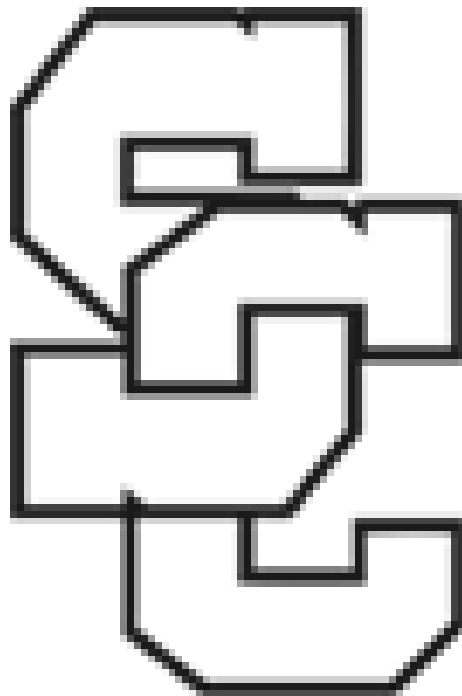


# **Lewis Elementary School**



## **Family Handbook 2022-2023**

**LEWIS ELEMENTARY SCHOOL**

**32345 Cannon Road  
Solon, Ohio 44139**

**Grades K – 4**

**(440) 349-6225**

**VOICE MAIL: (440) 349-7757**

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

**School Hours: 8 a.m. - 2:30 p.m.**

**Office Hours: 7:30 a.m. - 3:30 p.m.**

**Julia Howell, Principal**

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# Solon School District 2022-2023 School Calendar

(Approved 6/30/2022)

Events
<p>8/15- 8/16 Teacher Prof. Day 8/17 - First Day Grades 1-12 8/19 - First Day Kindergarten 8/22 - First Day Preschool</p>
<p>10/5 - Yom Kippur 10/13 - End 1st Qtr. 10/14 - Teacher Prof. Day</p>
<p>12/20- End 2nd Qtr. 12/21- 1/3 - Winter Break</p>
<p>2/20 - Presidents' Day</p>
<p>4/7 - 4/10 Easter Break</p>
<p>6/1 - Last Day Students 6/1 - End 4th Qtr. 6/2 - Teacher Prof. Day</p>

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

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

October						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January						
Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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12	13	14	15	16	17	18
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26	27	28	29	30	31	

April						
Su	Mo	Tu	We	Th	Fr	Sa
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23	24	25	26	27	28	29
30						

May						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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

177 Pupil Days K-8	
Sem. 1: 82 Qtr. 1: 39 Qtr. 2: 43	
Sem. 2: 95 Qtr. 3: 49 Qtr. 4: 46	
178 Pupil Days 9-12	
Sem. 1: 83 Qtr. 1: 39 Qtr. 2: 44	
Sem. 2: 95 Qtr. 3: 49 Qtr. 4: 46	
185 Teacher Days	
Sem. 1: 87 Sem. 2: 98	

Events
9/5 - Labor Day
9/26 - Rosh Hashana
11/11 - K-8 Conf. No School K-8
11/23-11/25 - Thanksgiving Break
1/4 - Teacher Prof Day
1/16 - Dr. Martin Luther King Jr. D
3/16 - End 3rd Qtr.
3/17 - Teacher Prof Day
3/27- 3/31 - Spring Break
5/29 - Memorial Day

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

Welcome to Lewis Elementary School. The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as possible. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Family 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 children.

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

Julia Howell, Principal  
440-349-6225  
juliahowell@solonboe.org

## **FOREWORD**

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

## DISTRICT MISSION

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

## SCHOOL DAY

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

## **SECTION I - GENERAL INFORMATION**

### ARRIVAL & DISMISSAL

#### ARRIVAL

To assure student drop off is safe and efficient, we have two separate lines of traffic for busses and cars. The diagram at the end of this handbook shows the two lines of traffic.

#### Bus Drop Off

All bus traffic will enter in the school main entrance. Busses will then exit through the bus loop exit. **Cars are not permitted in the bus loop during arrival.**

#### Parent Drop Off

All car traffic will enter through the neighboring church entrance at the stoplight. The cars will flow from the stoplight entrance and circle into the church parking lot to drop off near the bridge. Staff will be stationed at the bridge and crosswalk to assure students safely walk across the bridge and continue into the school. Cars will exit at the same location as the buses. This allows for a single line of traffic and increases safety for students.

