

UTICA HIGH SCHOOL  
2020 - 2021  
STUDENT HANDBOOK



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## 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.

## 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.

### 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?



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## 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.

## NEW FOR 2020/2021

### REDSKIN TIME

Academic Assist will now be called Redskin Time and will include the following addition:

Redskin Time will also be used for **approved** student activity meetings. These meetings must be scheduled in the main office and approved by the principal at least one week in advance. Staff will be notified in advance of the student meeting date and will be given a list of students involved.

### REDSKIN TIME (NEW)

Redskin Time is a period during the school day designed for teachers to monitor student progress and for students to receive academic assistance from a teacher as needed, catch up on missing assignments, and/or prepare for tests/quizzes, Students who are on track and/or do not require assistance may complete homework or read a book.

Redskin Time will also be used for **approved** student activity meetings. These meetings must be scheduled in the main office and approved by the principal at least one week in advance. Staff will be notified in advance of the student meeting date and will be given a list of students involved.

#### During (Academic) Redskin Time, teachers:

- Monitor each student's progress on ProgressBook (at least weekly)
- Encourage students to review their progress on ProgressBook
- Encourage students to complete missing assignments
- Assist students with assignments as needed
- Inquire about upcoming tests and/or projects
- Discuss improvement plan for grades
- Discuss attendance if necessary

#### Classroom procedures for (Academic) Redskin Time:

- NO talking
- NO games on iPad or otherwise
- Students MUST have something to work on. A book to read at minimum.
- Tutoring help is encouraged – this needs scheduled ahead of time. Respect our teacher's time. Peer or teacher tutoring is fine.
- Students are NOT PERMITTED to sign out of Redskin Time (unless being tutored – this should not be a daily occurrence and must be verified with the tutor. **More than one day requires express written permission from the principal.**)
- Students are NOT PERMITTED to leave Redskin Time to go to the library, be an aid, or to assist a teacher.



## ADDRESS OR PHONE NUMBER CHANGES

If a student has a change of address during the school year, a *Change of Address Form* (available in the office or on the website) must be completed and submitted to the Guidance Office immediately.

If a student is moving outside the North Fork Local School District, an Open Enrollment Application (available in the office or on the website) must be completed and submitted to the Guidance Office OR the student should follow the proper procedures to withdraw from the district.

Any change of phone number or disconnection of phone service should be reported to the Principal's 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 it 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 the original container (labeled with the student's name, name of medication and the proper dosage) and must be in-date (not expired). The school nurse, administrator, school secretary or teacher may administer the medication and the student must take the medication in their presence.

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 medication, or any form of medication whether it is a prescription or not per Ohio Revised Code 3313.713.**

The only medication a student is permitted 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, assemblies may be held in the high school gymnasium. Assemblies are to be treated as learning experiences 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, where 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. AN ASSEMBLY IS CONSIDERED PART OF THE SCHOOL DAY AND EXCUSES THAT ARE NOT NORMALLY ACCEPTED WILL NOT BE HONORED.** \*\*Any student asked to leave an assembly will receive a detention and will not be permitted to attend assemblies the remainder of the school year.

## PEP RALLIES

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

## 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.

In addition to the above, UHS will excuse student absence from school for:

1. Approved field trips and school sponsored/related activities.
2. Pre-planned absences, which require advanced notification and approval of administrative authority (i.e. family trips). Pre-planned absence forms may be picked up in the office and should be completed at least one week in advance of the absence.

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

## ATTENDANCE POLICY

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

**Tardiness** - Any student arriving late to school must report to the office before going to his/her class. Individual incidents of classroom tardiness throughout the school day will be handled by individual classroom teachers. Unless a professional excuse is provided, tardiness will be counted as unexcused absence time. Excessive tardiness is subject to disciplinary action as described in the discipline section.

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

**Excessive Absence** – When a student is absent thirty-eight (38) or more hours in one (1) month or sixty-five (65) or more hours in one (1) school year **with or without** a legitimate excuse, he/she is considered excessively absent. Once a student is considered excessively absent, the student is automatically placed on "Medicals Only" status (see details below).

**Chronic Absenteeism** – When a student is absent ten percent (10%) of the school year, **with or without** a legitimate excuse, he/she is considered chronically absent. Once a student is considered chronically absent, the student is automatically placed on "Medicals Only" status (see details below).

**Habitual Truancy** - 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, he/she is considered habitually truant and will be referred to the county attendance officer. Students meeting the definition of habitual truant may also be referred to the Juvenile Court. This referral may result in a complaint being filed against the student and/or parents. Once a student is considered habitually truant, the student is automatically placed on "Medicals Only" status (see details below).

