North Fork Local School District

HANDBOOK

To inspire achievement and accountability that maximizes quality learning.

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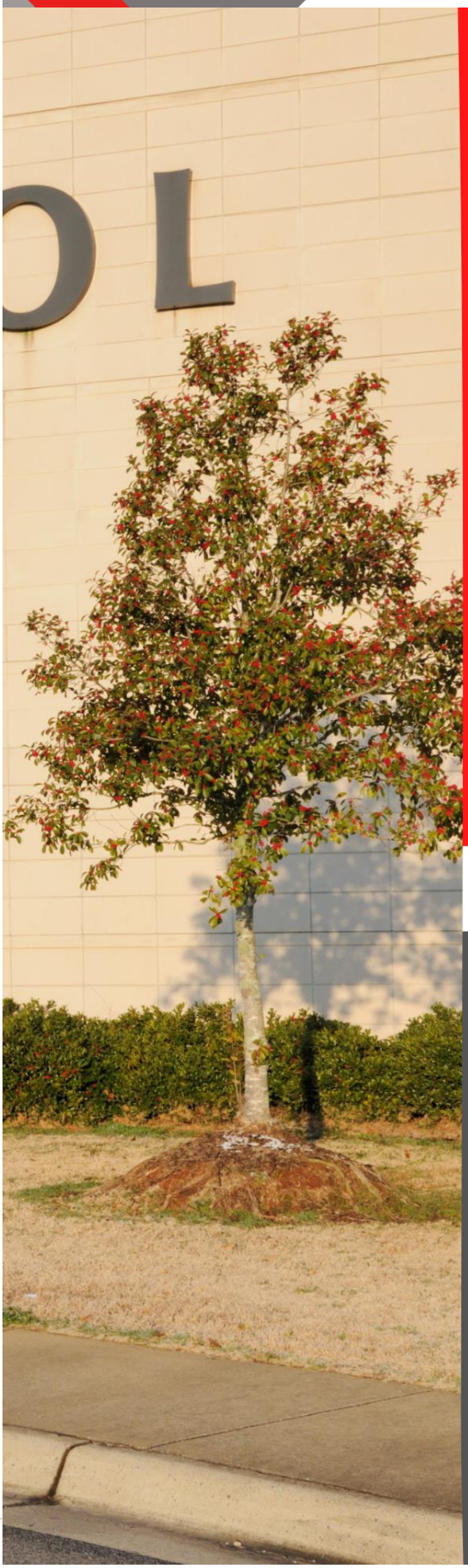

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North Fork Local Schools

BOARD OF EDUCATION

Vision

The North Fork Local School District will provide and inspire achievement and accountability that maximizes quality learning.

Mission

Working together with committed employees, parents, and community partnerships will ensure every student has the opportunity to learn at a rate consistent with his/her ability. All students will work towards becoming responsible citizens and mastering the skills of lifelong learning to the maximum of their potential.

Goals

1. Our students will perform at a level that surpasses or is equal to their anticipated level of achievement based on state standards and measured ability.
2. We will promote high expectations for students in all curriculum areas to promote productive citizens for the future.
3. We will create a district wide culture, which promotes diversity, in which all students and employees will demonstrate safe, responsible and respectful behaviors.
4. We will use different forms of communication and public relation tools to develop a sense of community for the North Fork School District.
5. We will promote and encourage employee professional development for continued growth within the "Best Practices" of education.

Mrs. Farrah Cooperider
Board President

Dr. Rob Krueger
Board Vice President

Mrs. Jordan Atherton
Board Member

Mrs. Barbara Bruce
Board Member

Mrs. Debra Paxton
Board Member

TABLE OF CONTENTS

SECTION	PAGE
GENERAL INFORMATION	7-8
TRANSPORTATION	8-10
RIGHTS AND RESPONSIBILITIES	11-14
STUDENT HEALTH	15-17
POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS	17-18
ATTENDANCE	18-20
EMERGENCY CLOSING	20-21
STUDENT SERVICES	21-22
ACADEMICS	23-26
SUPPORT SERVICES	26-30
STUDENT CONDUCT	31-36
DISTRICT COMPLIANCE OFFICERS	33
EXPLANATION OF DISCIPLINE TERMS	36-37

Welcome to Newton/Utica Elementary.

Dear Student and Parent/Guardian,

On behalf of the staff, I would like to welcome you to the 2024-2025 school year at Newton/Utica Elementary. The purpose of this student handbook is to familiarize you with the guidelines and procedures used for the daily operation of the school, as well as the rules and regulations you are expected to follow. **It is your responsibility to know the handbook and the policies in it.**

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

Sincerely,

Michele Gorius	Brett Ballinger
NE Principal	UE Principal

GENERAL INFORMATION

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

SCHOOL DAY

9:00 Entry bell
9:08 Tardy bell
3:15 (Newton) 3:20 (Utica) Car pick up
3:30 Bus pick up

TREATS

Due to food allergies, any food brought in must be store bought with the food ingredients clearly listed. Please check with individual teachers to make other arrangements.

CAFETERIA RULES

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

1. Students will enter the cafeteria in a quiet, orderly manner.
2. Students will sit in the area assigned by the supervisor.
3. Students will remain seated until they are dismissed.
4. Students will talk at an appropriate level.
5. Students will not throw food.
6. Students will clean up the area where they are sitting.
7. Students will use proper table manners at all times.

