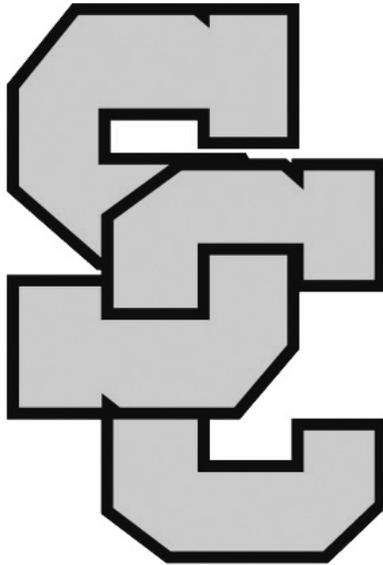


# **Solon Middle School**



**STUDENT / PARENT  
HANDBOOK  
2020-2021**



# **SOLON MIDDLE SCHOOL**

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

Office:	349-3848
Fax:	349-8034
Attendance:	349-7405
Counseling Office:	349-7479
Voice Mail:	349-7757

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

Scott Hatteberg  
Principal

Antoine Campbell  
Assistant Principal

## **MISSION STATEMENT**

**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.**

## 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 700 seventh and eighth 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, Financial Literacy, 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!

Scott Hatteberg  
Principal

Antoine Campbell  
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 on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact Scott Hatteberg, 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.

## **ACADEMICS**

### **7<sup>th</sup> Grade Courses**

7<sup>th</sup> grade students take the following courses:

Science	Social Studies
Language Arts	Math
World Language	Music
Art/Digital Art/Physical Education	Unified Arts

### **8<sup>th</sup> Grade Courses**

8<sup>th</sup> grade students take the following courses:

Science	Social Studies
Language Arts	Math
Physical Education and Health	World Language
Electives	

## **Course Descriptions**

### **Science**

Seventh grade science teaches the cycles and patterns of the Earth and moon, conservation of mass and energy, cycles of matter and flow of energy. Eighth grade science teaches the disciplines of forces and motion, waves, astronomy, and chemistry. Each teacher individualizes his or her teaching methods with a combination of lecture, 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**

(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 art, 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**

Seventh 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. Eighth 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.

## **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 7<sup>th</sup> and 8<sup>th</sup> 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**

7<sup>th</sup> Grade: Students in 7<sup>th</sup> grade take 7<sup>th</sup> Grade Mathematics, 7<sup>th</sup> Grade Accelerated Mathematics, or 7<sup>th</sup> Grade Algebra I. Criteria for selection include achievement, teacher recommendations, standardized test scores and an algebra prognosis exam.

In **7<sup>th</sup> Grade Mathematics**, students study proportional relationships, work with expressions and equations, measurement and geometry, and data and statistics.

The **7<sup>th</sup> Grade Accelerated Mathematics** course is a combined year of studying some 7<sup>th</sup> grade mathematics topics in addition to all of the content of 8<sup>th</sup> grade mathematics. This course prepares students to take Algebra I during their 8<sup>th</sup> grade year. Students will take the 8<sup>th</sup> grade state math assessment.

**7<sup>th</sup> Grade Algebra I** is a high school-credited course that prepares students to take Honors Geometry during their 8<sup>th</sup> grade year. Students in this course will study topics in the second half of 8<sup>th</sup> grade mathematics as well as Algebra I.

8<sup>th</sup> Grade: Students in 8<sup>th</sup> grade take 8<sup>th</sup> Grade Mathematics, Algebra I, or Honors Geometry. Criteria for selection include achievement, teacher recommendations, standardized test scores and an algebra prognosis exam. In **8<sup>th</sup> Grade Mathematics**, students study expressions and equations more deeply including systems of linear equations, functions, and two-dimensional geometry, including similarity.

**8<sup>th</sup> 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.

## **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.

## **Health**

Eighth 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.

## **Physical Education**

Students take Physical Education class in both seventh and eighth 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 PE 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.

## **Art**

Seventh grade 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.

Eighth 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**

Seventh grade Digital Art is a required class with an emphasis on the basic skills in digital art production, multimedia, and 21<sup>st</sup> 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.

## **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 and again students may choose to participate in Band, Choir, Orchestra, or a combination of Choir/Band or Choir/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.

## **Family and Consumer Science**

The major components of Family and Consumer Science Class are Foods/Food Preparation, Room Layout/Interior Design and Sewing/Clothing Care.

The Foods and Food Preparation portion is designed to teach students about the nutritional content of food and basic food preparation skills. This will include learning about and preparing foods/recipes that promote wellness, understanding the importance of food labels and knowing how to read them, storing food safely, and kitchen safety. Students will also work on life skills by working together in groups in foods lab, using a budget, and managing their time. Lessons will include classroom as well as lab activities.

Room Layout and Interior Design prepares students to shop for their future college dorm room or studio apartment. Students will make a list and budget of items they need for their room and design a 3-D room layout. The Sewing and Clothing Care portion is designed to teach students basic sewing skills and clothing care. Students will learn to hand sew and follow a pattern by making a pillow. They will also learn how to use a sewing machine and follow a pattern by making a tote bag and a pair of pajama pants. Students will learn how to make simple clothing repairs and how to care for their clothes by laundering them properly.

## **8<sup>th</sup> Grade Industrial Technology**

Students learn woodworking skills as well as apply core subject concepts to real life problems. Students review use and safety of machines from 7<sup>th</sup> 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.

## **Unified Arts**

Unified Arts is an exploratory program for seventh 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, Financial Literacy, Career and College Readiness, and STEM.

## **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.

## **Medical Investigation**

Taking the new STEM course allows students to learn about Medical Investigations 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.

## **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.

## **GRADES**

### **Letter Grades**

Letter grades are issued at Solon Middle School and report cards are sent home with students each nine weeks and will reflect the record of achievement for the students during that nine weeks period of time 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:

<b>Letter Grade Courses</b>			
<b>Letter Grade</b>	<b>Description</b>	<b>Grade Point Equivalent</b>	<b>Percent Ranges</b>
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 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 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

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:

<b>O/S/U Courses</b>		
<b>Grade</b>	<b>Description</b>	<b>Percent Ranges</b>
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
<b>Summative Assessments</b> (Common and Interim Assessments)	80%
<b>Practical Application</b> (Homework, Classwork, Projects, <b>Online Participation</b> )	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. Students who fail to complete homework will be assigned a Morning Homework Session.

