

Solon Middle School



Student Handbook 2023-2024

SOLON MIDDLE SCHOOL

6835 S.O.M. Center Road
Solon, Ohio 44139-4198

Office:	440-349-3848
Fax:	440-349-8034
Attendance:	440-349-7405
Counseling Office:	440-349-7473
Voicemail:	440-349-7757

Web Site: <http://www.solonschools.org>

Antoine Campbell
Principal

Suzanne Chin
Assistant Principal

MISSION STATEMENT

Solon City Schools, a diverse learning community, will ensure all students attain the knowledge and skills to thrive and become empathetic, ethical, contributing citizens in an evolving global society through collaboration and unwavering commitment to empower every student, every day, to achieve personal excellence.

Table on Contents

WELCOME.....	3
EQUAL EDUCATION OPPORTUNITY.....	4
ACADEMICS.....	5
COURSE DESCRIPTIONS.....	5
SCHEDULE CHANGES.....	12
GRADES.....	13
ACADEMIC SUPPORT.....	17
STUDENT SUPPORT SERVICES.....	19
School Counselors/ School Psychologist.....	19
Safe School Helpline.....	19
Co-Curricular Activities.....	21
Clubs and Organizations.....	22
Extracurricular Sport Teams.....	23
STUDENT INFORMATION.....	24
Academic Honesty (Cheating/Plagiarism).....	24
After School Activities.....	25
Announcements.....	25
Early Arrival.....	25
Emergency Contact Information.....	25
Hallway Conduct.....	26
Interrogation of Students.....	26
Lockers.....	27
Lost and Found.....	27
Restroom Usage.....	27
Safety Drills.....	27
Search and Seizure.....	28
Security.....	28
Student Valuables.....	29
Student Well-Being.....	29
Telephone Calls.....	29
Dropping Off Items at Security.....	29
Textbooks.....	29
Visitors.....	31
TECHNOLOGY.....	32
Chromebook Guidelines.....	32
Using your Chromebook at School.....	32
Loaner Chromebooks.....	33
Acceptable Technology Use Policy.....	33
Authorized uses of the technology resources include:.....	33
Unauthorized uses include:.....	33
Go Guardian.....	34

SMS EXPECTATIONS.....	35
Attendance Procedures.....	35
Excessive absence.....	36
Truancy.....	36
Excused Absence.....	37
Tardiness/Early Dismissal.....	37
CLINIC.....	40
Emergency Medical Information.....	41
Administration of Medicine.....	41
Control of Blood-borne Pathogens.....	42
CAFETERIA.....	42
STUDENTS' RIGHTS, RESPONSIBILITIES, AND DISCIPLINE.....	44
INTRODUCTION.....	44
STUDENT'S RIGHTS AND RESPONSIBILITIES.....	45
SCHOOL DISCIPLINE.....	45
A. DEFINITIONS.....	46
B. PROCEDURE.....	47
TIMES/PLACES.....	49
MISCONDUCT FOR WHICH ANY DISCIPLINE INCLUDING SUSPENSION AND EXPULSION MAY OCCUR.....	50
A. Disruption of School.....	50
A1. Classroom Disruption.....	51
B. Damage, Destruction, Vandalism.....	51
C. Theft, Possession of, or Unauthorized Removal or Use of School and/or Private Property.....	51
D. Fighting/Physical Assault.....	51
D1. Threats.....	51
D2. Aggressive Conduct/Disrespect/Intimidation.....	52
D3. Bullying.....	52
D4. Harassment.....	52
D5. Horseplay.....	53
E. Smoking.....	53
E1. Vaping.....	53
F. Narcotics, Alcoholic Beverages, Stimulant Drugs, Anabolic Steroids.....	54
G. Failure to Comply with Directives (Insubordination).....	54
H. Failure to Accept Discipline or Punishment.....	55
I. Cheating / Plagiarism.....	55
J. Weapons, Dangerous Instruments, Fireworks and Explosives.....	56
K. Profane, Vulgar or Improper Language or Gestures.....	56
L. Extortion.....	56
M. Gambling.....	56
N. Truancy, Tardiness or Class Cutting.....	57
O. Trespass.....	57
O1. Loitering.....	58
P. Lying.....	58

Q. Forgery.....	58
R. Violation of School Bus Conduct Requirement.....	58
S. Dress and Appearance.....	59
S1. Face Coverings.....	59
T. Public Display of Affection.....	60
T1. Sexual Acts.....	60
U. Hazing.....	60
V. Social Media.....	61
W. Sexting.....	61
X. Sexual Harassment.....	61
Y. Use of Electronic Devices.....	62
POLICY 5517.01: BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR.....	62
NONDISCRIMINATION ON THE BASIS OF SEX IN DISTRICT PROGRAMS OR ACTIVITIES.....	66
Board Policy 2266 – NONDISCRIMINATION ON THE BASIS OF SEX IN DISTRICT PROGRAMS OR ACTIVITIES.....	67

WELCOME

Solon Middle School is an excellent learning institution where students prepare to become productive citizens of our community and world. We work closely with you and your parents, so you reach your full potential and achieve academically. Our environment encourages you to freely learn and grow as you prepare for your future.

Our school consists of approximately 750 7th and 8th graders with diverse cultural backgrounds. We provide strategic instruction through a variety of learning experiences to meet individual needs. Students are scheduled in a variety of classes, including core subjects (Math, Language Arts, Science and Social Studies), music courses (Choir, Band, and Orchestra), world language (Chinese, French, and Spanish), and varied experiential classes (Family/Consumer Science, Industrial Technology, Studio Art, Digital Art, Physical Education, Health, STEM, College and Career Readiness, and DARE). We are excited to offer such a varied curriculum designed to produce well-rounded citizens.

Our outstanding faculty is committed to helping our young adults academically and socially as they instruct. Lessons are designed to meet learners' individual needs and abilities. Our teachers have a rich understanding of their subject matter and use assessment data to determine the best way to teach students. They care deeply for you and will take extra time to assist you in a variety of ways.

Solon Middle School also offers a full complement of extra-curricular activities, including sports, music ensembles, academic organizations, and clubs, where you can develop your talents and gifts and use them to serve our school community. We encourage everyone to actively participate in these activities, because this encourages individual growth, teamwork, and positive socialization. Our coaches, directors, and advisors work tirelessly to make these programs exceptional and to help each participant improve their skills.

Our staff members are also here to serve our children. Whether they be secretaries, custodians, cafeteria workers, or monitors, we are all here to make Solon Middle School the best place to learn for our most important commodity: you, our students.

Please review and discuss the information in this handbook with your parents. SMS Administration and teachers will also review this handbook with you at the beginning of the school year. Go Comets!

Antoine Campbell
Principal

Suzanne Chin
Assistant Principal

EQUAL EDUCATION OPPORTUNITY

Solon provides an equal educational opportunity for all students. Any person who believes that she/he has been discriminated against based on his/her race, color, disability, religion, sex, or national origin while at school or a school activity should immediately contact Antoine Campbell, SMS Principal, at 440-349-3848. Complaints will be investigated. Any student making a complaint or participating in a school investigation will be protected from retaliation. The principal can provide additional information concerning equal access to educational opportunity.

In addition, the District's Title IX Coordinators can be reached at:

Mike Acomb

Director of Business/ Personnel
33800 Inwood Drive
Solon, OH 44139
440-349-6206
mikeacomb@solonboe.org

Cari Root

Director of Pupil Personnel
33800 Inwood Drive
Solon, OH 44139
440-349-6258
cariroot@solonboe.org

A copy of relevant Policies are available at <https://go.boarddocs.com/oh/solo/Board.nsf/Public>, and a copy of Policy 2266 is attached at Appendix A to this Handbook.

ACADEMICS

7th Grade Courses

Science

Language Arts/ Language Arts PLC

World Language

Art/Digital Art/Physical Education

Social Studies

Math 7, Accelerated Math, Algebra 1

Music

Unified Arts

8th Grade Courses

Science/ Advanced Science

Language Arts/ Language Arts PLC

Physical Education and Health

Social Studies

Math 8, Algebra 1, Honors Geometry

World Language

Course Descriptions

Language Arts

The Standards are divided into Reading, Writing, Speaking, Listening, and Language strands for conceptual clarity and closely connects the processes of communication. Seventh and eighth grade language arts teachers use the reading/writing workshop model for instruction. In the reading workshop, students will increase their use of reading strategies through books of their own choice, while the writing workshop classes will enhance students' writing skills in varying genres. Mini lessons on language arts indicators will concentrate on specific reading and writing skills, and teachers will conduct student conferences to meet individual student needs.

The PLC Language Arts program emphasizes basic skills taught in 7th and 8th grade language arts classes and provides enrichment opportunities. This rigorous program requires students to work more independently and to demonstrate their ability to think critically and creatively.

Math

In **7th grade** students can take the following courses based on teacher recommendations, standardized test scores and an algebra prognosis exam grade.

- **7th Grade Mathematics**, students study proportional relationships, work with expressions and equations, measurement and geometry, and data and statistics.
- **7th Grade Accelerated Mathematics** course is a combined year of studying some 7th grade mathematics topics in addition to all the content of 8th grade mathematics. This course prepares students to take Algebra I during their 8th grade year. Students will take the 8th grade state math assessment.
- **7th Grade Algebra I** is a high school-credited course that prepares students to take Honors Geometry during their 8th grade year. Students in this course will study topics in the second half of 8th grade mathematics as well as Algebra I.

In **8th grade** students can take the following courses based on teacher recommendations, standardized test scores and an algebra prognosis exam grade.

- **8th Grade Mathematics**, students study expressions and equations more deeply including systems of linear equations, functions, and two-dimensional geometry, including similarity.
- **8th Grade Algebra I** is a high school-credited course that covers Algebra I mathematics topics.
- **Honors Geometry** is a high school-credited course available to selected eighth grade students who have successfully completed Algebra I in seventh grade.
- **Honors Algebra 2** is a high school-credited course available to selected eighth grade students who have successfully completed Algebra I & Honor Geometry.

Science

7th grade science teaches the cycles and patterns of the Earth and moon, conservation of mass and energy, cycles of matter and flow of energy.

8th grade science teaches the disciplines of Earth science, life science, and physical science. Each teacher individualizes his or her teaching methods with a combination of lecture, virtual labs and investigations, hands-on labs, problem-based learning, computer technology, and inquiry-based lessons. The science curriculum is patterned after the Ohio model competency-based science program approved by the Ohio Department of Education and follows the National Science standards.

Advanced Science (8th grade only)- Teacher recommendation and Placement test required

- Earth Science
- Life Science
- Physical Science
- Chemistry

This course is an accelerated pace covering all grade 8 science state standards. Additional inquiry investigative projects will be implemented throughout the school year. Higher expectations will be required including an independent science fair project involving extensive research on a chosen topic. Additional outside reading and research will be required per content statement.

The science fair project, an enrichment option for students in regular science but a requirement for students in Advanced Science, is an instrument that allows a student to learn science concepts that may not be taught formally in the curriculum. This project becomes an integration between science, language arts, and math classes. The student takes ownership in this project and work independently. This major long- term project involves student research and experimentation using proper scientific methods to test his or her hypothesis. The science fair project is then displayed and judged locally by teachers and other professionals in the community.

Social Studies

7th grade social studies is an integrated study of world history covering material from approximately 750 B.C. with the study of Ancient Greece through Global Exploration. Students study history, geography, government, and economic strands as well as history, spatial, civic participation and economic decision-making thinking and skills.

8th grade social studies continues its focus on the European colonization of North America to post-civil war reconstruction. It incorporates the four social study strands- history, geography, government and economic - into the chronological view of the development of the United States. Students examine how historical events are shaped by geographical, social, cultural, economic, and political factors.

Art

Art is a required class, with emphasis on studio art production related to artists, art movements and cultures. Students apply art elements and principles of design as the following units are covered: Design, Drawing, Painting, Sculpture and Glass.

8th grade Art is a semester elective. Emphasis is on studio and digital art production with more advanced instruction on drawing and shading techniques and acrylic painting, including faux finishes on furniture. Students will recognize and identify a wide range of art movements and artists for ideas used in their art projects. Awareness of how artists organized the art elements in their work is reflected in the student's own compositions.

Following directions, completing tasks, creativity, attention to detail, good craftsmanship, and a willingness to participate in problem solving are important to success in these courses.

