

“Engaging All Students Today For Tomorrow’s World”

THOMAS W. HARVEY HIGH SCHOOL

PARENT/STUDENT HANDBOOK
BOARD ADOPTED: August 2018

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Mr. Domenic Wlodyka, Assistant Principal
Mr. Phil Schar, Assistant Principal
Mr. Marwin Walling, Athletic Director

HIGH SCHOOL COUNSELORS

Ms. Sharon Fitzgerald
Mrs. Marilyn Vihtelic

School Colors: Red and Black

School Motto: “As the Opportunity, So the Responsibility”

School Mascot: Red Raider

NOTE: This Parent/Student Handbook is based in significant part on the policies adopted by the Board of Education and Administrative Guidelines developed by the superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this handbook. The policies are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since it was printed in June 2012. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the district’s website: www.pcls.net by clicking on “Web links and Downloads” and finding the specific policy or guideline in the Table of Contents for that section.



PAINESVILLE CITY LOCAL SCHOOLS

THOMAS W. HARVEY HIGH SCHOOL

200 W Walnut Avenue

Painesville, Ohio 44077

Telephone (440) 392-5110

Dear Parents and Students,

High school is a time of many exciting and challenging events in a teen's life. While students have more freedom in their lives, they also face increased pressure and are asked to make many decisions. At Harvey, we understand a positive atmosphere fosters growth and learning – and the key to high school success involves discipline, respect and maintaining a positive attitude. Effective discipline and a rigorous curriculum, which requires respect for the rights of others, are necessary if all Harvey High School students are to attain a quality education.

The administrative team and faculty at Harvey are committed to helping students achieve, but we cannot accomplish this goal without the assistance of the community. We need the help and support of parents and all community members to improve student achievement. By working together, we can create a dynamic, compelling educational environment that is truly “engaging all students today for tomorrow's world.”

Please refer to the Parent/student Handbook to answer many of your questions. This book is designed to clarify district policies governing the rights and responsibilities of students at Thomas W. Harvey High School. The Painesville City Local Board of Education has delegated to school officials the authority to enforce district policies, regulations and school rules governing pupil discipline. Please review the information in this handbook to ensure that your son/daughter has every opportunity for success in the next year and for years to come. Please sign the front page of this handbook and return it to the school by September 12. Signing the form indicates that you have read the handbook and agree to its terms and conditions.

Sincerely,

Harvey High School Administration

Harvey High School Mission Statement

Respect

Academics

Individuality

Diversity

Extra-Curricular Activities

Responsible Behavior

School Spirit


SCHOOL BELL SCHEDULE 2016-17			TUESDAY BELL SCHEDULE 2016-17		
PERIOD	TIME	MINUTES	PERIOD	TIME	MINUTES
Release to Lockers	7:10		Release to Lockers	7:35	
Warning Bell	7:14		Warning Bell	7:44	
1	7:15 – 8:05	50	1	7:45 – 8:30	45
2	8:08 – 8:58	50	2	8:33 – 9:18	45
3	9:01 – 9:51	50	3	9:21– 10:06	45
4	9:54 – 10:44	50	4	10:09 – 10:54	45
5	10:47 – 11:37	50	5	10:57 – 11:42	45
6 A	11:37 – 12:07	30	6 A	11:42 – 12:12	30
6 B	12:07 – 12:37	30	6 B	12:12 – 12:42	30
6 C	12:37 – 1:07	30	6 C	12:42 – 1:12	30
7	1:10 – 2:03	53	7	1:15 – 2:03	48

STUDENT SCHEDULE – COMPLETE THIS CHART BY ADDING YOUR CLASSES FOR THE DAY

MY SCHEDULE 2016-17			TUESDAY BELL SCHEDULE 2016-17		
PERIOD	TIME	Class	PERIOD	TIME	Class
Release to Lockers	7:10		Release to Lockers	7:35	
Warning Bell	7:14		Warning Bell	7:44	
1	7:15 – 8:05		1	7:45 –8:30	
2	8:08 – 8:58		2	8:33 – 9:18	
3	9:01 – 9:51		3	9:21– 10:06	
4	9:54 – 10:44		4	10:09 – 10:54	
5	10:47 – 11:37		5	10:57 – 11:42	
6 A	11:37 – 12:07		6 A	11:42 – 12:12	
6 B	12:07 – 12:37		6 B	12:12 – 12:42	
6 C	12:37 – 1:07		6 C	12:42 – 1:12	
7	1:10 – 2:03		7	1:15 – 2:03	

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TEACHER RIGHTS AND RESPONSIBILITIES

Teacher Rights	Teacher Responsibilities
A teacher has the right to conduct his/her class free from disruption or student harassment.	A teacher has the responsibility to insure that no student is permitted to disrupt the normal operation of class and that no student is permitted to negatively affect another's right or ability to learn.
A teacher has the right of academic freedom to design lessons in a manner deemed appropriate for the instruction of material.	A teacher has the responsibility to present lessons and materials appropriate to the Painesville City Schools curriculum guides for his/her courses. A teacher also has the responsibility, to the best of his/her ability, to create lessons that are motivating and meaningful to students and to evaluate performance frequently and fairly.
A teacher has the right to support from Administration and Central Office in securing needed materials for instructing his/her classes.	A teacher has the responsibility to insure that all classroom materials are used in a manner appropriate to their purpose and the instructional purposes of the class.
A teacher has the right to set reasonable standards of conduct and academic performance in his/her classroom, so long as they are consistent with the policies of the district and school.	A teacher has the responsibility to support and enforce all school and district policies in a fair, firm and consistent manner.
A teacher has the right to prior notice for all parental and professional conferences and to have professional representation should he/she so choose.	A teacher has the responsibility to contact parents in a timely manner should student performance drop below an acceptable level. The teacher also has the responsibility to communicate necessary plans for remediation.
A teacher has the right to professional respect of each member of the school community.	A teacher has the responsibility to serve as a positive role model for his/her students, modeling those behaviors deemed desirable including punctuality, organization and caring.
A teacher has the right to be informed of any physical or behavioral difficulties of students when relevant.	A teacher has the responsibility to communicate with parents and administration and modify instructional programs as needed.



STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights	Student Responsibilities
I have the right to be happy and to be treated with kindness in Harvey High School; this means that no one should laugh at me or be allowed to hurt my feelings.	I have the responsibility to treat others with kindness; this means that I will not laugh at or try to tease others, or try to hurt the feelings of others.
I have the right to be myself in Harvey High School; this means that no one will treat me unfairly because of my age, ethnic origin, religion, sex, or physical appearance.	I have the responsibility to respect others as individuals and not to treat them unfairly because of their age, ethnic origin, religion, sex, or physical appearance.
I have the right to learn about myself and others in Harvey High School; this means that my opinions and feelings will be treated with respect and consideration.	I have the responsibility to learn about myself and others in this school; this means that I will listen to and respect the opinions and feelings of others.
I have the right to be safe in Harvey High School; this means that no one should deliberately: hit, kick, pinch, push or threaten me.	I have the responsibility to make Harvey High School safe by not deliberately hitting, hurting, punching, pinching, pushing or threatening anyone else.
I have the right to hear and be heard in Harvey High School; this means that no one will scream, shout, run, swear, yell or otherwise disturb me as I work.	I have the responsibility to help maintain a calm and quiet school; this means that I will not: scream, shout, run, swear, yell or otherwise disturb others as they work.
I have the right to expect my property to be safe in and around Harvey High School.	I have the responsibility not to steal or destroy the property of others.
I have the right to enjoy Harvey High School and the materials, books and equipment in it.	I have the responsibility to enjoy Harvey High School I and the materials, books and equipment in it; this means that I will not abuse or damage school property, but I will keep these in good condition for others to use.
I have the right to quality education in order that I may reach my full potential and station in life.	I have the responsibility to do my best to achieve at all times so that I may reach my full potential and station in life.
I have the right to have my opinions respected.	I have the responsibility to express my opinions appropriately. I have the responsibility to respect the feelings of others.
I have the right to make reasonable requests at appropriate times and in an appropriate manner.	I have the responsibility to make any requests reasonable and to respect the rights of others to deny the requests should they not be in the best interests of Harvey High School and its students.



THOMAS W. HARVEY HIGH SCHOOL

Source: Ohio Department of Education (Rev. Jan. 7, 2011)

GRADUATION REQUIREMENTS (Through 2013/2014 And Beyond)		RECOMMENDED CREDITS FOR STUDENTS PLANNING TO ATTEND COLLEGE	
4	Credits In English	4	Credits In English
4	Credits In Mathematics (Geometry, Algebra I And II, Etc.)	4	Credits In Mathematics (Geometry, Algebra I And II, Etc.)
3	Credits In Science (Including Physics And Chemistry or other advanced science)	4	Credits In Science (Including Physics And Chemistry)
3	Credits In Social Studies (1 Cr. Am. Hist, ½ Cr. Am Govt., ½ Cr. Soc. St. Elective)	3	Credits In Social Studies (1 Cr. Am. Hist, ½ Cr. Am Govt., ½ Cr. Soc. St. Elective)
½	Credit In Health	3	Credits In Foreign Language
½	Credit In Physical Education*	½	Credit In Health
1	Credit In Business/Technology And/Or Industrial Tech.	½	Credit In Physical Education*
		1	Credit In Fine Arts
1	Foreign Language, Fine Arts, Or Music	1	Credit In Computer Science
4	Credits Of Electives	2	Additional Credits Of Electives
21	Minimum Credits Required For Graduation	*	Credit Requirements May Vary From College To College
√	* Students Who Have Participated In Interscholastic Athletics, Marching Band, Or Cheerleading For At Least Two (2) Full Seasons While Enrolled In Grades 9 Through 12 May Be Excused From The High School Physical Education Requirement (BOE Policy 5460)	√	* Students Who Have Participated In Interscholastic Athletics, Marching Band, Or Cheerleading For At Least Two (2) Full Seasons While Enrolled In Grades 9 Through 12 May Be Excused From The High School Physical Education Requirement (BOE Policy 5460)
REQUIRED CREDITS FOR HONORS DIPLOMA – COLLEGE CORE (2011 And Beyond)		REQUIRED CREDITS FOR HONORS DIPLOMA – CAREER/TECHNICAL CORE	
	Seven Of Eight Criteria Must Be Met		Seven Of Eight Criteria Must Be Achieved
4	Credits In English	4	Credits In English
4	Credits In Mathematics (Geometry, Algebra I And II, Etc.)	4	Credits In Mathematics (Geometry, Algebra I And II, Etc.)
4	Credits In Science (Including Physics And Chemistry)	4	Credits In Science (Including Physics And Chemistry)
4	Credits In Social Studies	4	Credits In Social Studies
3	Credits In ONE Foreign Language (Or Two Units Each Of Two Foreign Languages)	4	Credits In Career/Technical Minimum*
1	Credit In Fine Arts	√	3.5 Cumulative GPA
√	3.5 Cumulative GPA	√	27 On ACT /1210 On SAT**
√	27 On ACT /1210 On SAT**		
** Writing Sections Of Either Standardized Test Should Not Be Included In The Calculation Of This Score		* Career/Technical Program Must Lead To An Industry Recognized Credential, Apprenticeship Or Be Part Of An Articulated Career Pathway Which Can Lead To Post Secondary Credit.	

COMPARISON OF DIPLOMAS WITH HONORS CRITERIA

Students Need To Fulfill All But One Criterion For Any Of The Following Diplomas With Honors
Ohio Department of Education January 2012

Subject	High School Academic Diploma With Honors Graduating Classes 2010 And Before	High School Academic Diploma With Honors Graduating Classes 2011 And Beyond	Career-Technical Diploma With Honors For Graduating Classes 2010 And Before	Career-Technical Diploma With Honors For Graduating Classes 2011 And Beyond
English	4 Units	4 Units	4 Units, Which May Include One Unit Of Applied Communication	4 Units
Mathematics	3 Units, Including Algebra I, Geometry, Algebra II Or A Three-Year Sequence Of Courses That Contain Equivalent Content	4 Units, Including Algebra I, Geometry, Algebra II Or Equivalent And Another Higher Level Course Or A Four-Year Sequence Of Courses That Contain Equivalent Content	3 Units, Including Algebra And Geometry, Or A Sequence Of Courses That Contain Equivalent Content	4 Units, Including Algebra I, Geometry, Algebra II Or Equivalent And Another Higher Level Course Or A Four-Year Sequence Of Courses That Contain Equivalent Content
Science	3 Units, Which Develop The Concepts For Physical, Life, And Earth And Space Sciences	4 Units, Including Physics And Chemistry	3 Units, Which Develop The Concepts For Physical, Life, And Earth And Space Sciences	4 Units, Including Physics And Chemistry
Social Studies	3 Units	4 Units	3 Units	4 Units
Foreign Language	3 Units, Including At Least 2 Units In Each Language Studied	3 Units (Must Include No Less Than 2 Units For Which Credit Is Sought), I.E., 3 Units Of One Language Or 2 Units Each Of Two Languages	2 Units, Or 2 Units Of Business/Technology, Or One Unit Each	Not Counted Toward Requirements
Fine Arts	1 Unit	1 Unit	May Be Counted Toward Requirements Under Electives	Not Counted Toward Requirements
Career-Technical	Not Counted Toward Requirements, & May Not Be Used To Meet Requirements	Not Counted Toward Requirements, And May Not Be Used To Meet Requirements	3 Units In The Vocational Or Technical Education Curriculum	Now Counted In Electives
Electives	Either 1 Unit Of Business/Technology And 2 Units Of Above Or 3 Units Of The Above Subject, Not Including Career-Technical	Not Counted Toward Requirements	2 Units Of Above Categories, Including Fine Arts	4 Units Of Career-Technical Minimum. Program Must Lead To An Industry Recognized Credential, Apprenticeship, Or Be Part Of An Articulated Career Pathway Which Can Lead To Post Secondary Credit.
Grade Point Average	3.5 On A 4.0 Scale	3.5 On A 4.0 Scale	3.5 On A 4.0 Scale	3.5 On A 4.0 Scale
ACT/SAT Score [Excluding Writing Sections Scores]	27 ACT / 1210 SAT	27 ACT / 1210 SAT	27 ACT / 1210 SAT	27 ACT / 1210 SAT
Additional assessment	Not Applicable	Not Applicable	Complete A Career Passport That Reflects Achievement Of The Occupational Proficiency Benchmark Established For The Ohio Vocational Competency Assessment Or The Equivalent	Achieve Proficiency Benchmark Established For Appropriate Ohio Career-Technical Competency Assessment Or Equivalent

*Writing sections of either standardized test should not be included in the calculation of this score. Diploma with Honors requirements pre-suppose completion of all high school diploma requirements in Ohio Revised Code including: ½ unit Physical Education**, ½ unit Health, ½ unit in American History, ½ unit in Government.

