

ADMINISTRATIVE POLICIES 2019-2020

THE NORTH FORK SCHOOL, MCCALL, IDAHO 83638

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Safety Policy

The following policies are adapted from those of The Thacher School in Ojai, CA

North Fork School families possess varying backgrounds -- socioeconomic, racial, and religious -- but all are interested in ensuring their children's learning opportunities. The North Fork School demands that applicants show a personal commitment to hard academic work and high personal integrity, and does not discriminate on the basis of race, gender, religion, social class, sexual orientation, or disability.

It is the intent of the North Fork School to create an atmosphere where students appreciate and cherish the life of the mind. To that end, teachers aim to maintain a safe learning environment that reflects basic values of hard work, responsibility, honesty, and respect.

The Major Rules

The North Fork School community of learners nurtures the differences among people, and strives to make the School a comfortable and safe place for all. In pursuit of this ideal, we demand high principles of honesty and honor, and a drug- and alcohol-free atmosphere. Violations of the following four rules will result in disciplinary action:

I. Honesty

Dishonesty of any kind, including plagiarism, lying, cheating, or stealing is a violation of our rules. Students are expected to take full personal responsibility for their actions, and to be forthright, telling the entire truth when asked about their involvement in any kind of offense.

II. Respect for Self, Others, and Community

Actions dangerous to the health, safety, or well-being of other persons, including the expressions of racial, ethnic, religious, or gender-related intolerance, or other forms of willful and malicious harassment; the infliction or threat of personal injury; taunting; the willful destruction of property each constitutes a violation of our rules. Students may not use their age, size, gender, or personal relationships to intimidate, threaten, or physically harm another student.

Policy on Sexual Harassment

Sexual harassment is not tolerated in any form at The North Fork School. No member of the community -- faculty, staff, or student -- may harass another.

Sexual harassment is defined as inappropriate attention to an individual's gender and "has the purpose or effect of unreasonably interfering with [that individual's] work performance or creating an intimidating, hostile, or offensive atmosphere."*

*From the Equal Employment Opportunity Commission

Sexual harassment can be verbal or physical.

Verbal harassment may include:

- sexual innuendoes and comments; suggestive remarks about one's clothing, body, or sexual activities; and suggestive or insulting sounds
- personally offensive humor or jokes about sex
- sexual propositions, invitations, or other pressure for sex
- comments in writing

Physical harassment may include:

- inappropriate touching or feeling
- obscene gestures
- deliberate brushing against body
- attempted or actual kissing or fondling
- sexual assault

Any student who feels victimized by any form of harassment, or who has witnessed it, is urged to report harassment of any kind to a teacher or parent. Parents who are aware of such incidents are asked to inform the school immediately so that disciplinary action may be taken.

It is important to remember that actions can and will be judged regardless of intent; harassment is often unintentional and the result of ignorance, and though it can sometimes be understandable, this behavior is never acceptable and will always be addressed.

III. Drugs, Alcohol, and Tobacco

Use, exchange, possession, or being under the influence of unauthorized drugs, marijuana, tobacco, or alcohol is unacceptable. Students in the company of someone using such substances, even if they themselves are not using them, are liable for disciplinary action. Students providing drugs, alcohol, or tobacco to other students will be expelled.

IV. Firearms, Fireworks, and Fire

All firearms, weapons, replicas of weapons, or dangerous instruments of any kind are prohibited from the North Fork School site. Teachers will confiscate any dangerous materials from students who bring such items onto school grounds, and will call that student's parents immediately. Students possessing, exhibiting, or threatening others with any weapon, or disrupting school activities by exhibiting a replica of a weapon, may be suspended or expelled.

No fireworks or flammable materials, including lighters, matches, candles, or incense, may be brought onto the North Fork School site by students. Students using the stove for

heating water should use potholders, and should turn the burners off before removing pots from the stove. Students may not tamper with fire equipment in any way.

