

# Orchard Middle School Student Handbook

School Year  
2018-2019

## 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.

<b>Specials Schedule:</b>	<b>Activity Schedule:</b>
<b>A:</b>	<b>Monday:</b>
<b>B:</b>	<b>Tuesday:</b>
<b>C:</b>	<b>Wednesday:</b>
<b>Student Name:</b>	<b>Thursday:</b>
<b>Homeroom:</b>	<b>Friday:</b>
<b>Locker #</b>	<b>Gym Locker #</b>

# **Orchard Middle School Directory**

Main Office (440) 349 – 6215

Fax (440) 349 – 8054

**Main Office Hours: 7:55am – 4:00pm**

## **Building Administration**

Mrs. Cari Mineard, Principal

(440) 349 – 6218

Mr. Rocco Sciarabba, Assistant Principal

(440) 349 – 6246

## **Office Staff**

Janet Elliott, Guidance/Pyramid Coordinator

(440) 349 – 7441

Ms. Eden Meihls, School Psychologist

(440) 349 – 8046

## **Health Clinic**

(440) 349 – 7444

## **Attendance**

Attendance Line (440) 349 – 7252

**STUDENTS ARE EXPECTED TO CARRY THEIR AGENDA BOOK WITH THEM AT ALL TIMES. THE AGENDA BOOK IS USED AS THE STUDENT'S HALL PASS AND ALSO SUPPORTS OUR BUILDING-WIDE SYSTEM OF BEHAVIOR REINFORCEMENT.**

**Students are required to purchase replacement agenda books in the event of loss, theft, destruction, etc....**

**Replacement agendas are \$10.00.**

**Note:** This student handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in the Handbook since it was printed in June 2018. If you have questions or would like more information about a specific issue or document, contact the school principal or access the document on the District's website: [www.solonschools.org](http://www.solonschools.org) by clicking on "District: Bylaws & Policies" and finding the specific policy or administrative guideline in the Table of Contents for that section.

## **WELCOME**

Dear Student,

Welcome to Orchard Middle School! The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior. Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school age-children. Teachers will also review this Handbook with students at the beginning of the school year. Most of your questions will be answered in this handbook. It will help you understand our expectations and contribute towards your overall success in school. Please read the handbook carefully so that you will be fully informed of our expectations and your responsibilities as a student. If you have questions, please do not hesitate to contact me.

Cari Mineard, Principal

### **STUDENTS ARE EXPECTED TO CARRY THEIR AGENDA BOOK WITH THEM AT ALL TIMES. THE AGENDA BOOK IS USED TO HELP ORGANIZE STUDENT AND ALSO SUPPORTS OUR BUILDING-WIDE SYSTEM OF BEHAVIOR REINFORCEMENT.**

#### **ORCHARD RULES**

- Be Positive
- Be Prompt
- Be Prepared
- Be Productive
- Be Polite
- Be Persistent

#### **E + R = O**

Event + Response = Outcome

#### **ATTENDANCE**

Students are expected to be in school every day. Poor attendance is the most frequent cause of unsatisfactory work and school failure. The most important school-work and learning experiences take place in the classroom and often cannot be made up before or after absences. One day's absence often costs two days of schoolwork – the day of absence as well as the day of return. There may be some occasions when absence is necessary. It is, however, the student's responsibility to confer with teachers regarding make-up work. The State of Ohio and Orchard Middle School recognizes certain reasons for excused absences from school. Below is the list:

1. Personal Illness
2. Illness of a family member
3. Quarantine of a home
4. Death in the immediate family
5. Observance of religious holidays
6. Emergency which the superintendent constitutes as a good and sufficient cause for missing school

Students may accrue up to 38 hours (excused or unexcused combined) in one school month or 65 hours (excused or unexcused combined) in one school year. Students who are absent for 30 or more consecutive hours, 42 consecutive hours in one school month or 72 hours in one school year will be referred to the administration. Students that violate these attendance policies established by the State of Ohio will be referred to administration for implementation of an attendance intervention plan.

When students are unable to attend school for ANY reason, parents need to call the Attendance Line (440-349-7252). Parents should give the reason for the absence and indicate how long they think the absence will last. This helps in arranging make-up work. If students are ill for an extended period of time, assignments may be secured, upon request, through the school office. If we do not hear from your parents on the day of any absence, we will contact them, at home or work, to ensure your safety.

#### **ABSENCE – PLANNED**

There may be a time when a parent will know in advance that his/her child will be absent. Parents are to report the planned absence in writing to the principal five (5) days prior to the first day of absence. Planned Absence Forms can be retrieved from the Orchard website by clicking under "Forms". Extending a school vacation diminishes a child's success in school. Students that violate these attendance policies established by the State of Ohio will be referred to administration for implementation of an attendance intervention plan.

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

The Solon Board does not believe that students should be absent from school for nonemergency trips out of the district. If students are taken out of school for trips or vacation, the responsibility for education rests with the parents and they must not expect any work missed by their child to be retaught by the teacher. Students will be responsible for common assessments despite their absences.

If parents want students excused from school during the day for an appointment, a note is necessary. Parents arriving to pick up children need to come to the school office to sign the child out. Medical and dental appointments should be made outside of school hours when possible. Adults picking up a student must show their driver's license or State ID. If an adult other than a parent or guardian is picking up a student, the adult's name must be on the student's emergency information including name, relationship and phone number.

### **ABSENCE - Readmission**

When students have been absent from school – even for part of a day – their name will appear on the absence list. Before returning to class, an admit slip from the attendance secretary is required. The following procedures are required upon return to school:

1. Report to the security officer when you return with a written excuse from your parent/guardian stating the reason for your absence. The written excuse should include:
  - a. Your name
  - b. Reason for your absence
  - c. Date of absence
  - d. Signature of parent/guardian or physician.
2. The admit slip must be presented to your homeroom teacher.
3. You should find out from each teacher:
  - a. What work was missed
  - b. How this work is to be made up
  - c. When this work must be completed
  - d. A convenient time to meet with the teacher for further help if needed.

Consult with your teacher on the number of days you will be allowed to complete your make-up work.

### **TARDY BELL SYSTEM**

A system of bells will be used to notify students of timing in the morning during arrival. The "opening" bell will ring at 8:40 a.m. to signal the official opening of the building. The "warning" bell will ring at 8:45 a.m. to signal a warning to students to be in their classrooms. The "tardy" bell will ring at 8:50 a.m. Any student not in their assigned seat in their classroom at this time will be marked tardy and reported to the office.

### **TARDINESS**

Students are considered tardy if they arrive to school or appear in classrooms after 8:50am. If you are tardy, you must get a tardy slip from the attendance secretary or security guard before you may enter the classroom. You should realize that it is to your advantage to be punctual and establish a good attendance record (Be Prompt). A latecomer interrupts the learning process of the entire class. Tardy marks are part of your permanent record via the report card and may be counted with absences in determining truancy. Time accrued from tardies will be count in the total hours of missed school in accordance to HB 410.

