



**Harding MS/HS
Student & Athletic
Handbook
2018-2019**



Learning Today, Leading Tomorrow

Harding Student Handbook Contact Information

Harding MS/HS
329 Vine Street
Fairport Harbor OH 44077

McKinley Elementary School
602 Plum Street
Fairport Harbor, OH 44077

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Mission Statement

Collaborate. Innovate. Accelerate.

We focus on learning in a collaborative culture, are results oriented and use acceleration to advance our students.



Introduction

This publication provides parents and students with a common basis for understanding the expectations of our school and organization. You will find that our programs provide students with a well-rounded experience that prepares them for success throughout their educational career. We recognize that our students require an education that will prepare them to compete in a global market.

FHS Alma Mater

**Hail to thee, our Alma Mater,
Here's heart and hand to you,
And to your highest honor,
We promise to be true.**

**We salute thee dear old high school,
Our hats are off to you,
We love you now and evermore,
To Fairport High we're true.**

FIGHT SONG

**Drive, drive on down the field
Skippers of white and maroon
Don't let them through that line,
And we will win this game tonight,
RAH! RAH! RAH!**

**So onto victory,
we will cheer them as they go,
Our honor defend,
We will fight to the end,
For Harding High.**

Schools Colors & Insignia

Official Colors: Maroon & White

Students know as: The Skippers

Guiding Principles: Citizenship, Dedication, Honesty & Responsibility



Insignia: Lighthouse





2018-2019 School Calendar & Important Dates

8/16/18	Harding MS/HS Open House 6PM to 8PM
8/21/18	First Staff Day
8/22/18	First Day Students
9/3/18	Labor Day
10/12/18	NEOTA Day-No School for students
10/23/18	End of 1st Grading Period
11/6/18	Election Day Inservice Day (no school for students)
11/22-11/27	Thanksgiving Break
11/26/18	Teacher Comp Day (no school for students)
12/24/18	Winter Break Begins
1/7/19	School Resumes
1/11/19	End of the 2nd Grading Period
1/14/19	Teacher Work Day (no school for students)
1/21/19	Martin Luther King Day -No School
2/18/19	President's Day- No School
3/22/19	End of 3rd Grading Period
3/25-3/29	Spring Break (Classes Resume 4/1/18)
4/19-4/23	Easter Break
4/22/18	Teacher Comp Day (no school for students)
5/27/18	Memorial Day-No School
6/4/18	Last Day for Students
6/5/18	Last Day for Teachers

Student Picture Day: September 24, 2018-8:30 AM

Senior Class Group Picture/Make-Up picture/Auburn Students -November 2, 2018

Interim Reports 9/21/18, 11/21/18, 2/12/18, 4/26/19

Academic Boosters College Financial Information Night (FAFSA Night), October 4, 2018, 6:30 pm Auditorium

20/20 Trip November 19 & 20, 2018

Grades 6-8 Trip to Toronto: May 8-10, 2019

Harding Parent/Teacher Conferences

FALL: October 25, 2018 5:00-8:00

FALL: November 1, 4:00-7:00 *CCP meeting 6:00 PM

Spring: February 13, 2018 3:30-6:30

Spring: February 21, 2018 3:30- 6:30



Bell Schedule

Homeroom 8:13-8:33

		Periods:	Lunch Times
A Block 8:36-9:59	1	8:36-9:16	Grades 7 & 8 10:45 -11:25
	2	9:19-9:59	Grades 9-12 11:28-12:08
			Grade 6 12:11- 12:51
B Block 10:02-10:42	3	10:02-10:42	
	4	10:45-11:25	
C Block 12:11-1:34	6	12:11-12:51	
	7	12:54-1:34	
D Block 1:37-3:00	8	1:37-2:17	
	9	2:20-3:00	

A letter from the Principal:

Welcome to the 2018-2019 school year! My name is Mrs. Katie Rumbarger and I am honored and privileged to serve as the new Harding Middle and High School Principal. I have been a Skipper in teacher form for nineteen years and I fully embrace my new position at Harding. I look forward to building strong relationships with staff, students, and families. My goal as Principal of Fairport Harding is to guide and support our staff and students to reach their highest potentials, in a safe and nurturing environment. I am thrilled to begin a new chapter in my career with the Fairport Harbor Schools.

Fairport is a special place to receive a high quality education, whether it be in these four walls or beyond. Our students have opportunities for academics in several different environments including College Credit Plus, Auburn Career Center, as well as our Design Lab. At Fairport Harding Middle and High school we grow the whole child, focusing on the four compass points of dedication, responsibility, citizenship, and honesty. Fairport students will develop the foundation for a lifetime.

This new handbook has some changes from previous years so I encourage you to read it in its entirety with your child. The new handbook provides information regarding everything from academics to programs and services. The goal of this handbook is to provide clarity on policies while providing information to make the school experience a successful one. Please contact us if you have any questions or concerns. Our students have sound educational experience when lines of communication are strong between home and school. I look forward to this school year and working together to make it exceptional.

Sincerely,

Mrs. Katie Rumbarger

Principal Fairport Harding Middle and High School

krumbarger@fhevs.org



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Harding Attendance

Daily Attendance

If your child is absent, please call the Harding Attendance Line, 440-354-5400 ext 1397 before 8:30 am. If we do not hear from you regarding your child's absence, we will contact you using our automated messenger system using the numbers on file in Infinite Campus. A written excuse is required when your child returns to school. Please include child's name, date, reason for absence and parent/guardian signature. A tardy student must report to the office upon arrival, before going to their class. Parents may monitor their students attendance by logging into the parent portal on Infinite Campus.

An excused absence is qualified by the following:

1. Note from physician or psychiatrist
2. Death of a close family member
3. Administration excuses student for academic pursuits
4. Religious observations
5. Illness (provided parent calls the school to provide reason for absence)
6. Vacation (with prior authorization-vacation request form on parent tab of website)

Ohio House Bill 410 Attendance Policy

By law our district follows and complies with the following guidelines:

Regular attendance is a state requirement. The following conditions constitute reasons for an **excused** absence from school: Personal illness or quarantine Physician's appointments, which cannot be scheduled outside the school day Religious observation Family Emergency: Arranged through the principal Recent legislation has changed the way we measure student absences. House Bill 410 requires that we notify you that your child has reached the following benchmark:

The law defines **excessive absence** as a student who is:

EA 38-Absent 38 (6 days) or more hours in a month with or without an excuse (absences will now be calculated in hours not days)

EA 65-Absent 65 (10 days) or more hours in a year with or without an excuse (Meeting Must be Scheduled with District)

House Bill 410 defines **Chronic Absenteeism** as:

CA 92-Absent 10% or 92 hours with or without a legitimate excuse , Absence intervention plan required**

House Bill 410 defines **habitual truancy** as:

HT 30-Absent 30 (5 days) or more consecutive hours without a legitimate excuse, Absence intervention plan required**

HT 42-Absent 42 (7 days) or more hours in a month without a legitimate excuse, Absence intervention plan required**

HT 72-Absent 72 (12 days) or more hours in a year without a legitimate excuse, Absence intervention plan required** □

When a student is habitually truant, the district is now required to create an Absence Intervention Team and meet with the parents/guardians to develop an Absence Intervention Plan. The purpose of the team is to identify specific barriers and solutions to attendance. The team will be composed of staff members who are familiar with your child and the programs at school, as well as you, the parent/guardian. Once the plan is in place, the goal will be to see an improvement in school



attendance. If the student refuses to participate in or has failed to make satisfactory progress on the plan within 61 days, the district is required, by law, to file a complaint in Juvenile Court.

[Ohio Department of Education Link for HB410 Click HERE](#)

College Visits

We encourage all our students to participate in college visitations. If you are requesting a college visit that is not school sponsored the following rules apply.

- A *college visitation form* must be completed and approved by the guidance counselor one week prior to visitation date. (Form located on the website, Parents, Academics section, College Visitation) [COLLEGE VISIT FORM CLICK HERE](#)
- Students will not be eligible for extra-curricular participation without prior approval of the Principal and activity supervisor.
- Visitation without proper documentation will be considered *unexcused*.
- Administration reserves the right to deny any future visits if these rules are not followed or visits become excessive to the point of disrupting learning.

Early Release/Dismissal/Dr. Appointments

If a student must be excused during the school day, parents should send a note to school explaining the circumstances. In the interest of safety, parents are asked to sign students out in the school office before they are released. Students will NOT be released to any person not authorized by the parent/guardian. Changes to the Emergency Medical Form should be submitted to the office anytime there is a change. Students will be called to the office for dismissal upon parents arrival. Students will not be called out of class for an early dismissal before the parent/guardian actually arrives in the office with identification. If a student has driving privileges, you must state in your early release note that they have permission to leave school and drive themselves. In the case of a Doctor appointment, a Dr. note is expected upon return to school.

Vacation During School Year

Vacation request form (located on the parents tab of the website) must be made at least one week prior to leaving. If the administration has approved the vacation request, the student will be responsible for obtaining their assignments prior to leaving. Students are responsible for all missed work. They will be assigned either Positive Completion or Saturday School until all missing work is completed. The purpose of this is to put students with a licensed educator to complete work. This is not a disciplinary action. Students out of school without administration approval, shall be unexcused, but not truant, and no make-up work for credit will be permitted. These unexcused days WILL be counted as unexcused hours toward all HB 410 benchmarks. Please note that the administration reserves the right to deny vacation requests on the basis of attendance and academic achievement. Vacations approved will “excused” absences (up to 10 days) with Principal’s approval. Click here for [VACATION REQUEST FORM](#)

Adoption Date: August 1995 LEGAL REFS: ORC 3321.01 - 3321.04; 3321.14; 3321.38 State Board of Education Minimum Standards 33-1-35-02: 3301-35-03



Tardiness To School

When a student arrives to school after 8:13 a.m. they are considered as tardy to school. These minutes count against their HB 410 attendance hours.

Consequences *per semester*:

Tardy 3 times	Skipper Support: 15 minutes
Tardy 6 times	Skipper Support:: 30 minutes
Tardy 9 times	Saturday School
Tardy 12 times	Suspension

Attendance related to Sports/Activities

“Game Day” or “Performance Day” School Attendance - Participation in interscholastic athletics or other public performances such as plays, concerts and cheerleading presentations is allowable only if the participant attends school the entire day of any contest in which they are to participate, unless expressly excused by their principal (see below). A student who arrives tardy (after 8:13, but before 9:30) will be eligible to compete. A student athlete who is absent from school on a non-game day shall not participate in practice that day unless the absence was specifically approved by the principal. A student attending Auburn Career Center must attend both schools in order to participate in a Fairport Harbor School activity/sport.

Attendance for Online Learners/Breakwater

The State of Ohio mandated qualifications according to HB 410 for making adequate progress are as follows: Students must log a total of 20 hours per week in online programs. These 20 hours per week average out to 4 hours per day, Monday-Friday. Although Breakwater does not have any mandatory scheduling guidelines, it is our recommendation that you assist your student in developing a schedule that is conducive to their lifestyle. Harding Guidance Office receives detailed weekly seat times, this report will be used to track the adequate progress requirement. Failure to comply with these state mandated guidelines will result in Fairport Harbor Schools legal obligation to file truancy charges on your student with the Lake County Juvenile Court.

Withdrawal of Students

If a student is dropping out of school or transferring to a new school, he or she must see a counselor first. If you plan on moving to another public or private school district, let the office secretary know as soon as possible. This allows our staff to help the student make a smooth transition. Parents also must sign permission for the school secretary to release information to the student’s new school. We ask that all fees/fines etc. be paid in full upon withdrawal to ensure a smooth transition of all school records.



Home School

If you live in the Fairport Harbor Exempted Village School District and plan to homeschool your child, you must follow guidelines stated by the Ohio Department of Education:

In Ohio, parents interested in educating their children at home may do so by notifying their local school district superintendents and meeting the requirements of Ohio law to homeschool. If requirements are met, the district superintendent releases the student from required compulsory school attendance. This excuses the student and family from school attendance requirements in state law.

Parents or guardians who decide to homeschool their students are completely responsible for choosing the curriculum and course of study. They select the curriculum and educational materials and take responsibility for educating their children. There is no state financial assistance for families who choose this option.

If a homeschool student returns to a public school, the district superintendent determines the appropriate grade level for the student.

Parents should start by notifying the superintendent of the school district where they reside about their intent to homeschool their child/or children. Here are the responsibilities of the district superintendent when families homeschool their children.

Parents agree to:

1. Provide 900 hours of instruction per year;
2. Notify the superintendent every year; and
3. Provide an assessment of the students work.

More information about home schooling can be found at: [Click here for more information](#)

<http://education.ohio.gov/Topics/Quality-School-Choice/Home-Schooling>

Support Services

Intervention and Enrichment

We believe that students should be taught using a variety of instructional methodologies. We strive to provide inquiry-based learning environments that promote critical-thinking, questioning and global awareness. Teachers use formative assessments to determine the most appropriate instructional format for lessons. Formative Assessments allow teachers to assess before and after learning experiences and identify when reteaching is needed. This also allows them to identify students needing more individualized instruction and enrichment.

All staff members work together to support student learning needs. Harding's Intervention team meets regularly to support teachers in the development of student interventions and enrichment ideas. The team assists the teacher in monitoring student progress and when necessary, may refer students for evaluation of suspected disability.



Speech & Language

The speech and Language pathologist (SLP) is involved in evaluating the communication abilities of students and determining the educational impact of those skills on learning processes. The SLP may:

- Participate as a member of the Intervention Team.
- Provide multi-factored evaluation of individual students in various areas.
- Assist classroom teachers and staff in modifying instructional strategies to meet students needs.
- Provide resources to staff, students and families.

Counseling

The district counseling program is staffed by a full-time, certified counselor and additional support services where needed. The goal of the program is to teach preventative mental health skills, such as conflict resolution, communication and friendship skills and effective problem-solving strategies, which lead to the development of healthy and responsible social behavior. The goal is accomplished by classroom guidance sessions, small group activities or individual sessions. The counselor may assist parents who wish to obtain outside counseling resources for family issues. Harding School has access to the district counselor three days a week. The counselor is also on call in times of crisis or emergency. You may opt out of your child receiving counseling from our counselor at any time by writing a letter to the school principal.

