theft/Deprivation of Property** - Be in possession or attempt to take into his/her possession the public property or equipment of the school district or the property of any other student, teacher, visitor, or employee of the school district, including computer and other copyrighted material; or fail to report the unauthorized possession of school property, or private property, or school personnel's property. See Computer Technology Code of Conduct.
- C. **Unauthorized Touching/Fighting** - Cause or attempt to cause physical injury or harm to another person, assault, threaten, or intimidate another person or encourage others to participate in such misconduct, or personally participate in any manner. In case of unauthorized touching, the disciplinary action assigned will be more severe. Enrollment in an anger management counseling program may be required as well as charges filed with law enforcement agencies.
- D. **Weapons, Dangerous Objects** - Possess, handle, transmit, or conceal any firearm, lookalike firearm, knife, explosive, ammunition, smoke bomb, mace, kubaton, or other dangerous object or any object which might be considered a weapon or instrument of violence or harmful to the health of others (Section 2923.122 ORC) (Refer to Board Policy #5772 for disciplinary action)
- E. **Drugs and Alcohol** - Possess, use, transmit, exhibit symptoms of use of, be under the influence of or transmit any narcotic or hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, controlled substance, counterfeit or look-alike drug, drug paraphernalia, inhalant or mind-altering substance, steroid, or any other harmful substance or intoxicant of any kind; or be involved in any manner with any of the foregoing items or assist anyone who has any involvement or be in the company of anyone while that person is smoking or otherwise ingesting or taking any of these substances. "Possession" includes, but is not limited to, retention on the student's person or in a purse, wallet, locker, or desk. Use of a drug authorized by medical prescription from a licensed physician shall not be considered a violation of this rule so long as a completed Prescribed Medication Authorization form signed by both the parent/guardian and the physician prescribing the medication is presented to the Principal's Office prior to the administration of the medication. Such a medication shall be kept in the security of school personnel. "Under the influence" is defined as manifesting signs of drug, chemical or alcohol misuse such as, but not limited to, staggering, reddened eyes, odor of alcohol or drugs, nervousness,

restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for the particular student.

1. Students will be suspended from school for a period of ten (10) days and the principal may recommend to the superintendent that said student be expelled from school, up to the limits of the law. However, the first time a student violates the alcohol and drug rules during their 7th through 12th grade career, the principal can reduce their suspension to three (3) days providing the student enters and completes an approved substance abuse education or treatment program. Further offenses will receive ten (10) day suspensions and a recommendation for expulsion. The recommendation for expulsion could be dropped if a student again enters a substance abuse treatment program.
 2. Selling drugs will be punished by a 10-day suspension and a recommendation for expulsion.
- F. **Insubordination** - Defy the valid authority of teachers, administrators, or other school personnel; or be disrespectful of teachers, administrators, or other school personnel; fail to comply with the reasonable directions of teachers, administrators or other school personnel; or be insubordinate
- G. **Tobacco** - Possess or use tobacco products in any form or material to light tobacco.
- H. **Attendance** - Be truant or absent from school without proper cause.
- I. **Repeated Tardiness** – Students are to be in class on time. Teachers will assign a detention to any student who has been tardy to class three (3) times in a grading period.
- J. **Disruption of School** - Engage in any activity or manner of conduct, either passive or active, that would disrupt or interfere with the operation of the school or any part of the school process including curricular, extracurricular, or co-curricular activities.
- K. **Profane or Improper Language** - Use of profanity, abusive language, or obscene gestures, including indecent exposure, not conducive to the school environment, or possess or transmit (personally or electronically) pornographic or any other offensive material. This includes pornographic material on cell phones and other personal electronic devices.
- L. **False Alarms** – A student shall not cause, attempt to cause, or have any involvement with any false alarm or threat that might cause panic or disruption to the school.
- M. **Unauthorized Material** - Possess, transmit, or display any underground publications, party promotions, or any other unauthorized material that could be disruptive to the school.
- N. **Harassment** - A student shall not harass, intimidate, disparage, incite, provoke, or threaten any other student or school employee or otherwise disrupt the school environment. The North Fork Board of Education has a zero tolerance policy in reference to sexual or any other type of harassment. Sexual harassment includes, but is not limited to, unwelcome sexual advances or any form of improper physical contact or sexual remark.
Harassment or intimidation includes slurs; profanity; written information; denigrating remarks or actions; obscene gestures; the wearing or display of insignia, signs, buttons, clothing, or apparel; or other verbal conduct including, but not limited to, those based on race, color, national origin, ancestry, citizenship, religion, sexual orientation, handicap, age or sex that have the purpose of:
1. Causing or intending to cause any other student or school employee to be reasonably placed in fear of his or her personal safety
 2. Causing or intending to cause a hostile, intimidating or offensive educational environment for any other student or school employee
 3. Causing or intending to cause material disruption of the educational process
 4. Unreasonably interfering with a student's curricular, co-curricular, or extracurricular performance
 5. Otherwise unreasonably impacting upon a student's educational opportunities
- O. **Gang, Hate Group Activities** - Promote, participate in, identify with or be involved in any manner with gang and/or hate-group related activities
- P. **Unauthorized Fire** - Set or attempt to set a fire in the school or on the school grounds. This includes, but is not limited to trash cans, lockers, equipment, etc.
- Q. **Repeatedly Violating School Rules**