**Medicals Only Status** – When a student is placed on "Medicals Only" status, only a **doctor's note, hospital record, or court excuse presented within 24 hours of the child's return to school will be acceptable for an excused absence.**

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 considered truant 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, depending on the number of occurrences, and will be referred to the county attendance officer.

Students can receive a zero for any work, test, or paper due during an unexcused absence and may not be permitted to make up missing assignments.

## **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 8:30 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.

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 do not qualify as professional excuses.

## **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.

## **DENIAL OF COURSE CREDIT DUE TO ABSENCE IN THE CLASSROOM**

Any student who accrues non-professional absences in excess of four (4) days in a nine-week grading period will be subject to receive zeroes on assignments for every additional day of non-professional absence for the remainder of the 9 weeks for each class that this takes place. Each new nine weeks every student will begin with a clean slate with regard to period attendance. Denial of credits can be appealed in writing only to the building principal.

## **STUDENT SIGN OUT/SIGN IN PROCEDURE**

Any student, regardless of age, leaving school during the day must sign out in the office and **MUST HAVE A WRITTEN EXCUSE FROM THEIR PARENT OR GUARDIAN TO BE EXCUSED.** The note must be presented in the principal's office prior to the start of first period. The student will then be given an early dismissal slip. Students failing to sign out in the office will be considered truant.

Students are not permitted to leave or ride with anyone other than their parent/guardian or an adult 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 main office upon arrival.

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

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

## **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.

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

1. A student who becomes ill or injured while at school shall report to or notify the main office immediately.
2. A parent will be contacted if possible.
3. If serious, the student will be transported to the doctor or hospital by the Utica Emergency Squad.

## **EIGHTEEN-YEAR-OLD STUDENTS**

Any student eighteen (18) years of age or older will follow the attendance policy above.

## **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 Guidance Office no later than one-half hour after the start of school and may 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.

## **BACKPACKS, BAGS, PURSES, ETC.**

Students must place all backpacks, bags, purses, and other non-instructional personal belongings in the locker that has been assigned to them prior to the first period of the day, or upon entering the building if the student arrives after the school day begins. These items must remain in the locker until the end of the school day or until the student signs out of the building. Students will be permitted to visit their lockers before and after the school day, between class periods, or with permission from a staff member. Questions regarding what is required to remain in lockers during the school day should be directed to the principal or the assistant principal.

## **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 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.

A *Report of Harassment Form* is located on the Parent Link of the North Fork LSD website.

## CAFETERIA

The cafeteria is open 30 minutes prior to the start of classes each school day and offers free breakfast to every student. It will also be open for lunch periods. **Students are not permitted to leave school during lunch period.**

The cafeteria is not a restaurant. Everyone's help is necessary in keeping it clean and orderly. Students are expected to:

- Pick up after themselves and push in their chairs before leaving the cafeteria.
- Place trays, milk cartons and waste in the waste containers provided.
- Use **ONLY** the restrooms at the front entrance to the cafeteria during lunch periods.
- **KEEP ALL FOOD AND DRINK IN THE CAFETERIA.**

Throwing things in the cafeteria during lunch could result in suspension.

## FREE AND REDUCED LUNCHES

In order to ensure that all students have the opportunity to eat a well-balanced school lunch, free and reduced lunches are provided to families that qualify. Parents who wish to enroll in this government-supported program should file the required application (available in the office and on the district website).

## 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 for notification.

Please listen/watch for ***North Fork Local School District***.

Students are to listen to/watch these stations and are **NOT** to call the principal, superintendent, school employees, or the school.

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

## CAREER & TECHNICAL EDUCATION CENTERS (C-TEC)

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

Any student desiring to transfer from 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 on the home school calendar.

### 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, credit must be made up in summer school or through correspondence courses.

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. (See Course Guide for details.)

## CELL PHONES

See Personal Communication Devices.

## CHILD ABUSE/NEGLECT

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

To facilitate college and career planning, students are permitted to visit college campuses on school days. Juniors will be granted one (1) visit day per school year and seniors will be granted two (2) visit days per school year. 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 personal devices 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 personal email is not permitted. Students must use school assigned student email accounts.

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

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



responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

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

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

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

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

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

### **North Fork Local School Network and Internet – Terms and Conditions**

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

- c. Attempting to login to the network as a system administrator, without permission of the Technology Department will result in cancellation of privileges.
- 4. Students will not be permitted to use personal devices and will not be permitted to connect to the North Fork Local Schools Network.
- 5. 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.
- 6. 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.
- 7. 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.
- 8. 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.
- 9. 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.
- 10. 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

Classroom afterschool detention (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 unless otherwise specified.