Section 504

Section 504 is a federal statute that prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. A student who has a physical or mental impairment that substantially limits one or more of life activities, has a record of such impairment, or is regarded as having a disability under Section 504. Major life activities are defined as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, working and learning. Contact your child's school guidance counselor or principal for further information about this and other considerations for children with disabilities.

Special Education

Targeted and more intensive intervention than the general education teacher can provide is offered to students with an identified disability as defined by Ohio Department of Education criteria. Students with an identified disability have an Individual Education Plan (IEP) developed by a team that includes parents/ guardians and educational staff. The IEP defines areas addressed based on a multi-factored evaluation and targeted instruction to address these areas. It articulates learning goals, measures of progress to be used, and services to be provided towards achieving these goals. Reviewed on an annual basis or at least every three years to determine continued eligibility, the IEP addresses appropriate accommodations for the student when in the general education classroom. Intervention Specialists (IS) may provide targeted instruction through use of additional learning time, building on general classroom instruction, or support through consultation, accommodation management, general classroom-based intervention, and other strategies.



School Psychologists

School psychologists are involved in evaluating psychological-educational development, abilities and potential and emotional-cultural factors that influence student learning processes. The school psychologist may: Participate as a member of the IAT and a member on the multi-factored evaluation team Provide a portion of the multi-factored evaluation of students in the areas of personal and social adjustment, cognitive ability, academic achievement, and perceptual motor functioning Assist with early entrance to kindergarten requests by evaluating incoming students using the state-approved evaluation tool and sharing results with members of the IAT and parents/ guardians of prospective students Analyze and interpret the psychological-educational evaluations, developing behavioral and academic recommendations Assist educational staff in implementing or modifying instructional strategies, classroom management procedures, intervention strategies, and follow-up activities Provide screening programs, mental activities, and referrals to outside agencies Provide individual and group counseling students when appropriate.

Gifted Identification

The State of Ohio requires districts to identify students for potential areas of giftedness, using state approved measures, but does not require districts to serve students with special programming. Our programs are structured to ensure that all students are appropriately challenged. If you have further questions please contact your child's principal.

Positive Behavior Support (PBIS)

Harding MS/HS strives to reinforce responsibility and a sense of good citizenship among students.

The Fairport Harbor Board of Education Policy starting with "JF" (found on the school website, Departments, Board of Education, FHEVS Board Policy Manual) guides the consequences of unacceptable behavior. The discipline philosophy supports the teacher's right to teach and all students' right to learn. Behavior that stops the teacher from teaching and/or any student from learning will not be tolerated. We recognize that effective discipline requires the shared responsibility of parents, students, and school personnel.

Positive Behavior Support System

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social norms needed for all students in a school to achieve social, emotional and academic success. The underlying theme of PBIS is to teach behavioral expectations in the same manner as any core curriculum subject throughout the building. Harding is focusing on four main character traits: Citizenship, Honesty, Dedication and Responsibility.

To recognize positive student behavior, Harding has implemented Skipper Pride awards, positive locker notes, Skipper Pride days and end of semester drawings. We will also implement three PBIS celebrations (for those meeting the PBIS criteria) during the school year.

Each month students and staff will focus on a different character trait. Staff will be teaching lessons to reinforce how students can work on these traits in every aspect of their lives.





Monthly Character Traits:

August, September, October:	Citizenship
November, December, January	Responsibility
February, March	Dedication
April, May, June	Honesty

Positive Behavior Events

Harding High School will host three PBIS events during the school year. These events are to celebrate students that are demonstrating Harding's four compass points of responsibility, honesty, citizenship and dedication. In order to attend these special events, students may not have the following:

- 3 or more unexcused absences
- 3 or more tardies to school or class
- 1 suspension
- 2 Saturday schools

School Wide Expectations

1. Come to school on time and prepared and ready to learn each day.
2. Follow directions given by all adults.
3. Respect ourselves and others.
4. Use appropriate language.
5. Hands and feet to self.
6. Walk quietly in the school.
7. Keep the school clean.

Bully Behavior

Bully Behavior is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Students often have difficulty distinguishing between bullying and behavior that is mean or rude. Most experts on bullying define it as the use of force or coercion to abuse or intimidate others. In order to be considered bullying, the behavior must be aggressive and include: - An intentional act to hurt or harm someone - An imbalance of power - Persistent and Pervasive Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Students are provided instruction on how to identify these behaviors through the PBIS model and the appropriate actions to stop them.



Assessment

Promotion & Retention

Student performance during the school year is monitored closely by the classroom teacher. Parents will be involved early on if difficulties in learning occur beyond the normal childhood development. No students will be retained without the direct involvement of all members of a child's team, which may include (teacher, speech therapist, nurse, student, principal, specialists, etc). Please note that habitual attendance issues often lead to poor student performance, and ultimately, possible retention.

ALEKS Math

Aleks uses adaptive questioning to quickly and accurately determine what a student knows and doesn't know in a course. Aleks then instructs the student on the topic she or he is most ready to learn. As a student works through a course, Aleks reassesses the student to ensure that topics learned are also retained. Aleks courses are very complete in their topic coverage and Aleks avoids multiple choice questions.

Students are required to complete their work on their own and any student caught cheating will be dealt with using our cheating/plagiarism policy listed within the student handbook.

ALEKS Math Acceleration

A maximum of 2 courses can be completed for credit each school year. 100% of the topics must be mastered before accelerating onto the second course. A proctored, written, cumulative exit exam must be completed with a score of 75% or higher in order to move onto the next course in sequence. Third quarter accelerations are not permitted. After 2 credit receiving courses are completed and/or a course is completed at or after the start of 3rd quarter, students will be enrolled in enrichment courses specific to the course they mostly recently completed.

A student must get their math teachers signature in order to accelerate.

State Assessment

Students participate in all state mandated testing. Students may be further assessed individually based on results/decisions of the Intervention Assistance Team. Specific information regarding state mandated testing may be found on the Ohio Department of Education's website: [Click Here](#)



iReady

iReady is a single K–8 adaptive Diagnostic for reading that pinpoints student needs down to the sub-skill level, and ongoing progress monitoring shows whether students are on track to achieve end-of-year targets. This assessment is replacing the previously used Measures of Academic Progress assessment. Students will continue to have various test checkpoints throughout the year. iReady also has an instructional component that is tailored to each student's unique learning needs. You can access iReady from home.

ACT Testing

Fairport Harding High School offers the ACT test in the Spring to Juniors (only) at no cost. Details will be made available to Juniors before testing. Contact the Harding Testing Coordinator or Building Principal for more details.

Ohio State testing points required for graduation

Students must earn a minimum of 18 points on seven end-of-course state tests. For each of the seven end-of-course state tests, a student earns one to five graduation points.

Students have the potential to earn a total of 35 points. This graduation pathway gives a student flexibility in accumulating 18 points. A high score on one test can balance a low score on another test.

A student must earn:

A total of at least four points on English tests,

Four points on math tests

Six points on science and social studies tests.

Health Services

The school nurse is available on a part-time basis at Harding MS/HS. The school nurse maintains health records for each child. If your child has a special health problem, it is your responsibility to report it to the nurse. This would include severe illness, accidents, hospital stays, allergies, and communicable diseases. The school nurse may administer first aid, when necessary, but does not diagnose or treat illness. The nurse can, however, assist in directing parents and guardians to the proper source of care in the community. If your child is on medication, and the medication is to be dispensed in school, you must complete a form giving school personnel authorization to administer the medication. These forms are available from the school nurse and on the school website (Parents tab, Health Care Info and Forms). Changes in medication or dosage require a new statement from the doctor. Doctors can fax the information to school at (440) 357-1478. Per state mandate, children are not permitted to take over the counter medications (cough drops, Tylenol, etc.) without a note from the doctor.



Student Injury

The district follows the Health Department Protocol for students who are injured on school property. The Ohio Department of Health (ODH) provides a Student Injury Report Form and guidelines as an example for districts to use in tracking the occurrence of school-related injuries. ODH suggests completing the form when an injury leads to any of the following: 1. The student misses 1/2 day or more of school. 2. The student seeks medical attention (health care provider office, urgent care center, emergency department). 3. EMS 9-1-1 is called. FHEVS Follows this Protocol for reporting injuries. In addition, all visits to the School Nurse for injury or illness are documented in infinite campus.

Administration of Prescription Drugs

Administration of Prescription Drugs In accordance with AM SB 262, adopted by the General Assembly, it shall be the policy of this Board of Education to permit the administration of prescription drugs to students by selected school personnel. Drugs prescribed by a physician may be administered to students provided all of the following criteria are met:

1. The Superintendent or his/her designee received a written request that the drug be administered to the student, signed by the parent or guardian of the student.
2. The Superintendent or his/her designee receive a statement signed by the prescribing physician that includes the following information:
 - o Student name and address
 - o School and grade of student
 - o Name, dosage and time the drug is to be administered
 - o Dates when administration of the drug should begin and end
 - o Any severe reactions that should be reported to the physician
 - o Physician's phone number
 - o Any special instructions for administration of the drugs
3. The parent or guardian agrees in writing to submit a revised statement signed by the physician if any of the information originally provided by the physician changes.
4. The employee authorized to administer the drug receives a copy of the statement signed by the physician; such copy being provided to said employee by the next day following the original receipt by the Superintendent or his/her designee.
5. The drug is received by the employee authorized to administer the drug in the container in which it was dispensed by the prescribing physician or licensed pharmacist, with the label attached. All prescription drugs covered by this policy shall be stored in a locked storage place under exclusive control of the building principal or his/her designee; if medicine requires refrigeration, it shall be stored in a the refrigerator not used by students. Any employee designated to administer drugs under this policy shall administer said drugs except when said employee shall object to duty on the basis of the employee's religious convictions, in which case, another employee shall be designated to administer a drug. No employee shall be designated to administer a drug who does not have appropriate training in those cases in which special training or knowledge of procedures in drug administration are needed, such as injections.



Vision & Hearing Tests

Visual acuity (distance vision) testing is routinely administered to students in 7, 9 and 11 grade, and all new enrollees throughout the year. As this testing is limited and primarily a screening device to pick up obvious defects, it cannot possibly spot all vision problems. Any defects that are identified by the school nurse are reported to the parents for further evaluation. Where there are concerns, a vision referral form is sent home for the eye specialist to complete and return to the school for your child's health records. No report is made if vision appears normal. Vision screenings are done grades 7, 9 and 11. Hearing screenings are done on 9 and 11

Severe Allergies

If your student has a life-threatening allergy, the school will complete an allergy health care plan before he/she can attend school. Your child's school nurse and principal will work with students, parents and health care providers to develop the plan.

The Safe At School Movement-Type 1 Diabetes

The Fairport Harbor Schools are proud to be a part of the Safe at School Movement for students with Type 1 Diabetes. We believe that effective school-based diabetes management requires three things: Basic diabetes training for all staff who work with affected students. Shared responsibilities for care, with leadership by school nurse and that self management be allowed in all school settings for students with capacity. If your child is diagnosed with T1D please contact your child's principal for more information.

Illness and Accidents

In case of an accident at school, first aid ONLY is administered. If further care is required, we refer to the current Emergency Form and notify you as soon as possible. When you are given this form, complete all parts so that in case of emergency we can reach you or some other designated person. Please keep the information current. It is the parents' responsibility to obtain additional medical care. A child under 18 must have a parent or relative authorize care beyond first aid. If your child becomes ill in school, you will be contacted and expected to make arrangements for his/her transportation home.

Communicable Diseases

The Fairport Harbor Schools work with The Lake County General Health District to help protect children from spreading communicable diseases. Keeping children home when they are too sick for school protects other students and staff from potential illness. If your child has any of the following symptoms, please keep him/her home, or make appropriate child care arrangements. You will need to pick your student up from school as soon as possible if he/she shows any of the following symptoms at school:



2018-2019 Harding MS/HS Student Handbook

- Fever: temperature of 100 degrees Fahrenheit or higher. Child must not have a fever for 24 hours, without the use of fever-reducing medicines such as Tylenol, before returning to school.
- Vomiting: child should not return to school for 24 hours following the last episode of vomiting.
- Lice: Children may not return to school until they have been treated and no live lice (or nits) are present.
- Eye infection: pink eye (conjunctivitis) or thick mucus or pus draining from the eye.

These reasons are sufficient to exclude a child from school. If you decide that your child is too sick to attend school, it is important that you call the school's attendance line as early as possible each morning to report your child's absence. If you do not call the school, the school will call you to confirm the absence. Attendance line for Harding 440-354-5400 ext 1397.

Medication at School

Schools rely on the cooperation of parents and guardians to safely and effectively administer medication to their students at school if that is needed. Parents/guardians are responsible for:

- Supplying all medications.
- Transporting all medications to and from school. (Students can't bring medication to school and medication cannot be transported on school district buses.)
- Complete the "Authorization for Administration of Medication at School" form. This form is available at the school and on the website under "Parents" tab, "Healthcare Info and Forms" and must be signed by the health care provider and the parent/guardian.



Vaccine Schedule 2018-2019

Immunization Summary for School Attendance Ohio

VACCINES	FALL 2018 IMMUNIZATIONS FOR SCHOOL ATTENDANCE
DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	K Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4 th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4 th birthday, a fifth (5) dose is not required. * 1-12 Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. Grades 7-12 One (1) dose of Tdap vaccine must be administered prior to entry. **
POLIO	K-8 Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4 th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. *** Grades 9-12 Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
MMR Measles, Mumps, Rubella	K-12 Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose one (1).
HEP B Hepatitis B	K-12 Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
Varicella (Chickenpox)	K-8 Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid. Grades 9-12 One (1) dose of varicella vaccine must be administered on or after the first birthday.
MCV4 Meningococcal	Grade 7-9 One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. Grade 12 Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****

NOTES:

- Vaccine should be administered according to the most recent version of the Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger or the Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <https://www.cdc.gov/vaccines/schedules/index.html>.
- Vaccine doses administered \leq 4 days before the minimum interval or age are valid (grace period). Doses administered \geq 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at <http://www.odh.ohio.gov>, Immunization: Required Vaccines for Childcare and School). These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.
- * Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4th birthday, a sixth dose is recommended but not required.
- ** Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. Tdap can be given regardless of the interval since the last Tetanus or diphtheria- toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose.
- *** The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.
- **** Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1st) dose of MCV4 was administered on or after the 16th birthday, a second (2nd) dose is not required. If a pupil is in 12th grade and is 15 years of age or younger, only 1 dose is required. Currently there are no school entry requirements for meningococcal B vaccine.



