



# Lewis Elementary School

## Family Handbook 2009-2010



Check out our web site!  
[www.solonschools.org](http://www.solonschools.org)

## VOICE MAIL DIRECTORY - TEACHERS

Voice Mail Telephone Number - 349-7757

Name	Position	Voice Mail Number
Susan Adams	Enrichment/Gifted Services	5780
Jodi Appell	2nd Grade	5943
Amy Barto	1st Grade	5949
Larry Berthold	2nd Grade	5781
Fred Bolden	Principal	6228
Cindy Bomeli	4th Grade	5603
Donna Boss	Parent Mentor	8039
	Physical Education	8003
Michelle Carosella	3rd Grade	5898
Marguerita Carrabine	Physical Therapist	5183
Christine Chase	Kindergarten	5944
Jill Chin	4th Grade	5790
Clinic		8002
Donna Culley	Speech/Language Pathologist	5816
Randy Davis	2nd Grade	5812
Sheela Diederich	1st Grade	5615
Susan Drummond	4th Grade	5819
Deborah Ebert	Media Specialist	8007
Janet Elliott	3rd Grade	5818
Nancy Erkkila	Technology Resource	5787
Pam Friedauer	Speech/Language Pathologist	5803
Elissa Garfield	3rd Grade	5814
Ellen Gunsberg	Interventionist	5713
Lisa Johnson	Reading/Interventionist	5793
Lisa Koski	2nd Grade	5960
Martha Hart	Guidance Counselor	8001
Matt Hlad	Custodian	8009
Karen Kasper	Occupational Therapist	5796
Vickie Kendra	Kindergarten	5876
Barbara Kessler	Kindergarten	5955
Heather Kleman	Music	5529
Cheryl Kretch	Reading Recovery	5811

(continued on back inside cover)



Lewis Elementary School  
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Solon, Ohio 44139-4198  
(440) 349-6225  
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Fred E. Bolden, II  
Principal

Dear Lewis Parents:

On the following pages you will find the 2009-2010 Lewis Family Handbook. The handbook is designed to assist families with any questions that may arise during the school year concerning school issues.

Please take a moment to review this handbook with your child. After reviewing it with your child, please sign and return the tear slips located on page 36 and 38. This will help us to ensure that everyone received and reviewed the handbook. Feel free to call the office at (440) 349-6225 should you have any questions.

Please plan to visit our school during the year after signing in with the office and receiving a visitor's tag. We welcome your input and feedback as we work toward our mission of providing a quality education for all of our children.

Sincerely,

Fred E. Bolden, II  
Principal

*“Our Children Are Our Future”*

**LEWIS ELEMENTARY SCHOOL  
LEARNING AND WORKING TOGETHER**

**As a Lewis Elementary School student, it is the responsibility of the student:**

- \* to attend school every day and be on time
- \* to come to school prepared with books, paper, pencil, and any materials and assignments as directed by teachers
- \* to follow the directions of all Lewis staff members
- \* to respect himself/herself and the rights and property of others

**The staff of Lewis accepts the responsibility:**

- \* to provide a quality instructional program for each student
- \* to provide an orderly classroom and safe school environment
- \* to develop programs and activities which will respond to the social, emotional, personal, and physical developmental needs of each student
- \* to assist parents in helping their children develop self-discipline, self-respect, and self-confidence to participate in school as a responsible member

**As the parent of a Lewis student, it is my responsibility:**

- \* to send my child to school each day on time, prepared with all necessary materials, well rested, and properly dressed
- \* to review my child's work and homework on a regular basis
- \* to provide my child with suitable study conditions at home - desk or table, lights, books, and supplies
- \* to communicate with my child's teachers when I am concerned about my child's work or health.

**Solon School District  
2009-2010 School Calendar**

Aug. 21	New Teacher Orientation	
Aug. 24	Professional Day	
Aug. 25 -28	4 Days	
Aug. 31 -Sept. 4	5 Days	
Sept. 7	Labor Day	
Sept. 8 -11	4 Days	
Sept. 14 -18	5 Days	
Sept. 21 -25	5 Days	
Sept. 28	No School	
Sept. 29 -Oct. 2	4 Days	
Oct. 5 - 9	5 Days	
Oct. 12 -15	4 Days	
Oct. 16	Professional Day	
Oct. 19 -23	5 Days	
Oct. 26 -30	5 Days	

<b>END OF FIRST NINE WEEKS</b>	<b>46 Days</b>
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Nov. 2 - 6	5 Days	
Nov. 9 -13	5 Days	
Nov. 16 -20	5 Days	
Nov. 23 -24	2 Days	
Nov. 25	Professional Day	
Nov. 26 -27	Thanksgiving Vacation	
Nov. 30 -Dec. 4	5 Days	
Dec. 7 -11	5 Days	
Dec. 14 -18	5 Days	
Dec. 21 -Jan. 3	Winter Break	
Jan. 4 - 8	5 Days	
Jan. 11 -15	5 Days	
Jan. 18	Martin Luther King Day	
Jan. 19 -22	4 Days	
Jan. 25	Professional Day & Teacher Records Day	

<b>END OF SECOND NINE WEEKS</b>	<b>46 Days</b>
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PUPIL DAYS-SEMESTER I	92 Days
PUPIL DAYS-SEMESTER II	89 Days

Jan. 26 -Jan. 29	4 Days	
Feb. 1 - 5	5 Days	
Feb. 8 -12	5 Days	
Feb. 15	Presidents' Day	
Feb. 16 -19	4 Days	
Feb. 22 -26	5 Days	
Mar. 1 - 5	5 Days	
Mar. 8 -12	5 Days	
Mar. 15 -19	5 Days	
Mar. 22 -26	5 Days	