HALLWAY RULES

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

INSIDE RECESS

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

OUTSIDE RECESS

All students are expected to go outside for recess, weather permitting. Students should wear appropriate clothing for outside activities according to the season and weather. All recess rules are to be obeyed at all times. Indoor recess will be held on days of inclement weather or when the temperature or wind chill factor is below 15 degrees.

PLAYGROUND SAFETY RULES

The classroom teacher will cover playground rules.

1. Show respect at all times to the individuals on duty.
    a. Obey requests by staff to follow rules and procedures.
2. Be considerate of others.
    a. Keep hands and feet to yourself.
    b. Do not use inappropriate language.
    c. Do not tease or harass others.
3. Play in designated areas only. Staff members who are supervising the playground must give permission for a student to leave the playground.
4. Use playground equipment correctly.
    a. Swing straight. Do not jump off the swing. Sit on bottom.
    b. Do not run up the slide.
    c. No jump ropes on equipment.
    d. No playing chase or tag on equipment.
5. Throwing dirt, mulch, rocks, or snow is strictly prohibited.

RESTROOM RULES

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

SUPERVISION OF STUDENTS WHEN SCHOOL IS IN SESSION

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

TRANSPORTATION

The purpose of school bus transportation is to deliver students to and from school. Transportation will be to and from the student's home or pick-up point and school ONLY. Upon dismissal, all students are expected to board their buses. Permission must be granted by the office with a note from both parents to ride an alternate bus. Permission may be denied due to bus spacing.

MORNING DROP OFF PROCEDURES

- All cars must be in line and stay in line. Please do not pass other vehicles.
- Do not park and send your children across the parking lot.
- Please ensure students exit your vehicle promptly and onto the sidewalk.

- Please keep the lines moving. Do not wait for your child to enter the building. There is a staff member on duty making sure your child gets into the building safely.
- Please do not drop students off before 8:55 a.m. when staff are officially on duty.

AFTERNOON PICK UP PROCEDURES

- All cars must be in line and stay in line. Please do not pass other vehicles.
- Staff members will assist students in their cars, if needed.
- For safety reasons, please remain in your vehicle during pick up and have your car sign clearly displayed. If you are in need of a replacement or additional car sign, please contact the office. Your student will be brought to you when you are parallel to the sidewalk.
- Please do not wave your student into traffic. Staff members will stop them.
- Please obey posted speed limit/traffic pattern signs.

STUDENT PICK UP PROCEDURES

During the school day: Anyone picking up a child during the school day must come to the office and sign the child out. Someone other than the parent must have your written permission before we can release the child. Please notify the office staff of any changes to the normal pick up plan as soon as you are aware of the change. We ask that you call the school by 2:45 p.m. with end of the day changes. All student pick-up policies are for the protection of your child and in no way are intended to infringe on your rights. If you have not done so recently, take a moment today and discuss with your child the dangers of going with strangers. Make them aware that it is all right to say, "I don't know who this is" or "Mommy said not to go with them." While child abduction is not a pleasant topic, it is a reality. We all hope it never happens to your child: an ounce of prevention or precaution may be immeasurably valuable. *Note: Anyone picking up a student(s) may be asked for a photo ID, if the staff member involved is not familiar with the person picking up the child. If you are sending someone to pick up your child/children, please make sure they know this procedure.

WHEN WALKING, IF A BUS APPROACHES, ALL STUDENTS MUST STOP AND LOOK AT THE DRIVER UNTIL THE BUS PASSES OR STOPS, BOTH IN THE MORNING AND AFTERNOON

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. Kindergarten students must be accompanied by a responsible person when boarding and upon exiting the school bus at the designated bus stop.
2. Load and unload at designated bus stop in an orderly manner.
3. 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/guardian and written approval of school personnel.)
4. There must be absolute quietness at railroad crossings and places of danger as determined by the bus driver.
5. Talking on the bus is permitted; however, it must be kept to a minimum. There are not to be any loud noises or yelling.
6. The same behavior, courtesy and rights of others are expected to be the same on the bus as in the classroom.
7. Eating, drinking, chewing gum and littering are not permitted.

8. 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.
9. Students are not to throw any item on or out of the bus.
10. Students must keep all items and parts of their bodies inside the bus at all times.
11. Students are not permitted to transport animals or live insects on the bus.
12. 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.
13. 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.
14. There is to be no abusive or obscene language used to the driver or other students.
15. Absolutely no tobacco, alcohol, or drug products are permitted on the bus.
16. Students are not permitted to bring glass containers on the bus.
17. 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.
18. A student shall not possess, handle, transmit, or conceal any object, which might be considered a dangerous weapon or instrument of violence.

Bus Discipline Policy

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

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

PENALTIES FOR INFRACTIONS

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus. The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be submitted to the principal and may be used as evidence of the

misbehavior. The driver will report misconduct in writing to the principal. Violation of the rules will generally result in a warning, or a bus suspension. ***Extreme offenses*** may result in removal from the bus, school suspension or expulsion even if on the 1st offense.

RIGHTS AND RESPONSIBILITIES

In public schools, parents and students have certain rights given by federal and state laws. The North Fork Board of Education adopts guidelines and policies based on the federal and state laws. Student safety is a responsibility of the students and staff. All staff members are familiar with emergency procedures such as fire, tornado, and lock-down drills as well as accident reporting procedures. Should a student be aware of a dangerous situation or accident, s/he must immediately notify a staff member.

