



# Harding Middle and High School Student Handbook 2020-2021



# Learning Today, Leading Tomorrow

## Harding Student Handbook Contact Information

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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.



## 2020-2021 Harding MS/HS Student Handbook

### 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 careers. 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 are known as: The Skippers

Guiding Principles: Citizenship, Dedication, Honesty & Responsibility

Insignia: Lighthouse



### 2020-2021 School Calendar



### & Important Dates

All dates are subject to change, please see the [Fhevs.org](http://Fhevs.org)

for the most current information.



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<del>8/13/20</del>	<del>Harding Open House 6PM to 8PM</del>
8/18/20	First Staff Day
<del>8/19/20</del>	<del>First Day Students</del>
9/7/20	Labor Day
10/9/2020	NEOEA Day-No School for students
10/23/20	End of 1st Grading Period
11/3/20	Election Day Inservice Day (no school for students)
11/26/2020- 11/30/2020	Thanksgiving Break (Classes resume 12/1/2020)
12/21/20	Winter Break Begins
1/4/21	School Resumes
1/14/21	End of the 2nd Grading Period
1/15/21	Teacher Work Day (no school for students)
1/18/21	Martin Luther King Day -No School
2/15/21	President's Day- No School
3/26/21	End of 3rd Grading Period
03/26/2021	Spring Break (Classes Resume 04/6/2021)
5/31/21	Memorial Day-No School
5/28/21	Last Day for Students
6/1/21	Last Day for Teachers



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**A Letter From the Principal:**

Welcome to the 2020-2021 school year! As I write this letter I cannot help but think how well Harding has adapted to the new normal of blended learning. These times are unprecedented and I sincerely believe that Harding and its Personalized Learning philosophy create a rewarding experience for our students, in school and remotely.

This new handbook has some changes from previous years so I encourage you to read it through with your child. The handbook provides information regarding everything from academics to programs and services. The goal of the handbook is to provide clarity on policies, while providing information to make the school experience online or within our four walls a successful one. Please contact me with any questions or concerns at any time. Our students have a sound educational experience when lines of communication are strong between home and school. I look forward to this school year and the challenges and successes it will bring.

Skipper Strong!

*Mrs. Katie Rumbarger*

Principal, Harding Early College Middle and High School

[krumbarger@fhevs.org](mailto:krumbarger@fhevs.org)

[@MrsRumbarger](#)

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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 the 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:



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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.) A parent may call in an excused absence ten times. After ten times, a doctor's note will be required to excuse the 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 appointment which cannot be scheduled outside the school day, religious observation, and family emergency. 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 benchmarks:

The law defines **Excessive Absence (EA)** as:

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.

House Bill 410 defines **Habitual Truancy (HT)** 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 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 the 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](#)
- Visitation without proper documentation will be considered *unexcused*.



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- 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. Notes can be emailed to [rkazsmer@ffhevs.org](mailto:rkazsmer@ffhevs.org). 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 completed on Infinite Campus. 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 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's 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. Students out of school without administrative 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. Vacations approved will "excuse" absences (up to 10 days) with the 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

When a student arrives at school after 8:13 a.m. they are considered tardy to school. These minutes count against their HB 410 attendance hours. Excessive tardiness may result in disciplinary action.

### 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 a 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 an activity/sport.



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### 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. The Guidance Office receives detailed weekly seat times, and 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 Fairport Harbor Exempted Village School District and plan to homeschool your child, you must follow the 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 expectations of the school district if families choose to homeschool their children.

Parents agree to:

1. Provide 900 hours of instruction per year.
2. Notify the superintendent every year of the intent to homeschool.
3. Provide an assessment of the students' work.



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More information about homeschooling can be found at: [Click here for more information](http://education.ohio.gov/Topics/Quality-School-Choice/Home-Schooling)  
<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 a 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 and McKinley Schools have access to the district counselor. 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. If you would like to request counseling services for your child, please contact our Guidance Counselor or Student Success Coordinator Melissa Heidemann.

### 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



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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 the 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 the use of additional learning time, building on general classroom instruction, or support through consultation, accommodation management, general classroom-based intervention, and other strategies.