<b>END OF THIRD NINE WEEKS</b>	<b>43 Days</b>
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Mar. 29 -Apr. 5	Spring Break	
Apr. 6 - 9	4 Days	
Apr. 12 -16	5 Days	
Apr. 19 -23	5 Days	
Apr. 26 -April 30	5 Days	
May 3 - 7	5 Days	
May 10 -14	5 Days	
May 17 -21	5 Days	
May 24 -28	5 Days	
May 31	Memorial Day	
June 1 - 4	4 Days	
June 7 - 9	3 Days	
June 10	Teacher Records Day	

<b>END OF FOURTH NINE WEEKS</b>	<b>46 Days</b>
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TEACHER DAYS-SEMESTER I	96 Days
TEACHER DAYS-SEMESTER II	90 Days

TEACHER DAYS TOTAL	186 Days
PUPIL DAYS TOTAL (ATTENDANCE DAYS)	181 Days

November Conference Days 12, 13, 18

**CONFERENCES DATES K-8**

November 12, 2009	Evening
November 13, 2009	8 a.m.-11:30 a.m.
November 18, 2009	Evening

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## **ABSENCE**

### ***ABSENCE (NOT PLANNED)***

If a student is to be absent, a member of the family must call the school (349-6225) between 7:30 & 8:00 to report the absence and reason. **Call anytime—leave a message.** If the office has not been so informed by the parents, school personnel will try to contact parents at home or at work to verify the absence. Your help in this matter is appreciated for this verification is required by the State of Ohio.

Requests for school work for absent students may be made when a student has been absent for 2 days. Students who are ill need to rest and regain their health.

Students must also be on time for the school day. Ohio law lists the following for excused absences or tardies:

1. Personal illness or injury
2. Illness in the family
3. Quarantine of the home by the Health Department
4. Death in the family
5. Medical appointment
6. Other (as designated in the school calendar)

### ***ABSENCE (PLANNED)***

There may be a time when a parent will know in advance that his/her child will be absent. Parents are to report the planned absence in writing to the principal five (5) days prior to the first day of absence. A planned absence not approved in advance will be unexcused. Extending a school vacation diminishes a child's success in school.

***Please note:*** When parents anticipate being out of town, they must notify the school office in writing as to the name of the person in charge and telephone numbers in case of an emergency.

Since the focus of school has changed to where more hands-on

activities are done, sending home assignments is difficult. Please understand that worksheets do not always accompany these activities and therefore it is difficult for children to be given assignments to do while on trips.

The Solon Board does not believe that students should be absent from school for nonemergency trips out of the District. If students are taken out of school for trips or vacations, the responsibility for education rests with the parents and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, every effort will be made to prepare a general list of assignments for the child to do while he/she is absent.

If parents want students excused from school during the day for an appointment, a note is necessary. Parents arriving to pick up children need to come to the school office to sign the child out. When possible, medical and dental appointments should be made outside of school hours.

## **ATTENDANCE AND HEALTH**

Your child should attend school each day he/she is well. Every absence, even part of a school day, interferes with your child's progress at school. Each subject is taught in sequence which builds understanding and correct habits of study. In order to be ready for new steps in learning, your child must have mastered the previous steps and be sufficiently ready to profit from new materials. School work is not just papers which can be sent home to complete. It includes group discussions, manipulatives, hands-on experiments, etc.

Solon Schools adhere to the Ohio Department of Health guidelines in relation to communicable diseases. Any student exhibiting symptoms of a communicable disease, eg: skin rashes, inflamed eyes, fever, will be sent home until a physician has determined that the child is free of contagion. If a child is diagnosed with a communicable disease, they are to be excluded from school according to the Ohio Department of Health guidelines.

***Health guidelines:***

A child should be fever free (less than 100°) for 24 hours before returning to school.

Chicken pox - child should be out until all blisters are dry. (Approximately 7 days from onset).

Strep - child must be on medication 24 hours before returning to school.

Head lice - child must be treated with appropriate shampoo or rinse, have all nits removed from hair and be checked by school nurse before returning to school.

All cases of communicable diseases must be reported to the school nurse. Please notify the school if student develops a chronic illness.

**BICYCLES**

Students are not permitted to ride bicycles to school or home from school unless specific written permission, signed and dated by the student's parents, is on file in the office. This written permission will be kept on file for the entire year. Parents should submit the permission letter at the beginning of the school year.

All bicycles must be walked on school property and parked and **locked** in the racks provided. After school, bicycles are to be walked until the child has left school property. Parents take the responsibility for judging whether their children are capable of riding safely to and from school for students ride at their own risk. Bicycle helmets are greatly encouraged.

**BIRTHDAYS**

In order to insure that no child will feel hurt or left out, we are asking that students please do not distribute party invitations at school. Please

notify the classroom teacher ahead of time if you will be sending a birthday treat to the class. Parties are relegated to outside the school, but small birthday favors for the class are most welcome.

## **BOOK BAGS**

Due to limited locker space, book bags should be of a reasonable size. Large suitcase/wheel-type book bags are difficult to store. Key chains and "toys" should not dangle from the book bag since they create hazards on the bus.

## **BRINGING ITEMS TO SCHOOL**

The only time students should bring toys, games, etc., to school is when instructed to do so by their teacher. Students should not bring items to school which have personal, sentimental or monetary value unless prior arrangements have been made. The student will assume responsibility for any item brought to school. Students are not to bring tape-CD players, radios, sports equipment, electronic games, laser pointers, and any look-alike weapons or sharp objects. Key chains that hang from book bags are a safety hazard on the school bus. Please secure them inside of the book bag.

