

**UTICA HIGH SCHOOL
2015 - 2016
STUDENT HANDBOOK**



**MARK BOWMAN, PRINCIPAL
BRIAN RADABAUGH, ASSISTANT PRINCIPAL/ATHLETIC DIRECTOR
LISA RITZER, GUIDANCE COUNSELOR**

**260 NORTH JEFFERSON STREET
P.O. BOX 677
UTICA, OHIO 43080
(740) 892-2855**

**ATTENDANCE PHONE - (740) 892-2855
FAX - (740) 892-2090**

**<http://www.northfork.k12.oh.us>
Twitter - @UticaHighSchool**

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ALMA MATER

Oh Utica, My Utica,
The school that always shines
Your name shall stand in history
Until the end of time.
For schools may come and schools may go
But you will shine right through,
Here's health, here's wealth,
Here's happiness,
We pledge it all to you.

FIGHT SONG

Onward Utica, onward Utica,
Fight right through that line.
Make a touchdown,
Make a touchdown,
Touchdowns sure are fine.

Onward Utica, onward Utica,
Fight right through that line.
Fight fellows, fight
And we will win tonight!

THE STAR-SPANGLED BANNER

Oh, say can you see, by the dawn's early light,
What so proudly we hailed at the twilight's last gleaming,
Whose broad stripes and bright stars
Through the perilous fight
O'er the ramparts we watched were so gallantly streaming?
And the rockets' red glare, the bombs bursting in air,
Gave proof through the night that our flag was still there,
Oh, say does that star-spangled banner yet wave
O'er the land of the free
And the home of the brave?

WELCOME TO UTICA HIGH SCHOOL

Parents and Students,

Whether you are a new student at Utica High School or a returning student, we welcome you to the 2015 – 2016 school year. We have a change in the parking lot policy and a few other minor changes. The year is going to be what we make of it – let's make it a great one! To keep up on the latest news and events, you can now follow us on Twitter @UticaHighSchool.

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. We encourage students and parents to become familiar with the material in this handbook and use it as a reference throughout the year. This handbook can also be used to plan and organize for school and personal activities. It is the student's responsibility to know the handbook and the policies within it.

Our goals at Utica High School are to help you succeed academically and help you grow and mature into a responsible person. You will be provided a variety of learning experiences throughout the year that will enable you to accomplish these goals. The opportunities to succeed will present themselves, and you must choose to take advantage of them. Through hard work, commitment, and the cooperation of staff and students, this will be a great school year. We wish you the best as you strive to reach your highest potential!

Sincerely,

Mark Bowman
Principal

FOREWORD

This handbook is an attempt to establish, in writing, the general rules and regulations governing the student body at Utica Senior High School.

If any changes are made in the student handbook or in policy, students will be notified in writing or by use of the public address system of these changes. In addition, any changes will be posted on the student information board outside the main office.

This document has been adopted by the North Fork Board of Education and is the policy to be administered at Utica High School. (Revised May 2013)

MISSION

The mission of Utica High School is to provide a safe and healthy environment conducive to preparing all students with the necessary skills to become lifelong learners, critical thinkers, effective communicators, and responsible contributors to society.

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ADDRESS OR PHONE NUMBER CHANGES

If a student has a change of address during the school year, within the North Fork Local School District, it shall be reported immediately to the Guidance and Principal's offices so that it may be changed on the student's school records.

If a student is moving outside the North Fork Local School District, he/she should report the change to the Guidance Office. Student should at this time complete the proper withdrawal forms.

Any change of phone number or phone service discontinued should be reported to the high school office so records may be kept up-to-date.

ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

If a doctor decides that it is necessary for a student to take oral medication (by mouth), the parent should try to arrange the time so that the medication may be given at times other than during school hours.

If this is not possible, a doctor's note must accompany the medication to school. Medication must be received in the office in its original container, which is labeled with the student's name, name of medication and the proper dosage. The school nurse, administrator, school secretary or teacher may administer the medication.

Medications cannot be transported on the school bus. Parents must bring medications to the office along with the doctor's note. **Students may not carry or administer their own medications, or any form of medication whether it is a prescription or not per O.R.C. 3313.713.**

When a student comes to the office for his/her medication, the student's name and time of arrival is noted, the medication is given and the person's name that gave the medicine is duly noted in the medical records book.

The only medication a student is allowed to carry, by law, is an inhaler for respiratory difficulties. While the student is permitted to carry and administer such by their self, a doctor's form still must be filled out and kept on file in the office.

ASSEMBLIES

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

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

***Students asked to leave an assembly will receive a detention and will not be allowed to attend other assemblies the rest of the year.

PEP RALLIES

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

ATTENDANCE

A punctual attendance record is an asset to every student. Students must make a maximum effort to maintain a good attendance record. If you find that you are to be absent from school, have your parents report your absence, by phone, to the school office. Parents are urged to call the high school (892-2855) by 8:30 a.m. when the student is absent. (Voicemail is available 24 hours a day.) Please do not be offended if we call to check on you. The call is only to ensure your location and safety.

The following reasons for an excused absence are established by state law and by regulation of the Ohio Department of Education:

1. Personal illness of the student (a doctor's excuse may be required by the school for excessive absences)
2. Quarantine of the home by health officials
3. Death in the immediate family
4. Observance of a religious holiday consistent with the student's established creed or belief

ATTENDANCE POLICY

Attendance is taken during first period classes. These records are reported to the attendance office. Classroom teachers keep an accurate record of each student's attendance in their classes. It is recorded and reported to the parents on the grade card each quarter.

Professional excuses (including doctors, lawyers, court or counseling appointments) or the death of an immediate family member are the only excuses that do not count as unexcused absences. Non-professional absences are those which do not involve meeting or seeing a professional (e.g. doctor, dentist, lawyer, college financial officer, etc.). The determination of "non-professional" is left to the discretion of the principal.

Tardiness/Absences - Students who enter school between 7:30 a.m. and 8:00 a.m. will be counted tardy for the morning and could be counted absent for first period class.

Students entering after **8:00 a.m., but before 10:45 a.m.**, will be counted absent for one-half (1/2) day. Students that leave prior to 1:56 p.m. will be counted absent for one-half day. Any student who misses more than one hour during the school day will be recorded as absent for one-half day. Absences could vary in classes according to the time student arrives at school.

Note: Start and release times will be adjusted as necessary to account for late starts and early dismissals.

Truancy – "Habitual Truant" is any child between the ages of six and eighteen, i.e. compulsory school age, who is absent from school without legitimate excuse for absence for five or more consecutive days, seven or more days in one school month, or twelve or more days in one school year. **"Chronic Truant"** is any child of compulsory school age who is absent without legitimate excuse for absence from school for seven or more consecutive school days, ten or more days in one school month, or fifteen or more school days in one school year.

Students leaving the school building without permission, leaving school grounds without signing out

in the office, or not being where they are supposed to be will be counted as **Absent Without Leave** and will be subject to the consequences listed below:

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

Second Offense: Parents will be notified by phone or letter. The student will serve one (1) Saturday School.

Additional Offenses: Parents will be notified by phone or letter. The student will serve an in-school suspension or out-of-school suspension, depending on the number of occurrences, and will be referred to the County Attendance Officer.

Students can receive zeroes in their classes for the time period truant. Students can receive a zero for any work, test, or paper due during the unexcused absence.