- R. **Absence Without Leave** – Leaving school grounds during school hours without permission: A student shall not leave the school grounds from the time of his/her arrival at school until school is dismissed without permission from the office and approval from the parent.
- S. **Electronic Devices** – Unless a teacher instructs that a student may use a cell phone or electronic device as an educational tool in their classroom, cell phones and other electronic devices are to be kept in student lockers during the school day and not carried on your person. They may be confiscated and must be picked up in the office by a parent if they are used during the day. Contents of cell phones may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. The 1st offense will result in the classroom teacher confiscating the device and returning it to the student at the end of the class period. The 2nd offense will result in the teacher bringing the device to the building principal, and the student may get it from the principal at the end of the day. The 3rd and subsequent offenses will result in the parent/guardian needing to pick up the device from the building principal.
- T. **Dress Code Violation**
- U. **Other Rules Violations** - Violate other rules as listed below

- Throw objects on or around school property
- Horseplay
- Gambling (wagering of bets among students is prohibited)
- Publicly display affection – refers to kissing, embracing, or other displays of affection not appropriate in a school setting.
- Trespass in unauthorized areas (This refers to senior high students in middle school areas and middle School students in senior high area, as well as areas off limits to students.)
- Loiter – misbehavior or hanging out in the restroom or other unauthorized areas.

- Failure to serve detention or other assigned discipline.
- Cafeteria Violations
- Bus Misconduct
- Other (Computer violations)
- Other (Cheating)
- Out of Assigned Area (Be in an area to which he/she is not assigned. Students shall be in class at all times. If given a pass by a teacher, the student is to go directly to and from destination (i.e., bathroom, copy room, another classroom)).
- Dishonesty
- Forgery

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

APPLICATION OF THE STUDENT CODE OF CONDUCT

The Student Code of Conduct shall apply to all school premises; to all phases of school operations, including, but not limited to, curricular and extra-curricular activities; while being transported on a school bus or authorized transportation; and at any school sponsored activity; and to any other circumstances such that the conduct in question has an effect of disrupting school operations or otherwise depriving any student of educational interests or opportunities.

EXPLANATION OF DISCIPLINE TERMS

SUSPENSION

1. The Principal may suspend a student for not more than ten (10) school days. The Principal shall give the student written notice of the intent to suspend and the reasons for the intended suspension.
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. If the school is unable to reach the parent or guardian, a letter will be sent by U. S. mail the next school day and the suspension will begin at a date which will allow time for the delivery of the suspension letter. This letter shall be sent to the parent, guardian or custodian of the student stating the specific reasons for the suspension and the length of it. This letter shall include a notice of their right to appeal the suspension to the Superintendent or Board of Education and the right to be represented by legal counsel at the appeal and to request such appeal to be held in executive session.

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3. During the time of suspension the student's class work should be completed, however, no credit will be given for the work. O.R.C. 3313.66, 3313.661, Board Policy 5610.
4. The Board may, by a majority vote of its full membership or by the action of its designee, affirm the order of suspension or may reinstate such pupil or otherwise reverse, vacate or modify the order of suspension.
5. The decision of the Board of Education or its designee may be appealed to the Court of Common Pleas in accordance with Chapter 2506 of the Ohio Revised Code. **EXPULSION**
 1. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than ten (10) days duration, but not to exceed the maximum number of days approved by law.
 2. The Superintendent will give the student and parent written notice of the intended expulsion, including reasons for the intended expulsion. The notice shall also state that the student and parent or representative shall have the opportunity to appear in person before the Superintendent or designee to challenge the reasons for the intended expulsion or to otherwise explain the student's action. The notice shall further state the time and place to appear, which must not be less than three (3) days or later than five (5) days after the notice is given, unless the Superintendent grants an extension of time at the request of the pupil or his parent.
 3. Within twenty-four hours of the expulsion, the Superintendent will notify the parent and the clerk of the Board of the expulsion in writing. This notice shall include the reasons for the expulsion, the rights of the student or parent to appeal the Superintendent's decision to the Board of Education or its designee, the right to be represented by legal counsel at the appeal and the right that the hearing be held in executive session. O.R.C. 3313.66, 3313.661, Board Policy #5610
 4. Any action taken by the Board of Education or its designee regarding the expulsion shall take place in public session.
 5. The Board may, by a majority vote of its full membership or by the action of its designee, affirm the order of expulsion or may reinstate such pupil or otherwise reverse, vacate, or modify the order of expulsion.
 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