Discipline Policy

The North Fork School promotes an atmosphere of mutual respect and open communication that allows for immediate, creative resolution of discipline problems. All parents and students review the Digest of Community Regulations and the Homework Policy before September.

In the event of three incidents of failure to complete homework on time for class, disruptive behavior, or insolent attitudes, parents will be called that day to remove their student from class until a behavior contract is signed, and parents, student, and teachers have had a chance to meet. Breach of the signed contract will result in immediate suspension from the program.

Students may apply to return to their classes the following month, on a month-to-month probationary status. All missed assignments and reading must be completed to receive credit for the class. Readmitted students who fail to adhere to the stipulations of the signed behavior contract will be summarily dismissed.

Attendance Policy

Consistent attendance is essential to students' academic success. While the North Fork School is very flexible in accommodating the race schedules and family needs of active students, even excused absences negatively impact performance. There is simply no way a student can "make up" missed discussions or in-class activities by doing extra reading at home.

With the ideal of 100% attendance in mind, North Fork School teachers will:

- Take daily attendance
- Note late arrivals on the attendance record
- Note # of class days and # of missed classes on student evaluations

Due to the small sizes of our classes, we request that parents notify teachers well in advance of planned absences, so that lesson plans may be adjusted if necessary. As class discussions are more effective when the entire class is present, allowing teachers to plan around such absences benefits the entire class.

Students who miss more than 35% of scheduled class meetings will not receive credit for that class.

Tardy Policy

A student will be considered “tardy” if he arrives fifteen minutes after the start of class. Tardy arrivals will be noted on the attendance record; each student who is tardy more than three times per quarter will meet with his/her parents and the Head of School to discuss the application of a behavior contract. Disciplinary action will follow guidelines stipulated in the Behavior Contract, which will be signed by the student, his parents, and the Head of School.

Graduation/Exiting Requirements

High School

A composite grade point average of 2.0 (C) is required to receive credit from The North Fork School toward a MDHS diploma. For the 2019-2020 school year, offered High School credits are as follows:

- two 4.0 credits: Honors English I or III, AP Language
- two 4.0 credits: Honors World History
- two 4.0 credits: French I, French III

At the end of each quarter, all students receive written comments from their teachers. These comments, along with grades to date, are sent home to parents. Only semester grade reports (without comments) & official transcripts are sent to the MDHS counselor’s office for recording in students’ transcripts.

The High School grading rubric is available for perusal on our website at <http://www.northforkschool.net/GRADES.html>

Middle School

Each North Fork School class has its own set of required written pieces, vocabulary, and creative work. To receive credit for the class, all required pieces must be completed, and placed in Final Folders. Credit will not be given for incomplete work.

The North Fork School does grade the work of Middle School students, but it is up to Payette Lakes Middle School or Meadows Valley School whether or not to include NFS grades on their transcripts. Written evaluations are sent home to parents at the end of each quarter. Evaluations give a personal sense of each student’s academic strengths and weaknesses, and indicate areas of improvement and suggestions for further work.

A scheduled conference in March allows students to present their own self-evaluations to their parents and teachers, presenting their portfolio of work and assessing their own progress to date. Students also explain their plan to address any weaknesses at that time, so they may improve their skills in the final months of the year.

Portfolios and Evaluations

All students maintain portfolios of work each year. These portfolios include:

- all drafts of written work;
- peer-graded and teacher-graded written and/or timed essays;
- tests or quizzes on vocabulary, geography, or specific skills;
- editing comments and personal skills lists;
- student self-evaluations of study habits and individual progress;
- Term-end narrative evaluations by all teachers, indicating student strengths, weaknesses, and areas on which to focus improvement in the succeeding academic Term.

Grading Policy

At the end of each semester or quarter, all students receive written comments from their teachers. These comments, along with grades to date, are sent home to parents. Semester grades are sent to the MDHS, PLMS, and MV counselors' offices for recording on students' transcripts.

Each North Fork School class has its own set of required written pieces, vocabulary, and creative work. At this time, the graduation standards for each NFS class are simply that everyone completes all required pieces on the class chart before the end of May each year. Students who have incomplete work will not receive credit for the course.