## **BUS RULES**

Drivers are responsible for and shall expect orderly conduct. Students on the bus shall be under the authority of and directly responsible to the driver. If students do not respond to the driver's request for orderly conduct, the driver shall report this to the school. The failure of a student to follow these regulations may result in his/her forfeiting the privilege of transportation by a school bus.

*Students will:*

1. Be careful approaching bus stops: walk on the left, toward oncoming traffic; be sure the road is clear both ways before crossing.
2. Be on time for the bus in order to permit the bus to follow the

time schedule. The schedule does not permit buses to wait for tardy students.

3. Sit in assigned seats; drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct in a manner similar to that of a teacher in a classroom.
4. Reach assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving.
5. Obey the driver promptly and respectfully and realize that he/she has an important responsibility and that it is everyone's duty to help.
6. Keep the bus clean; no eating on the bus at anytime including chewing gum, candy or soft drinks.
7. Do not engage in loud talking or laughing; unnecessary confusion diverts the driver's attention and may result in a serious accident.
8. Keep head, arms and hands inside the bus at all times for safety reasons.
9. Be courteous to fellow students and to the bus driver.
10. Remain seated until the bus stops to unload; wait for the signal from the bus driver and then cross the road in front of the bus.
11. Only items which can be held on the lap are permitted on the bus; larger items will need to be transported by other means.

Parents are responsible for the safety of students while going to and from the pick-up points and until students board the bus, and also when students exit the buses on the return trip.

Questions about bus routes, schedules, or rules can be directed to

the transportation department at 349-6250.

Students exiting the bus at other than their regular stops must have advance permission. On that day a note from home stating bus number and address of the destination should be sent to school. The office will issue a bus pass.

### **CELL PHONES**

Student use of mobile phones is prohibited on school grounds, during the regular school day and on school buses or other vehicles provided by the District. Students may not use cellular telephones, including camera phones, or other electronic communication devices (ECDs) (e.g., laser pointers and attachments, personal digital assistants (PDAs) and other devices designed to receive and send an electronic signal) during the school day. Cellular telephones and ECDs must be kept out of sight and turned off during the school day.

### **CHANGE OF ADDRESS/PHONE**

Please notify the teacher and school office of any changes in address, phone number, pager number, babysitter, or person designated in an emergency. This information is critical in the event your child becomes ill or injured.

### **CHANNELS TO FOLLOW**

Problems, questions, or complaints are best addressed by those directly involved. Because of this, most problems are best solved taking one step at a time, and often, the first step is all that is needed, that is, talking with the teacher; the second step would be to talk with the principal.

### **CITIZENSHIP**

It is each student's responsibility to display good citizenship and respect for other students. Appropriate conduct is expected in the halls, in the cafeteria, on the playground, in the classroom, or if leav-

ing school grounds. Lewis School teachers want students to display qualities of good citizens. They give special emphasis to honesty, morality, and courtesy. Obedience to the law, respect of our country's flag, appreciation of the Constitution of the United States, respect for parents and home, and recognition of the dignity and necessity of honest labor are characteristics desired and expected of all our students.

Lewis School does not discriminate on the basis of race, color, religion, national origin, sex, or handicap.

Anyone feeling that his/her rights as designated above have been violated should contact Fred Bolden, Principal at Lewis School (349-6228).

## **CONFERENCES**

1. The school district schedules conference days each year. (See school calendar.) Teachers will notify parents/guardians of the date and conference time. To make the most of the meeting, both parents should attend, if possible.
2. A conference may be held with a teacher or the principal at any time by calling the office for an appointment. If you want to give your input into your child's program or you have some other concern, please remember no concern of yours is too small a concern of ours.

## **CUMULATIVE RECORD**

Each student who enrolls in the Solon Schools must have a copy of his/her birth certificate in this file. The cumulative record contains the registration form, medical form, attendance record, standardized testing data, and child custody papers if applicable. It may also contain data from a transferring school or other data pertinent to the child's education.

It is very important that this information be kept current. If there is

a change in address, phone number, doctors or persons to be notified in case of emergency, please inform the school office. Federal law provides that a parent/guardian has the right to review, upon request, the contents of the cumulative record.

### **CURRICULUM & GIFTED RESOURCE TEACHER (CGR)**

Solon meets the diverse needs and abilities of students through curriculum differentiation. In grades 1-6, each child's team of teachers (classroom, specials, guidance counselors and school psychologists) works to provide appropriate educational experiences for students. A Curriculum and Gifted Resource Teacher has been assigned to each building to work as a part of the teaching team.

The Solon Cognitively Gifted Program (CG) is one option in the continuum of services which is designed to address the needs of students in grades 3-6. Students who qualify for the CG program spend three to four hours each week with a CGR teacher in learning opportunities designed to address their unique intellectual and emotional needs. In order to qualify for the CG Program a student must demonstrate superior cognitive abilities as measured on an individual assessment administered by a Solon School psychologist.

### **CURRICULUM NIGHT**

Because of limited space in the classrooms, curriculum night is for adults only. Parents will meet the teacher on Curriculum Night and gain an understanding of that teacher's particular philosophy of education. Curriculum Night also affords an opportunity to enjoy the environment where the child spends his/her day.

Parents are encouraged to ask questions; however, this is not a time for a personal conference. Parents who would like to discuss their child's individual progress should arrange for a conference with the teacher. Conferences provide the vehicle for input into your child's program.

## **DISCIPLINE**

It is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your child the importance of, and need for, good behavior and a good attitude while at school. Fighting, disrespect towards others, inappropriate language, including threats, or destruction of property are not tolerated. Students who break rules may be sent to the office and handled accordingly. If problems recur, parents will be notified in order to help resolve the problem.

Serious or repeated offenses can result in suspension from school. Parents can obtain copies of the district's Code of Conduct at Lewis.