Consequences for violations of the tardiness policy are the discretion of the administrators and are as follows:

<b>1st offense:</b>	Warning
<b>2nd offense:</b>	Warning
<b>3<sup>rd</sup> – 4th offense:</b>	1 afterschool detention
<b>5th – 7th offenses:</b>	2 afterschool detentions
<b>8th – 9th offenses:</b>	3 afterschool detentions

### **STUDENT DROP OFF**

Any student dropped off after 8:15 a.m. must use the Craemer driveway. Students must exit on the passenger's side of the vehicle and are not permitted to cross through any parking lot. Please use caution in any parking lot area. Parents are prohibited from using the main parking lot for pickup or drop off between 8:15 a.m. - 8:50 a.m. and 3:15 - 3:50p.m.

### **DISMISSAL**

#### **Early**

Under no circumstances are students to leave the school building during the day without approval from the personnel in the office. This is a serious safety violation and may result in suspension. No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the Orchard Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent or guardian. Students should not request early dismissals from school for such activities as dance, karate, music lessons, etc. It is also unacceptable to schedule appointments for haircuts, social engagements, etc. prior to the regular 3:40 dismissal. You will be dismissed only upon a written request to the office from your parents. You must come to the office before leaving to sign out. If you return to the building before the end of the day, you must also sign back in with the office. All early dismissal requests need to take place prior to 11:30 a.m. Due to the safety of students, 3:15 p.m. is the latest

dismissal time that will be honored for pickup in the office. Only Adults listed as emergency contacts will be allowed to take students from school. Adults will have to show proper identification before student is released to their custody.

### **Parent Pick-up**

Parents who choose to pick up their students at dismissal may do so at two (2) locations. Students may be picked up in the NORTH lot of Orchard (off of Craemer Drive) or at the Roxbury playground. Adult supervision will be provided at both locations. The buses load and unload students in the main parking lot from 8:15 a.m.- 8:50 a.m. and arrive for dismissal beginning at 3:15 p.m. to 3:50 p.m. Parents are prohibited from using the main parking lot for pickup or drop off from 8:15 a.m.-8:50 a.m. and from 3:15 p.m.-3:50 p.m. In the North lot, parents are expected to use the lane provided to pick up their child at the curb. For students' safety, students are not permitted to cross through the parking lot. Parking in the center of the lot is not allowed. Please wait in line. The parking lot is generally cleared by 3:50 p.m. each day.

### **Change of Plans**

If it becomes necessary during the school day to change your student's pick up plans, you must notify the office before 11:30 a.m.

### **AFTER SCHOOL PLANS**

Students who are regular walkers may sometimes make plans to visit a friend's house after school. Students are not allowed to walk home without expressed written parent permission. If you plan to ride a different bus in the afternoon you must secure a bus permit from the office. **For safety purposes, students will not be granted permission to walk to locations other than the library, Solon Middle School and Solon High School.** This is obtained by giving the office secretary a written note from your parent stating the reason for the change, the date and his/her signature. Students will not be permitted to call parents for permission for a bus note unless it is absolutely necessary or an emergency situation. All prearranged changes in after school plans need to be completed prior to 8:50 a.m. Students who have written parent permission to cross Route 91 must meet in the fifth grade lobby at dismissal so that their crossing is supervised by a staff member.

### **BICYCLES**

Students riding bicycles to school are strongly encouraged to wear helmets and should use a lock to secure it. Bicycles are to be placed in the bike racks near the recess doors upon arrival and not to be removed until the end of the day. Please be sure to review all bicycle safety rules prior to riding your bicycle to school. If a student is a regular bus rider, they must have written parent permission to ride to and from school. Students that have written permission ride a bike home are expected to exit the building at the Playground doors, walk their bike off school grounds before riding and continue home. Students are expected to obey traffic laws and use crosswalks appropriately. These students are not permitted to be in the bus pickup area. Please note that skateboards/scooters/roller skates/roller blades and other similar items are prohibited at Orchard Middle School.

### **BIRTHDAYS**

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

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

### **BUS CONDUCT**

Violation of the rules listed below may result in the loss of bus service. Parents will be notified in writing of any suspension of bus riding privileges due to pupil misconduct. The bus driver has full authority to enforce the following rules, including the use of assigned seats at their discretion, and will make necessary contact with school personnel regarding violations. The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on video, the video will be submitted to the building administrators and may be used as evidence of misbehavior. Riding the bus is a privilege, not a right. Students are expected to follow the rules below:

1. No one shall smoke or produce open flame of any kind while students are on the bus.
2. No unauthorized person shall sit in the driver's seat or operate the controls.
3. No one shall throw objects on or from the bus.
4. No one shall cause any part of his or her body to project from the bus window.
5. Eating, drinking, or chewing gum is not permitted on the bus while it is in motion except on field trips or with other special permission
6. No one shall interfere with the driver's operation of the bus.
7. No one shall cause damage to any part of the bus.
8. Noise shall be kept at a minimum at all times to ensure safety. The driver must be able to hear emergency sirens and train signals at crossings.
9. No profane language, rude gestures or fighting will be allowed on the bus or at school loading zones.
10. Changing seats while the bus is moving is not allowed.
11. Riders will take assigned seats if requested by the driver.
12. Parents are not permitted on school vehicles, other than for field trips, at any time.

13. The rights and safety of all other passengers, the driver and all other drivers on the road will be respected at all times.
14. Students are to ride only on the assigned bus at the assigned time. Permission to take a different bus or to ride the bus at a time intended for a different school must be obtained from the school principal.
15. Penalties for misconduct may include but not limited to: conference with the school principal, parent contact by phone, letter or in-school conference or loss of bus transportation privileges for a period from one week to one semester.

Consequences for violations of the bus rules are the discretion of the administrators and are as follows:

- 1st offense: Warning & Assigned Seat
- 2nd offense: Lunch Recess Detentions
- 3rd offense: Bus Suspension – 1 week
- 4th offense: Bus Suspension – 4 weeks
- 5th offense: Bus Suspension – 9 weeks
- 6th offense: Bus Suspension – remainder of school year

The administrator has the right to administer additional consequences if necessary.

### **MISSING THE BUS**

If you happen to miss your bus in the morning please make sure you call the school and then make arrangements to come in as soon as possible. If you miss your bus in the afternoon do not attempt to walk home. Come back to the school office and we will help you make arrangements to get home.

### **BUS PASSES**

If your child is riding a bus to any location other than the usual destination, a bus pass is needed. A Parent-School Communication Slip must be brought to the office prior to 8:50 a.m. with the student's name, address of different destination, bus number and parent signature. The office will then issue a bus pass if seats are available. Based on the number of students on the bus, some bus requests may not be honored. Communication to families with this circumstance will be made.

