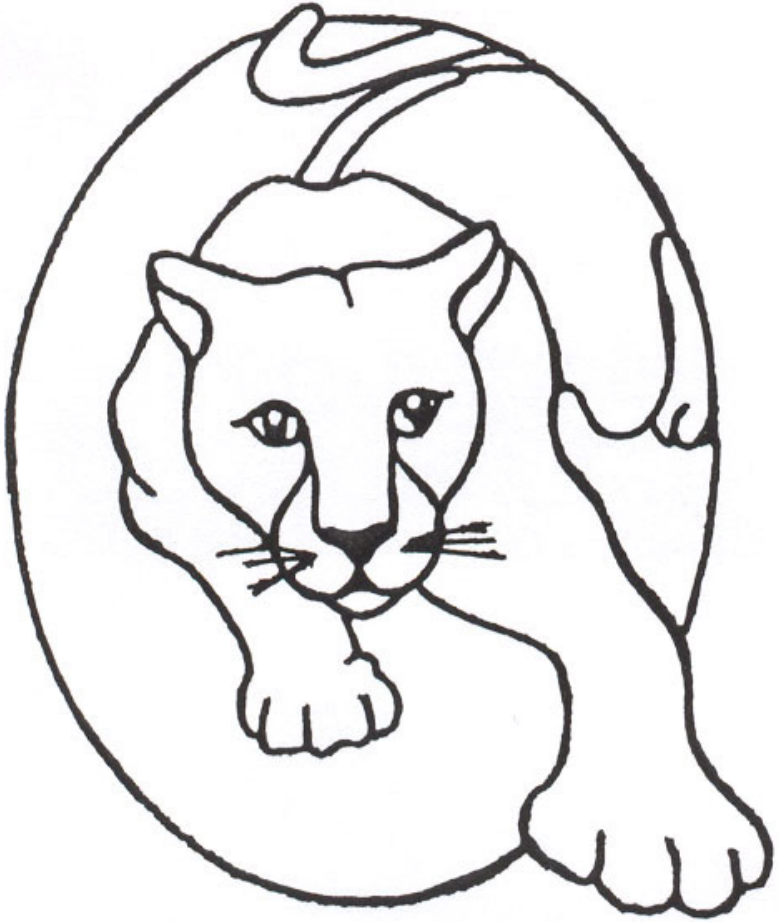


# **Parkside Elementary School**



**Parent-Student Handbook  
2018-2019**



# **PARKSIDE ELEMENTARY SCHOOL**

6845 SOM CENTER

SOLON, OHIO 44139

GRADES K - 4

(440) 349-2175

VOICE MAIL: (440) 349-7757

WEBSITE: <http://www.solonschools.org>

Amanda Sullen, Principal

Patricia Petrie, Guidance

Sharon Ansec, Secretary

Kim Levicky, Secretary

School Hours:	8 a.m. - 2:30 p.m.
Office Hours:	7:30 a.m. - 3:30 p.m.
AM Kindergarten	8 a.m. - 10:45 a.m.

## **PTA OFFICERS**

President	Ghazala Khan
Vice-President	Lisa Friedlander
2nd Vice-President	Tricia Petrie
Recording Secretary	Lauren Hodermarsky
Corresponding Secretary	Mary Ormiston
Treasurer	Andrea Morrison
Council Delegates	Valli Porter
	Shana Arnold
	Amanda Abounader
	Jennifer Kavanagh

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## Solon School District 2018-2019 School Calendar

Events
8/16 - 8/17 Teacher Prof. Day 8/20 - First Day of School
10/12 - Teacher Prof. Day 10/19 - End 1st Qtr.
12/21 - End 2nd Qtr. 12/24 - 1/4 - Winter Break
2/18 Presidents' Day
4/19 - 4/22 Easter Break
6/5 - Last Day Students End 4th Qtr. 6/6 - Teacher Prof. Day

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
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30						

October						
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28	29	30	31			

November						
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December						
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30	31					

January						
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February						
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March						
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31						

April						
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21	22	23	24	25	26	27
28	29	30				

May						
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24	25	26	27	28	29	30
31						