NEED HELP WITH

Accident Report	Main Office	Parking Permit Application.....	Attendance Office
Activity Calendar.....	Athletic Office	Requirements for Graduation...	Guidance Office
Athletic Eligibility.....	Athletic Office	Student Government.....	Main Office
Attendance Issues.....	Attendance Office	Study Tables.....	Athletic Office
Bus Information.....	Transportation Office	Summer School	Main Office
Change of Address.....	Guidance Secretary	Textbook Fines.....	Main Office
Club Information.....	Athletic Office	Theft Report.....	SRO Office
College Information.....	Guidance Office	Transcripts.....	Guidance Office
College Recommendation.....	Guidance Office	Transferring Schools.....	Guidance Office
Commencement Information...	Main Office	Visitor's Pass.....	Attendance Office
Course Work.....	Academic Coaching	Work Permits.....	Attendance Office
Emergency.....	ANY STAFF MEMBER		
Financial Aid/Scholarships.....	Guidance Office		
Grade Questions.....	Teacher/Counselor		
Homework (Extended Absence)	Counselor		
Honor Roll.....	Guidance Office		
ID Replacement.....	Attendance Office		
Injury.....	Nurse's Office		
Job Opportunities.....	Guidance		
.....	Office/Work Study Office		
Locker Problems.....	Guidance Secretary		
Lost And Found.....	Media Center		
Lost Textbooks.....	Teacher/Media Center		
Lunch Assistance.....	Asst. Principal		
Make-Up Tests.....	Academic Coaching		

**Any School-Related Emergency Can Be Directed To
Any Teacher, Counselor, Principal, Secretary,
Custodian Or Monitor.**



DID YOU KNOW?

- ❖ The College Credit Plus Program provides students with an opportunity to take classes at eligible post-secondary institutions
 - Please see your guidance counselor for eligibility requirements.
- ❖ There are several scholarship applications available for download on the Painesville City Schools website and in the scholarship drawer in the Guidance Office.
 - Go to <http://www.pcls.net> to download applications.
- ❖ You can graduate from Harvey High School with an Honors Diploma
 - Please see your guidance counselor for eligibility requirements or review them in this handbook.
- ❖ The Academic Coaching Lab is available to help you with make-up work, re-testing, or other academic problems.
 - Go to Room 231 for assistance.
- ❖ There are a variety of Advanced Placement classes available for which you can receive college credit.
 - Ask your teachers for recommendations to take AP courses in each department.
- ❖ There are over 12 varsity sports and many clubs to join.
 - Go to the Athletic Office to get information about extra-curricular activities
 - Review eligibility requirements in this handbook.



GENERAL INFORMATION

INFINITE CAMPUS

Infinite Campus® (IC) provides districts with the integrated tools needed to streamline student administration, enable stakeholder collaboration and individualize instruction. The entire system is web-based so educators, parents and students have access to information at any time.

Each middle and high school student is provided an account by school staff. Details are provided at each school. Your child's school provides parents with a Parent Portal activation code. By using this code, parents can setup individual accounts for the Parent Portal. Only parents and guardians designated with legal rights to student records may receive a Parent Portal account. Each parent/guardian with such rights receives their own separate account. Each parent/guardian Portal account provides access to information for any student in which the parent/guardian has legal rights to records.

Each parent/guardian that secures a Campus account will have access to information about all of the students for which you are associated. Class schedules, assignments and grades can be viewed. E-mail hyperlinks facilitate communication with classroom teachers. In addition, schools post important information on the home page, such as events, notices, etc. Attendance information is also available. The Parent Portal allows report cards to be viewed online and printed.

The Infinite Campus Online Parent Portal provides an online communication tool which can assist parents/guardians with staying current on a variety of student related issues. From any Internet connection at home, workplace or public library, parents can view up-to-date information about student's attendance and grades.

The parent online portal allows parents to monitor students' progress in school. Once an account has been activated, parents can use the portal to:

- 1) Verify and check attendance
- 2) Review your child's progress reports
- 3) Review your child's quarterly grades
- 4) Identify missing assignments
- 5) Access student performance by seeing teachers' gradebooks
- 6) Monitor several aspects of student achievement
- 7) Monitor student attendance in class and to school
- 8) Identify test, quiz and project grades

Attendance:

The Infinite Campus Parent Portal presents information on a real-time basis. This means that parents accessing attendance information during any given school day might notice an absence that has not yet been cleared (e.g., Guidance appointment, meeting with teacher, etc). Parents should be aware that these absences are typically cleared as soon as we receive the appropriate notification. Any unknown absence from class, however, may result in a disciplinary consequence if adequate explanation cannot be provided.

IC/PARENT PORTAL INITIAL LOG-IN INSTRUCTIONS

- Open your web browser.
- Type in the following address:
<https://lqca.infinitecampus.org/campus/portal/painesville.jsp>

or visit the www.pcls.net and under “Students and Parents” menu find “Student/Parent Infinite Campus.”

- As first time users, you will be clicking the top line for those assigned a Campus Portal Activation Key. If you have a Campus username due to district employment, your Campus Username and Password are also your Parent Portal Username and Password.
- You will then enter the activation key provided in the appropriate spaces. The activation key is case sensitive.
- Once you enter your Activation Key, it will prompt you to create a username and password. Once this is complete, you will have access to viewing the parent portal for your child(ren). Please be advised that due to professional development throughout the district, middle school and high school parents will be able to view more than elementary parents at this time.

NAVIANCE/FAMILY CONNECTION

Naviance connects learning to life. As the world’s most widely adopted college and career readiness platform, Naviance serves millions of K-12 students around the world by helping them tie academic achievement to post-secondary goals. The platform offers a variety of solutions that enable students and families to collaborate more effectively with counselors and teachers and allow school administrators to optimize student potential and learning outcomes.

Naviance delivers easy-to-use research tools that help students assess their areas of interest and learning styles and then helps match them to appropriate college and career options. With Naviance, students, families, and counselors can develop comprehensive roadmaps for student success that allow schools to create individualized course plans for students, facilitate the college application process, survey students, and report and track the outcomes of their entire student population.

FAMILY CONNECTION LOG-IN INSTRUCTIONS

- Open web browser
- Type in the following address:

<http://connection.naviance.com/harveyhs>

- First time users will need to contact student's guidance counselor for activation code, and click on link that says "I need to register."
- Enter registration code from counselor.
- Complete registration information and you will have access to your child's most up-to-date information.

ATTENDANCE REGULATIONS AND PROCEDURES

The purpose of this policy is to reaffirm the importance of each student's daily attendance, improve communication between the school and the parents/guardians, and to offer remedial help to students who demonstrate poor attendance. ***The most common cause of academic failure is absence.***

Regular and punctual attendance in school is expected of all students. The State Board of Education has adopted regulations governing excuses for absence from school (O.R.C. 3321.01).

Under these regulations, an excuse for absence may be approved on the basis of any of the following conditions:

1. Personal illness
2. Illness in the family
3. Quarantine of the home
4. Death of a relative
5. Necessary work at home due to absence or incapacity of parent(s) or guardian(s).
6. Observation or celebration of a bona fide religious holiday
7. Out-of state travel (up to a maximum of four days per school year) to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be the responsibility of the student to complete.
8. Such good cause as may be acceptable to the superintendent/building administration
9. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Board Policy ([5725](#)) .

The procedure to be followed for monitoring attendance, tardiness, truancy, early dismissals, and the enforcement of board policy shall be the responsibility of the high school's administration and faculty. The procedure shall include provisions for issuing in-

school alternative, suspensions, referral to juvenile court, and expulsions for students who violate attendance regulations. Teachers may apply an academic consequence for unauthorized and excessive authorized absences to a specific class.

If a student is withdrawn from school for non-attendance, the superintendent will notify the Registrar of Motor Vehicles and the Juvenile Judge. The Registrar of Motor Vehicles will suspend the temporary permit or driver's license of any student withdrawn for non-attendance.

DAILY ATTENDANCE

1. The school opens at 6:30 AM.
2. Student must report to first period class by 7:15 AM.

REPORTING ABSENCES TO SCHOOL

1. Parents are expected to call the attendance office at 392-5130 by 9:00 AM on the day of the student's absence.
2. Students who remain home a short-term may make arrangements to get their homework assignments.

RETURNING TO SCHOOL FOLLOWING AN ABSENCE

If a parent has failed to call in the absence, the student should bring a written excuse and present it to the attendance office upon returning to school. Notes must include the date(s) of absence and the reason for absence, and should be received within two days of the absence. In the event that a student has been under a doctor's care, a doctor's note must be presented to the attendance office, within 72 hours for the absence to be excused.

EXCUSED ABSENCES

Any absence, either excused or unexcused, that is in excess of 65 hours during the course of a school year, must be accompanied by medical or legal documentation. A student may be given up to two (2) days of make-up time for each day of excused absence.

UNEXCUSED ABSENCES

Unexcused absences from school are serious violations of school policy. Thomas W. Harvey High School will not tolerate excessive unexcused absence from school. All unexcused absences count against a student's attendance standing with the school. Unexcused absences to school generally fall into two categories.

General Unexcused Absence: Are absences with the knowledge of parents. These may include absences that are not reported in a timely fashion to the attendance office; absences that do not meet the governing excuses of the State Board of Education; and/or absences beyond the seventy-two (72) hours total per year without the proper medical or professional excuse.

Truancy Unexcused Absence: Are absences without knowledge or permission of the parents. Examples would be singular or consecutive days of skipping or cutting school or classes. Students who are truant from school are subject to in-school alternative, suspension, referral to juvenile court, and/or expulsion.

It is the responsibility of the student to obtain and complete all work missed while absent from school.

After 15 days of unexcused absences, students may be withdrawn from enrollment in the district.

Ohio law mandates that the superintendent notify the juvenile court and the Ohio Bureau of Motor Vehicles of a student's suspension and/or expulsion for unauthorized withdrawal or habitual absence without a legitimate excuse. Accordingly, juvenile court and the Ohio Bureau of Motor Vehicles may revoke the student driver's license until said student is re-enrolled in good standing in school.

MAKE UP PROCEDURES

Students who have an absence must work with classroom teachers to determine make-up work and appropriate deadlines. Failure to make up work or meet deadlines will result in academic consequences. Each teacher will discuss/distribute their make-up procedures at the beginning of each semester.

TARDY TO SCHOOL

- 1) A student who is tardy **MUST** have his/her parents call the attendance office. Upon arriving to school, the student must report to the attendance office where s/he will be issued an admit slip marked "excused" or "unexcused".

Excused Tardy- An "excused" tardy may occur when the parent reports a reason for tardiness to the attendance office. Make up work for tardies will occur within one school day of the tardy.

Unexcused Tardy- Students will be required to makeup any missed academic time for any unexcused tardies to school. Students will recover missed academic time during "Working lunch," the following school day. Students who acquire more than two (2) "unexcused" tardies in a semester will be subject to disciplinary action.

- 2) **Students who are tardy to school should enter the building through the student entrance on the east side of the building.**
- 3) The State Board of Education has adopted regulations governing excuses for being tardy to school (3321.04 O.R.C.) Under these regulations, an excuse for being tardy to school may be approved on the basis of any one of the following conditions:
 - a. Personal illness
 - b. Illness in family
 - c. Quarantine of the home
 - d. Death of a family member or relative

- e. Observance of religious holidays
- f. Emergency or set of circumstances which in the judgment of the principal and/or superintendent constitutes a good and sufficient cause for absence from school.
- g. An admit slip must be presented to every classroom teacher to be admitted to class.
- h. An “unexcused” admit slip will be issued for all unverified tardies. **Students have 24 hrs. to verify a tardy.**
- i. Any unexcused tardy to class is over 5 minutes will be considered an unexcused absence to that class.

STUDENTS REQUESTING EARLY DISMISSALS

Parents must call the attendance Office at 392-5130 to arrange for an early dismissal. A student may be given an early dismissal from school for such reasons as illness or emergencies that may require his/her presence at home. Students are not permitted to leave without a parent unless pre-approved by an administrator.

Students must sign out in attendance office before leaving.

All Early Dismissals (E.D.) are unexcused until official documentation is received in the attendance office.

Upon return to school, the student must sign in at the attendance office. The student must do this no later than 7:45 a.m. Multiple E.D.’s may result in an investigation by the administration or may require a note from a doctor. Regarding illness and/or doctors’ appointments, no E.D., will be given unless one of the following criteria is met:

- 1) Illness as determined by the school nurse.
- 2) Doctor’s appointment (includes medical, physician, psychologist, dental and optometrist).

PERMANENT EARLY DISMISSAL

Permanent Early Dismissals (PED) may be granted only to students whose education program adheres to the following situations:

- Cooperative Vocational Education
- Work Study
- Post-Secondary Option
- Fifth Year Status

Students must obtain a PED pass from an administrator. The PED pass must be presented to school personnel upon request. **Students should leave the building promptly.** Students who must return to school for after-school functions shall not do so prior to 2:05 PM. Abuse of the PED privilege may result in revocation of the pass.

ENROLLMENT

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

- Unless enrolling under the District's open enrollment policy.
- Unless enrolling and paying tuition.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate
- B. court papers allocating parental right and responsibilities, or custody (if appropriate)
- C. Proof of residency
- D. proof of immunizations

New students 18 years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibility of both student and parent.

COLLEGE VISITS

Juniors and Seniors are eligible for three (3) college visitation days during their high school career. Senior visitation must take place prior to the end of first semester. College Visitation Request forms are available in the guidance office. To qualify students must:

- Have taken the ACT, SAT, or have registered for college entrance exams.
- Have written permission from a parent/guardian.
- Have a definite appointment at the admissions office of the college to be visited.
- Obtain authorization signatures from teachers, counselor, and parents/guardians.