### **CAFETERIA**

Our cafeteria utilizes a computerized point of sale system. This system eliminates meal tickets, monitors purchases and provides total confidentiality for all students. Students use their 6-digit student ID number to enter onto the computer pin-pad in the cafeteria. As the account is accessed, the student's name and photo, account status, and any food allergies will appear on the screen to prevent fraudulent use. This system tracks the student's purchases and provides notification when the account reaches below \$5.00. Be sure to select notification of low funds when you create or modify your paypal account.

The system is designed to be a cash-less system. Everyone is encouraged to Pre-Pay. There are two ways to put money into your child's account:

1. Send cash to school with your student. Please make sure the student's name and homeroom teacher are noted on the envelope with your payment. Students need to bring their money to the office at the start of the school day and deposit the envelope into the dropbox located outside of the office. The cafeteria workers will not accept cash. Students without money in their account will be asked to borrow money for that day.
2. Access your account online via <https://www.spsezpay.com/soloncity/login.aspx>
3. No checks will be accepted for food.

Please note: Checks will not be accepted by the Office. Students that do not have money for lunch will be loaned enough money to cover a tray lunch. Money will not be loaned for snacks, ice cream, or extra slices of Domino's Pizza. **Students will only be allowed to borrow money twice until the money is repaid.** Students are expected to repay any loans the next day. Students that exceed the maximum number of borrows will be provided the opportunity to eat something from the Office Cabinet. Outstanding lunch loans will result in the holding of yearbook and/or report cards. Sharing of food is not permitted. Students are prohibited from saving seats for other students and tables must be cleaned prior to dismissal. The student code of conduct applies to the cafeteria, lunch/recess, and breakfast program.

### **GRAB N GO BREAKFAST PROGRAM**

The Grab N Go Breakfast Program provides healthy eating choices to students for breakfast and snacks. It operates Monday – Friday from 8:00 a.m. – 8:40 a.m. Students may purchase items to eat prior to the start of school, including during Morning Study Hall. Students may also purchase packaged items to take to class to utilize for morning or afternoon snacks in their classroom. Cash will not be accepted. This is not part of the free/reduced lunch program. Only students that have money in the electronic account will be allowed to purchase items. Students are expected to clean up their areas and go to their classrooms when the first tardy bell rings at 8:40 a.m. Students not in their assigned area by 8:50 a.m. will be considered tardy.

### **CLASSES**

Course changes requested by students or parents can only be made during the first four weeks of school and at the conclusion of the first semester. All course changes must be done in writing, have parent permission and be submitted to the principal for approval.

## **EMERGENCY CONTACT INFORMATION**

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

## **EMERGENCY PROCEDURES**

### **SAFETY DRILLS**

Fire and tornado 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. Students are expected to follow all directions and behave appropriately during these drills. Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire, tornado, lockdown drills and accident responding procedures. If a student is aware of any dangerous situation or accident, he or she must notify a staff member immediately.

### **LOCKDOWN DRILL**

In the event that an incident occurs that has the potential to endanger the safety of staff and students, a lockdown will occur. Teachers have been specifically trained to effectively manage these situations and to take the necessary steps to ensure student safety. It is critical that students take these drills seriously and that they follow the explicit directions of their teachers. During a lockdown, students are prohibited from using electronic devices without permission. No one may leave or enter the school during these times. Should a real event occur, students will not be released to parents until the Superintendent approves. Communication between the school and parents will occur each time a drill occurs.

### **FIRE DRILL**

Schools are required by law to conduct fire drills to prepare everyone to leave the building in the event of an emergency. When the fire alarm is sounded, students, teachers, office personnel and all other persons in the building are to leave as rapidly as possible without running. This must be accomplished in an orderly manner. An emergency evacuation map is located in every area of the building. Specific rules for leaving each room in the building will be explained by the teachers. Once outside, students must be at least 150 feet away from the building and stay with their group. Roll call is taken and reported to the area coordinator. All students MUST be accounted for before the "all clear" signal is given. As soon as the "all clear" signal is given, return to the classroom and resume work. Everyone must treat fire drills as a serious personal responsibility.

### **SEVERE WEATHER DRILL – TORNADO**

Schools are required by law to conduct severe weather drills to prepare everyone in the event of a severe weather emergency. These procedures are to be followed during a severe weather drill:

1. When the signal is given denoting a severe weather drill, students are to go immediately to their assigned safety area and assume a kneeling position, head on knees with their hands protecting their head.
2. If students are in an area other than their classroom, please return to their assigned area as quickly as possible.
3. It is very important that there is no talking.
4. Everyone will wait for the "all clear" signal before returning to their classroom.
5. Teacher will designate assigned safety areas.

### **FIELD TRIPS/COMMUNITY BASED LEARNING**

Field Trips are used to enhance the curriculum. Specific details will be included in the permission slips. In an effort to control overall costs, sometimes "field trips" will be brought to the school where presentations and hands-on experiences are provided to students. A "field trip" fee may be assessed to each student for "in-house trips". Please remember student participation in these types of activities are dependent upon student behavior and discipline records. No student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medication normally administered at school will be administered while on field trips. Attendance rules apply to all field trips.

### **FIELD TRIPS – OUTDOOR EDUCATION**

The Outdoor Education Program (Camp) is part of the curriculum for all sixth graders toward the end of May. Students and staff spend three days and two nights in a true adventure of learning about nature and the environment. Each student is responsible for the tuition charge. Please remember student participation in this activity is dependent upon student behavior and discipline records. Financial assistance is available upon request and qualification. Financial assistance is distributed at the discretion of the Building Principal. If a student is suspended twice from school they lose the privilege of attending Sixth Grade Camp.

### **GRADES - REPORT CARDS**

Orchard students are on quarterly grading period. Our grading practices are standards-based and were developed according to the recent research in effective grading practices. Questions or concerns about grades should be directed to the teacher. Grades can be viewed online on Powerschool. Science and Social Studies grades will be given in alternating quarters.

## **PARENT CONFERENCES**

A vital part of any effective school is the communication between parents and teachers. For this reason we have set aside conference times in November. Each team will have a daily scheduled common planning time. This will allow parents the opportunity to schedule conferences or reach the teacher by telephone. Please do not try to telephone or conference with your student's teacher between 8:40-8:50. Teachers have classroom responsibilities at that time. Please make every attempt to schedule an appointment with the teacher. Unscheduled visits before, during, or after the school day cannot be permitted.

## **GUIDANCE**

The Guidance Department is here to help and talk with you about any school problem or situation. They are available to help you make your school year pleasant and successful. Appointment slips are available in the office to schedule meetings. Permission is needed from a teacher to visit the office for any reason.

## **HALLWAY PASSPORT**

Students must get permission from a teacher to leave the classroom during instructional times to go to the clinic, restroom and office area. A hall pass must be hanging around students' neck as a visual that tell adults that the student has permission to travel throughout the building.