STUDENT RIGHTS AND RESPONSIBILITES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his or her behavior.

Students are responsible for:

- Following teacher directions and obeying all school rules.
- Delivery of information to Parents/guardians about academics.
- Arrive on time and be prepared to participate in the educational program.
- Report any issue or problem that concerns your education or safety.
- Read and Understand the entire student handbook.

PARENTS RIGHTS AND RESPONSIBILITES

- Parents have the right to know how their student is succeeding in school and will be provided information on a regular basis and as needed. *Many times, it will be the responsibility of the student to deliver that information.* If necessary, mail or hand delivery may be used to insure contact. Parents/guardians are encouraged to build a two-way link with their student's teachers and staff by informing the staff of suggestions or concerns that may help their student better accomplish his or her educational goals.
- Check Progress Book and attendance
- Communicate to teachers through email, phone or conferences
- Read and understand the entire student handbook
- Use the online portal to fill out forms, emergency medical and PaySchools to pay for lunches and fees.
- Parents may sign up for One call to receive notifications via, email, phone & text.

EQUAL EDUCATIONAL OPPORTUNITY ACT (B.O.E POLICY 2260, 5517, 5517.01)

It is the policy of this district to provide an equal opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, has the right to file a complaint with the principal. Complaints will be investigated and a response provided to the person filing the complaint. Under no circumstances will the District threaten or retaliate against anyone who raises a complaint.

INDIVIDUALS WITH DISABILITIES

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

DIRECTORY INFORMATION NOTICE

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

DUE PROCESS

Before a student is suspended, the student has the right to Due Process by receiving written notice of the reason for the intended suspension and have an opportunity for an informal hearing.
Before a student is expelled, the student and the parents have the right of Due Process by receiving written notice of the reason for the expulsion and an opportunity for a formal hearing.
In both instances, parents will be given the opportunity to challenge the disciplinary actions.

PARENT COMPLAINT

Parents wishing to file a complaint about a school employee may obtain a "parent complaint" form from the school office or on the District's web site. After the form is completed and submitted to the building principal, the process of solving the complaint will begin. Before a complaint is filed, please try to resolve the issue with the teacher through communication.

STEPS TO ADDRESS CONCERNS

Step #1: Contact the Teacher

Many problems can be solved by talking with the teacher first. This can be done via the phone, send a letter, or scheduling a conference with the particular teacher. Many teachers use school-based social media such as Remind, Class Dojo, and Blooms to establish direct lines of communication. Look for information sent home by teachers at the beginning of the school year for their class app. If the problem cannot be resolved to your satisfaction, then proceed to the next step.

Step #2: Contact the School Principal

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

Step #3: Contact the Superintendent

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

Step #4: Contact the Board of Education

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

VISITORS

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

WITHDRAW OR TRANSFER

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

STUDENT RECORDS

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

CHILD CUSTODY REGULATIONS

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

CONFIDENTIAL RECORDS

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents or the adult student. The only exception is to comply with State and Federal laws that authorize the release of such information without consent.

PARENTAL ACCESS TO RECORDS

1. Parents requesting access to their child's records must be granted access within 45 days of the request.
2. Parents have the right to receive copies of their child's record. The school may charge the actual cost of duplicating the record.
3. Parents have the right to a response from school officers to reasonable requests for explanations and interpretations of those records.
4. A divorce or change in custody does not change the rights of a natural parent to their child's records.
5. A non-custodial parent may request and receive a copy of the child's report card, the permanent records, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions regarding the child.
6. Stepparents have no rights to records, reports, or conferences unless these rights are conferred on them in writing by the custodial parent.

OUTSIDE AGENCIES

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

FIRE, TORNADO AND SAFETY DRILLS

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

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

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

STUDENT HEALTH

IMMUNIZATIONS

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

INJURY/ILLNESS

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

EMERGENCY MEDICAL AUTHORIZATION FORM

State law requires that all students must have a completed Emergency Medical Authorization Form signed by a parent/guardian on file in the school office. **Failure to turn in forms may result in the student being excluded from school within 14 days.** Notify the school if any telephone numbers, address or contacts have been added or changed during the school year. No student will be released from school without parental permission unless a serious or life-threatening condition warrants transportation to an emergency room. A reasonable attempt to contact the parent/guardian prior to transport will be made. If a parent/guardian is not present to ride with the student in the emergency vehicle, a school staff member will accompany the student and meet the parent/guardian at the hospital.

CONDITIONS THAT MAY REQUIRE EXCLUSION FROM SCHOOL

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

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

NO NIT POLICY

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

USE OF MEDICATIONS

The North Fork Board of Education shall not be responsible for the diagnosis and treatment of student illnesses. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when authorized by a physician or licensed prescriber. **For the safety of our students, the transportation of all medication and medical supplies to and from school is the responsibility of the parent/guardian. Medication may not be transported on the bus. Any medication or medical equipment remaining at the end of the school year will be discarded one week after the last day of school.**

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

PRESCRIPTION MEDICATIONS

Before any prescription medication or treatment may be administered to any student during school hours, the North Fork Board of Education requires the student's physician/licensed prescriber and parent/guardian to complete a Medication and Treatment Authorization Form. This form is to be renewed each school year. This document shall be kept on file in the school office. Prescription medication must be in the original container, labeled with the date, student's name, prescriber's name and exact dosage. Staff designated by the superintendent and or District Nurse may administer prescription medication or treatment as authorized in writing on the authorization form by a physician/licensed prescriber and parent/guardian. All prescription medications must be stored and locked in the school office. However, students shall be permitted to carry and use an asthma inhaler or Epi-Pen with prior written permission from parent/guardian and licensed prescriber as indicated on the Medication and Treatment Authorization form. All medications are to be provided by the parent/guardian and may not be transported on the bus.