Digital Art

7th grade Digital Art is a required class with an emphasis on the basic skills in digital art production, multimedia, and 21st century technology skills. Students will be introduced to tools and techniques used to edit and enhance original, scanned, and digital images. Students will generate multimedia products in print and electronic form that communicate information for specific purposes and real-world audiences.

In this introductory course, students will use available and current technology as the primary medium to create original works of art. Students will incorporate visual photography, graphic design and visual literacy skills when creating artworks with new media technologies, including digital art, computer graphics, computer animation, and internet art.

Physical Education

Students take Physical Education classes in both 7th and 8th grades. In grade 7, this class will be coupled with Studio Art and Digital Art. In grade 8, it is paired with Health Education.

In Physical Education 7, a variety of activities are used to build skills, increase stamina, and help students to build cooperation, respect, fair play, and address conflict during play. Emphasis is on participation and learning rather than competition. Students are required to wear an approved uniform.

In Physical Education 8, there is a continuation of skills learned in Grade 7 with more emphasis on movement performance, games requiring a variety of skills (invasion, net/wall, strike/fielding, targets), decision-making (creating and defending space), creating and implementing a physical activity plan, fitness, cardio and aerobic activities, and strength and endurance activities. Grading is based on participation, fitness, dress, punctuality, and behavior. It is important for students to wear appropriate athletic clothing or a gym uniform that allows them to move freely and safely while demonstrating healthy self-hygiene practices.

Students may be excused from daily participation in the physical education program only by a physician's note. A general rule to follow is that if a child is well enough to be in school, then he or she should participate in the class activity. Each student is required to have a combination lock for his/her gym locker.

Health

8th grade students rotate quarterly taking 6 weeks of Health and 3 weeks of Physical Education. In Health, students study the health triangle, wellness, character, values, communication skills, peer pressure, bullying, and age-appropriate refusal skills. Students look at the mental and emotional side of health including the media's influence on our behaviors and healthy relationships. Nutrition, fitness, tobacco, alcohol, and drugs are explored in depth as well as communicable and non-communicable diseases.

Industrial Technology

Students learn woodworking skills as well as apply core subject concepts to real life problems. Students review the use and safety of machines from 7th grade and learn how to safely use new machines. They will apply these new skills to project-based modules that focus on the science, technology, engineering and math involved in the projects. They will apply the newly-acquired machining skills to complete these projects. Module areas of study include Aerospace, Flight, Engineering, Research and Design, Electronics, Woodworking 1 and 2 and Hydraulics. Students will also explore drawing in 3-D software and print on a 3-D printer.

Family and Consumer Science

Seventh graders take Family and Consumer Sciences for six weeks during their unified arts rotation. The students are introduced to simple cooking and hand sewing. The students participate in a safe, challenging and inspiring learning environment where the diversity of the Solon community is celebrated. At the eighth-grade level, Family and Consumer Science is a semester-long, elective course made available to all students. Students develop essential life skills in this hands-on learning environment: food preparation, meal planning, nutrition, clothing care, laundry, sewing and budgeting. The emphasis of this course is on wellness, mindfulness and sustainable living for individuals, families and communities.

Seventh and eighth graders participate in various food labs weekly. Students modify recipes to accommodate restrictions, allergies, cultures and religions. Students learn basic measuring skills and see how their knowledge of mathematics is useful in their daily lives. Recipes are used from a variety of sources including but not limited to the internet, recipe books, magazines and family traditions. Throughout the cooking classes, students are responsible for

recipe adjustments, meal preparation, serving and cleaning. Students demonstrate teamwork, time management, food preparation, budgeting, safety and sanitation. During cleaning, students recycle and are environmentally conscious.

Both seventh and eighth graders develop independence while embracing the journey of learning a new skill. Seventh graders learn simple hand sewing techniques and how to sew a button. They use these skills to design a pillow. Eighth graders learn to use a sewing machine to sew a tote bag and pajama pants. Throughout the sewing classes, students learn troubleshooting skills, patience and a sense of accomplishment. Projects require students to use visual information paired with text to follow multi step instructions as well as using eye hand coordination, measuring skills and managing their time. Clothing care and laundry skills are developed, which gives students responsibility for their self-care.

Elective projects include designing and painting ceiling tiles. This project allows them to feel a sense of ownership for the well being of the school. Students are able to collaborate and brainstorm to develop designs that reflect the school, themselves, and the community. Another elective project is developing a food truck or restaurant. They consider the responsibilities of the owner, architect, manager, chef, designer and marketing consultant. Students choose a name, cuisine, logo and theme that would be appealing to our community. The menu will reflect what they have learned about recipes, budgets, meal preparation and design. Different advertising techniques are explored in the food industry and students build their own advertisement using their creativity and people skills.

Medical Investigation

Taking the STEM course allows students to learn about Medical Investigation concepts through collaboration, teamwork, and hands-on activities. The semester begins with students working in small groups to accomplish a goal through brainstorming and engineering. Students will learn about vital signs (blood pressure, heart rate, temperature, homeostasis, etc.), genetics and DNA, forensics, the circulatory system as well as the nervous system, and explore the idea of prosthetics through the use of technology and engineering. Demonstrations, projects, labs, and the dissection of a cow heart and sheep brain are all completed throughout the semester based on the topics listed above.

Music

All seventh grade students will participate in one or more music groups. Students may choose to participate in Band, Choir, Orchestra, or a combination of Choir/Band or Choir/Orchestra.

Music is a full-year elective for eighth grade students. Eighth grade students may choose to participate in Band, Choir, Orchestra, or a combination of Choir/Band or Choir/Orchestra. Current band or orchestra students may also elect to take two full periods of music which will include band and choir, orchestra and choir, or band and orchestra. Emphasis is placed on improving instrumental or vocal technique, reading musical notation, appreciating a variety of music styles, and demonstrating poise and effective stage presence through public performances.

Students with a strong interest in music have the opportunity to perform in many of the advanced ensembles that meet before school.

World Languages

Students have a choice of studying Spanish, French, or Chinese. Students will communicate in languages other than English, both in person and via technology, and gain and use knowledge and understanding of other cultures.

With successful completion of each half of the course at year end, a ½ high school credit is given at the end of each year in the two-year program.

Study Hall

Study Hall is a quiet place to study, read independently or use library materials. Students are expected to come to study hall prepared to work. Students must prepare for study hall as they would for class. They must bring all books and materials with them. They must arrive on time and must have a pass to leave.

Unified Arts

Unified Arts is an exploratory program for 7th grade students. To provide students with a variety of hands-on experiences and life skills, they participate in six-week rotations of the following: Family and Consumer Science, Industrial Technology, DARE/Decision Making, Career and College Readiness, and STEM.

Schedule Changes

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on student's needs and available class space. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite assessments or courses.

By asking students and parents to make wise decisions and to submit any pertinent information for special consideration to us in the spring of the year, schedule changes will not be made unless permission is granted by the principal based on special circumstances. Students may change their schedule if they meet one or more of the listed criteria:

1. If the school has made an error on the student's schedule.
2. If the student wishes to move from a study hall to a class (core or elective) where seats are available, and it is within the 2-week schedule change window.
3. Principal & Guidance Approval

Grades

Letter Grades

Letter grades are issued at Solon Middle School and report cards can be viewed in Powerschool each nine weeks and will reflect the record of achievement for the students during that nine- weeks period only. Grades will represent sufficient assigned work as a realistic evaluation for pupil progress. Between report cards, parents of struggling students will be notified. The grading system is based on the following standard:

Letter Grade Courses			
Letter Grade	Description	Grade Point Equivalent	Percent Ranges
A	Superior Work	4 points	90-100%
B	Above Average	3 points	80-89.9%
C	Average	2 points	70-79.9%
D	Below Average	1 point	60-69.9%
F	Failing	0 points	< 60%

No "+" or "-" grades will be given.

Honors Grades

Honors grades in Honors Geometry & Honors Algebra 2 will count as weighted points as part of his/her Solon High School GPA only if a student chooses to count the grade. Honors Geometry & Algebra Honors 2 points will NOT be weighted when figured in the Solon Middle School GPA.

Yearly Grades

Yearly grades are calculated by averaging the four quarters' percentages. The weighted points are as follows:

A= 4.5	B= 3.375	C= 2.25	D= 1	F=0
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Students taking World Language and Algebra I will receive high school course credit, but the grade is NOT counted in the student's high school GPA.

Students in O/S/U courses are graded by these standards:

O/S/U Courses		
Grade	Description	Percent Ranges
O	Outstanding	85-100%
S	Satisfactory	65-84.9%
U	Unsatisfactory	0-64.9%

Weighted Category of Grades

SMS nine-week grades are calculated in this manner:

Category	Weight
Summative Assessments (Common and Interim Assessments)	80%
Practical Application (Homework, Classwork, Projects)	20%

Homework

Homework will be assigned for a variety of reasons: preview, practice, review, extension. It will also provide teachers with a snapshot of what students know and can do as well as information about what additional help or support students need to be successful. Since homework is part of students' preparation for classroom and state assessments, all students are expected to complete all assignments. Students' grades will reflect the completion of all work, including outside assignments.

Missing Homework Procedure:

- 7th Grade Homework Policy-
 - **1st quarter-** one day to make up for 100% credit, then 75% until test
 - **2nd quarter-** one day to make up for 75% credit, then 50% until test
 - **3rd quarter-** one day to make up for 50% credit, then 25% until test
 - **4th quarter-** one day to make up for 50% credit, then 0% if not turned in
- 8th Grade Homework Policy
 - **1st/2nd Quarter:** 50% credit first day - 50% credit up to assessment
 - **3rd/4th Quarter:** 50% credit first day - 0 credit after first day

Attitude/Work Ethic

In addition to grades for academic performance, students also receive a rating score of 1- 4 (1- Excellent, 2- Good, 3- Satisfactory, 4- Improvement Needed) for attitude/behavior and work ethic in each class. The following criteria will be used to evaluate each student:

Attitude & Behavior: Respectful of self & others, follows rules and procedures, cooperates with teachers and students.

Work Ethic: Prepared for class with materials and homework, works cooperatively with others, participates in class activities, stays on task, seeks help when needed.

Honor Roll and Merit Roll

Students are recognized each nine weeks for their academic achievements using the following criteria:

- Honor Roll 3.5 – 4.0 Grade point average
- Merit Roll 3.0 – 3.49 Grade point average

All classes that issue letter grades are included in the Honor Roll and Merit Roll. At the end of the year, students who have been on the Honor Roll or Merit Roll for each of the first three grading periods are given special recognition for their efforts. A plaque is awarded to students who maintain a record of all A's (4.0 GPA) in all subjects for the first three grading periods throughout the year. O/S/U grades are not included in the GPA but will impact athletic eligibility.

Recognitions

Students who display significant achievements during the year are recognized for their accomplishments.

- Team recognitions throughout the year
- Student of the Month Awards
- Straight A, Honor Roll and Merit Roll Awards
- Athletic Awards
- End-of-the-year awards - Team Awards, Comet Awards, Community Service Awards, Academic Achievement Awards, Leadership Awards, Principal's Award

Incompletes

Students with incomplete grades at SMS will be given a due date for completion of work. The grade will be recorded if work is completed by the given deadline.

Failure/Retention

All students at Solon Middle School are expected to maintain passing grades throughout the year and be promoted to the next grade level.

Student academic progress is closely monitored throughout the year. Parents are informed about their child's grades through report cards, notes, and phone calls from teachers and letters and phone calls from school counselors.

- Students who earn one yearly grade of F will be recommended to attend summer school.
- Students who earn two yearly grades of F will be required to attend summer school.
- Students who fail more than two yearly grades of F may be retained in the current grade.

When a student receives failing grades, the decision to place the student in the next grade or retain the student in the same grade is determined in accordance with Policy 5410.

Parent Grade Viewer

Powerschool – This software technology allows both parents and students to access your student's information (via any Internet access at work or at home) reported directly from teachers' records.

All students receive a unique ID number and PIN code for accessing their current classroom information. The Powerschool system and school website provide the needed security between the viewer and the confidential teacher records. The student information can only make a one-way trip to you since you hold your student's ID and PIN. You may view your student's assignments report for each class.