#### DISMISSAL

Parents and other adults are expected to follow the daily procedures for pick up. If dismissal plans are different than your child's typical daily schedule (i.e., your child will be parent pick up OR you need to pick your child up early), you must contact the main office. Adjustments to your child's dismissal schedule should be sent via email, [lewisattendance@solonboe.org](mailto:lewisattendance@solonboe.org), to the attendance secretary. **Changes in after-school destinations must be sent via email to the attendance secretary by 1:45 p.m. each day.**

#### Parent Pick Up

Vehicles must use the church entrance at the traffic light. Cars should drive slowly and always remain in the car line. The diagram at the end of this handbook shows the flow of traffic. Families may **NOT** park their car and exit the vehicle. After the buses dismiss, staff will direct the car line into the bus loop in front of the building. Car tags should be placed in the dashboard window so staff can assure students are safely loaded into the vehicles in a timely fashion. Drivers without a school-issued tag will be asked to present a PHOTO ID to take children from school. Students who are not picked up by 2:50 p.m. will be taken to the main office until a parent/guardian arrives at school.

#### Walkers

Families who are walking to pick up their child must remain at the Cannon Road sidewalk. Staff will escort walkers to the sidewalk. For the safety of our students, families may **NOT** walk up to the front of the building during dismissal time.

#### Bike Riders

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

helmet. Please see grade level expectations below:

- Grade K-2 students must be accompanied and supervised by a parent or responsible adult at all times. At the end of the day, parents will follow the same procedure as intended for walkers.
- Grade 3-4 students will not be required to have a parent or responsible adult with them. However, prior to riding their bike, the office must receive a notice (preferably via email) from the parent/guardian stating that their child will be riding a bike to and from school. The parent must receive a reply from the office indicating that their child has been placed on the approved list of bike-riders.

Students who attempt to ride their bike without being on the approved list will not be permitted to leave school grounds until a parent arrives to take them home. Students will only be permitted to leave school grounds on a bike once the buses have left and parent pickup traffic has dissipated.

1. Students who ride bikes to school must join the walker/parent pickup line at the end of the day. A staff member will verify approved students.
2. Students who must cross Cannon Road are expected to use the crosswalks at the church or Tracy Lane.

### **Early Dismissal**

No student may leave school prior to dismissal time without parent/guardian permission by (1) submitting a signed written request, (2) sending an email to the attendance secretary ([lewisattendance@solonboe.org](mailto:lewisattendance@solonboe.org)), or (3) calling the school office to request the release. **Changes in after-school destinations must be sent via email to the attendance secretary by 1:45 p.m. each day.**

Parents picking their children up during the school day should report to the office to sign their child out. Early dismissals count towards the student's attendance record.

### **Bus Notes**

Bus notes will not be permitted to locations other than your child's designated stop(s).

## **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.

Student birthdays may be celebrated these ways:

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

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

Teachers and staff shall prohibit students from distributing birthday party invitations at school. Parents should use the student directory to contact guests privately.



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

Changes in address, email, phone number, babysitter or designated emergency contact must be updated. Parents need to call or email the main office to make the necessary changes. Use the log-in information that was provided for completing online emergency/medical cards. Please also notify the classroom teacher and school office via email. This information is critical in the event your child becomes ill or injured.

## **CONFERENCES**

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

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

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

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify a teacher or other adult and assist the student in completing the requisite documents.

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

## **EMERGENCY CLOSING AND DELAYS**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the District will notify families via phone calls, text messages, emails, and social media. Information concerning school closings or delays can also be found on the School's web page at [www.solonschools.org](http://www.solonschools.org).

## **EMERGENCY CONTACT INFORMATION**

The school uses an online system called 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 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. If you do not have computer or Internet access at home, computers are available at the Solon Public Library. If you have difficulty, please contact the main office so we can be sure your child's information is up to date.

## **EMERGENCY MEDICAL AUTHORIZATION**

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

the time of enrollment and at the beginning of each school year.