NON-PRESCRIPTIONS/OVER-THE-COUNTER MEDICATIONS

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

HEALTH SCREENING PROGRAMS

The North Fork Local School District is continually concerned about the welfare and progress of children in the school. In an effort to consider your student's educational needs, the school conducts a variety of health screenings under the supervision of the school health staff and the speech/language pathologist to provide important information about each student. You will be notified if any of the screenings

indicate problems or if there is a need for further medical advice. If you do not wish your student to participate in any of these screening programs, please contact the school immediately. The evaluations that may pertain to your student (age and/or need appropriate) are listed below:
-speech/language screening
-hearing screening
-vision screening
-postural screening
In addition to these screenings, the nurse and speech/language pathologist cooperate with students, teachers, parents, administrators, guidance counselors, community agencies, physicians and other pertinent professionals as deemed necessary.

MEDICAL CONCERNS

A school has a high concentration of people and therefore it is necessary to take specific measures to ensure the health and safety of the group. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease (as defined by the ODH per their guidelines). Students must be noncontagious and fever/vomiting free for 24 hours without medication to return to school.

A Medical History Form must be filled out by every parent/guardian upon enrollment to the district for the purpose of identifying chronic, predictable health concerns, including allergies to foods or insects. Parents/guardians are responsible for updating this form immediately if changes occur with the student. Please notify the office staff and District Nurse of any changes.

CONTACT

Jenn Wygle: jwygle@northfork.k12.oh.us
Please visit: northfork.k12.oh.us and click on: "District Services" and "Nurse" for more information.

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS

PBIS is a process supported by the Ohio State Department of Education and Newton/Utica Elementary School to teach desired behavior, identify and respond to undesired behaviors and recognize positive behaviors in students. The tier system of supports helps the whole child on their academic, behavioral and social emotional well-being.

LEADER IN ME

Students will learn and practice the habits of Leader in Me to guide the choices they make during their time in elementary school. Following these habits, students will discover their unique strengths and talents to gain their highest potential.

- Be Proactive
- Begin with the end in mind
- Put first things first
- Think win-win
- Seek first to understand, then to be understood
- Synergize
- Sharpen the saw

STUDENT RECOGNITION

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

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.

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. Excessive tardiness is subject to disciplinary action as described in the discipline section.

ABSENCES - Due to new guidelines, student absences are no longer recorded as half or whole days. Absences are calculated by the total of time missed. All absences will be counted as an unexcused absence until an excuse is provided to the office. When a professional excuse is provided, the absence will be considered as a medical absence. Professional excuses must be on business letterhead or a business form. All excuses should be provided within three (3) days of returning to school. Parent notes will not be counted as professional excuses.

EXCESSIVE ABSENCES (EXCUSED & UNEXCUSED COMBINED) (O.R.C 3321.191)

A parent or guardian will be notified if a student has **excessive absences** which are defined as:

- Student is absent 38 or more hours in one school month with or without a legitimate excuse.
- Student is absent 65 or more hours in one school year with or without a legitimate excuse.

HABITUAL TRUANCY (UNEXCUSED ABSENCES) (O.R.C 3321.191)

A parent or guardian will be notified if a student is habitual truant which is defined as:

- Student is absent 30 or more consecutive hours without a legitimate excuse.
- Student is absent 42 or more hours in one school month without a legitimate excuse.
- Student is absent 72 or more hours in one school year without legitimate excuse.

Any child between the ages of six and eighteen, i.e. compulsory school age, who becomes Habitually Truant the school will create an Absence Intervention Team. The team will include the student, parents, staff and the attendance officer to create an Absence Intervention Plan. The student has 60 days to implement the plan. If the student does not make progress on the plan, as determined by the team, the attendance officer must file a complaint in the juvenile court against the student.

If at any time during the implementation of the plan, the student is absent without legitimate excuse 30 or more consecutive hours or 42 or more hours in one school month, the school must have the attendance officer file a complaint against the student.

EXCUSED ABSENCE WITH LEGITIMATE EXCUSE (O.R.C 3321.04)

The Ohio Revised Code states that every parent, guardian, or other person having charge of any school age child must send such child to a school. 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. 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 is required)
2. Illness in the family necessitating the presence of the child
3. Death in the family
4. Work at home due to the absence or incapacity of a parent or guardian
5. Observance of a religious holiday
6. Medical or dental appointments (a written physician statement verifying the appointment is required)
7. Medically necessary leave (ordered by a doctor)
8. Emergency or set of circumstances the Superintendent constitutes as a good and sufficient cause for absence from school.

Absences from school for reasons other than those listed above will be considered unexcused.

NOTIFYING THE SCHOOL OF ABSENCES

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

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

STUDENT SIGN OUT/SIGN IN PROCEDURE

Any student leaving school during the day must be signed out in the office by parent, guardian, or preauthorized adult. Students are not permitted to leave or ride with anyone other than their parent/guardian or an adult designated by their parent/guardian.

Students returning to school after signing out must sign in at the office upon arrival. Students arriving late for school must sign in at the office.