### Attitude/Work Ethic

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

#### Attitude/Behavior

- Respectful of self and others
- Follows rules and procedures
- Cooperates with teachers and students

#### Work Ethic

- Prepared for class with materials and homework
- Works cooperatively with others
- Actively participates in class activities
- Stays on task
- Seeks help when needed

### Ratings

4. Excellent
3. Good
2. Satisfactory
1. Improvement 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.

## **Incompletes**

Students with incomplete grades at SMS will be given a due date for completion of work. The grade will be recorded once work is made up.

## **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 by the principal, with input from school counselors, teachers and parents. Factors such as age, maturity, and educational background are considered along with final grades. All decisions regarding retention are made on an individual basis with the best interest of the student in mind.

## **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 web site 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 submitted or graded
- A zero means 0 points and no make-up allowed
- A zero with 'M' means make-up allowed
- An 'L' means late
- 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.

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

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.

## **Recognitions**

Students who display significant achievements during the course of 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
- 4.0 Special Lunch
- End of the year awards – Team Awards, Comet Awards, Community Service Awards, Exemplary Attendance, Academic Achievement Awards, Leadership Awards, Principal's Award

## 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 13, 14

Math Assessments – April 28, 29

8 Science Assessment – May 3, 4

## ACADEMIC SUPPORT

### Family Information System

Students must access the Family Information System (FIS) to obtain homework assignments and handouts. To access:

1. go to the [solonschools.org](http://solonschools.org) website
2. click on “Schools”
3. click on “Solon Middle School”
4. scroll down and highlight the menu for the classroom teacher’s name,
5. click on “Calendar of Events”

### 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.

All conferences will be scheduled virtually for this school year.

### Guided Study Hall (GSH)

The 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.

## **Morning Homework Sessions (If we are able to resume with regular, in-the-building schedule)**

Students who do not complete work will be assigned by teachers to attend a Morning Homework Session. Students who are assigned will be contacted by a team member and will be responsible for completing the assignment in order to get credit for the assignment. Students will bring home a form to be signed by his or her parent. Students who cannot attend and return the form with parental signature will be assigned Lunch Bunch. Unexcused students will be assigned Lunch Bunch and will be assigned Saturday School on their third miss per quarter.

## **Lunch Bunch Homework Help Sessions (If we are able to resume with regular, in-the-building schedule)**

Lunch Bunch Homework Sessions are assigned to students who do not attend the requested Morning Homework Session or have many assignments to complete. Students bring their lunch to the Lunch Bunch Session and have a working lunch. They attend until all work is complete. Students who fail to fulfill the obligations of the Morning Homework Session three times will be assigned Saturday School.

## **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 on a daily basis.

## **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 (If we are able to resume with regular, in-the-building schedule)**

Each team of teachers will spend five minutes each day helping students organize their materials and homework at the end of their core subject time.

## **STUDENT SUPPORT SERVICES**

### **School Counselors**

Each student is assigned a school counselor who will work closely with him or her during both 7<sup>th</sup> and 8<sup>th</sup> 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.

Students are assigned to school counselors by grade level and stay with their counselor during their two years at Solon Middle School:

Kelly Amstutz – Class of 2026 (current 7<sup>th</sup>)

Phone: 440-349-7406 Email: [kellyamstutz@solonboe.org](mailto:kellyamstutz@solonboe.org)

Wendy Dingman – Class of 2025 (current 8<sup>th</sup>)

Phone: 440-349-7404 Email: [wendydingman@solonboe.org](mailto:wendydingman@solonboe.org)

Student Services Support Staff:

Nancy Thistlethwaite, Secretary

Phone: 440-349-7479 Email: [nancythistlethwaite@solonboe.org](mailto:nancythistlethwaite@solonboe.org)

Cari Root, School Psychologist

Phone: 440-349-7394 Email: [cariroot@solonboe.org](mailto:cariroot@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.

Student Assistance Facilitator: Our student assistance facilitator provides direct and indirect services to address concerns of at-risk students. This person provides intervention, prevention services, and crisis intervention when needed, as well as work with school, community, and agency staff to address and support student concerns.

Nicole Westendorf, Student Assistance Facilitator Phone:  
440-349-7435 Email: [nicolewestendorf@solonboe.org](mailto:nicolewestendorf@solonboe.org)

Social Advocate for Youth (S.A.Y.): Our SAY counselor provides professional services to eight school districts in the eastern suburbs of Cuyahoga County. Services are aimed at preventing and reducing the use

of alcohol and drugs as well as addressing teen depression, suicide and violence.

## **Cafeteria**

Solon Middle School has a full-service cafeteria, equipped with a restaurant kitchen and staffed by full-time professional personnel. **Solon Middles School will provide lunches through kiosks this year.** All 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. This system eliminates meal tickets and increases the speed and accuracy of the food lines. Each student will use his or her 6-digit personal ID number to enter onto the computer pin-pad. Homeroom teachers will notify students of their 6-digit ID number. As the account is accessed, the student's name, photo, account status, and any food allergies will appear on the screen to prevent fraudulent use. The cashier then keys in the purchases made by the student and the amount is debited from their account. This system ensures total confidentiality of all students including those on a free or reduced plan.

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 EZpay, an online pre-pay site. EZpay accepts VISA, MasterCard and Discover card. Money not used will carry over to the following year. To access EZpay go to the parents tab on the Solon Schools web site (<http://www.solonschools.org>)

Parents will receive a notification when a student's account is low.

## **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. Students must be present by noon (12:00 p.m.) on the day of the activity or contest (Friday for weekend events) to be eligible to participate in any team activity. Medical appointments, funerals, or other

emergencies may be excused, if approved by the Principal and Athletic Director. If a student is absent all day on Friday or the day before a school vacation, he/she may participate in a weekend or vacation-day contest with parental permission.

## **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. During announcements, it is important that you listen carefully, do not talk, and consider recording the information you may need.