Special Programs/Events/Activities

Assembly & Programs

Assembly programs are planned each year as an important part of your educational experience. Whenever guest artists and speakers present programs, our school is on display and good conduct is important. Student should show courtesy and appreciation to guests by applause; save cheering and whistling for pep-rallies and games. Students should remain positive and engaged. Removal from any one assembly may cause the student to be removed from all future assemblies.

Student Activities

The school encourages students to engage in as many of these activities as possible. Any potential conflicts (such as sports and drama) should be resolved cooperatively between the student, family, and school personnel so that the student can participate to the extent possible.

Listed below are some of our special programs/events/activities:

- Middle school robotics
- Flagline
- Majorettes
- Band
- Drama club
- Student council
- NHS
- Student ambassadors
- KIND leadership group
- Skippers Plus
- Football
- Baseball
- Track
- Softball
- Volleyball
- Basketball
- Concert Band
- Marching Band
- Fair Poet
- Drama Club
- Academic Challenge
- Jazz Band
- Middle School Travel
- Power of The Pen
- Science Club
- Summer Bridge

Middle School Travel

Middle school students wishing to travel on school sponsored overnight trips will need to demonstrate exemplary behavior. Students who have disciplinary transgressions resulting in suspension or multiple Saturday detentions within a predetermined length of time before the trip may render themselves ineligible for traveling to any overnight destination.

Field Trips

Parental permission in writing must be given for students to go on field trips. Parents will be notified in advance when a field trip takes place. Some trips require a fee for admission. At the beginning of the school year all parents are asked to sign a "walking" field trip form. There are occasions where teachers take students to various places in our community that are in walking distance.



Communication

School District Website

The school district website www.fhevs.org is a useful communication tool that is utilized to share information with families. Please familiarize yourself with it and check it frequently. The school also uses A Facebook fan page called Fairport Harbor Schools to communicate with parents. Please "Like" our page for updates.

Infinite Campus

All K-12 school districts use a database system for managing student information and maintaining student records. Infinite Campus is a district-wide student information system designed to manage attendance, grades, schedules, assessments, and other information about the students in the Fairport Harbor Exempted Village Schools(FHEVS).

What is Campus Portal? Campus Portal is a confidential and secure website that provides parents, guardians, and students access to real-time student information, such as; attendance, grades, assignments, schedules, etc. The portal also displays announcements and allows course selection for the next school year. See Harding Secretary for username and password.

Online Registration (OLR)-Infinite Campus

Fairport Harbor Schools will begin utilizing the online registration feature through Infinite Campus in the 2018-2019 school year. All parents will need to set up a parent portal account in order to access the system.

Parents of students NEW to Fairport Schools: will need to enroll their child online (if unable to upload documents, bring pertinent proof of residency, immunization/shot records and birth certificate copies to the board office, however you must enroll your student online first)

Parents of existing students: will use their parent portal to annually update emergency medical contact information, medications, health conditions, and confirm address and phone numbers.

All parents must use the online feature, no paper enrollments will be accepted. The Fairport Harbor Public Library has computers available for parents to use.

During the Harding Open House assistance will be available for any parent needing help in completing these forms online.

Social Media Accounts-Twitter & Facebook

Dr. Paolo: [@FairportSuper](https://twitter.com/FairportSuper)

Mrs. Fischer's Twitter: [@Skipperpride1](https://twitter.com/Skipperpride1)

Fairport Athletics: [@FHSSkippers](https://twitter.com/FHSSkippers)

Volleyball: [@LadySkippersVB](https://twitter.com/LadySkippersVB)

Boys Basketball: [@FHHardingHoops](https://twitter.com/FHHardingHoops)

Football: [@SkippersFB](https://twitter.com/SkippersFB)

Track: [@fairporttrack](https://twitter.com/fairporttrack)

Girls Softball: [@Fptgirlsbball](https://twitter.com/Fptgirlsbball)

Bowling: [@FairportBowling](https://twitter.com/FairportBowling)

Baseball: [@Fptbaseball](https://twitter.com/Fptbaseball)

Cheer: [@Fairport_Cheer](https://twitter.com/Fairport_Cheer)

Hooked on Education Design Lab: [@HookedFHS](https://twitter.com/HookedFHS)



Facebook:

Find and “like” our Facebook pages/groups:

Fairport Theater: ”[Fairport Schools Theater](#)”

Fairport Flag Auxiliary: [@FairportAuxiliary](#)

Athletics: “[Fairport Harding Athletics](#)”

Track: “[Fairport Skippers Track and Field](#)”

Band: “[FairportBandBoosters](#)” [@Fairportbandboosters](#)

District Policies

Copies of the Board of Education policies are available online([fhevs.org](#), Departments, Board of Education, FHEVS Board Manual) and at the public library. Board policies govern all activities related to the school district. [Fairport Board of Education Policy Manual Click Here](#)

Campus Messenger

When possible, the building administrator will use the phone-based “Campus Messenger” system to inform families and staff of upcoming events or school closings. The messenger is sent through The Infinite Campus Portal, be sure the information you have entered is correct so you receive important messages.

School Newsletter

The weekly school newsletter is sent via email, or can be viewed on our website ([fhevs.org](#), School tab, Harding, Harding Newsletter). They are archived so you can look at historical newsletters and at the top of the page you can sign up to have them emailed directly to you. [To sign up for the Harding Newsletter Click here](#)

Daily School Announcements

Announcements are read over the P.A. at the beginning of each day. Forms are provided in the office and must be approved by an advisor and/or Principal. Announcements will be emailed to student email accounts multiple times during the week. The [fhevs.org](#) website has the current calendar of events and all forms needed by parents and students.

Parent Contact Information

In case of emergency or discipline the school is often required to contact parents or guardians during the school day. It is the responsibility of the parent/guardian to provide accurate contact information and make the school aware of any changes over the course of the year. Alternate numbers and contacts should be made available.

Work Permits

The State of Ohio requires a work permit for students less than eighteen (18) years of age and employed on regular hours. Obtain permits from high school office, fill them out completely, gathering all required signatures before turning them in The Harding Office for completion. Allow at least 48 hours for office staff to process the completed work permit.



Office & Teacher Aides

Students who become aides must be pre-approved by administration and must stay in good academic standing. These hours **do not** count for graduation community service unless the student has early-release privileges.

Library Media Center

Policies and procedures of Harding High School as well as the Fairport Harbor Public Library will be followed by all students using the Library Media Center. The school will honor all expectations established by the library.

Lockers

No personal locks are allowed. The school will issue lockers, you will find the locker number and combination on your Infinite Campus Portal. The lockers are property of the Fairport Harbor Board of Education and are subject to inspection by school personnel at any time without permission of the student. The school is **NOT responsible for stolen items**. Students are responsible for the cleanliness and upkeep of their assigned locker. Students should not share a locker, unless assigned by the office. Students are discouraged from sharing their combination to reduce the risk of theft.

Individual Student Photos

Individual pictures of all underclassmen are taken yearly for use in the annual yearbook and school permanent record. Students **must** have pictures taken for school identification files. Picture packet purchases are optional.

Student Parking

When parking at the school the following guidelines need to be taken into consideration. During school hours the parking spots north of the southwest corner of the library are reserved for staff only. The five spots perpendicular to the office doors are for office staff and visitors only. Spots south of the library's southwest corner are for student use. Parking is limited and students are encouraged to park on the street, spots are available east of the football field on Vine Street. Cars are not allowed north of the flagpole by the New Fourth St. student entrance at any time. Students choosing to park on school grounds give consent for school officials to search their vehicles if necessary. Students must obey all laws and drive with extreme caution while on school property. The stop sign at New Fourth St. is not optional. Students who repeatedly break these rules may lose the privilege of parking on school grounds.

Student-Adult Rights

A student eighteen (18) years of age or older must comply with school administrative guidelines and is accountable for attendance and conduct in school. The administration reserves the right to advise parents of any situation regarding a student, regardless of age, which is deemed worthy of parental acknowledgement. Students in the following category may be withdrawn for non-attendance.

A student who has reached the age of maturity eighteen (18) may be classified, as either an "independent" or "dependent" adult student. A student living at home without gainful verifiable employment of thirty (30) or more hours per week or a comparable verifiable amount of steady income is considered a "dependent" adult student.

An independent adult student does not live with parent(s) and has substantial gainful and verifiable employment of thirty



(30) hours per week. An independent student must submit appropriate documentation verifying hiring and employment status to the high school office principal who will review each request and assign the proper classification.

Safety & Emergency Preparedness

General Safety Guidelines

We have several procedures in place to maintain students' safety, including:

- Visitor management and check-in procedures, including photo ID requirement and badges. issued when visitors register at buildings' main entrances. Students, parents, teachers and citizens share responsibility for the protection of school children.

Some basic safety suggestions include:

- Parents/guardians should work with children to map out the safest route to and from school
- Drivers must take extreme care when picking up or discharging children from cars at school, pulling to the sidewalk nearest the school
- Children should come directly to school and proceed directly home unless previous plans have been made. School staff members are not responsible for supervision of students after dismissal
- All should obey the safety patrol and cross only at intersections

Leaving School Grounds

Students must remain on school grounds at all times, including during lunch, unless the parent/guardian has provided prior written permission. To maintain students' safety, no one may remove a student from the school during school hours except his/her legal guardian unless the legal guardian explicitly authorizes otherwise. Only an authorized adult may sign out a student. A student must be signed out in the school office.

Students may *not* leave school between classes or before their last class without permission from the main office.

Students must sign *in and out* whenever they leave or enter the building. Students may not remain in the building after 3:05 PM unless there is a meeting/practice supervised by a teacher or coach. Students participating in the after school tutoring program or the Breakwater Academy should report to their assigned area immediately after dismissal.

Animal Policy

Generally, pets must be left at home, though occasionally, certain animals are included in the elementary classroom as part of the instructional program.

Please follow the guidelines below:

- Pets, even those on a leash, are not allowed on the school grounds at any time before or after school and during lunch.
- The school principal must give permission to a classroom teacher before an animal is brought into the building.
- Animals permitted in the classroom should be on a leash or in a cage or carrier and children are not permitted to touch them.

Service animals are covered under board policy. If your child has a Trained Service Animal please contact the office for further information.



Bicycles

Students may ride their bicycle to school at the discretion of their parents or guardian. The bicycle racks located on school property near the library are to be used. The school holds no responsibility for lost or damaged bicycles. Bicycles are not to be ridden in areas where other students are walking. Students not following basic safety procedures or displaying common courtesy may lose this privilege. Students are highly encouraged to use the bike rack and locks.

School Closings

The policy of the Fairport Harbor EV Schools is to make every effort to hold classes 180 days a year. The decision to close schools in inclement weather is based primarily upon the ability of our buses (Auburn Vocational and Parochial Schools) to run their respective bus routes and/or excessively low wind chill temperature factors. Every effort will continue to be made to announce the closing of schools the night before the day it would occur based upon weather forecasting. Realizing the varied nature of weather conditions between and among our communities, some parents may decide to keep their children home because of weather conditions in their neighborhood. Although these children will be counted as absent from school, they will not be penalized for being absent.

Severe Weather

In cases of severe weather, the Fairport Harbor School District operates under specific emergency procedures for notifying parent/guardians while evacuating and maintaining safety for students and staff. Regular drills are conducted during the spring tornado season help the school community prepare. When severe weather occurs at dismissal time, students are kept indoors until danger has passed. Parent/guardians should wait to pick up students until students exit the building.

Safety Plan

The Fairport Harbor Schools work in close concert with the Fairport Harbor Police Department and Lake County Sheriff's Department on crisis planning measures. A Safety Committee meets regularly to address safety issues and review the district safety plan. School principals regularly review procedures with their staff members for the drills and/ or threats likely to confront the school community: (ALICE) lockdowns, bomb or bio threats and fire and tornado drills. Fairport Harbor Schools' Crisis Plan includes procedures for each of these situations. The district conducts an annual ALICE drills in each building, as required by the state of Ohio. During a lockdown, only students, staff members and parent/visitors with visible visitor tags are allowed in school spaces. The district's Campus Messenger notification system contains emergency contact information for every student and staff member, allowing the district to make immediate contact in case of an emergency situation in one of the schools.

Safety Drills

A regular part of training and preparedness in the school setting, these drills are held to acquaint students and staffers with the quickest and safest exit routes.



Fire

The State of Ohio requires monthly fire drills during the school year. Observe fire exit rules and regulations posted by the doorway of each classroom.

When the fire alarm sounds:

1. Use the proper exit route to the outside.
2. Walk quickly, don't run.
3. Be quiet so that instructions can be heard.
4. Move at least 100 feet from the exits and off the access roads once you get outside the building for safety and access of emergency vehicles. Do not re-enter building until attendance has been taken and you are given the all clear to enter the building.

Tornado

There will be periodic tornado drills during tornado season. Drills and warnings will be announced over the P.A. system and/or by sirens. Each class is to report to the specified shelter area. Check the tornado positions posted by the doorway of each classroom. During lunch period, noon supervisor will direct students to an area.

ALICE / Lockdown

In the unlikely and unfortunate event that an intruder is in the building, it is essential that students and staff be familiar with procedures in order to respond quickly. Periodically, an ALICE drill will be implemented for this purpose. Please see the attached letter for more information on ALICE. Students are to immediately get to the nearest room, as directed by staff, and follow staff instructions.

Perry Nuclear Power Plant

The Fairport Harbor School District in conjunction with the Lake County Emergency Management Agency has developed plans to protect students, should an emergency at the Perry Nuclear Power Plant require a protective response by the Fairport Harbor School District. If evacuation is necessary, students will be safely bussed directly to Kirtland Local School District until 8:00 PM. Parent or legal guardians will be requested to pick up their children at the receiving school building which is Kirtland Middle School located at 9151 Chillicothe Road in Kirtland.

When evacuation of students is required, school staff will accompany students during evacuation to our receiving school. School staff will remain with students until all students are picked up. Drive safely to Kirtland Middle School and your child will be waiting for you under the supervision of school staff.

If you must pick up your child during an emergency, do not park in school bus loading /unloading areas. Children will be released to parents or legal guardians through normal district release procedures.