### School Psychologist

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 Response to Intervention (RTI) Team 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 RTI team 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 student'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,-FEVS Board Policy Manual) guides the consequences of unacceptable behavior. The discipline philosophy supports the teacher’s right to teach and the student’s 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 several 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 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 will follow a special set of criteria each time. The PBIS team will outline the expectations.

## School-Wide Expectations

1. Come to school on time, prepared, and ready to learn each day.
2. Follow directions given by all adults.
3. Respect ourselves, others, and resources.





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4. Use appropriate language.
5. Keep 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 people 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.

#### State Assessment

Students participate in all state-mandated testing including End of Course exams. Students may be further assessed individually based on the results or 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](#)



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### 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 Guidance Counselor or Building Principal for more details.

### Earning a High School Diploma

To earn a high school diploma in Ohio, students must complete the courses and requirements **and then** choose a pathway to show that you are ready for college or a job.

#### Pathway Options:

##### **OPTION 1**

Students must satisfy **one** of the three **original pathways** to graduation that were in place when they entered high school. The pathways include:

1. **Ohio's State Tests** - Earn at least 18 points on seven end-of-course state tests. Each test score earns you up to five graduation points. You must have a minimum of four points in math, four points in English, and six points across science and social studies.
2. **Industry credential and workforce readiness** - Earn a minimum of 12 points by receiving a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and earn the required score on WorkKeys, a work-readiness test. The state of Ohio will pay one time for you to take the WorkKeys test.
3. **College and career readiness tests** - Earn remediation-free scores in mathematics and English language arts on either the ACT or SAT.

##### **OPTION 2**

Satisfy the **new graduation requirements** for the classes of 2023 and beyond by:



## 2020-2021 Harding MS/HS Student Handbook

1. **Demonstrating Competency** - Students will demonstrate competency in the foundational areas of English language arts and mathematics or through alternative demonstrations, which include College Credit Plus, career-focused activities, or military enlistment.
2. **Demonstrating Readiness** - Students will demonstrate readiness for their post-high school paths by earning two seals that allow them to demonstrate important foundational and well-rounded academic and technical knowledge, professional skills, as well as develop key social and emotional competencies and leadership and reasoning skills.

## 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 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 at 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.



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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 is administered to the student, signed by the parent or guardian of the student.
2. The Superintendent or his/her designee receives a statement signed by the prescribing physician that includes the following information:
  - Student name and address
  - School and grade of student
  - Name, dosage and time the drug is to be administered
  - Dates when the administration of the drug should begin and end
  - Any severe reactions that should be reported to the physician
  - Physician's phone number
  - 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 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. No employee shall be designated to administer a drug that does not have appropriate training in those cases in which special training or knowledge of procedures in drug administration are needed.

### 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.



## 2020-2021 Harding MS/HS Student Handbook

- 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 the "Parents" tab, "Healthcare Info and Forms" and must be signed by the health care provider and the parent/guardian.

### Vision & Hearing Tests

Visual acuity (distance vision) testing is routinely administered to students in grades 7, 9, and 11, 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 the vision appears normal. Hearing screenings are done in grades 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 the care, with leadership by the school nurse
- Self management is 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 Information in Infinite Campus and notify you as soon as possible. When you complete online registration in Infinite Campus please give complete and accurate information so that in case of an 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.



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### 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 sick protects other students and staff from potential illness. 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:

- 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. The attendance line for Harding is 440-354-5400 ext 1397.

### Vaccine Schedule 2020-2021

Due to the COVID-19 Outbreak, the vaccine schedule for 20-21 has not been released at the time of the handbook update. Please see the Ohio Department of Health for more information.

<https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/immunization/immunization>

### 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. Students should show courtesy and appreciation to guests by appropriate applause. Students should remain positive and engaged. Removal from any one assembly may cause the student to be removed from future assemblies. Students are still required to attend school on the event day.

#### 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:



## 2020-2021 Harding MS/HS Student Handbook

- Flagline
- Majorettes
- Band
- Drama club
- Student council
- NHS
- Student ambassadors
- Interact
- Football
- Baseball
- Track
- Softball
- Volleyball
- Basketball
- Concert Band
- Marching Band
- Fair Poet
- Just Write
- Academic Challenge
- 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 within walking distance. We strongly discourage parents from calling in permission for field trips to the office.