## **8<sup>th</sup> Grade Field Trip**

The teachers at Solon Middle School plan an extended field trip for 8<sup>th</sup> 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 that 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 these trips. Those with chronic or unpredictable behavior or lack of academic effort 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.

## **7<sup>th</sup> 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 or lack of academic effort 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 Council**

Solon Middle School has a Student Council that is represented by both seventh and eighth graders. The purpose of Student Council is to sponsor special activities and to work with the teacher advisor and the principal on ways to improve the school. Council members also act as guides for visitors and as representatives for the school at special functions.

## Student Fundraising

Solon Middle School has one school-wide fundraiser for the year – a magazine and cookie dough drive. The money earned from this fundraiser is used for many student activities, including but not limited to student awards and rewards as well as funding Solon Middle School non-profit clubs and organizations.

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.

<i>Student Activity</i>	<i>Advisor</i>	<i>Virtual/in-person</i>
Student Council	Mrs. Holsapfel	Virtual
Science Olympiad	Mr. Brewer	Virtual
Comet Connection Newspaper	Mrs. Aughinbaugh	Virtual
Power of the Pen	Ms. Macek Mrs. Parillo	Virtual
Drama Club	Mrs. Aughinbaugh Mrs. Bettinger	Virtual
Recycling Club	TBD	Not this year
SADD	Ms. Rucci	Virtual
Jazz Band	Mr. Mauldin	Virtual
Chamber Orchestra	Mr. MacDougall	Virtual
Choir Ensembles	Mrs. Bettinger	Virtual
Future Problem Solving	Mrs. Tirpak	Virtual
The Comet's Tale	Mrs. Trutza	
Chess Club	Mr. Dunlap	Virtual
Exceptional Children's Club	Mrs. Stumpf	Virtual
School Yearbook	Mrs. Ames	
Art Club	Mrs. Trutza	Virtual

Math Counts	Mrs. Daulton	Virtual
Speech and Debate	Mrs. Miller	Virtual
Ski Club	Mr. Cain	Virtual
Academic Challenge	Mrs. Parillo	Virtual

### **Extracurricular Team Sports**

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, must maintain their scholastic eligibility, and must demonstrate appropriate behavior at all times. 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](http://www.solonschools.org/Athletics). Mr. Surdy is the SMS faculty manager.

<b>Season</b>	<b>Sport</b>	<b>Participants</b>
Fall (starts in August)	Football	7/8 Boys
	Soccer	7/8 Boys/Girls
	Cross Country	7/8 Boys/Girls
	Volleyball	7/8 Girls
	Tennis	7/8 Girls
	Cheerleading	7/8 Girls
Winter (starts in November)	Swimming	7/8 Boys/Girls
	Basketball	7/8 Boys/Girls
	Wrestling	7/8 Boys
	Cheerleading	7/8 Girls
Spring (starts in March)	Track	7/8 Boys/Girls
	Baseball	8 Boys
	Softball	7/8 Girls
	Tennis	7/8 Boys
	Lacrosse	7/8 Boys/Girls

## **STUDENT INFORMATION**

### **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.

## **After School Activities**

Students are encouraged to attend as many after school events as possible, without interfering with their school work 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.

## **Bus Passes**

If your child is riding a bus to any location other than his usual destination, a bus pass is needed. Parent notes must be brought to the counseling office prior to 8:35 a.m. The parent is asked to send a dated note with the following: student's name, address of different destination, and bus number. The office will then issue a bus pass if seats are available. This bus pass must be picked up by the student during lunch and given to the bus driver.

## **Conduct at Athletic Events**

Students who stay after school to attend home games must remain in the gym, 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.

## **Lockers (If we are able to resume with regular schedule in the building)**

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. This is a Health Department order. 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.

**\*During the COVID-19 pandemic, students will be assigned a locker if needed by their homeroom teacher. Lockers will only be used twice a day. Students will be permitted to carry a backpack during the school day.**

## **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 insure the safety, order and discipline of the school.

Anything that is found in the course of 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.

## **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.

### **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, she/he must notify a staff member immediately.

### **Emergency Contact Information**

The school uses PowerSchool Enrollment to update important student emergency contact information and parent notifications. All students must have all necessary information completed in PowerSchool Enrollment 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 who students would be released to for rides home or in case of illness or an emergency situation. All information must be entered online through PowerSchool Enrollment or phoned into the school to make a change to the students' records. 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 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.

### **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](http://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.

### **Lost and Found**

Cupboard 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.

## **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.

## **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, 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.
- Any third-time offenders will be suspended for 1 day of in-of-school suspension in addition to having the device confiscated. Parents again will be notified and be expected to pick up the device.

Please be advised that taking pictures, audio or video-recording 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.

### **Course Fees**

Student will be provided necessary textbooks for courses of instruction without cost. In accordance with state law, SMS charges specific fees for the Family Consumer Science and Industrial Technology supplies, calculators, and workbooks. Students who need headphones for technology may purchase these at school. Fees will be distributed to all students by the second week of school.

Charges may also be imposed for loss, damage, or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school building or property. Students can be fined for excessive wear and abuse of school property and equipment.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

### **Telephone Calls/Deliveries**

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 an effort to ensure our students continue to have ample opportunity to find success academically, we are making the following modifications to our drop-off policy:

- Parents will be allowed to drop-off academic items ONLY during the day until 10:30 a.m. This is limited to book bags, written assignments,

glasses and textbooks.

- 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.
- Lunches from restaurants cannot be delivered to students.

### **Hallway Traffic and Conduct**

- Students will be required to stay to the right of the hallway at all times.
- Students will be required to maintain social distances as best as possible.
- Walk quietly; shouting is not permitted.
- Backpacks will be permitted due to COVID-19.

### **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.

### **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 an 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 cover, but do not place stickers or drawing on the Chromebook itself. Vents CANNOT be covered.
- Please do not remove or tamper with 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 4<sup>th</sup> loaner Chromebooks per quarter, the following disciplinary actions may take place.
  1. Warning
  2. 2 after-school detentions

3. 3 after-school detentions
4. 2-hour Saturday School
5. 4-hour Saturday School
6. 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 to students 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 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 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 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 contents.
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 prosecutions.