For MDHS credit, North Fork School teachers must grade student work. This is the general rubric for each "grade"; the list of pieces required for graduating from each NFS course is available at The North Fork School site.

A

Participation, Attitude and Effort [30%]: An "A" is going beyond what teachers ask:

- * having reread and marked the text with notes in the margins;
- * asking for editing help from parents, alumni, & friends, then using that help to turn in your absolute best work to your teacher;
- * offering opinions (and support for them) in discussions, whether they agree with the teacher's opinions or not.

An A student assumes responsibility for the excellent quality of every piece of work, by taking the initiative to ask teachers how to make tests/essays/pieces better and using the advice (skills list, Zinsser, Elements of Style) in every piece.

Participation/attitude [30%]

Vocabulary [15%]: 90% - 100% (average)

Timed SAT Essays [15%]: 5 - 6 (average)

Daily Revisions [20%]: turning in at least two revisions every class day

Editing [20%]: 8 email edits for students in other NFS classes; 15 peer edits

B

Participation, Attitude and Effort [30%]: A "B" is making an effort to do your best work:

- * trying to appear interested,
- * offering opinions from your (marked) text in discussions,
- * doing all assignments on time and to the best of your ability.

Participation/attitude [30%]

Vocabulary [15%]: 80% - 90% (average)

Timed SAT Essays [15%]: 4-5 (average)

Daily Revisions [20%]: turning in at least one revision every class day

Editing [20%]: 5 email edits for students in other NFS classes; 10 peer edits

C

Participation, Attitude and Effort [30%]: A "C" is doing just what teachers ask, no more, no less:

- * plugging in,
- * answering once in a while,
- * acting as if you were in class just because you have to be there.

Participation/attitude [30%]

Vocabulary [15%]: 70% - 80% (average)

Timed SAT Essays [15%]: 3-4 (average)

Daily Revisions [20%]: turning in at least one revision every week

Editing [20%]: 3 email edits for students in other NFS classes; 8 peer edits

D

Participation, Attitude and Effort [30%]: If you want to do "D" work, you should not be in North Fork School classes.

Participation/attitude [30%]

Vocabulary [15%]: 60% - 70% (average)

Timed SAT Essays [15%]: 2-3 (average)

Daily Revisions [20%]: not bothering to turn in even one revision every week

Editing [20%]: 2 email edits for students in other NFS classes; 5 peer edits

Policy for Transferring Credits

The North Fork School (NFS) does not offer its own diploma, so transferring credits onto NFS transcripts is usually not an issue. However, if the NFS were to give credits for incoming students, the incoming credit would have to be from a similar course (curricula review would be necessary, and would be under the auspices of the appropriate NFS teacher of the same curriculum), from an institution accredited by AdvancED / The Northwest Accreditation Commission (NWAC), or by one of its affiliated Regional or National Accrediting Associations.

Dual-credit (i.e. – University of Idaho) or other courses offered to high school students for “college credit,” would not be accepted under this policy, as the rigor of such courses does not meet the requirements of NFS curricula.

When transferring credit to MDHS or other institutions to which NFS students transfer or attend at the same time as they attend NFS, a transcript will be sent to the school’s counseling office immediately upon matriculation or application, whichever is first, and (if enrollment is concurrent), will be updated – in January and in May for high school seniors; in May for all other students.

Policy adopted in September, 2011

Uniform Complaint Procedures

The North Fork School (NFS) has adopted a complaint procedure policy adapted from the MDSD Board Policy of 1995, as NFS operates within the same boundaries as, and shares students with, the McCall-Donnelly School District. Said policy as regards the North Fork School is reworded as follows:

The North Fork School recognizes that the school has primary responsibility for insuring that it complies with state and federal laws and regulations governing private educational programs. The school shall investigate and seek to resolve complaints at the local level, following uniform complaint procedures when addressing complaints alleging unlawful

discrimination or failure to comply with state or federal law in any hiring procedures or educational programs which may be so governed.