Other assigned after school detentions will be assigned by the office and will be served beginning immediately after school and ending at 4:00 p.m. on a scheduled Wednesday.

Students must serve their detention on the assigned date and time at the designated location.

Detention 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. The school is not responsible for providing student transportation after detentions.

Consequences for failing to serve detention:

*First Offense:* In-School Assignment

*Second Offense:* Saturday School

*Third Offense:* Out-of-School Suspension

## EMERGENCY DRILLS

Emergency drills are conducted periodically, so the entire school population is better prepared in the event of 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 lunchtime 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 disciplinary infractions that require 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 student about modifying their behavior and will take the appropriate disciplinary action.
4. The discipline report will be filed in office.

Administrators, teachers, and school 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. 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, 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. North Fork Schools will maintain zero tolerance with regard to fighting (physical violence).
- 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 (Late to school or class)**– Students are expected to be to school and 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 Consequences:**

- Fourth Tardy:*** Lunch detention from the office.
- Fifth Tardy:*** Lunch detention from the office.
- Sixth Tardy:*** After school detention.
- Seventh Tardy:*** After school detention.
- Eighth Tardy:*** Referral for additional discipline.

- 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 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. **Repeated Violations of 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. **Personal Communication Device (PCD) Violations** - PCD violation consequences will be as follows (all fees collected will be donated to a local community charity like Utica Food Pantry, or hands etc.):

*First Offense:* PCD 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:* PCD will be confiscated and student pays \$10 to get back, in addition to serving a Wednesday detention.

*Third Offense:* PCD will be confiscated and student pays \$20 to get it back, in addition to serving a Saturday School.

*Fourth Offense:* PCD will be confiscated and student will lose all cell phone privileges.

PCDs are subject to search if there is a belief that they contain inappropriate pictures, texts or content of any kind.

Failure to comply with any request for a student's phone may result in their loss of the privilege to have a phone at school for the rest of their time at Utica High School.

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

V. Vaping - The act of inhaling a vapor produced by an electronic vaporizer or e-cigarette.

W. **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 middle school areas and middle school 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 APPROPRIATE. A LUNCH PERIOD DETENTION MAY BE ASSIGNED FOR CLASSROOM 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 one school day 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 the student is then suspended, within one school day, 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.
- d. While under appeal, the student will remain suspended. If the suspension is revised or overturned, the official student record will reflect such.
- e. The student is permitted to make-up all work assigned during the time of the out-of-school suspension. It is the responsibility of the student to contact each of their teachers in writing (or by email) within 24 hours of the suspension and collect the missing work. All assignments will be due on the day the student returns from the suspension. Any missed tests, quizzes, etc. must be taken on the day the student returns from the suspension or at teacher discretion.
- f. While on suspension, in or out-of-school, the student may not participate in or attend any extra-curricular activity.

Any student serving an out-of-school suspension is NOT PERMITTED on school grounds even after hours and is NOT PERMITTED to attend any school related function. Doing so may result in trespassing charges.

## EXPULSION

The expulsion (forcing out) of a student from all school attendance and related activities is for a period not to exceed eighty (80) school days unless drug or weapons related.

The superintendent must give the student and his parent 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 appear in person before the superintendent or his designee to challenge the reasons for the expulsion or 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 school days nor more than five school 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 the student is then expelled, within one school day the superintendent must notify, in writing, the parent or guardian of the student and the Treasurer, 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 Board of Education or its designee.

Any student serving an expulsion is NOT PERMITTED on school grounds even after hours and is NOT PERMITTED to attend any school related function. Doing so may result in trespassing charges.

## 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.

## 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, becomes a distraction to others, 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 classes.
- b. Hats, bandanas, headgear, bare midriffs, stretchy (yoga) pants of any kind (unless covered by a fingertip length shirt, dress or shorts), pants containing excessive holes or sweatpants that are



unsightly, non-prescription sunglasses, tank tops, see-through garments or revealing shirts or blouses, or revealing clothing of any kind are not permitted. Sleeveless tops should be closed-armed, in good taste and have sides that cover the torso. Shorts and skirts may be no shorter than extended fingertip length or at the discretion of the administration.

- c. Hats must be kept in lockers during school. Staff has the right to confiscate hats. Refusal to surrender a hat to a staff member 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 and coats should be left in the 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: short shorts, bicycle shorts or similar, or swimsuits are not allowed. Undergarments may not be showing when wearing shorts, pants, or summer tops. Styles that create, or may create, a classroom disturbance are not permitted).
- g. Excessive body 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 will be sent home if they refuse to comply.
- h. Students violating the dress and grooming policy will be required to comply with the guidelines. If necessary, students will be sent home to change or sit in the office until a parent picks them up. Other disciplinary consequences may be assigned. Students will be counted as unexcused from class.