## **DISMISSAL**

If you wish to pick up your child at 2:30 p.m., you have two options:

1. Delay your arrival until after the buses leave usually 2:35 p.m. Please pull your car **all** the way to the top of the turn around so that cars behind you can move from the street.
2. You can park at Resurrection Church and either (a) walk over to pick up your child after the buses leave, or (b) wait until the buses leave and drive around to pick up your child.

Children will be dismissed in this order:

1. bus riders
2. bike riders
3. car riders
4. walkers (after all cars are gone)

Please do not exit your car on school's oval drive as it is a safety hazard for handicapped students and others who must board vans and buses in that area. When dropping off students in the morning or picking them up after school, please remain in your car and have your child use the card door closest to the sidewalk.

Any student having to cross the driveway between buses during dismissal time is in danger of being injured by the many cars which drive in at different times.

If you are picking your child up before dismissal, the child must be signed out on the sheet in the office. If someone else is picking up your child, we must receive a note that indicates who that person is and that your permission has been given.

We ask parents to wait outside of the building since our small vestibule will not accommodate all of the children and parents at the same time. Your understanding is appreciated.

If your child is either walking home or being picked up by car, please do not remove them from that line without notifying the office.

## **DRESS CODE**

1. All students are expected to dress for prevailing weather conditions. Care should be given to dressing for daily outdoor recess. (**See section on Recess.**)
2. Shorts may be worn to school when the weather warrants them. Athletic, bicycle or short shorts are not suitable.
3. Halter tops, tank tops, midriff tops, etc. should not be worn to school. The temperature in the building is not suitable to those and the children need to have a tee shirt type of shirt on rather than such a small shirt.
4. Opened-toe shoes, sandals and flip-flops are dangerous on the playground. Please make sure that your child wears tennis shoes outside.
5. Hats are not to be worn during the school day.

## **E-MAIL**

Please notify the office if a change in e-mail address occurs during the school year. Each teacher has an e-mail address and can be contacted through e-mail.

## **EMERGENCY CARDS**

In the event that your child is involved in an emergency, we need to be able to contact you immediately. Therefore, please fill out the cards completely and list two individuals who live locally that we can contact if we are unable to reach you. Also, please list pager numbers or any other numbers where you can be reached during the day. Please notify the office if the information changes during the school year.

## **FIELD TRIPS**

A student must have a signed permission slip from a parent or guardian before leaving on a field trip. The students leave and return to the school by means of school-approved transportation. Students will conduct themselves in an orderly manner: walking, sitting, or standing quietly, without inappropriate noises or distractions to others at the site or on the bus. Students will follow directions given by teachers and chaperones on the trip.

If you are a chaperone, please arrive 5-10 minutes before departure. The teacher will review your role, which is essentially a classroom aide. Please remember that food and drinks are not permitted on the bus.

## **FIRE, TORNADO AND LOCKDOWN DRILLS**

Throughout the school year children are given safety instructions that include fire, tornado and lockdown drills. The procedures for fire and tornado drills are posted in each classroom and practiced regularly. Children must remain quiet and orderly so they can respond to the commands of their teacher.

## **GUIDANCE**

The purpose of the guidance program is to help each child achieve his/her highest growth mentally, emotionally, and socially. The

elementary counselors try to do this in several ways. We offer the following direct services to the children and families:

1. Classroom guidance
2. Small group counseling - This includes new student, changing family, self-esteem, friendship, and other groups as needed.
3. Individual counseling - This may include personal issues, self understanding, grief, anger, etc.
4. Parent conferences and parenting classes

Sometimes children have a difficult time making friends or getting along with each other on the playground. Children frequently ask the counselor to help solve these conflicts. Informal lunchtime gatherings are common! You are encouraged to call your counselor with any concerns you may have.

## **HALLOWEEN**

Children may dress in costumes for Halloween. Under no circumstances may children bring any type of weapon or look-alike weapon to school. This would include knives, daggers, swords, toy guns, etc. We also encourage children to wear funny costumes as opposed to scary, gory costumes.

Halloween parties will begin at 1:30 p.m. Parents who are not acting as room parents that day may wait outside in the back playground area for the children who will be parading around the playground.

## **HEALTH AIDE**

The school nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries, and vision screening.

## **HEALTH SCREENING**

- Hearing - Grades K, 1, and 3 and students new to the school.
- Vision - Grades K, 1, 3 and students new to the school are routinely screened on distance, color vision, and

muscle balance. Parent requests and teacher referrals are also included.

## **HOMEWORK**

The Solon City Board of Education believes that homework properly designed, carefully planned and geared to the development of the individual student, has an important place in the educational program.

Homework will be assigned on a regular basis to help the student become more self-reliant, learn to work independently, improve the skills that have been taught and complete certain projects such as the reading of worthwhile books and the completion of long-term projects. Home study assignments also afford a way for parents to acquaint themselves with the school program and their own children's educational progress.

Offer your child a quiet place in which to do homework. Also helpful would be a special "homework" box that has crayons, sharpened pencils, scissors, a dictionary, etc. These will help to make homework sessions more productive and less stressful for everyone.

Homework is not used for disciplinary purposes. The amount and type of homework given is to be decided by the classroom teacher, within the framework of overall instructional plans.

## **HOURS**

Grades 1-4 and all-day kindergarten - 8 a.m.-2:30 p.m.;  
1/2 day kindergarten - 11:45 a.m.-2:30 p.m. **WALKERS ARE NOT TO ARRIVE BEFORE 7:45 A.M. AS THERE IS NO ADULT SUPERVISION BEFORE THAT TIME.**

## **ILLNESS/INJURY/"EMERGENCIES"**

**BE SURE TO KEEP THE SCHOOL NOTIFIED OF ANY CHANGES IN TELEPHONE NUMBERS, ADDRESSES, PLACES OF WORK, DOCTORS' NAMES, AND EMERGENCY CONTACTS.**

Each child has a permanent Health Record on which pertinent health information is recorded. Please keep the school notified of any health problems. All information is held confidential.