## Communication

### School District Website

The school district website [www.fhevs.org](http://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. Follow @MrsRumbarger on Twitter for current information as well. The school website has the morning announcements as well. The announcements online may be particularly useful to students who are off campus for part or all of the day.

### 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 a username and password.



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### Online Registration (OLR)-Infinite Campus

Fairport Harbor School utilizes the online registration feature through Infinite Campus. 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 the address and phone numbers.

All parents must use the online feature, no paper enrollments will be accepted. 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](#)

Mrs. Rumbarger's Twitter: [@MrsRumbarger](#)

Mrs. Fischer's Twitter: [@Skipperpride1](#)

Fairport Athletics: [@FHSSkippers](#)

Volleyball: [@LadySkippersVB](#)

Boys Basketball: [@FHHardingHoops](#)

Football: [@SkippersFB](#)

Track: [@fairporttrack](#)

Girls Softball: [@Fptgirlsbball](#)

Bowling: [@FairportBowling](#)

Baseball: [@Fptbaseball](#)

Cheer: [@Fairport\\_Cheer](#)

Hooked on Education Design Lab: [@HookedFHS](#)

Mrs. Polak: [@Mrs\\_JPolak](#)

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.





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### School Newsletter

The weekly Skipper Scoop newsletter is sent via email, or can be viewed on Mrs. Rumbarger's Twitter @MrsRumbarger. To sign up for the school newsletter, follow the link <https://www.smores.com/0vksg>

### Daily School Announcements

School announcements are made at the beginning of each day and are also on our website on the Harding page.

### 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 the high school office (or on the parent table of the website), 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. Students are expected to have appropriate attendance while utilizing a work permit. Work permits can be revoked if attendance suffers.

### Office & Teacher Aides

Students who become aides must be pre-approved by the 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. Students must use the locker they are assigned. There is no locker trading for any reason. The lockers are the 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 lockers. Students should not share a locker unless assigned by the office.



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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. The five spots perpendicular to the office doors are for short term parking and visitors only. Ideally, these spaces would be used for parents picking up/dropping off students for late arrivals and early dismissals, and short term visitors. Parking is limited. No one should be parking on the grass at any time. Students choosing to park on school grounds give consent for school officials to search their vehicles. Students must obey all laws and drive with extreme caution while on school property. Students who repeatedly break these rules may lose their parking privileges.

### 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 acknowledgment. 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 requirements 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 the supervision of students after dismissal



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- 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 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 at 354-5400 for further information.

### Bicycles

Students may ride their bicycles 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 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.



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### Extended School Closings

The Fairport Harbor Schools will continue to provide a comprehensive educational experience should the district face an extended school closure. In the case of an extended school closure, we will provide explicit instruction through remote learning practices. Information can always be found on our website when school is closed.

### Severe Weather

In cases of severe weather, the Fairport Harbor School District operates under specific emergency procedures for notifying parents/guardians while evacuating and maintaining safety for students and staff. Regular drills are conducted during the spring tornado season to help the school community prepare. When severe weather occurs at dismissal time, students are kept indoors until the danger has passed. Parents/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 biothreats, and fire and tornado drills. Fairport Harbor Schools' Crisis Plan includes procedures for each of these situations. The district conducts an annual ALICE drill 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

As 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 the building until attendance has been taken and you are given the all-clear to enter the building.



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### 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 supervisors 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. 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. Parents 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/Vaping

The board and administration of Fairport Harbor Schools and state law support a smoke-free/vape free school environment. Smoking or vaping by any person may not occur anywhere on the Harding campus or 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](#)



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### 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.

### 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. Fees will need to be collected in full before a release of transcripts.



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### 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 the 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, to complete necessary tasks and showing students that many adults support them and want them to succeed. If you are interested in volunteering please click here: <https://www.fhevs.org/domain/125> to be taken to our website volunteer section, you must print, complete, and submit the volunteer application to the office **before** you begin volunteering.

### 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 lunch to school. No fast food may be brought into the lunchroom.

Students are required to enter through the 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.