## **HOMEWORK**

The Solon Board of Education believes that homework properly designed, carefully planned and geared to the development of the individual student has an important place in the educational process. Homework will be assigned on a regular basis to help the student become self-reliant and a responsible learner. Home study assignments also afford a way for parents to acquaint themselves with the school program and their own child's educational process. Homework will not be used for disciplinary purposes. The amount and type of homework given is to be decided by the classroom teachers, within the framework of their overall instructional plans.

## **HEALTH/CLINIC**

Students who become ill or injured during the school day will be sent to the clinic. Students need to report illness or injury to a teacher. Do not contact your parent from the school phone or your cell phone. Disciplinary action may occur. The clinic will contact your parents with specific details.

## **EMERGENCY MEDICAL AUTHORIZATION**

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

## **GUIDELINES**

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

- A child should be fever free (less than 100°) for 24 hours before returning to school.
  - Chicken pox - child should be out until all blisters are dry. (Approximately 7 days from onset).
  - Strep - child must be on antibiotic medication 24 hours before returning to school.
  - Head lice - child must be treated with appropriate shampoo or rinse, have all nits removed from hair and be checked by the school nurse before returning to school.
  - All cases of communicable diseases must be reported to the school nurse.
- Please notify the school if your child develops a chronic illness.

## **HEALTH SERVICES**

We offer a number of health services for the students. We offer vision and hearing screening for all fifth graders, new students to the district, and referrals from previous years. Scoliosis screening is administered for all fifth and sixth graders each year.

## **IMMUNIZATIONS**

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



## **MEDICATION PROCEDURES**

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, all medication should be given by the parent at home and not at school. If it is not possible, it must be done in accordance with the procedure below. This policy covers all medications prescribed by a physician and any non-prescription (over-the-counter) drugs, preparations and other remedies.

1. A statement signed by the physician prescribing the medication for the student must accompany the medication on the District Medication Form. This form is available upon request. The statement must include the following:

- Name and address of the child
- Name of drug, dosage and times or intervals for administration
- Date administration is to begin and cease
- Special instructions for administration and storage
- Any adverse reactions that should be reported to the physician and a telephone number to reach the physician in an emergency

2. Written permission from the parent/guardian of the student requesting that the District comply with the physician's order must accompany the medication on the form available from the office.

3. Medication must be received in the original prescription container in which it was dispensed with the student's name, medication, dosage and prescribing physician's name. It is recommended that only the amount of medication that will be dispensed at school be sent to school. Parents are encouraged to bring the medication and forms to school themselves.

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

## **LOCKERS AND STORAGE**

Each student will be assigned a locker and a desk in their homeroom. The locker is for storage of coats and other belongings. The student's homeroom teacher will make assignments. Lockers are to be kept neat and orderly. Classroom desks are used for the storage of students' books, pencils, paper, etc. Clear plastic bags will be permitted on an individual basis based on needs. Clear bags are available for purchase in the office. The Physical Education Department assigns gym lockers. These lockers must have an authorized lock. We recommend the purchase of locks for gym lockers. Combinations will be recorded and maintained by the Orchard staff. Lockers are a privilege and students may lose their privilege to use a locker based on their behavior. Lockers are the Property of the Solon City Schools and may be entered by Building Administration with suspicion of violation of our Code of Conduct.

## **LOST AND FOUND**

The school office maintains a lost and found area. Students are urged to cooperate by bringing to the office all articles that are found and to inquire for all articles that are lost. Mark all personal belongings, athletic equipment, books, musical instruments, cases, etc. so that they can be identified if found. The school is not responsible for lost articles. If an item becomes lost, it can almost always be found when a teacher and/or the office are informed immediately. All unclaimed items will be donated to a charitable organization at the end of each grading period.

## **MEDIA CENTER**

Students are encouraged to use the facilities of the Orchard Media Center. An orientation program will be conducted so that you may learn the proper use of the facilities. Classroom teachers will explain when the Media Center can be used and will provide whole class opportunities for use when appropriate. Outstanding book fines may result in the holding of yearbook and/or report cards. Students need permission from their classroom teacher to visit the media center.

## **MONEY AND VALUABLES**

Students are cautioned against bringing large sums of money to school. If necessary, make every effort to keep it on your person during the day or bring the money to the office for safekeeping. Students should not bring valuable equipment such as Nintendo DS, iPods and other electronics to school. The school cannot be responsible for lost or stolen items including Kindles, iPads, Nooks or other electronic devices.

## **PARENT-SCHOOL COMMUNICATION FORM**

These are required for bus passes and early dismissals. A copy of the parent-school communication form is available on the school's website.

## **PARENT TEACHER ASSOCIATION**

The Orchard PTA is a very supportive and active group of parents. General PTA meetings are typically held the first Tuesday of the month at 9:15 a.m. at the school. PTA is an essential part of our school program and we encourage parent membership and participation. A schedule of meetings is available on the Orchard Online calendar and on the District PTA Calendar.

## **PERSONAL PLAY EQUIPMENT AT SCHOOL**

Students are not permitted to bring their personal equipment to school for use on the playground. This includes basketballs, footballs, lacrosse sticks, etc... These items are provided by the school. Roller skates, roller blades and skateboards are prohibited at all times. Hardballs and softballs are not permitted to come to school. Students are not to play among the automobiles in the parking areas. Students are discouraged from bringing popular items, such as Spinners, Silly Bands, Slime and other pop culture items(or fads) to school. Often, they represent a distraction to learning and hold no educational value. School administration reserves the right to name and prohibit specific items from the school setting. Students are not permitted to sell or trade any items at school.

## **POSITIVE BEHAVIOR SUPPORT – BUILDINGWIDE**

Orchard Middle School supports a safe, secure and positive learning environment. We believe that positive reinforcement for appropriate behaviors is important to the culture of our school. Students will be rewarded in many ways. Two major ways include:

- Quarterly Rewards - At the end of each quarter, students with less than six (6) signatures in their agenda book, including signatures for academic and behavior reasons, will be able to participate in the quarterly reward. Students can have a signature erased when the work is completed. Behavior signatures can be erased after five school days with no additional behavior infractions. Students that receive three office consequences during the quarter are ineligible for the quarterly reward. Students that do not earn the reward will be required to report to a designated area during the reward for their assignments.
- Good Apple Program – students can earn Good Apple Tickets for meeting the expectations of our school and at the discretion of any teacher in the building. These can be earned in all zones (Bus, Common Areas, Classroom, Cafeteria, and Playground). Good Apple Tickets are then placed into a lottery system where students can win weekly rewards from the Office, as well as, chances to win luxurious prizes at the End of Year Assembly. Students must immediately sign their name to their good apple and deposit the apple in the team bin by the end of the school day. Good apples cannot be traded or given away. Students who do not follow this expectation, may jeopardize their participation in the program.
- Golden Apple Awards – Students are recognized monthly for making good choices and for being outstanding role models to others.
- Positive Referrals – When a student goes above and beyond to make Orchard a great place to be, they may earn a positive referral. Students earn their names read on the announcements, a positive phone call home and become eligible for an end of the month drawing for Solon Spirit Wear.