To access Powerschool, go to our school website at <http://www.solonschools.org/sms> and click on the "Gradebook Parent Viewer" link under "News & Notes." Follow the instructions on the screen. If you plan on using the program, please note that missing assignments are recorded in the following ways.

- A blank means not graded
- A zero means 0 points awarded
- A zero with a "missing flag" means- missing assignment
- A zero with an "absent flags" means student was absent for the day and did not turn in work yet
- A "late flag" means assignment was handed in after due date
- An "EX" means exempt from assignment which will not count against the student.

The grades given in the reports may not reflect all corrected assignments, as they may not have yet been entered in the gradebook. Please realize that it takes time for the teacher to input grades into their gradebooks.

ID Numbers and PIN Codes will remain the same the entire year and are unable to be changed.

If you misplace your PIN Code, we will only re-issue your code through the mail. To request your PIN Code, please either send a signed letter or call the Main Office at 349-7398. **PIN Codes will not be issued over the phone.**

STATE ASSESSMENT SCHEDULE

All students will participate in the Ohio state assessments in the spring. Please make sure your child is in attendance during assessment dates. Make-up assessments will take place within days after testing.

ELA Assessments--- April 16 & April 18
Math Assessments — April 30 & May 2
8 Science Assessment --- May 7 & May

Academic Support

Solon Middle School Website

Students may access the Solon Middle School Website to obtain homework assignments. To access:

1. Go to the solonschools.org website
2. Click on “Select a School” and drop down to “Solon Middle School”
3. Click “Students” then drop down to “Teacher Webpages”

Solon Middle School Homework Slides

Each team has created homework slides for parents and students to access daily. Each slide will let families know the daily lesson, upcoming CIA & CA and homework for the evening.

7 East	8 East
7 North	8 North
7 West	8 West
7 South	

Parent-Teacher Conferences

Teachers or parents may initiate a conference by a phone call or written request. The request should specify the name or names of staff to be included in the conference and be addressed to the counseling office (349-7479). The time and date of mutual agreement will be established. Conferences can be held in person or virtually.

Guided Study Hall (GSH)

Guided Study Hall is offered to selected students who need supervision and a location to get missing work completed. Students who attend GSH are determined by classroom teachers and school counselors and are placed in GSH instead of an elective class. They will work to improve their academic achievement with the assistance of a staff member.

Support

Support is a class that offers additional academic support for students who are academically at-risk to meet their individual academic needs. Students who need the period of support, as determined by classroom teachers and school counselors, are placed in a support class instead of an elective class and work to improve their academic achievement with the assistance of a core area teacher and/or an interventionist.

Teacher Help Sessions

Many teachers are often available before and/or after school to provide help sessions for students. Students may also make appointments to see teachers when help is needed.

Library Media Center/Resource Center

This area includes library services, audiovisual center, and resource or research material center. This center is available to all students daily.

Testing Center

The Testing Center is available to students who need additional time to test and to students who miss a test due to a class absence.

Executive Sessions

Each team of teachers will spend five minutes each day helping students organize their materials and homework. Teachers will show the team homework slide, and students will be responsible for writing the information into their agendas.

STUDENT SUPPORT SERVICES

School Counselors/ School Psychologist

Each student is assigned a school counselor by grade level who will work closely with the entire family and apply a holistic approach to counseling during both 7th and 8th grade years.

The School Counselors support students' academic progress and goals, help develop their college and career related knowledge, skills, and pathways, and support their social/emotional development, skills and mindsets.

Nicole Westendorf
Class of 2027 (current 7th)
Phone: 440-349-7406

nicolewestendorf@solonboe.org

Brooke Voigt
School Psychologist
Phone: 440-349-7394

brookevoigt@solonboe.org

Wendy Dingman
Class of 2028 (current 8th)
Phone: 440-349-7404

wendydingman@solonboe.org

Elizabeth Roberto
Secretary
Phone: 440-349-7479

Elizabethroberto@solonboe.org

Students may make an appointment with their school counselor or stop in before/after school or during lunch or study hall. A teacher, administrator, or parent may also refer students to their counselor. SMS counselors facilitate the partnership of families, teachers, administrators, special services, and the community to help all students become ethical and productive members of our diverse learning community. We support The Comet Way of building Passion, Perseverance, and Character in our learning community on our shared journey toward excellence.

Safe School Helpline

The Solon Schools are connected to the Safe School Helpline, a free, confidential hotline available 24 hours a day, seven days a week. Students, parents, staff and community members are urged to use the Safe School Helpline to share information about safety and security and remain anonymous.

The toll-free number, **800-418-6423, ext. 359**, includes a secure voice mail box assigned specifically to the Solon Schools. Texting and the internet may also be used to make a report. To

text, enter **66746**, then type **TIPS**. To use the web, log in at www.safeschoolhelpline.com and make your report. Your phone number and email address will not be shared with your school.

When a person calls the Helpline, he or she is advised on how to leave the information and receives a case number with instructions to call back in a specified amount of time to receive confirmation that the message was received. The system sends a typed copy of the message to Solon School Superintendent, who then leads an investigation of the report and determines the appropriate action to be taken.

The Helpline should be used to report any information, remarks or actions seen or heard that could potentially jeopardize the safety of Solon students or is concerning in any way. For example, information regarding violence, theft, drug or alcohol use, weapons, talk of suicide and sexual harassment should always be reported.

Of course, students and parents are encouraged to contact administrators or teachers directly with such information, but if anonymity is a concern, the Helpline provides a way to ensure everyone's safety and protect identities at the same time. The Helpline is completely confidential as the system is not directly connected to the Solon Schools or its phone system in any way.

SAY Counselor

Social Advocate for Youth (S.A.Y.): Our SAY counselor provides professional services to our students. Services are aimed at preventing and reducing the use of alcohol and drugs as well as addressing teen depression, suicide and violence.

Say Counselor- Logan Babcock
(440) 349-7435
loganbabcock@solonboe.org

Parent Mentor

A Parent Mentor is someone who has a child with special needs who recognizes how overwhelming the special education maze can be for a family. The mentor's role is to listen to the concerns expressed by parents and provide helpful information to address those concerns. The mentor's focus is on working with parents and school personnel to develop goals and strategies to maximize the learning process for the child.

Parent Mentor- Joanna Innes
(440) 349-8039
joannainnes@solonboe.org

Co-Curricular Activities

All SMS 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. The participant must be present if arriving late for at least 3 full class periods on the day of the practice or contest to be eligible to participate in any team activity. This includes virtual learning attendance. If a participant is leaving early or has early dismissal, they must be present for at least 3 periods of the day. Medical appointments, funerals, or other emergencies may be excused, if approved by the coach and athletic director. If a participant is absent Friday or the day before a school vacation, he/she may participate in a weekend or vacation-day contest with parental permission

8th Grade Field Trip

The teachers at Solon Middle School plan an extended field trip for 8th grade students to Washington, D.C. for three days. The purpose of this trip is to extend the curriculum and provide opportunities for students that cannot happen in a regular school setting. Participation in the trip is a privilege students earn by exhibiting responsible and cooperative behavior throughout the school year. **Students who have been suspended (in school or out of school) will be denied the privilege to participate in these trips. Those with chronic or unpredictable behavior, lack of academic effort and poor attendance may also be denied the privilege to participate.** Students who cannot attend the field trip are expected to attend school. Decisions regarding participation are made by teachers and administrators.

7th Grade Field Day

In Grade 7, students will participate in a field day. Participation in the field day is a privilege students earn by exhibiting responsible and cooperative behavior throughout the school year. **Students who have been suspended will be denied the privilege to participate in this field day. Those with chronic or unpredictable behavior, lack of academic effort and poor attendance may also be denied the privilege to participate.** Students who cannot attend the field day are expected to attend school. Decisions regarding participation are made by teachers and administrators.

Student Fundraising

All school-sponsored fundraising activities must be approved by the principal. During school hours and/or school activities, students are not permitted to solicit funds from other students or staff members for non- school sponsored fundraising activities (i.e. parent group, booster club, or community organization).

Clubs and Organizations

A variety of clubs and other activities are provided for middle school students. We encourage students to participate according to their own interest and time constraints. These activities are open to all students.

Student Activity	Advisor	Day	Time
Academic Challenge	Mrs. Parillo	Th	3:40 p.m.
Anime Club	Mrs. Parillo	F	3:40 p.m.
Art Club	Mrs. Trutza	W	8 a.m.
Chamber Orchestra	Mr. MacDougall		8 a.m.
Chess Club	Mr. Dunlap	T, Th	7:30 p.m.
Choir Ensembles	Mrs. Bettinger	M, T, W, Th, F	7:30 a.m.
Christianity Club	Mrs. Woods	W	3:40 p.m.
Comet Connection Newspaper	Mrs. Aughinbaugh	Th	8:10 a.m.
The Comet's Tale	Mrs. Trutza	F	8:00 a.m.
Drama Club	Mrs. Aughinbaugh Mrs. Bettinger	T, W, Th	3:40 p.m.
Exceptional Children's Club	Mrs. Linek		8 a.m.
Future Problem Solving	Mrs. Hauptman	W	3:40 p.m.
Jazz Band	TBA		8 a.m.
Math Counts	Mrs. Daulton	Th	3:30 p.m.
Mindfulness Club	Mrs. Westendorf	F	8:00 a.m.
Power of the Pen	Ms. Macek Mrs. Parillo	M	3:40 p.m.
Recycling Club	TBD		8 a.m.
SADD	Ms. Rucci	Th	8 a.m.
Safe Space	Ms. Charney	Th	3:30 p.m.
Save Club	Mr. Babcock	T	8:00 a.m.
Science Olympiad	Mrs. Nair Mr. Brewer	T, Th	Evenings
SETV	Ms. Ferencie		
Ski Club	Mr. Cain	TBA	4 p.m.
Speech and Debate	Mrs. Castro	F	3:40 p.m.
Student Council	Mrs. Holsapfel	W	8 a.m.
School Yearbook	Mrs. Linek		TBD

Extracurricular Sport Teams

Solon Middle School is proud of its athletic teams, and we encourage all students to get involved in some aspect of the program. Student-athletes must have a completed athletic physical form on file and must maintain their scholastic eligibility. After-school practices usually run until 5:30. Athletes must arrange transportation pickup to leave the school premises immediately after practices, meets, and games are over. For coaches' names and up-to-date information, please consult the Solon Schools athletic webpage at www.solonschools.org/Athletics.

Season	Sport	Participants
Fall (Starts in August)	Football	Boys
	Soccer	Boys/Girls
	Cross Country	Boys/Girls
	Volleyball	Girls
	Tennis	Girls
	Cheerleading	Girls
Winter (Starts in November)	Swimming	Boys/Girls
	Basketball	Boys/Girls
	Wrestling	Boys
	Cheerleading	Girls
Spring (Starts in March)	Track	Boys/Girls
	Baseball	Boys
	Softball	Girls
	Tennis	Boys
	Lacrosse	Boys/Girls

Faculty Manager- Mrs. Bubonics & Mr. Cain

Conduct at Athletic Events

Students who stay after school to attend home games must remain in the gym or, at the football field or the track during the events. Students are not permitted to loiter in the cafeteria or roam the building. Good sportsmanship involves not only athletes but also spectators. Cheer for our teams, but do not BOO other players or officials. Most games and matches begin at 4:15 p.m.

STUDENT INFORMATION

Academic Dishonesty (Cheating/Plagiarism)

In an academically free society, it is important to share ideas and give credit to the original composer of the ideas. Solon Middle School expects its students to represent themselves with honesty and integrity in all academic settings. Plagiarism and cheating are unacceptable and will not be tolerated.

Cheating (Plagiarism) Definition: Plagiarism is the act of passing off as one's own the ideas, words, images, or writings of another. (TEXT refers to ideas, words, images, writings, etc.)