If a student has a communicable disease such as strep, pink eye, chicken pox, lice, etc., the office needs to be notified so that notices can be shared with the class.

## **LOST AND FOUND**

Lost articles should be turned in at the office. Items will be placed on the cafeteria clothesline. Students seeking lost articles may find them by examining the box in the cafeteria.

Clothing worn by children to school such as boots, sweaters, gloves, jackets, coats, hats, gym shoes, lunch boxes, notebooks, and wallets, should have proper identification so that when an item is lost, it can easily be identified with the owner.

## **LUNCH**

All Lewis students will eat lunch at school. Students are not permitted to leave school during the lunch period or to go out for lunch with anyone. Because of limited space in the cafeteria, parents are asked to please not eat lunch with children in the cafeteria.

Parents may download the menu from the Solon district web site at [www.solonschools.org](http://www.solonschools.org).

The Solon City School District uses QSP, a computerized point of sale system to enhance the cafeteria's service. QSP eliminates meal tickets and increases the speed and accuracy of the food lines. Each student will use his or her 6-digit personal ID number to enter onto the computer pin-pad. Homeroom teachers will notify students of their 6-digit ID number. As the account is accessed, the student's name, photo, account status, and any food allergies will appear on the screen to prevent fraudulent use. The cashier then keys in the purchases made by the student and the amount is debited from their

account. This system ensures total confidentiality of all students including those on a free or reduced plan.

QSP is designed as cash-less system so we are encouraging parents to pre-pay for meals. Cash and checks are acceptable. We also offer EZPay, which is an online pre-pay site. EZPay accepts VISA, MasterCard, Discover card and direct withdrawal from your personal bank account. **Money not used will carry over to the following year.** To access EZPay go to the parents tab on the Solon Schools web site ([www.solonschools.org](http://www.solonschools.org)).

QSP will print out a notification when a student's account is low. The students will bring the notification letters home.

## **MEDIA CENTER**

Children visit the media center at least once a week for instruction in research and library skills and to share good literature. As reading is at the core of education, they are expected to check out books and/or magazines, both fiction and non-fiction, to read during the week. Books with cassette tapes are also available to be borrowed. If they do not return their library materials on the day of their next library class, they will be unable to check out additional materials until those items are returned.

Lost and/or damaged materials must be paid for before the child's end of the year report card will be issued.

## **MEDICATION PROCEDURE**

Many students are able to attend school regularly only through effective use of medication for the treatment of disabilities or illnesses. If possible, all medication should be given by the parent at home and not at school. If this is not possible, it will be done in accordance with the procedures below. For purposes of this policy, "medication" shall include **all** medicines including those **prescribed** by a physician and any **non-prescribed** (over-the-counter) drugs, preparations, and/or other remedies.

## MEDICATION PROCEDURE

1. Written permission from the parent/guardian of the student requesting that the District comply with the physician's order must accompany the medication. A form is available upon request.
  
2. A statement signed by the physician that prescribes the medication for the student must accompany the medication. A form is available upon request. The statement must include the following:
  - A. Name and address of child.
  - B. Name of drug, dosage, times or intervals it is to be administered.
  - C. Date administration of the drug is to begin and cease.
  - D. Special instructions for administration and storage of drug.
  - E. Any severe adverse reactions that should be reported to the physician and a phone number at which the physician can be reached in an emergency.
  
3. Medication must be received in the original prescriptions container in which it was dispensed with the student's name, medication, dosage and prescribing physician's name. It is recommended that only the amount of medication that will be dispensed in school be sent to school. Parents are encouraged to bring the medication and forms to school.

If the policy is not followed, the student will not be given the medication.

## **MOVING**

Please notify the school if you are moving to another school district. The transfer procedures will be completed by the school secretary. You will need to sign a Release of Information Form in the office. It will be helpful to know the new home address and the name and address of the new school.

## **NON-CUSTODIAL PARENTS**

Non-custodial parents may ask the school office to be put on a mailing list to receive copies of report cards and other important information. Requests for specific classroom information should be made directly to the child's teacher.

Perhaps the best way to keep abreast of happenings at Lewis is to periodically visit our web site: [www.solonschools.org](http://www.solonschools.org).

## **PTA**

The members of the Lewis Parent Teachers Association (PTA) are dedicated to helping the schools provide the richest possible learning environment. This help is provided in two major ways - through fund-raising and volunteer programs.

The outstanding contribution made by PTA members is their organization of, and participation in, volunteer programs. Volunteer hours spent by PTA members make a great difference in the school-day life of our children. Your participation in the PTA is encouraged.

## **PARENT-TEACHER COMMUNICATION**

Parents are urged to contact the school whenever the need arises. Teachers may be contacted by note or voice mail. Voice mail numbers are printed on the inside front cover. If you wish to have a conference with your child's teacher, please call ahead. Teachers are not available during instructional time.

## **PARKING**

**According to fire department regulations, parents coming to school during the school day should park in the school parking lot and not in the school drive.**

## **PARTIES**

We have three parties each school year - Halloween, winter break, Valentine's Day - and a picnic on the last day of school. Each teacher is expected to be in charge during these parties. Designated parents assist with game activities and/or providing party treats for classes.

Parents that are assisting with the party should arrive about ten minutes before the party. Because of limited space, younger siblings should not attend the party. All parties and picnics will remain on school grounds. Unless all students are invited to an individual child's birthday party, invitations may not be distributed at school.