## **RECESS**

Orchard utilizes a four zone recess program; students are expected to be actively involved in an activity supervised by a monitor. Games that involve pushing, shoving, or touching other students (tag) are prohibited. Students are expected to dress for the weather, indoor recess will only be held in the event of rain or if the wind chill drops below 14 degrees Fahrenheit. Sandals are prohibited at recess. Proper footwear must be worn. Three continuous whistles will indicate the end of recess; students are expected to return equipment and line up with their homeroom. Students must wear a coat or heavy sweatshirt when the temperature drops below 40 degrees Fahrenheit.

When cold weather arrives, all students are expected to bring coats, gloves, hats, boots, and all other cold weather clothing items with them to lunch/recess each day. Unless the temperature is below 14 degrees Fahrenheit or it is rainy or wet, students will be going outside. Our school policy is that students need to be outdoors and active during their recess time.

Therefore, all students need to bring any outdoor clothing with them to lunch/recess and be prepared to go outside each day. Students will not be permitted to return to the classroom area or to their lockers to retrieve forgotten items.

If a student arrives in the cafeteria without appropriate outdoor clothing, the student will remain inside and his/her actions will fall under the Solon Code of Conduct and the following disciplinary action will be taken:

- 1st offense – verbal warning
- 2nd offense – phone call home
- 3rd offense – signature in the agenda book
- 4th offense – phone call home
- 5th offense – after school detention

## **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. 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.

## **SCHOOL HOURS**

Students are not allowed in the building before 7:55 a.m. School doors will be locked until this time. At 7:55 a.m., students may enter the building at either the main office doors or the playground doors. Students entering the building at 7:55 a.m. must report directly to either study hall or intramurals. Any student that is dropped off after 8:15 a.m., must use Craemer Drive and enter through playground doors and report to the cafeteria. If students are receiving additional help from a teacher, they must meet the teacher in the office area. All students are expected to be in their first period class by 8:50 a.m. every morning. School is dismissed at 3:40 p.m. A parent MUST accompany students who need to enter Orchard after school hours. The school is open until 4:00 p.m. Due to student safety, no one is permitted to enter the building without an appointment.

## **SNOW DAY PROCEDURE**

School closures are reported to the following: (1) local radio and television stations; (2) Solon Schools Website; (3) AlertNow Phone Message; (4) District Social Media Sites. Please DO NOT call the school as all open lines are needed for making arrangements for the closing.

## **SEXUAL HARASSMENT**

Students who engage in sexual harassment on school premises or off school premises at a school sponsored activity will be subject to appropriate discipline that may include suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including, but not limited to, unwanted touching, patting, verbal communication of a sexual nature, sexual name-calling, and pressure to engage in sexual activities, repeated propositions and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the district's suspension/expulsion procedures.

## **TELEPHONE**

During the school day, students are expected to request permission to use the telephone. Any telephone contact between the student and home must be documented by school personnel. Therefore, students who need to telephone their parents should ask their teacher, the school secretaries, or administration. As in all cases when leaving the classroom area students must have permission from their teacher. Acceptable reasons for contacting parents include forgetting eyeglasses and owing money to the office. Unacceptable reasons for calling home include forgetting homework, snack, wanting permission to change afternoon plans or lunch. If a student forgets their lunch, they may borrow money from the cafeteria. Students are not permitted to use their cell phone for personal calls without permission from a staff member. Using a cell phone without permission could lead to disciplinary action.

## **TEXTBOOKS**

The Solon Board of Education loans textbooks to students at no charge. Teachers will distribute textbooks during the first few weeks of school and these are to be returned at the end of the school year. Parents will be charged full price for a lost or damaged book. Fines will be issued for those textbooks that have minor or major damage. If students do not pay their fines, they will not receive their report cards. Extra copies of textbooks cannot be guaranteed.

## **USE OF PERSONAL ELECTRONIC DEVICES**

In our continuous efforts to engage students in their learning, they are permitted to use personal technology devices (ie: cell phones, Kindles, Nooks, iPads, etc.) with teacher permission in classrooms for educational purposes only. In addition, students will be allowed to use the same personal technology devices in study hall, for educational purposes only, after receiving permission from one of the study hall teachers. Students will not be permitted to use personal technology devices for any reason in unstructured settings such as the cafeteria, bus, recess, restrooms, and in the hallways. Students can only print from personal devices with teacher permission. All personal technology devices must be turned in to the teacher prior to any assessment. 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 and it must be picked up by a parent/guardian.
- Second-time offenders will have the device confiscated and will be assigned one after school detentions.
- Any third-time offenders will be suspended from school in addition to having the device confiscated.

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, including the bus, or at school functions. Please be advised that the Solon City Schools and Orchard 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.

## **USE OF SCHOOL ELECTRONIC DEVICES**

The District's computer network is part of the educational curriculum. Access to the computer network is a privilege, not a right and carries with it responsibilities. All users of the District's computer network are expected to abide by District policies and rules of behavior. These guidelines are provided here so that users are aware of the responsibilities that the use of technology places upon them.

In our continuous efforts to engage students in their learning, they are permitted to use school electronics devices (ie: ipads and chromebooks) with teacher permission in classrooms for educational purposes only. Students are responsible for all materials they access, view, download and/or produce.

Users will:

- Use appropriate language
- Not reveal any personal information about themselves or others
- Take responsibility for any misuse or damage to school devices

Misuse of school electronic devices include but are not limited to:

- Using another user's account
- Printing at school
- Violating the privacy and safety of others
- Using profanity or obscene pictures and/or dialogue
- Damaging hardware or software
- Changing the settings of district devices
- Accessing inappropriate websites or non-educational or gaming sites without teacher permission

The consequences for violating this policy will remain the same as currently stated in our Student Code of Conduct. **Students are not permitted to use their school account to create accounts for social media and gaming purposes.**

## **VISITORS/VISITATION**

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 security at the school Welcome Center at the front entrance to obtain a visitor badge. Driver's license, state ID or passport are all acceptable forms of photo ID.

Visitors, including volunteers, must display their visitor badge at all times in the building. Any visitor found in the building without a badge will be directed to return to the Welcome Center security desk or main office. Family members who wish to confer with a staff member, including the principal or guidance counselor, are asked to call for an appointment prior to coming to the school to arrange a mutually convenient meeting time. Visitors arriving without appointments or not for pre-approved volunteer activities or school programs will not be permitted to visit classrooms or travel beyond the 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. In emergencies, the Orchard Office staff will deliver messages to students from their parents only.

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.

## **WITHDRAWAL PROCEDURES**

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspensions and expulsion, will be transferred to the new school within 14 days of the parents' notice of request.