WORK PERMITS

Work Permits are available in the high school office. Students are responsible for obtaining the necessary information on the work permit.

ADULT STUDENTS

Students who fall between the ages of 18-22 without earning a diploma and who do not receive specialized services may enroll at Harvey High School on an adult contract. Students who qualify as adult students are expected to follow the provisions as indicated in the contract. Students who fail to meet the criteria set forth in the contract will be required to withdraw from school and/or be recommended for expulsion to the superintendent. All fifth-year students who are not receiving specialized services will be on an adult contract.

EMERGENCY MEDICAL AUTHORIZATION FORM

Students must have a signed emergency medical authorization on file in the school office. **It is your responsibility to notify the school of any changes in this information during the school year.** All forms are due prior to October 1st.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. A student who becomes ill during the school day should request permission from the teacher to go to the office.

STUDENT CODE OF CONDUCT- DISTRICTWIDE

The items in this Code are applicable to misconduct by a student that occurs off of property owned or controlled by the District but that is connected to activities, events, or incidents that have occurred on property owned or controlled by the District and misconduct by a pupil that, regardless of where it occurs, is directed at a school District official or employee or the property of such official or employee and all students when properly under the authority of school personnel during a school activity, function or event whether on property owned, rented or maintained by the Board of Education or property owned rented or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.

This Code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians, or clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel.

VIOLATIONS

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include parental contact, detention, in school restriction, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

A. Disruption of School

A student shall not use violence, force noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally causing the substantial and material disruption or obstruction of any lawful mission, process, function of the school, or the educational climate. Neither shall he/she urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, function of the school, or the educational climate if a substantial and material disruption or obstruction is reasonably certain to result from his/her urging.

Disruption of school shall include, but is not limited to, the following types of behavior:

1. Unauthorized occupying of any school building, school grounds, or part thereof with intent to deprive others of its use.
2. Unauthorized blocking of the entrance or exit of any school building or corridor or room therein, with intent to deprive others of lawful access to or from, or use of, the building or corridor or room.
3. Prevention of or attempting to prevent by any act the convening or continued functioning of any school, class, or activity of or any lawful meeting or assembly on the school campus.
4. Preventing students or other authorized persons from attending a class, a school activity, or boarding/unloading a school vehicle.
5. Except under the direct instruction of the principal or his/her designee, blocking normal pedestrian or vehicular traffic on a school campus.
6. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the teacher's ability to conduct his/her class, supervise a study hall, or conduct any other proper school function.
7. Displaying a belligerent, defiant and/or insubordinate (disobedient) manner in refusing to comply with reasonable requests of authorized school personnel.
8. Consensual and inappropriate physical contact or public display of affection.
9. Prevention of or attempting to prevent by any act the functioning of the school disciplinary process.

B. Damage, Destruction or Theft of Property

1. School Property: A student shall not intentionally cause or attempt to cause damage or to vandalize school property or to steal or attempt to steal school property. Damage or vandalism can include, but is not limited to, writing on desks, graffiti, or damaging bus seats. In accordance with the Ohio Revised Code 3109.09, parents or guardians will be held fiscally responsible for any property damage by their child.
2. Property of Others: A student shall not intentionally cause or attempt to cause damage to property of others, or steal or attempt to steal others' property.

C. Threats and Intimidation (Menacing)

A student shall not threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. A student shall not urge another student or person to threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. Intimidation shall include, but is not limited to, threats used to extort money or any other item of value from another student or person. This includes pushing of another student.

D. Hazing

No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organizations that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent,

negligence, or assumption of risk by an individual subject to hazing does not lessen the prohibition contained in this rule.

E. Use or Possession of Tobacco Products

A student shall not possess, use, sell, or offer to sell, buy or offer to buy, or distribute any tobacco product including, but not limited to cigarettes, e-cigarettes, cigars, snuff and chewing tobacco or aid any other student to use, sell or distribute any tobacco product including but not limited to cigarettes, cigars, e-cigarettes, vaporizers, snuff chewing tobacco, or “look-alike” tobacco products.

F. Use or Possession of Alcoholic Beverages or Drugs

A student shall not possess, use, sell or offer to sell, buy, or offer to buy, transmit, cultivate, manufacture, be under the influence of or aid any other student or person to possess, use, sell or offer to sell, buy or offer to buy or transmit, cultivate, manufacture, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, “inhalant,” “look-alike,” “designer drug”, controlled substance, dangerous substance or any other drug or counterfeit controlled or dangerous drug or intoxicant of any kind.

The prescribed use of a drug as authorized by a medical prescription and properly contained and labeled from a registered pharmacist or physician or aspirin or its substitutes or over the counter cold remedies or drugs which are properly labeled and contained or which are for external use only, shall not be considered a violation of this rule, provided school policy is adhered to, possession of medication is in a prescribed quantity, and drugs are not transferred in any way and remain in the possession of the person for whom the prescription or medication was specifically intended. Medications and prescription drugs that are authorized for possession or consumption during school should be registered with the school nurse prior to their consumption. (Policy 5330)

The sale of any substance specified in the section or the possession of or aiding another student in the possession of a quantity of a controlled substance or dangerous substance, as specified above, which meets or exceeds the quantities necessary to qualify as a “bulk” amount (defined in R.C. 2925.01) shall be considered a more serious offense than possession of a quantity less than the “bulk” amount.

The possession, use, sale or offer to sell, purchase or offer to purchase or transmittal of any substance which is represented or held out to be one of the substances prohibited by this rule, including, but not limited to illegal, illicit, prescription, over the counter medication, or “look-alike” drugs, is also prohibited. Possession of smoking devices or other paraphernalia typically used in the consumption of dangerous drugs or controlled substances is also prohibited as is the possession or use of any electronic device with the capability of transmitting and/or receiving communication, not authorized by school personnel.

Over-the-counter drugs containing known stimulants (caffeine, phenylpropanolamine and ephedrine), for example NO-DOZ and diet pills and antihistamines, which act as sedatives,

are known to serve as gateway drugs to use of stronger and more dangerous substances. These drugs can be in and of themselves, abused and are prohibited from school.

G. Repeated Violation of School Rules

A student shall not repeatedly fail to comply with school rules and regulations or directions of teacher, student teachers, teacher aides, principals, or other authorized school personnel during any period of time when he/she is properly under the authority of school personnel.

H. Use or Possession of Weapons and Dangerous Instruments

A student shall not possess, handle or transmit a knife, razor, ice pick, explosive, pistol, rifle, shotgun, pellet gun, stun gun, pepper spray, mace, chains, smoke or irritant-producing devices or any other object that can be used as a weapon or that can reasonably be considered a weapon or resemble or is a facsimile of a weapon. This rule does not apply to normal school supplies like screwdrivers in industrial arts or vocational programs or exacto knives in art class when used for their intended purpose. A student shall also not knowingly possess a deadly weapon or dangerous ordnance or possess an object, as defined in the policy governing dangerous weapons, in a school safety zone.

I. Setting of Fire and Possession and Use of Fireworks and Other Explosive Devices.

No student in school, on school premises, or school buses shall:

1. Expend fireworks.
2. Possess or transport commercial fireworks or materials that could easily be converted to use in creating explosive type devices.
3. Aid any other student or person to expend fireworks
4. Construct or help another student or person to construct an explosive-type device.
5. Set a fire, urge or aid any other student or person in setting a fire.
6. Set smoke or "stink" bomb or urge or aid any other student or person in setting a smoke or "stink" bomb in school or on school premises.
7. Posses or use any incendiary device not under supervision of a faculty member to include, but not limited to, cigarette lighters or matches.
8. Be in possession of, handle, or sell any form of ordnance (for example, bullets, blanks, or look-alike ammunition).

J. False Reporting of Fire Alarms, Bomb Threats, Fires

No student shall submit or urge any other student or person to submit a false fire alarm or false report that a bomb or other explosive device is located within any school building, on a school bus or other service or administrative buildings. No student shall interfere with, tamper with, or otherwise reduce the effectiveness or accessibility to fire extinguishers, fire hoses, fire alarms, emergency exit signs, automated external defibrillators (AED), or other safety equipment.

K. Identification

All students must promptly, upon request, correctly identify themselves to authorized personnel in school buildings, on school grounds, on school buses, or at school-sponsored events.

L. Profane, Abusive or Disrespectful Language and Gestures

Students shall not use any form of abusive, profane, offensive, obscene, or disrespectful language or gestures...

1. in general, or
2. toward authorized school personnel.

M. Physical Injury and/or Fighting

1. Fighting – A student shall not cause or attempt to cause physical injury by fighting
2. Physical Injury – A student shall not behave in such a way as could reasonably cause physical injury to self or another.

N. Actions for Assault and Battery

No student or group of students shall threaten/assault or use force/battery to any staff member, his/her family or property or to any other person.

O. Attendance

Students (and their parents) shall comply with state and local attendance laws. School attendance shall include, but is not limited to, attendance at all assignments as specified in the student's schedule. In addition, students must not be tardy to their assignments as specified in their schedules. Thus, the following subsections of this code apply:

1. Students must not be tardy to school in general. They must report to their first assignment on time, and they must be on time to their class periods or other assignments as specified in their schedule.
2. Students must not be absent from class without permission. This includes being present in school but not attending assigned classes. Such absence will be considered class truancy.
3. Students must not be absent from school without permission. This includes coming to school and then leaving the building without authorization. Such absence will be considered truancy from school.
4. Students must attend teacher detentions on time and as assigned. Absences from or tardiness to teacher detentions will be considered truancy from teacher detention.
5. Students must attend office detentions/SMR/ISA's on time and as assigned. Absence from or tardiness to office detentions/SMR/ISA's will be considered truancy from office detentions.
6. Unauthorized presence in areas of the school without a pass or without the permission of a staff member is considered a violation of this code.

After 15 days of consecutive unexcused absences, students will be withdrawn from enrollment in the district.

(NOTE: High school students of compulsory school age who have excessive unauthorized absences as noted above shall be reported to the Ohio Bureau of Motor Vehicles for denial of driving privileges.)

P. Gambling

No student shall gamble or assist others to gamble.

Q. Unlawful Behavior

No student shall be involved in any conduct which violates local, state or federal law, where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to the health, welfare or safety of self and others. School disciplinary actions will be in addition to any action civil or juvenile authorities choose to take. Unlawful acts may include, but are not limited to: spitting, assault, battery, larceny, robbery, malicious mischief, unlawful assembly, malicious threats, affrays, arson, malicious use of the telephone, false fire alarms, or extortion.

R. Falsification, Forgery and Cheating

1. Falsifying Information – No student shall change, alter or modify, or attempt to change, alter or modify any record, document or form required to be submitted to or used in the operation of the schools. Falsification also shall include, but is not limited to any verbal representation intended to have or actually having the same effect of any written forgery as specified.
2. Forgery of school or school related documents – No student shall knowingly forge any writing of another or forge any writing so that it purports to be genuine when it is actually false. No student shall use or aide another student to use any altered, modified or forged record, document or form required to be submitted or used in the operation of the school.
3. Cheating or plagiarizing – No student shall copy or plagiarize any record or document of another or use a record or document as their own when it is actually someone else's. This includes, but is not limited to, any documents from the internet.

S. TRANSPORTATION - PCLS TRANSPORTATION REGULATIONS

Transportation to school is a privilege and abuse of this privilege may result in loss of transportation to and from school. When you lose your transportation privilege, you cannot ride any bus owned or leased by the Painesville City Board of Education during the time of suspension.

To provide this transportation safely and efficiently, the cooperation of the Board of Education, parents, students, building administrators, drivers and teachers is necessary.

NOTE: O.A.C. as quoted throughout this manual is the Ohio Administrative Code rule of the Ohio Department of Education Chapter 3301-83 Ohio Pupil Transportation Operation and Safety Rules. These rules shall apply to all school bus operations pursuant to Section 4511.76 of the Ohio Revised Code.

RESPONSIBILITIES OF PARENTS

1. See that children are at their Designated Place of Safety at the bus stop at least **10 minutes** prior to bus arrival time. **O.A.C. 3301-83-13B5.** Drivers are not required to stop to wait for children, as all children farther down the road would be forced to wait that much longer.
2. See that the children ride their assigned buses and leave their correct stops. **O.A.C. 3301-83-08C13.**
3. Parents will be responsible for any damage done to a bus by their child and will be required to make restitution to Painesville City Schools Board of Education.
4. Parents and school officials share the responsibility of seeing that children are orderly while awaiting the bus.
5. "Last Bell Policy"- Parents should expect their child to arrive home ANY TIME after the school dismissal bell. Parents or their designee are responsible for their supervision upon arrival.