The North Fork School prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The North Fork School acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the NFS Administrator or designee on a case-by-case basis.

The NFS Administrator or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the NFS Administrator or designee.

The North Fork School recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. Whenever all parties to a complaint agree to try resolving their problem through mediation, the NFS Administrator or designee shall initiate a mediation process before beginning a formal compliance investigation. The NFS Administrator or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

Adopted: September, 2011

Source: MDSD Policy #5123 – Uniform Complaint Procedures. 1995.

Policy for selection of educational materials

North Fork School teachers may select educational materials that will best provide for multi-discipline, integrated learning of each class in the curriculum. Teachers are free to choose which textbooks, videos, resources, novels, and manipulatives they feel are challenging, but must send a list of these sources to the North Fork School administrator, who will order all books for the school.

Teachers will not buy educational materials on their own without prior approval from the North Fork School administrator. Art teachers will review class needs and order materials after approval for all art classes each year, with an eye toward using and updating current supplies as needed.

Crisis Management/Post-Crisis Recovery

All NFS teachers have written permission to escort students off school property. In the event of a crisis, where evacuation is necessary, teachers are required to pick up the attendance folder (which contains all emergency information and permission forms for all students) and to drive students to the nearest evacuation center, or to their homes, as parents request. Cell phones allow teachers and students to connect quickly with parents; a phone tree for each class offers backup communication in case of a crisis. In the event a teacher is hurt, or police involvement is necessary, students are trained to call 911 and other NFS teachers for assistance from a locked room upstairs.

Post-crisis, McCall counselor Jodie Lea is available to conduct on-site sessions with NFS students and teachers. A meeting of parents and teachers will take place as soon as possible to assess needs and to make a specific plan for dealing with emotional or other trauma associated with the crisis.

Administrative Policies

The Head of the North Fork School shall be the chief supervisory & administrative officer for the school. In that capacity, the Head shall:

- supervise instruction and curriculum development;
- record and revise annual class syllabi to reflect only material actually covered in class;
- assign, supervise, and evaluate teachers;
- supervise the keeping of enrollment, attendance, and other records, and prepare annual accreditation reports and supporting documentation;
- supervise building service personnel as well as the maintenance of buildings & grounds;
- order all books, supplies, and equipment;
- bill families and keep all records of billing and expenses;
- pay subcontractors; keep payroll records and tax information for employees; administer benefit program for eligible employees;
- maintain and develop school website, upgrading pages for fast, easy access, & adding suitable links to useful sites;
- communicate weekly with each current class and all parents through the school website;
- write all newsletters, advertisements, and official school communications;
- review and revise program brochures, including class descriptions, fees, and reading lists, prior to annual program presentation meeting;
- conduct bi-annual meetings with all present and prospective faculty to discuss new program curriculums, fees, class hours, policies, goals, and materials;
- advertise and conduct the annual program presentation to the public;
- review all parent & student class/teacher evaluations with self-improvement

- committee and staff, to assess effectiveness of programs & teachers, and to measure family satisfaction with North Fork School programs;
- address issues of parental concern, including: behavior contracts, teacher accountability, program appropriateness & effectiveness;
 - conduct yearly reviews of the following:
 - ❖ administrative policies;
 - ❖ philosophy & mission statements, and statements of school objectives;
 - ❖ safety, discipline, attendance, and hiring policies
 - ❖ graduation requirements

Policies & Procedures for Personnel Evaluation (includes both certificated and non-certified personnel)

Evaluation Policy – Purpose and criteria:

The North Fork School administrator will evaluate all core content teachers twice per year, once prior to December, and once in the second semester, in order to inform instructional improvement, and to aid in teacher professional development/personnel decisions.