## **PICTURES**

Individual student pictures are usually taken in early fall. Information is sent home in advance regarding date, cost, and payment. A make-up day is also scheduled for retakes and students who were absent. Participation in purchasing school pictures is voluntary, but all children will have their pictures taken for their permanent school records.

Please do not bring your child in for pictures if he/she is ill.

## **PLACEMENT - REQUEST POLICY**

In a heterogeneous setting we take great care when considering placement. A heterogeneous class consists of a balanced mix of students so that each group has a comparable number of high, average, and low achievers. Students in our special programs, including learning disabilities, gifted, speech and language therapy are also distributed equally. To insure that our classrooms are well balanced, we ask that parents do not make a request for specific teachers. We do want you, however, to speak with the principal about particular needs of your child. Please write the principal if you have a concern.

## **PROGRESS REPORTS**

Grade 1 - The first quarter's progress will be reported during an individual parent-teacher conference. Report cards will be issued every nine weeks, thereafter. (The final report is mailed.)

Grades 2,3,4 - A report card, giving an evaluation of the child's progress, is sent home at the end of each nine week grading period. The final report is mailed. Special area grades are administered at the end of each semester.

Kindergarten students will have two scheduled parent/teacher conferences. They will receive three report cards during the year.

Each student is encouraged to work and to progress according to his individual potential. Among the factors considered in evaluating each child are his capability to learn, ability to perform, and maturity as well as other contributors to learning.

*Note:* Interim reports may be sent home to fourth grade parents when the need occurs.

## **RECESS/PHYSICAL EDUCATION EXCLUSION**

Recess is a required part of the program and each child is expected to participate. All children are expected to go outside for recess unless it is raining or the wind chill factor is below 0. Please be sure your child comes to school dressed for the cold weather. It is necessary for students to wear hats, gloves, coats and substantial footwear to protect them from the wet and cold.

Children are encouraged to bring a change of socks for wet days. Also, gym shoes should be worn outside on nice days. For safety reasons, if your child wears sandals or dress shoes to school, please remind them to change into gym shoes before going out on the playground.

Both playground and physical education rules are listed in the appendix. Please review these with your child.

If your child is returning to school after an illness, please send a note if you do not want him/her to go outside for one day. A doctor's excuse is needed if a child is to stay inside for recess for more than one day. The doctor's excuse applies also to a child not participating in a physical education class for more than one day.

## **REGISTRATION**

A child entering the Solon Schools must be registered by an adult. Registration forms must be completed at the board office and proof of attendance in a prior school (transfer or report card) presented.

In the case of a child entering school for the first time, a birth certificate to establish an accurate date of birth, a physical examination and an immunization record are required. Also, if there is a separation/divorce, a certified copy of the custody paper is required.

The Ohio State Immunization Law requires that each child entering school must have received, or be in the process of receiving immunization against poliomyelitis, diphtheria, whooping cough, mumps and tetanus (DPT), regular measles (or have had disease), 3-day (German) rubella measles. A tuberculin test is also required. The smallpox vaccination will be at the doctor's discretion.

## **RETURNED CHECK FEE**

In the event a check, received for the payment of any amount owed to the Solon City Schools, is returned by the maker's bank due to non-sufficient funds (NSF), stop payment or an account being closed, a processing fee of \$20.00 will be assessed. In the event a second check is returned for the same maker, that person's check writing privileges will be suspended for the balance of the school year and all further transactions will require a payment in cash or certified check.

## **ROLLER BLADES/SKATEBOARDS/HHEELYS**

Please leave roller blades and skateboards at home. They are not permitted on the school grounds during school hours. Also, "Heeleys"

or other shoe-based roller skates are also not permitted.

## **SCHOOL CLOSING**

If exceptionally inclement weather occurs, please tune in to local television and radio stations including Channel 22 for information on whether our schools will be closed. We will make every effort to inform the stations as early as possible so that you will be informed in plenty of time to keep your children safely at home. Please do not call the school.

**STUDENTS SHOULD BE TAUGHT WHERE TO GO IF AN EMERGENCY FORCES SCHOOL TO BE DISMISSED EARLY. Please arrange with a friend or neighbor to care for your child if he/she is sent home unexpectedly.**

## **SCHOOL SUPPLIES**

Children are expected to bring their own supplies to school. At the start of the school year, the Lewis PTA offers a wrapped package of required supplies by grade levels. Parents may purchase those from the PTA in the spring for the following year.

## **SCOOTERS**

Students who ride scooters to school need to walk them down the front sidewalk. They will need to be locked in the bike rack since locker space is limited.

## **SECURITY**

All visitors to Lewis School must report immediately to the office in order to sign in. A visitor's badge will be issued at that time.

## **SPECIAL EDUCATION PROGRAMS**

The Solon Board of Education recognizes the individual differences

of each child and makes provisions for effective learning situations to meet these needs. There are grade level intervention specialists as well as occupational therapists, physical therapists, and speech and language therapists who work with students having identified needs. Grade level and building level intervention teams meet regularly to discuss how students' needs can be best met.

## **STATEWIDE TESTING**

Throughout the school year, teachers will administer Ohio's Diagnostic and Screening Measures to kindergarten through second grade students. These assessments give teachers and parents valuable information about students' progress towards meeting grade level benchmarks.

All Ohio third graders will take the Ohio Reading Achievement Test during the first full week of October. All third grade students will take the Ohio Reading Achievement Test again in the spring. Third graders will also take the new Ohio Math Achievement test in the spring.

Fourth grade students will take the Ohio Achievement Tests in math, reading, and writing. All fourth grade tests are taken in the spring according to state law.

## **TARDINESS**

Tardiness is disruptive to the classroom and also has an adverse effect on your child's educational progress. Students with repeated tardies will make up the time during recess or after school. Any student arriving at school after 8 a.m. must report to the office before going to the classroom.