Students meeting the definition of habitual or chronic truant will 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-WRITTEN EXCUSES

PARENTS MUST CALL THE HIGH SCHOOL BY 8:30 A.M. WHEN THEIR STUDENT IS ABSENT (892-2855). If no phone call or other parent contact is made, the student must bring a written note from their parent or guardian within three (3) days upon their return to school. Failure to do so will result in an unexcused absence and a zero (o) for that day.

Absences in excess of eight (8) days in a semester-long class and/or sixteen (16) days in a year-long class shall be considered unexcused unless a professional excuse is provided. PROFESSIONAL EXCUSES MUST BE ON BUSINESS LETTERHEAD OR A BUSINESS FORM AND SUBMITTED TO THE ATTENDANCE OFFICE WITHIN THREE (3) WORKING DAYS AFTER THE STUDENT RETURNS TO SCHOOL IN ORDER TO BE RECORDED AS PROFESSIONAL EXCUSES. (Parent's notes will not be counted as professional excuses.)

MISSED ASSIGNMENTS & MAKE-UP WORK

Students are responsible for making arrangements with teachers for missed assignments due to absence. Students should email their teachers during the absence or must immediately, upon return to school, make arrangements for missed assignments. Students will be allowed one day for each excused absence day to turn in the assignments for full credit. **It is the responsibility of the student to arrange for and complete the assignments.**

Assignments will only be collected for students who have missed three or more consecutive days of school. Requests for these assignments should be received by the Guidance Office no later than 8:00 a.m. and can be picked up after 2:30 p.m.

Assignments missed due to truancy or unexcused absence may be made up and credit given only at the discretion of the teacher. The teacher will designate the time, place, and percentage of credit allowed for make-up tests.

BULLYING – DEFINED

Harassment, intimidation, or bullying means any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently

severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s) or violence within a dating relationship.

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.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Board Policy 5517.01

CANCELLATION OF SCHOOL

If the school must be closed or the opening delayed due to inclement weather or other reasons, the superintendent will notify the following radio and television stations:

WCLT – 1430 /100.3, WHTH/WNKO – 790/101.7, & WMVO/WQIO – 1300/93.7

WBNS – (Channel 10), WXYX (Channel 6), WCMH – (Channel 4), FOX – Channel 28

One Call and Twitter may also be used. Please listen/watch for ***North Fork Local School District***. Students are to listen to these stations and are NOT to call the principal, superintendent, school employees, or the school.

If school is suspended during the school day, all after-school activities will be cancelled. This also applies to the entire days - no school due to weather, no practice or meetings. Any exceptions to this rule must be approved by the principal. Tournament games scheduled by the Ohio High School Athletic Association may be an exception.

EARLY DISMISSAL-SIGN OUT/SIGN IN PROCEDURE

Any student regardless of their age leaving school during the day must sign out in the office. STUDENTS MUST HAVE A WRITTEN EXCUSE OR PARENT CONTACT TO BE EXCUSED FROM SCHOOL. The note must be presented in the principal's office in the morning before first period. The student will be given an early dismissal slip. Students failing to sign out in the office will be counted as truant.

Students are not permitted to leave or ride with anyone other than their parent/guardian or an adult relative designated by their parent/guardian, unless the student is driving his/her own vehicle.

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

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

These rules also apply to students who are 18 years of age.

REPEATED TARDINESS TO SCHOOL OR CLASS

Students must be on time for school and classes. Repeated tardies, three or more in a grading period, will be handled as described in the discipline section.

DENIAL OF CREDIT POLICY – DUE TO ABSENCE

Semester course: Any student who accumulates more than eight (8) incidents per class of non-professional absences in a semester, excused or unexcused, will receive a zero (0) for that class period, for that day, and every day in excess of eight (8) days.

Full-year course: Any student who accumulates more than sixteen (16) incidents per class of non-professional absences in a year-long course, excused or unexcused will receive a zero (0) for that class period, for that day and every day in excess of the sixteen (16) days.

Students will not be able to make up these days.

Denial of credits can be appealed in writing only to the building principal.

PROCEDURE FOR REPORTING ABSENCES TO PARENTS

Every responsible attempt will be made to contact parents at home or at work to verify absences if the parent has not called the school by 8:30 a.m.

Parents will be informed by mail when their student has accumulated four (4), six (6), and eight (8) days of absence from school.

In addition, after ten days of unexcused absence, a diversionary hearing will be held involving the student, parent, attendance officer and officer of the Juvenile Court.

All absences will be reported to the parents on the grade card each nine-week quarter.

EARLY RELEASE FOR ILL STUDENTS

Only the persons listed on the emergency medical form will be accepted as people with authority to grant permission for a student to be excused for illness or other emergencies during the school day. Students who do not have the form on file will not be permitted to participate in labs, shop or field trips.

In case of serious illness or accident, the following procedure will be followed:

1. Students who become ill or injured while at school should report to or notify the principal's office immediately.
2. Parents will be contacted if possible.
3. If serious, student will be transported to the doctor or hospital by the Utica Emergency Squad.
4. Students involved in athletics will be asked to fill out more than one emergency form. Coaches **MUST** have a copy of the emergency form at all practices and events.

EIGHTEEN YEAR OLD STUDENTS

Any students eighteen (18) years of age or older are extended the same courtesies as those under eighteen. Likewise, they are restricted to the previously mentioned reasons for non-attendance. However, if an eighteen (18) year old student exceeds eight (8) excused or unexcused days in a semester or sixteen (16) excused or unexcused days in a yearlong course, or five (5) consecutive unexcused absences, he/she may be withdrawn from school.

TAKE YOUR CHILD TO WORK DAY

Students are encouraged to accompany their parent to work during the summer. However, should a student choose to accompany their parent to work, please note this day will be excused, but not considered a professional/medical day. It will count as one of their eight (8) or sixteen (16) days. The student must turn in a note the next day signed by their parent's employer and on official letterhead.

CAFETERIA

The cafeteria is open from 7:00 – 10:00 a.m. each school day and offers free breakfast to every student and staff member. It will also be open for four (4) lunch periods each 24 minutes long. The cafeteria is not a restaurant with waiters or waitresses. Your help is necessary in keeping it

clean and orderly. Please comply with the following:

- Before leaving the cafeteria, students are expected to pick up after themselves and push in their chairs.
- Trays, milk cartons and waste are to be placed in the waste containers provided.
- The restrooms at the front entrance to the cafeteria are to be used during the lunch periods.
- Throwing things in the cafeteria during lunch could result in suspension.
- **NO FOOD OR DRINK IS ALLOWED OUTSIDE OF THE CAFETERIA.**

CLOSED-CAMPUS LUNCH

Utica High School has closed-campus lunch periods. Students are to remain on the school campus from 7:30 a.m. until dismissed at 2:26 p.m. **Students are not permitted to leave campus to eat lunch at nearby restaurants –even with parent permission.**

FREE LUNCHES

In order to ensure that all students have the opportunity to eat a well-balanced school lunch, free lunches are provided to families that qualify. Parents who wish to enroll in this government-supported program should file the required application at the beginning of the school year. Information about this program is available in the office.

CAREER & TECHNICAL EDUCATION CENTERS (C-TEC)

Once a student has been officially enrolled at the C-TEC for vocational training, he/she must attend at least five days before transferring to his/her home high school for first semester instruction.