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- F. Food deliveries are not permitted (Uber Eats/Door Dash)

### Charging Lunch

Please be sure to fill out the free/reduced lunch application at the very beginning of the school year, this is available through your Infinite Campus Parent Portal or you may request a paper copy from the main office. Students who would like to receive a lunch but do not have funds available in their account or cash may charge their lunch. Parents are encouraged to check their food service account balances and charges on a regular basis. The food service department sends notifications when students have a balance. Please note extra items, snacks and drinks may not be charged at any time, only 1 full lunch may be charged per day.

### Conduct

The conduct expected of a 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 support 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 or 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. The student handbook is posted online. LEGAL REF. O.R.C. 3313-20; 3313.66; 3313.661

Fairport Harbor 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 the 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 May 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.

**Possible Staff Responses:** Inform students of rules violated and remind them of expected behavior. Clearly state choices/options, restate direction, redirect to the task, re-teach, differential reinforcement, nonverbal cue to the task, notice, 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 May Include:** Active defiance and active refusal to follow directions, profanity or inappropriate language



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(directed), teasing, skipping class, leaving class without permission, academic dishonesty, minor inappropriate physical contact, property misuse, repeated tier one offenses.

**Possible Staff Responses:** Begin tracking behavior, parent contact encouraged. Time-out, conference with students, re-teach, work-it-out worksheet, restate direction w/ consequence, change seating, modify assignments, alternative 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 May Include:** Any perceived unsafe or violent behavior.

**Possible Staff Responses:** Begin tracking behavior, parent contact encouraged. Conference with student, re-teach, restate direction w/ consequence, change seating, modify assignments, a 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 be an appropriate length.
2. Clothing of a “**see-through**” nature 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. Clothing bearing patches, items, drawings or sayings (stated or implied) which refer to drugs, tobacco, alcohol, sex, cults, weapons, etc., shall not be permitted.
7. Hats, bandanas, metal chains, sunglasses, or spiked jewelry are not permitted.
8. No sunglasses are permitted (exception: medical documentation).
9. 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.

It is the policy of the Fairport Board of Education to recognize the rights and privileges of each student in the matters of dress and appearance to the extent that the exercise of that right does not interfere with the orderly process of education. Student dress should not cause a safety hazard. Head coverings are not permitted. Final determination rests with the school administration. 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.



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### 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 the replacement or repair of stolen/damaged property. Charges may be filed.

### Cell phone/personal electronic devices

The school assumes no responsibility for lost or stolen items such as cell phones. 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. 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 must ask permission to take photos of other students at all times.

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. 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.

### Inappropriate Cell Phone/Electronic Device Use

Students who fail to adhere to the guidelines set forth will have their devices confiscated and be subject to penalties. Teachers and administrators may take cell phones and hold them for the day if students continually use them inappropriately. .

### 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, will be dealt with accordingly and may result in disciplinary action/s.

### Disruption of School/Insubordination

A student SHALL NOT by the 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 a



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conduct code violation.

### Food and Drink in the Classroom

No food in any classroom or in the Design Lab. Students may drink water in class with teacher permission. Food can be purchased in the cafeteria at breakfast and lunch only. 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 the 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 the 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 a school employee. A student may not physically or verbally harass/intimidate a 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, schools 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:

The school principal must be notified before a child may be questioned or taken from a classroom and will 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 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



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constitutes a hazard to the positive development of all students. Confiscated items will not be returned.

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 measures. **The Board of Education wishes to emphasize the following:**

- *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.*
- *Discipline will be imposed independently of court action.*
- *Students will be subject to immediate suspension or expulsion*
- *proceedings for possession or use of illegal drugs or alcoholic beverages.*
- *Parents and students will be given a copy of the standards of conduct and the statement of disciplinary sanctions and will be notified that compliance with the standards of conduct is mandatory.*
- *If conditions warrant, the administration will refer the student for prosecution and offer full cooperation in a criminal investigation. A citation may be issued by the local police department.*
- *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 may result in disciplinary action. This also applies to bullying or harassment that begins on school grounds. This includes misconduct by a pupil that occurs off property owned or controlled by the district but that is connected to activities or incidents that have occurred on property owned or controlled by the district. This includes lunch outside of the building.