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

179 Pupil Days K-8						
Sem. 1: 82 Qtr. 1: 41 Qtr. 2: 41						
Sem. 2: 97 Qtr. 3: 47 Qtr. 4: 50						
180 Pupil Days 9-12						
Sem. 1: 83 Qtr. 1: 41 Qtr. 2: 42						
Sem. 2: 97 Qtr. 3: 47 Qtr. 4: 50						
186 Teacher Days						
Sem. 1: 87 Sem. 2: 99						

Events
9/3 - Labor Day 9/10 - Rosh Hashana 9/19 - Yom Kippur
11/9 - K-8 Conf. No School K-8 11/21 - 11/23 - Thanksgiving Break
1/18 - Teacher Prof. Day 1/21 - Dr. Martin Luther King Jr. Day
3/15 - End 3rd Qtr. 3/25 - 3/29 - Spring Break
5/27 - Memorial Day

Key	
	No School Holiday
	No School Professional Day
	Sem. / Qtr. End

## CONFERENCE DATES K-4

November 1, 2018      Gr. K-4, 4-8 p.m.

November 8, 2018      Gr. K-4, 4-8 p.m.

November 9, 2018      Gr. K-4, 8-11:30 a.m.

Welcome to the Parkside Elementary School. The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this handbook with their school-age children. Teachers will also review this handbook with students at the beginning of the school year.

Thank you for taking the time to become familiar with the important information in this handbook. If you have any questions, please contact the principal.

Amanda Sullen, Principal  
440-349-2009  
amandasullen@solonboe.org

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this handbook and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook replaces all prior handbooks and other written material on the same subjects. This handbook reflects the current status of the Board's policies and the school's rules as of August 13, 2018.

## **DISTRICT MISSION**

Solon City Schools, a diverse collaborative learning community of families, staff, and community members, will ensure all students attain the knowledge and skills to succeed and become contributing, ethical citizens in a global society, through our unwavering commitment to inspire every student to achieve personal excellence.

## **SCHOOL DAY**

8 a.m. to 2:30 p.m. Students may arrive at school between 7:45 a.m. and 8 a.m. There is no adult supervision before that time.

## **SECTION I - GENERAL INFORMATION**

### **BIRTHDAYS**

Birthdays are so important to every child and kids like to celebrate with their classmates. With respect to overall student wellness, as well as, students with food allergies, diabetes, and other dietary restrictions; we are no longer accepting food items (homemade or store bought) as a birthday celebration treat at school.

Instead, student birthdays may be celebrated in these ways:

1. Students may choose to donate a new or gently used book to the teacher's classroom library. A special birthday sticker will be placed inside the front cover to acknowledge the student's birthday and to celebrate their gift with current and future students.
2. Each student will receive a birthday token from the office or classroom teacher.
3. A "Birthday Bulletin Board" will be maintained each month to display the names of students.
4. The School Office will announce student names along with Morning Announcements.



Students are not permitted to bring small goodie bags filled with party favors (bouncy balls, matchbox cars, erasers, tops, magnifying glasses, notepads, balloons, whistles, bubbles, etc.). These become unnecessary distractions to learning and can turn into safety issues.

## **CHANGE OF ADDRESS/PHONE**

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

## **CONFERENCES**

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

## **CONTROL OF BLOOD-BORNE PATHOGENS**

The School District seeks to provide a safe educational environment for students and take 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 risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Whenever a student has contact with blood or other potentially

infectious material, s/he must immediately notify a teacher or other adult and assist the student in completing the requisite documents.

To read the complete policies including how the parents will be contacted please refer to Policy 8453.01 and 8453.02.

## **EARLY DISMISSAL**

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the school office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

## **EMERGENCY CLOSING AND DELAYS**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify radio and television stations. Information concerning school closings or delays can also be found on the School's web page at [www.solonschools.org](http://www.solonschools.org).

## **EMERGENCY CONTACT INFORMATION**

The school is using a new 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.

## **EMERGENCY MEDICAL AUTHORIZATION**

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

## **FIRE, TORNADO AND SAFETY DRILLS**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Lock-down safety drills will be conducted in accordance with Ohio law. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence

## **IMMUNIZATIONS**

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus and mumps, or have an authorized exemption from State immunization requirements. **Kindergarten students must be immunized against Hepatitis B and chicken pox.** For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise

exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the Principal.