Evaluation criteria will be based on The Charlotte Danielson Framework for Teaching, which includes:

Domain 1: *Planning and Preparation* (Knowledge of Content and Pedagogy; Knowledge of Students; Selecting Instructional Outcomes; Knowledge of Resources; Designing Coherent instruction; Designing Student Assessment)

Domain 2: *Classroom Environment* (Environment of Respect and Rapport; Culture for Learning; Managing Classroom Procedures; Managing Student Behavior; Organizing Physical Space)

Domain 3: *Instruction* (Communicating with Students; Using Questioning and Discussion Techniques; Engaging Students in Learning; Using Assessment in Instruction; Demonstrating Flexibility and Responsiveness)

Domain 4: *Professional Responsibilities* (Reflecting on Teaching; Maintaining Accurate Records; Communicating with Families; Participating in a Professional Community; Growing and Developing Professionally; Demonstrating Professionalism)

Evaluation rubric criteria are modified to reflect North Fork School culture and values, and include specific indicators that align with NFS expectations and procedures. Accordingly, all teachers will be given the actual evaluation rubric to review and understand before any evaluations take place in December.

Evaluations will include, but not be limited to, portfolio reviews, in-class observations, and parent/student input. Observations will be conducted with prior notice, and a staff

meeting will be held in September of each year to discuss expectations, so all teachers will know what actions/activities constitute the four potential levels of performance:

- 1 = “Unsatisfactory”
- 2 = “Approaching Proficiency”
- 3 = “Proficiency”
- 4 = “Mastery”

Teachers will be encouraged to purchase and read [The Framework for Teaching Evaluation Instrument, 2013 Edition: The newest rubric enhancing the links to the Common Core State Standards, with clarity of language for ease of use and scoring](#) by Charlotte Danielson.

All staff will receive written copies of their evaluations, and a copy will be kept in individual personnel files. Although the purpose of these evaluations is primarily to align teaching practice with NFS expectations and values/culture, undue ratings of “Unsatisfactory” could result in non-renewal of contracts.

Every avenue of remediation or further professional instruction will be tried before such action is taken – in short, if a teacher is serious about teaching at NFS, s/he will do everything in his/her power to achieve the desired level of instructional proficiency and knowledge. The Head of School will work with such teachers to determine a measurable course of action to raise proficiency in a reasonable amount of time, as long as the time required does not interfere with students’ learning in a school year.

If it is necessary to replace a teacher based on insufficient performance during the school year, the following policies will be followed:

Pursuant to negative parent/student evaluations, or following concerns expressed by the Head of School to any individual teacher on his/her performance, classroom conduct, or class, a teacher evaluation shall proceed as follows:

- a written evaluation, which will include concerns expressed by parents, students, other teachers, or the school Head, will be provided to the teacher undergoing evaluation;
- within two weeks, said teacher will respond, in writing, to this official evaluation, offering suggestions for ways in which said concerns will be addressed;
- a committee consisting of two parents who do not have students in the class, one parent who does have a student in the class, and the Head of School will visit the class to fill out evaluation forms, and to observe said teacher;
- a post-class meeting will be held to discuss the committee’s observations and recommendations with said teacher; teacher and Head of School will meet privately to discuss committee recommendations and decide future employment status.

Every opportunity will be given to teachers to correct behavior or integrity issues before terminating their association with the North Fork School. However, as teacher

accountability and integrity is integral to our success as a program, the Head of School reserves the right to terminate any faculty position for failing to meet our academic or personal integrity standards. All NFS teachers will comply with the Code of Ethics of the Professional Standards Committee of the Idaho Department of Education.

Monitoring and Evaluation of Personnel Evaluation System: In September of each school year, staff will review and revise this policy. In October, the policy will be reviewed and approved by parents at the annual parent meeting, during which stakeholders will have opportunities to comment on revisions and suggest changes to this (and all NFS) policies. Policies will be altered and revised by the end of December each year, and published for all stakeholders.

Staff Development: All student assessment and teacher evaluation data will be collected and reported in aggregate (not identifying individual teachers) for the purposes of documenting improvement to stakeholders. Such data will be analyzed to inform suggestions for professional development in future years and in the summers following evaluations that indicate a need for improvement.