Any student desiring to transfer from the C-TEC to his/her home high school for second semester instruction must do so no later than the first day of the second semester (home school calendar).

Eighteen-year olds will not be permitted to circumvent this policy by withdrawing from C-TEC (dropping out) and applying for re-admission to their home high schools.

Students under eighteen years of age will not be permitted to circumvent this policy by seeking an approved exclusion from school (eg. withdrawal on a full-time work permit) and applying for re-admission to their home schools.

C-TEC

Students planning to attend C-TEC should have completed at least a minimum of eight credits by the end of their sophomore year. (See the course guide)

Deficiencies in any of the required courses shall not prohibit a student from attending C-TEC. However, a credit must be made up in summer school or by correspondence.

Application for C-TEC must be completed by the date announced by the Guidance Office.

Any student who returns to Utica High School shall be required to fulfill the home school requirements for graduation. (Check the course guide for classes.)

CHILD ABUSE

School personnel are required by law to report any evidence of child abuse or neglect to Licking County Children's Services Center.

COLLEGE CAMPUS VISITATION

As needed by students to facilitate career planning and upon completion of proper requirements, students are permitted to visit college campuses on school days. Juniors will be granted one (1) day and seniors two (2) days. Additional days may be used, however, these days are counted as part of the eight (8) times per class per semester and sixteen (16) times per class per year a

student can miss without penalty. All students must obtain approval for college visitation through the Guidance Office.

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

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

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

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

North Fork Local School Network and Internet – Terms and Conditions

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

- a. Students are not to use any other accounts or passwords.
 - b. Using the computer or any other method to disrupt the operation of the North Fork Local 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 10 days up to one complete school year. Enforcement will carry over from one school year to the next. The length of the suspension of privileges will be determined by the seriousness of the infraction and any past violations accumulated by the student.
 - b. Parents will be notified of all violations through a written discipline report filed with the office.
 - c. Building administrators will enforce the School Code of Conduct and all penalties if warranted. These penalties may include suspension and expulsion.
 7. The computer, or any electronic device, will not be used to create messages or pictures that harass, insult, or attack others. Cyberbullying is prohibited. Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.
 8. All communication accessible on the internet should be assumed to be private property (ex: copyrighted or trademarked). All copyright issues regarding software, information, and authorship must be respected. Rules against cheating and plagiarism will be enforced.
 9. Use of non-educational games, videos, movies, or games/videos/movies, not assigned by a teacher, while on the network or using school property is prohibited.

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.

DETENTION

After school detentions assigned by a teacher – **with the exception of those falling under the Tardy Policy** – will be held from 2:30 p.m. to 3:00 p.m. in the teacher's classroom.

All detentions, **including those issued through the office and those assigned in accordance with the Tardy Policy**, will be served on Wednesdays beginning immediately after school and ending at 4:00 p.m.

Failure to serve detention:

First Offense: Assignment of Saturday School;

Second Offense: Assignment of In-School Suspension;

Third Offense: Out-of-School Suspension.

All students will serve their detentions at the assigned time. Detentions must be served before the student may participate in extra-curricular practices, games, or performances. The principal may provide an alternative for cases with extreme circumstances. Detentions will be held in an announced location. Detention lists will be posted in the high school principal's office. It is not the school's responsibility to provide transportation after detentions.

DISASTER DRILLS

So that the student body is prepared for an emergency such as a fire or a tornado, definite procedures have been established. Furthermore, periodically throughout the school year, practice drills are conducted so the entire school population is prepared for an actual emergency. Students are not to leave school grounds unless directed to do so during an evacuation.

DISCIPLINE

STUDENT CODE OF CONDUCT

In our society students have the right to educational opportunities. Any school, if it is to operate efficiently and in the best interest of the students, must have reasonable rules and regulations to guide the conduct of the students.

When a student deviates from the standard expected behavior, appropriate disciplinary action must be fair and consistent. Each student should be aware of the potential consequences for his/her actions. Any incident may warrant the maximum penalty. **Misconduct not requiring a referral to the Principal/Assistant Principal's Office, will be handled by the classroom teacher. Teachers will use various actions in dealing with this type of misconduct including: verbal warnings, private conferences with the student, telephone and/or on-site conferences with parents, assigning noontime detentions, or assigning their own after school detentions (30 minutes).** If student misconduct continues, a formal referral to an administrator will be made. In these instances and for those disciplinary infractions that require a referral to an administrator, the following procedure will be followed:

1. A discipline report will be completed
2. Teacher will contact parent each time a discipline form is completed for a classroom incident
3. Assistant principal or principal will talk to students about modifying their behavior and will take the appropriate disciplinary action
4. Discipline report filed in office and a copy sent home

Administrators, teachers, and guidance counselors will work together in an attempt to find causes of student misbehavior and hopefully prevent or change it so that the student may benefit from educational experiences and course offerings. The Utica High School staff is always available to provide guidance and assistance when necessary. Discipline and/or attendance problems will be communicated to parents by letter or phone. Parents should feel free to contact teachers, the assistant principal, and/or principal for information or assistance.

VIOLATIONS

At Utica High School a student may be disciplined, including lunchtime detention, Wednesday after-school detention, Saturday School, in-school suspension (ISS), out-of-school suspension (OSS), or expulsion for violation of the behavior code listed below; however, this is not intended to

be an all-inclusive list.

A student, while on school premises, while in the custody and control of the school, while in the course of a school-related activity, or while attending or participating in an extra-curricular or co-curricular activity, shall not be involved with/in:

- A. **Vandalism** - 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** - 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. **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 assault, any disciplinary action assigned will be more severe. Enrollment in an anger management counseling program may be required.
- D. **Weapons, Dangerous Objects** - Possess, handle, transmit, or conceal any firearm, look-alike firearm, knife, explosive, ammunition, smoke bomb, mace, 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. **Illegal Substances** - 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, desk, or vehicle. All vehicles on the premises with parking passes will be subject to search.

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 (see page 2 of this handbook) 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. **Truancy** - Be truant or absent from school without proper cause.
- I. **Tardiness to class** – Students are to be in class on time. Teachers are to report to the office on a discipline report form any student who has been tardy to class three (3) times in a grading period. Excessive tardiness, more than five (5) minutes should be report whenever it happens.

Consequences:

Third Tardy: Lunch detention from teacher.

Fourth Tardy: Wednesday detention from teacher.