## **INJURY AND ILLNESS**

**All** injuries must be reported to a teacher, clinic and office. If the injuries are minor, the students will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the clinic. An appropriate adult in the clinic will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

**Be sure to keep the school notified of ANY changes of telephone numbers (home and work), addresses, places of work, doctors' names, and emergency contacts.**

## **LOST AND FOUND**

Students who have lost items should check the lost and found area. Unclaimed items will be given to charity at the close of the school year.

## **LUNCH INFORMATION**

All students in full-day kindergarten and grades 1-4 eat lunch at school. Children have the option of buying a full lunch or bringing their lunch from home and buying a beverage or ice cream. Recent prices are available online. A monthly menu is posted in each classroom and is available online.

Information about the School's Free and Reduced-Priced Meal program is emailed to all families. Those families that believe they

are eligible for the program should complete the online application process. The link to apply is included in the information sent to families.

The Solon City School District uses a computerized point-of-sale system to enhance the cafeteria's service. This system eliminates meal tickets and increases the speed and accuracy of the food lines. Each student will use his or her 6-digit student ID number to enter onto the computer pin-pad. 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 his or her account. This system ensures total confidentiality of all students, including those on a free or reduced plan.

The cash-less system results in more efficiency and quicker service for students, so we encourage parents to pre-pay for meals. We offer EZpay, an online pre-pay site. EZpay accepts VISA, MasterCard and Discover card. Families that choose not to pre-pay by credit card through the EZpay system for student lunches may send cash to be deposited into a student's lunch account. No checks are accepted for deposit into student lunch accounts.

Money not used in a student's account will carry over to the following year. To access EZpay, go to the Parents tab on the Solon Schools' web site: [www.solonschools.org](http://www.solonschools.org).

Parents can sign up on the EZpay site to receive an email notification when a student's account is low.

## **LUNCH – CAFETERIA RULES**

1. All students should talk quietly using indoor voices.
2. Good table manners should be used at all times.
3. When finished eating, table and floor area should be left clean.
4. Student should ask permission to leave seat.
5. For dismissal, everyone should walk to line up quietly.
6. Monitors are the adults supervising at this time.

## **MEDICATION POLICY**

It is the policy of the Board of Education that all children's medication be administered in the home by a parent. However, when exceptional circumstances occur, **ANY PARENT/GUARDIAN REQUESTING THE DISTRICT TO ADMINISTER ANY MEDICATION TO THEIR CHILD DURING REGULAR SCHOOL HOURS MUST COMPLY WITH SOLON'S MEDICAL POLICY.** For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies.

### *Medication Procedures*

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

bring the medication and forms to school.

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

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

The clinic will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

## **MOVING/WITHDRAWAL**

Please notify the school if you are moving within Solon or to another school district. The transfer will be completed by the school secretary. You will need to sign a Release of Records Form in the office.

## **PARENT DROP OFF OR PICK UP**

Parents picking their children up during the school day should report to the office to sign their child out. If dismissal plans change, please send a note in with pertinent information, e.g., name of pick-up person or friend's name, bus number and address. If the change occurs during the day, please call the office prior to 10 a.m. for half-day students or 2 p.m. for full day.

We will continue utilizing a car line for pick up. All caregivers should remain in their car. Please see the important information below:

- Please enter the parent pick up car line by driving to the

playground parking lot. Please form a line with the cars around the perimeter of the playground parking lot. Students will be dismissed from the GYMNASIUM doors and walked to the car line.

- Cars will be identified by using a hanging tag in the rear view mirror. This tag will have an ID number that will also match a tag placed on each students backpack. Subsequently, if you call the office to arrange for your child to be picked up for the first time, a set of tags will be given to your child that day for you to keep.
- Each family will be issued two carpool tags for use in the carpool process. Drivers without a current, original, school-issued carpool tag will need to present PHOTO ID to receive their child(ren). If you are in need of more carpool tags you can contact Mrs. Levicky in the main office.
- Afternoon parent pick up will be from 2:30-2:35 p.m.. Any students who are not picked up during this time will be taken to the front office until a parent or guardian can be reached.
- Any changes in transportation must be made by the child's parent/legal guardian by contacting the main office. For the safety and security of each child, we ask that parents provide authorization to the school, either by note or phone call, of any changes with at least 24 hours notice. Please do not send changes via email.