### Plagiarism/Cheating

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

- |             |   |
|-------------|---|
| 1st Offense | “0” on the assignment & Saturday School |
| 2nd Offense | “0” on the assigned & Suspension        |



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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 having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of 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 basis 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

Students 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



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prom). Any student referred to office five (5) or more times for negative behaviors may face possible exclusion at the discretion of the 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 the right to participate in commencement, prom, homecoming, loss of the right to attend and/or participate in extracurricular activities, out-of-school suspension, expulsion, and referral to the legal system. Teachers will 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 ensure 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



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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 acknowledgment 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 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. Violating the conditions of law regarding students' and employees' rights to privacy, or intentionally seek information on, obtain copies of, or modify 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 any account other than the account holder;
10. Downloading large files during prime time, sending mass emailing messages, browsing with no educational purpose, subscribing to new groups or listservs, sending chain letters, etc.;
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 revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:





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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 languages 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).

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provides 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 a 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 the use of District-owned devices, or accessing of District intranet off District property.



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### Receiving a Chromebook

Each student will receive a Chromebook, case, and charger this school year to be taken back and forth from home to school daily. The Chromebook Charger should be left at home at all times. Chromebooks must be charged for school each day. Parents /guardians and students must sign and return the Student Computer Use Policy document before a Chromebook is issued to the student. Chromebooks will be labeled in a manner specified by the School District; this will include the tag number. The Chromebook is the property of Fairport Exempted Village Schools and as a result, may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school-supplied or supported cloud service.

### Returning a Chromebook

Chromebooks and all School District accessories will be returned during the final week of school so they can be checked for serviceability. Chromebooks must be returned immediately when a student transfers out of the School District, is expelled, or terminates enrollment for any reason.

### 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 rule 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.



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- Teachers **will** 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.
- Appeals can be made to the Board of Education.

### Saturday School & Alternate Learning Environment

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 office to notify his/her parents of the detention. 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 may result in further disciplinary action.

### Student Expulsion & Procedure

Only the Superintendent may expel a student. Expulsion is the removal of a student for more than ten (10) days. 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 the 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 its designee within fourteen (14) days of the expulsion hearing with the Superintendent, to be represented in the appeal proceedings, 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.



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### 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:

<b>Courses</b>	
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
<a href="#">Electives</a>	5 credits

**Total Credits for Graduation=24**



2020-2021 Harding MS/HS Student Handbook

## Academic Honors and Career Tech Requirements

<https://drive.google.com/file/d/0B01pzuS9QXvcTFg5RGt0MnRVSV83dkoxSEpMQi1BRjdIMTIF/view?ts=5cd18a21>

Criterion (Must meet all but one)	Academic Honors Diploma <i>Class of 2019/2020 may use this or previous version</i>	Career Tech Honors Diploma <i>Class of 2019/2020 may use this or previous version</i>
<b>Math</b>	4 units, Alg I, Geometry, Alg II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Alg I, Geometry, Alg II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content
<b>Science</b>	4 units, including two units of advanced science	4 units, including two units of advanced science
<b>Social Studies</b>	4 units	4 units
<b>World Languages</b>	3 units of one world language or no less than two units of each of two world languages studied	2 units of one world language studied
<b>Fine Arts</b>	1 unit	NA
<b>Electives</b>	NA	4 units of Career-Technical minimum
<b>GPA (unweighted)</b>	3.5 on 4.0 scale	3.5 on 4.0 scale
<b>ACT / SAT / WorkKeys</b>	27 ACT / 1280 SAT	27 ACT / 1280 SAT / WorkKeys (6 Reading for Information, 6 Applied Mathematics)
<b>Field Experience</b>	NA	Complete a field experience and document the experience in a portfolio specific to the student's area of focus
<b>Portfolio</b>	NA	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts
<b>Additional Assessments</b>	NA	Earn an industry recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent



## 2020-2021 Harding MS/HS Student Handbook

### Senior Capstone Project:

Seniors will be responsible for completing a 2-week shadow experience during the senior year. The purpose of this activity is to expose seniors to fields of employment that are not part of the classroom experience and to further develop their skills and opportunities in which they are wishing to engage 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 (ACC) unless previous arrangements have been made with special consideration for CCP participants. Juniors must ride the provided school transportation otherwise. Driving privileges to Auburn can be revoked for behavior infractions, including tardiness. Seniors may drive to and/or from Auburn if the following has occurred:

- Parents/guardians notify Fairport High School and give permission for seniors 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 needs, etc) ACC students may drive or be driven by an adult to or from ACC if parent/guardian notifies FHS 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 by April 1st of each year. 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 the high school office.