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

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

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

## **IMMUNIZATIONS**

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, Hepatitis B, chicken pox, tetanus and mumps, or have an authorized exemption from State immunization 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. Any questions about immunizations or exemptions should be directed to the Principal.

## **INJURY AND ILLNESS**

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

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

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

## **LOST AND FOUND**

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

## **LUNCH**

Current guidance from USDA does not allow us to serve free meals to students in the 2022-2023 school year without an approved 2022-2023 Free & Reduced Lunch Application on file. You are encouraged to fill out an online Free & Reduced Lunch Application for your family. To determine eligibility for free or reduced-price meals, submit an online application found under the Food & Nutrition Services tab on the district's website. Full-priced lunches are \$3.50, reduced-priced lunches are \$0.40, and milk is \$0.50.

Please review your child's Student ID number as this is the number that will be used to access their **EZpay account** when purchasing any lunch offerings. The Food Service Department's policy states that **checks are not**

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

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

## **LUNCH – BORROWING MONEY**

Occasionally, lunch money in student accounts runs low and the student is required to borrow money to purchase a lunch. The Main Office will loan money to students when this occurs. Repayment to the Main Office is expected the next day (cash only). A borrow notice will be sent home.

## **LUNCH – CAFETERIA RULES**

Monitors are the adults supervising during lunch time. Students must follow the Expected Behaviors listed in the Code of Conduct section in this handbook, in addition to:

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

## **MEDICATION POLICY**

It is the policy of the Board of Education that all children's medication be administered in the home by a parent. However, when exceptional circumstances occur, **ANY PARENT/GUARDIAN REQUESTING THE DISTRICT TO ADMINISTER ANY MEDICATION TO THEIR CHILD DURING REGULAR SCHOOL HOURS MUST COMPLY WITH SOLON'S**

**MEDICAL POLICY 5330.** For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/ or remedies.

### *Medication Procedures*

1. Written permission from the parent/guardian of the student requesting that the school district comply with the physician's order must accompany the medication. A form is available upon request.
2. A statement signed by the physician that prescribes the medication for the student must accompany the medication. A form is available upon request. The statement must include the following:
  - A. student's name and address;
  - B. name of the medication/drug and dosage to be administered and/or procedure required to be followed;
  - C. the time or intervals at which each dosage of the medication/drug is to be administered;
  - D. any severe adverse reactions that should be reported to the physician and one or more telephone numbers at which the prescriber can be reached in an emergency; a signed parental release that allows direct contact with the prescriber in such emergency reaction situations will not supersede nor abrogate the "Emergency Medical Form";
  - E. special instructions for administration of the medication/drug, including sterile conditions and storage;
  - F. the date administration of the prescribed medication/drug is to begin;
  - G. the date administration of the prescribed medication/drug is to cease;
  - H. authorization for school personnel to administer the prescribed medication;

- I. agreement/satisfactory arrangement to deliver the medication/drug to/from school (i.e., the medication/drug must be received by the person authorized to administer it to the student for whom it is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist);
  - J. agreement to re-submit Form 5330 F1, Prescriber and Parent Request for the Administration of Medication at School, if the medication, dosage, schedule, procedure or any other information contained on the licensed prescriber's statement is changed or eliminated; the prescriber's name, address, and telephone number.
3. Medication must be received in the original prescription container in which it was dispensed with the student's name, medication, dosage and prescribing physician name. It is recommended that only the amount of medication that will be dispensed in school be sent to school. Parents are encouraged to bring the medication and forms to school.

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

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

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

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

## **MOVING/WITHDRAWAL**

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

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

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

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

## **PTA**

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

## **RECESS**

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

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

## **RECESS - PLAYGROUND RULES**

Students must follow the Expected Behaviors listed in the Code of Conduct section in this handbook, in addition to:

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

## **RETURNED CHECK FEE**

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

## **SAFETY AND SECURITY**

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

## **SCHEDULING AND ASSIGNMENT**

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

## **STUDENT FEES AND FINES**

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

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

## **STUDENT RECORDS**

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these

records be readily available to appropriate school personnel, be accessible to the student's parent(s) or legal guardian(s) or the student in accordance with law, yet be guarded as confidential information.