SCHOOL PROCEDURE FOR REPORTING ABSENCES TO PARENTS

If the school is not contacted by the parent/guardian prior to an absence, the school will make a reasonable attempt to contact the parent/guardian at home or work. Automated calls from our One Call System will go out around 10:00 am each day.

Every reasonable attempt will be made to inform parents/guardians by mail when their student has

accumulated 30 consecutive hours, 42 hours in one month, or 72 hours in one school year of unexcused absence from school. Students who meet any of these "Habitual Truant" triggers will be referred to the county attendance officer and an Attendance Meeting may be held involving the student, parent, attendance officer, and officer of the Juvenile Court.

PRE-PLANNED ABSENCE REQUEST FORM

When a student misses in-class discussion and collaborative learning experiences, it adversely affects their academic progress. Planning vacations and family trips during the school year is strongly discouraged, however, we understand in certain circumstances school year trips cannot be avoided. Students who already have excessive absences may not be granted excused, pre-planned absences.

The PRE-PLANNED ABSENCE REQUEST FORM and a HOMEWORK REQUEST FORM must be completed and submitted to the building Principal at least five (5) school days prior to the absence. Failure to follow this procedure may result in the absence being considered unexcused and no credit given for work missed during the absence.

The Pre-Planned Absence Request Form and Homework Request Form can be found by going to:
www.northfork.k12.oh.us
Go to the Schools tab
Click on the appropriate school (Newton or Utica Elementary)
On the right-hand side under Quick Links, click “Pre-Planned Absence”
The Homework Request Form is attached to the Pre-Planned Absence Request Form.

MISSED ASSIGNMENTS & MAKE-UP WORK

It is the responsibility of the parent/student to arrange for and complete missed assignments due to absence. Parents may either email their teachers during the absence or immediately upon return to school to 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. Students who miss three or more consecutive days of school may request assignments to be collected.

EMERGENCY CLOSING

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

RADIO

WCLT -1430 (AM)	WHTH – 790 (AM)
WNKO – 101.7 (FM)	WMVO – 1300 (AM)
WQIO – 93.7 (FM)	WNCI – 97.9 (FM)

TV

WCMH Channel 4	WBNS Channel 10
WSYX Channel 6	FOX Channel 28

CANCELLATION OF ACTIVITES

All after school activities are automatically cancelled when school is closed.

ONE CALL

The district will use the One Call Now system to inform parents/guardians. Please go to **the district's homepage under Parents Tab and register** to be included in these calls. This system will also be used for general announcement calls.

EARLY DISMISSAL

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

STUDENT SERVICES

STUDENT FEES, FINES AND CHARGES

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

NON-SUFFICIENT FUNDS

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

WAIVER OF FEES

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

FREE AND REDUCED LUNCHES

Children need healthy meals to learn. The North Fork Local School District offers healthy meals each school day. Every family should fill out an application to see if you qualify and it also helps the district out as a whole with certain services such as our Title services. Applications need to be filled out every school year to qualify for each year and are available online through PaySchools and the offices have paper copies as well.

NORTH FORK – Newton and Utica Elementary Fee Schedule 2024-2025

Kindergarten

Art Fee	$4.00
Headphones	$5.75
ELA Workbook	$15.00
My Math Workbook	$22.00
Total	$46.75

1st Grade

Art Fee	$4.00
ELA Workbook	$15.00
My Math Workbook	$22.00
Total	$41.00

2nd Grade

Art Fee	$4.00
ELA Workbook	$15.00
My Math Workbook	$22.00
Total	$41.00

3rd Grade

Art Fee	$4.00
ELA Workbook	$15.00
My Math Workbook	$22.00
Total	$41.00

4th Grade

Art Fee	$4.00
Agenda Fee	$4.50
ELA Workbook	$15.00
My Math Workbook	$22.00
Total	$46.00

5th Grade

Art Fee	$4.00
Agenda Fee	$5.00
Music Fee	$1.00
Science Lab Fee	$5.00
ELA Workbook	$15.00
My Math Workbook	$22.00
Total	$52.00

LOST AND FOUND

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

ELECTRONICS / CELL PHONES POLICY

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

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

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

STUDENT PROPERTY

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

SCHOOL PROPERTY

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

ACADEMICS

FIELD TRIPS

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

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

GRADING

Progress Book Parent Access is available for parents of students in the North Fork Local School District. The web-based program allows parents to access classroom information such as homework assignments, view messages from your child's teacher, view cumulative progress of your child, and view your student(s) interim reports and report cards online. If you need a parent registration key to setup your Parent Access Account, please contact Kim Watson via email at klwatson@northfork.k12.oh.us.

Midway through each grading period, interim reports are issued to inform parents of their child's progress. Interim reports are issued for students in grades 3-5. Grade cards will be issued four (4) times per year. Both interim reports and grade cards will be accessible online through the Progress Book Parent Access site. The school will provide paper copies of the interim report and report card on an as needed basis only. Parents must annually notify the school secretary if a paper copy is needed.

Grades K - 2	Benchmark indicator checklist using K – 2 categories listed for content area classes i.e. Reading, math and writing. Art, music, physical education, science, social studies, technology and health will receive "S" or "U" grades each nine (9) weeks.
Grades 3 – 5	Letter grades will be given each nine (9) weeks in all academic subjects. Art, music, technology, and physical education will receive "S" or "U" grades. Benchmark indicator checklist will be used for 3rd grade categories listed for content area classes.