## **BIKES – RIDING TO SCHOOL**

Students are permitted to ride bikes to and from school, weather permitting. Students are required to wear a bike helmet.

Students must be accompanied and supervised by a parent or responsible adult at all times. At the end of the day, parents will follow the procedure for parent pickup using the school assigned tag or placard that matches the same on their child's backpack.

Students who must cross SOM Center Road are expected to use the crosswalk at Ada Drive. Students who cross the street in any other area or unsafe way will have their bike-riding permissions revoked.



## **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice, which can be found in Policy 8330.

### **PTA**

The members of the Solon Parent Teachers Association (PTA) are dedicated to helping the schools provide the richest possible learning environment. This help is provided in two major ways - through volunteer programs and fund-raising. Parents who participate in the many activities, volunteer programs and fund-raising projects show their interest, caring and support of the students and teachers.

### **RECESS**

Students are expected to go outside for recess every day. **Please be sure your child comes to school dressed appropriately for the weather.** Indoor recess will occur when the “feel like” outdoor temperature is 15° or below.

A student may be excused from recess for health reasons if a note is sent to the teacher. A doctor’s excuse is needed if a child is to stay inside for recess for more than one day. The doctor’s excuse applies also for a child not participating in a physical education class for more than one day. Please label clothes.

## **RECESS - PLAYGROUND RULES**

1. Everyone should play without hitting, kicking, or pushing others.
2. Playground equipment should be used properly.
3. Students must ask permission before going into the building.
4. Everyone must line up promptly and quietly when the whistle blows.

## **RETURNED CHECK FEE**

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

## **SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school and present photo ID.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that make them uncomfortable.
- E. All outside doors are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.

## **SCHEDULING AND ASSIGNMENT**

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

## **STUDENT FEES AND FINES**

Students will be provided necessary textbooks and electronic tools for courses of instruction without cost. Charges may be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Students can avoid late fines by promptly returning borrowed materials. Failure to pay fines or charges may result in the withholding of report cards and/or other appropriate consequences.

## **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) or 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. This request must be in writing and will be granted within seven calendar days. 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 or other material.

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a postsecondary school. The student then becomes an “eligible student.”

The District will provide notice to parent(s)/guardian(s) and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the following rights held by parents and eligible students under law and this policy:

1. The right to inspect and review the student’s education records.
2. The intent of the District to limit the disclosure of information contained in the student’s education records except;
  - A. by prior written consent;
  - B. as directory information and
  - C. under other limited circumstances, as enumerated under administrative regulations.
3. The right, in accordance with administrative regulations, to seek to correct parts of the student’s education record, including the right to a hearing if the District decides not to alter the record according to the parent or eligible student’s request.
4. The right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Federal Educational Rights and Privacy Act (FERPA).
5. The procedure which the parent/guardian or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for copies.

6. All IEPs, MFEs and 504 plans, as well as any and all student records related to IEPs, MFEs and 504 plans, will be destroyed two years after the student graduates and/or leaves Solon CSD, with the exception of the most recent copies which will be kept permanently by Solon CSD. IF the student/family would like a copy of these records prior to being destroyed, the student/family must notify the Director of Special Education in writing within two years after the student has graduated from Solon CSD or left Solon CSD.

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.

1. Student's name
2. Student's address
3. Student's date of birth
4. Student's extracurricular participation
5. Student's achievement awards or honors

Administrative regulations will set forth a procedure for annual notification to parent(s)/guardian(s) and eligible students of the District's definition of directory information. Parent(s)/guardian(s) or eligible students will then have two weeks to advise the District, in accordance with such regulations, of any or all items which they refuse to permit the District to designate as directory information about that student.

To carry out their responsibilities, school officials will have access to student education records for legitimate education purposes. The District will use the criteria set forth under administrative regulations to determine who are "school officials" and what constitutes "legitimate educational interests."