- If you are moving and must withdraw from the district, please follow this procedure:
  - Several days before leaving, obtain a withdrawal form from the office.
  - Form needs to be signed by the parents and returned to the office prior to the last day of attendance.
  - Students will return all library books, textbooks and clean out their locker.

## **STUDENT CODE OF CONDUCT**

In order to provide the best environment for learning the Orchard staff insists on certain standards of conduct and behavior from our students. We are not only concerned with the students' academic growth, but also with their development of responsibility, self-discipline and self-direction. Orchard School experience is to contribute to the development of capable individuals possessing the necessary abilities to be responsible, contributing citizens.

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 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. Students shall be given due process before a disciplinary action is taken. Any student conduct that would constitute criminal conduct under the Ohio Revised Code is also a violation of the Code of Conduct and will be reported to the Solon Police Department. Student misconduct will be treated according to severity. The misconduct of students will be brought to the attention of parents for accurate communication and notification of the disposition of the situation.

### **A violation of any rule may result in disciplinary action including, but not limited to:**

Informal Discipline:

Verbal warning  
Parent Notification  
Parent Conference  
Lunch and/or Recess Detention  
After-School Detention  
Writing Assignments  
Compensatory payment of damages  
Work Detail and other in-school discipline

### **Formal Discipline:**

Emergency Removal  
Disciplinary Removal  
In-School Suspension (ISS)  
Out-of-School Suspension (OSS)  
Juvenile court referral  
Expulsion  
Exclusion

### **Orchard Middle School Rules for Lunch/Recess/After-School Detention and In-School Suspension:**

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given permission to do so.

- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No electronic communication devices, laptops, computers, radios, CD /MP3 players, cards, magazines, or other entertainment/ recreational articles or devices shall be allowed in the room unless permitted for educational purposes.
- No food or beverages shall be consumed, except during lunch detention.

**After-School Detention Administration Guidelines:**

- After-School detentions can be assigned by teachers and administrators.
  - When a student accumulates 6 signatures, they will lose a privilege (e.g. Quarterly Reward).
  - An after-school detention will be assigned to the student after every 3 additional signatures until the end of the quarter. Students start over each quarter.
- Suspensions:
- Any sixth grade student that is suspended from school (ISS or OSS) will be placed on Camp Probation. Any sixth grade student that is suspended twice will lose Sixth Grade Camp privileges.
  - Any fifth grade student that is suspended from school (ISS or OSS) will be placed on Probation for 5th Grade Games Day. Any fifth grade student that is suspended twice will lose 5th Grade Games Day privileges.

**Loss of Privileges:**

- Building administrators will have the discretion to exclude students from Splash Parties, Celebration Assemblies, Fun Night, or any other privileged event. Loss of these privileges may be recommended by teachers, also.

**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.

**Emergency Removal:**

When circumstances are such that a student's continuing presence is reasonably certain to pose a continuing danger to persons or property or an ongoing threat of disrupting curricular activities or from the school premises, the superintendent, the principal, or assistant principal may remove a student from the school premises without complying with the notice and hearing requirements required prior to suspension or expulsion. The removal of a student 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 School Suspension(ISS):**

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, community service or other consequences would be assigned by administration.

**Out-of-School Suspension(OSS):**

The removal of a student from school for at least one but not more than ten days. During a 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. Students suspended out of school will be permitted to receive credit for tests and major projects. If at the time an Out-of-School Suspension is imposed there are fewer than ten school days remaining in the school year in which the incident that gives rise to the suspension takes place, community service or other consequences would be assigned by administration.

**Expulsion:**

The removal of a student from school for a period not to exceed 80 school days. The length of an expulsion may be up to one full year for violating district policy regarding firearms, knives, bomb threats and offenses that are criminal when committed by an adult and cause serious physical harm to persons or property, all in accordance with Board Policies 5610 and 5772. Expulsions may extend beyond semesters and school years. During the period of expulsion a student will not be permitted to take part in any school function or activity. In addition a student will not receive credit for class work during the period of expulsion.

**Due Process Rights:**

When the alleged misconduct becomes known, the student shall be given written notice of the intention of suspension and the reasons for such action. The student will be given an opportunity to appear at an informal hearing and challenge the reasons for the intended suspension or otherwise explain his/her actions.

For a complete copy of the Solon Board of Education accepted policy on discipline please visit the Solon Schools website.

**A. Disruption of School:** Students shall not, by the use of violence, force, coercion, threat or any other means, cause disruption or obstruction to the normal operation of this school or any other school or school district.

**B. Damage, Destruction of School Property:** Students shall not cause or attempt to cause damage to school property including buses or bus seats. Students must pay for any damages they cause to school equipment, materials or facilities and may be subject to additional disciplinary action.

**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.

**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. Students must pay for any damages they cause to school equipment, materials or facilities and may be subject to additional disciplinary action.

**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.

**D.2 Fighting:** A student shall not cause or attempt to cause physical injury to a school employee, authorized school visitor, or another student.

**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. Orchard Middle School does not tolerate threats made to students or teachers. A threat to harm or kill another person could result in an out-of-school suspension with a recommendation for expulsion.

**D.4. Harassment:** 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.5. Bullying:** Any intentional written, verbal, graphic, or physical act(s) that a student or group of students exhibits toward another particular student (s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s). Bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital 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).

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

**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, desk, 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.

**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.** Students shall not give or receive unauthorized information regarding class work or class activities, misrepresent the results of researched or laboratory assignments, or give or receive unauthorized assistance on assignments. Use of electronic translators without permission is a violation of this rule. Repeated violations may result in failure of academic subjects.

**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 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 day Out of School Suspensions 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.

**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 3:45 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, 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 must have prior approval from the transportation department to board a bus. Once a student has boarded a bus, they must remain until given permission to exit.

**S. Dress Code:** The Solon School District is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school and the community. Students are required to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste. No article of clothing shall be worn that distracts from the educational process. Orchard Middle School views the Dress Code as a serious issue and expects parents to promote the observance of this policy. Building administrators have the final decision as

to the appropriateness of all clothing and attire. Following are the guidelines for the students:

- Vulgar, illegal, (including alcohol, drugs, tobacco) and/or sexually oriented statements or suggestions on clothing are not permitted. Any dress or statement that may cause a hostile, intimidating(including weapons), degrading, offensive, harassing or discriminatory environment is prohibited.
- Hats, coats and sunglasses will not be permitted to be worn inside the school building unless approved by a principal, a physician and/or school nurse.
- Chains and/or studded/spiked accessories are prohibited and will be confiscated until the end of the school year. Accessories that increase a student's risk for accidents, including "Silly Bands" and key chains on book bags are not permitted.
- Shorts and skirts will have hems and will be no shorter than middle of the thigh. Shirts and tops must have sleeves and must be long enough to be tucked in. Low cut tops, see-through clothing, tank tops, spaghetti straps and shorts or skirts shorter than the middle of the thigh are examples of styles that are considered unacceptable for students.
- See-through clothing and clothing that has excessive rips/tears, unfinished edges or holes is not permitted. All undergarments are to be covered.
- Oversized clothing, which compromises the safety of students, is not permitted. Baggy pants that hang below the waistline, pajama/lounge pants or clothing that touches the floor is not permitted.
- Leggings, yoga pants, and/or stretch/spandex pants shall not be worn solely as pants. A skirt or tops that accompany such pants must be past mid-thigh in length.
- Appropriate and safe shoes or sandals will be worn at all times. Thong sandals, flip flops, shower shoes, or other slip on sandals are not permitted. Shoes with wheels are not acceptable for school wear.
- Any clothing that advertises alcohol, tobacco, other drugs, or sexual phrases is not permitted.
- Students will not be permitted to carry backpacks throughout the day. These bags are to be stored in the student lockers during the school day.