### **Academic Honesty (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.

Plagiarism is the act of passing off as one's own ideas, words, images or writings of another. Acts of plagiarism include but are not limited to the following (without acknowledgement or proper citation): essays, exams (quizzes, tests), homework, other assignments, computer programs, music scores, web pages, choreography, graphical depictions, visual representations:

- Copying and pasting text, photo, video, audio from any printed

material or online media or website.

- ❑ Rewording or altering text and claiming as your own
- ❑ Using photo, video, audio.
- ❑ Using the work of or collaborating with another student, a family member, or any outside party without teacher permission.
- ❑ Purchasing or obtaining pre-written work from any individual or commercial source,
- ❑ Obtaining a translation from any individual or commercial source, including online translation services.
- ❑ Using an essay that was written for another class/purpose without both teachers' permission.
- ❑ Enabling another student to commit any of the above acts.
- ❑ Stealing a school assignment.
- ❑ Possessing and/or distributing a stolen school assignment.

*Information obtained from Georgetown University, Dartmouth College, Duke University, and Solon High School.*

#### Consequences:

##### 1<sup>st</sup> Offense

Student receives "0" on assignment, must re-do assignment

Communication with parent

Discipline referral

##### 2<sup>nd</sup> Offense

Student receives "0" on assignment, must re-do assignment

Communication with parent

Discipline referral with consequence

##### 3<sup>rd</sup> and future Offense

Student receives "0" on assignment, must re-do assignment

Communication with parent

Discipline referral/3-5 days of In-School Suspension

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

#### **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 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 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. **We will not accept any food items.**

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.

## **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 call the counseling office (349-7405) before 9:00 a.m. each day that a student is absent** (special arrangements can be made for extended illness). When placing the call, 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.

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.

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.

## 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.

**Exemplary Attendance (Due to COVID-19, we will not award/recognize for the 2020-21 school year.)**

Students are eligible for the Exemplary Attendance Award if they meet both criteria below:

- They have 3 or less hours of absence (this includes tardies and early dismissals).
- There is a combination of 5 or less excused tardies, and/or excused early dismissals. (It is still considered an early dismissal if the student returns to school).

**Please Note:** *Medical appointments are included in this clause, as are excused tardies and/or early dismissals.*

\*\* A student must be enrolled the entire school year at Solon Middle School to be eligible for the Exemplary Attendance Award. \*\*

**Excused Absence**

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

1. Illness (doctor's excuse may be required in some special cases)
2. Illness in the immediate family (with limitations)
3. Death in the immediate family

4. Death outside of immediate family
5. Observation of religious holidays
6. Medical appointment
7. 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. (See section on Planned Absences.)
8. Court appearance
9. 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.

**After 10 full or half-day absences, a physician's note will be required for the absence to be excused. Missing 3 or more class periods constitutes a half-day absence.**

### **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 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

**After 10 combined tardies, a physician's note will be required for**

## **the tardy/dismissal to be excused.**

If a student has 10 or more consecutive or 15 total days of unexcused absence during a semester, she/he will be considered habitually absent and will be reported to the Judge of Juvenile Court as a result of this excessive absence.

## **Unexcused Absences**

Any student who is absent from school for all or any part of the day without legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. Please refer to “Truancy” section of this handbook.

## **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).

1. Car trouble of any kind (The Solon Board of Education provides transportation which delivers students to school on time)
  2. Oversleeping
  3. Missing the bus
  4. Traffic jam
  5. Staying out of school an unnecessary length of time because of a doctor’s appointment
  6. Babysitting in non-emergency situations
  7. 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.

### **Procedure for Obtaining Approval for Planned Absences for Good and Sufficient Cause**

- a. Student contacts the Attendance Office in advance of planned absence to request approval of the planned absence, and to obtain a Planned Absence Form. Student and Parent complete Part I of the Planned Absence Form and submit it to the Attendance Office at least two weeks before the planned absence. The deadline may be waived in the case of a documented emergency. Once a planned absence is approved, the student must complete Part II of the planned absence form.
- b. Student presents the form to each classroom teacher at least two days in advance of the last day in attendance. Teachers check appropriate responses, add comments and sign the form.
- c. Student shares any teacher concerns with the parent/guardian.
- d. Parent and student sign the request/agreement statement.
- e. Student presents completed form to the Attendance Office at least one day before departure date.
- f. All work must be made up in a manner consistent with make-up policies.
- g. A student not complying with the aforementioned policies may receive failing grades for the work missed.

### **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.

### **Academic Make-up**

Any student who is absent for a valid reason, and whose absence is 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 morning homework session 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” should make up school work but not for credit.

### **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.

### **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 removed from school if

the student does not have the necessary immunizations or the authorized exemptions.

### **Clinic/Illness at School**

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.

**\*Students exhibiting COVID-19 symptoms will be removed from class immediately, sent to the COVID clinic, quarantined, and parent(s) or guardian will be contacted for immediate pick-up.**

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. 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 349-7402.

### **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 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 dispensation 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 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 changes.
  - B. A statement that they agree that no employee who is authorized by the Solon Board of Education to administer a prescribed drug and who has a copy of the most recent physician's statement would not be liable in a civil damages for administering the drug unless he/she acted in a manner that would constitute "gross negligence of wanton or reckless misconduct." Form PPS 27 may be used.
4. 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 this policy.
5. Procedures for the Administration of Prescription Medication:
  - A. No medication will be accepted unless accompanied with a signed statement providing the information as outlined in paragraphs 2 and 3 of this policy or a completed Form PPS 27. All medication to be administered to students shall be:
    - a. Stored in locked storage area or refrigeration area away from students.

b. Recorded on the statement from the physician on Form PPS 27.

### **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 are 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 has contact or is 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 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. 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 and other material.

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, date of birth, extracurricular participation, achievement of awards or honors, weight/height (if a member of an athletic team).

Administrative regulations will set forth a procedure for annual notification to parent(s)/guardian(s) and eligible students of District's

definition of directory information. Parent(s)/guardians and eligible students will 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.

The District will maintain, in accordance with administrative regulations, an accurate record of all requests for disclosure of or access to information and information disclosed and accessed.

## **STUDENTS' RIGHTS, RESPONSIBILITIES, AND DISCIPLINE**

### **I. 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, church, school, or government. All parties participating in the school community must share the responsibility for maintaining this control.