Fifth Tardy: Referral to office for Saturday School, In-School Suspension, or Out of School Suspension

- J. **Disruption** - 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. **Profanity, Obscenities, Offensive Materials** - Use 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** - Cause, attempt to cause, or have any involvement with any false alarm or threat that might cause panic or disruption to the school.
- M. **Intimidating, Threatening, Degrading Acts** - Engage in any act which intimidates, threatens, degrades, or is disrespectful or tends to intimidate, threaten, degrade, or is disrespectful to a teacher, fellow student, visitor or administrator by written, verbal, or gestural means.
- N. **Unauthorized Material** - Possess, transmit, or display any underground publications, party promotions, or any other unauthorized material that could be disruptive to the school.
- O. **Harassment** - Be involved in harassment, and intimidation, or bullying - A student shall not harass, intimidate, bully, 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 form of 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 extra-curricular performance

5. Otherwise unreasonably impacting upon a student's educational opportunities
- P. **Gang, Hate Group Activities** - Promote, participate in, identify with or be involved in any manner with gang and/or hate-group related activities.
- Q. **Fire Setting** - Set or attempt to set a fire in the school or on the school grounds. This includes, but is not limited to trashcans, lockers, equipment, etc.
- R. **Repeatedly Violating School Rules**
- S. **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.
- T. **Driving Violations** - Operate a motor vehicle in a reckless or unauthorized manner. The movement of a motor vehicle during school hours without permission (students could lose their driving privileges) and dangerous driving on school property. Speed limit is 10 miles per hour on school property.
- U. **Cell phone violations** - Punishment progression will be as follows (all fees collected will be donated to a local community charity like Utica Food Pantry, or hands etc.):
- First Offense:** Cell phone will be confiscated until lunch detention is served and parent picks up phone; or student may serve lunch detention and pay a \$5 fine.
- Second Offense:** Cell phone will be confiscated and student pays \$10 to get back, in addition to serving a Wednesday detention.
- Third Offense:** Cell phone will be confiscated and student pays \$20 to get it back, in addition to serving a Saturday School.
- Fourth Offense:** Cell phone will be confiscated and will lose all cell phone privileges.

If you get another phone, it will be confiscated for the year also.

Video recording a fight or any other inappropriate activity during school hours can have consequences up to and including suspension for multiple days.

V. **Other Rule Violations:**

1. Throwing objects on or around school property
2. Horseplay
3. Gambling – wagering of bets among students is prohibited
4. Publicly displaying affection – refers to kissing, embracing, or other displays of affection not appropriate in a school setting.
5. Trespassing in unauthorized areas – This refers to senior high students in junior high areas and junior high students in senior high areas, and areas off limits to students.
6. Loitering – misbehavior or hanging out in the restroom or other unauthorized areas. Students are not permitted to go to their vehicles during the school day without permission from the office.
7. Failing to serve detention or other assigned discipline.
8. Violating Student Dress Code
9. Being unprepared for and failing to participate in class. Students are to bring to class completed assignments and those items as identified by the teachers as needed to participate in the class. This would include proper dress or uniform, books, manuals, notebook, and pencil or pen, or other necessary equipment. Students will participate in class as directed by the teacher.
10. Cafeteria Violations
11. Bus Misconduct
12. Computer violations

13. Cheating, lying or any other misrepresentation of yourself
14. Out of Assigned Area – Being 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).

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. A LUNCH PERIOD DETENTION CENTER MAY BE INSTITUTED FOR CLASS ROOM DISCIPLINE PROBLEMS (EG. TARDIES, UNPREPARED FOR CLASS, ETC.)

CHEATING POLICY

Students caught cheating during class and/or plagiarizing will be disciplined the following way:

- First Offense:**
- a. Zero on test, quiz or paper
 - b. Saturday School
 - c. Discipline report will be sent home
- Second Offense:**
- a. Zero on test, quiz or paper
 - b. Three (3) day out-of-school suspension
 - c. Failure of the class for the nine-week grading period

Cheating offenses are cumulative for the year (regardless of where the incident occurred) and will be documented in the student's discipline file.

Cheating on a 9-week assessment will result in a zero on the assessment and an after-school detention. Cheating on a final assessment will result in a zero on the assessment, a three-hour detention and a written assignment on the teacher workday. Grades will be withheld until this detention is served.

SUSPENSION

Removal of a student from the school premises and all related activity for a period of time greater than twenty-four hours but not more than ten days.

- a. The student shall be informed, in writing of the intended suspension.
- b. The student shall be provided an opportunity for an informal hearing with principal or assistant principal to challenge the reason for the intended suspension and to otherwise explain his actions. This informal hearing can be held immediately.
- c. If a student is then suspended, within twenty-four hours, a letter shall be sent to the parents, guardian, or custodian stating the specific reasons for the suspension. This letter shall include a notice of their right to appeal such action to the principal, to be represented in appeal procedures, and to be granted a hearing before the principal.
- d. While under appeal, the student will remain suspended. If the suspension is revised or overturned, the official student record will reflect such.
- e. During the time of out-of-school suspension the student's class work should be completed, however, no credit will be given for the work.
- f. While on suspension, in or out-of-school, the student may not participate in or attend any extra-curricular activity.
- g. Students serving out-of-school suspension are not permitted on school grounds.

EXPULSION

The expulsion (forcing out) of a student from all school attendance and related activities is for a period not to exceed ninety (90) school days.

The superintendent must give the student and his parents or guardian written notice of the intended expulsion and the reasons for the intended expulsion.

The written notice must advise the student and his parent or guardian or other representative of their right to appeal in person before the superintendent or his designee to challenge the reasons for the expulsion and to otherwise explain the student's action.

This written notice is to state the time and the place for such a hearing, and this must not be less than three days nor more than five days after the notice is given. The superintendent may grant an extension of time; if granted, he must notify all parties of the new time and place.

If a student is then expelled, within twenty-four hours, the superintendent must notify, in writing, the parent or guardian of the student and the Clerk of the Board, of the action to expel and the reasons for the expulsion. This written notice must also advise them of their right of appeal to the Municipal Court.

EMERGENCY REMOVAL

The removal of a student from curricular or extra-curricular activities or from the school premises because the student's presence poses a continuing danger to persons or property, or an on-going threat of disrupting the academic process. A teacher may remove a student from curricular or extra-curricular activities only.

If a teacher makes an emergency removal for twenty-four hours or more, the reasons must be submitted to the principal or his designee in writing as soon as is practicable, but not later than the end of the day.

The superintendent or principal may remove a student from premises, either during a curricular or extra-curricular activity.

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.

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 practicable. The other procedures to be followed are the same as for suspension. (See Code of Conduct - violations sections)

In all cases of normal disciplinary procedures where a student is removed from a curricular or extra-curricular activity for less than twenty-four hours, and where the student is not subject to further suspension or expulsion, the due process requirements of Section 3313.66 and 3313.661 DO NOT APPLY. (Ohio Revised Code book is in the high school library.)

CORPORAL PUNISHMENT

It is the belief of the North Fork Board of Education that alternatives should be used before the decision to administer corporal punishment is made. Alternative to and guidelines for administering corporal punishment are found in Board of Education Policy #5630.

DRESS AND GROOMING GUIDELINES

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

The Dress Code applies to all students, grades 7-12, enrolled in the North Fork Local School District.