All teachers meet bi-annually to discuss future program syllabi, fees, hours, and goals. At these meetings, the Head will also review opportunities for staff development relating to NFS programs, including: summer courses, AP certification, and needed professional education.

At this time, all professional development classes are self-funded; however, NFS does try to pay all teacher registration fees for AP Institute summer trainings, as well as half of the required fees for ABCTE certifications.

Procedures for Teacher Hiring

As a non-public cooperative of self-employed tutors, The North Fork School asks teachers to maintain individual subcontractor status for tax purposes. All subcontractors sign the following agreement, affirming both their independence and their record-keeping/tax reporting responsibilities:

This document is to certify that NAME (SS# _____) is teaching SUBJECT at The North Fork School as a subcontractor. S/he has agreed to provide in-class SUBJECT instruction on days determined by The North Fork School schedule during the course of the 2019-2020 school year.

By signing this agreement, NAME verifies that s/he keeps records of all her/his own expenses and income as a professional tutor, and that s/he files a Schedule C, which

includes self-employment taxes, with her/his Federal 1040 return each year.

The North Fork School agrees to pay NAME upon completion of her/his teaching projects each Semester. As an independent tutor, NAME will be responsible for creating syllabi, coursework, and tests for her/his classes, for evaluating students' progress three times/year, and for providing The North Fork School with timely information regarding SUBJECT classes for the NFS website. The North Fork School will purchase all materials and books for the class, and will bill students for all fees.

The North Fork School requires core-content teachers (English, History, Mathematics) to be highly-qualified, and certified by the State of Idaho; all teachers must either hold a B.A. or higher college degree in the subject areas that they teach, or be recognized professionals making their living from their areas of instructional expertise in the larger community. Teachers must also demonstrate a passion for their subject and a strong desire to pass on their knowledge and their love of learning to students.

The North Fork School community of learners nurtures the differences among people, and strives to make the School a comfortable and safe place for all. In pursuit of this ideal, teachers must be role models, exhibiting high principles of honesty and honor, and supporting our drug-free and alcohol-free atmosphere. In addition, teachers must meet our high standards of accountability, agreeing to:

- write thorough evaluations of all students four times/year
- meet with parents when requested, or when necessary
- give extra time to students who request additional help
- request written permission from parents to take students off the NFS site for classes

All teachers will be interviewed, and backgrounds will be checked prior to hiring. Teachers must present local references in addition to verification of degrees and experience. All certified teachers must take & pass the course in Educational Technical Competency as part of their professional development for recertification.

All teachers must be conversant in current technologies, including communicating assignments and instructing students through the NFS website, which is updated weekly for students and for parent communication. Technology will be integrated by every NFS teacher into each subject area through use of internet resources for research, homework, and communication. The Education Links page of the NFS website will be continually updated & used solely for current class assignments in every subject area.

Health Standards & Procedures

All physical plant systems are to be maintained to ensure the health and safety of school occupants. In addition to an annual safety inspection, all proper safeguards and cleaning standards will apply toward keeping the site safe, sanitary, and attractive.

All bathrooms and the school kitchen shall be cleaned every week, or more often, as needed. Antibacterial soaps, clean hand towels, and Kleenex will be available in all appropriate locations. Teachers who allow students to have snacks, tea, or hot drinks should clean up after class, and run the dishwasher if all mugs are dirty.

Parents are requested to notify the School of any contagious or infectious diseases that their children may encounter. The school Head will inform all parents when such a disease has affected a student in any class at the North Fork School.

Medical release forms are kept with attendance records. If it is necessary to take a student to the hospital or clinic, and a parent is not available to do so, teachers must take release form as parental permission for emergency treatment.

Teachers shall hold site evacuation drills twice/year, at unannounced times, by manually engaging smoke alarms. All students are to evacuate building in a quiet, orderly manner, meeting their teacher across the street until further instructions are given. After such drills, teachers will discuss possible scenarios with students, so that all individuals are aware of alternative solutions to unanticipated problems.