The Solon Board of Education believes that good discipline is best thought of as being positive, not negative; of helping a student to adjust, rather than as punishment; of turning unacceptable conduct into acceptable conduct. It is important that each individual assume responsibility for his/her own action in accordance with socially acceptable conduct and the rules, regulations, and policies of the school setting. Behaviors exhibited must be within the bounds of law and order and must respect the rights of others as individuals.

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. Since the school and the home share responsibility for educating and disciplining students, it is important that they work

closely together. The school staff has the obligation to be fair, honest, reasonable, and consistent in their dealings with students. The parents have the obligation to be cooperative, reasonable, and honest in working with school personnel. Only by developing a climate of mutual trust and respect can the school and the homework effectively together toward the best interest of the child.

## **II. STUDENTS' 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.

### **Basic Student Responsibilities**

1. Be in school on time.
2. Attend all classes.
3. Bring necessary material for class.
  - a. Textbook
  - b. Notebook paper
  - c. Pen and pencil
  - d. Charged Chromebooks
  - d. Specialty items: examples - clothes for physical education, calculator
4. Be a positive contributing member of the student body.
5. Be respectful of self and others.

## **III. 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

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 actions listed below reflect a progressive disciplinary process, all steps 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.**

1. Verbal warning
2. Parent notification
3. Detention
4. Removal of privileges
5. Parent conference
6. Saturday School
7. Disciplinary removal
8. Emergency removal
9. In-school suspension
10. Out-of-school suspension
11. Juvenile court referral
12. Expulsion

## **Disciplinary Referrals**

Disciplinary referrals are communications between teachers, the assistant principal and parents concerning discipline problems. Any question concerning discipline referrals should be directed to the referring teacher or the assistant principal.

## **A. DEFINITIONS**

### **Consequences**

The following provides a definition for each of the disciplinary actions listed above.

#### **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**

The assignment of a student to spend time in addition to regular school time for violation of school rules.

Detentions are of two types: teacher detentions and office detentions. Teacher detentions are usually given for some infraction of a teacher rule in the classroom (chewing gum, disturbing others, talking out of turn, late to class, etc.). Teacher detentions are to be served with the teacher involved within a reasonable amount of time either before school, after school or during lunch. Refusal to serve the teacher detention will result in referral to the assistant principal for further disciplinary action.

Office detentions are given for some violation of school rules. The following regulations apply for serving of office detentions.

1. Student will be served notice of an office detention through the assistant principal's or principal's office.
2. **Students are required to serve their detentions as assigned.**
3. Office detentions may be served in the morning or in the afternoon.  
Morning detentions are from 8:00 – 8:30. If you are late, you will be assigned 2 detentions. Afternoon detentions will be held in the office from 3:40 until 4:10 or 4:40 and may involve working with custodians (cleaning detention).
4. No talking is permitted.
5. Student must have something to study.
6. If students are removed from the detention room for violating rules, the time served does not count.
7. Additional consequences for not serving detentions, not having the detention slip signed by a parent/guardian, or failing to bring a parent excuse note for not attending will be assigned.

## **4. Removal of privileges**

The denial of special privileges for violation of school rules.

## **5. 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.

## **6. 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.

## **7. Disciplinary removal**

The removal of a student from a class or from participation in an extra-curricular activity for less than twenty-four hours. During the disciplinary removal period 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 disciplinary removal.

## **8. Emergency removal**

The removal of a student whose presence poses a continuing danger to persons or property or an on-going threat of disrupting the curricular or extra-curricular school activities, for a period not less than twenty-four (24) hours but not to exceed seventy-two (72) hours. During the period of emergency removal, 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 this period of emergency removal.

## **9. In-School Suspension**

The removal of a student from his/her regularly scheduled classes for a period of at least one (1) but not more than ten (10) days. During this period of in-school suspension a student will remain and perform his/her studies in a specified area.

If at the time an in-school suspension is imposed there are fewer than ten (10) school days remaining in the school year in which the incident that gives rise to the suspension takes place, the superintendent may apply any remaining part or all of the period of the in-school suspension to the following school year.

No academic credit will be lost solely because a student is given an in-school suspension.

## **10. Out-of-School Suspension**

The removal of a student from school for at least one (1) but not more than ten (10) days. During the period of suspension, a student will not be permitted to attend any school function or activity. In addition, a student will not receive credit for class work during a period of suspension.

If at the time an Out-of-School Suspension is imposed there are fewer than ten (10) school days remaining in the school year in which the incident that gives rise to the suspension takes place, the superintendent may apply any remaining part or all of the period of the Out-of-School Suspension to the following school year.

## **11. Juvenile Court**

Referral by a school administrator to juvenile authorities for conduct which is not 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. This consequence 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.

## **B. PROCEDURE**

Disciplinary action such as verbal warning, parent notification, and 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, emergency removal, suspension, and expulsion, the following procedures will be used:

### **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.** Saturday School is offered as an alternative to In-School or Out-of-School Suspension. Students who are assigned Saturday School must comply with the guidelines below or face a day(s) of suspension.

### **Saturday School Student Responsibilities**

Placement of a student in the Saturday School will be at the discretion of a building administrator. The Saturday alternative to suspension will not be offered for all violations of the Code of Conduct, specifically those that involve antisocial or criminal behavior, threats to teachers, fighting, or other disruption of school. This placement should be viewed as a privilege not a right and as such should be approached as a positive educational experience. The intent is to provide students with an alternative to a school suspension with a provision for additional academic assistance to improve study skills and scholastic success. The student is responsible to gather appropriate study materials to be used on Saturday.

1. Saturday School is in session from 8-10 a.m. or 8 a.m.-noon. Students may be assigned a 2- or 4-hour session. Students will not be admitted to the school if they arrive after 8 a.m. and may be subjected to further disciplinary action. Students are to use the north parking lot door only. Doors will be opened at 7:45 a.m. and close at 8 a.m.
2. Students are required to bring their own study material including school-related books, paper, pens, pencils, etc. There should be enough

materials to last four hours. Lockers are off-limits and access to other areas of the building will not be permitted. Students are expected to use this time for the completion of assigned schoolwork. Activities such as talking without permission, sleeping, or appearing to be asleep are not permitted.