1. Acts of plagiarism/cheating include, but are not limited to the following (without acknowledgment or proper citation):
2. Copying and pasting text from online media or website
3. Copying text from any printed material (books, magazines, newspapers, etc.)
4. Rewording or altering text and claiming as your own
5. Using photo, video, or audio
6. Using the work of or collaborating with another student, a family member, or any outside party without teacher permission [Do not share any of your work with another student unless you have explicit permission from the teacher]
7. Purchasing or obtaining pre-written work from any individual or commercial source
8. Obtaining a translation from any individual or commercial source, including online translation services
9. Using an essay that was written for another class/purpose without both teachers' permission
10. Enabling another student to commit any of the above acts
11. Stealing a school assignment
12. Possessing and/or distributing a stolen school assignment. Any visible electronic device during an assessment (this includes cell phones, smart watches, AirPods, headphones).
13. Talking during an assessment without teacher permission
14. Looking at another student's work during an assessment
15. Using an Artificial Intelligence bot to generate work

The above applies to all kinds of academic work including, but not limited to: essays, exams [CIA,CA], homework, other assignments, computer programs, music scores, web pages, choreography, graphical depictions, visual representations.

Students should be aware that a cheating or plagiarism offense may negatively affect their participation in extracurricular activities and academic recognition

After School Activities

Students are encouraged to attend as many after school events as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

When our school day ends at 3:30, students involved in after-school activities must report to their designated areas by 3:40 and must arrange for transportation pick-up at the end of the activity. No loitering after activities is allowed. Students not involved in activities must leave the school by 3:40. Students who miss the bus or whose rides fail to arrive must report to the office.

It is strongly advised that students attending evening events as non- participants be accompanied by a parent or adult chaperone.

Announcements

News of school activities, special meetings, or other items of interest to you are made each morning prior to first period via our public address system (PA) and are posted under the SMS link on the [solonschools.org website](http://solonschools.org). During announcements, it is important that students listen carefully, do not talk, and consider writing down the information you may need.

Early Arrival

The SMS doors open at 7:20 each morning for students' **in-school activities only**. Students not attending a school activity cannot enter the building until 8:15 a.m. Students who come to school before 8:15 a.m. must remain outside until 8:15 a.m.

Emergency Contact Information

The school uses an online system called InfoSnap to update important student emergency contact information and parent notifications. All students must have all necessary information completed in InfoSnap at the beginning of the school year. Students will need at least two emergency contacts in addition to parents or guardians. These individuals are the only adults students would be released to for rides home or in case of illness or an emergency situation. All information must be entered online through InfoSnap. If you do not have computer or Internet

access at home, computers are available at the Solon Public Library. If you have difficulty, please contact the main office so we can be sure your child's information is up to date.

Hallway Conduct

- Always stay to the right of the hallway.
- Walk quietly; shouting is not permitted.
- Backpacks are NOT allowed to be carried during the school day.
- No wondering in the hallways
- No transitioning in opposite grade academic hallways.

Interrogation of Students

The school is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the school believes these agencies should conduct their investigations off school property, if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning. If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and she/he (or a designated school counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated school counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

*Administration reserves the right to talk to any student at any time.

Lockers

Lockers are located throughout the building and are assigned to students during the first week of school. New enrollees during the school year are assigned lockers via the assistant principal's office.

Each student is issued a locker in which to keep books, clothing, and other school supplies. The homeroom teacher will issue the combination. Due to the extensive building usage, students are required to keep their lockers locked at all times. Sharing the locker with other students is prohibited so please do not give the combination to friends. The school cannot be held responsible for lost or stolen items. Students are not permitted to change lockers without permission from your homeroom teacher.

Students are responsible for keeping their lockers clean and orderly. No food should be kept in lockers overnight. Scheduled building-wide locker cleanouts occur at the end of each quarter.

Lockers for individual classes, such as Physical Education, Music, or Industrial Technology are assigned by the classroom teacher. Students are expected to comply with the classroom teacher's directive on locker use.

Lost and Found

Space in the main office is used for lost and found items. Students may check lost and found before and after school or between classes after receiving permission from a secretary. No passes will be issued to students who stop by lost and found between classes. Unclaimed items will be given to charity at the end of each month.

Restroom Usage

Students are expected to use restrooms between classes and during lunch. Restroom usage during classes will be limited to emergencies only.

Safety Drills

Fire/evacuation, tornado, and lockdown drill information is clearly posted in each classroom and all other areas of the school. Teachers will review appropriate emergency procedures with students. Periodically, we will conduct drills as required by law and deemed necessary by the Principal. These drills may be unannounced to further prepare our students and staff to execute the proper procedures in case a real emergency were to arise. When an unannounced lockdown drill is conducted a message will be sent to parents via Blackboard Connect after it has been initiated to advise parents that it is occurring. Students are expected to take each drill seriously, follow all directions and behave appropriately. Outside speakers have been added to alert those outside the building that a lockdown has been initiated or for any other emergency or notification needs.

If it becomes necessary, evacuation plans are also in place for each school. The locations will not be determined until those incidents arise because primary and secondary locations may need to change. These locations and any potential dismissal needs will be communicated to parents.

Search and Seizure

School authorities are authorized to search a student or his/her property (including vehicles, purses, book bags, gym bags, etc.) with or without the student's consent, whenever the school authorities reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction.

Student lockers are property of the school and students have no reasonable expectation of privacy in their contents or in the contents of any other school property including desks or other school containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement.

The school may use at its discretion unannounced and random canine (Police Dogs) searches of school property to ensure the safety, order and discipline of the school.

Anything that is found during a search that may be used as evidence of a violation of school rules or the law can be confiscated, held or turned over to the police. The school reserves the right to not return any confiscated items.

Security

Students have no reasonable expectation of privacy in their actions in public areas including, but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The school may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Student Valuables

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, etc., are tempting targets for theft and extortion. The school is not liable for any loss or damage to personal valuables.

Student Well-Being

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, they must notify a staff member immediately.

Student Records

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s), legal guardian(s), or the student in accordance with law, yet be guarded as confidential information.

The Superintendent is responsible for the proper administration of student records in keeping with State law and federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files included in the student's cumulative folder will be available to parents, guardians, or the student, if over 18 years of age. No records are to be removed from the school and a principal, teacher or other qualified school personnel must be present to explain any of the tests and other material if requested.

The District designates the following personally identifiable information contained in a student's education record as "directory information," and it will disclose that information without prior written consent, except where the request is for a profit-making plan or activity: 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; or awards received. Parents may elect to prohibit the release of directory information as set forth in Policy 8330.

Telephone Calls

Telephones in the main office are for emergency use only. Except in the case of an emergency (life or death situation), students will not be called to the office to receive a phone call. Students may NOT use their cell phones to contact parents during the day to communicate an illness, a consequence or impending consequence, or to request a bus note, lunch money, or an early dismissal. All calls of this nature must occur from the clinic or the main office. When these

calls or texts are made from a student's cell phone, the student's phone will be confiscated and may result in consequence in accordance with Policy 5136.

Dropping Off Items at Security

In an effort to ensure our students continue to have ample opportunity to find success academically. Parents will be allowed to drop-off academic items **ONLY during the day until 10:30 a.m.**

- Limited to book bags, written assignments, glasses and textbooks.
- No food will be accepted (this includes from parents or food delivery services)

We will not call students down to collect the items; it will be their responsibility to stop by the main office or the lunch table at lunch to pick up the items. In addition, we will not take responsibility for items not picked up by the student.

Textbooks

Teachers will provide students with necessary textbooks without cost and will distribute textbooks during the first few days of school. We encourage students to cover all issued books. At the end of the year, all textbooks are to be returned to the teacher in the same condition as issued. Students will be charged a fine for the books that are damaged, lost or destroyed.

Use of Electronic Devices

In our continuous efforts to engage students in their learning, they are not permitted to use personal technology devices (ie: cell phones, Kindles, Nooks, iPads, electronic watches etc.) in classrooms.

Cell phones, electronic devices, and smart watches must be turned off and stored in students' lockers. Students must use their District- issued Chromebook for educational purposes during the school day.

The consequences for violating this policy will remain the same as currently stated in our Student Code of Conduct.

- **First-time offenders** will have the device confiscated. Parents will be notified that the device has been confiscated, the student will receive a warning and the device must be picked up by a parent.

- **Second-time offenders** will have the device confiscated. Parents will be notified that the student will be assigned a four-hour Saturday School, and the device must be picked up by a parent.
- **Third-time offenders** will have the device confiscated. Parents will be notified that the student will be assigned a one day in-school suspension, and the device must be picked up by a parent.
- **Fourth-time offenders** will have the device confiscated. Parents will be notified that the student will be assigned a one day out-school suspension, and the device must be picked up by a parent.

Students who refuse to hand over their phone to a staff member will automatically receive additional consequences and will need to be picked up by their guardian.

Be advised that taking pictures, audio or video recording of any student or staff member without permission is prohibited at any time on school property or at school functions and may result in suspension.

Please be advised that the Solon City Schools and Solon Middle School cannot be held responsible for student devices that are lost or stolen, and students are encouraged to keep their devices locked and secure at all times. We suggest you post a picture of yourself on your locked screen so that we can identify you as the owner in case you lose your device.

Students may use electronic devices before and after school, and at school-related functions. Use of electronic devices, except approved district issued laptops, at any other time is prohibited and they must be powered completely off and placed in your locker during the school day (i.e. not just placed into vibrate or silent mode). Students are personally and solely responsible for the care and security of their electronic device. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic devices brought onto its property, or the unauthorized use of such devices. Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

Visitors

Visitors, particularly parents, are welcome at our school. At the same time, we want to be sure we are maintaining the safest possible environment for our students. Prior to entering the school, all visitors must present a photo ID and sign in with the security aide at the school Security Booth at the front entrance to obtain a visitor badge prior to entering the school. Driver's license, state ID or passport are all acceptable forms of photo ID. Visitors, including

volunteers, must always display their visitor badge in the building. Any visitor found in the building without a badge will be directed to return to the Security Booth security desk or main office. Family members who wish to confer with a staff member, including the principal or school counselor, are asked to call for an appointment prior to coming to the school to arrange a mutually convenient meeting time. Visitors arriving without appointments or not for pre-approved volunteer activities or school programs will not be permitted to visit classrooms or travel beyond Welcome Center or office area. All visitors must also sign out at the Security Booth when they leave the school.

Students may not bring visitors to school without prior written permission from the principal. The school cannot accommodate requests for visiting friends and relatives to “shadow” or attend classes for a day.

TECHNOLOGY

Chromebook Guidelines

Students are responsible for the care of the Chromebook they have been issued by the school. Solon City School District provides a service plan for Chromebooks and each school maintains a Chromebook Help Desk at the Media Center. Broken or damaged Chromebooks must be taken to the Chromebook Help Desk. The help desk will provide students with a replacement device, or fix the existing one, limiting an interruption to time in class. **Do not take district-owned Chromebooks to an outside computer service for any type of repairs or maintenance.**

Chromebooks are assigned to students for three (3) years. Please observe the following guidelines to ensure that your Chromebook will stay in good condition for three (3) years.

- Please do not carry your Chromebook by the screen. Screens can easily crack when lifted by a corner.
- Please feel free to personalize your Chromebook iCover, but do not place stickers or drawing on the Chromebook itself. Vents CANNOT be covered.
- Please do not remove or tamper with the Solon City School District Asset tag.
- Please do not leave your Chromebook in a car. Exposure to extreme heat or cold may damage the Chromebook.
- Please do not place books or other objects on top of or against the Chromebook that could put pressure on the screen.
- Please clean the screen with a soft cloth. Always use a water- dampened towel to clean your screen or the cover of the Chromebook. Cleaning solvents can damage the screen.

Using your Chromebook at School

- Chromebooks should be fully charged before entering school each day.
- Never leave your Chromebook unattended or unsupervised.
- Chromebook charging station is in the cafeteria for your use. Please do not leave it unattended for a long period of time.
- Report loss or theft immediately.
- Remember that your Chromebook is for educational purposes.
- Always follow the district Acceptable Use Policy.
- Log into your Chromebook with their school email address only.

Loaner Chromebooks

You may borrow a Chromebook for educational purposes only from the media center, a charging cord will count towards a loaner Chromebook. On the 4th loaner Chromebooks per quarter, the following disciplinary actions may take place.

- 4th offense - 2 after-school detentions
- 5th offense- 3 after-school detentions
- 6th offense- 2-hour Saturday School
- 7th offense- 4-hour Saturday School
- 8th offense- 1 Day of In-School Suspension

Acceptable Technology Use Policy

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 can utilize the technology resources at Solon City Schools. There is no privacy expectation associated with a student's use of District technology. This policy also applies to the One 2 One initiative.