## DRIVER EDUCATION

Driver education classes are 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 Driver's License. The course may be completed at a commercial driver training school.

## DRIVING & PARKING PRIVILEGES

Students are accorded the privilege of driving their vehicles to school, so long as they observe safe rules of operation and follow school regulations. Vehicles must be registered with the office and must display a valid parking permit. **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.**

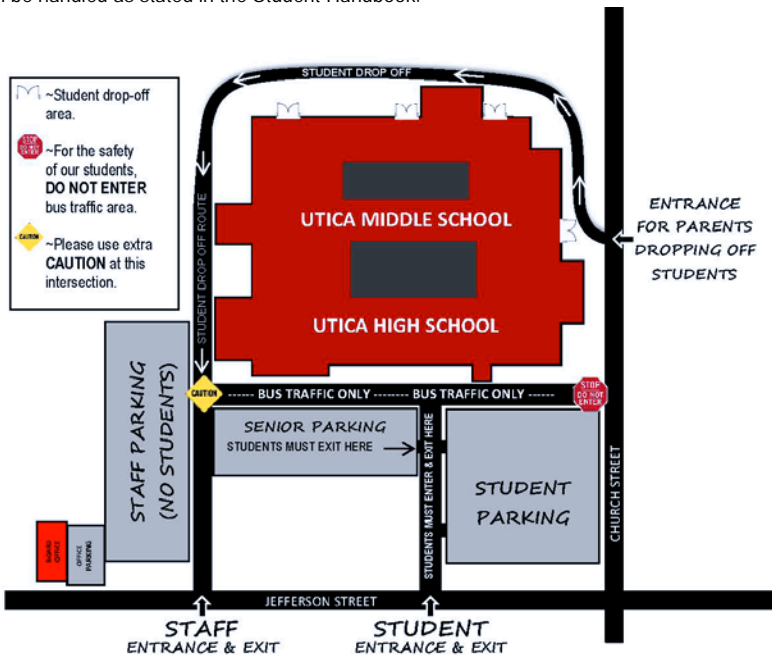
### STUDENT DRIVING AND PARKING RULES

- Students **MUST** have proof of insurance and a valid Driver's License on file in the high school office in order to park on school property.
- Vehicles must be operated in a safe, controlled manner at all times while on or adjacent to school property.
- Student vehicles are to be parked within the lined spaces in the designated student parking lot and all vehicles should be locked. No valuables should be left in vehicles during school.
- **Students are NOT to park their vehicles in fire lanes, staff or visitor parking spaces,**

in driveways or on athletic or practice fields. **VEHICLES PARKED IN VIOLATION OF RULES MAY BE TOWED AT OWNER'S EXPENSE.**

- Students may not operate a vehicle on school grounds with any non-family member as a passenger unless signed permission from the parents of both students is on file in the high school office.
- **STUDENT VEHICLES MUST REMAIN PARKED WHEN BUSES ARE MOVING.**
- Students are **ONLY** to exit the parking lot through the southwest exit onto Jefferson Street. (SEE MAP)
- **Students are not to loiter in or around vehicles or the parking lot.** Students should not arrive more than 30 minutes before the start of school and should enter the building immediately upon arrival. Students arriving after the start of school must enter through the main entrance and sign in at the high school office.
- **Vehicles are NOT to be moved or used for any purpose, without consent from the office, until school is dismissed.**
- **Students must abide by the parking lot speed limit of 5 mph.**
- Students must abide by the driving laws of the State of Ohio with regard to passengers.
- Students who accrue excessive tardies to school, may have school parking privileges suspended or revoked.

The North Fork Local School District is NOT liable for any damage to vehicles or lost or stolen property while vehicles are parked on district grounds. Students who violate the above rules may lose their parking privileges for a period of time and/or could be suspended. Violations of the above rules will be handled as stated in the Student Handbook.



## EXTRA-CURRICULAR ACTIVITIES

The following is a list of extra-curricular activities students may choose to participate in. Announcements will be made and notices posted periodically throughout the year with information on how to become involved. Information is also available in the high school office.

### ACTIVITIES:

Art Club	Flag Corp	Pep Band
Career Connections	Foreign Language	Powder Puff
Choir	Future Farmers of America	Quiz Bowl
Computer Club	Kantorians	Ski Club
Concert Band	Marching Band	Student Government
Drama Club	National Honor Society	Student Volunteers
Fellowship of Christian Athletes	Outdoor Ed. Counselor	Tech Prep

### ATHLETICS:

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

## 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 the ***Student Activities Code of Conduct and Rules*** book. Each participant should receive a copy of this handbook from the coach or advisor on the first day of practice or at the first meeting.