3. Students are required to wear appropriate school clothes. Students inappropriately dressed will be sent home.
4. Students are not permitted to bring such items as food, beverages, audio or visual equipment like radios, tape recorders or TV's, playing cards or any materials that are disruptive to the educational environment.
5. Students attending Saturday School are subject to all regulations described in the Code of Conduct: Students Rights, Responsibilities, and Discipline.
6. In the event of an emergency that causes a student to miss Saturday School, a parent/guardian **MUST** leave a message on the assistant principal's voice mail (440-349-7399) before school Monday.
7. Failure to attend Saturday School will result in one (1) day of In-School Suspension or two Saturday Schools. Multiple offenses may result in two or more days of In- or Out-of-School Suspension.

### **In-School Suspension**

Before a student is placed on in-school suspension, the student shall be given written notice of the intention to impose in-school suspension and the reasons for the intended in-school suspension. The student will be given an opportunity to appear at an informal hearing before the principal to speak against the intended in-school suspension or otherwise explain his/her actions. Parents will be notified when a student is given an in-school suspension.

### **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 or extra-curricular school activities taking place within a classroom or elsewhere on school premises, the superintendent, principal, or assistant principal may remove a student from curricular or extra-curricular activities, or from the school premises without complying with the notice and hearing requirements required prior to suspension or expulsion.

In like circumstances, a teacher or supervising adult may remove a pupil from curricular or extra-curricular activities under his/her supervision, without complying with the notice and hearing requirements

required prior to suspension or expulsion. As soon as practicable after making such removal, the teacher shall submit reasons, in writing, for such removal to the principal.

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 seventy-two (72) hours of the initial removal. The individual who ordered, caused, or requested the student's removal under this Article shall be present at the hearing.

If the superintendent or the principal reinstates a student in a curricular or extra-curricular activity under the teacher's supervision prior to the hearing following a removal under this Article, the teacher shall, upon request, be given the reasons for such reinstatement in writing.

### **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 principal or superintendent. The student will be given an opportunity to appear at an informal hearing before the principal, superintendent or superintendent's designee and challenge the reasons for the suspension or otherwise explain his/her actions.

Within twenty-four (24) hours after the time of a student's suspension, the superintendent or principal shall send written notice of the suspension 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 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 within fourteen (14) 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. The Board or its designee shall keep a verbatim record of all hearings under this Article. Decisions of the Board or its designee may be appealed to Common Pleas Court under Chapter 2506 of the Ohio Revised Code.

## **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) 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 twenty-four (24) hours after the time of any expulsion, the superintendent or principal 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 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. If the expulsion is for more than twenty (20) days, or will extend into the next semester or school year, the notice must also contain information on services or programs that work toward improving the student's attitudes and behavior.

The Board, by a majority vote of its full membership, or by the action of its designee, may affirm the expulsion or may reinstate the affected student or may otherwise reverse, vacate or modify the order of expulsion. The Board or its designee shall keep a verbatim record of all hearings under this Article. Decisions of the Board or its designee may be appealed to Common Pleas Court under Chapter 2506 of the Ohio Revised Code.

## **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:

- Carrying a concealed weapon or conveying or possessing deadly weapons
- Possessing, selling or offering to sell controlled substance;
- Rape, gross sexual imposition or felonious sexual penetration;
- 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.

## **IV. TIMES/PLACES**

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, or conduct that, regardless of where it occurs, is directed at a school official or employee, or the property of the official or employee.

## **V. MISCONDUCT FOR WHICH ANY DISCIPLINE INCLUDING SUSPENSION AND EXPULSION MAY OCCUR**

Each of the following describe misconduct that may result in 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.

**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;
9. Continuously making noise or acting in a manner so as to interfere with a teacher's ability to conduct a class or extracurricular activity;
10. Students must vacate the building by 3:40 p.m. unless they are attending an authorized school activity.
11. Repeated violations of school rules.

\*Violation in this area may result in suspension or recommendation for expulsion.

**B. Damage, Destruction of School Property:** Students shall not cause or attempt to cause damage to school property.

**Minimum consequence:**

First offense – 5 days of Out-of-School Suspension

Second offense – 10 days of Out-of-School Suspension and recommendation for expulsion.

**B.1. Theft, Possession of, or Unauthorized Removal of School Property**

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

**Minimum consequence:**

First offense – 5 days of Out-of-School Suspension

Second offense – 10 days of Out-of-School Suspension and recommendation for expulsion.

**C. Damage, Destruction of Private Property:** Students shall not cause or attempt to cause damage to private property of students, teachers, school personnel or other persons.

**C.1. Theft, Possession of, or Unauthorized Removal of Private**

**Property:** Students shall not steal or attempt to steal private property or engage in or attempt to engage in or participate or attempt to participate in the unauthorized removal, including the possession of stolen materials, of private property.

**D. Assault on or Abusive Language Toward a School Employee, Authorized School Visitor, or Another Student:** 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.

**D.1. 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:**

10 days Out-of-School Suspension and recommendation for expulsion.

All offenders will be referred to proper legal authority.

**D.2 Fighting:** 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 days of Out-of-School Suspension

Second offense – 7 days of Out-of-School Suspension

Third offense – 10 days of Out-of-School Suspension and recommendation for Expulsion.

**D.3. Threats:** Students shall not make verbal or written threats directed towards school property, any school employee, authorized school visitor, or any other student.

**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.**

**D.4. Violent or Dangerous Conduct:** Students shall not engage in violent or dangerous conduct that causes harm to themselves or others, or puts themselves or others at risk of harm.

**D.5. Harassment/Intimidation:** Annoying or attacking using physical, verbal, written or electronic action (text messaging, instant messaging, social networking, photos, videos, etc. ) 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) may be reported to local police.

**D.6. 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). The anti-bullying policy can be found of page 21 of the Student Handbook.

Bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental 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).

**D.7. Horseplay:** Engaging in an activity which may create a condition that is unsafe or unhealthy to others. Horseplay which results in an unsafe condition, physical injury, and/or destruction of property will be treated more severely than the beginning consequence for horseplay (discretion of the administrator). If damage occurs, the school will require restitution.