## **TECHNOLOGY - ACCEPTABLE USE POLICY**

The Solon Schools require student and parent signatures on a District Acceptable Technology Use Policy. The purpose is to protect students

from inappropriate access to Internet sites. Students will sign this policy the first year they enter each of the Solon Schools - Lewis, Orchard, Solon Middle and Solon High School.

Technology is playing an increasingly important role in education, and when used appropriately, can significantly enhance educational opportunities for students, staff and the community. Unrestricted Internet access is now available to students and teachers of Solon City Schools. The Internet offers vast, diverse and unique resources to both students and teachers and proper use of the Internet is encouraged. This Acceptable Technology Use Policy applies to situations where any person or persons utilize the technology resources at Solon City Schools.

The following principles have been adopted to insure that users of the technology resources at Solon City Schools comply with the Acceptable Technology Use Policy.

*Authorized uses of the technology resources include:*

1. Learning activities to facilitate Solon City Schools' instructional objectives.
2. Research conducted in support of educational or research programs authorized by Solon City Schools.
3. Utilization by specifically authorized persons for the administration of Solon City Schools and its programs.
4. Communications between faculty, staff and students containing messages or information, the content of which is not in conflict with this policy.

*Unauthorized uses include:*

1. Any utilization infringing on the rights or liberties of another.
2. Illegal or criminal use of any kind.
3. Utilization involving communications, materials, information, data or images prohibited by legal authority as obscene, pornographic, threatening, abusive, harassing, discriminatory, anti-social or in violation of any other Solon City Schools' policies.
4. Accessing, viewing, printing, storing, transmitting, disseminating

or selling any information protected by law or subject to privilege or an expectation of privacy.

5. Utilization that causes or permits materials protected by copyright, trademark, service mark, trade name, trade secret, confidential or proprietary data and information statutes, or communications of another, to be uploaded to a computer or information system, published, broadcasted or in any way disseminated without authorization of the owner.
6. Any attempts to access any resources, features, contents or controls of the technology resources that are restricted, confidential or privileged.
7. Utilization of resources causing damage to or altering the operation, functions or design of the technology resources or content.
8. Granting access to persons not authorized to use the technology resources of Solon City Schools, either by intentional action such as disclosure of account information or unintentional action such as failure to log off.
9. Commercial, profit-motivated or partisan political use.
10. Utilization requiring privacy of any kind for any purpose.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With unrestricted access to the Internet comes the availability of material that may not be of educational value and is clearly not appropriate or authorized by this policy. To monitor compliance with this policy, communications and information accessed by the authorized user is subject to random monitoring by Solon City Schools. Consequently, as an authorized user, it is understood that any expectation or right of privacy in communications, data, programs or other personal information stored, displayed, accessed, communicated, published or transmitted is waived.

It is further understood that violation of this policy may result in revocation of utilization privileges and/or administrative discipline and could lead to criminal prosecution.

## **TELEPHONES/VOICE MAIL**

Parents are encouraged to call teachers using the voice mail when there are questions. Voice mail numbers are on the inside front cover. Teachers will return calls when they have planning time or at the end of the school day.

Messages for students may be taken by the office when there is an emergency or when it is essential for a student to receive information. Students are not usually called to the phone. Since office telephones are constantly in use for school business, students may not use an office telephone to call home unless there is an emergency. Forgotten library books, gym shoes, and instruments are not considered emergencies.

## **TEXTBOOKS**

Textbooks issued to students are the property of Lewis School. The books should be used with care and returned in good condition. Students are responsible for books which are lost, stolen, or damaged.

## **VISITORS**

Parents are always welcome to visit the school for purposes of observation. Any visits during the school day should be for that purpose only, unless a conference time with a teacher has been prearranged. Conferences and observations must be planned with at least one day notice. Teachers and students work on a planned schedule and program. Unnecessary interruptions consume time and hinder the program.

For the protection of our students, it is required that any person entering the building during the school day use the buzzer system and come directly to the office before going to any other part of the school. No student will be permitted to leave the building with a visitor unless this has been verified through the school office.

## **VOLUNTEERS**

have a fine volunteer program and encourage our community residents to volunteer their services. If you are interested in helping, please contact the guidance counselor or the PTA.

## **WEB SITE**

For updated information about Lewis School or Solon Schools, please visit our web site at [www.solonschools.org](http://www.solonschools.org).

## **YEARBOOK**

The yearbook will be published in the spring. It contains pictures of students, staff, and candid shots of activities during the year. Purchasing information will be sent home late winter.

## **APPENDIX**

### **PHYSICAL EDUCATION CLASS PROCEDURES**

#### **Clothing and Shoes**

Your child's shoes and clothing are very important to their participation in physical education class. We are requesting that your child wear appropriate footwear. For safety sake, shoes should be:

- flat without heels
- normal soles that are one inch or less (platform shoes are very dangerous)
- fastened securely to foot (no backless tennis shoes)
- non-marking soles (some black soles scuff)
- a full size shirt (not backless)

It is also important that your child wear clothing that allows freedom of movement and will not cause them to be self conscious in their activities.

Physical education classes often go outside for warm up and/or instruction. Children should be dressed appropriately for the temperature and weather on physical education class days.

#### **Illness and Physician's Requests**

If your child is recovering from an illness or has a reason they cannot participate in physical education, we would appreciate a parental note explaining the request. If a child is under a physician's care for a particular need, please send a copy of the doctor's request. This also provides us with information concerning how long your child must be excused from physical education participation. A physician's note must also be provided for reentry into the physical education program following a lengthy time of being excused.