RESPONSIBILITIES OF STUDENTS IN GRADES K-12

Students have duties and obligations which contribute to their safe orderly bus riding and therefore are responsible for complying with the following rules:

1. All students who cross the roadway to board the bus shall wait in their **Designated Place of Safety** established by the bus driver, and must stay there until signaled by the driver that it is safe to cross. The students shall then cross ***10 feet in front of the bus.*** The departing student(s) shall exit the bus, walk along the side of the roadway at least ***10 feet in front of the bus, stop and wait for the driver to signal for them to cross.*** The student shall stop in the middle of the roadway and ***look in both directions for danger before proceeding to their Designated Place of Safety. Students must wait in the Designated Place of Safety until the bus leaves the stop.*** **O.A.C. 3301-83-13B5**
2. Immediately upon entering the bus, pupils shall take regularly assigned seats. Students are not permitted to walk about the bus at any time. **O.A.C. 3301-83-08C4**
3. Students shall not be loud or use improper language. **O.A.C. 3301-83-08C7**

4. Windows and vents shall not be adjusted without the permission of the driver and students shall not stick any object or part of their body out the bus window at any time. **O.A.C. 3301-83-08C14**
5. No student shall attempt to get on or off the bus until it has come to a complete stop. Students shall remain seated while the bus is in motion. **O.A.C. 3301-83-08C5**
6. Students should be at their **Designated Place of Safety** at their assigned bus stop **at least 10 minutes prior to the published time.** **O.A.C. 3301-83-08C1**
7. Students should not stand in the middle of the roadway or trespass on nearby property while waiting for the bus. Smoking and drinking at the bus stop is prohibited.
8. Students shall conduct themselves on the bus as they would in the classroom, expect that reasonable conversations are permitted. **O.A.C. 3301-83-08C6**
9. There will be **NO TALKING OR NOISE AT RAILROAD CROSSINGS.** **O.A.C. 3301-83-12B**
10. Eating and drinking on the bus is not permitted at any time. **O.A.C. 3301-83-08C8**
11. Smoking, tobacco use or lighting flames is absolutely prohibited on the bus. **O.A.C. 3301-83-C9**
12. Any student who persists on misbehavior or otherwise creating a hazard by distracting the driver's attention, shall be denied the privilege of riding the bus for an indefinite time. **O.A.C. 3301-83-08C6 and D3**
13. After a student has entered the bus, he/she may not leave the bus without permission. The student must get off at their assigned stop. **O.A.C. 3301-83-08C213**

BUS MISCONDUCT CONSEQUENCES GRADES K-5

Minor Infractions - Not waiting in Designated Place of Safety; not sitting in assigned seat; not keeping aisle clear of bookbags, arms, legs, instruments; loud talking; opening windows without driver's permission; talking to driver(except when necessary); excessive mischief at the bus stop; littering on the bus; eating or drinking on the bus; potentially dangerous objects; noise at the Railroad Crossings; walking about the bus at any time during the route.

First Offense:	Student Conference with notice of conference sent to parent
Second Offense:	Students Conference with notice of conference sent to parent
Third Offense:	One to Three Day Bus Suspension
Fourth Offense:	Two to Five Day Bus Suspension

Fifth Offense: Five to Ten Day Bus Suspension
Sixth Offense: Bus Suspension up to 80 days pending hearing

Major Infractions - Use of improper or unacceptable language or gestures; spitting; harassment; placing any object or part the body outside the bus window; standing or walking while the bus is in motion; crossing too close to the front of the bus; creating a hazard or distraction of driver's attention; entering or exiting the bus through emergency door without driver's permission; throwing objects on, at or out of the bus; departing bus at non-assigned location without driver's permission and/or temporary transportation change.

First Offense: Student conference with notice of conference sent to parent
Second Offense: One to Three Day Bus Suspension
Third Offense: Three to Five Day Bus Suspension
Fourth Offense: Five to Ten Day Bus Suspension
Fifth Offense: Bus Suspension up to 80 days pending hearing

CODE OF CONDUCT VIOLATIONS:

Smoking, lighting matches or lighters, possession of any tobacco products; fighting.
3 Day Bus Suspension.

Insubordination: 3 Day Bus Suspension

Destruction of School Property: 3 Day Bus Suspension and Reimbursement

**Possession of alcohol, drugs, firearms, explosives, knives or other weapons:
5 Day Minimum Suspension.**

Failure to comply with the above or other bus regulations may result in additional disciplinary action.

Building level administrators in cooperation with the Transportation Director will have the final authority on decisions regarding bus discipline.

Appeals may be made to the Superintendent or designee.

BUS MISCONDUCT CONSEQUENCES GRADES 6-12

MINOR INFRACTIONS- Not waiting in Designated Place of Safety; not sitting in assigned seat; not keeping aisle clear of bookbags, arms, legs, instruments; loud talking; opening windows without driver's permission; talking to driver(except when

necessary); excessive mischief at the bus stop; littering on the bus; eating or drinking on the bus; potentially dangerous objects; noise at the Railroad Crossings; walking about the bus at any time during the route.

- First Offense:** Student Conference with notice of conference sent to parent
- Second Offense:** Saturday School Detention
- Third Offense:** Three-Day Bus Suspension
- Fourth Offense:** Five-Day Bus Suspension
- Fifth Offense:** Ten-Day Bus Suspension
- Sixth Offense:** Bus Suspension up to 80 Days pending hearing

MAJOR INFRACTIONS: Use of improper or unacceptable language or gestures; spitting; harassment; placing any object or part the body outside the bus window; standing or walking while the bus is in motion; crossing too close to the front of the bus; creating a hazard or distraction of driver's attention; entering or exiting the bus through emergency door without driver's permission; throwing objects on, at or out of the bus; departing bus at non-assigned location without driver's permission and/or temporary transportation change.

- First Offense:** After School Detention
- Second Offense:** Three-Day Bus Suspension
- Third Offense:** Five-Day Bus Suspension
- Fourth Offense:** Ten-Day Bus Suspension
- Fifth Offense:** Bus Suspension up to 80 Days pending hearing

CODE OF CONDUCT VIOLATIONS: Smoking, lighting matches or lighters, possession of any tobacco products; fighting. **3 Day Bus Suspension.**

Insubordination: 3 Day Bus Suspension

Destruction of School Property: 3 Day Bus Suspension and Reimbursement

Possession of alcohol, drugs, firearms, explosives, knives or other weapons: 5 Day Minimum Suspension.

Failure to comply with the above or other bus regulations may result in additional disciplinary action.

Building level administrators in cooperation with the Transportation Director will have the final authority on decisions regarding bus discipline.

Appeals may be made to the Superintendent or designee.

RESPONSIBILITIES OF BUILDING ADMINISTRATORS

1. The administrator or designee shall see to the orderly loading and unloading of students at the school building. **O.A.C. 3301-83-12D4**

2. The administrator shall see that students are dismissed on schedule and immediately board the buses.
3. Building administrations, in cooperation with the Transportation Director, have the final authority on decisions regarding bus discipline.

RESPONSIBILITIES OF TEACHERS

1. Teachers shall dismiss their students at the scheduled time and see that bus riders go *immediately* to their assigned buses.
2. Teachers are responsible for the behavior of their students when they accompany the group on a field trip.

T. Dress and Appearance

Students' dress and appearance shall be in accordance with the properly adopted Academic Dress guidelines and not in a manner that presents a clear and present danger to the student's health and safety, or in a manner which causes or can cause an interference with school work or which creates a classroom or school disruption. The wearing of insignia, including but not limited to T-shirts, belt buckles, etc., which promote, encourage and/or describe activities prohibited in this policy and those insignia which can be forecast to materially and substantially disrupt the operation of the school are prohibited. Hats/caps and coats/jackets will be removed upon entering the school building.

U. Compliance with Driving/Parking Regulations

All high school students driving to school must keep their vehicles under control at all times, following established safety procedures, and comply with the school parking regulations, as defined in School Board Policy 5515.

V. Possession of Stolen School or Private Property

No student shall receive, retain, or possess school or private property knowingly or having reasonable cause to believe it has been stolen.

W. Refusing to Accept Discipline

Violation of the conditions of student discipline as specified in the student discipline notice to parents shall be considered a separate and distinct disciplinary violation and subject to additional disciplinary penalties including additional suspension and/or expulsion. This pertains to all disciplinary actions: In School Restriction, After School Restriction, Saturday School and Insight Program.

X. Sales on School Premises

No student shall sell, offer to sell, buy, offer to buy, or exchange or trade any service, product, material, substance or other thing of value without prior authorization of the building principal.

Y. Harassment

No one, including employees or administrators shall be subjected to harassment in any form and by any means of communications or actions. Harassment includes, but is not limited to, unwelcome sexual advances or any form of uninitiated or improper physical contact, sexual remarks or sexual acts. Harassment shall also include stalking of another person, or any speech or action that creates a hostile, intimidating, or offensive learning or work environment.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse which would require that the student-abuser be reported to proper authorities in compliance with state law.

Z. Harassment, Intimidation, or Bullying

No student shall harass, intimidate, or bully or attempt to harass, intimidate or bully another student, employee or administrator.

AA. Racial, Religious or National/Origin Bigotry and Intolerance

No student shall display racial, religious or national origin bigotry or intolerance. No students shall violate or urge others to violate the civil rights of any other person.

BB. Student Group

It is the policy of the Board of Education that student groups be recognized as authorized school organizations only if they are approved by the school administration, sponsored by school-approved personnel, composed of members of the current student body, hold the majority of their meetings at school, and have established aims which are educational in nature

CC. Computer Use

Students may not use any school computers in an unauthorized manner. Unauthorized use may include, but not be limited to, access to illicit areas of the internet, plagiarism, tampering with school records or school work, or in any way using a school computer for personal gain not related to official school projects or papers.

DD. Possession of Electronic Communication Devices

Students may not use any electronic communication devices in an unauthorized manner.

EE. Obscene/Indecent Materials

Students shall possess nor distribute indecent and/or obscene material.

FF. Students may not attempt to engage in conduct prohibited by this policy.

GENERAL SCHOOL DAY REGULATIONS

SCHOOL BUILDING AND GROUNDS

1. No student is to be in the halls or anywhere outside of his/her classroom except during passing times..
2. There is to be no running, shouting, pushing, obstructing of traffic, or other disorderly conduct in the halls.
3. Students are not to wear hats or other headgear within the building.
4. There is to be no overt display of affection at any time.
5. The administration reserves the right to require that students may not carry book bags, gym bags, and back packs from class to class.
6. Students should not be in the building after 2:15 p.m. except for activities which are under the direct supervision of authorized personnel. In the case of early dismissal days or exam days with altered schedules, students must vacate the building within 10 minutes of the dismissal time.
7. Students must be in assigned rooms or areas at the correct time (see item #1 above).
8. Students may not leave the school grounds during the school day without written permission. Lunch periods are considered part of the school day.
9. Radios, cell phones, CD players, and electronic games or devices should not be used in the school building. Use of such items may result in the item being confiscated until a parent or guardian meets with an administrator to retrieve said item(s).
10. Students are not to be in cars or in the parking lot during the school day.
11. Students who drive cars to school and wish to park in the school parking lot must apply to the principal for a permit.
12. Conversation should be appropriate in content and volume. Improper language is prohibited.
13. Food and/or drink are not permitted outside the cafeteria.

PERSONAL ITEMS BROUGHT TO SCHOOL

Valuables and large sums of money should not be brought to school. The school is neither accountable, nor responsible for personal items brought into the building.

School administrators have the authority to conduct searches of students when they suspect that a student has possession of any item that violates a state law or endangers the order, safety, discipline, and welfare of other persons in school.

Any item brought to the school which distracts from the educational atmosphere shall be regulated by the administration.

Staff and administration are not responsible for confiscated items i.e. cell phones, MP3

players, or other electronic devices, etc. To ensure their safe-keeping these items should be kept at home.

“Flashing” or displaying large sums of money will result in it being confiscated until a parent or guardian meets with an administrator to retrieve it.

STUDY HALL / LIBRARY REGULATIONS

1. Study assignments, materials (books, paper, pen, or pencil), school-related reading materials should be brought to academic coaching.
2. Casual conversations are not allowed except during specified times.
3. Card playing is not permitted.
4. Each student will be assigned a seat and should be seated when the bell rings.
5. Students may be permitted to use the library during academic coaching periods with a specific research assignments. Students will be required to follow all library rules and regulations

DRESS CODE - ACADEMIC DRESS GUIDELINES

The Painesville City Board of Education believes that a neat and orderly appearance is a positive factor for school safety and academic success. In keeping with that belief, the “Academic Dress Code” was approved and implemented in 2009.

Tops:

Colors: Solid color, or solid vertical or horizontal striped, collared shirts/blouses. No prints, patterns or plaids.

Styles: Long or short sleeve, polo-style collared shirts/blouses, turtlenecks, or traditional button-down oxford-style dress shirts/blouses. Tops are to be tucked into pants/bottoms neatly – no exposed midriffs and no underwear may be exposed. Small logos acceptable (no larger than a quarter)”; District or Red Raider logo acceptable

Sweaters

Colors: Solid color or Argyle sweaters or vests

Style: Crew or V-neck, sweaters, vests or sweatshirts, Small logos acceptable (no larger than a quarter)”; District or Red Raider logo acceptable. When wearing these items, an approved dress, turtleneck or polo-style collared shirt/blouse **must be worn underneath.**

Sweaters and sweatshirts are considered to be outerwear and do not need to be tucked in.

Hoodies

Hooded spirit wear sweatshirts, or sweaters with District, Red Raider/ school name or logo. Solid color hooded sweatshirt with small logos (no larger than a quarter) .The hood must be worn down with approved collared shirt or blouse worn underneath.

Pants, Shorts, Skirts, Skorts , Capris or Jumpers

Colors: Solid colors: khaki, navy blue, or black

Style: Traditional flat front or pleated front pants, capris, shorts, skirts, skorts, or jumpers (no logos). (No cargo pants or painter pants)

Waist line must be secure at the natural waist. Pants with belt loops must be worn with a traditional style solid colored belt. Length of Capris, skirts, shorts, skorts, and jumpers must extend to the top of the knee or below.

Shoes/Boots

Traditional leather or man-made material, low heel, full shoe (no open heel or toe). Mary Jane-type straps acceptable, traditional style tennis/athletic shoes are acceptable (no whistles, lights, sounds, rollers). No high heels or platform shoes. Low heel winter boots are acceptable.

No Jeans, Cargo or Painter Pants

Prohibited Attire

- Any top or bottom not listed under permitted attire
- Oversized clothing items
- Sweat pants, cargo or painter pants (or other pants/shorts with multiple large pockets), jeans (regardless of color)
- Jewelry, logos and other accessories that include obscene, violent, lewd, vulgar, gang-related, tobacco, drug/alcohol-related writing or images
- Jewelry, logos and other accessories that belittle others (e.g. race, ethnicity, religion, gender or physical characteristics) or present a danger to self or others in participating in curricular and co-curricular activities
- Hats, head coverings, bandanas, sweatbands and sunglasses
- Open toe or open heel shoes, slippers, high heels, stiletto heels, flip-flops, any shoes with rollers, lights or sounds
- Exposed chains, jewelry, dog collars, spikes, piercing and other articles judged to be potentially harmful
- Belts not secured at the waist and belts with wording and/or nameplates.

Additional Guidelines

- All parts of the clothing should fit – nothing over-sized (baggy) or undersized (tight fitting).
- All clothing must be clean and in good repair.
- No undergarments may show.
- Leg covering, socks, etc. must be solid color in uniform colors.
- No makeup, hair styles, hair colors or any appearance or apparel that is judged by the building administrator as inappropriate.