**Minimum consequence:**

First offense – 2 hrs. Saturday School

Second offense – 4 hrs. Saturday School

Third offense – 1 day of In-School Suspension

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

- 1st Offense – 3 days Out of School Suspension
- 2nd Offense – 5 days Out of School Suspension
- 3rd Offense – 10 days Out of School Suspension

**E.1 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.

- 1st Offense — 5 days Out-of-School Suspension
  - Suspension may be reduced to 3 days O.S.S. if the student agrees to participate in a vaping education course [Reduction 5 days O.S.S. can only be used for first vaping offense].
- 2nd Offense — 5 days Out-of-School Suspension
- 3rd Offense — 10 days Out-of-School Suspension

**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 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.

**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 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.

1. **Possession, purchase, use, application or being under the influence:**
  - a. First offense:
    1. A parent, guardian, or custodian (hereafter referred to as “parent”) of the student will be immediately notified of the incident. The student may be removed from school under the emergency removal procedures pending a suspension hearing, which shall be held within seventy-two (72) hours of the order of removal or the student may be suspended with emergency removal.
    2. The principal will notify the student and the student’s parent,

guardian, or custodian in writing of an intent to suspend and will arrange a suspension hearing among the student, the student's parent(s), guardian, or custodian and the principal.

3. The principal or principal's designee will notify the appropriate counselor of the incident.
4. The principal will suspend the student for ten (10) days in compliance with all requirements of law, and this Code of Student Rights, Responsibilities and Discipline, which suspension may be reduced to no less than five (5) days if the following occur: (1) the student proceeds to have a drug and alcohol assessment conducted by a chemical dependency counselor (which includes a drug test) and meets with the SMS Student Assistance Facilitator within five (5) school days of the infraction; (2) the student agrees to follow any appropriate treatment, which may include but not be limited to required attendance at support groups; (3) and the professional satisfactorily notifies the principal of the foregoing and (4) the student agrees to continue attendance of in-school support group where appropriate.
5. Notwithstanding the above provisions, an initial, self-referred violation of this section shall not be deemed a first offense under part 1. (if the following occur): (1) the student proceeds to be evaluated by a chemical dependency professional; (2) the student agrees to follow an appropriate treatment, which may include but not be limited to required attendance at support groups; (3) and the professional satisfactorily notifies the principal of the foregoing.

b. Second offense:

1. A parent of the student will be immediately notified of the incident. The student may be removed from school under the emergency removal procedures pending an expulsion hearing, which shall be held within seventy-two (72) hours of the order of removal or the student may be expelled without emergency removal.
  2. The principal will recommend that the superintendent expel the student.
  3. The principal or principal's designee will notify the appropriate counselor of the incident.
  4. The superintendent will expel the student for up to 80 (eighty) days beyond the days of suspension.
2. **Selling, supplying or transmitting:** A first incident of selling, supplying or transmitting mood-altering chemicals or anabolic steroids shall be treated as a second offense.

3. **Counterfeit or “look-alike” drugs:** The following is in accordance with amended Section 2925.01 (O) of the Ohio Revised Code concerning use, transmission, selling, giving, concealing, or consuming of counterfeit controlled substances or “look-alike” drugs.
- a. A counterfeit controlled substance is defined as:
    1. Any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark;
    2. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed it;
    3. Any substance that is represented to be a controlled substance or is a different controlled substance.
    4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
  - a. No student shall possess any counterfeit controlled substance. Violations of this provision will be treated in the same manner as section 1 (possession, purchase, use application or being under the influence).
  - b. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with use of a controlled substance.
  - c. No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.
  - d. No student shall knowingly make, offer to sell, give, package or deliver a counterfeit controlled substance. Violations of this provision will be treated in the same manner as section 2 (selling, supplying, or transmitting).
  - e. Drug paraphernalia - Students may not possess any item related to drug use including but not limited to pipes, bongs, or rolling papers.

**G. Failure to Comply with Directives (Insubordination):** Students shall comply with directives, and reasonable requests of teachers, student

teachers, substitute teachers, educational aides, bus drivers, principals, and other appropriate school personnel.

**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.

**I. Disrespect:** Students shall not harass any members of the school staff or student body on the basis of sex, color, race, national origin, religion, age, disability. For the purpose of this Student Rights, Responsibilities and Discipline Code, “harass” includes, but is not limited to intimidate, insult, annoy persistently or otherwise abuse physically, orally or in writing.

**I.P. Inappropriate -Plagiarism/Cheating.** Please refer to statements in prior sections.

**J. Weapons, Dangerous Instruments, Fireworks, Any Laser Instruments 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 used or may be 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 upon 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.

**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 speak, write or use profane, vulgar, derogatory, demeaning or other improper or inappropriate language, signs or actions or pornographic materials.

**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. Card playing of any kind is not permitted.

**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.

1. Truancy (missing two (2) or more periods – arrival after 10:10 a.m.)
  - a. First Offense – Saturday School (4 hrs.)
  - b. Second Offense – Two (2) Saturday Schools (4 hrs.)
  - c. Third Offense – One (1) day of In-School Suspension
  - d. Fourth Offense – Two (2) days of In-School Suspension
  - e. Fifth Offense – Three (3) days of In-School Suspension
  - f. Sixth or more – minimum five (5) days of In-School Suspension and possible legal action
2. Class/Study Hall Cutting [unexcused absence (absence without permission from teacher or administration) from class or study hall/ signing into school between 9:25 and 10:10 a.m.]
  - a. First Offense - Saturday School (2 hrs.)
  - b. Second Offense - Saturday School (4 hrs.)
  - c. Third Offense – One (1) Saturday School (2 hrs.) & one (1) Saturday School (4 hrs.)
  - d. Fourth Offense – Two (2) Saturday Schools (4 hrs.)
  - e. Fifth Offense – One (1) day of In-School Suspension
  - f. Sixth Offense – Two (2) days of In-School Suspension
  - g. Seventh Offense – Three (3) days of In-School Suspension
  - h. Eighth or more – Minimum Five (5) days of In-School Suspension with a possibility of recommendation for expulsion.
3. Tardy to School (signing into school from 8:40 - 9:25 a.m.)
  - a. First Offense – Warning
  - b. Second Offense – Warning
  - c. Third Offense – One Detention
  - d. Fourth Offense – Three Detentions
  - e. 5th - 6th Offense – One (1) Saturday School (2 hrs.)
  - f. 7th - 8th Offense – One (1) Saturday School (4 hrs.)
  - g. 9th Offense – Two (2) Saturday Schools (4 hrs.)
  - h. 10th - 12th Offense – One (1) day of In-School Suspension
  - i. 13th - 15th Offense – Three (3) days of In-School Suspension
  - j. Sixteenth Offense or more – Minimum five (5) days of In-School Suspension and possible other interventions

Students with four (4) or fewer total tardies during the first semester will

start again at the first offense beginning second semester.