If you have not picked up your child from Kirtland by 8:00 PM, he/she will be moved to South High School, Shankland Road, Willoughby, and provided with food, shelter and special supervision.

Should sheltering be recommended, your child will be sheltered in his or her own school building until the sheltering advisory is lifted (approximately 2-3 hours). Should the shelter advisory delay dismissal of students, you will be notified, as you would be during a snow emergency, etc. Please do not attempt to pick up your child during sheltering, as it is important for your safety as well as your child to stay inside.



Crisis Management:

The Fairport Harbor Schools have a disaster plan in place to address a myriad of potential adverse events, including severe storms, fires, natural disasters or unwanted visitors to our school buildings. Each building and the staff members in those buildings are familiar with the crisis plan and what actions they are to take to safeguard the children in their charge.

Parents & Community

Parental Expectations/Involvement/Responsibilities/ Rights

It is our expectation that all parents/guardians become active participants in the education of children in their care. Assuring basic food and shelter needs, compliance with attendance laws, helping with homework completion, reinforcing classroom expectations are the basic minimum our school suggests. Parent participation is always welcome. The No Child Left Behind law also requires certain information be distributed to parents or guardians.

Student Use of Building After Hours

Students may not use the school building and other similar school facilities unless the school principal has given permission for its usage. Any pupil use of facilities must be under the direct supervision of a responsible adult.

Smoking

The board and administration of Fairport Harbor Schools and state law support a smoke-free school environment. Smoking by any person may not occur anywhere on or around the Harding campus and the athletic fields.

Report Cards

Report cards are posted quarterly to formally acknowledge student progress and attendance. Report cards are available on Infinite Campus. Parents may also monitor their child's progress throughout the grading period by logging on to the Infinite Campus Parent Portal.

Booster Groups

Harding MS/HS has a few groups of supporters for various groups.

Band Boosters

Drama Boosters

Athletic Boosters

Academic Boosters

These booster groups are always looking for volunteers to get involved and help their cause. If you are interested in learning more about the booster groups, please contact the activities director or school principal. To find information on our website about booster groups you will find contact information by: hover over the parents tab, select booster groups and then identify which booster group you'd like more information about. [CLICK HERE FOR BOOSTER GROUP INFORMATION](#)

[INFORMATION](#)



Visitors

Anyone visiting Harding **must stop at the main office upon entering the building**. All visitors need to sign in and sign out. Those individuals volunteering at Harding should obtain a visitor's badge and proceed to the volunteer location. We gladly welcome visitors and volunteers, however, in an effort to maintain a safe and secure learning environment we must verify everyone who enters our building.

Signing Students In/Out

Parents must present photo id when signing students out of school during the school day. There is a clipboard with yellow sign in/out sheets on the office counter for this purpose.

Electronics

These items are not required for school and thus should be left at home. Conditions may apply in which a student needs a cell phone for monitoring of a health condition such as diabetes. In special cases, exceptions may be made by the principal/assistant principal to accommodate student health needs. Or in the event that the electronics are part of a PBIS incentive such as "Electronics Day" and approved by the teacher. The school assumes no responsibility for lost or stolen items.

Devices with the potential to aid in the achievement of classroom objectives and instruction may be used in class but ***only with teacher permission and supervision***. High school teachers retain the right to ban the use of personal electronics in the classroom. Students **ARE NOT** permitted to use cell phones, iPods, MP3 players or other personal electronic devices in academic subjects.

The individual student assumes all responsibility for the safety and security of their devices. Parents are encouraged to talk to their students about the value of these items and how to keep them safe. The content of these devices should conform to the guidelines for "school appropriate" as outlined in this handbook. The school reserves the right to discipline any threatening or demeaning messages sent on school property.

Students will be permitted to use cell phones, IPODS, personal game systems, or other electronic devices during their ***lunch period only***. Students using phones/elect during anytime other than lunch, the device will be taken to the office for students to get at the end of the day.

Custody

In order to facilitate the enforcement of the Missing Child Law and to assist in other aspects of school administration, the law requires each entering family to provide a certified copy of any child custody order or decree which has been issued with respect to the student. The custodial parent of such a student must also provide the school with certified copies of any later court orders that modify the original order or decree. Harding staff and administration are legally bound to follow the guidelines listed in any court order. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school. Step-parents have no rights to records, reports, or conferences unless the custodial parent confers these rights to them and provides written notice of this to the principal.



Student Records

Student permanent records are kept on file in the school office. Files contain report cards, assessment results, immunization records, school pictures, custody papers, proof of residency, and other official documents. Students having an Individual Education Plan (IEP) have an additional file stored in a secure location. These files contain files such as individual assessment materials, student performance information, medical documents, speech and language reports, and team reports.

Student Insurance

Student accident insurance is available to all families for a nominal charge. Contact any school office for further information. Some families who have children participating in extracurricular activities take advantage of this annual offer. This insurance covers the student while in school, on the way to and from school, and while attending school functions. **All students participating in athletics must carry insurance.** The regular school insurance does not cover football, but it does cover all other sports.

School Fees

The Fairport Harbor Exempted Village School District does not charge fees for students to participate in its academic or co-curricular programs. Fees incurred by students participating in the Federal Student Lunch Program (such as overages on the student account) are not included in this section.

Lost and Found

Lost and found items will be placed in a box in the lunchroom. All items that your child brings to school should be labeled with his or her name. All lost and found items are cleaned out periodically during the school year and any unclaimed items are donated to charitable organizations.

Directory Information and FERPA

The FHEVSD recognizes the inherent right of privacy of students in the district. The district adheres to all requirements of the Family Educational Rights and Privacy Act of 1974 and State and Federal open records laws. Parents of students have the right to file formal complaints concerning alleged failures by the district to comply with the requirements of these laws. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, including but not limited to yearbooks, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities, honors and awards received, and the most recent educational agency or institution attended. Directory information is considered to be public information and may be released without consent; however, parents of students have the right to refuse the release of directory information. Notice of this refusal should be given to the school principal in writing within ten days of receipt of this handbook.



Volunteers

Volunteers are needed for a variety of things throughout the school year. Volunteers are important to the school district, completed necessary tasks and showing students that many adults support them and want them to succeed. If you are interested in volunteering please contact the main office for a copy of the volunteer handbook and procedures for registering as a volunteer.

Skipper Support Program

The Skipper Support Program offers students an opportunity to complete work that was not completed at home or during class, it is also an opportunity for students to get extra help on assignments during their lunch periods. Staff will be assigned to a specific location daily for Skipper Support during lunch periods. Your child may be assigned to attend and/or they may attend voluntarily. For more information please contact the building principal/assistant principal. Extra help will also be available after school for students needing extra help, please sign up daily at the office.

Nutrition Services-Breakfast & Lunch

Harding MS/HS provides daily lunch and breakfast in conjunction with the Riverside Local Schools. All students are eligible to participate in the lunch program. Students may be eligible for a free or reduced price school lunch if they are financially eligible. Forms are available on the school website Click on Parents tab, Lunch forms, Free & Reduced School Lunch Application).

Harding offers breakfast services, as well as, hot lunches. Information on the hot lunch program is sent home at the beginning of each year prior to the start of school. All lunch money is prepaid by the parent. Harding MS/HS offers a selection of salads, wraps, hot entrees and chicken sandwiches on a daily basis for lunch. Children may bring a lunch to school. Soda, energy drinks and caffeinated beverages are not permitted at any time. No fast food may be brought into the lunch room.

Students are required to enter through library entrance doors and to remain in the lunchroom during breakfast.

- A. **All students** are to eat in the supervised food service area only.
- B. Lunch may be brought in by the student.
- C. Students working with a teacher during that time must have a note.
- D. Students are expected to be orderly, quiet, and polite.
- E. Each student is responsible for seeing that their area is clean and must dispose of his/her own papers and containers.

Charging Lunch

Please be sure to fill out the free/reduced lunch application at the very beginning of each school year. Students who would like to receive a lunch but do not have funds available in their account, or cash, can charge their lunch, but obtaining a voucher from the school office. Student must have the voucher from the office before getting into the lunch line. No "a la cart", extra entrees, snacks or drink items may be charged, at any time. The nutrition department sends invoices at the end of each quarter. If you have any questions on this policy please contact the building principal/assistant principal. Any outstanding funds at the end of the year over \$10.00 will be added to the student's fee account in Infinite Campus. No student may participate in Middle School Travel, field trips, Homecoming, Prom or receive a diploma until all student fees have been paid in full. You will receive an invoice at the end of the year notifying you of any charges



Conduct

The conduct expected of the student at all times is based on respect and consideration for the rights of others. Students will respect constituted authority, conform to school regulations, and accept directions from authorized school personnel. The administrative staff and the faculty are responsible for the orderly conduct of the school. They will use positive behavior supports and discipline to adjust the behavior of students who are disrupting the process of education. Discipline may include: personal counseling, community service, parental conferences, detention, denial of privilege; or, in serious cases, suspension and expulsion from school. If a student fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school related events, there may be cause for disciplinary action. Students and Parents/Guardians will annually receive written information on the rules and regulations to which they are subject while in school, school-sponsored activity or event and possible disciplinary action. Student handbook is posted online. LEGAL REF. O.R.C. 3313-20; 3313.66; 3313.661

Fairport Harbor EV Schools subscribes to a system of Positive Behavior Support or PBS. The purpose is to use data to identify problem areas and find solutions along with instruction to students on how to behave in certain areas of the building and identifying acceptable behaviors. The goal is to make students aware of staff expectations to reduce unacceptable behaviors. The staff has identified the following behavior tiers and listed potential responses. All additional Incentives and lessons are based on this framework.

Level One

Criterion: Behaviors that do not require administrative involvement, are a minor disruption to the learning environment, are not chronic (occurs less than 3X a week), and are of low severity.

Behaviors Include:

Not following directions, unprepared for class, class disruption, using inappropriate language (non-directed), dress code violation, unapproved technology usage, tardy, no hallway pass/not in assigned area, use of food/drink/gum.

Staff Responses:

Inform student of rule violated and remind them of expected behavior. Clearly state choices/options, restate direction, redirect to task, re-teach, differential reinforcement, nonverbal cue to task, notice, hand on shoulder, proximity, thank you to a student demonstrating proper behavior.

Level Two

Criterion: Behaviors that are a moderate disruption, and/or are chronic (more than 3 times a week), may require administrative involvement

Behaviors Include: Active defiance and active refusal to follow directions, profanity or inappropriate language (directed), teasing, skipping class, leaving class without permission, academic dishonesty, minor inappropriate physical contact, property misuse, repeated tier one offenses.

Staff Responses: Begin tracking behavior, parent contact encouraged. Time-out, conference with student, re-teach, work-it-out worksheet, restate direction w/ consequence, change seating, modify assignment, alternative "buddy" class for temporary removal, refer to behavior intervention team, check and connect, implement behavior contract/chart, detention.

Level Three

Criterion: Behaviors pose a danger to themselves or others, are illegal, are a major disruption to the learning environment, or are continued level two behaviors

Behaviors Include:

Staff Responses: Begin tracking behavior, parent contact encouraged. Conference with student, re-teach, restate direction w/ consequence, change seating, modify assignment, alternative "buddy" class for temporary removal, refer to behavior intervention team, check and connect, implement behavior contract/chart, detention, in school suspension, out of school suspension or Saturday School or use of the check in and check out form.



Dress Code

1. Clothing beneath the waist **must not be shorter than mid thigh. (halfway between the hip and knee or 3 inches from the knee).**
2. Clothing of a “**see-through**” nature (sheer, mesh) or a “tight- fitting” nature (lycra, spandex) is unacceptable. **Ripped or torn clothing** that exposes undergarments is also unacceptable.
3. Shirts, blouses or dresses of a low cut or bare midriff style shall not be worn.
4. No cut-out shirts or spaghetti straps are permitted. A student’s top must adequately cover their entire upper body.
5. Outerwear (coats and/or vests) may not be worn in the building during the school day. Hooded sweatshirts are acceptable but hoods must remain **off** the head both in class and in the hallway.
6. Pajama pants are **not** permitted.
7. Clothing bearing patches, items, drawings or sayings (stated or implied) which refer to **drugs, tobacco, alcohol, sex, cults, weapons, etc.**, shall not be permitted.
8. Hats, bandanas, metal chains, sunglasses, or spiked jewelry are not permitted.
9. No sunglasses are permitted (exception: medical documentation).
10. Book bags must remain in the student’s locker during the school day.

Harding dress code is based on the understanding that the purpose of school is to receive an education. A school representative will evaluate individual outfits in question and warnings given for first offenses. Students may be penalized for repeated offenses, and violating items such as hats confiscated without guarantee of return.

Students participating in co-curricular activities may be required to adhere to a more stringent dress code. Parts of the dress code may be temporarily altered for “Spirit Day” or similar events/fundraisers.

The school reserves the right to send students home or provide “alternative clothing options” to those who are in violation of the dress code. Whenever possible the school will provide acceptable clothing so that students may not lose instructional time.

School Bus Conduct

Harding students will often use buses for sporting events or field trips. Students shall follow all rules of bus conduct as posted in the vehicle and given by the driver coach or chaperone. Bus privileges may be denied.

Vandalism (including Graffiti) & Theft

A student shall not cause or attempt damage or destruction to school property, or to any person’s private property on school premises, during a school activity, function, or even off school grounds. Parents are liable for replacement or repair of stolen/damaged property. Charges may be filed.

Cell phone/personal electronic devices

Devices with the potential to aid in the achievement of classroom objectives and instruction may be used in class **but only with teacher permission and supervision**. Students **ARE NOT** permitted to use cell phones, iPods, or other personal electronic devices in academic subjects.

The individual student assumes **all responsibility** for the safety and security of their devices. Parents are encouraged to talk to their students about the value of these items and how to keep them safe. The content of these devices should conform to the guidelines for “school appropriate” as outlined in this handbook. The school reserves the right to discipline any threatening or demeaning messages sent on school property.

Students **will be permitted** to use cell phones, iPODS, personal game systems, or other electronic devices during their lunch period only.



Inappropriate Cell Phone/Electronic Device Use

Students who fail to adhere to the guidelines set forth will have their devices confiscated and subject to the following penalties.

1 st Offense	Teacher hold/student pick up after school hours, possible parental notification.
2 nd Offense	Office hold/returned after Saturday School served
3 rd Offense	Parent meeting with district administrator.