- a. In school, students should be clean. Clothes, personal articles, or tattoos shall not contain profane, obscene, degrading or other forms of offensive lettering or designs, (e.g. Coed Naked, Big Johnson, gang-related, satanic, or hate group, etc.) Clothing advertising alcohol, tobacco products, racism, drugs, sex, death messages, etc. is not permitted. Students must wear shoes or sandals at all times that fit properly and do not pose a risk to health and/or safety. Shoes that cover the feet entirely must be worn in Chemistry and Industrial Tech classes, and from time to time, in other science classes.
- b. Hats, bandanas, headgear, bare midriiffs, pants containing excessive holes or sweatpants that are unsightly, non-prescription sunglasses, tank tops, see-through garments or revealing shirts or blouses are not permitted. Sleeveless tops should be closed-armed, in good taste and have sides that cover the torso. Shorts and skirts may be no shorter than fingertips extended length.
- c. Hats must be kept in lockers during school. Staff has the right to confiscate hats. Refusal to surrender a hat to a teacher constitutes insubordination, which is subject to disciplinary consequences.
- d. Items that can injure others or cause damage to school property such as chains, shoe cleats or plates, etc. are not permitted.
- e. Jackets, coats, must be left in student's locker. Students may wear sweaters or sweatshirts if they become cold during the school day.
- f. Shorts are permitted during the school year as long as the following guidelines are followed: gym shorts, short shorts, bicycle shorts or similar, or swimsuits are not allowed. Undergarments may not be showing when wearing shorts, pants, or summer tops. Boxer underwear is not permitted as outerwear.
- g. Styles that create, or may create, a classroom disturbance are not permitted (e.g. painting of the face, wearing theatrical makeup or unnatural coloring or styling of the hair).
- h. Facial and tongue jewelry and excessive ear piercing is prohibited. Jewelry must not create a safety hazard or disturbance to the student or others in the classroom. Students will be asked to remove the jewelry or they will be sent home if they refuse to comply.
- i. Students violating the dress and grooming policy will be required to comply with the guidelines. If necessary, students will be sent home to change or sit in the office until parents pick them up. Other disciplinary consequences may be assigned. Students will be counted as unexcused from class.

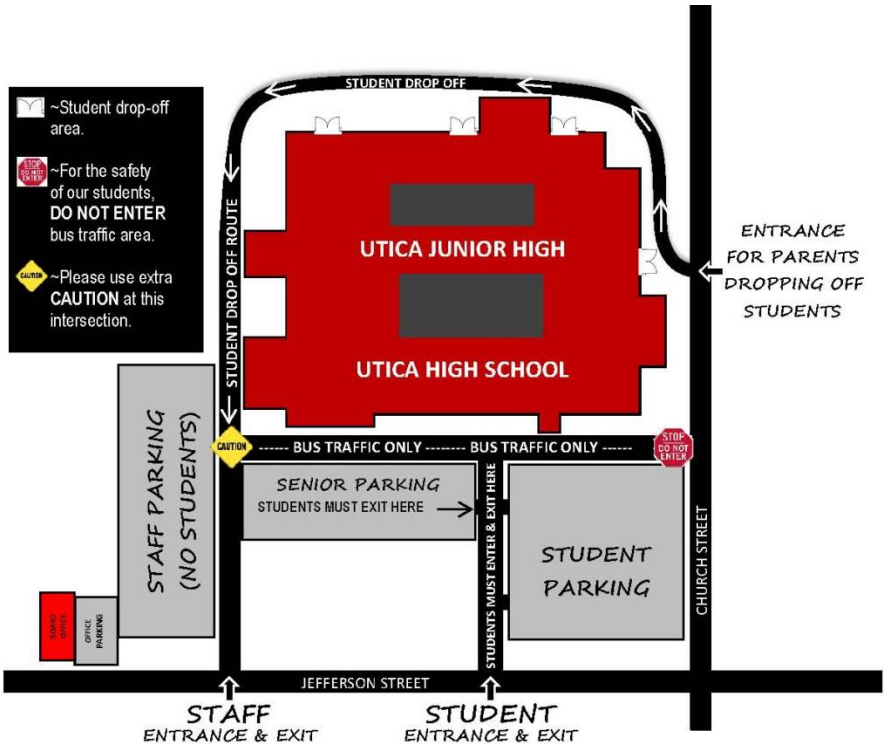
DRIVERS EDUCATION

Drivers education is not offered at Utica High School. Students under the age of eighteen (18) are required to successfully complete a driver education course before obtaining an Ohio Drivers License. The course may be completed at a commercial driver training school.

DRIVING & PARKING PRIVILEGES

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

- a. Student vehicles are to be parked within the lined spaces in the designated student parking lot and all vehicles should be locked. Students are not to park their vehicles in the driveways or on the athletic or practice fields. Vehicles must be operated in a safe, controlled manner at all times while on or adjacent to school property. **NO PARKING IN FIRE LANES OR STAFF PARKING SPACES.** SEE MAP BELOW.



- b. Students are not to loiter in or around the vehicles during school hours. This includes lunch hour. **Students should enter the building at 7:00 a.m. and go directly to the cafeteria if they are going to breakfast; otherwise students are not to be in the building until 7:15. This includes going to lockers or classrooms.**
- c. Students are not to sit on or loiter around vehicles parked in the staff parking lot. Students doing so are liable for damages. They will also receive some other form of disciplinary action.
- d. Vehicles are NOT to be moved or used for any purpose, without consent from the office, until school is dismissed. Exceptions: AG, BUSINESS, MENTOR, P.S.E.O., CBI, and TECH PREP students. Students who violate this section may lose their driving privileges for a period of time and/or could be suspended.
- e. **Riders-** Must be a sibling and have written permission from your parents. Only then will you be permitted to leave with the early leaving drivers. You will be required to leave promptly with no loitering. Failure to do so could cause loss of parking permit for driver.
- f. **Parking lot speed limit is 10 mph.**

Violations of the above rules can be handled as follows:

- First Offense:** 5-day driving/parking revocation
- Second Offense:** 10-day driving/parking revocation
- Third Offense:** Semester driving/parking revocation
- Fourth Offense:** Yearlong driving/parking revocation
- Drug Testing Offense:** Yearlong driving/parking revocation

ELECTRONIC DEVICES

It is our goal here at Utica High School to prepare our students for their careers and/or a post-secondary education of some kind. In order to prepare our students in the high tech society that we live in, we must understand that their phone is a big part of their lives and learning. We are going to implement the use of cell phones into the school with the following guidelines:

1. All rules below will be in place from the late bell for first period in the morning until the dismissal bell at the end of the day. **Special note: No ringer should be heard during this time.**
2. No pictures and or videos are to be taken with your phone during school hours.
 - Classroom use:** Cell phone use needs to be related to the education of the student. When, how, why and if they are used will be determined by the teacher, with the exception of the phone ringing in class. This will be considered a cell phone violation and will be addressed as such.
 - Study Hall use:** Cell phones may be used in study hall as long as there is no audio involved. This means if noise comes from your cell phone or you are talking on your cell phone it will be considered a cell phone violation.
 - Lunchtime use:** This is unrestricted time. You may send and receive calls (vibrate only, no ringer), just be considerate to the people around you.
 - Hallway use:** Cell phones are not to be used in any manner in the hallway. This will be considered a cell phone violation.

Your cell phone is subject to be searched at any time. The contents and use of your phone has to be legal and may not be used for bullying, sexting or intimidation of any kind. These offenses can be prosecuted as well as have school consequences.

EXTRA-CURRICULAR ACTIVITIES

The following is a list of extra-curricular activities you may choose to participate in while a student at Utica High School. Announcements will be made and notices posted periodically throughout the year with information on how to become involved. You may also stop by the Activities Director's Office to obtain information.

ACTIVITIES:

Art Club	Athletes	Pep Band
Big Buddy	Flag Corp	Powder Puff
Builder	Foreign Language	Quiz Bowl
Career Connections	Future Farmers	Ink Splash/Journalism
Choir	Hands	Ski Club
Computer Club	Kantorians	St. Government
Concert Band	Marching Band	St. Volunteers
Drama Club	Nat'l Honor Society	Tech Prep
Fellowship of Christian	Outdoor Ed. Counselor	

ATHLETICS:

Baseball	Cross Country	Track
Basketball – Boys	Football	Wrestling
Basketball - Girls	Golf	Volleyball
Cheerleading	Softball	

EXTRA-CURRICULAR ACTIVITIES - PARTICIPATION RULES

Rules and regulations governing student participation and behavior in athletics, cheerleading, band, all extra-curricular and after school activities during the school year have been placed in a student athletic/extra-curricular handbook.