## 2020-2021 Harding MS/HS Student Handbook

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 a college course in the same subject in which 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.

The Hooked on Education Design Lab Staff is requiring College Credit Plus (CCP) and Early College High School (ECHS) students to spend designated time here at Fairport Harding HS.

1. It is recommended that all CCP/ECHS students ~~must~~ be a part of the Hooked on Education Design Lab
2. All first-time CCP/ECHS students using post-secondary options will be scheduled a designated time to meet with the mentor in the Hooked on Education Design Lab.
3. All first time CCP/ECHS students, whether they are athletes or not, must have progress reports filled out at the end of the first nine weeks.
4. After the first semester, each student, mentor, and Fairport administrator must meet to decide if the student needs to continue with regularly scheduled meetings.

### 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 a 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.



## 2020-2021 Harding MS/HS Student Handbook

### Grading

While grades are never to be considered the end goals of education, they are symbols that give evidence to the extent of mastery of assignments and assessments.

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

I=Incomplete

A 3.50 to 4.00

B 2.50 to 3.49

C 1.50 to 2.49

D 0.50 to 1.49

F 0.00 to 0.49

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

Grading periods are nine weeks long.

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 followed 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.**

### Final Course Grades

Final grades for semester-long courses with a final exam would be 40% quarter 1 letter grade, 40% quarter 2 letter grade, 20% the final exam letter grade.

Final grades for semester-long courses with no final exam would be 50% of quarter one, plus 50% of quarter 2 letter grade.





## 2020-2021 Harding MS/HS Student Handbook

Final grades for year-long courses with a final exam would be 20% of quarter one letter grade, plus 20% of quarter two, plus 20% of quarter three, plus 20% of quarter four, plus 20% of the final exam.

Final grades for semester-long courses without a final would be 25% of quarter one, plus 25% times of two, plus 25% of quarter three, plus 25% of quarter four.

### 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 the 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 or a minimum of five one-credit courses for the year. Credit for partial completion of a one-semester subject will not be granted, without prior review and approval by the 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 courses 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 student's request.
2. The student has been clearly academically misplaced.
3. There is a scheduling conflict.
4. A class is canceled.
5. Special permission is granted by the principal.

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.



## 2020-2021 Harding MS/HS Student Handbook

### 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. Please 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 service 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. 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 damages other than reasonable wear and tear. College Credit Plus students will be charged for not returning textbooks to the college. Fairport Harbor School is billed by the colleges. That fee will be added to student fees and is the responsibility of the student.

### Extra-curricular Rules

### Extra-curricular Activity Participation



## 2020-2021 Harding MS/HS Student Handbook

### To participate in extracurricular activities or events:

- All high school students MUST be enrolled in and earn passing grades in a minimum of five-one credit courses (or the equivalent) each and every grading period to have continuing eligibility per OHSAA Policy.
- All courses count towards eligibility, including Auburn Career Center, CCP, Virtual Learning Academy, and KLA.
- All students, Grades 7-12, must maintain a 2.0 G.P.A. in the grading period prior to the start of their sports season. This is **not** a cumulative GPA - this is a 2.0 in the immediately preceding grading period.
- All 7-8th grade students MUST be enrolled in and earn passing grades each and every grading period to have continuing eligibility.
- **No student-athlete can receive an F in any course, even if you still earn a 2.0 GPA.**
- Restoration of eligibility is only permitted at the end of the 9 week grading period.
- Do not drop any classes or withdraw from any classes because you may fall below the minimum threshold of required courses.

If a student is competing in a sport that spans multiple grading periods and is 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 2.0 GPA.

College Credit Plus athletes must submit current grades to the school counselor or activities direction 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 a 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 the 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.



## 2020-2021 Harding MS/HS Student Handbook

- 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 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 problems 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,

Infinite Campus Learning 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.



## 2020-2021 Harding MS/HS Student Handbook

### Personalized Learning Plan (PLP):

Each student in the design lab will fill out and keep an online version of a Personalized Learning Plan (PLP). Each 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 two times a year
- Credit Analysis: List of all classes taken for which the student has taken for high school credit.
- 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 reviewed by the design lab team. Parents will have access to the document.