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 Solo 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, 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 copy-right, 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 resource, features, contents, or controls of
7. The technology resources that are restricted, confidential, or privileged.
8. Utilization of resources causing damage to or altering the operation, functions or design of the technology resources or contents.
9. 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.
10. Commercial, profit-motivated, or partisan political use.
11. 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 prosecutions.

Go Guardian

GoGuardian is an education-focused software that offers Chromebook management and web filtering in schools. GoGuardian allows teachers to focus students on the task at hand. The software blocks inappropriate websites and keeps track of the websites that a student visits on their school device during the school day. It can provide data and reports with a chronological timeline of websites visited and flag activity deemed inappropriate.

Parents and guardians are responsible for monitoring students on their devices during non-school hours. This includes weekends and holidays.

SMS EXPECTATIONS

Attendance Procedures

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classrooms and other school activities that cannot be replaced by individual study.

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high-quality work ethic, which will be significant factors in a student's success with future employers. This is a habit Solon Schools want to help students develop early as possible. Student attendance records will be made part of your child's student records.

State law requires that every child up to the age of 18 must attend school. The law is also very clear on what constitutes a legal excuse for an absence from school. No parent or guardian has the right to excuse his child or anyone else's child from school for any other reason than those outlined by the state. Even though students may be excused for their absences, the absences will be calculated in accordance with Board Policy 5200.

Absence Information

Parents/guardians must email (smsattendance@solonboe.org) or call (440-349-7405) the counseling office before 9:00 a.m. each day that a student is absent (special arrangements can

be made for extended illness). When placing the call or email, please leave the following information:

- **First and last name of the child followed by the spelling of the**
- **Child's last name**
- **Date of absence**
- **Reason for absence**

Students only need to bring a written note from parent/guardian if a phone call has not been received in the counseling office. Students returning to school without a phone call or note will be considered unexcused. This absence can be changed to excused (see criteria for excused absences) with a note or phone call from parent/guardian to the attendance office within twenty-four hours from the date of absence.

If no parent/guardian phone call is received in the attendance office, it is our policy to call the home of the absentee. It is also our policy to spot check students' absences even if a phone call to the school is received.

Attendance is checked at the beginning of each period. It is especially important that each student be present in first period in order to avoid being listed as absent for the entire day.

Students who are absent from school due to illness but are seen in or around the school or in the community during the school day could have their absence marked as unexcused. If a student is too ill to come to school, he/she is too ill to go anywhere else other than a doctor. Students who return to school for just one period or to obtain assignments must report to the office for an admit pass.

Excessive absence

House bill 410 defines excessive absence as a student who is:

- Absent 38 or more hours in a month with or without an excuse, or
- Absent 65 or more hours in a year with or without an excuse.

Within 7 days of your child reaching the number of hours identified, you will receive a letter. The District will work with you to develop an absence intervention plan to prevent absence in the future.

Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for schoolwork that is missed. House Bill 410 defines **Habitual truancy** as

- Absent 30 or more consecutive hours without a legitimate excuse
- Absent 42 or more hours in one month without a legitimate excuse
- Absent 72 or more hours in one year without a legitimate excuse.

When a student is habitually truant, the District is required to assemble a truancy intervention team to develop a truancy intervention plan. The team will be composed of staff members, who are familiar with the student and the programs, and parent(s). The purpose of the team is to identify specific barriers and solutions to attendance. These could include:

- Assign student to a truancy intervention program
- Provide counseling to the student
- Notify the Registrar of Motor Vehicles of the student's absences
- Require parent to attend a truancy prevention mediation program

Once the plan is in place, the goal will be to see an improvement in school attendance.

If the student refuses to participate in or has failed to make satisfactory progress on the plan within 61 days, the district is required to file a complaint with the Judge of the Juvenile Court in compliance with House Bill 410.

Excused Absence

Reasons for excused absence from school (based on Ohio attendance laws):

- Illness (doctor's excuse may be required in some special cases)
- Illness in the immediate family (with limitations)
- Death in the immediate family
- Death outside of immediate family
- Observation of religious holidays
- Medical appointment
- Planned absences. Solon Middle School must have knowledge of this one week before the student leaves. The student must present written verification from his parents to the assistant principal. Failure to fulfill this obligation could result in an unexcused absence for the entire students' vacation.
- Court appearance

- Emergency and other circumstances that in the judgment of the Superintendent constitute good and sufficient cause for absence from school. (See further description of this category below. All requests require an approved absence request form).

Reasons for excused absence from class:

Because of the wide variety of reasons for a student's absence from a particular class, the validity of an absence from class will be determined by the teacher or assistant principal in each individual case.

Miscellaneous Unexcused Reasons for Absences and/or Tardiness:

In the past, students have had many excuses for being absent or tardy. In order to alleviate conflict between the students and the office, students should note that all other reasons are unexcused (based on Ohio attendance laws).

- Car trouble of any kind (The Solon Board of Education provides transportation which delivers students to school on time)
 - Oversleeping
 - Missing the bus
 - 4. Traffic jam
 - Staying out of school an unnecessary length of time because of a doctor's appointment
 - Babysitting in non-emergency situations
 - Running non-emergency errands for parents or anyone else
- (Note: The validity of any other questionable reasons for absence or tardiness not listed above will be determined by the administration according to Ohio attendance laws.)

Absences During the School Year for Emergency and Other Circumstances for Good and Sufficient Cause

Excuses in this category may include absences for court appearances, educational trips, national athletic competitions, family trips that cannot be scheduled during school breaks and other individualized situations. With all requests for planned absences for good and sufficient cause, the Superintendent will consider the extenuating circumstances or hardship involved for the student and the student's family, the academic or other opportunity presented by the reason for the absence, the student's academic performance and any other information submitted.

No student absence will be approved to join another family's trip, or to extend the dates of an official school vacation period. Student trips during the school year are not considered excused under Board policy and Ohio law unless the student obtains approval from the Superintendent that the reason for the absence constitutes good and sufficient cause for missing school.

Whenever a proposed absence for good and sufficient cause is requested, parents must

discuss it with the building administrator. Parents must fill out the form for obtaining the Superintendent's approval. When the request is for a family trip, the parents must explain the hardship the family faces regarding why the trip cannot be taken during the usual vacation times.

Vacations/Planned Absences

It is strongly recommended that families do not take their child out of school for vacations. When a vacation must be scheduled during the school year, **the parents are required to email the school office** (smsattendance@solonboe.org) **including the dates requested**. Regardless of approval, these absences will count towards the excessive absence total for the student. If a student's hours of absence without legitimate excuse exceed the requirements set in House Bill 410, the family will receive a *Notice of Truancy Risk* to be signed and returned to the main office.

Tardiness/Early Dismissal

Reasons for excused tardiness to school:

A student who is tardy to school must report directly to the counseling office. If a student is tardy to class, he or she should report directly to that class. Students should be reminded that coming into class even one second late constitutes as a tardy. If he or she was detained by a teacher, the student should obtain a pass from that teacher before leaving that teacher, not the office. The office will assign detention for tardiness to school and will suspend chronic offenders. The classroom teacher will assign detention for repeated tardiness to class. Excessive tardiness to class will be referred to the assistant principal.

Refer to the Discipline Code at the end of this booklet for Tardiness Consequence.

Reasons for excused tardiness to school (which must be verified by a note from a parent):

1. Illness (with limitations, see bold print below)
2. Medical appointment

A student who is tardy to school **MUST** report directly to the counseling office to check into school. Students with a note from parent/guardian or doctor will be given an excused admit pass to class. If a student does not have a note, an unexcused admit pass will be issued.

Early Dismissals

Students who need to leave school at any time for a doctor's appointment or for any other reason must notify the counseling office before school on the day they want to be excused. A written note from parents will be needed to verify the dismissal and the student will be released at the designated time and the parent does not need to enter the school. No student will be released to a person other than a custodial parent or guardian without a written permission note signed by the parent or guardian identifying the name of the person. If the parent or guardian calls in the early dismissal, he or she must come inside for verification purposes.

Appointments

As a general rule, appointments are to be cleared through the counseling office before school by means of a written request from the parent to release the student from school at a specific time. Upon return to school, students must report to the counseling office for an admit pass. Appointments should be made outside of school hours whenever possible.

Continued or Prolonged Absence

If there is a chronic physical condition which may cause an unusual number of days of absence, the parent must file a doctor's excuse in the counseling office.

Academic Make-up

Any student who is absent for a valid reason, and whose absence is therefore excused, must make arrangements with his/her teacher for makeup work. Make-up work is due to the teacher as soon as possible. The number of days allowed should be equal to the number of days of absences. Students not completing make-up work in the allotted time will be assigned time to complete. A student who is classified as unexcused may not be given credit for work missed due to his absence. Students truant or absent for "out of school suspension" will make up school work for partial credit.

Student Records

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s), legal guardian(s), or the student in accordance with law, yet be guarded as confidential information.

The Superintendent is responsible for the proper administration of student records in keeping with State law and federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files included in the student's cumulative folder will be available to parents, guardians, or the student, if over 18 years of age. No records are to be removed from the school and a principal, teacher or other qualified school personnel must be present to explain any of the tests and other material if requested.

The District designates the following personally identifiable information contained in a student's education record as "directory information," and it will disclose that information without prior written consent, except where the request is for a profit-making plan or activity: 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; or awards received. Parents may elect to prohibit the release of directory information as set forth in Policy 8330.

Immunizations

As required by law, students must be current with all immunizations. The Ohio Department of Health requires a dose of Td or Tdap to be administered before a student enters the seventh grade. This dose is intended to be administered as a booster dose for students who have completed the required doses of the initial series of DTaP/DT/Td. Therefore, current sixth graders will need to show proof of having received this booster dose before they can return to school at SMS in the Fall.

If students have completed the original DTP/DTap/DT series and later received Td or Tdap for an injury or other reason within five (5) years of entering 7th grade, they need not be re-immunized. Please provide proof of the date of the Td or Tdap.

For the safety of all students, students may be excluded from school if the student does not have the necessary immunizations or the authorized exemptions.

CLINIC

Students who become ill during the day should report to the clinic as soon as possible with a pass from their teacher. If the student is ill enough to go home, the school nurse will contact the parent(s), and with parent permission the student will be excused to go home. If the parents cannot be reached, or if the problem is temporary, the student will remain in school. Students are not to use their personal cell phones during the school day to contact parents about an illness nor should parents come to the school to pick up their sick child based on a cell phone call or text. Again, students must report to the clinic and the school nurse will contact parents, if necessary, regarding illnesses.

The school nurse is not permitted by law to provide or dispense any medication including aspirin, Tylenol, cough drops, etc. Students are not permitted to be in possession of medication or store any medications in their lockers unless otherwise authorized in accordance with Policies 5330 and 5336. Prescription drugs may be dispensed in compliance with the District Medication Policy.

If the student leaves a class under an “emergency” condition, he/she must receive a note from the nurse or the office to be admitted back to class.

If the clinic is not open, the student is required to report to the main office. No student may leave the building or spend time in the lavatory under the guise of illness.

The phone number for the clinic is 440-349-7402.

Emergency Medical Information

State law requires that all students have an emergency medical card completed and signed by a parent or guardian on file in the school office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation to the school office/ clinic.

Administration of Medicine

Many students are able to attend school regularly only through use of medication. If possible, all medication should be given by the parent/ guardian at home.

If this is not possible, it will be done in accordance with regulations consistent with state laws and approved by the Solon Board of Education. To prevent any unforeseen and/or unfortunate

circumstances, parents are required to follow these procedures for any child who is required to take medication during school hours.

For the purpose of this policy, “medication” shall include all medicines, including those prescribed by physician and non-prescribed (over-the-counter) drugs, preparations, and/or remedies.

1. The school nurse, health aide, principal, or designee will supervise the storage and dispensing of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
2. Written permission must be received from the parent or guardian of the student requesting the school district comply with the physician’s order. The school nurse, health aide, principal or designee must receive statement (FORM PPS 27 may be used) signed by the physician who prescribed the drug that includes the following information:
 - a. Name and address of child.
 - b. School and class in which the child is enrolled
 - c. Name of the drug and dosage to be administered.
 - d. The time or intervals at which each dosage of the drug is to be administered.
 - e. The date the administration of the drug is to begin.
 - f. The date the administration of the drug is to cease.
 - g. Any severe adverse reactions that should be reported to the physician and one more phone number at which the physician can be reached in an emergency.
 - h. Special instructions for administration of drug, including sterile
 - i. conditions and storage.
3. The parent/guardian or other person having care or charge of the student must submit a written request for such services which contains:
 - a. A statement that they agree to submit a revised statement signed by the physician who prescribed the drug to the building principal or other designated individual if any of the information originally provided by the physician.
 - b. No person employed by the Solon Board of Education will be required or permitted to administer a drug to a student except pursuant to requirements established under Policy 5330. changes.