Grading Scale (Grades 3 through 5)

90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
0-59	F	.0

Determining Year End Grades K – 2

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

Determining Year End Grades 3-5

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

HOMEWORK

Homework will be assigned to reinforce skills learned in school and to develop responsibility in completing tasks. Homework can be defined as unfinished classwork, long term projects, weekly review sheets, studying for tests, quizzes, math facts, etc. Each teacher will communicate their Homework Expectation Policy in the classroom and posted on their website. Parents/guardians should check the student's assigned/graded work in Progress Book. A student is allowed an amount of time equivalent to the time of absence to make-up assignments.

PARENT/TEACHER CONFERENCES

Newton/Utica Elementary will hold Parent/Teacher conferences on specific dates throughout the year. Please check the school website for dates and scheduling instructions of Parent/Teacher conferences. These occasions are meant to help open the lines of communication between parents/guardians and teachers. If additional time or conferences are needed, arrangements may be made through the teacher or by contacting the office.

PROGRESS REPORTS/REPORT CARDS

Interims and report cards can be found on Progress Book. Parents/guardians have on-going access to their student's academic progress through Progress Book. Contact the Newton/Utica Elementary school office for information on how to receive login information.

INCOMPLETE ON REPORT CARD

Student who are absent or suspended at the end of the grading period, may receive an incomplete. Follow the absence policy for allotment of time. Incomplete work not made up within this time may result in a failing mark being recorded.

PROMOTION, RETENTION, PLACEMENT

In making decisions concerning proper grade level assignment (**retention and promotion**) the following areas will be taken into consideration:

- student's academic progress
- developmental age of the student
- social and emotional well-being of the student
- attendance of the previous year
- test results

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

Kindergarten students who have successfully mastered the majority of the benchmarks and standards as indicated by the State of Ohio readiness skills, and have developed both social and emotionally will enter first grade.

First and Second- Promotion in grades one and two will be based predominantly on their reading, writing, and math assessments. Lack of progress in one area will warrant consideration for placement or retention. Placement or retention may be considered due to previous retention and/or social and emotional development.

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

Fourth and Fifth- Promotion in grades four and five will be based upon successfully passing the major subjects of, math, English Language Arts (ELA), social studies, science and the minor of, music, P.E., computer, and art. Those students who receive a failing grade in one (1) major and/or two (2) minor subjects will be placed. Failure of two (2) major subjects will result in retention. Placement or retention may be considered due to previous retention and/or social and emotional development.

* Notification of possible retention will be discussed at parent/teacher winter conferences and clearly stated on the third and fourth period report cards. Parent notification is a requirement.

STUDENT ASSESSMENT

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

TESTING

Kindergarten- KRA (Kindergarten Readiness Assessment)

The KRA tests basic entry-level skills such as letter and number recognition. This test is given within the first 20 days of the school year.

Kindergarten through Fifth Grade- Reading Diagnostic Plan

Fall reading diagnostic testing will be given within the first thirty (30) days of school. Any students in grades K-3 determined to be "not on track" will have a reading plan (R.I.M.P.) developed by a team consisting of principal, teachers, and parents.

Ohio State Testing

Ohio is expected to continue online assessments during the 2024-2025 school year (OST Assessments) for grades 3-5. Additional information and dates will be communicated with parents when reliable information becomes available.

SUPPORT SERVICES

RESPONSE TO INTERVENTION

Newton/Utica Elementary has established a Multiple Tiered Systems of Support, or MTSS, previously known as Intervention Assistance Team, for students at risk or struggling in class. The MTSS is composed of teachers, school counselor, administrator, student and possibly parent.

SCHOOL COUNSELOR SERVICES

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

HOTLINES

Handouts are available from any school counselor or the office.
2-1-1: Text your zip code to 898211 or call 740-345-HELP or 800-544-1601

NORTH FORK LOCAL SCHOOLS

COMPUTER RESPONSIBLE 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.

The North Fork Local School District is granting you access to its network and technology resources. This is just one way of many we are enhancing the mission to teach the skills, knowledge, and behaviors you will need for college and career readiness. All students have access to technology in the classrooms, libraries, labs and iPads. Access is considered a privilege.

As a responsible citizen and a NFLS student, you are expected to use these resources and technology in a meaningful, safe and responsible way. Technology is a tool that is used to expand your horizons and learning opportunities. As a responsible citizen and user of the districts resources you should demonstrate courtesy, respect and have integrity.

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 their student's access to the Internet.

When you sign this agreement, students acknowledge the following rules and conditions:

- Students will use technology in a safe, responsible way.
- Students will use technology in productive and appropriate ways for school related purposes.
- Students understand that all district equipment, network, their district accounts, iPads etc. are property of North Fork Local School District. Their use can be monitored at any time without their knowledge or consent.
- Students will avoid using resources in a disrupting manner that may also affect others.
- Students will use email and other means of communication responsibly.