Digital Pictures and Videos

Digital pictures/video: under no circumstances are students to take videos or pictures of anyone or anything without first asking permission. For example, taking a picture of notes or an assignment or a passage from a book is an appropriate use of technology. Taking a picture of someone without his/her knowledge is an invasion of privacy.

Disruption of School/Insubordination

A student SHALL NOT by use of violence, force, coercion, threat, or other serious acts of misconduct, cause disruption nor interference with curricular or extracurricular activities. Misconduct includes, but not limited to the following: public displays of affection, excessive noise, unauthorized entrance into the faculty workroom, truancy from school, failure to comply with staff requests, excessive tardiness to school and failure to complete classroom or office penalties for conduct code violation.

Food and Drink in the Classroom

No food or drink in any classrooms or in the Design Lab.

Students may drink water in class with teacher permission.

Food or drink should not be consumed in the hallways. All students eating lunch at school must eat in the cafeteria. From time to time a teacher may choose to offer a food reward or classroom party.

Harassment/Hazing/Bullying/Physical Aggression

Follow adopted Policy of the Board. Student - No student shall conspire, instigate, engage in or tend to engage in a repeated act that injures, frightens, degrades or disgraces a fellow student. Students who engage in any type of bullying; such as hazing, physical aggression, sexual harassment, or emotional abuse may be suspended and police will be contacted. No student shall threaten or engage in an act of harassment or bullying through technological means such as cell phones, text messaging, e-mail, or other digital media. Students/parents are encouraged to inform administration of on-going issues involving bullying so that they can be handled discreetly with the goal of ending the behavior.

School Employee - A student shall not intentionally cause (or attempt to cause) physical injury to school employee. A student may not physically or verbally harass/intimidate school employee (on or off school property).

Interrogations & Searches

Searches of Student Property by School Personnel - Lockers are the property of the school. We may enter and inspect at any time WITHOUT notice and/or reasonable suspicion. Any illegal items (drugs, weapons, etc.) or other possessions (technology) determined to be a threat to the safety or security of others may be seized by school



authorities and referred to proper authorities along with school disciplinary action.

(In order to have a drug and weapon-free and safe environment, school will conduct safety surveillance(s) days periodically during the year. These will include the use of drug dogs and/or metal detectors.)

Interrogations by Police - The schools have the legal custody of students during the school day and during the hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control. Therefore:

When possible, police should contact/question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, school authorities will bring the student to a private room and contact made out of the sight of others as much as possible.

The school principal must be notified before a child may be questioned or taken from a classroom and will request to be present when interrogations take place within school.

When appropriate, the parents or legal guardian of the student to be interviewed should be notified by the police before the student is questioned so that the parents may be present if they so desire.

LEGAL REFS: ORC 2151.411 3313.66; 3313.661

Narcotics, Alcoholic Beverages, Nicotine, Vaping & Drugs

The Board recognized its share of the responsibility for the health, welfare and safety of the students who attend the District's schools. The Board is concerned about the problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic drugs, depressants or other controlled substances is wrong and harmful, and constitutes a hazard to the positive development of all students.

The Board will not permit any student to possess, use, transmit, consume, show evidence of having consumed, used or offer for sale any alcohol, illegal drugs, un-prescribed drugs, narcotics, counterfeit controlled substance (look-a-likes), or any mind altering substance while on the school grounds or facilities; at school sponsored events; in other situations under the authority of the District or in school owned or school approved vehicles. Included in this prohibition: controlled substances, non-alcoholic beers, steroids, tobacco, tobacco products and drug paraphernalia. The odor of alcohol on a student's breath constitutes a violation of this rule on school property. Possession of drug related paraphernalia (including Lighters and Pagers) is prohibited and considered a violation of this rule and will result in school and law enforcement disciplinary measure. **The Board of Education wishes to emphasize the following:**

1. *A student is required to obey existing laws on school grounds and while involved in school activities. School authorities have the same responsibility as any other citizen to report violations of the law. The final disposition of any problem, however, will be determined by the building principal with due consideration of the welfare of the student and of any other relevant factors involved.*
2. *Discipline will be imposed independent of court action.*
3. *Students will be subject to immediate suspension or expulsion*
4. *proceedings for possession or use of illegal drugs or alcoholic beverages.*
5. *Parents and students will be given a copy of the standards of conduct and the statement of disciplinary sanctions and will*
6. *be notified that compliance with the standards of conduct is mandatory.*
7. *If conditions warrant, the administration will refer the student for prosecution and offer full cooperation in a criminal investigation.*
8. *A reduction in penalty may be considered if the student receives professional assistance. Professional assistance may include but not limited to an alcohol/drug education program; assessment with follow-through based on the assessment findings, counseling, outpatient treatment or inpatient treatment.*

The Board of Education prohibits the smoking, use or possession of tobacco in any form, including, but not limited to cigars, cigarettes, e-cigarettes, chewing tobacco, snuff, and any other tobacco, by students in any area under the control of the school district. The use of tobacco, etc., during a school activity or on school grounds **any time** is **prohibited** within one (1) block of school grounds is included. Disciplinary measures taken against students for violations of this policy will comply with the requirements of Ohio law and related school district policies. (Board of Education approved June 1988)



“Effective in March 2001, it is now prohibited by Ohio law for a minor to “use, consume, or possess cigarettes, other tobacco products, or papers used to roll cigarettes.” It is also now prohibited for a minor to assist, pay for or share in the cost of such products.

Off School Grounds

Any infraction involving handbook rules, occurring off school grounds, but as a result of starting in school or part of an extracurricular activity will result in disciplinary action. This also applies to bullying or harassment that begins on school grounds.

Plagiarism/Cheating

Plagiarism and cheating are not allowed: including copying from Internet, other students, etc.

1st Offense	“0” Assigned & Saturday School
2nd Offense	“0” Assigned & Suspension
3rd Offense	Possible Failure of course

Possession of Dangerous Weapon/s

A student shall not possess, handle, transmit, or conceal any dangerous weapons or instruments. The Fairport Harbor Board of Education is committed to providing the students of the district with an educational environment, which is free of the dangers of firearms, knives, lasers and other dangerous weapons in the schools.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924), which includes but it is not limited to any explosive, incendiary, or poisonous gas; bomb, grenade, or rocket have a propellant charge of more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm or firearm look-alike on school property, in a school vehicle or to any school sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case in accordance with State law.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school sponsored activity. The definition of a knife includes, but not limited to a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may, if authorized by the Board, expel the student from school, with the same expulsion implications as noted above.

The Board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

Adoption date: August 1995

LEGAL REFS: ORC 3313.66; 3313.661 20 USC 2701 ET SEQ - Title IX9001-900518 USC 921



Truancy

Student may not leave the building without permission. Students who have permission to leave but fail to sign-out in the high school office may be considered truant. Students who are in the building, but not in their assigned area will also be considered truant. Students are not permitted to walk home during school hours.

Denial of Privilege

Students suspended or failing any subject for the year may not be allowed to attend school activities. Students with five (5) Saturday Schools may also be excluded. Activities may include: amusement park, band trips (Disney), field trips, athletic trips (spring break/ camps), middle school trips, camps, school dances, and Senior year end activities (including prom). Any student referred to office five (5) or more times for negative behaviors may face possible exclusion at the discretion of principal and team of teachers. Whenever practical the behavior expectations of a certain event will be made available beforehand.

All Inclusive

NOTE: It is to be understood that any other infractions not included in the above list could also result in disciplinary action including detention, parental conference, community service, suspension and expulsion.

A violation of any of the rules may result in disciplinary action selected from among counseling, community service, detention, loss of right to participate in commencement, prom, homecoming, loss of right to attend and/or participate in extracurricular activities, out-of-school suspension, expulsion, and referral to the legal system. Teachers may provide work during out-of-school suspensions and the student will receive credit for the work completed. THE RULES APPLY TO SCHOOL FUNCTIONS, ACTIVITIES, OR EVENTS ON OR OFF SCHOOL PROPERTY.

Technology Assigned to Students

As part of the district's college and career acceleration initiative all Harding students will be assigned personal computing devices. The purpose of these is purely educational. The district's policy on technology usage will be made available as well as additional expectations specific to each school. The students are expected to follow all requirements for proper care and use. Damage to the chromebook could result in repair charges to the parent/guardian.

Board Policy regarding technology:

Board Policy ACCESS TO COMPUTER NETWORK AND INTERNET SERVICES

The Fairport Harbor Board of Education recognizes that technology can greatly enhance the efficacy of the school district's instructional program and the efficiency of its school site administration. The Board also believes that careful planning is essential to insure the successful, equitable and cost effective implementation of technology-based materials, equipment, systems and networks.

Purposes



The purposes of using computers and the district's network or its online services network are to: 1. Support learning and enhance the academic program;

2. Engage in telecommunications;
3. Provide information for research and general learning purposes;
4. Offer recreational activities; and
5. Assist in the efficient administration of the school district.

Computer networks allow people to interact with many other computer users; the Internet allows people to interact with hundreds of thousands of networks. This intricate accessibility to information and others on a global scale requires that all computers must be used in a responsible, efficient, ethical and legal manner. Because access to online services provides connections to other computer systems located all over the world, users (and parents of users, if the user is under 18 years old) must understand that neither the school nor the school district can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive. The Board does not condone the use of such materials.

Conditions for Access

The Superintendent or designee shall:

1. Create, implement and enforce rules and regulations governing access to network and Internet services. The rules and regulations shall indicate the risks and penalties involved in misuse of the school district's computer and online services; and

2. Inform school district employees, students and parents of students that they may be subject to disciplinary actions or revocation of their access to online services if they do not;

[A] respect the rights of others;

[B] obey the rules and regulations established by the school and the school district; or

[C] sign an acknowledgement of receipt of a copy of all rules and regulations governing access to, and acceptable use of, the network. Failure to comply strictly with the requirements of this policy and the guidelines below will result in the revocation of the user's access privilege and/or other disciplinary action as determined by the school district, including prosecution under state and federal laws. Unacceptable uses of the computer network include, but are not limited to, all of the following:

1 of 2 File: EHA

1. Violating the conditions of law regarding students' and employees' rights to privacy, or intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;

2. Representing oneself as someone else to other users on the network;

3. Disrupting the operation of the network through abuse of the hardware or software or interfering with others' use of the network;

4. Illegally installing or copying copyrighted software;

5. Using the network for financial gain, commercial activity or any illegal activity;

6. Using the network to access or send inappropriate materials or to engage in non-curriculum-related communication;

7. Maliciously using the network for sending hate mail, engaging in harassment, or making profane, vulgar or discriminatory remarks;

8. Downsizing, copying, or using licensed or copyrighted software without authorization; 9. Allowing anyone to use an account other than the account holder;

10. Downloading large files during prime time, sending mass email messages, browsing with no educational purpose, subscribing to new groups or listservs, sending chain letters, etc.; and 11. Violating any of the rules



and regulations of the school district's network or the rules of other networks or computing resources accessed through the network.

Board Policy-COMPUTER/ONLINE SERVICES (Acceptable Use and Internet Safety)

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks. Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy computers include District-owned desktop computers, laptops, tablets and other mobile computing devices. All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for non educational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.
10. misuse resulting in damage, destruction or loss of school issued equipment, students will be billed for repair/replacement cost(s).

1 of 4 File: EDE The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program. Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive. The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect



against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors.

The District has also purchased monitoring devices that maintain a running log of Internet activity, recording which sites a particular user has visited. "Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

The Superintendent/designee will develop a program to educate students on these issues. Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet off District property.

School Chromebook Usage At Home

In special circumstances the administration may allow a student to take a chromebook home to complete work. Please schedule a meeting with the building principal/assistant principal to obtain the proper paperwork and price lists for damage done to chromebook.

Student Discipline Policy

The Fairport Harbor Board of Education believes that sound education flourishes when discipline is given a high priority. In education, in order to accomplish this goal, the Board directs that the administration and professional staff implement a progressive discipline program. If the student's inappropriate behavior continues the school's interventions (discipline) will increase incrementally. Every teacher has the right to teach without interference and each student has the right to learn without disruption.

August 1995. LEGAL REFS: ORC 3313.66; 3313.661

Student Suspension

The Principal/Assistant Principal may suspend a student from class or school for rules violation outlined in the student handbook. The guidelines listed below will be followed by for all suspensions.

- The student will be provided an opportunity for an informal hearing for the intended suspensions to explain their actions.
- Students are not allowed on premises, or school activities during a suspension.



2018-2019 Harding MS/HS Student Handbook

- Teachers **may** provide work during out-of-school suspensions and the student will receive credit for the work completed.
- An attempt will be made to notify parents or guardians by telephone. If a parent cannot be reached by 3:05 the student will be released.
- Within 24 hours, a suspension letter will be sent to the parent/guardian stating the specific reasons for the suspension and notice of their right to appeal.
- Notice of this suspension will be sent to the Superintendent, and student school file.
- Suspension may be appealed to the Superintendent or his designee within five days and to be represented in the appeal by a representative of your choosing. Please notify the board office if you intend to appeal so a hearing can be scheduled. All requests for appeal must be submitted in writing to the superintendent within five days.

Saturday School & In School Restriction

Saturday detentions include any student in grades 6 - 12 and are held from 8:00 A.M. to 12:00 P.M. It is the responsibility of the student to notify his/her parents of the detention, as well as to arrange for transportation. The district will make a messenger call notifying parents of the assignment of a Saturday School. Students must be prepared to work during the four hours of Saturday School, if assignments are completed leisure reading is acceptable. Failure to attend Saturday detention or failure to complete academic assignments will result in a two day suspension.

Student Expulsion

Only the Superintendent may expel a student. Expulsion is a removal of a student for more than ten (10) days.

Student Expulsion Procedure

Prior to any expulsion, the Superintendent shall give the student and his/her parent, guardian, or custodial written notice of the possibility of expulsion and shall provide the student and his/her parent, guardian, or custodian with an opportunity to appear in person before the Superintendent or his/her designee and challenge the reasons for the possible expulsion or otherwise explain the student's actions.