Control of Blood-borne Pathogens

Solon seeks to provide students a safe educational environment for students and takes appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/ or during their participation in school-related

activities. While the risk of exposure is low, students must assume all body fluids are potentially infectious and must take precaution to follow universal procedures to reduce risks and minimize and/or prevent the potential for accidental infection. Students who have contact or are exposed must notify his/her teacher, who will contact the school nurse or building principal, and will assist the student. The parents of the student who is exposed and the parents of the student who caused the exposure will be contacted.

CAFETERIA

Solon Middle School provides a full-service cafeteria, equipped with a restaurant kitchen and staffed by full-time professional personnel. State and local licenses and regulations governing preparation, food service and sanitation are in effect.

For purposes of sanitation and pest control, the cafeteria is the only designated dining area. Food and drinks are not allowed in the hallways. **All lunches/snacks must be consumed in the cafeteria. Students are required to remain in the cafeteria area during their assigned lunch.**

Free and reduced priced lunch meals will be provided to students who meet the federally established guidelines. Applications and qualifications are available online and at the Solon City Schools central office.

The Solon City School District uses a computerized point of sale system to enhance the cafeteria's service. 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.

PaySchool Central

The cash-less system results in more efficiency and quicker service for students, so we encourage parents to pre-pay for meals (cash only). We offer PaySchools Central, an online pre-pay site. PaySchools Central accepts VISA, MasterCard and Discover cards. Money not used will carry over to the following year. To access PaySchools Central go to the parents tab on the Solon Schools website (<http://www.solonschools.org>) Parents will receive a notification when a student's account is low.

Please review your child's Student ID number as this is the number that will be used to access their PaySchools Central account when purchasing any a la carte offerings. The Food Service Department's policy states that checks are not accepted in the school office as payment for school lunches. Your

options will be to deposit money into your child's PaySchools Central account with cash to the school's front office, or to use your credit and/or debit card for the transaction on the District's website. There will be no fee associated with this transaction, but it will take up to two days to post on your child's lunch account. This can be accessed through the Solon Schools' website, under the Parents tab. We encourage you to fund your child's lunch account using the automated system but will continue to accept cash through the school office as payment as well.

STUDENTS' RIGHTS, RESPONSIBILITIES, AND DISCIPLINE

Introduction

The primary goals of the Solon City Schools are to develop each child's potential for learning and to foster positive interpersonal relationships. Essential to the achievement of these goals is reasonable and necessary order in the educational institution itself. No institution or organization can endure or operate effectively without some form of control over the people it serves, be it home, school, or government. All parties participating in the school community must share the responsibility for maintaining this control.

Parents or guardians have the primary responsibility for establishing and maintaining positive discipline with their children. While students are in school, however, members of the school staff must act in the place of parents in maintaining discipline. Members of the school staff are expected to make every effort to correct and effectively resolve disciplinary problems that occur within their range of responsibilities. Therefore, they shall have the authority necessary to maintain a proper learning climate using reasonable enforcement to prevent and stop any act of interference with the scholarly, disciplined atmosphere of the school. They may call upon other school personnel to help in discharging their responsibilities. Teachers may refer students to the building administrator who is then responsible for determining the necessity for, and the nature of, further disciplinary action.

Student's Rights and Responsibilities

Students share with members of the professional staff the responsibility for maintaining a proper environment for learning within each school. This environment can best be achieved by all parties working together. Students are entitled to know the framework of procedures within which they are expected to assume personal responsibility for their actions and to know the disciplinary measures to be taken when they fail to show this personal responsibility.

School Discipline

The maintenance of school discipline and proper behavior is essential to the establishment of a proper learning environment. Students have a responsibility to cooperate with and to assist the school staff in the orderly and efficient conduct of the schools. Students are also responsible for abiding by the rules and regulations established by the Solon Board of Education and implemented by school administrators.

A breach of discipline is any conduct of pupils which interferes with the maintenance of a proper learning environment. Acts of behavior which tend to conflict with the educational program or which are antagonistic to the welfare of other students, the staff, and/or Solon City Schools cannot be tolerated. Student lockers and desks are school property and, as such, may be subject to periodic inspections. In addition, parking on school property is a privilege not a right and cars parked on school property are subject to routine patrols by school officials, and cars may be searched when reasonable suspicion is determined.

The procedures and other elements of the following discipline policy set forth general guidelines for all schools. However, there is a recognized distinction between students of differing ages and maturity, and it is reasonable to expect that, at times, resorting to the more formal steps of denying educational participation will be tempered by reference to such distinction.

Disciplinary action is determined based primarily on the type of offense committed. Other factors such as the frequency of an offense as well as the child's age are considered. Although the disciplinary options listed below allow for a progressive disciplinary process, all defined below may not be considered or appropriate in a given case. **Offenses of a repetitive or more serious nature may result in discipline commensurate with the seriousness of the offense and may justify suspension and/or expulsion without reference to previous reprimands.**

A. Definitions

The following provides a definition for the types of the disciplinary actions that may take place.

1. **Verbal warning** - A warning to a student that his/her conduct is in violation of school rules. It may be issued by any authorized school official including teaching or non-teaching personnel.
2. **Parent notification** - Direct contact by telephone or letter with a parent or legal guardian of a student to inform them that their child's conduct was in direct violation of school rules.
3. **Detention / Extended Detention** - The assignment of a student to spend time in addition to regular school time for violation of school rules.
4. **Parent conference** - A meeting with a parent(s) or legal guardian(s) to discuss specific violations of school rules and the impending action school officials may take.

5. **Saturday School** - A discipline procedure by which a student is required to attend a Saturday detention from 8 a.m. to 10 a.m. or 8 a.m. to noon.
6. **Community Service** - When a student is assigned to Community Service, the student shall be given notice of the intention to impose Community Service and the reasons for the intended Community Service. Parents will be notified when a student is assigned to Community Service. Assignment of Community Service will be at the discretion of a building administrator.
7. **Disciplinary removal** - The removal of a student from a class, special privilege, or from participation in an extra- curricular activity. During the disciplinary removal period a student will not be permitted to take part in any school function or activity.
8. **Emergency removal** - The removal of a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the curricular or extra-curricular school activities according to Policy 5610.03.
9. **In-School Suspension** - An alternative to the normal classroom environment that allows a student to remain in school and work on and receive credit for class assignments under close supervision. The student will be allowed to ride the bus to and from school. The student will not attend any school functions during the school day or participate in any extra-curricular activities.
10. **Out-of-School Suspension** - The removal of a student from school for not more than ten (10) days. During the period of suspension a student will not be permitted to attend any school function or activity. Students suspended out of school will be permitted to receive credit for tests and major projects. However, students will not receive credit for class work during a period of suspension.
11. **Referral to Outside Authorities** - Referral by a school administrator to juvenile authorities for conduct which is not only in violation of school rules but also the law.
12. **Expulsion** - The removal of a student from school for a period not to exceed 80 school days. The length of an expulsion may be up to one full year for violating district policy regarding firearms, knives, bomb threats and offenses that are criminal when committed by an adult and cause serious physical harm to persons or property, all in accordance with Board Policies 5610 and 5772. Expulsions may extend beyond semesters and school years. During the period of expulsion a student will not be permitted to take part in any school function or activity. In addition a student will not receive credit for class work during the period of expulsion.
13. **Permanent Exclusion** - State law provides for the permanent exclusion of a student, sixteen (16) years of age or older who engages in certain criminal activity.

Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school or at any school activity:

- a. carrying a concealed weapon or mine, and this is going to bring that I don't care, conveying or possessing deadly weapons;
- b. possessing, selling or offering to sell controlled substance;

- c. rape, gross sexual imposition or felonious sexual penetration;
- d. murder, aggravated murder on school property or at a school function.

Complicity to commit any of the offenses described above may also result in permanent exclusion, regardless of the location where that complicity occurs.

B. Procedures

Disciplinary action such as verbal warning, parent notification, detention, removal of privileges, parent conference, disciplinary removal, and referral to juvenile court do not require special procedures before being implemented.

In the case of Saturday School, community service, emergency removal, suspension, expulsion, and reassignment, the following procedures will be used:

1. **Saturday School** - Before a student is assigned to Saturday School, the student shall be given written notice of the intention to impose a Saturday School assignment and the reasons for the intended Saturday School assignment. Parents will be notified when a student is assigned to Saturday School.
2. **Community Service** - Before a student is assigned to Community Service, the student shall be given written notice of the intention to impose Community Service and the reasons for the intended Community Service. Parents will be notified when a student is assigned to Community Service. When Community Service is offered, it is offered as an alternative to Out-of-School Suspension.
3. **Emergency Removals** - When circumstances are such that a student's continuing presence is reasonably certain to pose a continuing danger to persons or property or an ongoing threat of disrupting curricular activities or from the school premises, the superintendent, principal, or assistant principal may remove a student from curricular activities, or from the school premises without complying with the notice and hearing requirements required prior to suspension or expulsion.

If a student is removed under emergency removal, written notice of the reason(s) for the removal and written notice of the hearing to be held regarding the removal shall be given to the student as soon as practicable prior to the hearing. Parents will be notified when a student is removed under this section.

The hearing shall be held in accordance with the procedure set forth under the suspension procedure, unless it is probable that the student may be subject to expulsion. In that event, the hearings shall be held in accordance with the procedure set forth under the expulsion procedure except that the hearing shall be held within three (3) school days of the initial removal. The individual who ordered, caused, or requested the student's removal under this

Article shall be present at the hearing.

4. **In/Out-of-School Suspension** - When the alleged misconduct becomes known, the student shall be given written notice of the intention of suspension and the reasons for such action by the superintendent, principal, assistant principal or other administrator. The student will be given an opportunity to appear at an informal hearing before the principal, assistant principal, superintendent or superintendent's designee and challenge the reasons for the suspension or otherwise explain his/her actions.

Within one (1) school day after the time of a student's suspension, the superintendent or principal shall send written notice of the suspension to the student's parent, guardian, or custodian and the Treasurer of the Board of Education. The notice shall include the duration of the suspension and the reasons therefore. It also shall include notification of the right of the student or his/her parent, guardian, or custodian to appeal the suspension to the Board of Education or its designee by notifying the Board's Treasurer within fourteen (14) calendar days of the suspension, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the suspension, and to request such hearing be held in executive session. The Board or its designee, however, shall act upon a suspension only at a public meeting.

The Board, by majority vote of its full membership, or by the action of its designee, may affirm the suspension or may reinstate the affected student or may otherwise reverse, vacate or modify the order of suspension.

5. **Expulsion** - Prior to any expulsion, the superintendent shall give the student and his/her parent, guardian, custodian, or representative written notice of the intention of expulsion.

The notice shall include the reasons for the intended expulsion, notification of the opportunity of the student, and his/her parent, guardian, custodian, or representative to appear before the superintendent or his/her designee to challenge the reasons for the intended expulsion or otherwise to explain the student's actions, and notification of the time and place to appear. The time to appear shall not be earlier than three (3) nor later than five (5) school days after the notice is given, unless the superintendent grants an extension of time at the request of the student or his/her parent, guardian, custodian, or representative. If an extension of time is granted, the superintendent shall notify the student and his/her parent, guardian, custodian or representative of the new time and place to appear.

Within one school day after the time of any expulsion, the superintendent shall send written notice to the student and his/her parent guardian, or custodian and the Treasurer of the Board of Education. The notice shall include the duration of the expulsion and the reasons therefore. It also shall include notification of the right of the student or his/her parent, guardian, or custodian to appeal the expulsion to the Board of Education or to its designee by notifying the

Board's Treasurer within fourteen (14) calendar days of the expulsion, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee, and to request that such hearing be held in executive session. The Board or its designee, however, shall act upon an expulsion only at a public meeting.

6. **Permanent Exclusion** - State law provides for the permanent exclusion of a student, sixteen (16) years of age or older who engages in certain criminal activity.

Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school or at any school activity:

- a. carrying a concealed weapon or conveying or possessing deadly weapons;
- b. possessing, selling or offering to sell controlled substance;
- c. rape, gross sexual imposition or felonious sexual penetration;
- d. murder, aggravated murder on school property or at a school function.

Complicity to commit any of the offenses described above may also result in permanent exclusion, regardless of the location where that complicity occurs.

Times/Place

Unless otherwise noted in the individual section, this code shall be applicable to any conduct: on school grounds, during and immediately before or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds at a school-sponsored activity, function, or event; on a school bus or conveyance; or at any other time when the student is subject to the authority of the school. Students may be subject to discipline for violation of the discipline code regardless of where the misconduct takes place if the misconduct is connected to activities or incidents that have occurred on property owned or controlled by the Board.

MISCONDUCT FOR WHICH ANY DISCIPLINE INCLUDING SUSPENSION AND EXPULSION MAY OCCUR

Each of the following describe misconduct that may result in a disciplinary consequence, including a suspension, expulsion, or both. **When minimum consequences are described, the administrators and school officials have complete discretion, based on their judgment of the particular circumstances, whether to impose minimum consequences or greater consequences.**

Parents/guardians and students should refer to the school handbook and Board Policy for potential consequences beyond what is specified within this section. Any more specific provision contained in a building-level code of conduct controls over the general provisions contained herein.

A. Disruption of School

Students shall not use violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance or any other conduct; cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school.

Students shall not urge other students to engage in such conduct for the purpose of causing, attempting or threatening to cause the disruption or obstruction of any lawful mission, process, activity or function of the school.

While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule:

1. Unauthorized presence in any school building, school grounds or part thereof
2. Blocking the entrance or exit of any school building
3. Setting fire or attempting to set fire to or damaging or attempting to damage or defacing or attempting to deface any school building or property
4. Making, by telephone call, letter electronically or other means, a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function or event on or off school grounds
5. Activating or attempting to activate the alarm system or AED units in the absence of a fire or emergency
6. Preventing or attempting to prevent by physical act or verbal utterance, the convening or continuing functioning of any school, class, or activity or any lawful meeting or assembly on or off the school property
7. Preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event
8. Except under the direct instruction of the principal or other authorized school personnel, blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event

Minimum consequence:

Violation in this area may result in suspension or recommendation for expulsion

A1. Classroom Disruption

Behavior which interferes with instruction will not be tolerated. The teacher has the right and responsibility to maintain order in the classroom. The severity of the consequence will depend on the extent of the disruption.

Minimum consequence:

The severity of the consequence will depend on the extent of the disruption.

B. Damage, Destruction, Vandalism

Students shall not cause or attempt to cause damage to school property. If school property is damaged, the school will require restitution. If personal property is damaged, the school will help facilitate

exchanged information between all parties involved.

Minimum consequence:

- **First offense-** 5 day of out-of-school suspension
- **Second offense-** 10 day of school suspension and recommendation for expulsion

C. Theft, Possession of, or Unauthorized Removal or Use of School and/or Private Property

Students shall not misappropriate, steal, or attempt to steal school or private property or attempt to engage in or participate in the unauthorized removal or use of, including the possession of misappropriated or stolen materials, of school or private property.

Minimum consequence:

- **First offense-** 3 day of out-of-school suspension
- **Second offense-** 5 day of out-of-school suspension
- **Third offense-** 10 day of out-of-school suspension and recommendation for expulsion

D. Fighting/Physical Assault

A student shall not cause or attempt to cause physical injury to a school employee, authorized school visitor, or another student.

Minimum consequence:

- **First offense-** 5 day of out-of-school suspension
- **Second offense-** 10 day of out-of-school suspension and may recommend for expulsion

D1. Threats

Students shall not make verbal or written threats directed towards school property, any school employee, authorized school visitor, or any other student. A threat assessment may be administered based on the nature and severity of the threat.

Minimum consequence:

Solon Middle School does not tolerate threats made to students or teachers. A threat to harm or kill another person could result in a 10-day out-of-school suspension with a recommendation for expulsion. For the safety of all students and staff members, a threat assessment will be used to determine the severity of the threat as well as the consequence.

D2. Aggressive Conduct/Disrespect/Intimidation

Students shall not engage in behavior that causes or may cause harm to themselves or others or puts themselves or others at risk of harm. Students shall not intimidate, insult, annoy or attack using physical, verbal, written or electronic action (including text messaging, instant messaging, social networking, photos, videos, etc.) any member of the school community. Any action that creates fear or harm, an intimidating or hostile education or work environment, without displaying a weapon and without subjecting the victim to actual physical attack (i.e., bullying, hazing, threat of harm) is prohibited. Harassment and intimidation may be reported to local police.

Minimum consequence:

- **First offense-** 3 day of out-of-school suspension
- **Second offense-** 5 day of out-of-school suspension
- **Third offense-** 10 day of out-of-school suspension and recommendation for expulsion

D3. Bullying

Any intentional written, verbal, graphic or physical act(s) 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). Bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistants (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(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Minimum consequence:

- **First offense-** 10 day out-of-school suspension and recommendation for expulsion. All offenders will be reported to proper authority

D4. Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that: a) places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property; b) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or c) has the effect of substantially disrupting the orderly operation of a school.

Minimum consequence:

- **First offense-** 3 day of out-of-school suspension
- **Second offense-** 5 day of out-of-school suspension
- **Third offense-** 10 day of out-of-school suspension and recommendation for expulsion

D5. Horseplay

Engaging in rough or boisterous play that is not rooted in anger or malicious intent by either party. Intended horseplay by one individual which results in an unsafe condition, physical injury, and/or destruction of property will be treated more severely than the beginning consequence for horseplay (at the discretion of the administrator). If damage occurs, the school will require restitution.

Minimum consequence:

- **First offense-** 2 hour Saturday School
- **Second offense-** 4 hour Saturday School
- **Third offense-** 1 day in-school suspension

E. Smoking

Students shall not possess, use, transmit, conceal or roll cigarettes or tobacco products including smokeless tobacco products.

Minimum consequence:

- **First offense-** 5 day out-of-school suspension
 - Suspension may be reduced to 3 day out-of-school if the student agrees to participate in an educational program (Reduction of 5 day out-of-school suspension can only be used for first offense)
- **Second offense-** 7 day out-of-school suspension
- **Third offense-** 10 day out-of-school suspension

E1. Vaping

Students shall not possess, use, transmit, conceal or sell any electronic smoking products or devices including, but not limited to: vaporizers, chargers, Juuls, vape pens, vape mods, e-cigarettes, dab pens, e-liquids, e-juice, etc.

Please Note: E-cigarettes, vaping, juuling, or the use of other similar devices that are used to inhale or ingest foreign substances, will initially be treated as a drug offense. Within twenty-four (24) hours of the violation, the student may complete an approved drug screen with an approved testing facility. Test results must be sent directly to the school administrator from the testing facility. Upon receipt/ review of the results, if the administration is able to clearly establish that no illegal substance (other than nicotine) has been discovered, the administrator may reduce the violation to a vaping offense.

Minimum consequence:

- **First offense-** 5 day out-of-school suspension
 - Suspension may be reduced to 3 day out-of-school if the student agrees to participate in an educational program (Reduction of 5 day out-of-school suspension can only be used for first offense)
- **Second offense-** 7 day out-of-school suspension
- **Third offense-** 10 day out-of-school suspension

F. Narcotics, Alcoholic Beverages, Stimulant Drugs, Anabolic Steroids

During school and immediately before or after school hours, summer school, travel on any school-provided transportation or any school-sponsored activity held on or off school property, students shall not possess, buy, offer to sell, sell, use, supply, transmit, or apply any anabolic steroids or mood-altering chemical of any kind including alcohol. "Possession" includes, without limitation, retention on the student person or in purses, wallets, lockers, desks, or automobiles parked on the school property. "Mood-altering chemical" includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol, intoxicating inhalants, and prescription drugs, unless authorized by a medical prescription from a licensed physician and kept in the original container, which container shall state the student's name and directions for proper use. Also included are over-the-counter medications taken without parental permission.

A student may be allowed an over-the-counter medication upon the written authorization of the parent or physician. The parent or physician must complete Form 5330 F1, Prescriber and Parent Request for the Administration of Medication at School and submit it to the nurse for filing in the student's records.

E-cigarettes, vaping, juuling, or the use of other similar devices that are used to inhale or ingest foreign substances, will initially be treated as a drug offense. Within twenty-four (24) hours of the violation, the student may complete an approved drug screen with an approved testing facility. Test results must be sent directly to the school administrator from the testing facility. Upon receipt/review of the results, if the administration is able to clearly establish that no illegal substance (other than nicotine) has been discovered, the administrator may reduce the violation to a vaping offense. (See letter E1).

Notwithstanding the progressive discipline policy outlined above, administrators will observe the following procedures in regard to violations of this rule. When students are found to be under the influence, to possess or sell illegal substances, the administrator will promptly report such cases to the local police authorities.

Minimum consequence:

- **First offense-** 10 day out-of-school suspension
 - Suspension may be reduced to no less than 5 day out-of-school if the student agrees to participate in a program with a chemical dependency counselor
- **Second offense-** 10 days out of school suspension, and student may be recommended for expulsion.

G. Failure to Comply with Directives (Insubordination)

Students shall comply with directives and requests of teachers, student teachers, substitute teachers, educational aides, bus drivers, principals, and other school personnel.

Minimum consequence:

- **First offense-** 2 hour Saturday School
- **Second offense-** 4 hour Saturday School
- **Third offense-** 1 day in-school suspension

H. Failure to Accept Discipline or Punishment

Students shall not refuse to accept discipline or punishment from teachers, student teachers, substitute teachers, educational aides, bus drivers, principals, or other appropriate school personnel.

Minimum consequence:

The severity of the consequence will depend on the extent of refusal to accept discipline.

I. Cheating / Plagiarism

Cheating or Plagiarism is defined as the act of passing off as one's own the ideas, words, images, or writings of another. (TEXT refers to ideas, words, images, writings, etc.)

Acts of plagiarism/cheating include, but are not limited to the following (without acknowledgment or proper citation):

1. Copying and pasting text from online media or website
2. Copying text from any printed material (books, magazines, newspapers, etc.)
3. Rewording or altering text and claiming as your own
4. Using photo, video, or audio
5. Using the work of or collaborating with another student, a family member, or any outside party without teacher permission [Do not share any of your work with another student unless you have explicit permission from the teacher]
6. Purchasing or obtaining pre-written work from any individual or commercial source
7. Obtaining a translation from any individual or commercial source, including online translation services
8. Using an essay that was written for another class/purpose without both teachers' permission
9. Enabling another student to commit any of the above acts
10. Stealing a school assignment
11. Possessing and/or distributing a stolen school assignment. Any visible electronic device during an assessment (this includes cell phones, smart watches, AirPods, headphones).
12. Talking during an assessment without teacher permission
13. Looking at another student's work during an assessment

The above applies to all kinds of academic work including, but not limited to: essays, exams [quizzes, tests], homework, other assignments, computer programs, music scores, web pages, choreography, graphical depictions, visual representations.

Minimum consequence:

- **First offense-** "0" on assignment, must re-do assignment, communication with parent, discipline referral
- **Second offense-** "0" on assignment, must re-do assignment, communication with parent, 4 hour Saturday School
- **Third offense-** "0" on assignment, must re-do assignment, communication with parent, 1 day in-school suspension

J. Weapons, Dangerous Instruments, Fireworks and Explosives

Students shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument. Weapons and dangerous instruments shall include any object which is intended to be used or is used to inflict physical harm or property damage or to threaten to inflict such harm or damage.

Students shall not possess, handle, transmit, sell, conceal or bring onto school grounds any fireworks, explosives, or munitions, nor shall students ignite, explode or detonate or attempt to ignite, explode or detonate fireworks, explosives, or munitions.

Minimum consequence:

- **First offense-** Ten (10) days Out-of-School Suspension and a recommendation for expulsion will be the recommended penalty for violation in this area. All offenders will be referred to the proper legal authority.