- Students are allowed to wear a uniform of nationally recognized youth organizations such as Boys Scouts or Girl Scouts on those days when that organization carries out a scheduled function.
- Students are allowed to wear attire that is required by their religion.
- The building administrator may allow modifications to the dress code on specified days (e.g. spirit day, holiday, or other school-wide event).
- The district will make school district logo apparel available for purchase. Purchase of these items is voluntary.

Opportunities to wear clothing other than the required clothing will be provided through announced special activity days. The school administration reserves the right to regulate any inappropriate apparel/appearance as necessary.

STUDENT PARKING AND DRIVING

Students who drive cars to school have the responsibility of maintaining safety standards. **Driving to school is a privilege, not a right.** Disregarding any of the rules may result in regular discipline rules. The following regulations apply:

1. No loitering is allowed in any vehicle or in the student parking lot. The parking lot is considered off-limits during the school day except for students who have early dismissals or leave school due to an approved work-study program. Students will not be permitted to sit in cars, whether the car is parked in the student parking lot or on the street.
2. Reckless operation or sudden stops and starts are considered speeding and operating without due regard for the safety of others.
3. Excessive tardiness to school or suspensions may result in revocation of driving privileges.
4. The school administration and school resource officer reserve the right to inspect vehicles parked in school lots.

STUDENT PARKING LOT

The east parking lot in front of the building is available for students and guests. Students may not park in the staff parking lot of Harvey High School during the school day. Students who park in the east parking lot during the school day must have an approved parking permit on display. School day hours are from 7:00 a.m. to 2:15 p.m. Any car in the student lot may be subject to a search. Failure to comply with a reasonable search will be considered insubordination.

Only juniors and seniors may apply initially for student parking. After a grace period has been offered and if there are additional parking spaces available, underclassmen will be eligible to apply.

Current proof of insurance and a copy of the student's driver license must be presented prior to the issuance of a parking permit. Insurance papers and driver's license copy will be kept on file. Insurance must be kept current to maintain one's parking privileges.

Parking permits are FREE. Students who have outstanding school fees from the previous school year will not be issued a parking pass. If the student violates the driving and parking policies, he/she may lose his/her parking privileges. In addition, students who have repeated violations of the student code of conduct, and/or excessive tardies or absences will lose parking privileges.

Stickers or parking permits applicable to the current school year must be displayed at all times when parking in the school parking lot. Cars that are illegally parked or without a valid permit will be assessed a \$5.00 fine by the school. In addition, the vehicle will be subject to towing. Any additional expenses charged by the towing company that are incurred for hook-up and/or towing fees of the vehicle will be the sole responsibility of the student or owner of the vehicle. If a student loses his/her permit, they will lose their parking privileges or will be assessed \$5 for a replacement permit.

Any questions about special circumstances should be discussed with the administration in the main office.

MEDICINE

Generally speaking, the school will not administer medication. In the event it is an absolute necessity, the following steps must be followed in order to comply with the policy of the Board of Education.

1. Contact the attendance office to request a medication form.
2. Obtain permission from the physician and parents along with instructions, the name of the medication, dosage, time and duration.
3. Medication containers must have an affixed label, with student's name, name of medication, dosage, route of administration, and time of administration. All medication is stored in the attendance office.

Students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician and has submitted Form 5330 F3, Authorization for the Possession and Use of Asthma Inhalers, to the principal and any school nurse assigned to the building. Students are not permitted to have prescription or non-prescription drugs (aspirin, cough drops, etc.) at any time.

LOCKERS AND DESKS

Locks, lockers and desks are the property of the school and are loaned to the students with their understanding that these are school property. School authorities have a right and duty to inspect a locker or desk if reliable information, reasonable degree of suspicion, or just cause warrants the exercise of the school's duty to enforce school discipline and to protect the health and safety of the student body. School officials reserve the right to conduct random locker searches. Locks are subject to being cut off with permission from administration. (O.R.C. 3343.20).

PHYSICAL EDUCATION DRESS POLICY

Students in physical education classes are required to dress appropriately as prescribed by the administration and physical education department. The dress code policy for physical education classes requires shirts to be worn at all times. All gym attire must conform with the stipulations of the student dress code. Repeated failure to comply with this policy may result in the student losing credit in the class and/or failure for the semester.

SCHOOL FIRE AND SAFETY DRILLS

School Fire and Safety Drills are held to provide for the safety and welfare of all persons within the school building and will be conducted throughout the school year per state law and regulations. It is imperative that the following regulations be followed:

1. Students must use assigned exits unless directed to use others by school or fire officials.
2. There is to be no running, pushing, or talking while leaving the building or reporting to an assigned area. Move quickly and quietly to the sidewalk while staying away from cars and driveway openings.
3. All students must exit the building during a fire drill or report to their designated area during a tornado drill.
4. When the fire or tornado alarm sounds, students are to leave their rooms in an orderly manner and remain with their classes.
5. Students are not permitted to stop at their lockers.
6. During a tornado drill; students, after arriving at their proper locations, should stand or kneel, as instructed, next to an interior wall and leave an aisle through the middle of the first floor corridor. Students should remain with their class group, go directly to the designated area, remain quiet, and await instructions. Students should not stand near any areas with nearby glass.
7. When the return signal is given, students should return to their classroom in an orderly manner.

ASSEMBLIES

Students will be assigned seating areas, and teachers will sit with their students. Students who are not quiet or do not display good manners will be removed immediately and sent to the office or an alternative location. These students may be excluded from future assemblies.

VISITORS

All visitors to Harvey High School must check in at the attendance office immediately upon entering the building. Parents are welcome to visit Harvey High School at any time, but are asked to schedule an appointment, 24 hours in advance. All other visitors should call for an appointment prior to coming to school to prevent any inconvenience.

Students may not bring visitors to school without first obtaining written permission from the principal.

Visitors must enter door to enter the high school. Visitors should push the outside button to alert the attendance office. To schedule an appointment, please call the school office at 392-5110. You may also leave a message on the teacher's voice mail. Alumni visitors are restricted to before and after school hours. Alumni may meet with former teachers during their conference periods provided arrangements have been made ahead of time.

FIELD TRIPS

Field trips are considered an integral part of the school program. However, if it is determined that a student's previous behavior or behavior during the event may endanger the safety of himself or others, or may disrupt the field trip activity, the parent will be notified that his/her child will not go on the trip and will be required to work at school that day.

Teachers may ask parents to be chaperones for field trips. Parents may NOT bring preschool children because state law prohibits preschool children from riding school buses.

Students must have a permission slip and emergency medical form on file the day prior to the trip. Students will be notified in advance of behavioral requirements that may exclude them from a field trip.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

LIBRARY

The library is open to students from 7:15 A.M. to 2:15 P.M. Students must arrange for a pass in advance to use the library.

LOST AND FOUND

The lost and found area is in the Library. Unclaimed items will be given to charity at the close of the school year.

TELEPHONE USE

Office and classroom telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Students are not to use telephones to call parents to receive permission to leave school except when directed to do so by a school official. Office personnel will assist with all calls on behalf of a student seeking permission to leave school.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of twenty-four (24) hours notice is required to ensure that the principal has the opportunity to review the announcement or posting.

The School has a central bulletin board located outside the attendance office which may be used for posting notices after receiving permission from the principal.

PA ANNOUNCEMENTS

Public address announcements are made daily in the high school. The morning announcements are broadcast live by WHHS Channel 96. All announcements are subject to administrative approval.

BREAKFAST AND LUNCH PROGRAM

All children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program and National School Lunch Act. The middle and high school weekly menus are posted online and in the school cafeterias. The elementary lunch menu is a four week cycle menu for the year.

All students must enter their PIN number into the PIN pad at the register after selecting and/or purchasing their meal. A variety of a la carte snack selections is offered at each school. Money may be placed on account by check, cash, or by credit card through the infinite campus parent portal. No charging of snacks or beverages is permitted at any school. A limited amount of lunch meal charges are permitted if a student forgets his/her lunch or money.

Breakfast is available from 6:45 to 7:05 each morning. The cafeteria will be emptied at 7:05 of all students there for breakfast. Exceptions are made for students arriving on a late bus.

SCHOOL RESOURCE OFFICER

The SRO program began as a joint effort between the City of Painesville and the Painesville City Local Schools to staff a full-time police officer at Harvey High School. The SRO is under the direct supervision of the police department. The School Resource Officer Unit (S.R.O.) creates a unity between the Painesville Police Department and the PCLS.

The primary purpose of the S.R.O. unit is to provide a safe and secure environment conducive to learning at Harvey High School. To reduce crime and incidents in schools, officers establish rapport with the students, parents and staff. Furthermore, they patrol the schools and assist with educational programs. Some of the responsibilities of the SRO include: providing a safe educational environment for students and staff, bridging the gap between police officers and students, deterring criminal activity among our youth, investigating crimes that occur on campus, conducting interviews with witnesses or possible witnesses, complete required paperwork on crimes that occur on campus, issuing citations

when necessary, and making arrests when appropriate.

Only through a cooperative, broadly based, flexible approach can the following SRO objectives be adequately realized:

1. To perform law enforcement functions within the school setting.
2. To identify and prevent, through counseling and referral, delinquent behavior, including substance abuse.
3. To foster a better understanding of the law enforcement function.
4. To develop a better appreciation of citizen rights, obligations, and responsibilities.
5. To provide information about crime prevention.
6. To provide assistance and support for victims identified within the school setting, including abused children.
7. To promote positive relations between students and law enforcement officers.
8. To enhance knowledge of the fundamental concepts and structure.

MILITARY RECRUITERS

Congress has passed two major pieces of legislation that generally require schools receiving assistance under the Elementary and Secondary Education Act of 1965 to give military recruiters the same access to secondary school students as they provide to postsecondary institutions or to prospective employers. Schools are also generally required to provide students' names, addresses, and telephone listings to military recruiters, when requested.

The names and addresses of students in grades ten through twelve shall be released to a recruiting officer for any branch of the United States armed forces who requests such information, except that such data shall not be released if the student or student's parent, guardian, or custodian submits to the board a written request not to release such data. Any data received by a recruiting officer shall be used solely for the purpose of providing information to students regarding military service and shall not be released to any person other than individuals within the recruiting services of the armed forces (ORC3319.321).

TRANSPORTATION – SEE CODE OF CONDUCT – SECTION S

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

The School has many student groups that are authorized by the School. It is the District's policy that authorized groups are **only** those approved by the Board of Education and sponsored by a staff member.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right,

and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/ or appeal rights in accordance with Board Policy 5610.05.

STUDENT GOVERNMENT

Since 1924, Thomas W. Harvey has had a student government organization. At present, the Student Government Association includes the following:

- A. Student Government Officers
- B. Student Council
- C. Class Presidents

Students must maintain a 2.5 (C+) average to participate in Student Government.

STUDENT GOVERNMENT OFFICERS

- A. President
- B. Vice-President
- C. Treasurer
- D. Secretary
- E. Sergeant-at-Arms

This group of officers governs the Student Government organizations under the guidance of the Student Government faculty advisor and the principal. These five officers preside at Student Government meetings and activities and serve as the official student representatives of the school. The President and Vice President are voted on by the entire student body in the spring. All other officers are nominated and voted upon by the Student Council itself.

STUDENT COUNCIL

The Student Council is the legislative branch of the school. It assists the principal in making rules and decisions concerning the governing of the school. Its decisions, however, are subject to veto by the principal if contrary to the best interests of the school. The council also assists in all student elections and sponsors many worthwhile projects.

Members of council are elected at the end of each school year for the following year. Petitions signed by forty students provide eligibility for elections. Candidates are voted on by their class.

CLASS OFFICERS

Class officers are elected in the spring by the students in their respective classes. Freshmen have their elections at the end of the first semester. Each class votes for those who have been placed on the ballot. The four officers from each class are responsible for governing their particular class.

CLUBS AND ORGANIZATIONS

Student activities and clubs are added and deleted based upon student interest and staff availability.

CHEERLEADERS

Students in grades 9-12 are eligible to try out for cheerleading. Cheerleaders are selected at tryouts in the Spring and are judged on such qualities as pep, appearance, voice, coordination and jumping ability. All cheerleaders are bound by the academic eligibility requirements of the Ohio High School Athletic Association and the Painesville City Local Schools. Cheerleader responsibilities include promoting spirit, leading cheers at games, assisting with pep rallies, decorating, and fund raising. Attendance at all practices, games, summer camp, and fundraisers is required.

DECA

The Distributive Education Club of America (D.E.C.A.) is an organization whose program of leadership and development is designed specifically for students enrolled in Marketing Education. DECA is the co-curricular part of M.E., with all students becoming members, participating in all activities and paying dues.

DRAMA CLUB

The Drama Club is designed for students who are interested in the field of dramatics. Members of this group meet at specific times throughout the year to prepare plays, skits, or musicals for presentations to the school or school community. To participate in plays or musicals, students are required to audition and attend regular practices.

FBLA

Future Business Leaders of America is an organization that teaches students about the world of business and what is expected of them in the workplace. Students enrolled in a Business course are eligible. Members compete in skills competitions for awards at the state and national level.

MOCK TRIAL TEAM

The Harvey Mock Trial Team is comprised of students desirous of competing in a mock trial environment for regional, state and national recognition and honors. Students practice and learn trial strategy, opening statements, rules of evidence, direct and cross examination of witnesses, objections, closing agreements and trial psychology in preparation for the March regional competition. Interested students will participate in all aspects of a trial and learn how a trial is conducted.

NATIONAL HONOR SOCIETY

The National Honor Society (N.H.S.) was established in 1921 to better recognize those

students who have excelled in areas other than on the athletic field. Harvey High School is N.H.S. Chapter #267, founded in 1924. Today there are

over 15,000 chapters. Students are eligible for N.H.S. by achieving and maintaining a 3.3 G.P.A. Eligible candidates are asked to fill out an interest survey and supply a list of references. The candidates are evaluated by a faculty committee of teachers who look at the candidates' character traits, service to the school and other organizations, and leadership potential. This committee also reads the references submitted on each candidate by staff and other individuals. Decisions are made as to whether the candidate has achieved all the criteria necessary for membership.