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

DRESS CODE

Although the major responsibility for good grooming rests in the home with each student and his/her parents, the school has certain concerns based on considerations of health, safety, and the maintaining of a school atmosphere that promotes study and learning. When attire becomes extreme or, in the opinion of the professional staff of the school, violates health or safety regulations, or violates commonly accepted standards of modesty, such appearance is **not** acceptable. The Dress Code applies to all students, grades 6-8, enrolled in the North Fork Local School District including school sponsored events.

1. In school, students should be clean. Clothes, personal articles, or tattoos, shall **not** contain profane, obscene, degrading, or other forms of offensive lettering or designs (gang related, satanic, or hate group, etc.). Clothing advertising guns, alcohol, tobacco products, racism, drugs, sex, etc. is **not** permitted. Students must wear shoes or sandals properly laced or buckled and maintained on the feet.
2. Hats, bandanas, headgear, bare midribs, pants containing holes higher than five inches above the knee, sleepwear, including blankets and slippers, non-prescription sunglasses, spaghetti-strap tank tops (must be a minimum of two inches width), see-through garments, or revealing shirts or blouses, are **not** permitted.

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Sleeveless tops should be closed at the arms, in good taste and have sides that cover the torso. Tops and bottoms must overlap at all times, including when arms are raised with no midriff showing.

3. Shorts, dresses and skirts may be no shorter than five inches above the knee. Pants and shorts are to be worn at the waistline.
4. Items that can damage school property such as chains, shoe cleats or plates, etc. are **not** permitted. Undergarments may **not** be visible. Styles that create, or may create, a classroom disturbance are **not** permitted, (e.g., painting the face, wearing theatrical makeup, or unnatural coloring or unnatural styling of the hair).
5. Jewelry must **not** create a safety hazard or disturbance to the student or others in the classroom.
6. Tight fitting pants and shorts (leggings, jeggings, yoga pants, spandex, or similarly snug-fitting pant, etc.) are prohibited.

Students determined to be in violation of the dress code will remain in the office until parents arrive to pick them up, or the student is able to comply with the guidelines. Students will be counted as unexcused from class during their absence.

BUILDING-WIDE RULES

- Hats, scarves, hoods, bandanas, headbands and other head attire are not to be worn in the building.
- Backpacks are not to be worn from class to class and are to remain in lockers throughout the school day.
- No food or drink is permitted outside the cafeteria except for water and/or gatorade. Food from non-school sources, other than a regular packed lunch, is discouraged.
- Only Utica Middle School currently enrolled students or middle school aged students who live in the North Fork district but are being homeschooled are eligible to attend after-school and/or evening dances. Attendance is at the discretion of the principal and/or the principal designee.
- Lockers must be locked at all times. Students should not share their combination with others or allow others to use their lockers. Combinations should not be "set". **Lockers are the property of the Board of Education and, as such, may be inspected at any time without a student's permission or knowledge. Respect** for self, peers, adults and property is expected at all times.

Video surveillance equipment may be present and located in public areas in and around the school and other District facilities. Please contact building administration for questions regarding district policies on viewing video footage.

SEARCH AND SEIZURE

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

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APPENDIX

NORTH FORK ADMINISTRATION

Scott Hartley – Superintendent 740- 892-3666

Mark Bowman - Principal - Utica High School 740-892-2855

Brian Radabaugh - Assistant Principal/Activities Director - Utica High School 740-892-2855

Marcia Rutherford - Principal – Utica Middle School 740-892-2691

Michele Gorius - Principal - Newton Elementary 740-745-5982

Brett Ballinger, Principal – Utica Elementary 740-892-2551

NORTH FORK BOARD OF EDUCATION

Farrah Cooperider- President

James Quinif- Vice President

Barbara Bruce

Lori Stradley

Bernard Snow