## FIELD TRIPS

In order to significantly complement 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. Students must have written permission to attend field trips. While on a field trip, students are expected 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

Interim progress reports are available to parents and students at the middle of each nine (9) week period. Report cards are posted on ProgressBook at the end of each nine (9) week period. Each parent is encouraged to talk to his/her child, the teacher, school counselor, and the principal concerning the progress of the student. **Parents may also access their student's progress online via ProgressBook.**

## COURSE GUIDE

Information concerning grade placement, programs of study, curriculum requirements and course descriptions are located in the Course Guide which is available in the Guidance Office and on the high school website.

## 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 15<sup>th</sup>, or the following regularly scheduled school day if May 15<sup>th</sup> falls on the weekend. Students may NOT participate in graduation if this deadline is not met.

### 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.

### INCOMPLETE GRADES

Incomplete grades may 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 grade will convert to an F.

### PHYSICAL EDUCATION WAIVER

The physical education requirement for graduation may be waived for students who have successfully completed at least two (2) full seasons of interscholastic athletics, marching band, or cheerleading as defined in the OHSAA handbook, while enrolled in grades 9 through 12, and as documented by the Athletic Director.

A signed and completed Physical Education Waiver Intent Form must be received by the school counselor **no later than September 1** of the school year in which the student participates in the activity.

### COLLEGE CREDIT PLUS

Students may choose to participate in the College Credit Plus program. See Board of Education policy for more information.

### REPEATING A COURSE

All students have the opportunity to retake a course if they so choose. The following guidelines are to be followed for students retaking a class at Utica High School:

1. If the student completes all of the course work, the student will receive the higher of the two grades. The higher grade will be the grade used to compute all GPA information. The repeated course with the lower grade will have the grade removed from GPA calculation. If a student fails, the "F" is reflected on the transcript and affects GPA.

2. No change in the grade will be posted on the transcript or used to compute GPA information until the student has completed all course work and the teacher has provided the office with the grade for the course. No exceptions will be made with this policy.
3. Grades earned through summer school, remedial classes, or correspondence/online providers will not replace the grade earned at Utica High School.

## 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		0.5 SYSTEM		0.25 SYSTEM	
<u>SCALE</u>	<u>COURSES</u>	<u>SCALE</u>	<u>COURSES</u>	<u>SCALE</u>	<u>COURSES</u>
A 5	A.P. Calculus	A 4.5	Pre-Calculus	A 4.25	English 9 Adv.
B 4	A.P. Euro. History	B 3.5	Spanish 3	B 3.25	English 10 Adv.
C 3	A.P. Government	C 2.5	Spanish 4	C 2.25	English 11 Adv.
D 2	A.P. Language & Comp.	D 1.5	Chemistry Adv.	D 1.25	English 12 Adv.
F 0	A.P. Literature & Comp.	F 0	Physics	F 0	Chemistry
	Intro to Statistics		Chemistry 2 Adv.		Biology Adv.
			College Algebra		Geometry Adv.
					Algebra 2 Adv.

\*\*It may be possible to take additional weighted courses through The College Credit Plus program.

See your counselor if you have questions regarding CCP and weighted courses. For additional information, please visit <https://www.ohiohighered.org/ccp/faqs>

## GRADUATION

### CREDITS EARNED TOWARD GRADUATION FROM OTHER INSTITUTIONS

In accordance with Section 3365.02 of the Ohio Revised Code, students from Utica High School 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 may be obtained from the Guidance Office.

## EARLY GRADUATION POLICY

Students contemplating possible early graduation should see the school counselor for requirements. **An application must be completed before the end of the student's sophomore year to qualify.** (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 operates 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 will be the student with the highest final grade point average (GPA) in the senior class. The grade point average for valedictorian will be calculated at the conclusion of final grades of their senior year. This will mean that notification of valedictorian will take place after students have taken their final exams. The standing or rank in the senior class and the top scholastic honors of Valedictorian and Salutatorian will be 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-Salutorians 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 primarily 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. Planning for the future
6. Personal situations

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

Graduation requirements: See the 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 hallway or restroom 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.

## **HONOR SOCIETY SELECTION PROCEDURES**

Selection of students for membership in National Honor Society is the responsibility of the Utica High School 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.

## **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. 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 in the high school office or upon request.