The notice shall include the reasons for the possible expulsion, notification that an expulsion will apply with like force and effect at the Auburn Career Center, and College Credit Plus at Lakeland and Lake Erie Colleges, notification of the right of the student, guardian, custodian or their representative to appear before the Superintendent or his/her designee to hear and to challenge the reasons for the possible expulsion or otherwise to explain the student's actions, and notification not be earlier than three, not later than five days after notice is given unless the Superintendent grants an extension of time at the request of the student, or his/her parent, guardian, custodian, or representative. Such extensions shall not exceed five (5) days. If an extension of time is granted, the Superintendent shall notify the student and his/her parent, guardian, custodian or representative of the new time and place to appear.

It also shall include notification of the right of the pupil or his/her parent, guardian or custodian to appeal the expulsion to the Board of Education or to its designee within fourteen (14) days of the expulsion, to be represented in the appeal proceeding, to be granted a hearing before the Board of Education or its designee in order to be heard against the expulsion and to request such hearing be held in executive session.



Emergency Removal of Students

When circumstances are such that a student’s continuing presence in school poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within the classroom, on school premises or at any school- sponsored event, the Superintendent /Principal may remove a student from the activities on or off school premises, without complying with the notice and hearing requirements in policies, student suspension and student expulsion. In like circumstances, a teacher may remove a pupil from curricular or extracurricular activities under hearing requirements of policies student suspension and student expulsion. The teacher under this policy (Emergency Removal of Student) will give written notice of the reason(s) for the removal and written notice of the hearing shall be given to the student as soon as practical prior to the hearing. The hearing as set forth in the policy must be held within a reasonable amount of time after the removal. Emergency removal is defined as the denial to a student of permission to attend school and to take part in any school function. The school official that ordered, caused or requested the student’s removal under this policy shall be present at the hearing.

This procedure shall not and need not be followed in cases when a student is removed from one or more curricular or extracurricular activities for a period of less than twenty- four (24) hours and is not subject to suspension or expulsion. Adoption date: August 22, 1995 LEGAL REFS: ORC 3313.66 3313:661

Academic Requirements

[Click here to go directly to the Guidance Page on Fairport Schools website.](#)

Graduation Class Credits

In compliance with Ohio Law and the policies of the Fairport Board of Education, a student must currently have the following for graduation:

Courses	
English language arts (English 9-12)	4 credits
Health	½ credit
Mathematics (Algebra 1, Geometry, Algebra 2, Advanced Math)	4 credits
Physical education	½ credit
Science (Physical Science, Life Science, Chemistry/Physics, and/or other advanced sciences)	3 credits
Social studies (World History, American History, Government/Financial Literacy)	3 credits
Foreign Language/Reading	2 credits
Fine Art	2 credits
Electives	5 credits

Total Credits for Graduation=24



Senior Capstone Project:

Seniors will be responsible for completing a 2 week shadow experience during senior year. The purpose of this activity is to expose seniors to fields of employment which are not part of the classroom experience and to further develop their skills and opportunities in which they are wishing to engage in in the future.

Community Service: Students are required to accrue 25 hours of community service per year of attendance at Fairport Schools (9-12). Forms are available on the website and should be turned in to the school office as hours are completed.

Graduation requirements have been changed for the following classes to reflect the increased academic expectations made possible through the block schedule. See "Scheduling" section for additional changes in class status.

Students will be required to meet all state testing requirements as determined by the Ohio Department of Education for graduation.

Auburn Career Center Students

No juniors (or other underclassmen) may ride in cars or drive themselves to or from Auburn Career Center unless previous arrangements have been made with special consideration for CCP participants. Juniors must ride the provided school transportation.

Seniors may drive to and/or from Auburn if the following has occurred:

Parents/guardians notify Fairport High School and give permission for senior to drive to and from ACC.

ACC notifies Harding High of permission for seniors to drive to and from ACC.

In emergency situations, (missed bus, special need, etc) ACC student may drive or be driven by an adult to or from ACC if:

Parent/Guardian notifies F HH and ACC. ACC will notify Fairport High School.

Repeated "emergency situations" may be considered a Violation of the Code of Conduct.

Any student under suspension at Fairport Harding High School and who attends Auburn Career Center part of the day will be denied that participation at the Career Center.

For more information about Auburn Career Center and the programs available, please contact the school guidance counselor. [Auburn Career Website Click here](#)

College Credit Plus (CCP)

Any student in grades 7-12 may enroll in the College Credit Plus program, provided he/she meets the requirements established by law and by the district. Students interested will be required to attend an information session, along with a parent/guardian, and submit an intent form. Meeting and due dates will be posted on the district calendar. CCP students entering or exiting the building outside of normal class changing times must sign in/out at high school office.

If a student participates in the CCP program and has earned lower than a cumulative 2.0 GPA in college OR withdraws from two or more courses in the same term, that student will be placed on CCP probation. Once on probation, the student may enroll in no more than one college course, may not enroll in the college course in the same subject in which



2018-2019 Harding MS/HS Student Handbook

previously earned D or F or received no credit, and remains on probation until the GPA is improved to 2.0 or higher (maximum of two terms).

A student may be dismissed from the CCP program if the GPA is below 2.0 for two consecutive college terms. Once a student is dismissed from the CCP program, the student may not enroll in college courses for the following college term. After one college term on dismissal, the student may request the secondary school to allow the student to participate. The secondary school shall determine whether the student may continue on dismissal, move to probation, or participate without restrictions per the school's adopted policy.

If a student fails a college course or drops a course after the deadline the student is responsible for reimbursing the school district the cost of tuition. All fees related to college credit plus should be paid as soon as they are assessed or by the end of the academic year.

Breakwater Academy (Virtual Learning Academy Jefferson County)

Fairport Schools has partnered with the Jefferson County Educational Services Center to offer a complete online curriculum. Parents interested in enrolling their student should contact the high school office and speak with the counselor. Students enrolled are eligible for all extracurricular activities such as sports and clubs. Harding teachers grade the work; with time available after school as needed for personal instruction. Full-time enrollment is limited but the curriculum is available for a fee to all Harding students interested in credit recovery or summer school. Details are available in the high school office.

Independent Study

In rare circumstances a parent will request the privilege for a student to work from home as an independent study for a short period of time. Parents should schedule a meeting with the building principal/assistant principal, pupil personnel director, and the guidance counselor to determine eligibility and options available.

Grading

While grades are never to be considered the end goals of education, they are symbols that give evidence to the extent of mastery. Our Positive Completion Policy endeavors to have each student complete all work assigned to them. Grades will then reflect a student's mastery of academic concepts and not simply the submission of assignments.

GRADE SYMBOLS - All student work is to be evaluated in terms of the following symbols:

Point Value Range

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

S/U Grades may be given in certain courses. These grades carry CREDIT but not points. These grades are given in non-academic courses.

S = Satisfactory

U= Unsatisfactory

Report cards are posted on Infinite Campus quarterly to formally acknowledge student progress and attendance. Parents



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may also monitor their child's progress throughout the grading period by logging on to the Infinite Campus Parent Portal. Students earning a D or F will receive an interim report sent home during the midpoint of each quarter.

Grade periods equal nine weeks.

Honor Roll 3.5 or higher

Merit Roll 3.0 to 3.499

Student grade recognition will follow the preceding criteria, a D or F during the nine- weeks will exempt a student from recognition.

For extra-curricular purposes, an incomplete grade on the report card for any subject in any grading period will be considered non-passing unless made up within one week of the grading period and follow in accordance with OHSAA rules. A student having any incompletes will be considered ineligible to participate in extracurricular activities.

Students who fail the final nine-weeks of a semester long course and fail the final will fail the course.

Scheduling

Schedules are provided to each student at the beginning of the school year or upon enrollment. The schedule is based upon the student's needs and available class space. Any changes to a student's schedule will be handled through the Guidance Department. It is important to note that access to some courses may be denied because of available space or failure to fulfill the prerequisites. Students are expected to follow their schedules.

RULES FOR SCHEDULING:

Each student must carry a minimum of three (3) blocks (no less than 3 credits) each semester in grades 9, 10, 11 and 12. Credit for partial completion of a one-semester subject will not be granted, without prior review and approval by district administration. Subjects must be taken in proper sequence for example, Algebra 1 prior to Algebra II. Prerequisites are requirements that must be met before the student can enroll in a particular course. It is strongly recommended that a course and its prerequisites not be taken simultaneously. Students should verify prerequisites for individual course prior to scheduling. Exceptions for acceleration and/or personalized learning opportunities must be agreed upon by the staff and guidance department and coordinated through the high school office.

Schedule Changes

During the time between registration and the end of the school year, students and parents may discuss and request changes in scheduled courses. ***After the close of school for summer, no courses will be dropped from a student's schedule at any time unless:***

1. A technical error was made in the process of scheduling the the student's request.
2. The student has been clearly academically misplaced.
3. There is a scheduling conflict.
4. A class is cancelled.
5. Special permission is granted by the principal.



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Procedure for class changes after school begins:

Semester courses may be DROPPED OR ADDED (without penalty) during the first five (5) days of the school year in Accordance with the “RULES FOR SCHEDULING.” If any course is dropped after these times, a penalty of “F” may be given for the course.

Credit Flexibility

The Fairport Harbor Board of Education has adopted a state-mandated program called “credit flexibility”. This program allows students to earn credits towards high school graduation outside the traditional classroom setting. Traditionally credits were based on “Carnegie Units”, the idea that 120 hours of seat time equals one credit in a given subject. The credit flexibility program shifts the focus from sitting in a classroom by allowing students to pursue different educational options and/or testing out of a class. Additional information is available by request in the guidance counselor’s office. Students in grades 8-12 are eligible, however the program applies only to high school level courses. Students participating in a full season of marching band, flags/majorettes, or an extracurricular sport can apply for a gym credit through credit flexibility. Students participating in the school drama productions may apply for credit flexibility for a fine art credit, see the school guidance counselor for more information.

Commencement

No student shall participate in commencement ceremonies until ALL graduation requirements are met, including community service, passing required state assessments and all fees/fines are paid.

Community Service

Harding students are required to complete 25 hours of community service for each year they are enrolled at Harding high school as a requirement for graduation. A record of community services hours earned is held in the high school office and reporting forms are available on the fhevs.org website under Parents, Forms, Academic Forms and available in the high school office. Students are encouraged to volunteer for the school but hours earned during the school day (8:10-3:05) will not be counted toward their community service hours, unless that students has earned the right to leave and elects to stay and volunteer. Additional guidelines will be made available, if you are unsure if an activity will count towards your service hours, check with the high school office before volunteering. Students who do not complete the required hours will be denied the right to participate in the commencement ceremony, their diploma will be held by the office until they have met the required hours then it will be released. [Click here for Community Service Verification Form](#)

Textbooks

Costs will be assessed accordingly for any damage other than reasonable wear and tear.



Extra Curricular Rules

Extracurricular Activity Participation

To participate in extracurricular events, a student must:

Starting in the winter sports season 2017-18 students must maintain a 2.0 G.P.A. and be carrying a sufficient number of academic credits to participate. If a student is competing in a sport that spans multiple grading periods and are initially ineligible when the season starts they may practice and travel with the team at the coaches discretion and after a meeting with administration. However they will not be able to compete until the next grading period is reported and they have earned a sufficient GPA.

College Credit Plus athletes must submit current grades to the activities director at the halfway point of the first and third quarters in order to remain eligible for athletics and activities. The form for CCP grade documentation is available on our website under guidance/resources.

“Game Day” or “Performance Day” School Attendance - Participation in interscholastic athletics or other public performances such as plays, concerts and cheerleading presentations is allowable only if the participant attends school the entire day of any contest in which they are to participate, unless expressly excused by their principal (see below). A student who arrives tardy (after 8:13, but before 9:30) will be eligible to compete. A student athlete who is absent from school on a non-game day shall not participate in practice that day unless the absence was specifically approved by the principal.

B.O.E Policy Reference IGDH p.55

Attendance and Extracurriculars

The following exceptions to the attendance policy will be considered by the principal/assistant principal when determining the student’s opportunity to participate (Note: permission by coaches is insufficient to participate). A student claiming one of these exemptions should ideally contact administration at least 24 hours in advance.

Allowable factors would be:

Physician documented medical appointments, Doctor note required.

Legal proceedings requiring attendance. Court paperwork/note required.

Family emergency documented in writing by parent/guardian.

In exceptional circumstances, exceptions can be made for personal illness If a prior condition exists and symptoms are sporadic (i.e. asthma, migraine headaches) A physician’s statement must be received along with a medical release.

School Suspension and extra-curricular participation

While behavior of extracurricular participants tends to be and is expected to be better than average, questionable situations do arise from time to time. The following procedures will be followed.

1. The participant who is serving out-of-school suspension may not participate or perform from the beginning date of the suspension until the return date.



Transportation to Competition/Performance

The school strongly recommends, for the sake of unity, that all participants who ride the school bus or van return to Fairport under school supervision. Often requests are made for private transport of participants before or after competition/performance away from Fairport. Should a need arise for a participant to be transported privately to or from an event away from Fairport, the following procedure should be followed:

A transportation release signed by the custodial parent must be given to the coach or advisor in advance.

When the event is completed, the parent/guardian of the participant must make personal contact with the coach who will then release the student to the parent/guardian. [Click here for Transportation Release Form](#)

In the event of an emergency, (i.e. severe medical problem in the family, injury to the athlete, etc...) the coach/director/advisor may make the decision to release a participant immediately. School officials will then contact the parent/guardian.

[Design Lab-Hooked on Education](#)

Mission

Mission Statement (what we are doing now):

In the FHS Hooked on Education design lab, students have a voice and choice in authentic learning experiences while engaging with the community.

Vision

Vision statement (what we want to be in the future):

FHS Hooked on Education: A center of excellence for personalized learning pedagogy and practice.

Design Lab/Hooked on Education Program Grading System, My LC

My Learning Collaborative

My Learning Collaborative ("MyLC") is a learning management system designed to track personalized, interdisciplinary, competency based learning. This program is currently being utilized in the design lab to allow students to track their mastery of academic content standards. Students demonstrate mastery of academic content standards by creating and submitting evidence of learning. Evidence of learning can take on many forms such as a written explanation, graphic presentation, speech or model.

Student's MyLC logins are tied to their google account and can be accessed anywhere at anytime. As student's submit evidence, scores are assigned on a scale of 1 to 4. Quarterly grades for ELA and Social Studies classes are calculated by adding the scores or "quality points" of all submitted evidence. Quality points scales have been created for English Language Arts and Social Studies classes to allow students to track their progress.