Each participant should receive a copy of this handbook from the coach or advisor the first day of practice or at the first meeting.

FIELD TRIPS

In order to significantly complement their in-class instruction, teachers sometimes arrange field trips to utilize meaningful community resources. Before the building principal approves these trips, their educational purpose is studied. Furthermore, written permission slips are obtained from all parents whose students will be in attendance. While on the field trip, students are to behave as if they were within the school building. It is important to remember that each student on a trip represents not only the school and his/her parents, but the community as well. It is the student's responsibility to get assignments from teachers before taking the trip.

GRADES

Grade progress reports are sent to the parents of students at the middle of each nine (9) week period. Each parent is encouraged to talk to his/her child, the teacher, guidance counselor, and the principal concerning the progress of the student. **You may also access your student's progress via the computer. If interested, come to the school and receive instructions and your password.**

COURSE GUIDE

Information concerning grade placement, programs of study, curriculum requirements and course descriptions are located in the school's course guide which is available in the Guidance Office.

EDUCATIONAL OPTIONS

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

Students taking correspondence courses must show proof of passing by May 1st or the next regularly scheduled school day if May 1 falls on the weekend. Students may NOT participate in graduation if this deadline is not met.

GRADE PLACEMENT

Fifteen units, including physical education, are needed to earn senior status. Ten units, including physical education, are needed to earn junior status. Five units including physical education are needed to earn sophomore status. A student promoted or transferred from the eighth grade to the ninth, or those with fewer than five units, will be certified as a freshman.

Note: It is the philosophy of the district that the earlier a retention would occur in a child's educational process, the more beneficial to his or her later academic success. (Policy #5421)

GRADING SYSTEM

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

GRADING SCALE

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

HONOR & MERIT ROLL

3.50 - 4.00 + = Honor Roll

3.00 - 3.49 = Merit Roll

Any student receiving a "U", "D", or "F" in any course cannot be on the honor or merit roll.

HONOR SOCIETY SELECTION PROCEDURES

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

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

Students not selected will be given a form highlighting areas of needed improvements, prepared by the faculty council.

Prior to the induction ceremony, advisor(s) will verify the acceptance of all selected members in order to plan effectively.

INCOMPLETE GRADES

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

PHYSICAL EDUCATION REQUIREMENT

Students who have participated in interscholastic athletics, marching band, or cheerleading for at least two (2) full seasons as defined in the OHSAA handbook, while enrolled in grades 9 through 12, and as documented by the Principal or designee may be excused from the high school physical education requirement.

POST-SECONDARY OPTIONS PROGRAM

Students may choose to participate in the Post-Secondary Options program. See Board of Education policy for more information.

PROCEDURE FOR REPEATING A FAILED CLASS

This policy is written in the High School Course Guide and briefly states that students who fail a course are only allowed to attempt to take a course two times. After the second time, the student will have to take the course in summer school, or a school-approved correspondence program.

Also, required courses such as English must be taken one level at a time. A higher level cannot be taken until a lower level has been passed, unless approved by the principal.

REPEATING A COURSE

When a student repeats a failed course for credit, the grade he earns upon repeating the course will become a part of his/her record, together with the original "F". The repeated course will count toward the minimum course load a student must carry.

SEMESTER AND YEARLONG COURSE GRADES

An assessment grade will be given at the end of each semester in all courses in grades 9-12, except choir, and band. The assessment grade may be based upon a test given during the last week of the semester or on a long-term project assigned by the teacher.

In a semester course there will be:

One (1) assessment grade; worth 20% of the total grade

Two (2) 9-week grades; each worth 40% of the total grade

In a yearlong course there will be:

Two (2) assessments each worth 10% of the total grade

Four (4) 9- week grades; each worth 20% of the total grade

Final grade will be based on a cumulative average of 100% with 60% needed to pass the course.

WEIGHTED ACADEMIC POINT SYSTEM

It is recognized that some courses of study in our curriculum are much more difficult than others. Therefore, it is not the school's intent to penalize students who are taking a more challenging schedule, but to encourage them by using the following weighted system. Weighted grades are used to determine eligibility for honor and merit roll.

1.0 SYSTEM

<u>SCALE</u>	<u>COURSES</u>
A 5.0	A.P. Calculus
B 4.0	A.P. English11
C 3.0	A.P. English 12
D 2.0	A.P. European History
F 0.0	A.P. Government
	A.P. Statistics

0.5 SYSTEM

<u>SCALE</u>	<u>COURSES</u>
A 4.5	Pre-Calculus
B 3.5	Spanish 3
C 2.5	Spanish 4
D 1.5	Chemistry
F 0.0	Physics

GRADUATION

CREDITS EARNED TOWARD GRADUATION FROM OTHER INSTITUTIONS

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

EARLY GRADUATION POLICY

Students contemplating possible early graduation should see the guidance counselor for requirements. **An application must be completed before the end of the student's sophomore year.** (Board of Education Policy #5460)

GRADUATION REQUIREMENTS

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

GRADUATION EXERCISES

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

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

RANK IN CLASS

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

VALEDICTORIAN AND SALUTATORIAN

The valedictorian is the person with the highest final grade point average (GPA) in the senior class. The standing or rank in senior class and the top scholastic honors of Valedictorian and Salutatorian are determined by averaging the higher of the final average for each subject taken in grades 9 - 12. In case of ties in GPA, if all grades are identical, the student with the highest number of Advanced Placement/Honors courses will be awarded the appropriate Valedictorian/Salutatorian status. If there is still a tie for Valedictorian, Co-Valedictorians will be honored, in alphabetical order. If there is still a tie for Salutatorian, Co-Salutatorians will be honored, in alphabetical order.

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

GUIDANCE

Guidance services are offered mainly to assist students in the following areas:

1. Scheduling and Grades
2. C-TEC registration

3. Graduation requirements
4. Higher education (college, vocational school, technical school etc.)
5. Plans for the future
6. Personal problems

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

Graduation requirements: Check your course guide for graduation requirements.

The Guidance Office arranges visits for college and technical school representatives. Listen for dates and times of their visits.

Post high school educational material is available in the Guidance Office, also pre-entrance testing information and material.

If you are going to the Guidance Office from a class or a study hall, you must have an appointment in the guidance office and a pass from your assigned teacher.

HALL AND RESTROOM AREA

No student is to be in the halls or restrooms during class without a hall pass from a teacher or staff member. Hall passes are to be returned to the teacher after their use. Hall passes will not be routinely issued during the lunch periods.

IMMUNIZATIONS

In compliance with state mandates, the school nurse checks health records of all students to be sure they have received the required immunizations. When deficiencies are identified, parents are notified and steps must be taken to correct the situation. Simply, students who do not meet immunization requirements may be removed from school until they comply with these standards

INSURANCE (SCHOOL)

At the beginning of the school year, students are offered basic accident insurance at a low cost. Participation in this program is voluntary. However, all athletes should remember that insurance is required before their participation in any recognized sport. Detailed information regarding this policy and its coverage options are available from the pamphlet sent home with the students during the first week of school.