K. Profane, Vulgar or Improper Language or Gestures

Students shall not display, speak, write, or use profane, vulgar, derogatory, demeaning or other improper or inappropriate language, signs or actions or pornographic materials in the school setting. Students shall not use threatening, vulgar, profane or abusive language or make a threatening, vulgar, profane, or abusive gesture toward any school employee, authorized school visitor, or any other student. Inappropriate language directed at or towards another individual may be subject to a more significant disciplinary consequence at the discretion of administration.

Minimum consequence:

- **First offense-** 2 hour Saturday School
- **Second offense-** 4 hour Saturday School
- **Third offense-** 1 day in-school suspension

Profane language used towards staff may result in more severe consequences

L. Extortion

Students shall not use or attempt to use an expressed or implied threat, violence, harassment, coercion or intimidation to obtain money or any other type of property belonging to another student, a school employee or other person.

M. Gambling

Students shall not engage in or promote games of chance, placing of bets, or risk anything of value.

N. Truancy, Tardiness or Class Cutting

Students shall not be absent from all or any portion of the regularly scheduled classes or other mandatory activities without school authorization and parental consent.

Minimum consequence:

- **Truancy (Arriving to school after 2nd period)**
 - **First offense-** 4 hour Saturday School
 - **Second offense-** Two 4 hour Saturday Schools
 - **Third offense-** 1 day in-school suspension
 - **Fourth offense-** 2 days in-school suspension
 - **Fifth offense-** 3 days in-school suspension
 - **Sixth or more-** 5 day in-school suspension with possible legal action
- **Tardy to School (signing into school from 8:40- 10:10)**
 - **First offense-** warning
 - **Second offense-** warning
 - **Third offense-** one detention
 - **Fourth offense-** two detention
 - **Fifth & sixth offense-** 2 hour Saturday School
 - **Seventh & eighth offense-** 4 hour Saturday School
 - **Ninth & tenth offense-** two 4 hour Saturday Schools
 - **Eleventh & Twelfth offense-** 1 day in-school suspension

- **Thirteenth & Fourteenth offense-** 3 day in-school suspension
- **Fifteenth and beyond-** 1 day out-of-school suspension

All tardies will start over at the beginning of the 2nd semester

- **Tardiness to Class (5 minutes or less)**
 - **First offense-** warning
 - **Second offense-** warning
 - **Third offense-** one detention
 - **Fourth offense-** two detention
 - **Fifth offense-** office referral
- **Class Cut (More than 5 minutes late to class)**
 - **First offense-** 2 hour Saturday School
 - **Second offense-** 4 hour Saturday Schools
 - **Third offense-** 1 day in-school suspension
 - **Fourth offense-** 3 days in-school suspension
 - **Fifth offense-** 1 day out-of-school suspension

O. Trespass

Students shall not enter upon school grounds or premises of a school building to which the students are not assigned during or after school hours except with the express permission of the school principal of that building or to attend or participate in a school-sponsored event in which their regularly assigned school is involved or where students from their regularly assigned school have been invited to attend or participate.

Students already under suspension, expulsion, or removal (emergency or disciplinary) shall not enter upon the grounds or premises of the students' regularly assigned or other school building without the express permission of the principal.

Minimum consequence:

- **First offense-** 1 day out-of-school suspension
- **Second offense-** 3 day out-of-school suspension
- **Third offense-** 5 day out-of-school suspension

O1. Loitering

Students must vacate the building by 15 minutes after the completion of the school day unless they are attending an authorized school activity.

Minimum consequence:

- **First offense-** Morning detention
- **Second offense-** 2 hour Saturday School
- **Third offense-** 4 hour Saturday School

P. Lying

Students shall not lie about, fabricate, distort, or change information given to school staff or administration.

Q. Forgery

Students shall not forge the writing of another or falsely use the name of another person or falsify times, dates, grades, addresses, or other data on school forms or school-related correspondence.

Minimum consequence:

- **First offense**-2 hour Saturday School
- **Second offense**- 4 hour Saturday School
- **Third offense**- 1 day in-school suspension

R. Violation of School Bus Conduct Requirement

Students shall not act or participate in any act or acts or attempt to act or participate in any act which poses or tends to pose a danger to the safe operation of a school bus or conveyance as set forth in OAC 3301-83-08(C), including, but not limited to, failing to remain seated, throwing objects at passengers, the driver, or out of the windows, extending arms or objects out of the windows, eating, and shouting and other disorderly conduct which could cause physical harm, emotional stress, or diversion of the driver's attention. All other provisions of the code of conduct also apply during transportation.

S. Dress and Appearance

The Solon Board of Education believes that pride in one's self and school is often reflected in the way students dress. In order for a student to look his/her best, he/she should be knowledgeable about health, grooming, and choice of clothing. Poise and confidence are derived from individuals looking his/her best and feeling his/her best.

Students are to appear in school dressed for an academic setting. Parents and students should make appropriate selections reflecting the important nature of the academic atmosphere and the health and safety of the students. If there are any questions as to the appropriateness of any type of clothing, the school should be contacted in advance.

The following items are prohibited:

- See through clothing
- Hoods or any head covering that obstructs the view of the face
- Clothing that is detrimental to health and safety
- Clothing that exposes your chest, stomach, or undergarments
- Clothing that creates a hostile, intimidating, or harassing learning environment.
- Clothing that is disruptive to the academic atmosphere of the school
- Clothing that advertises or encourages activities prohibited in the code of conduct (drugs, alcohol, profanity, etc.)

Wearing of buttons, badges, arm bands, etc. bearing slogans or sayings shall be permitted as a form of expression, unless the message is obscene, harassing, libelous, or in flames or incites students so as to create a clear and present danger or a material and substantial disruption of the school environment .

S1. Face Coverings

During times of elevated community spread of communicable diseases (pandemic or epidemic), when instituted by the Superintendent, students shall wear a face mask unless they are unable to do so for a health or developmental reason. Any person may be required to temporarily remove a face mask or covering when instructed to do so for identification or security reasons. Students may be subject to disciplinary action if they fail to comply.

T. Public Display of Affection

Students shall not engage in kissing, embracing or displays not appropriate to the educational environment.

T1. Sexual Acts

Students shall not engage in sexual acts at any time on school property or at school sponsored events. Consequences for violating this rule may result in a 10 day out of school suspension and recommendation for expulsion.

U. Hazing

Students shall not threaten, act, or participate in or attempt to threaten, act or participate in any act or acts that injures, degrades, disgraces, or tends to injure, degrade, or disgrace any student.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization or any act to continue or reinstate membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. No person shall recklessly participate in the hazing of another. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and /or off school property but connected to activities or incidents that have occurred on school property. All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator: teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

Any violation of the hazing policy, including athletic violations, may result in multiple days of out-of-school suspension and recommendation for expulsion. This policy applies to all school sponsored activities.

V. Social Media

The use of email messages, text messages, blogs, websites or other electronic communications to make

inflammatory or derogatory comments, and/or inappropriate descriptions or pictures regarding another team member, another student, a coach, another school or team, or other staff member is strictly prohibited. For the purposes of this policy, inappropriate comments may include, but are not limited to, inappropriate comments/pictures/descriptions regarding another person's race, ethnic background, culture, religion, gender or sexual orientation.

Any violations of our social media policy may result in multiple days of out-of-school suspension and recommendation for expulsion. This policy applies to all school sponsored activities.

W. Sexting

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the wireless communication device.

Consequences for violating this rule may result in multiple days of out-of-school suspension, recommendation for expulsion and local police may be notified. This policy applies to all school sponsored activities.

X. Sexual Harassment

Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior is fully defined in Policy 2266, and includes, but is not limited to the following:

1. Making or threatening reprisals after a negative response to sexual advances.
2. Non-verbal conduct: leering; making sexual gestures; displaying sexually suggestive objects, pictures, cartoons, or posters.
3. Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually-based remarks about another person's or one's own body.
4. Verbal abuse of sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
5. Physical conduct: touching, assaulting, impeding, or blocking movement.

Any violation of the sexual harassment policy may result in multiple days of out-of-school suspension and recommendation for expulsion. This provision and Policy 2266 apply to all school sponsored activities.

Y. Use of Electronic Devices

The use of all electronic devices will be governed by the district technology acceptable use policy. Please refer to your building level handbooks for specific policies regarding electronic device usage.

Minimum consequence:

- **Chromebook violation-** The severity of the consequence will depend on the extent of the disruption.
- **Chromebook Loaner consequences:**
 - **First- Third offense-** warning
 - **Fourth offense-** 2 detentions
 - **Fifth offense-** 2 hour Saturday School
 - **Sixth offense-** 4 hour Saturday School
 - **Seventh offense-** 1 day in-school suspension
- **Electronic device violation**
 - **First offense-** parent pick up
 - **Second offense-** parent pick up, 4 hour Saturday School
 - **Third offense-** parent pick up, 1 day in-school- suspension
 - **Fourth offense-** parent pick up, 1 day out-of-school suspension

*Any student who refuses to hand over their electronic device will be sent to the office for additional consequences that may result in out of school suspension.

Policies:

Policy 5517.01: Bullying and Other Forms of Aggressive Behavior

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, on a school bus, or while en route 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, electronic, 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
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. 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.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless handheld 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 a 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/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or 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.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 – Anti-Harassment.

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. Retaliation may result in disciplinary action as indicated above. Deliberately making 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.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

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 custodial 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, act of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such a 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.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints 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. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building

principal for review, investigation, and appropriate action. Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint.

Anonymous complaints shall be reviewed, and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/ or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Nondiscrimination on the Basis of Sex in District Programs or Activities

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational programs or activity receiving federal financial assistance. -- From the preamble to Title IX of the Education Amendments of 1972.

Title IX of the Education Amendments of 1972 prohibits sex discrimination in educational programs and activities. All public and private schools, school districts, colleges and universities receiving federal funds must comply with Title IX.

The regulations implementing Title IX are enforced by the U.S. Department of Education Office for Civil Rights and prohibit discrimination, exclusion, denial, limitation, or separation based on gender. Intended to end sex discrimination in all areas of education.

Board Policy 2266 – Nondiscrimination on the Basis of Sex in District Programs or Activities

Reports and Complaints of Harassing Conduct

The Board is committed to promptly and equitably resolving student and employee complaints alleging Sexual Harassment. Members of the School District community, (students and Board employees, as well as, Board members, agents, volunteers, contractors, and all other third parties) are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct promptly.

Any administrator, supervisor, or other District official who receives such a complaint shall promptly notify a District Title IX Coordinator. Complaints can be received in person, by mail, by telephone or by electronic mail.

Investigation and Complaint Procedure

For a full description of the Solon Schools policy relating to sexual harassment, including both formal and information complaint procedures please visit Board of Education Policy 2266.

Solon City Schools Title IX Coordinators

Mike Acomb

Director of Business/ Personnel
33800 Inwood Drive
Solon, OH 44139
440-349-6206
mikeacomb@solonboe.org

Cari Root

Director of Pupil Personnel
33800 Inwood Drive
Solon, OH 44139
440-349-6258
cariroot@solonboe.org

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 website (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. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

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 procedures.

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.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy.

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 District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment

in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

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)

Conclusion

We hope you enjoy your year at Solon Middle School, where our students are “Learners Today: Leaders Tomorrow!”

Safe School Helpline

800-418-6423, ext. 359

The Solon Schools is connected to the Safe School Helpline, a free, confidential hotline available 24 hours a day, seven days a week.

Students, parents, staff, and community members are urged to use the Safe School Helpline to share information about safety and security and remain anonymous.

The toll-free number, **800-418-6423, ext. 359**, includes a secure voice mail box assigned specifically to the Solon Schools. When a person calls the Helpline, he or she is advised on how to leave the information and receives a case number with instructions to call back in a specified amount of time to receive confirmation that the message was received. The system sends a typed copy of the message to the Superintendent of Solon Schools, who then leads an investigation of the report and determines the appropriate action to be taken.

The Helpline should be used to report any information, remarks or actions seen or heard that could potentially jeopardize the safety of Solon students or is concerning in any way. For example, information regarding violence, theft, drug or alcohol use, weapons, talk of suicide and sexual harassment should always be reported.

Of course, students and parents are encouraged to contact Solon administrators or teachers directly with such information, but if anonymity is a concern, the Helpline provides a way to ensure everyone's safety and protect identities at the same time. The Helpline is completely confidential as the system is not directly connected to the Solon Schools or its phone system in any way.

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