**O. Trespass:**

1. 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.
2. Students already under out-of-school 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.
3. Students must vacate the building by 3:40 p.m. unless they are attending an authorized school activity.

**P. Lying:** Students shall not lie about, fabricate, distort, or change information given to school staff or administration or any individual.

**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.

**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, 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, and shouting and other disorderly conduct which could cause physical harm, emotional stress, or diversion of the driver's attention.

**Rules - "DO NOT LOSE YOUR BUS PRIVILEGE!"**

1. Be courteous and use no profane language.
2. Do not eat or drink on the bus.
3. Keep the bus clean.
4. Cooperate with the driver.
5. Do not smoke.
6. Do not damage bus or equipment.
7. Stay in your seat.

8. Keep head, hands and feet inside bus.
9. Do not fight, push or shove.
10. Do not tamper with bus equipment.
11. Do not bring pets on the bus.
12. Do not bring flammable material on the bus.
13. The bus driver is authorized to assign seats.

For safety reasons, parents are not authorized to enter school buses. Drivers should not allow parents to board the bus for any reason without prior approval from the transportation department.

**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. Clothing which is determined to be detrimental to health and safety or disruptive to the academic atmosphere of the school, and/or clothing that creates a hostile, intimidating, harassing or offensive learning environment will not be permitted.

In some cases parents will be notified and asked to bring appropriate clothing to the school so that the student can change and return to class or a student may be sent home to change. In other cases further disciplinary action may be taken.

Students are expected to dress appropriately for school activities. Clothing that creates a distraction or safety issue is not permitted. The 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 inflames or incites students so as to create a clear and present danger of unlawful acts on and of physical disruption to the orderly operation of the school.

**Types of clothing NOT allowed at Solon Middle School include:**

- Shorts, skirts, and dresses that are too tight or too short – they must fall below the fingertips when arms are placed at sides.
- Tops with low necklines, bare midriffs, or sheer material

- Tank tops, tops with spaghetti straps, or any sleeveless shirts
- Clothes with holes that show skin in inappropriate places or undergarments
- Oversized, ripped, or sagging jeans
- Any clothing that advertises or encourages alcohol, tobacco, other drugs, sexual phrases, or clothing that encourages activities prohibited in other sections of school policy.
- Sunglasses, coats, caps, hats, head scarves, athletic headbands, or other head coverings during the school day (unless worn for religious reasons)
- Heavy pocket chains and spiked jewelry
- Buttons, badges, arm bands, etc. bearing slogans or sayings that are obscene, harassing, libelous, or inflames or incites students so as to create a clear and present danger of unlawful acts on and of physical disruption to the orderly operation of the school.

**Violation of the Solon Middle School dress code will result in a consequence. Students may also be required to call parents to obtain the appropriate clothing.**

**T. Public Display of Affection:** Students shall not engage in kissing, embracing or any sexual acts or displays not appropriate to the educational environment.

**T.1. 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 are a 10-day out-of-school suspension and recommendation for expulsion.

**U. Violation of Rules:** Students shall not violate the policies of the Board of Education or school rules or regulations. Repeated violation of school rules resulting out-of-school suspension will lead to a recommendation for expulsion and contact with juvenile court.

#### **Prohibited Items at SMS**

- Medications or pills not registered/administered in the clinic
- Skateboards, roller skates, roller blades, shoes with wheels
- Gum: The reason for a “No Gum Policy” is that cleaning gum from furniture and floors is an expensive and time-consuming problem.
- Items for sale: Students should not bring gum, candy, shoes, clothing or any items to school for the purpose of selling them.
- Any items of value that may become tempting targets for theft and

extortion

**V. 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 performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team, or organization, that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule. 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.

**W. 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, or 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.

**X. "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.

Violating this rule may result in multiple days of out-of-school suspension and recommendation for expulsion. This policy applies to all school-sponsored activities.

**Y. 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 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 violations of our sexual harassment policy may result in multiple days of out-of-school suspension and recommendation for expulsion. This policy applies to all school-sponsored activities.

**Z. Use of Wireless Communication Devices:** Students may use wireless communication devices (WCD's) before and after school and at school-related functions. Use of WCD's, except approved laptops and PDA's, 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 WCD's. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCD's brought onto school 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 will have access and are permitted to use office phones to contact parents during the day should there be an emergency.

- 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.
- Any third-time offenders will be suspended for 1 day of in-of-school suspension in addition to having the device confiscated. Parents again will be notified and be expected to pick up the device.

**Z.1. Violation of Chromebook:** The use of Chromebooks as a technology resource is a privilege, not a right. Students are solely responsible for the Chromebook issued to them, including loaner devices. Access to the Internet is monitored through our school's content filtering software and all rules and expectations are applied to the use of the Chromebook. All applications, activity, and documents stored on the Chromebook are the property of Solon City Schools and subject to regular review and monitoring. Failure to comply to the expected behaviors will result in the disciplinary actions below.

**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 4<sup>th</sup> loaner Chromebooks per quarter, the following disciplinary actions may take place.

1. Warning
2. 2 after-school detentions
3. 3 after-school detentions
4. 2-hour Saturday School
5. 4-hour Saturday School
6. 1 Day of In-School Suspension

## **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 as been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed

with the Board President.

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

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

If the investigation finds an instance of harassment, intimidation, and/or bullying/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, intimidate, 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 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.

### **Privacy/Confidentiality**

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

### **Reporting Requirement**

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

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

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly,

in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. 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!”

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