LIBRARY

The library is a center where books, magazines, pamphlets, computers, copy machine, and audiovisual materials are available for educational use. The library is an extension of the classroom and should be used for reading and research. The library is a place where, as an individual or class, you may learn to use book resources and other media.

The library is open to all students before and after classes as well as throughout the school day. You may use the library during any class with a pass from your teacher, or as a class with your subject teacher. Study hall students are allowed to spend the entire period in the library once a day when released by the study hall teacher. Lunch periods require a pass from the librarian if student is in a study hall or advance notice if student has lunch.

Books, magazines, and pamphlets are loaned for a period of three (3) weeks. They may be renewed once for another three-week period. Reference and reserve books may be checked out on an overnight basis. Overnight materials may be checked out at the end of the day and are due back in the library before the first period the next day. Students using the library are responsible for items loaned to them.

When a student receives a second overdue notice six (6) days after the book was due, he/she will receive a lunch detention. A lunch detention will be issued for the third and fourth overdue notices also. When the fifth overdue notice is printed twelve days after the book was due, he/she will receive a Wednesday detention. Materials twenty (20) days overdue will be considered lost. In the event of lost or damaged materials, students will be charged a fair assessment based on school policy for lost or damaged materials.

All students will be instructed in the use of the library. Special attention will be given to orienting the ninth grade students. Study hall students will be instructed on the rules of the library as it pertains to them.

Students who do not make proper use of the library may lose their privileges for the balance of the grading period. Students who have overdue library materials will not receive their grade cards until the materials are returned.

LOCKERS

Lockers are assigned to individual students by the guidance office the first day of school. Once these lockers are provided, their care becomes the responsibility of the student. The school is not responsible for lost or damaged items. Students should never leave valuables in any of the lockers, this includes physical education classes. Talk to your teacher about the safe keeping of valuables. Lockers are the property of North Fork Local School District and the contents of all lockers are subject to random searches without regard to reasonable suspicion.

Combination padlocks will be provided for ALL locker room lockers. A \$5.00 deposit will be collected from anyone using a locker room locker. The deposit will be returned when the lock is returned. No personal locks will be allowed.

If you have a problem with your locker, please notify the Guidance Office.

LOST AND FOUND

Anyone finding lost articles should turn them in to the principal's office. If you lose something, check with the office and go through the lost and found box as soon as you discover the loss.

MESSAGE BOARD

Students may place messages on the electronic message board for a small fee. All messages must be approved by the administration.

NEW STUDENTS

ADMISSION OF NEW STUDENTS

Any student wishing to enroll at Utica High School as a new student must complete the registration process in the Guidance Office. Students under the age of eighteen (18), must be accompanied by a custodial parent or guardian and should bring the following documents when enrolling:

Transcript	Verification of Residence
Current Grade Card	Custody Papers (if applicable)
Birth Certificate	IEP/ETR/504 (if applicable)
Immunization Records	

PARENT COMPLAINT PROCEDURES

Upon the receipt of parental concerns relating to a staff member, the building principal shall give to the parent a complaint form for the parent to fill out. The principal will then provide the staff

member with the form to begin the process of solving the concern.

SCHEDULE CHANGES

Student requests for schedule changes must be submitted in writing and the request must be signed by parent or guardian.

1. Requests for changes must be made in the Guidance Office:
 - A. Between one week prior to and one week after the opening of school.
 - B. Students enrolled at the C-TEC will not be permitted to re-enroll at Utica for the current school year before completing the first week of school, but cannot return after the second full week of school.
 - C. Schedule changes must be approved by counselor or administrator only.
 - D. Acceptable changes: Due to commitments for staff assignments and the ordering of textbooks and other supplies, no schedule changes may be made after one week prior to the opening of school, and then only for the following reasons:
 - a. Mechanical error changes
 - b. Changes to meet graduation requirements (seniors)
 - c. Changes necessitated by failure
 - d. Classroom balancing (administrative changes)
 - e. Subject level changes (teacher recommendation with administration approval)
 - f. Changes necessitated by physical health of student
 - g. Changes to drop seventh course, as noted
 - h. Addition of class in lieu of study hall the same period (class size permitting)
2. Students may drop scheduled subjects in excess of the six-credit requirement **by the end of the third week of school** without penalty. If a course is dropped after the first grading period, a grade of "F" will be recorded. The only exception is if a student's health is a factor, and it is verified by a physician in writing for such exceptions or by the approval of the principal. The "F" may be waived.

SERVICE LEARNING PROGRAM

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

The North Fork Board of Education believes that participating actively in community service will enhance students' interpersonal skills and self-esteem, enable them to connect their academic learning to the real world, and make them aware of the wide range of opportunities for service that exist in any community. The Board further believes that devoting time during a student's school years to serve others or the community as a whole may engender a life-long commitment to service, and, thereby, make this community or, any community where our graduates make a life, a better place.

Beginning with the graduating Class of 2019, students are required to complete a minimum of thirty (30) documented service learning hours in accordance with the *Service Learning Program Requirements* in order to graduate.

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

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

STUDY HALLS

A student is assigned to a study hall when he/she does not have a scheduled class meeting during that time period. A study hall is to be used by the student to complete assignments, to attend the library, or to complete work of individual interest. **It is not a place for continual student visitations. All students are asked to have some type of study material or leisure reading material with them when they report to their study halls.** It is important to remember that a study hall is similar to an assigned class, and appropriate classroom behavior is expected. If used productively, study halls can significantly decrease the amount of schoolwork that has to be completed in the evening or on the weekend. Study hall rules will be distributed at the beginning of each semester. RULES ARE POSTED IN STUDY HALLS.

SURVEILLANCE CAMERAS

Surveillance cameras are in use at Utica High School. Surveillance camera footage shall only be viewed by district administration and the School Resource Officer.

TELEPHONE

For the convenience of the students, a telephone is located in the Main Office. Students must have written permission to use the phone during class time. Please limit calls to three minutes out of respect for others who need to use the phone. Students who use the phone must sign the telephone log.

Students will be called out of class to answer the telephone **ONLY IN EMERGENCY SITUATIONS.**

All long distance calls from the high school phone **MUST** be collect. Only calls dealing with school business may be charged to the school number.

TEXTBOOKS

Textbooks are the property of the North Fork Board of Education. They are loaned to the student free of charge. A student is responsible for the care of the textbooks issued. In case of loss or damage, the student must pay the amount due before another textbook can be issued. Failure to pay for lost, stolen or damaged books could result in withholding credit. Books are not to be marked in or otherwise defaced.

TRANSPORTATION

All qualified students are provided transportation to and from school by school buses. To ensure the proper safety of all students while riding these buses, students are provided with rules of conduct by each school bus driver. Students who fail to abide by the proper safety and behavioral guidelines may be denied bus transportation. Bus transportation is a privilege.

SCHOOL BUS SAFETY RULES

When riding the school bus to and from school, or while on a field trip, each student is required to observe these 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. Load and unload at designated bus stop in an orderly manner.
2. Ride only the regularly assigned bus and unload at the regular assigned stop. (Permission to

load or unload at another location or to ride another bus requires written permission from the parent and written approval of school personnel.)