## IPAD LOAN AGREEMENT

The iPad in the classroom brings education to life -- the work a student needs to do, becomes the work they want to do – on a device they love to use. With the iPad, our students can access everything from NASA to the Metropolitan Museum of Art to the Globe Theatre online. They can take tests online, giving their teachers immediate access to data about each student's strengths and weaknesses. Students can have access to a teacher's notes and assignments online, whenever they need another copy or miss a day of school. New programs and apps allow students to work on projects together, even when they are in different places. They can make digital flashcards for tests, do immediate research, make documentaries, turn their desk into a Smartboard, and the possibilities are changing daily. Ultimately, this kind of instruction leads to more enthusiastic learners who work harder, work better, and know more. We will have students who are courageous, global learners.

One Apple iPad, charger and case in good working order are being loaned to the student. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment. This equipment is, and at all times remains, the property of North Fork Local Schools and is here with on loan to the student for educational purposes only for the academic school year. The student may not deface or destroy this property in any way. Inappropriate use of the equipment may result in the student losing his/her right to use the iPad. The equipment shall be returned when requested by North Fork Local Schools, or sooner, if the student withdraws from North Fork Local School District prior to the end of the school year.

The District Property may only be used by the students for non-commercial purposes, in accordance with district policies and rules, the District Acceptable Use Policy, as well as local, state, and federal statutes.

Students may not install or use any software other than software owned or approved by the district and made available to the student in accordance with this Agreement.

Once user with specific privileges and capabilities has been set up on the iPad, the student agrees to make no attempts to change, or allow others to change, the privileges and capabilities of this user account.

The student may not make any attempt to add, delete, access, or modify other user accounts on the iPad or on any school owned computer.

The North Fork Local Schools network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the network.

Identification labels have been placed on the iPad. These labels are not to be removed or modified. If they become damage or missing, contact the district tech support for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the machine.

An email account will be available for each student to use, for appropriate academic communication with other students and staff members only. This email is for communication within the school district.



The student agrees to use his/her best efforts to assure the district property is not damaged or rendered inoperable by any such electronic virus while in student's possession. The student acknowledges and agrees that the his/her use of the iPad is a privilege and that by the student's agreement to the terms hereof, acknowledges his/her responsibility to protect and safeguard the district property and to return the same in good condition repair upon request by North Fork Local Schools.

### **Parent/Guardian iPad Responsibilities**

Your son/daughter has been issued an iPad to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer:

- I will supervise my child's use of the iPad at home
- I will discuss our family values and expectations regarding the use of the internet and email at home
- I will supervise my child's use of the Internet and email
- I will not attempt to repair the iPad, nor will I attempt to clean it with anything other than a soft dry cloth
- I will report to the school any problems with the iPad
- I will not load or delete any software from the iPad
- I will make sure my child recharges the iPad battery nightly
- I will make sure my child brings the iPad to school every day
- I understand that if my child comes to school without the iPad, I may be called to bring it to school
- I agree to make sure that the iPad is returned to school when requested and upon my child's withdrawal from North Fork Local Schools.

### **Student iPad Responsibilities**

Your iPad is an important learning tool and is to be used for educational purposes only. In order to take your iPad home each day, you must be willing to accept the following responsibilities:

- When using the iPad at home, at school, and anywhere else I may take it, I will follow the policies of the North Fork Local Schools, especially the Student Code of Conduct and Acceptable Use Policy, and abide by all local, state, and federal laws.
- I will treat the iPad with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby, and I will keep my iPad in my school issued protective case.
- I will not lend the iPad to anyone; it will stay in my possession at all times.
- I will not load any software or programs or remove files from the iPad
- I will not give personal information to others when using the iPad
- I will bring the iPad to school everyday
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share them with others
- I will not attempt to repair the iPad
- I will return the iPad when requested and upon my withdrawal from North Fork Schools

*Note: Teachers and building principals are responsible for determining unauthorized or inappropriate use. The principal may deny, revoke, or suspend access to the Network/Internet to individuals who violate the Board's Computer Acceptable Use Agreement and related guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.*

### **PARENT/GUARDIAN/STUDENT:**

Your signature in the *iPad Loan Agreement* section on the *North Fork Local School District Signature Form* indicates that you have read the terms and conditions of this agreement carefully and understand their significance.

## LIBRARY

The school library is a center where books, magazines, pamphlets, computers, a 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 as a class, students 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. Students may use the library during any class with a pass from their teacher, with the exception of Redskin Time classes.

Books, magazines, and pamphlets may be signed-out 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 of the following 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 detention. Materials twenty (20) days overdue will be considered lost. In the event of lost or damaged materials and students will be charged a fair assessment based on school policy for lost or damaged materials.