Other than requests as described above, the District will release information from or permit access to a student's education record

only with a parent or eligible student’s prior written consent, except that the school Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations (e.g., transfers to another school district, to comply with judicial order or subpoena, where warranted in a health or safety emergency, etc.).

The District will maintain, in accordance with administrative regulations, an accurate record of all requests to disclose information from or to permit access to a student’s education record and of information disclosed and access permitted.

## **STUDENT RESPONSIBILITIES**

The school’s rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members’ directions and to obey all school rules.

In order to keep parents informed of their child’s progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the students to deliver the information. The School, however, may use the mail, hand delivery, or digital delivery when appropriate. Parents are encouraged to build a two-way link with their child’s teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

## **STUDENT VALUABLES**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, 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, the student must notify a staff person immediately.

State law requires that all students have an emergency medical authorization 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.

## **STUDENTS WITH DISABILITIES**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504 and State law. Contact Tebra Page, Coordinator of Pupil Services, at 440-349-6258 to inquire about evaluation procedures, programs and services.

## **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 Welcome Center 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 display their visitor badge at all times in the building. Any visitor found in the building without a badge will be directed to return to the Welcome Center security desk or main office. Family members who wish to confer with a staff member, including the principal or guidance 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 Welcome Center when they leave the school.

Family members who are dropping off necessary forgotten items for students, such as glasses or a musical instrument, will not sign in and enter the school. They will leave the item at the Welcome Center and the school staff will be sure the student receives it as soon as possible.

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.

## **VOLUNTEERS**

A volunteer is any individual who shares his or her time, talents, knowledge, or skills to satisfy an unmet school need on a one-time or a continuing basis. The volunteer works with and under the direction of teachers, principal or guidance counselor.

We encourage parents to experience the benefits of volunteering in our building. There are many different opportunities to do so. If you are interested, please contact the guidance counselor or our PTA president.

## **WIRELESS COMMUNICATION DEVICES**

Students may use wireless communication devices (WCDs) before and after school, at school-related functions. Use of WCDs, except approved laptops and PDAs, at any other time is prohibited and they must be powered completely off (i.e. not just placed into vibrate or silent mode). Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage or vandalism to WCDs 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. For more information on WCDs, please see Policy 5136: “Personal Communication Devices.”

## **SECTION II – ACADEMICS FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School’s co-curricular and extra-curricular program. No minor student may participate in

any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

- Attendance rules apply to all field trips.
- While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Students who violate school rules may lose the privilege to go on field trips.

## **GRADES**

Reporting to parents is done through a formal report card, which is issued four times a year in grades kindergarten through fourth. Report cards are sent home with the students at the end of each nine-week grading period.

In addition, scheduled dates for parent-teacher conferences are held during the year. These dates are noted on the school calendar.

## **GRADING PERIODS**

Students will receive a report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term.

## **HOMEWORK**

The Solon Board of Education believes that homework, properly designed, carefully planned and geared to the development of the individual student, has an important place in the educational program. Homework should be assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught. Home study assignments also afford a way for parents to acquaint themselves with the school program and their

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

Homework will be used as another means for helping students master the objectives of the curriculum, and will be assigned when student needs, parent expectations, and curriculum mandates require it.

## **PROMOTION, ACCELERATION AND RETENTION**

Promotion to the next grade (or level) is based on the criteria found in Board Policy 5410.

## **STATEWIDE TESTING**

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

All Ohio third and fourth graders will participate in Ohio’s statewide assessment system. Refer to the district calendar for testing dates. Please refrain from scheduling vacations during this time.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

The Solon Schools require student and parent signatures on a District Acceptable Technology Use Policy. The purpose is to protect students from inappropriate access to Internet sites. Students will sign this policy the first year they enter each of the Solon Schools - at Parkside, Orchard, Solon Middle and Solon High School.

Technology is playing an increasingly important role in education, and when used appropriately, can significantly enhance educational opportunities for students, staff and the community. Unrestricted

Internet access is now available to students and teachers of Solon City Schools. The Internet offers vast, diverse and unique resources to both students and teachers and proper use of the Internet is encouraged. This Acceptable Technology Use Policy applies to situations where any person or persons utilize the technology resources at Solon City Schools.