PEP BAND

Pep Band represents a group of selected musicians that performs at all home basketball games and other school and community functions.

S.A.D.D.

SADD stands for Students Against Destructive Decisions. Students participate in drug prevention training and activities with both peers and younger students in our school and community.

STUDENT ORGANIZED CLUBS AND ORGANIZATIONS

There are numerous opportunities for students to participate in various student-initiated and organized clubs and activities. The school and/or district do not endorse or discourage the organization of such clubs and activities. Information concerning various clubs and activities is available throughout the school year.

YEA

The Youth Educators Association (YEA) is student organization dedicated to supporting young people interested in education-related careers. We are a national community of student and mentor participants in school-based, grow-your-own-teacher programs. Studies show over 60% of teachers teach within 20 miles of where they went to high school, every community has an interest in proactively recruiting and supporting their next generation of local educators. When in the club, students will have hands on experiences volunteering in the elementary and middle schools along with peer tutoring in the high school. Their will be field trips to colleges with strong education programs, fundraising activities, and competing in the state competition. We are very proud to have this club here at Harvey in hopes that one day our students will return as teachers.

PUBLICATIONS/MEDIA OUTLETS

Publications such as the student newspaper, yearbook and television station are connected to the overall school program and subject to editorial control by the school's authorities.

ANVIL

The Anvil is Harvey High School's yearbook. Students who work on the Anvil are chosen by faculty sponsors and editors. Students are required to do layouts, print copy, take photographs, participate in fundraisers and make deadlines!! Instruction is available, experience not a requirement. High standards of behavior are mandatory.

THE RAIDER REVIEW

The Raider Review is Harvey's newspaper. Reporters interview students and faculty on current activities and opinions, write the stories and print the newspaper.

WHHS CHANNEL 96 VIDEO COMMUNICATIONS CLUB

The purpose of this club is to develop a well-trained staff of video technicians, talent, and copy writers to assist with district and city programming and taping after-school-hours functions. Students are required to volunteer at least 10 hours during the school year. They are also required to dress according to WHHS Channel 96 Dress Code.

ATHLETICS

Harvey High School wishes to provide a varied program of athletics in order to give each student an opportunity to participate. All students in good scholastic standing are urged to participate on one of the athletic teams.

It is an honor and a privilege to represent Harvey High School in interscholastic sports. Athletics are worthwhile as long as the athletes uphold the rules of the school, the accepted rules of the game and the rules of good sportsmanship. All athletes are required to follow the rules of the Thomas W. Harvey Athletic Constitution, The Northeastern, and The Ohio High School Athletic Assoc.

Students who wish to participate in interscholastic sports are expected to maintain the scholarship and academic standards as set forth by the Painesville City Board of Education and the Ohio High School Athletic Association. Academic eligibility is based on a student-athletes' academic performance for the previous nine weeks. Students must maintain a 2.0 GPA as mandated by the Painesville City Local Schools. Students who have earned a GPA between 1.99-1.5, may remain eligible by attending mandatory study tables. In addition, the student must have passed the equivalent of 5 credits as mandated by the OHSAA. **Incoming freshmen are not bound by the GPA requirement for the first grading period of their high school career.**

Additional regulations and procedures governing interscholastic competition are available by consulting the Thomas W. Harvey Parent/Student Handbook and the high school eligibility pamphlet as published by the OHSAA. Both are available in the high school athletic office.

The Painesville City Local School Board of Education has adopted a Pay-to-Participate Fee structure to be implemented. The athletic assessment is for participation ONLY and does not guarantee such things as playing time, starting, letters, etc.

ATHLETIC PAY-TO-PARTICIPATE FEE

The following athletic assessment structure will be in effect for the current school year:

- High School \$40.00
- Middle School \$25.00

The pay-to-participate fee is once per sport season (fall, winter, and spring) and covers participation on a sports team in any season, providing the student meet the requirements to participate in a fall, winter, or spring sports squad.

ATHLETIC ASSESSMENT PAYMENTS

Athletic assessments are to be paid according to the established schedule. Checks should be made payable to: **PAINESVILLE CITY LOCAL SCHOOL DISTRICT.**

Athletic assessments may be brought into or mailed to the following locations:

**Athletic Director
Thomas W. Harvey High School
200 West Walnut St. Painesville, Ohio 44077**

If you have any questions, contact Athletic Director, Seth Hartmann 440-392-5150

NON-SUFFICIENT FUNDS

If a check is returned for NON SUFFICIENT FUNDS (NSF), the participant may not participate in a contest until a payment (including any penalties associated with the NSF check) is made.

PAYMENT DEADLINES

Payments must be made in full prior to the first athletic contest. No player may play in any contest until payment has been made. A student that has not paid prior to the first contest will be INELIGIBLE to play in that or any contest until full payment has been remitted.

REFUND PROCEDURE

THERE IS NO REFUND FOR A STUDENT WHO QUILTS AFTER THE FIRST CONTEST

- If a student is removed from the athletic activity by the coach/supervisor for disciplinary and/or other reasons, there will be NO REFUND.
- If a student moves out of the district, a prorated refund will be computed based on the percentage of the "season" that remains. If that student re-enrolls in Painesville City Local Schools and elects to participate in the same or another sport, he/she will be assessed the athletic fee again.

- If a student becomes injured and is unable to participate for the remainder of the athletic season, a refund will be prorated based upon the percentage of the season that has elapsed, from the first practice until the date of the injury. This will only be permitted through the third contest of the regular season contest. **NO REFUNDS will be granted after the third contest of the sport season.** A doctor's excuse **will be required** prior to a refund being granted.
- If an athletic program is canceled prior to the first regular season contest, there will be a full refund. If an athletic program is canceled once the season has begun, the refund will be prorated based upon the percentage of the season that remains.

DEFINITION OF SEASON:

The athletic season as it refers to in these procedures shall be defined as beginning with the first official day of practice until the end of the regular season as determined by the OHSAA. **Tournament play will not be included in defining a season for refund purposes. Weeks of participation, not days, will be used in determining the amount of a refund.**

Requests for refunds must be made in writing and sent to or brought to the Director of Athletics or the building principal. The request for refund must meet the criteria outlined in the Athletic Assessment Guidelines. Once it has been determined that the request meets the guidelines, the request will be sent to the Treasurer's office for the refund to be processed.

An attempt will be made to process and issue the refund within a thirty day time period.

LIST OF APPROVED ATHLETICS

Harvey High School wishes to provide a varied program of athletics in order to give each student an opportunity to participate. All students in good scholastic standing are urged to participate on one of the athletic teams.

ATHLETIC TEAMS

- Cross Country (Boys and Girls)
- Football

- Golf
- Girls' Volleyball
- Tennis (Boys and Girls)
- Soccer (Boys and Girls)
- Basketball (Boys and Girls)
- Wrestling
- Track and Field (Boys and Girls)
- Fast Pitch Softball
- Baseball

Students should listen for announcements or contact the Athletic Office for specific information regarding athletic teams.

ACADEMIC CONCERNS

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance office. Class changes will not be made during the first full week of school. Students enrolling after the first day of fall classes will be given an appointment to meet with a guidance counselor within 3 days. It is important to note that some courses which are requested by the student may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules unless a change is authorized by the principal & handled by the guidance office.

GUIDANCE SERVICES

Guidance services help students to: (a) achieve academic success in school; (b) better understand their strengths and limitations; (c) identify their interests; and (d) aid them in planning for and attaining realistic goals.

Guidance services for each student are achieved through (1) individual counseling, (2) group guidance, (3) group counseling, (4) testing, (5) informational services related to (a) vocations, (b) educational opportunities, and (c) personal-social aspects of living, (6) assistance to teachers and staff, (7) work with community groups, and (8) parent conferences.

The counseling service is the heart of the guidance program. It is the service through which all other guidance activities and services are brought together for the benefit of the individual student. The purpose of the counseling service is to assist students in understanding themselves and in making choices that are individually satisfying and socially effective. This service is provided to help students learn what is needed to solve their immediate problems so that they can solve future difficulties on their own.

Guidance counselors are available by appointment throughout the school year. You can reach them in the Guidance Office at (440) 392-5116.

TESTS

The following tests are made available to Harvey High School students:

Ninth Grade

- Algebra End-of-Course Exam (EOC)
- Geometry EOC exam (If course is taken in ninth grade)
- English Language Arts 1 EOC exam
- Biology EOC exam (if course is taken in ninth grade)

Tenth Grade

- Ohio Graduation Test (OGT) (required for graduation – class of 2017)
- Geometry EOC exam
- Biology EOC exam
- English Language Arts 2 EOC exam
- American History EOC exam
- P-ACT Plus – Preliminary Test to the American College Test

Eleventh Grade

- American Government EOC exam (if the course is taken in 11th grade)
- PSAT/NMSQT – Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test
- The PSAT/NMSQT measures verbal and mathematical reasoning abilities. Students are compared nationwide and scores can be used to estimate performance on the SAT, a college entrance examination. High scores may qualify students for scholarships.
- ACT-American College Test(optional)
- SAT-Scholastic Aptitude Test optional)
- The ACT and SAT are tests required for admittance to most colleges and universities.
- ASVAB-Armed Services Vocational Aptitude Battery (optional)
- The ASVAB is administered by the military and measures aptitudes in five areas.

Twelfth Grade

1. SAT-Scholastic Aptitude Test (optional)
2. ACT-American College Test (optional)

3. ASVAB-Armed Services Vocational Aptitude Battery (optional)

GENERAL ACADEMIC POLICIES

1. Within each student's four-year program of studies, the following minimum credits must be earned to progress from one grade level to another:
 - a. Grade 9 to 10 – 5 Credits
 - b. Grade 10 to 11 – 10 Credits
 - c. Grade 11 to 12 – 15 Credits
2. A maximum of six units of credit may be earned towards graduation as educational options.
3. Any student planning for early graduation must file an application with the principal during the junior year. The student should have a 3.0 cumulative grade point average and three letters of recommendation from Harvey faculty. Applications are available in the guidance office.
4. Transcripts, report of grades and credit will be withheld until school fees are paid.
5. In order to participate in graduation activities, a student must have returned all textbooks and paid all financial obligations to the school prior to graduation and complete the Application to Graduate process through Harvey High School administration. Caps and gowns will not be distributed until all obligations are paid.
6. No student enrolled full-time in a regular high school day program shall be permitted to enroll in either an evening high school or in evening classes without approval of the counselor and principal.
7. Students in need of tutoring for any course must have prior approval of the counselor and principal. The tutor must hold a valid Ohio teacher's certificate in the subject and grade level appropriate to obtain high school credit.
8. A student must fulfill the graduation requirements of the class with which he/she graduates.

INDEPENDENT STUDY AND CREDIT FLEXIBILITY INFORMATION AND GUIDELINES

Credit Flexibility applies to any alternative coursework, assessment and/or performance that demonstrate proficiency qualified to be awarded equivalent graduation credit as applied for and approved in advance by the school district. Approved credit awarded through this policy will be posted on the student's transcript and counted toward student grade point average (GPA), class rank and as graduation credit in the related subject area or as an elective, based upon review by the principal and guidance department.

Application:

Any student may apply for credit to be awarded through Independent Study or Credit Flexibility. The student will submit an application on the district **Application for Independent Study and Credit Flexibility form**, available in the Guidance Office. All required information must be provided. The student may be required to provide supporting documentation as determined by the Guidance Counselor and/or Principal or designee of the Principal. Application must be made between August 1st - September 15th and

December 1st - January 15th of any school year. Applications received outside of those time periods will be held by the guidance department until the following review period. At the time of application, the student must meet with his/her guidance counselor to discuss specific components of the application before it is formally reviewed.

Review of Application:

The application will be reviewed by the guidance counselor(s) and Principal or designee of the Principal. Upon approval of a completed application, the student may then proceed with the learning activity and credit will be awarded only after all requirements are completed and evaluated. The Principal or designee may consult with the facilitator of the related department or others as needed to provide needed information prior to making a decision regarding the awarding or denial of credit.

Awarding credit:

A student may be eligible to receive credit upon satisfactory completion of the alternative coursework, activity, assessment and/or performance as required by the Principal or designee.

CHEATING AND/OR PLAGIARISM

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework;
- Working with another on projects that are meant to be done individually;
- Looking at or copying another student's test or quiz answers;
- Allowing another student to look at or copy answers from your test or quiz;
- Using any other method to get/give test or quiz answers;
- Taking a test or quiz in part or in whole to use or give others;
- Copying information from a source without proper attribution; and taking papers from other students, publications, or the Internet.

Violations of this policy will result in a zero grade on any assignment on which cheating or plagiarism occurs. The teacher will notify the parents/guardian. Violators will be disciplined on a case basis depending on the seriousness of the violation, prior violations, and other factors.

TRANSFER STUDENTS - NEW ENROLLMENTS

A transfer student will be considered for graduation from Thomas W. Harvey High School upon satisfactory completion of the following criteria:

1. An official transcript from the previous school showing total credits earned.
2. Satisfactory completion of the additional course work necessary to meet Harvey's graduation requirements.

4. A combined four year program of study in an accredited high school (including previous school and Harvey).
5. Upon evaluation of previous high school credits earned (official school transcript must be furnished), a transfer student will be placed in the appropriate grade level.

FOR CLASS OF 2018 AND BEYOND: STUDENTS MUST MEET ALL ABOVE REQUIREMENTS AND MEET ONE OF THE FOLLOWING THREE:

1. Ohio's State Tests—Students earn a cumulative passing score of 18 points, using seven end-of-course state tests. To ensure students are well rounded, they must earn a minimum of four points in math, four points in English and six points across science and social studies.

End-of-course exams are:

- Algebra I and Geometry or Integrated Math I and II
- Biology
- American History and American Government
- English I and English II

Students studying Advanced Placement (AP) or International Baccalaureate (IB) courses in biology, American history or American government may take and substitute test scores for end-of-course state exams to avoid double testing. Students also may substitute grades from College Credit Plus courses in these subjects for end-of-course state exams.

2. Industry credential and workforce readiness Students earn 12 points through a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and achieve a workforce readiness score on the WorkKeys assessment. The state of Ohio will pay one time for those who take the WorkKeys assessment.