If your student is a full time design lab student, you may check their progress on their My LC account, if your student is only in the design lab part time you will need to utilize the My LC for the design lab courses and use Infinite Campus for the traditional classes.

MyLC is a standards based platform that allows students to track their progress in each class based on the Ohio Department of Education Learning Standards. [Click HERE for MyLC Website](#)



Personalized Learning Plan (PLP):

Each student in the design lab will fill out and keep an online version of a Personalized Learning Plan (PLP). In that PLP, available through Google Sheets, will contain the following information:

- About Me: What is your main learning style? Social style? Communication style.
- Personal Statement: What you would like to do to be filled out all four years.
- SMART Goals: Specific, Measurable, Achievable, Relevant, Timely
- Current Courses: List of all classes students will take for the entire year
- Progress Report: To be filled out each quarter
- Post Secondary Plan: Plan for post graduation to be filled out 2 times a year
- Credit Analysis: List of all classes taken that the student has received HS credit for.
- Field Experience: List of all job shadows and visits taken
- Fairport Graduation: List of all End of Course scores, attendance, grades.

The PLP will be an ongoing document that will be filled out by the student and the mentor. Parents will have access to the document.

Required Projects

Project Lists (as of 5/28/18):

The Hooked on Education Design Lab will have three mandatory personal projects with specific due dates (September 7; November 30; April 30) as well as seminars that each student will be a part of each nine weeks.

Design Lab Policies and Procedures 18-19

Instructors:

Mr. Conn, Math
 Ms. Felix, Intervention Specialist
 Mr. Hites, Intervention Specialist
 Mr. Hlousek, History
 Mr. Messer, Science and Lake Erie College adjunct professor
 Mrs. Ring, English
 Ms. Tenon, English and Lake Erie College adjunct professor

Email addresses:

pconn@fhevs.org
sfelix@fhevs.org
jhites@fhevs.org
thlousek@fhevs.org
rmesser@fhevs.org
sring@fhevs.org
stenon@fhevs.org

Introduction:

Welcome to the 2018-2019 school year. We look forward to working with each student to develop and implement a plan for personalized learning. Students have the voice and choice in what they learn and how they learn it. In the FHS Hooked on Education design lab, everyone teaches; everyone learns.

Please bring the following materials to class everyday:

- **Textbook** – if class requires one
- **A three-ring binder with a divider and a pocket and math notebook**
- **Loose leaf paper**
- **Pens and/or pencils** – blue or black ink.
- **Highlighters**
- **Post-it notes and/or tabs**
- **Chromebooks** – must be plugged into charging station at the end of each day.
- **Library card** – See Mrs. Norman regarding a library card application if needed
- **Passbook** - must have passbook to leave design lab



PLEASE NOTE: It is UNACCEPTABLE to report to the design lab without your OWN passbook, writing utensil, paper, textbook, and/or binder.

Student Work Station:

Things happen, pens dry out, binders are forgotten at home, etc. Under those circumstances, students will have access to a variety of classroom materials at the student workstation. This area belongs to the students and should be kept neat and orderly. We will occasionally replenish paper and pens/pencils. Students may feel free to do the same. If it is not there, we don't have it.

No Student Area: No students are permitted in the teachers' area.

Student desks and or tables: No bottoms or feet on the desktops or tabletops.

Plagiarism:

Plagiarism is "the using and passing off as one's own the ideas or writings of another." Please keep in mind your writing is like your fingerprint – individual just to you.

There are serious consequences for plagiarism, including failing the course.

Skipper Support – Any time that a student does not complete an assignment (in or out of class), he or she will be referred to Skipper Support during lunch. Participation in the program is not optional. Progressive discipline will start if a student is noncompliant.

If a student does not report to the design lab with expected work or does not participate in the day's work, he or she will be assigned to Skipper Support to make up for that day's work.

Attendance:

Per the parent-student handbook of Harding High School, no credit will be given for unexcused absences. If an absence changes from unexcused to excused, it is the student's responsibility to bring this change in status to my attention.

Truancy: (Harding Handbook)

Students who have permission to leave but fail to sign out in the high school office may be considered truant. Students who are in the building but not in their assigned area will be considered truant.

Students are expected to remain in the design lab until the end of the block.

Tardy: Students must be in the main part of the design lab when the bell rings.

Auburn/CCP students: when arriving to Harding during the day, all CCP/Auburn students must sign in at the office, and go directly to the design lab.

Hall Passes: Students need to check with a teacher for permission to leave the design lab. Students may not wander the building using a hall pass or interrupt other teachers' classes. **All students must have an appropriately filled out section of the passbook with teacher signature to leave the lab.**

Newspapers and *Upfront* Magazines: Newspapers and magazines are available for students to read. Do not leave any parts of them on the floor or desks. When you are finished with the reading material, you may take it with you, recycle it, or return it to the area. If a student does not pick up after him or herself, then that student runs the risk of losing newspaper privileges.

Field Trips: Any student attending a field trip associated with another class must see the other design lab instructors about missed work prior to the field trip. Missed work is expected to be completed and turned in immediately following the field trip or it will be late.



TECHNOLOGY (Harding Handbook)

Devices with the potential to aid in the achievement of classroom objectives and instruction may be used in class but only with teacher knowledge and supervision.

Use of cell phone technology will NOT be permitted at any time.

Students who fail to adhere to the guidelines set forth will have their devices confiscated and subject to the following penalties.

1st Offense office hold/student pickup after school hours

2nd Offense office hold/parent pickup

3rd Offense parent meeting with district administrator

Chromebooks: the use of laptops is a privilege. Students must be on task at all times while using the laptops unless the teacher permits free time. All technology must be respected and used appropriately which means no banging on the keyboard, report all issues to the teacher immediately, shut down the computer before closing it and make sure it is plugged into the appropriate slot at the end of each day.

Digital pictures/video: under no circumstances are students to take videos or pictures of anyone or anything without first asking permission. For example, taking a picture of notes or an assignment or a passage from a book is an appropriate use of technology. Taking a picture of someone without his/her knowledge is an invasion of privacy.

Social Media: (Board Policy)

Nobody is to be partaking in social media during the school day unless it is linked to academics.

Smart Board: Do not touch the Smart Board unless for academic purposes.

Music: In order to not disturb other students, everyone must access music using a chromebook and utilize headphones at all times.

Quiet Zones: There will be designated quiet and/or silent zones in the lab which may change daily and/or by block depending on the learning needs of the students. Silent zones are just that; absent from any noise. Quiet zones are students working together on an academic assignment communicating in six-inch voices.

Design Lab Environment: The Design Lab is a shared space with one common goal: learning. We understand that sometimes learning gets messy, but all students are expected to pick up after himself/herself regularly throughout the day. There are shelves located under the workstations. Students need to store their belongings in the shelves and keep the walkways clear of personal effects. **Please keep track of any personal belongings.**

Desktop Computers:

- Always log-in/log-out
- A sign-up sheet and/or time limits may be implemented

Design Lab Rules:

1. No food or beverage
2. No cell phones
3. No profanity or vulgar language – NONE!
4. Respect the people, equipment, and furnishings of design lab.
5. Follow your personalized learning plan. If you are stuck, ask for help!
6. All students must eat lunch in their designated lunch room assignment, lunch will not be eaten in the design lab.

If you choose to break a rule:

First time – personal conference

Second time – meet with design lab staff member

If necessary or severe offense - immediate referral to the high school office



If the class or a student chooses to follow the rules:

- Free time/outside time
- Positive calls home/Skipper Prides
- Food

Procedures:

1. Every student must enter the design lab quietly with his or her chromebook and report for attendance.
2. In the beginning of each block, every student must identify three goals he or she will accomplish.
3. Students must attend all seminars, workshops, and success skills. Students may attend office hours with their content area teachers as needed.
4. When finished with their projects for the block, students must engage in a silent activity.
5. Students may not interrupt a teacher to ask about using a hall pass.
6. Students must stay until the bell rings at the end of the block.

Quality Points/Grading:

The Hooked on Education Design Lab is a standards based grading environment. Course progress may be monitored by accumulation of quality points, the scores of graded standards. Adding up these points and then comparing that number to the grading matrix will give the current standing in the course. Each course has a specific grading matrix; please see your instructor for your course matrix.

Click here for 2018-2019 [Application](#)

[Athletic Handbook](#)

PARENT-STUDENT ATHLETIC GUIDE

The student-athletes at the Fairport Harding High School and Middle School are governed by the rules put forth by the Ohio High School Athletic Association (OHSAA) and the Fairport Harbor Exempted Village School District. This is not meant to be all inclusive. Student-athletes and their parents must be aware of the policies and procedures put forth by the OHSAA and the Fairport Harbor Exempted Village School District.

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION MISSION STATEMENT

The Ohio High School Athletic Association's mission is to regulate and administer interscholastic athletic competition in a fair and equitable manner while promoting the values of participation in interscholastic athletics as an integral part of a student's educational experience. The OHSAA represents its member schools by recognizing and promoting academics, the safety of participants, good citizenship and lifelong values as the foundation of interscholastic athletics. [Click here to go to OHSAA website.](#)

CHAGRIN VALLEY CONFERENCE

The Fairport Harding High School and Middle School are members of the Chagrin Valley Conference (CVC). The CVC consists of 16 member schools from Lake, Geauga, and Cuyahoga County. The schools are divided into divisions on a sport by sport basis. Enrollment, geography, gender, and competitiveness are all determining factors toward division assignment.



2018-19 ELIGIBILITY GUIDE FOR PARTICIPATION IN HIGH SCHOOL ATHLETICS

Student-athletes and parents must be aware of the information contained in the OHSAA Athletic Eligibility Information Bulletin. Hard copies of the bulletin are available in the high school office. You may also access it online at www.ohsaa.org. Briefly, in order to be eligible academically, pursuant to Board Policy, To participate in extracurricular events, a student must maintain a 2.0 G.P.A. and be carrying a sufficient number of academic credits to participate. If a student is competing in a sport that spans multiple grading periods and are initially ineligible when the season starts they may practice and travel with the team at the coaches discretion and after a meeting with administration. However they will not be able to compete until the next grading period is reported and they have earned a sufficient GPA.

College Credit Plus athletes must submit current grades to the activities director at the halfway point of the first and third quarters in order to remain eligible for athletics and activities. The form for CCP grade documentation is available on our website under guidance/resources. [Click here for CCP Grade Form](#)

“Game Day” or “Performance Day” School Attendance- Participation in interscholastic athletics or other public performances such as plays, concerts and cheerleading presentations is allowable only if the participant attends school the entire day of any contest in which they are to participate, unless expressly excused by their principal (see below). A student who arrives tardy (after 8:13, but before 9:30) will be eligible to compete. A student athlete who is absent from school on a non-game day shall not participate in practice that day unless the absence was specifically approved by the principal.

B.O.E Policy Reference IGDH p.55

JEFFERSON ESC, VIRTUAL LEARNERS, BREAKWATER-PARTICIPATION AND ATTENDANCE

Students attending a virtual learning program through Fairport Schools are required to complete 20 hours of “seat time” or instructional hours per week, per the student handbook in accordance with Attendance House Bill 410 Requirements. If a student does NOT meet the 20 hours in one week, any hours below 20 will be ineligible to participate the following week starting Monday. For example:

Hours Completed during the week	Eligibility the following week
20 hours	Eligible Monday-Friday
16-19 hours	NOT Eligible Monday
12-15 hours	NOT Eligible Monday & Tuesday
8-11 hours	NOT Eligible Monday, Tuesday & Wednesday
4-7 hours	NOT Eligible Monday, Tuesday & Wednesday & Thursday
0-3 hours	NOT Eligible Monday, Tuesday, Wednesday, Thursday & Friday

If a student has a legitimate excuse for not completing seat times a note must be submitted to the school principal with a request that the ineligibility be waived for the following week. Principal and Athletic/Activities Director will determine if the



student has a valid and reasonable excuse for missing seat time hours on virtual learning and grant a waiver or uphold the handbook requirements, in a timely manner.

The Athletic/Activities Director will notify coaches/activities leaders if a student is ineligible.

SCHOOL ATTENDANCE & SPORTS/ACTIVITIES

The following exceptions to the attendance policy will be considered by the principal/assistant principal when determining the student's opportunity to participate (Note: permission by coaches is insufficient to participate). A student claiming one of these exemptions should ideally contact administration at least 24 hours in advance.

Allowable factors would be:

Physician documented medical appointments, Doctor note required.

Legal proceedings requiring attendance. Court paperwork/note required.

Family emergency documented in writing by parent/guardian.

In exceptional circumstances, exceptions can be made for personal illness. If a prior condition exists and symptoms are sporadic (i.e. asthma, migraine headaches) A physician's statement must be received along with a medical release.

School Suspension and extra-curricular participation

While behavior of extracurricular participants tends to be and is expected to be better than average, questionable situations do arise from time to time. The following procedures will be followed.

1. The participant who is serving out-of-school suspension may not participate or perform from the beginning date of the suspension until the return date.

If a student is only scheduled at Fairport for one class or one block, if they miss the entire block they will be ineligible to participate in any athletics/activities for that day.

TRANSPORTATION-SPORTS

The school strongly recommends, for the sake of unity, that all participants who ride the school bus or van return to Fairport under school supervision. Often requests are made for private transport of participants before or after competition/performance away from Fairport. Should a need arise for a participant to be transported privately to or from an event away from Fairport, the following procedure should be followed:

-A transportation release signed by the custodial parent must be given to the coach or advisor in advance.

-When the event is completed, the parent/guardian of the participant must make personal contact with the coach who will then release the student to the parent/guardian.

-In the event of an emergency, (i.e. severe medical problem in the family, injury to the athlete, etc...) the coach/director/advisor may make the decision to release a participant immediately. School officials will then contact the parent/guardian. [CLICK HERE FOR TRANSPORTATION RELEASE FORM](#)

SCOPE OF JURISDICTION

For the purpose of this guide, a specific athletic season begins with the first official organizational meeting and ends with the last official function of the said sport's season (ie. awards, tournament, etc.). A student becomes a student-athlete and a member of the sports team when he/she expresses his/her desire to become a member of a program by his/her attendance at the organizational meeting.