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 have been returned.

## LOCKERS

A locker is assigned to each student on 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. 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.

Students having a problem with their locker should notify the Guidance Office.

## LOST AND FOUND

Anyone finding lost articles should turn them in to the main office. If a student loses something, they should check with the office and go through the lost and found box as soon as possible. Missing items that have not been claimed within 30 days will be donated to charity.

## 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 present the following documents when enrolling:

Transcript  
Current Grade Card  
Birth Certificate  
Immunization Records

Verification of Residency  
Custody Papers (if applicable)  
IEP/ETR/504 (if applicable)

## 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 to fill out. The principal will then provide the staff member with the form to begin the process of solving the concern.

## PERSONAL COMMUNICATION DEVICES

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers), ear buds, and/or other web-enabled devices of any type.

Students may use PCDs before and after school, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.)

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the Principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and Principal are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and 2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The Principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD, in violation of this policy is required to report the violation to the Principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

## SCHEDULE CHANGES

Requests for schedule changes:

1. Must be made in the Guidance Office.
2. Must be made between one week prior to and one week after the start of school.
3. Must be approved by a counselor or an administrator only.

Due to commitments for staff assignments and the ordering of textbooks and other supplies, schedule changes may be made only for the following reasons:

1. Mechanical errors
2. Changes to meet graduation requirements (seniors)
3. Changes necessitated by failure
4. Classroom balancing (administrative changes)
5. Subject level changes (teacher recommendation with administration approval)
6. Changes necessitated by physical health of student
7. Changes to drop seventh course, as noted
8. Addition of class in lieu of study hall the same period (class size permitting)

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.

**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 designated Service Learning Coordinator no later than May 1<sup>st</sup> 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 study hall when he/she does not have a scheduled class during that time period. Study hall is to be used by the student to complete assignments, visit the school library, or

complete work of individual interest. **It is not a place for student visitation. All students are asked to have some type of study material or leisure reading material with them when they report to study hall.** It is important to remember that a study hall is similar to an assigned class, and appropriate classroom behavior is expected. If used productively, time spent in study hall can significantly decrease the amount of schoolwork that has to be completed in the evening or on the weekend. **STUDY HALL RULES ARE POSTED.**

## **SURVEILLANCE CAMERAS**

Surveillance cameras are in use at Utica High School. Surveillance camera footage shall only be viewed by authorized school employees.

## **TELEPHONE**

For the convenience of the students, a telephone is located in the Main Office. Please limit calls to three minutes out of respect for others who may need to use the phone. Students who use the phone must sign the telephone log. **ONLY IN EMERGENCY SITUATIONS** will students be called out of class to answer the telephone.

## **TEXTBOOKS**

Textbooks are the property of the North Fork Board of Education. They are loaned to the student free of charge. The 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 will be issued. Failure to pay for lost, stolen or damaged books could result in withholding class credit. Books are not to be marked in or otherwise defaced.

## **TRANSPORTATION**

Qualified students are provided transportation to and from school. School transportation is a privilege. To ensure the proper safety of students while being transported, students are provided with rules of conduct. Students who fail to abide by the proper safety and behavioral guidelines may be denied transportation.

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

## VENDING MACHINES

Vending machines are to be accessed 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 from other schools to visit.** 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.

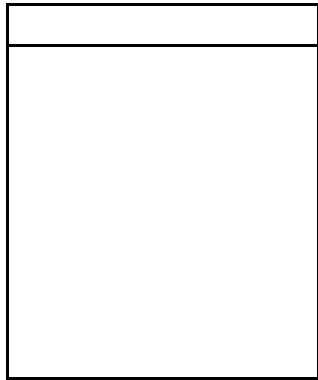
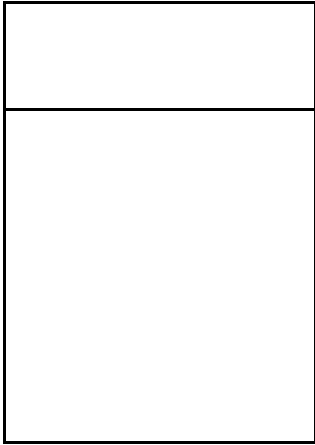
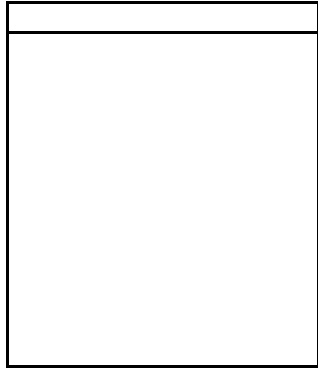
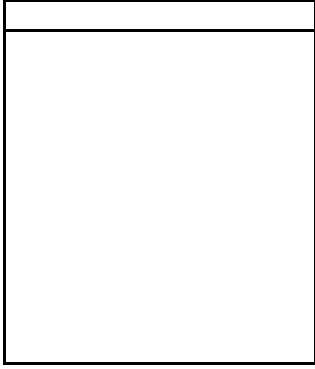
## WORK PERMITS

Any student under the age of eighteen (18) must have a work permit prior to starting work. Minor Work Permit applications and instructions may be obtained from the school website or in the main office of the high school.