3. College admission test Students earn “remediation-free” scores in English language arts and mathematics on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11th grade students in the classes of 2018 and beyond to take the exam free of charge.

GRADING GUIDELINES

Using grades as a means of reporting achievement has always been a fundamental component of education.

For the sake of clarity, our ***definition of a grade*** is:

a generic symbol used to represent a student's mastery level of key concepts directly connected to the Ohio Content Standards. A grade reflects a student's performance on assessments and learning tasks.

Further, the ***purpose of grading and reporting grades*** in Painesville City Local Schools is:

to communicate to all stakeholders (students, families, and educators) the student's level of understanding and performance relative to grade level expectations.

In order to provide the most accurate and meaningful information to families, teachers, and students, Painesville City Local School District has taken steps to create a common understanding around what grades mean and how they are determined.

GRADING GUIDELINES

Guideline #1	Reports of student progress are based on a collection of evidence that demonstrate student grade-level understanding based on the Ohio Content Standards.
Guideline #2	Grades are determined primarily on summative assessments/tasks (at least 80%).
Guideline #3	To ensure that a grade truly reflects mastery of Ohio Content Standards, flexible deadlines and/or reassessment are necessary. It is still the student's responsibility to complete all assigned tasks to the best of their ability in a timely manner.
Guideline #4	Behaviors/conduct are reported separately and not factored in the determination of a student's grade.

Guideline #1: Reports of student progress are based on a collection of evidence that demonstrate student grade-level understanding based on the Ohio Content Standards.

- Ohio Learning Standards exist for all core content areas (math, English-language arts, science, and social studies). These standards are designed with the intent of ensuring that students are college/career ready when they graduate high school. For all other subject areas, the district has adopted local curricula based on state and national standards for each specialized area. Every lesson in every class is expected to be directly tied to curriculum standards. Grades, whether they be for a particular assignment or as a summary mark of achievement for a reporting period, are a direct reflection of a student's knowledge and skill in relationship to the defined academic standards.
- Because *mastery* or *exceeding standard* (see definitions in the tables which follow below) is the ultimate goal for every student, it is not rare for students to need more than one opportunity to demonstrate skill/knowledge of a given standard. This means that a final judgement about a student's attainment of a standard will typically not be made based on a single assessment.
- The practice of mathematically averaging points across multiple assignments and assessments in order to produce a final summary (report card) grade can result in a skewed, inaccurate representation of a student's overall skill/knowledge. Such inaccurate representation occurs whenever one or a few extremely low scores significantly pulls down the average. In these cases, teachers are to deviate from the mathematical average and use their professional judgement to assign a final quarter/semester/course grade. This judgement is based on all of the evidence available so that the grade best represents the student's overall skill/knowledge with regard to the standards for the given period.

- With professional judgement providing the ultimate determination of a grade, teachers must be able to explain their justification for any grade that is assigned, based upon the philosophies and practices defined in this document.
 - To support the development and refinement of teacher professional judgement in assigning grades, professional development and collaboration are necessary.
 - Teachers should engage in ongoing collaboration within their teams/departments to ensure that their grading decisions are as consistent as possible.
- There is no district-recognized “minimum 50% score” policy in Painesville City Schools. However, it is widely recognized and well-established that the inclusion of “zero” scores in the mathematical averaging of grades is a counter-productive and inaccurate practice. In the case of missing assignments, teachers, as experts at diagnosing student skill in their content area, will use their professional judgement in assigning grades (as described above).
- “Bonus points” and “extra credit” are not given. These practices distort measures of student achievement. While re-assessment and/or acceptance of late work are appropriate practices for ensuring that grades are a true reflection of what a student knows and can do, providing bonus/extra credit work is never an acceptable practice.
- Enrichment work needs to be available for students to demonstrate evidence of “exceeding” the grade level standard (see table below).
- Unless specifically detailed in a student’s Individualized Education Program (IEP), students are graded based on grade-level expectations outlined by the Ohio Content Standards. This includes all students, regardless of disability, giftedness, or language proficiency. IEPs, 504 plans, Written Education Plans (WEPs), and similar documents outline supports and services which may be necessary for students to access the curriculum effectively, but they rarely lower the standards for grade-level learning.
- Grade reporting protocol for newcomers (new to the country with no or severely limited English proficiency) will be based on information provided by ELD team on an individual basis.

6-12 Letter Grades

- At this time, traditional letter grades are still necessary for summary reporting of achievement relative to learning standards at middle and high school levels. External expectations, including those pertaining to athletic eligibility and college admissions, necessitate this more traditional reporting practice for now. For the sake of supporting teachers in making consistent professional judgment in the assignment of letter grades as summary reports of achievement, definitions for each letter grade are ascribed in the table below.
 - **Mastery** means exemplary performance in relationship to the grade-level standard. Evidence includes in-depth understanding, and the student is able to consistently demonstrate knowledge, skill, and application across any assessment method. Furthermore, the student will retain the demonstrated knowledge/skill and be able to integrate and build upon it in the future.

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- **Proficiency** means that the student has a solid understanding of the grade-level standard. He or she has successfully demonstrated acquisition of the knowledge/skill on a majority of assessments, but not necessarily in a consistent manner across all assessment methods. The student will retain a majority of the demonstrated knowledge/skills, but may require further development to successfully apply this knowledge in the future.

Final Letter Grade Definitions for Grades 6-12

Middle/High School Academic Performance Key	
A	Student exhibits mastery of all - or nearly all - of the content standards being assessed.
B	Student demonstrates proficiency in roughly half of all content standards being assessed and mastery in the remaining content standards.
C	Student demonstrates proficiency on all - or nearly all - of the content standards.
D	The student demonstrates proficiency on roughly half to three-quarters of all content standards being assessed. The student will retain some of the concepts, but significant further development of those concepts will be necessary in order to be readily integrated and built upon in the future.
F	The students demonstrates proficiency on less than half of the content standards. The student is unable to retain, integrate, or apply the content standards, knowledge, or skills being assessed.

Guideline #2: Grades will be determined primarily on summative assessments/tasks (at least 80%)

- Formative assessments are measures of progress *while a student is still in the process of learning*. It provides the teacher and student with information necessary to guide further instruction in order to maximize learning. Formative assessment provides a status check of where students are in relationship to mastery of the learning standard. These formative measures are characterized as assessment *for* learning rather than assessment *of* learning. Some examples of formative assessments include (but are not limited to):
 - homework
 - quizzes
 - checklists
 - “bell work”
 - “exit slips”
- Summative assessments occur *after sufficient instruction, practice, and individualized support has occurred*. As the final measure of achievement for a

period of instruction, it is assessment of learning. Examples of summative assessments include (but are not limited to):

- tests
- projects/tasks demonstrating application of a learned skill
- research papers
- Because only summative assessments are true measures of the ultimate attainment of the learning standards, they must comprise nearly all (making up at least 80%) of a student's quarter/semester/course grade.
- Formative assessments are "low-stakes" or "no-stakes" tasks. As such, if they are scored and factored into the grade at all, they are included in the 20% (maximum) portion of the grade.
- Homework is typically used for student practice and/or formative assessment. As such, if scored, it factors into the 20% (maximum) portion of the overall grade. Homework is only included into the 80% portion of the overall grade whenever it is used as a final (summative) assessment of a learning standard (which should be rare).
- To facilitate learning, students are often put into collaborative groups for instructional activities. Group scores on work/projects are not included in the 80% portion of a student's grade. Only measures of individual achievement of learning standards are included there.
- As a general guideline, within the 80% and 20% components of the overall grade, similar assignments/tasks/assessments should be weighted similarly.

Guideline #3: To ensure that a grade truly reflects mastery of Ohio Content Standards, flexible deadlines and/or reassessment are necessary. It is still the student's responsibility to complete all assigned tasks to the best of their ability in a timely manner.

- Punctuality, time management, and personal responsibility are traits/skills which are necessary for student success beyond school, and thus need to be supported through schooling. They are not, however, directly contained within Ohio Content Standards and thus should not be directly factored into a student's grade. This has important implications:
 - Reasonable accommodations to accept late work without grade penalty must be made. Late submission of work may carry some other consequences, but if lateness itself was to result in a change in the grade given to the assignment, the grade would no longer represent the student's level of mastery of the learning standard (which, again, is the sole defined purpose of our grading). While all teachers are expected to provide opportunities for students to submit late work without grade penalty, the specific guidelines (e.g., timelines) adopted by an individual teacher are a product of that teacher's professional judgment. What is expected of all teachers with regard to their particular guidelines is that those guidelines are clearly communicated to all students at the outset of the year/course.
- The purpose of a grade is to determine whether or not a student mastered content, not when he or she mastered it. This means that it should be common practice for students to be given multiple opportunities to demonstrate mastery of learning standards. The

most recent evidence of mastery is what should factor into the student's summary grade.

- Opportunities for re-takes on tests for the demonstration of *proficiency* are provided for students. These, however, may be offered only after the student has exhibited effort and responsibility for obtaining the knowledge/skill that he or she failed to demonstrate on the initial assessment. For example, students may be required to "earn" the opportunity to re-test outside of regular class time by attending extra tutoring sessions or by completing a supplementary assignment.

Guideline #4: Behaviors/conduct will be reported separately and not factored in the determination of a student's grade.

- While behavior, attitude, effort, cooperation, and participation are all factors that influence the success of a child, they are reported separately and not factored into academic grades. This goes back to the purpose of grading: to demonstrate student skill/knowledge based on the Ohio Content Standards. An academic grade will not be influenced--either positively or negatively--by the consideration of behavior/conduct apart from what the student demonstrates he or she knows or can do academically.
- Grades are never to be used in a punitive manner. Using grades in an attempt to change or modify behavior is a violation of the purpose of grading.

CLASS RANK

At Harvey High School, class rank is a numerical ranking based upon the individual cumulative grade point average. Grade points are determined on the basis of the letter grade quality which is as follows:

- A 4 quality points
- B 3 quality points
- C 2 quality points
- D 1 quality point
- F 0 quality points

Advanced placement and honors courses may receive weighted grades equal to 1 additional quality point per grade achievement.

GRADING SCALES FOR A 4 POINT SYSTEM FOR ALL SPECIAL AND REGULAR EDUCATION COURSES

- A 3.60 - 4.00 4 quality points
- B 2.60 - 3.59 3 quality points
- C 1.60 - 2.59 2 quality points
- D 0.60 - 1.59 1 quality points
- F 0.00 - 0.59 0 quality points

If a student begins a course and is withdrawn from the class for reasons other than being “misplaced”, a “W” is recorded on the transcript to show the course as an attempted credit in the student’s G.P.A.

ROLLS OF MERIT

Each nine week grading period, students are eligible to earn academic recognition based on the following G.P.A. criteria (Based on a 4.0 grading scale):

- 3.70 - 4.00 and up Red Raider Roll
- 3.50 - 3.69 Honor Roll
- 3.00 - 3.49 Merit Roll

REPORT CARDS

Reports are generated at the end of each nine week grading period. Report cards are made available to students usually within one week of the end of the grading period. Please check the school calendar for the date(s) of the end of each grading period.

Report cards that are not picked up by the student will be mailed home. Final report cards will be mailed in mid-June. Graduating seniors will not receive report cards until all school fees are paid.

INTERIM REPORTS - PARENT/TEACHER CONFERENCES

Parent-Teacher conferences are scheduled midterm for each of the four grading periods. Parents and students should check the current PCLS school calendar and the PCLS website at www.pcls.net for dates and times of conferences.

Interim reports are made available to parents at the conferences. Interim reports not picked up at conferences will be given to students to take home.

COLLEGE ENTRANCE REQUIREMENTS

Harvey High School is a member of the North Central Association of Colleges and Secondary Schools and is chartered and approved by the Department of Education of the State of Ohio. Harvey offers courses that will meet the entrance requirements of most universities and colleges in the United States.

Entrance requirements vary from college to college. Although some schools, especially state universities, require only a high school diploma for admission, many schools have specific requirements that must be met before admission is granted. These special requirements are usually in the areas of language, mathematics, and science. Colleges look at these requirements in terms of improving the students' chances for success once in college. The following courses are usually required for admission to many colleges:

- 4 credits in English
- 3 credits in foreign language
- 3 credits in social studies
- 4 credits in mathematics (algebra-geometry)
- 4 credits in science
- ½ credit in health
- ½ credit in physical education
- 2 credits in business, computer science, or fine arts

It is suggested that all students study the entrance requirements of the college they expect to attend and plan courses accordingly. When colleges consider an applicant, they are usually concerned with the overall qualifications of the student. Emphasis is placed on such things as the quality and type of high school preparation (grades, rank in class, and type of courses taken), scores on college entrance examinations, personality and character ratings by teachers, ambition and motivation, high school and community activities, and the recommendations of the high school principal and counselor.

It is becoming increasingly difficult to gain financial assistance unless one applies according to deadlines. Early planning, wise choices of subjects and good scholarship are more important than ever before.

Guidance counselors keep abreast of current admission procedures and changes. They are available to help with admission planning and problems. Catalogues of many colleges are available in the guidance office and the high school library. Others may be obtained by sending a written request to the colleges.

COLLEGE CREDIT PLUS (CCP)

The College Credit Plus (CCP) program provides you with an opportunity to take classes at eligible postsecondary institutions. These institutions include community colleges, postsecondary vocational technical institutions, state universities and many private colleges and universities.

The purpose of the program is to promote rigorous academic pursuits and to provide a wider variety of options to high school students. To be eligible, you must have at least a 3.0 cumulative grade point average and pass the individual college placement exams. You and your parents must also have an individual conference with the high school counselor. The deadline date for applying is in March of each school year.

PROGRAM OF STUDIES

PROVISION FOR INDIVIDUAL DIFFERENCES

All students are unique. They differ in their ability to read, to solve problems and to think abstractly. Because of these differences, not all students can benefit from the same classroom experiences. Learning experiences are provided to satisfy different kinds of needs so students have the opportunity to achieve their potential.