TEAM RESPONSIBILITY

Students that begin a sport are expected to see that sport through to completion. A student who quits a sport or is removed from a sport for disciplinary reasons may not begin a new sport until the previous sport's season has been completed. **This includes participation in open gym or any conditioning activity.** The Activities Director in consultation with the head coaches involved and the Principal may grant an exception to this rule.

STUDENT HAZING (Bullying)

"Hazing shall be defined for the purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by any individual subjected to hazing shall not lessen the prohibitions contained in this policy."

-No student shall conspire, instigate, engage in or tend to engage in a repeated act that injures, frightens, degrades, or disgraces another student.

-No student shall threaten or engage in an act of harassment or bullying through technological means (**cyberbullying**) such as cell phones, texting, e-mail, or other digital media.

-No administrator, faculty member, coach, or other Board approved employee or volunteer shall encourage, permit, condone, ignore, or tolerate hazing activities.

All hazing activities must be reported to the Activities Director and/or the Building Principal. The Activities Director shall inform the principal and superintendent. Students involved in a hazing activity are in violation of the Student Code of Conduct and are subject to school discipline.

CRIMINAL OFFENSES

Criminal offenses of any nature, where an arrest is involved, are not representative of a high school athlete and will not be tolerated. In consultation with the Superintendent, Building Principal, and FHEVS Legal Counsel, any athlete suspected of or arrested for an alleged criminal activity may be subjected to administrative action. The said action could result in suspension, and/or removal from an athletic team(s).

SELECTION OF PARTICIPANTS, PLAYING TIME, AND GAME STRATEGY

Individual playing time, selection of students for specific squads, and in game strategy is solely at the discrepancy of the head coach and his/her coaching staff. Discussion between parents and coaches in relation to these areas is off limits. Coaches have been instructed to avoid these types of discussion. The discussion involving these areas should take place between the coach and the player. The value of this type of life lesson is a valuable part of a student-athlete's involvement in interscholastic high school sports. Parents are required to adhere to these guidelines.

Any situation involving the physical and mental well-being of the student-athlete should be discussed with the coach in question and may involve the Activities Director. Situations outside the realm of athletics which may affect the



student-athlete's performance should be discussed with the respective head coach(es) at the parent's discretion.

ATHLETIC UNIFORMS

Athletic uniforms issued to student-athletes, unless directly purchased by the student-athlete, remain the property of the Harding High School athletic department. Athletes are responsible for proper care and handling of uniforms and all issued equipment in their possession. Athlete may be responsible for lost, stolen, or damaged equipment if negligence is involved.

Equipment and uniforms must be returned to the head coach at the end of the season. The head coach will designate a time and a place for collecting uniforms. Athletes that do not turn in uniforms in a timely fashion will have the cost of non-returned items added to their senior fees. Equipment owned by the district may not be given to student-athletes to keep. Students will not be issued equipment in a subsequent sport until the above mentioned situation is rectified.

Athletes are not permitted to wear school-issued uniforms as casual wear either during, before, or after school unless instructed to do so on a specific day by the head coach.

INJURIES & FORMS

The responsibility for providing care and treatment of athletic injuries rest jointly with the parent/guardians of athlete and the Harding High athletic department. Licensed medical personnel will be on hand to monitor contests and practices as is practical. As a result of this:

- All student-athletes must have an [Emergency Medical](#) Info on file with the school. (electronic annual form)
- Parents of student-athletes must provide Proof of Medical Insurance or purchase school insurance to insure coverage during participation in a sport-please send copy of insurance to Activities Director. [FORM HERE](#)
- Parents are responsible for the [OHSAA Concussion guide and signing off upon completion.](#)
- Parents are responsible for the [Lindsay's Law/Sudden Cardiac Arrest Parent/Athlete signature form.](#)
- Athletes and Parents are responsible for reading, signing and understanding the [Athletic Waiver](#), this form must be signed and submitted to the Principal.
- School personnel are committed to informing the parent/guardian about injuries that have incurred in a timely fashion.
- In the event that a student-athlete must be transported to a medical facility, in the event that a parent/guardian is not available, a school representative will accompany the student-athlete to the medical facility if at all possible. The school representative will remain with the student-athlete until a parent arrives.

A licensed medical practitioner (ie. nurse, trainer, physicians asst., physician) may rule a student-athlete ineligible for athletic participation. ***In the event of a possible concussion, a game official may remove an athlete from further participation.*** If medical personnel are not on site, the head coach has the ability to remove an athlete from competition as well. The student-athlete who is ruled out of competition may not return to participation until he/she is released by a medical practitioner at the same level or higher. Written documentation is required in this instance. Finally, a parent may **not** override the decision of medical or game personnel.

VACATIONS

Students who go on an excused family vacation during an athletic season will not be removed from the team. However, a student-athlete who goes on a vacation in season may jeopardize, upon return, his/her ability to participate in upcoming contests. When a student returns to competition is solely at the discretion of the head coach. ***Students and their***



families are encouraged to schedule vacations outside the confines of the athletic season.

POST-SEASON AWARDS, PROGRAMS, AND SENIOR NIGHTS

The criteria for awarding high school awards (varsity, junior varsity, freshman) is at the discretion of the head coach. Special awards are determined by the head coach on a coach by coach basis. To be eligible for high school and special awards the student-athlete must fulfill the following requirements:

- All school equipment must be returned.
- A student-athlete must complete the season in good standing. This means a student must have maintained athletic eligibility and has not either quit the team or been removed for disciplinary circumstances. An injured player is eligible to receive awards provided that he/she has remained associated with the team.

The format for awards presentations and postseason program is determined by the head coach of each sport. Awards are provided by the Fairport Athletic Department. The Fairport Athletic Boosters will make a contribution toward the postseason program.

CONFLICTING EVENTS

It is the intention of the Fairport School Board and the Athletic Department to *never* make a student choose between activities that may be occurring simultaneously. Since the policy of the district is to encourage participation, the following guidelines have been established to deal with potential conflicts.

When a conflict exists, the staff members involved with the activities will meet for the purpose of resolving the conflict. The emphasis should be on modifying the requirements so that the student may participate in both. If it is not possible to resolve the conflict without compromising the integrity of the said activities, the following procedure will be used:

- If one of the activities is for academic credit and the other is not, the student and his/her parent/guardian are to be made aware of the potential consequence of non-participation in the credited activity.
- In the event that both are credit activities, the student-athlete will consult the building principal so that the requirements of both activities may be fulfilled at no consequence to the student.
- If one of the activities is after-school and is an offshoot of the credit activity but in itself is not for credit, the requirement for the credit activity may not be imposed on the student as a condition for participation in the non-credit, after-school activity.

WEIGHT ROOM

Fairport Harding High has a full-functioning weight room for the benefit of our student-athletes. Athletic coaches are responsible for scheduling weight room sessions. Athletes are encouraged to participate. **ATHLETES ARE NOT ALLOWED IN THE WEIGHT ROOM AT ANY TIME WITHOUT THE DIRECT SUPERVISION OF AT LEAST ONE BOARD APPROVED COACH.** Only board approved athletic coaches and physical education instructors are allowed to supervise the weight room.

CANCELLATION OF CONTESTS/ PRACTICES DUE TO WEATHER

If Fairport Schools are closed due to inclement weather, a decision on the status of games and practices will be made by the School Athletic Department and Principal. If possible, all decisions will be made by 12:00 pm, and the head coach of



each team will contact team members.

HEALTHY ATHLETES AND ROLE MODELS

The philosophy of the Fairport Schools is to assist students in understanding and abiding by the expected standards of all extracurricular programs. The District recognizes that extracurricular participation is an elective privilege and that participants are held to higher standards both academically and behaviorally to maintain eligibility to participate. The District recognizes the research stating that use of tobacco, alcohol and other drugs is *detrimental* to performance in athletics and other performance-related activities and that use impairs rational thinking abilities and other physical and emotional functions. The district also recognizes that any student, coach or advisor representing Fairport Schools inside or outside of the community is a role model to others.

Students/athletes must recognize the fact that alcohol, drugs and tobacco are not only illegal, but also detrimental to one's health. Students participating in extracurricular activities recognize that they are role models and that their academic and behavioral standards are higher in order to maintain eligibility. Students commit to the non-use of tobacco, alcohol and other drugs for the following reasons:

- 1) to ensure strong role modeling messages
- 2) to ensure continued participation in the activity
- 3) to communicate respect and integrity for themselves, their parents, advisors and their health
- 4) to maximize performance to benefit teammates, fellow organization members and the Schools
- 5) to pledge oneself to a healthy lifestyle

DRUG, ALCOHOL AND TOBACCO TRAINING RULES

Training Rules are in effect twenty-four (24) hours a day, seven (7) days a week while the student is under the schools jurisdiction. School's jurisdiction is defined by the following:

1. During the entire academic school year, including holidays
2. During pre-season practices (example: Fall sport August practices)
3. During any camps or clinics that are attended by students and coaches (example: Football Conditioning, Summer Leagues, Open Gyms)

Abstain from drugs, alcohol, performance enhancing substances and steroids and abstain from the possession and use of any and all tobacco products. (Cigarettes, vaping, juuling)

1. A first violating offense will result in being suspended from all athletic activity for seven (7) calendar days from initial ruling. Offender will complete 2 courses on [Foundation for a Drug-Free World Click HERE](#), AND Have an assessment by [Crossroads](#) or another tobacco/drug/alcohol program of your choice, all at offenders expense.
2. A second violating offense will result in being suspended from all athletic activity for thirty (30) calendar days from initial ruling. The thirty day suspension can be reduced to fourteen (14) days following the completion of related courses on [Foundation for a Drug-Free World Click HERE](#), AND Have an assessment by [Crossroads](#) or another tobacco/drug/alcohol program of your choice, all at offenders expense.
3. Any subsequent violations will result in the offender being suspended from all athletic activity for (90) calendar days from initial ruling. In order to return after the 90 days has been completed, the offender will have to complete



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an assessment by [Crossroads](#) or another tobacco/drug/alcohol program of your choice, all at offenders expense, and provide proof to the building principal.

4. Coaches may develop additional, and possibly stricter, training rules that carry heavier sanctions than those of the athletic department.

Self-Referral

If a participant seeks assistance from the coach, athletic director, or school administration for dealing with tobacco/alcohol/drug problems and the participant agrees to participate in tobacco education or alcohol/drug assessment and follow the recommendations, there will be no denial of participation from athletics. Refusal or failure to complete the programs will result in the denial of participation. The self-referral is still considered a violation for the purpose of accumulation of violations. Self-referral must be established by school records prior to an arrest or notification of school administration, coach, or athletic director.

DENIAL OF PARTICIPATION

- A. Should any student-athlete be denied participation due to a student-athlete handbook violation or violation of the specific sport rules and regulations, they will be notified in writing about their offense and asked if they would like to appeal. Should a student-athlete wish to appeal, a panel of three (3) school administrators and/or coaches (not including whoever assigned the punishment) will hear the appeal and decide to uphold, reduce, or rescind the suspension. The appeal must be conducted within one week of the notice of denial of participation.
- B. Any type of conduct that is determined to be detrimental to the Fairport Athletic Program that is not covered in this handbook will be dealt with on a case by case basis with the Fairport Athletic/Activities Director, the program's head coach, and the athlete(s) involved. Should the athlete be denied participation, they can appeal as laid out above.

FAIRPORT HARDING ATHLETICS ON Twitter

Follow us [@FHSSkippers](#) for up to the minute information on Skipper sports and all Harding events.

SOCIAL MEDIA & ATHLETICS

The Fairport Athletic Department recognizes and supports its student-athletes' rights to freedom of speech, expression, and association, including the use of online social networks. In this context, however, each student-athlete must remember that playing and competing for Fairport is a privilege, not a right. As leaders you have the responsibility to portray your team, your school, and yourselves in a positive manner at all times. Inappropriate material found by third parties affects the perception of the student-athlete, the athletic department, and the school district. This social media policy establishes guidelines for the use of social media accounts created by Fairport student-athletes in order to further the mission of the Athletic Department, by fostering an environment of excellence where student-athletes will learn life skills in order to become leaders and champions. Fairport believes that posting negative comments about teammates or coaches undermines this culture and can have a very negative effect on team chemistry and/or coach/student-athlete relationships. Fairport students should assume that anything they post on their accounts is public and could be read by staff, opposing teams, alumni, college admissions officers, future employers, and coaches.

If you participate on social networking sites or use social media, you must keep the following guidance in mind:



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1. Everything you post is public information. Any text or photo placed online is completely out of your control the moment it is posted online, even if you limit access to your site. Information may be accessible even after you remove it.
2. Athletes will not run team accounts.
3. Similar to comments made in person, the Athletic Department will not tolerate disrespectful comments and behavior online such as derogatory or defamatory language, comments that create a serious danger to the safety of another person or constitute a credible threat of serious physical or emotional injury to another person, or comments or photos that describe or depict unlawful actions.
4. Similar to seeing in person, the Athletic Department will not tolerate photos, videos, or comments showing the use of alcohol, drugs, and tobacco (this includes holding cups, cans, bottles, shot glasses, e-cigarettes, and drug paraphernalia).

When a student-athlete's profile and its contents are found to be inappropriate in accordance with the above behaviors, he/she will be subject to the following penalties:

1. Written Warning
2. A meeting with the Athletic Director and Head Coach,
3. Penalties as determined by the athletic department, including but not limited to possible suspension from his/her athletic team.

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as your family's values and ethics and the Fairport Athletic Department's values and ethics. Remember, always present a positive image of yourself and don't do anything to embarrass yourself, your team, your family, and the school. Manage your public profile, it's reflective of you and your image.

ATHLETIC TICKET PRICES (2018-2019 SCHOOL YEAR)

Adult Ten Game Passes (home events only): \$40.00

Student Ten Game Passes (home events only): \$20.00

Single Game Pre-Sale: \$4.00 (may be used both home and away)

All Tickets Sold at the Gate (football, volleyball, basketball): \$6.00

There is no charge for middle school athletics at home.



Acknowledgement & Acceptance

MS/HS Student & Athletics Handbook

After reading the information contained in the handbook, complete the section below.
Print the entire page and return it to your homeroom teacher.

My child and I have read and reviewed the Fairport Harbor Exempted MS/HS Student handbook. We understand the contents and **agree** to abide by them.

Student's Name/Signature _____ / _____ Date _____

Parent's Name/Signature _____ / _____ Date _____