## **PLAYGROUND RULES**

### **General Playground Rules**

1. RESPECT will be given to the adults in charge.
2. Do not push or shove.
3. Do not throw or kick pebbles, rocks, dirt, or snow.
4. Do not run or play tag in, through, and around the equipment.
5. Do not jump or drop from high equipment.
6. Tennis shoes or boots should always be worn on the playground, not clogs, sandals or flip-flops.
7. The equipment on the playground is for use by children ages 5-12.
8. There should be no horseplay on the playground.

### **Slide/ Roller Slide Rules**

1. Climb the ladder one step at a time holding on with both hands.
2. Only one person at a time is allowed to climb the ladder.
3. Only one person is allowed to slide down at a time.
4. Do not climb up the sliding surface.
5. Slide sitting up, feet first – never on stomach, side, back, knees, or feet.
6. Do not push or shove anyone on the ladder or slide.
7. No one should go under the roller slide or put fingers in the rollers from underneath.

### **Swing Rules**

1. Sit and hold the swing with both hands.
2. Do not stand on a swing or ride it on your stomach.
3. Only one person at a time should ride the swing.
4. Do not twist the swing chains or cause them to swing sideways.
5. Do not push another person on the swings.
6. Do not walk in front of or behind the swings.

### **Track Ride, Horizontal Ladder, and Dome Rules**

1. Do not hang by feet or legs.
2. Do not kick or push other persons who are hanging.
3. Do not hit the hands of a person who is hanging or moving across.
4. Do not stand on top of the ladder, track ride, or dome.
5. Only one person at a time should move across the ladder or track ride.

### **Climbing Equipment and Playhouse Rules**

1. Do not hang by feet or legs.
2. Use both hands to climb.
3. Do not push or shove others who are climbing.
4. Do not climb down unless the area is clear of other climbers.
5. Do not climb up the outside or onto the top of any equipment.
6. Only five persons are allowed in the Eagle's Nest at one time.
7. The maximum number of children allowed in the Playhouse at one time is 30.
8. Do not stand on the picnic table or benches.

### **Rope and Net Climber Rules**

1. Do not go underneath the climbers.
2. There may only be one person at a time on the net or rope.
3. Do not touch or grab the rope while another person is climbing.

### **Bridge and Crawl Tube Rules**

1. Do not get on and off from the side. Always enter and leave from the platform.
2. Do not go under the bridge for any reason.
3. Move across the bridge and crawl tubes quickly. Do not stay on or in them.
4. Do not climb on the outside or on top of the crawl tubes.

### **Field Rules**

1. Girls and boys should play together following rules learned in physical education class.
2. Children should not bring their own sport equipment to school.
3. All ball games must be played on the field except for basketball, four-square, tetherball, and kickball.
4. Children may play Nerf ball soccer and may throw and catch Nerf footballs.

**NOTE:** These rules should also be observed when using the playground during after school hours.

### **CAFETERIA RULES**

1. Talk quietly, using indoor voices.
2. Use good table manners.
3. Keep your table and floor area clean.
4. Ask for permission to leave your seat.
5. You may not save seats.
6. You may not share or trade food.
7. There is to be silence whenever the monitor claps or blows the whistle.
8. You are not to throw food or wrappers.

### **HALLWAY RULES**

1. Walk quietly.
2. Walk on the right side of the hallway.
3. Keep your hands and feet to yourself.
4. Don't touch artwork in the halls.
5. Lunch boxes should be held quietly in your left hand and at your side.



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Print Student Name

We have received and read the 2009-2010 Lewis School Handbook.

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Parent's Signature

---

Student's Signature

---

Grade

---

Teacher's Name

---

Date

***NOTE:*** Please sign and return this signature page along with the Video/ Photography Release Form on Page 38 to the school office.



## Video/Photography Release Form

1. I hereby give Lewis Elementary the right to use video footage and/or photographs of my student(s).
2. I agree that the video footage and/or photographs will be the property of the school and I waive all rights including the right to inspect and/or approve copy or voice commentary that may be used in conjunction with uses to which they may be applied.
3. The pictures and/or video footage may be used as the Solon School District sees fit in the publication of educational or promotional materials and for any other lawful purpose.

Student(s) Name (Please print)

Grade

\_\_\_\_\_  
Teacher \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Teacher \_\_\_\_\_

\_\_\_\_\_

I/we give permission for our student(s) to be videotaped or photographed.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

I/we do not give permission for our student(s) to be videotaped or photographed.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date



Deanna Kwiatkowski	3rd Grade	5820
Antoinette Madden	4th Grade	5794
Eden Meihls	Psychologist	7784
Michelle Miller	Math Recovery	5657
Bill Nyerges	Art	5791
Margaret Osborne	1st Grade	5798
Ethan Sheils	Strings	5665
Jamie Shiban	Interventionist	5703
Virginia Voldan	1st Grade	5804
Jeff Williams	Literacy Resource Teacher	5721
Deborah Wollaeger	ESL Tutor	5611

**Main Office 349-6225**

Sharon Ansec	Secretary	8011
Eileen Siebert	Secretary	8013

## **BOARD OF EDUCATION**

Margo Morrow, President  
Roger Goudy, Vice President  
Julie Glavin  
Dorothy Seibert  
Marilyn Thomas  
Tim Pickana, Treasurer

## **CENTRAL OFFICE**

Joseph V. Regano, Superintendent  
Deborah V. Siegel, Assistant Superintendent  
Thomas W. Stupica, Assistant Superintendent

## **LEWIS ELEMENTARY SCHOOL**

Fred E. Bolden, II, Principal

### **DISTRICT MISSION**

By inspiring students to achieve their personal best, the Solon City Schools will ensure all students attain the knowledge and skills necessary to succeed and become contributing, ethical citizens through a collaborative learning community working in partnership with families and our diverse community.