SCHEDULING CLASSES

At Thomas W. Harvey High School, the academic day is divided into 7 periods. The course selections and requirements, by grade level, are listed in the Program of Studies. Students should elect a program of study that will be both worthwhile and challenging. It is required that a minimum of five units of credit be scheduled for each school year. The administration reserves the right to cancel any subject offered if an insufficient number of students enroll. Upon the completion of scheduling conferences in the spring, students' schedules will be considered final and binding. A behavioral, attendance or personal withdrawal from a class (dropping a class) will result in the course being computed into the cumulative grade point average as a course and credit attempted.

FAILURE TO SCHEDULE CLASSES

Students who do not follow the Harvey High School scheduling procedures will be scheduled by their counselor.

BOARD OF EDUCATION POLICY

The Painesville City Local Board of Education has a district policy book that is constantly under review. There is the possibility that district policy may change while this handbook is being used during the school year. Therefore, the current Board of Education policy book supersedes this Thomas W. Harvey High School Handbook on areas of difference.

This Parent/Student Handbook is based in part on policies adopted by the Board of Education and on Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this handbook. For more information about the Board Policies referenced in this handbook, contact the Superintendent or access them on the district's website: www.pcls.net.

ANNUAL NOTICES

1. ACCOMMODATIONS FOR THE DISABLED

Upon request to the Superintendent/designee, the district shall make reasonable accommodation for a disabled person to be able to participate in activities. If a disabled person should visit a school and request accommodation and s/he has not submitted the Request for Accommodation Form in advance, the principal should ask the person to allow the school adequate time to arrange for the accommodation, providing such **accommodation is reasonable. See Board Policy 9150 and AG 9160A**

2. **BLOOD-BORNE PATHOGENS - NOTIFICATION TO PARENTS**

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent.

Although we expect that incidents of exposure will be few, we want to notify parents of these requirements ahead of time. That way if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact the Assistant Superintendent at 440-392-5080. See Board Policy 8453-01F5

3. **BULLYING/ HARRASSMENT INTIMIDATION Board Policy 5517**

Per Ohio Law, House Bill 276 required all school districts to develop and adopt an Anti-harassment and Intimidation /Bullying policy. In addition to the adoption and implementation of this policy, district administrators are required to provide semiannual summary reports of verified acts of harassment, intimidation and bullying. The Painesville City Local School's summary reports can be found on the district's website at www.pcls.net.

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- a) any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or violence within a dating relationship.
- b) Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.
- c) Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the

report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff

member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the

implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed. R.C. 3313.666, 3313.667 State Board of Education Model Policy (2007) Revised 11/15/10

4. CHILD FIND – SEARCH FOR CHILDREN WITH DISABILITIES

The Painesville City Local School District is participating in a Child Find effort to locate and evaluate all children from 3 through 21 years of age who may have a disability including children with disabilities who are homeless or are wards of the state and children with disabilities attending non public schools within the boundaries of the District, who may be entitled to a Free Appropriate Public Education (FAPE), including special education and related aids and services, pursuant to the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504). Disability, in this instance, means such conditions as hearing impairments, visual impairments, specific learning disabilities, emotional disturbance, mental retardation, speech and language disabilities, orthopedic and other health impairments, multiple disabilities, deaf-blindness, autism and traumatic brain injury.

Although many school aged disabled children are identified and currently being served by the Painesville City Local School System, preschool children ages 3-5, with disabilities may be unidentified because parents may not be aware that programs and services are available through the Painesville City Local Schools. Community members can help us with this important effort. If you know of a child in our district with a suspected disability that is not presently attending school or receiving services from another agency, please contact Chris Young, Director of Student Services and Operations at the Painesville Board of Education, at (440)392-5080 or email her at Christine.young@pcls.net

If you are a parent/guardian of an infant/child (ages birth through 3) who demonstrates significant delays or deficits in his/her development, please contact the Ohio Family and Children First Initiative, Help Me Grow at (440) 350-2433 or (440) 298-3334 extension 2433. See Board Policy 2260

5. DIRECTORY INFORMATION - STUDENT PRIVACY INFORMATION

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers only for inclusion in school or PTO directories.

The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the School in writing within ten (10) days (refer to Policy 8330) from the date of this notification that s/he will not permit distribution of any or all such information. Directory information will not be provided to any organization for any profit-making purpose.

Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act (FERPA) or the Protection of Pupil Rights Amendment (PPRA), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. See Board Policy 8330 or Form 8330F9

6. DRUG-FREE SCHOOLS POLICY

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-alike" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed. See Board Policy 5530 and Form 5530-f2

7. EQUAL OPPORTUNITY - NONDISCRIMINATION

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its program, activities, or employment. Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national

origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

The Superintendent shall annually attempt to identify children with disabilities, ages 3-22, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis. See Board Policy 2260

Grievance Procedure

Any person who that believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinator, To carry out these policy statements, persons and offices as identified herein shall be responsible for compliance within designated areas:

Title IX Coordinator Asst. Supt
(non-discrimination on the basis of sex) (440) 392-5060

Title VI Coordinator Asst. Supt
(non-discrimination on the basis of race, color or national origin) (440) 392-5060)

Section 504 Coordinator Asst. Supt.
(non-discrimination basis of handicap) (440) 392-5060

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114.

The District's Coordinator will investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based, may be found in the District Coordinator's office. See Board Policy 2260 and AG 2260F

8. **INSPECTION OF INSTRUCTIONAL MATERIALS**

The Superintendent shall prepare administrative guidelines addressing students' and parents' rights to be adequately informed each year regarding their ability to inspect instructional materials and the procedure for completing such an inspection. If the request, suggestion, or complaint relates to instructional materials such as

textbooks, library books, reference works, and other instructional aids used in the District, the following procedure shall be followed:

- A. The criticism is to be addressed to the assistant superintendent, in writing, and shall include:
 - author, title, publisher, the complainant's familiarity with the material objected to, sections objected to, by page and item, reasons for objection.
- B. Upon receipt of the information, the assistant superintendent may, after advising the Superintendent of the complaint and upon the Superintendent's approval, appoint a review committee which may consist of one (1) or more professional staff members and one (1) or more lay persons knowledgeable in the area.
- C. The committee, in evaluating the questioned material, shall be guided by the following criteria:
 - 1) The appropriateness of the material for the age and maturity level of the students with whom it is being used, the accuracy of the material, the objectivity of the material and the use being made of the material.
- D. The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.
- E. The committee's recommendation shall be reported to the Superintendent in writing within ten (10) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.
- F. The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
- G. The Board shall review the case and advise the complainant, in writing, of its decision within ten (10) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal. See Board Policy 9130 See AG 9130A and Form 9130F3.

9. PESTICIDES - APPLICATION OF

The district periodically applies pesticides in or around school facilities. While every attempt is made to do so during times of minimal occupancy, this is not always possible. Parents who wish to be notified of pesticide applications must submit a

written request to the Business Manager located at 58 Jefferson Street, Painesville, Ohio 44077. Written requests for notification must be submitted annually and include the name(s) of affected students and their school(s) of attendance. See Board Policy 8431

10. PUPIL RIGHTS AMENDMENT (PPRA) - NOTIFICATION OF RIGHTS/PROTECTION OF

Parents will be notified prior to the administration of surveys, including third party surveys, that include one or more of the following:

- (1) political affiliations or beliefs of the student or the student's family;
- (2) mental or psychological problems of the student or the student's family;
- (3) sex behavior or attitudes;
- (4) illegal, anti-social, self-incriminating, or demeaning behavior;
- (5) critical appraisals of other individuals with whom respondents have close family relationships;
- (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
- (7) religious practices, affiliations, or beliefs of the student or the student's parent; and/or
- (8) income.

Parents have the right to inspect upon request a survey created by a third party before the survey is administered or distributed by the school to its students. See Board Policy 2416 concerning the procedures for making such a request.

Parents have the right to inspect upon request any instrument used in the collection of personal information from students for the purpose of marketing or selling that information before the instrument is administered or distributed to the students. See Board Policy 2416 concerning the procedures for making such a request.

Parents will be notified prior to the administration of non-emergency, invasive physical examination(s) or screening(s) (refer to Policy 5310)

These examinations/screenings are: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or other students. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Parents may opt their child out of participation in any activity described above. Parents have the right to inspect upon request any instructional material used as a part of the educational curriculum for their student. See Board policy 2416 for making such a request. See Board Policy 8330 or Form 8330F9

11. PUBLIC RECORDS - POSTING AND DISTRIBUTION

The Superintendent shall provide for the inspection, reproduction, and release of public records in accordance with this Board Policy 8310 and with the Public Records Law. Administrative guidelines (AG 8310) have been developed to provide guidance to District employees in responding to public records requests. See Board Policy 8310

12. STUDENT RECORDS

In 2009, the Board of Education adopted a policy regarding the disclosure of educational records and the rights of parents and students to access educational records. Copies of this policy and related guidelines are located in all school buildings. Individual copies are available from the District's Records Officer ("DRO"). The DRO is responsible for the supervision of student records in the school. His/her office is located at 58 Jefferson Street, Painesville, Ohio and he/she can be reached at 440-392-5060.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by State and Federal law and Board policy/guidelines. State and Federal law permits access by school officials who have a legitimate educational purpose. School officials for purpose of the Board's policy include a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers). An individual will have a "legitimate educational purpose" if the record is necessary in order for the school official/employee to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family.

A parent or adult student has the right to:

- A. inspect and review the student's education records within forty-five (45) days after receipt of the request. The Board may charge a reasonable fee for the copying of records, which may be waived under circumstances of unusual hardship.
- B. request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the

- student's privacy rights..
- C. consent to disclosures of personally identifiable information contained in the student's educational records, except to those disclosures allowed by the law. The school's AG 8330 describes those exceptions and is available upon request.
- D. challenge the Board's noncompliance with a parent's request to amend the records through a hearing.
- E. obtain a copy of the District's policy and administrative guideline on student records

See Board Policy 8330 or Form 8330F9

13. TITLE I – PARENTS’ RIGHT TO KNOW – HIGHLY QUALIFIED TEACHERS

In accordance with the requirement of Federal law, for each school receiving Title I funds, the Superintendent shall make sure that all parents of students in that school are notified that they may request, and the Board will provide the following information on the student's classroom teachers:

- whether the teacher(s) have met the State qualification and licensing criteria for the grade levels and subject areas they are teaching.
 - whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived
 - the undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned
 - the qualifications of any paraprofessionals providing services to their child(ren)
- In addition, the parents shall be provided
- information on the level of achievement of their child(ren) on the required State academic assessments;
 - timely notice if the student is assigned to a teacher who is not "highly qualified" as required, or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.

The notices and information shall be provided in an understandable and uniform format, and to the extent practicable, in a language the parent(s) understand. See Board Policy 2261.02 \

14. WEAPONS

The Board of Education prohibits visitors from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is

intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns, (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. See Board Policy 7217

15. VIDEO SURVEILLANCE/ELECTRONIC MONITORING

In order to promote student and staff safety, and deter unauthorized access and destructive acts (e.g., theft and vandalism), the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. See Board Policy 7440.01

16. VISITORS TO THE SCHOOL

All visitors to a school must report immediately to the school office and register their visit by presenting a valid government issued- ID. A list showing the visitor's name and time of visit shall be maintained by the office. Any person not register with the school office is on school property illegally and should be asked to identify himself/herself properly or to leave the school grounds.

No visitor may see a student in school unless it is with the specific approval of the principal. If an emergency situation requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference. A student is never to be permitted to leave the school with anyone who is not clearly identified as his/her parent or an appropriately authorized person.

Students may not bring guests to school unless permission to do so has been granted by the principal. Parents who wish to observe learning activities in their child's classroom are to request a visit in advance and state the reason for the visitation.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and a signed form must be on file. (See Form 7540-03f1) Students eighteen (18) and over may sign their own forms.



Use of the Internet is a privilege, not a right. The Board of Education's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Board has implemented the use of a Technology Protection Measure which is a specific technology that will protect against (e.g., block/filter) Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the Board has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet. The Board has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

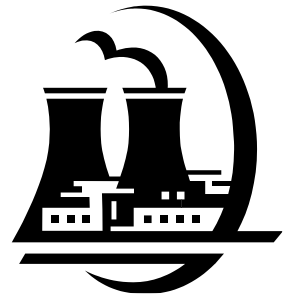
By signing and agreeing to the conditions of the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, parents acknowledge that they have discussed them with their child and assume responsibility for the actions of their child. Furthermore, they agree that they will not hold the Board (or any of its employees, administrators or officers) responsible for materials their child may acquire or come in contact with while on the Internet. Additionally, they accept responsibility for communicating to their child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for their daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. They further understand that individuals and families may be liable for violations.

Students and Parents must agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines and understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense.

PAINESVILLE CITY SCHOOLS EMERGENCY EVACUATION PLAN

PERRY NUCLEAR PLANT

Plans are in place to relocate/evacuate PCLS district students and staff in the event of an emergency at Perry Nuclear Plant. Plans are dependent on the level of the emergency. The chart below shows where students and staff from each school will be taken if relocation/evacuation takes place.



If a Site Area Emergency is declared, children will be relocated to the assigned receiving schools unless it is determined there is no possibility of a radiological release, based upon the emergency.

If a General Emergency is declared, and an evacuation has been recommended for PCLS area, and students have not already been relocated, students will be safely bused directly to the Willoughby-Eastlake School District receiving schools listed below.

Any student not picked up by approximately 8:00 p.m. will be transported to South High School, 5000, Shankland Road, Willoughby.

Relocating School	Receiving School	Receiving School Address
Harvey High	Willoughby/E-Tech Center	25 Public Square, Willoughby
Heritage Middle	Willoughby Middle School	36901 Ridge Road, Willoughby
Elm Street Elem	Eastlake Jefferson Elementary	35980 Lakeshore Blvd., Eastlake
Maple Elementary	Longfellow Elem	35200 Stevens Blvd., Eastlake
Chestnut Elementary	Willoughby Grant Elem	38281 Hurricane Drive, Willoughby
Our Shepherd Lutheran	Willoughby Edison Elementary	5288 Karen Isle Drive, Willoughby
Summit Academy	Willoughby Edison Elementary	5288 Karen Isle Drive, Willoughby
Red Raider Preschool and Head Start	Willoughby Edison Elementary	5288 Karen Isle Drive, Willoughby