According to the Solon City Schools Code of Conduct, Building Administrators have the final decision as to the appropriateness of all clothing and related issues. Students are expected to dress appropriately for school activities. Clothing that creates a distraction or safety issue is not permitted. Types of clothing NOT allowed at Orchard Middle School include:

- 1) Shorts, skirts, and dresses that are too tight or too short (mid-thigh is appropriate)
- 2) Tops with low necklines or bare midriffs
- 3) Thong sandals, flip flops, shower shoes, or other slip on sandals
- 4) Pajama/lounge pants
- 5) Clothes with holes or unfinished edges
- 6) Oversized or ripped jeans
- 7) Baggy pants that hang below the waistline
- 8) Any clothing that advertises alcohol, tobacco, other drugs, or sexual phrases

- 9) Coats and hats in class
- 10) Tank tops, tops with spaghetti straps
- 11) Chains and spiked jewelry
- 12) Shoes with wheels
- 13) Leggings, yoga pants or stretch pants

Failure to comply with Dress Code guidelines is considered to be an insubordinate act and will be treated as such. Building administrators have the final decision as to the appropriateness of all clothing and related issues.

**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.2. Sexual Acts:** Students shall not engage in sexual acts at anytime 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. Such policies and rules and regulations will be posted on school bulletin boards. Students are responsible for becoming familiar with those items. These include but are not limited to throwing snowballs at others, horseplay, loitering, leaving the classroom or school building without permission.

**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 doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization, class, team, or organization, that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption or risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

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

**X. Possession of Electronic Equipment:**

All personal electronic devices must be turned in to the classroom teacher during any assessment.

“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.

**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.

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

First offense – Device must be picked up by parent

Second offense – Two afterschool detentions – Device must be picked up by parent

Third offense – 2 days of Out-of-School Suspension – Device must be picked up by parent

**Use of District Owned Electronic Devices:** All users of the District’s computer network are expected to abide by District policies and rules of behavior. These guidelines are provided here so that users are aware of the responsibilities that the use of technology places upon them. In our continuous efforts to engage students in their learning, they are permitted to use school electronics devices devices (ie: ipads, and chromebooks) with teacher permission in classrooms for educational purposes only. Students are responsible for all materials they access, view, download and/or produce.

Users will:

- Use appropriate language
- Not reveal any personal information about themselves or others
- Take responsibility for any misuse or damage to school devices.

Misuse of school electronic devices include but are not limited to:

- Using another user’s account
- Violating the privacy and safety of others
- Using profanity or obscene pictures and/or dialogue
- Damaging hardware or software
- Changing the settings of district devices
- Accessing inappropriate websites or non-educational gaming sites



### Bus – Zone 1

(Includes vehicle and loading/unloading zones)

Rules	Expected Behavior
1) Be Prompt	Arrive to and load bus in a timely fashion. Unload and depart from bus in a timely fashion. Move through loading and unloading areas in a timely fashion.
2) Be Polite	Be respectful of bus drivers and other students on the bus and in the designated areas. Follow staff and driver expectations and directions.
3) Be Prepared	Know designated bus number and pick up times. Know assigned seat when applicable.
4) Be Productive	Read a book, talk quietly with a friend, or engage in a productive and safe activity while riding bus.

### Common Areas –Zone 2

(Includes all hallways, lockers, and bathrooms)

Rules	Expected Behavior
1) Be Prompt	Do not linger in hallways, at lockers, or in bathrooms.
2) Be Polite	Be quiet and respectful of others in hallways, while at lockers, and while in the bathroom. Follow staff members' expectations while in these areas.
3) Be Prepared	Be ready to transition at designated times. Hall pass must be in use and student must sign in and out of classroom when not under the direct supervision of a staff member.
4) Be Productive	Use hallways, lockers, and bathrooms for their appropriate and designated use.

### Classroom- Zone 3

(Includes all learning environments)

Rules	Expected Behavior
1) Be Prompt	Arrive on time to all required learning environments (includes classes, gymnasium, open library, tutoring etc...)
2) Be Polite	Be respectful of all staff, students, and equipment. Follow directions and expectations of all staff members.
3) Be Prepared	Bring all required materials to learning environment.
4) Be Productive	While in the learning environment engage in required activities.

### Cafeteria –Zone 4

(Includes all areas of cafeteria)

Rules	Expected Behavior
1) Be Prompt	Do not linger in lunch lines or around lunch tables.
2) Be Polite	Be respectful of all staff, students and equipment. Keep cafeteria floor and tables clean. Remove all garbage when finished eating.
3) Be Prepared	Have 6 digit ID code ready to enter. Be ready for staff member to dismiss to and from lunch.
4) Be Productive	Stay seated during lunch and engage in appropriate activities during lunch time.

### Playground – Zone 5

(Includes all outdoor recreational areas)

Rules	Expected Behavior
1) Be Prompt	Do not linger around outdoor recreational areas and during recess time.
2) Be Polite	Be respectful of all staff, students and equipment. Follow directions and expectations of all staff members. Share equipment and space.
3) Be Prepared	Have proper attire for the weather. Be ready for staff members' directions and to dismiss from recess.
4) Be Productive	During recess engage in required wellness activities.

**Students should always be positive and persistent.**

Quarter One						
Missing Assignments					Date	Parent/Guardian Signature
Date	Teacher	Subject	Comment	DR and TI		
					1	
					2	
					3	
					4	
					5	
					6	
					7	
					8	
					9	

*\*Parents/Guardian, please sign the agenda weekly. Your signature will be checked on the last day of the school week. Your signature helps strengthen our home school partnership. Thank you.*

Behavior						Behavior Checklist	
Date	#	Teacher	Subject	Comments	DR and TI		
						#1	Not following directions
						#2	Excessive talking after warning
						#3	Disrupting the learning environment
						#4	Using unkind words or gestures to others
						#5	Other
						Please note: More severe behaviors and repetitive actions may result in an automatic office referral.	