### Required Projects

The Hooked on Education Design Lab will have mandatory personal projects with specific due dates, as well as seminars that each student will be a part of each nine weeks.

### Design Lab Policies and Procedures 20-21

#### **Instructors:**

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

#### **Email addresses:**

[pconn@fhevs.org](mailto:pconn@fhevs.org)  
[sfelix@fhevs.org](mailto:sfelix@fhevs.org)  
[thlousek@fhevs.org](mailto:thlousek@fhevs.org)  
[messer@fhevs.org](mailto:messer@fhevs.org)  
[sring@fhevs.org](mailto:sring@fhevs.org)

#### **Introduction:**

Welcome to the 2020-2021 school year. We look forward to working with each student to develop and implement a plan for personalized learning. Students have a 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 a 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 the charging station at the end of each day.
- **Library card** – See Mrs. Norman regarding a library card application if needed



## 2020-2021 Harding MS/HS Student Handbook

**PLEASE NOTE: Design Lab students should come prepared with a 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: See Harding Handbook, page 40

### 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 the office.

### 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 at 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 appropriate hall pass

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 too 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 without teacher permission.**

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

**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 if it isn't taken home.

**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.



## 2020-2021 Harding MS/HS Student Handbook

### **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 themselves regularly throughout the day. There are shelves located under the workstations. Students need to store their belongings in the shelves and keep 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
4. Respect the people, equipment, and furnishings of the design lab
5. Follow your Personalized Learning plan.
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:**



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The Hooked on Education Design Lab is a standards-based grading environment. Course progress may be monitored by the 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 2020-2021 [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 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 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.](#)

## NORTHEASTERN ATHLETIC CONFERENCE

The Northeastern Athletic Conference consists of ten schools in Trumbull, Portage, and Lake Counties in Northeast Ohio. The NAC was formed in 2002. It's founding members were Bloomfield, Bristol, Chalker, Lordstown, and Maplewood. Badger and Pymatuning Valley joined the conference in 2003, Mathews in 2004, and Windham in 2013. All are current members. Fairport Harbor will join the conference as a full-time member for the 2020-2021 school year. To see more about the member schools, visit <https://sites.google.com/view/northeasternathleticconference/nac>

## 2020-2021 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





## 2020-2021 Harding MS/HS Student Handbook

Bulletin. Hard copies of the bulletin are available in the high school office. You may also access it online at [www.ohsaa.org](http://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 is 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 a 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 in 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. The 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 the 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: 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-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 problems 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 an 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 an 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, email, 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 discussions. 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.



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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 that 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. Athletes 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 rests jointly with the parents/ guardians of athletes 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 ensure coverage during participation in a sport-please send a copy of insurance to the Activities Director. [FORM HERE](#)
- Parents are responsible for reading 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 occurred in a timely fashion.
- In the event that a student-athlete must be transported to a medical facility, and 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 the 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.



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### 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 a season may jeopardize upon returning his/her ability to participate in the upcoming contests. When a student returns to the 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 the 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 consequences 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



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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. Updates are made on [www.arbiterlive.com](http://www.arbiterlive.com) and the school website at [www.fhevs.org](http://www.fhevs.org).

### 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 the 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 school's 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**. The offender will complete 2 courses on [Foundation for a Drug-Free World Click HERE](#), AND Have



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an assessment by Melissa Heidemann, the student success coordinator, [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 Melissa Heidemann, the student success coordinator, [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 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 the 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



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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 guidelines in mind:

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. A meeting with the Athletic Director and Head Coach
2. Written Warning
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 (2020-2021) SCHOOL YEAR**

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

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

**Single Game Presale: upon request, see high school office**

**All Tickets Sold at the Gate Varsity/JV (football, volleyball, basketball):\$6.00 adults, \$4.00 Students**

**Middle School Away Games: \$4.00 Adults, \$2.00 Students -NO Charge for MS home games.**





## Acknowledgment & Acceptance

After reading the information contained in the handbook, complete the section below.

My child and I have read and reviewed the Harding Middle and High School Student Handbook. We understand the contents and **agree** to abide by them.

Student's Name/Signature

\_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_

Parent's Name/Signature

\_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_