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

*Authorized uses of the technology resources include:*

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

*Unauthorized uses include:*

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

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

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

programs or other personal information stored, displayed, accessed, communicated, published or transmitted is waived.

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

## **TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS**

Parents/guardians must grant permission to authorize staff to communicate with the parent/guardian via fax or e-mail. This necessary permission is granted by checking the “permission to communicate via e-mail or fax” box on the District online emergency/information form at the beginning of the school year and/or by completing the District Form 8330 F4a located in the School Forms section of the District web site. Parents are required to keep the District informed of any changes to their e-mail address. This permission is for communication related to a student’s educational record, not to the regular communication from the District.

## **SECTION III – STUDENT ACTIVITIES**

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

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.

Students attending evening events as nonparticipants must be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

## **SECTION IV – STUDENT CONDUCT**

### **ATTENDANCE**

#### **Attendance Policy**

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 classroom 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 a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time.

Even though students may be excused for their absences, the absences will be calculated in accordance with Board Policy 5200.

#### **Excused Absences**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed schoolwork and/or tests:

1. Personal illness or injury; a doctor's note is required
2. Illness in the family
3. Quarantine of the home by the Health Department
4. Death in the family
5. Medical appointment; a doctor's note is required
6. Other (as designated in the school calendar)

Any student coming in late must sign in with a parent in the school office.

## **Health Guidelines/Screening**

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

A child must be fever free for 24 hours before returning to school without the use of fever reducing medication.

Chicken pox - child may return when all blisters are dry.  
(Approximately 7 days from onset).

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

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

Pink eye - child must be treated with appropriate eye drops 24 hours before returning to school.

All cases of communicable diseases must be reported to the school nurse.

Please notify the school if your child develops a chronic illness.

### ***Screening***

Hearing - K, 1, 3, and students new to the school, or teacher or parent request.



Vision - K, 1, 3, and students new to the school, or teacher or parent request.

### **Homebound Instruction**

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the school guidance counselor.

### **Make-up of Tests and Other Schoolwork**

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student should contact the classroom teacher as soon as possible to obtain assignments.

If a student misses a teacher's test due to an excused absence, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a State-mandated assessment test or other standardized test, the student should consult with the guidance counselor to arrange for administration of the test at another time.

### **Notification of Absence or Late Arrival**

If a student is to be absent, leave the requested information on the attendance line at (440) 349-2175 anytime before 8:30 a.m. A member of the family can call the school at (440) 349-2175 before 8:30 a.m. to report the absence and reason. If the office has not been so informed by the parents, school personnel will try to contact parents at home or at work to verify the absence. Your help in this matter is appreciated.

Requests for schoolwork for absent students should be limited to those occasions where students will be absent for more than two days. Requests for assignments should be made as early in the day as possible to allow teachers to process the assignments during their

planning time so that classes are not interrupted. No requests can be accepted after 11 a.m.

## **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence.

A suspended student will be responsible for making up schoolwork missed due to suspension. Assignments may be obtained from the classroom teacher beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns to school.

## **Tardiness – Elementary Level**

A student who is not in his/her assigned seat in the classroom by 8 a.m. shall be considered tardy. Any student arriving late to school is to report to the school office before going to class.

## **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
- 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.

### **Vacations During the School Year**

It is recommended that parents not take their child out of school for vacations. When a family vacation of 3 or more days must be scheduled during the school year, the parents are required to complete a “Planned Absence” form and submit it to the school office for approval. These absences, regardless of approval, will count toward EXCESSIVE ABSENCE total. These forms can be downloaded from the website and are available in the school office. Refer to “Statewide Testing” on Page 24.

## **BULLYING, HARASSMENT AND INTIMIDATION**

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

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

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy. Please refer to Policy #5517.01 for entire contents.

## **CODE OF CONDUCT**

A major component of the educational program at Parkside Elementary is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

The Solon Board of Education, in accordance with the Ohio Revised

Code, has duly adopted a policy governing students' behavior. This Code of Conduct booklet is available in the school office.