Students will not use any type of electronic device to post any negative comments regarding staff and students. This includes but isn't limited to, posting or sending threatening and non-threatening messages, pictures, videos, etc. through any type of social media

- Students will protect their personal data as well as the data of their peers. Students will abide by all confidentiality requirements in federal and state law, including but not limited to the Family Educational Rights and Privacy Act.
- Students will respect the political views of others by not using district resources for political advertising, lobbying or campaigning.
- Students understand that the district resources should not be used for the promotion of commercial goods or personal gain.
- Students will conserve district resources through proper use of video or audio streaming and network bandwidth. Using the school network without prior approval is prohibited. This applies but not limited to hosting websites, file servers, gaming sites, email systems, VPN, etc.
- Students will use technology in accordance with laws of the United States and the State of Ohio, including but not limited to the following:
    - Criminal Acts – including but not limited to "hacking" or attempting to access computer systems without authorization, harassing email, cyber bullying, cyberstalking, child pornography, vandalism, tampering with systems, etc.
    - Libel - including publicly defaming people through published material on the internet or in email, etc.
    - Copyright Protections - copying, selling or distributing copyrighted material without the express written permission of the author or publisher or engaging in plagiarism. Students should assume things on the Internet are protected by copyright.
- Students should use the account assigned to them. They will not share their password with other students or use another's account for any reason.
- Students will obtain permission from any individual before posting any picture, video or audio of that said person online. Students are prohibited from filming or taking pictures of staff members and other students in any manner unless granted permission as it relates to the educational process.
- Students will not use technology resources to access inappropriate content. This includes but is not limited to, content related to pornography, weapons, hate speech, academic dishonesty, etc.
- Students understand that district administrators will deem what conduct is inappropriate use if such conduct is not listed in this agreement.

- Students will be given an assigned device for educational use. Personal devices will not be permitted to connect to the school network.
- North Fork Local School District will provide instruction for their students regarding appropriate use of technology and online safety and security.
- 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 damage's 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

Students understand and will abide by the above Responsible Use Policy. Should a student violate the policy, they understand that the consequence of their actions could include suspension of computer and iPad privileges, disciplinary action up to and including expulsion, and/or referral to law enforcement.

STUDENT: As a user of the North Fork Local School Districts computers/network and the Internet, you are agreeing to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.
PARENT/GUARDIAN: Your signature indicates that you have read the Computer Acceptable Use Agreement and have discussed the contents with your child.

PARENT/GUARDIAN/STUDENT:
Your signature in *the Responsible Use Agreement* section on the *North Fork Local School District Signature Form* for the current school year is equivalent to signing this form and indicates that your have read the terms and conditions of this agreement carefully and understand their significance. Please keep this copy for your records.

Rev. 03/06/2023

GIFTED

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

The North Fork Local School District shall submit, as required, an annual report to the Ohio Department of Education. The district superintendent or designee shall implement all policies and procedures in accordance with law, rules, and regulations and follow the Model Policies and Plans for the Identification of Children Who Are Gifted. For complete information, please refer to the district website at: www.northfork.k12.oh.us
Click on: “District Services”
Click on: “Gifted Services”

TITLE I SERVICES

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

SOCIAL-EMOTIONAL SUPPORT SERVICES

Counseling services are provided to support the positive growth and development of the entire child, including the academic and social-emotional well-being within the school setting, the home setting and the community. Social-Emotional Learning Standards (SEL) are met with character education programs that are in conjunction with the assistance of outside agencies such as Hospice of Central Ohio, Pathways of Central Ohio, Therapy Dogs International, and Leader-in-Me (to name but a few).
Other counseling services include small groups that address a specific set of skills over several visits and designed to be short-term. Individual counseling is also available by self-referral, teacher referral, administrator referral, or parent referral. Parental consent is required for group counseling and individual counseling that extends beyond six (6) visits. Counselors additionally make referrals to outside agencies for students and families requiring more specialized care.
Topics discussed in the counseling session shall remain confidential, however as counselors, we are obligated to breach confidentiality in the following conditions: if a student poses an imminent threat to self or others; state laws mandate reporting of suspected child abuse or neglect; a court of law required the testimony of student records; the student gives consent to divulge a topic discussed in the counseling session. As counselors, we may consult with other school professionals, but only the necessary information will be shared to achieve the goals of the conference.

STUDENT CONDUCT

CODE OF CONDUCT

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

DRESS AND GROOMING

Our rules are designed to provide the best atmosphere for learning. It is our hope that parents will guide their children so that they do not encounter problems with their appearance. Violation of rules may lead to parent contact, detention, and/or suspension. Judgement by the Principal in matters of dress and appearance is final. The responsibility for a student's appearance is the function of the student and his/her parents. These general guidelines may be helpful:

1. Clothing, hair and body should be clean.
2. Students are expected to dress appropriately at all times. Any articles of clothing, accessory, or hairstyle that disrupts the educational process or presents a safety risk, is not permitted.
3. Clothing worn may not have holes, rips, or tears.
4. Clothing or personal items with writing that is profane, obscene, offensive, degrading, gang and/or hate-group related, or that disrupts the school process are "unacceptable."
5. Clothing or personal items with logos of or encouraging use of drugs, tobacco, or alcohol products, weapons, pornography, death or violent images, is not permitted.
6. Students may wear shorts or skirts, but they must be appropriate in style and longer than fingertip length. Shirts must cover their stomach.
7. Students must wear footwear. Flip flops are not acceptable footwear. Sandals and Crocs must have heel straps. Heelys (shoes with wheels) are not permitted.
8. Gym/Tennis shoes must be worn or brought to school to change into on days your student has P.E. class.

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

EXPECTED BEHAVIOR

Each student is expected to behave in ways that are:

- Respectful
- Responsible
- Safe

BULLYING (O. R. C. 3313)

Ohio law 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. Is there documentation of 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.