Quarter Two						
Missing Assignments					Date	Parent/Guardian Signature
Date	Teacher	Subject	Comment	DR and TI		
					1	
					2	
					3	
					4	
					5	
					6	
					7	
					8	
					9	

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Behavior						Behavior Checklist	
Date	#	Teacher	Subject	Comments	DR and TI		
						#1	Not following directions
						#2	Excessive talking after warning
						#3	Disrupting the learning environment
						#4	Using unkind words or gestures to others
						#5	Other
						Please note: More severe behaviors and repetitive actions may result in an automatic office referral.	

Quarter Three						
Missing Assignments					Date	Parent/Guardian Signature
Date	Teacher	Subject	Comment	DR and TI		
					1	
					2	
					3	
					4	
					5	
					6	
					7	
					8	
					9	

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Behavior						Behavior Checklist	
Date	#	Teacher	Subject	Comments	DR and TI		
						#1	Not following directions
						#2	Excessive talking after warning
						#3	Disrupting the learning environment
						#4	Using unkind words or gestures to others
						#5	Other
						Please note: More severe behaviors and repetitive actions may result in an automatic office referral.	

Quarter Four								
Missing Assignments					Date	Parent/Guardian Signature		
Date	Teacher	Subject	Comment	DR and TI				
					1			
					2			
					3			
					4			
					5			
					6			
					7			
					8			
					9			

*\*Parents/Guardian, please sign the agenda weekly. Your signature will be checked on the last day of the school week. Your signature helps strengthen our home school partnership. Thank you.*

Behavior						Behavior Checklist	
Date	#	Teacher	Subject	Comments	DR and TI		
						#1	Not following directions
						#2	Excessive talking after warning
						#3	Disrupting the learning environment
						#4	Using unkind words or gestures to others
						#5	Other
						Please note: More severe behaviors and repetitive actions may result in an automatic office referral.	

# Specials Schedule

August							September						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	B	C	A	B	8
12	13	14	15	16	17	18	9	10	C	A	B	C	15
19	A	B	C	A	B	25	16	A	B	19	C	A	22
26	C	A	B	C	A		23	B	C	A	B	C	29
October							November						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
30	A	B	C	A	B	6					B	C	3
7	C	A	B	C	12	13	4	A	B	C	A	9	10
14	A	B	C	A	B	20	11	B	C	A	B	C	17
21	C	A	B	C	A	27	18	A	B	21	22	23	24
28	B	C	A				25	C	A	B	C	A	1
December							January						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
2	B	C	A	B	C	8	30	31	1	2	3	4	5
9	A	B	C	A	B	15	6	B	C	A	B	C	12
16	C	A	B	C	A	22	13	A	B	C	A	18	19
23	24	25	26	27	28	29	20	21	B	C	A	B	26
30	31	1	2	3	4	5	27	C	A	B	C		
February							March						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					A	2						B	2
3	B	C	A	B	C	9	3	C	A	B	C	A	9
10	A	B	C	A	B	16	10	B	C	A	B	C	16
17	18	C	A	B	C	23	17	A	B	C	A	B	23
24	A	B	C	A			24	25	26	27	28	29	30
April							May						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
31	C	A	B	C	A	6				B	C	A	4
7	B	C	A	B	C	13	5	B	C	A	B	C	11
14	A	B	C	A	19	20	12	A	B	C	A	B	18
21	22	B	C	A	B	27	19	C	A	B	C	A	25
28	C	A					26	27	B	C	A	B	June
							2	C	A	B			

**Specials Schedule**  
2018-19

	A			B			C		
<b>850</b>		Activity Period			Activity Period			Activity Period	
<b>TO</b>									
<b>925</b>									
<b>935</b>		MUS			MUS			MUS	
<b>TO</b>		ART			ART			ART	
<b>1015</b>		PE			PE			PE	
<b>1015</b>	6D1	MUS	6D2		MUS		6D3	MUS	6D4
<b>TO</b>	6D3	ART	6D4	6D1	ART	6D2		ART	
<b>1055</b>		PE		6D3	PE	6D4	6D1	PE	6D2
<b>1055</b>	6B1	MUS	6B2	6C1	MUS	6C2	6B3	MUS	6C3
<b>TO</b>	6B3	ART	6C3	6B1	ART	6B2	6C1	ART	6C2
<b>1135</b>	6C1	PE	6C2	6B3	PE	6C3	6B1	PE	6B2
<b>1135</b>	6A3	MUS		6A1	MUS	6A2		MUS	
<b>TO</b>		ART		6A3	ART		6A1	ART	6A2
<b>1215</b>	6A1	PE	6A2		PE		6A3	PE	
<b>1215</b>		MUS			MUS			MUS	
<b>TO</b>		ART			ART			ART	
<b>1255</b>		PE			PE			PE	
<b>1255</b>	5C1	MUS	5C2	5B1	MUS	5B2	5C3	MUS	5B3
<b>TO</b>	5C3	ART	5B3	5C1	ART	5C2	5B1	ART	5B2
<b>135</b>	5B1	PE	5B2	5C3	PE	5B3	5C1	PE	5C2
<b>135</b>	5D1	MUS	5D2	5A1	MUS	5A2	5A3	MUS	5D3
<b>TO</b>	5A3	ART	5D3	5D1	ART	5D2	5A1	ART	5A2
<b>215</b>	5A1	PE	5A2	5A3	PE	5D3	5D1	PE	5D2
<b>215</b>		MUS			MUS			MUS	
<b>TO</b>		ART			ART			ART	
<b>255</b>		PE			PE			PE	
<b>305</b>		Activity Period			Activity Period			Activity Period	
<b>TO</b>									
<b>340</b>									

2018.19 Schedule								
	5A	5B	5C	5D	6A	6B	6C	6D
8:50:00 AM								
9:00:00 AM								
9:10:00 AM			IR		Activity	Activity	Activity	Activity
9:20:00 AM								
9:35:00 AM								
9:45:00 AM								IR
9:55:00 AM								
10:05:00 AM								
10:15:00 AM								
10:25:00 AM		IR						Specials
10:35:00 AM								
10:45:00 AM								
10:55:00 AM								
11:05:00 AM		Lunch	Lunch		IR	Specials	Specials	
11:15:00 AM								
11:25:00 AM								
11:35:00 AM								
11:45:00 AM	Lunch			Lunch	Specials			
11:55:00 AM								
12:05:00 PM								
12:15:00 PM								
12:25:00 PM					Lunch			Lunch
12:35:00 PM								
12:45:00 PM								
12:55:00 PM								
1:05:00 PM		Specials	Specials			Lunch	Lunch	
1:15:00 PM								
1:25:00 PM								
1:35:00 PM								
1:45:00 PM	Specials			Specials				
1:55:00 PM								
2:05:00 PM								
2:15:00 PM								
2:25:00 PM	IR			IR				
2:35:00 PM								
2:45:00 PM								
2:55:00 PM								
3:05:00 PM	Activity	Activity	Activity	Activity		IR	IR	
3:15:00 PM								
3:40:00 PM								