It is the intent of the North Fork School to create an atmosphere where students appreciate and cherish the life of the mind. To that end, teachers aim to maintain a safe learning environment that reflects basic values of hard work, responsibility, honesty, and respect. Teachers who are aware of possible depression or suicidal tendencies in students should report such behavior to the Head and to the appropriate counselor at the student's public school. In addition, teachers are required to enforce all safety standards, as outlined in the school Safety Policy.

Records Retention

The North Fork School retains duplicate copies of all student and personnel records at an off-site location. These copies include paper and electronic files at both the NFS site, and at the Head of School's home office in Donnelly, Idaho. All records at both sites are kept in a separate locked room.

Electronic records are backed up every six months. At this time all records are stored intact; a records destruction process will be developed over the course of the next five years.

In the event of school closure, all students and personnel involved in The North Fork School for the past ten years may collect their files from the school within six months. Remaining files will be destroyed by shredding and disposal.

Keys to all locked record rooms and directions for records disposal as well as financial records (passwords and updated instructions, with a current CD of financial records) are retained with personal files and a directive in the safe deposit box of Marie Furnary, Head of School, at US Bank in McCall, Idaho.

Advertising/promotion guidelines & process

(updated January, 2019)

❖ ***The North Fork School, as a brand, represents the success of its integrated curriculum and processes, with teachers working as a cohesive cohort to help students achieve their learning goals through the collegial implementation of all NFS curricula.***

❖ Each April, The North Fork School ad campaign for the upcoming school year is assessed and created with Tomi Grote (Design editor/marketing degree) at The Star News.

The North Fork School runs weekly ads in The Star News from June through September, with additional ads during Winter Carnival, and in April for the Open House.

- ❖ ads which contain quotations or photos MUST BE approved by the stakeholders who are represented before any ads are published.
- ❖ No ads may contain wording which is pejorative toward nor which compare NFS programs to those of the public schools or MDSD.
- ❖ In all end-of-year evaluations, surveys, and emails, stakeholders are asked to submit ideas for more effective advertising, and to offer comments at any time for ways to increase/support a strong enrollment.
- ❖ All Facebook or Instagram posts and website promotions (testimonials, etc.) or blog comments are monitored by Marie, and may never promote individual teachers or personal attributes, except as stated by stakeholders. General, broad (non-specific) statements are prohibited.

All quotes must reflect North Fork School programs, culture, philosophy, or ideals of high academic achievement and student accomplishment. Teachers may not self-promote to advance their own status.

Process for Review of Policies and Procedures

All policies and procedures will be reviewed at the September staff meeting, at the October parent meeting, and at the annual teacher meeting before the presentation of programs in May. All current parents will be invited to attend the October policy review meeting, and all input will be considered when reviewing present policies. As parental interest in involvement with running the school increases, The North Fork School will proceed toward becoming a non-profit school run by a board of parents, teachers, and community members. Until that time, policies and procedures will all be required to meet both accreditation standards for AdvancED/NWAC accreditation, as well as for the standards of the sole proprietor.

As the North Fork School is a privately owned and operated school, tuition and fees are set by the sole proprietor; however, an unreasonable tuition scale would result in there being no programs at all. As interest demands, a review of financial records & accounts is presented to parents for review. Such meetings are essential to stakeholders' understanding of the costs of a private education, and expand parents' knowledge of how their money is spent at The North Fork School.

The 2019-2020 schedule of tuition and fees is available at the North Fork School for perusal, as is the 2018-2019 Balance Sheet, the 2018-2019 Profit and Loss Statement, and a Two-Year Comparison of the 2017-2018 and 2018-2019 school years. These documents will also be provided as evidence in the financial standards file for the AdvancED/NWAC External Review Team in March, 2020.

Even with parental knowledge and informational meetings, until the school is run by a board that accepts fiscal responsibility for all operations of the school, tuition and fees will be set by the sole proprietor alone.

reviewed & updated on 7/11/2019