## **Expected Behaviors**

### **1. Be RESPECTFUL**

- of your teacher, all other adults and your fellow students
- by following directions the first time they are given
- by being a good listener
- by always cooperating

### **2. Be RESPONSIBLE**

- in the classroom by taking pride in your work and doing your very best
- in the halls and on the stairs by walking quietly in line so you do not disturb others' learning
- in the cafeteria by using a conversation voice and following the monitors' directions
- on the bus by cooperating with the driver and following the rules

### **3. REMEMBER**

- Treat others as you would like to be treated

## **Care of Property**

Students are responsible for the care of their own property. The School is not responsible for personal property. Valuables should not be brought to school.

If a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

## **Dress Code**

1. All students are expected to dress for prevailing weather conditions. **Care should be given to dressing for daily outdoor recess.** (Boots, mittens, and hats are a necessity in cold, wet weather.)
2. Any attire, which attracts undue attention to the wearer, thus causing a disturbance and/or interfering with the orderly operation of schools, is not acceptable.
3. Shorts may be worn to school when the weather warrants them. (70° or above is a good rule of thumb.)
4. No short shorts, cutoffs, halter tops, midriff tops, etc., will be permitted. Parents will be called to bring suitable attire if necessary.
5. Flip-flops and loose sandals are dangerous on the playground. Please make sure your child has appropriate shoes for recess.
6. Hats are not to be worn during the school day.
7. The principal shall have the final authority in determining compliance with the dress code.

## **DISCIPLINE**

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

Two (2) types of discipline are possible, informal and formal.

### **Formal Discipline**

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion.

Suspensions shall not extend beyond the current school year. The Superintendent may instead require a student to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the period of the suspension. The student shall be required to begin such community service program or alternative consequence during the first full week day of summer break. The Superintendent may develop a list of appropriate alternative consequences, and set forth such list in the applicable guidelines.

Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's expulsion. Suspension, expulsion and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal

meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

### **Informal Discipline**

Informal discipline takes place within the School. It includes:

- Writing assignments;
- Change of seating or location;
- Lunch/recess-time, after-school detention;
- In-school discipline;
- Conference/counseling;
- Warning;
- Loss of privilege.

## **DUE PROCESS RIGHTS**

Before a student is suspended, expelled or permanently excluded from school, there are specific procedures that must be followed. Please refer to Board Policy 5611.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

## **SECTION V – TRANSPORTATION**

### **Bus Conduct**

Students who are riding to and from school on district-provided



transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver will assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic rules.

*Each student shall:*

- Use classroom behavior while on district transportation;
- Be on time at the designated loading zone five minutes prior to scheduled stop;
- Line up single file off the roadway to enter;
- Wait until the school transportation is completely stopped before moving forward to enter;
- Refrain from crossing roadway until the driver signals it is safe to cross;
- Properly board and depart the vehicle;
- Go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

## **Bus Notes**

If your child is riding a bus to any location other than his usual destination, a bus pass is needed. The parent is asked to send a dated note with the following information: **student's name, address of different destination and bus number.** Phone calls and notes must be received by 2 p.m. The office will then issue a bus pass. The bus notes form is online.

## **During the Trip**

*Each student shall:*

- Remain seated while the school transportation is in motion;
- Keep head, hands, arms and legs inside the school transportation at all times;
- Not push, shove or engage in scuffling;
- Not litter in the school vehicle or throw anything in, into or from the vehicle;
- Keep books, packages, coats and all other objects out of the aisle;
- Be courteous to the driver and to other riders;
- Not eat or play games, cards, etc.;
- Not use nuisance devices (e.g., digital devices) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;
- Not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

## **Exiting the School Vehicle**

*Each student shall:*

- Remain seated until the vehicle has stopped;
- Cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at a location other than the assigned bus stop unless s/he has a proper authorization from school officials.

## **Penalties for Infractions**

A student who misbehaves on the bus shall be disciplined in

accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

### **Transportation of Students by Private Vehicle**

When transportation by district vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless verbal/written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle.

### **Videotapes on School Buses**

The Board of Education has installed video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

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## **PARKSIDE ELEMENTARY SCHOOL**

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