3. There must be absolute quietness at railroad crossings and places of danger as determined by the bus driver.
4. Talking on the bus is permitted; however, it must be kept to a minimum. There are not to be any loud noises or yelling.
5. The same behavior, courtesy and rights of others are expected to be the same on the bus as in the classroom.
6. Eating, drinking, chewing gum and littering are not permitted.
7. Students are to remain in their assigned seats unless permission to change is given by the driver. Students are not to change seats while the bus is moving. Students will be charged for any damage they do to school property.
8. Students are not to throw any item on or out of the bus.
9. Students must keep all items and parts of their bodies inside the bus at all times.
10. Students are not permitted to transport animals or live insects on the bus.
11. Cross the street or road at least ten (10) feet in front of the bus and watch for the signal from the driver before beginning to cross.
12. Students are to go promptly to the bus when dismissed from school. They are to go directly home when discharged from the bus in the evenings.
13. There is to be no abusive or obscene language used to the driver or other students.
14. Absolutely no tobacco, alcohol, or drug products are permitted on the bus.
15. Students are not permitted to bring glass containers on the bus.
16. Students may only bring articles on the bus that can be held on their laps. All balls, toys, pencils, and other articles are to be in book bags.
17. A student shall not possess, handle, transmit, or conceal any object, which might be considered a dangerous weapon or instrument of violence.

“DO NOT LOSE YOUR BUS PRIVILEGE!”
FOLLOW THESE RULES

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

VENDING MACHINES

Vending machines are to be used only before and after school.

VISITORS

Parents/visitors are always welcome to visit our school. All visitors should make arrangements in advance with the school office. **We do not permit students to visit from other schools.** Visitors must report to the main office immediately upon arriving at school, sign in, and receive a visitor's pass and instructions. No visitor may confer with a student without the approval of the principal. Any visitor whose presence or conduct is disruptive may be asked to leave the premises. If the visitor addressed refuses to leave, the principal may summon the assistance of the local law enforcement agency.

WORK PERMITS

A Minor Work Permit is required for any student less than eighteen (18) years of age, who is employed. Application forms and instructions for work permits may be obtained from the Guidance Office.

BELL SCHEDULES

DAILY SCHEDULE

ENTRY	7:20
WARNING	7:27
PERIOD 1	7:30 - 8:10
PERIOD 2	8:14 - 8:54
PERIOD 3	8:58 - 9:38
PERIOD 4	9:42 - 10:22
PERIOD 5A	10:26 - 10:50
PERIOD 5B	10:54 - 11:18
PERIOD 6A	11:22 - 11:46
PERIOD 6B	11:50 - 12:14
PERIOD 7	12:18 - 12:58
PERIOD 8	1:02-1:42
PERIOD 9	1:46-2:26

ONE HOUR DELAY

ENTRY	8:20
WARNING	8:27
PERIOD 1	8:30 - 9:02
PERIOD 2	9:05 - 9:37
PERIOD 3	9:40 - 10:12
PERIOD 4	10:15 - 10:47
PERIOD 5A	10:51 - 11:15
PERIOD 5B	11:19 - 11:43
PERIOD 6A	11:47 - 12:11
PERIOD 6B	12:15 - 12:39
PERIOD 7	12:43 - 1:15
PERIOD 8	1:18 - 1:50
PERIOD 9	1:53-2:26

EARLY DISMISSAL - 1 HOUR

ENTRY	7:20
WARNING	7:27
PERIOD 1	7:30 - 8:02
PERIOD 2	8:06 - 8:38
PERIOD 3	8:42 - 9:14
PERIOD 4	9:18 - 9:50
PERIOD 5A	9:54 - 10:26
PERIOD 5B	10:30 - 10:54
PERIOD 6A	10:58 - 11:22
PERIOD 6B	11:26 - 11:50
PERIOD 7	11:54 - 12:18
PERIOD 8	12:22 - 12:54
PERIOD 9	12:58 - 1:26

TWO HOUR DELAY

ENTRY	9:20
WARNING	9:27
PERIOD 1	9:30 - 9:53
PERIOD 2	9:56 - 10:19
PERIOD 3	10:22 - 10:45
PERIOD 4	10:48 - 11:11
PERIOD 5A	11:15 - 11:39
PERIOD 5B	11:43 - 12:07
PERIOD 6A	12:11 - 12:35
PERIOD 6B	12:39 - 1:03
PERIOD 7	1:07 - 1:30
PERIOD 8	1:34 - 1:56
PERIOD 9	2:00-2:26

PEP RALLY

PERIOD 7	12:18 - 12:50
PERIOD 8	12:54 - 1:26
PERIOD 9	1:30 - 2:02
PEP RALLY	2:02 - 2:26

COURSE FEES

AGRICULTURE

Agriculture, Food & Natural Resources (AFNR)	\$25.00
Animal Science and Technology	\$20.00
Natural Resources	\$25.00
Veterinary Science	\$25.00

ART

Drawing & Painting I	\$30.00
Drawing & Painting II	\$30.00
Drawing & Painting III	\$30.00
Ceramics & Sculpture I	\$30.00
Ceramics & Sculpture II	\$30.00
Ceramics & Sculpture III	\$30.00

BUSINESS EDUCATION

Accounting	\$40.00
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CAREER CONNECTIONS

Career Based Intervention	\$40.00
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INDUSTRIAL TECHNOLOGY

Advanced Metals	\$45.00
Advanced Wood	\$45.00
Industrial Tech. I	\$30.00
Industrial Tech. II	\$30.00

LANGUAGE ARTS

English 9	\$18.00
English 9 - Advanced	\$15.00
English 10	\$20.00
English 10 - Advanced	\$25.00
English 11	\$18.00
English 12	\$30.00
AP English 11	\$84.00
AP English 12	\$74.00
American Literature	\$15.00
British Literature	\$19.00
Grammar & Composition	\$12.00
Great Books as Film	\$21.00
Mystery, Fantasy, and Science Fiction	\$13.00
Mythology	\$10.00
Poetry	\$10.00
Research & College Writing	\$30.00

COURSE FEES - continued

MATH

AP Calculus	\$15.00
AP Statistics	\$19.00
Calculator Rental	\$20.00

PHYSICAL EDUCATION

Physical Education	\$4.00
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SCIENCE

Anatomy & Physiology	\$15.00
Chemistry	\$15.00
Earth Science	\$10.00
Physics	\$10.00
Science I (Physical)	\$20.00
Science I Advanced	\$20.00
Science II (Biology)	\$10.00
Science II Advanced	\$20.00

SPANISH

Spanish I	\$15.00
Spanish III	\$15.00
Spanish Workbook (replacement copy)	\$15.00

VOCAL MUSIC SR. HIGH

Choir	\$7.00
Kantorian	\$7.00

ATHLETIC FEES

Athletic fees must be paid prior to first game or event in each sport.

Pay-to-Participate - High School Athletics	TBA
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NON-SUFFICIENT FUNDS

IF YOUR CHECK IS RETURNED TO US UNPAID FOR NON-SUFFICIENT FUNDS (NSF), YOUR ACCOUNT WILL BE DEBITED ELECTRONICALLY FOR BOTH THE FACE AMOUNT OF THE CHECK PLUS APPLICABLE RETURNED CHECK AND COLLECTIONS FEES BY ECOLLECT, LLC.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service. Or at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Or you may contact us at the following address:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520