NON-DISCRIMINATION

In accordance with federal and state laws and regulations and Board policies, any student or parent of a student who believes that the student has been discriminated against based upon race, sex, sexual orientation, religion, national origin, age, gender identity or expression, ancestry, familial status, military status or disability, may bring forward an informal or formal complaint to the building administrator. Whenever possible and practical, an informal solution to the alleged complaint is encouraged and should be attempted. If an acceptable informal solution cannot be attained, formal complaint procedures shall be followed as set forth in Board policy.

DISTRICT COMPLIANCE OFFICERS	
DOUG LUNSFORD STUDENT SERVICES DIRECTOR 740-892-3215	BRIAN RADABAUGH ACTIVITES DIRECTOR 740-892-2855 EXT. 2016

SEARCH & SEIZURE

School authorities are charged with the responsibility of safeguarding the students in their care. In the discharge of that responsibility, school authorities may search the person or the personal belongings of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Note. Disciplinary action may be adjusted and the disciplinary cycle may be altered at the discretion of the administrator depending on the severity of the infraction.

DISCIPLINE

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

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the consequence match the severity of the incident.
Two (2) types of discipline are possible, informal and formal.

INFORMAL DISCIPLINE

Informal discipline takes place within the school. It includes:

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

DETENTIONS

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

FORMAL DISCIPLINE

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Suspension, expulsion, and permanent exclusion may be appealed to the superintendent.
Students being considered for suspension, expulsion, or permanent exclusions are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the violation and given the opportunity to respond.

STUDENT DISCIPLINE RULES

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

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

Rule 1: Assault and Fighting

A student shall not cause or attempt to cause physical injury to another person.

Rule 2: Damage and/or theft of school property

A student shall not cause or attempt to cause damage to school or private property, steal, or attempt to steal school or private property.

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

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

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

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

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

a. Students violating Rule #7 will be suspended from school for a period of 10 days and the principal may recommend to the superintendent that said student be expelled from school, up to the limits of the law. However, the first time a student violates the alcohol and drug rules during their K through fifth grade career, the principal can reduce the suspension to 3 days providing the student enters and completes an approved substance abuse education or treatment program. Further offenses will receive 10-day suspensions and a recommendation for expulsion. The recommendation for expulsion can be dropped if a student again enters a substance abuse treatment program.

Rule 8: Smoking or Possession of Tobacco
A student shall not possess or use tobacco which also includes vaping/vape pens.

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

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

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

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

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

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

EXPLANATION OF DISCIPLINE TERMS
SUSPENSION

- The principal may suspend a student for not more than ten (10) days or beyond the end of the school year in which the incident that gave rise for the intended suspension.
- The student shall be provided an opportunity to appear in an informal hearing with the principal and shall have the right to challenge the reasons for the intended suspension and to otherwise explain his/her actions. This hearing can be held immediately. A parent or guardian will be contacted before any student is sent home to serve a suspension from school.
- During the time of suspension, the student's class work may be completed; however, NO CREDIT will be given without the consent of the staff member.
- Within twenty-four (24) hours of the suspension, a letter will be given to the child, parent, guardian, or custodian of the student stating the specific reasons for the suspensions and the length of it. This letter shall include a notice of their right to appeal the suspension to the Superintendent or Board of Education and the right to be represented by legal counsel at the appeal and to request such appeal to be held in executive session.
- The Board may, by the majority vote of its full membership, or by the action of its designee, affirm the order of suspension or may reinstate such pupil or otherwise reverse, vacate, or modify the order of suspension.
- The decision of the Board of Education or its designee may be appealed to the Court of Common Pleas in accordance with Chapter 2506 of the Ohio Revised Code.

EXPULSION

- Only the Superintendent may expel a student. Expulsion is the removal of a student for more than ten (10) days duration, but not to exceed the maximum numbers of days approved by law.
- The Superintendent will give the student and parent written notice of the intended expulsion, including reasons for the intended expulsion. The notice shall also state that the student and parent or representative shall have the opportunity to appear in person before the Superintendent or designee to challenge the reasons for the intended expulsion or to otherwise explain the student's action. The notice shall further state the time and place to appear, which must not be less than three (3) days or later than five (5) days after the notice is given, unless the Superintendent grants an extension of time at the request of the pupil or his/her parent.
- Within twenty-four hours of the expulsion, the Superintendent will notify the parent and the clear of the Board of the expulsion in writing. This notice shall include the reasons for the expulsion, the rights of the student or parent to appeal the Superintendent's decision to the Board of Education or its designee, the right to be represented by legal counsel at the appeal and the right that the hearing be held in executive session. O.R.C. 3313.66, 3313.661, Board Policy #5610.
- Any action taken by the Board of Education or its designee regarding the expulsion shall take place in public session.
- The Board may, by a majority vote of its full membership or by the action of its designee, affirm the order of expulsion or may reinstate such pupil or otherwise reverse, vacate, or modify the order of expulsion.
- The decision of the Board of Education or its designee may be appealed to the Court of Common Pleas in accordance with Chapter 2506 of the Ohio Revised Code.

BYLAWS & POLICIES

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

EMERGENCY REMOVAL

If a student's presence poses continuous danger to a person or property, or an ongoing threat disrupting the academic process, the principal or a credentialed staff member may remove the student from a curricular or extra-curricular activity for a period of less than twenty-four (24) hours and is not subject to suspension or expulsion, the requirements of notice and a hearing do not apply.