## BELL SCHEDULE

1 <sup>st</sup> Period	7:30 – 8:10 (40 Minutes)			
2 <sup>nd</sup> Period	8:14 – 8:54 (40 Minutes)			
3 <sup>rd</sup> Period	8:58 – 9:38 (40 Minutes)			
4 <sup>th</sup> Period	 <b>9:42 – 10:12</b> (30 Minutes ~ Redskin Time)			
	<b>5<sup>th</sup> Period Lunch</b>	<b>6<sup>th</sup> Period Lunch</b>	<b>7<sup>th</sup> Period Lunch</b>	<b>8<sup>th</sup> Period Lunch</b>
5 <sup>th</sup> Period	10:16 – 10:46 LUNCH	10:16 – 10:56 (40 Minutes)	10:16 – 10:56 (40 Minutes)	10:16 – 10:56 (40 Minutes)
6 <sup>th</sup> Period	10:50 – 11:30 (40 Minutes)	11:00 – 11:30 LUNCH	11:00 – 11:40 (40 Minutes)	11:00 – 11:40 (40 Minutes)
7 <sup>th</sup> Period	11:34 – 12:14 (40 Minutes)	11:34 – 12:14 (40 Minutes)	11:44 – 12:14 LUNCH	11:44 – 12:24 (40 Minutes)
8 <sup>th</sup> Period	12:18 – 12:58 (40 Minutes)	12:18 – 12:58 (40 Minutes)	12:18 – 12:58 (40 Minutes)	12:28 – 12:58 LUNCH
9 <sup>th</sup> Period	1:02 – 1:42 (40 Minutes)			
10 <sup>th</sup> Period	1:46 – 2:26 (40 Minutes)			





## COURSE FEES

### AGRICULTURE

Agriculture, Food & Natural Resources (AFNR)	\$20.00
Plant and Animal Science	\$20.00
Natural Resources	\$20.00
Food Science	\$20.00

### ART

Drawing & Painting I, II, or III	\$30.00
Ceramics & Sculpture I, II or III	\$30.00
Visual Art Composition	\$30.00

### BUSINESS EDUCATION

Accounting	\$40.00
Career Readiness	\$20.00
College & Career Readiness	\$20.00
Personal Finance	\$25.00

### CAREER CONNECTIONS

Career Based Intervention	\$40.00
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### GOVERNMENT

AP Government	\$10.00
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### INDUSTRIAL TECHNOLOGY

Machine Tools	\$45.00
Welding Technologies	\$45.00

### LANGUAGE ARTS

AP Language	\$25.00
Books on Film	\$20.00
CBI English 9, 10, 11, or 12	\$20.00
Communications	\$20.00
Creative Writing	\$20.00
English 9	\$10.00
English 9 - Advanced	\$10.00
English 10	\$20.00
English 10 - Advanced	\$25.00
English 11	\$10.00
English 11 – Advanced	\$15.00
English 12	\$20.00
English 12 – Advanced	\$20.00
Essentials of English	\$10.00
Mythology	\$15.00

## COURSE FEES - continued

### MATH

Calculator Rental	\$20.00
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### SCIENCE

Anatomy & Physiology	\$20.00
Astronomy	\$10.00
Chemistry	\$20.00
Chemistry – Advanced	\$20.00
Chemistry 2 – Advanced	\$20.00
Earth Science	\$15.00
Environmental Science	\$20.00
Physical Science	\$15.00
Physics	\$15.00
Biology	\$30.00
Biology Advanced	\$30.00

### SPANISH

Spanish I	\$8.00
Spanish II	\$8.00
Spanish III	\$7.00
Spanish IV	\$8.00
Spanish V	\$7.00

### TECHNOLOGY

Apple Care	\$50.00
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### VOCAL MUSIC SR. HIGH

Choir	\$12.00
Kantorians	\$12.00

## ATHLETIC FEES

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

Pay-to-Participate - High School Athletics (per activity)	\$100.00
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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