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

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

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

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

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

The District designates the following personally identifiable information contained in a student's education record as "directory information," and it will disclose that information without prior written consent, except where the request is for a profit-making plan or activity.

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

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

Other than requests as described above, the District will release information from or permit access to a student's education record only with a parent or eligible student's prior written consent, except that the school Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited



circumstances outlined under administrative regulations (e.g., transfers to another school district, to comply with judicial order or subpoena, where warranted in a health or safety emergency, etc.).

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

## **STUDENT RESPONSIBILITIES**

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

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

## **STUDENT VALUABLES**

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

## **STUDENTS WITH DISABILITIES**

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

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation. Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment." A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504 and State law. Contact Cari Root, Director of Pupil Personnel, at 440-349-6258 to inquire about evaluation procedures, programs and services.

## **VISITORS**

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

Visitors, including volunteers, must display their visitor badge at all times in the building. Any visitor found in the building without a badge will be directed to return to the Welcome Center security desk or main office. Family members who wish to confer with a staff member, including the principal or guidance counselor, are asked to call

for an appointment prior to coming to the school to arrange a mutually convenient meeting time. Visitors arriving without appointments or not for pre-approved volunteer activities or school programs will not be permitted to visit classrooms or travel beyond Welcome Center or office area. All visitors must also sign out at the Welcome Center when they leave the school.

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

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

## **VOLUNTEERS**

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

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

## **WIRELESS COMMUNICATION DEVICES**

Students may use wireless communication devices (WCDs) before and after school, at school-related functions. Use of WCDs, except approved laptops, at any other time is prohibited and they must be powered completely off (i.e. not just placed into vibrate or silent mode). Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices. Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day. Any phone calls from the student to the parent must be made under the supervision of the teacher or building secretary. For more information, refer to Board Policy 5136: Personal Communication Devices.

## **SECTION II – ACADEMICS**

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School’s co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

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



## **GRADES**

Reporting to parents is done through a formal report card, which is issued four times a year. Report cards can be accessed by Power School. In addition, scheduled dates for parent-teacher conferences are held during the year. These dates are noted on the school calendar.

## **GRADING PERIODS**

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

## **HOMEWORK**

The Solon Board of Education believes that homework, properly designed, carefully planned and geared to the development of the individual student, has an important place in the educational program. Homework should be assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught. Home study assignments also afford a way for parents to acquaint themselves with the school program and their own children's educational progress. Homework will not be used for disciplinary purposes. The amount and type of homework given is to be decided by the classroom teacher, within the framework of overall instructional plans.

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

## **PROMOTION, ACCELERATION AND RETENTION**

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

## **STATEWIDE TESTING**

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

All third and fourth graders will participate in Ohio's statewide assessment system. Refer to the district calendar for testing dates. Please refrain from planned student absences during these times.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

The Solon Schools require student and parent signatures on a District Acceptable Technology Use Policy. Refer to District policy 7540.03 for additional information.

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

Parents/guardians must grant permission to authorize staff to communicate with the parent/guardian via fax or e-mail. This necessary permission is granted by checking the "permission to communicate via e-mail or fax" box on the District online emergency/information form at the beginning of the school year and/ or by completing the District Form 8330 F4a located in the School Forms section of the District web site. Parents are required to keep

the District informed of any changes to their e-mail address. This permission is for communication related to a student's educational record, not for the regular communication from the District through the email system.

### **SECTION III – STUDENT ACTIVITIES** **STUDENT ATTENDANCE AT SCHOOL EVENTS**

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

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

### **SECTION IV – STUDENT CONDUCT** **ATTENDANCE**

#### **Attendance Policy**

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

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high-quality work ethic.

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

#### **Excused Absences**

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

- A. personal illness (a written physician's statement verifying the illness is required)
- B. appointment with a health care provider (a written physician's statement verifying the appointment is required)
- C. illness in the family necessitating the presence of the child
- D. quarantine of the home
- E. death in the family
- F. observation or celebration of a bona fide religious holiday
- G. such good cause as may be acceptable to the Superintendent

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

#### **Health Guidelines/Screening**

Solon Schools adhere to the Ohio Department of Health guidelines in relation to communicable diseases. Any student

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

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

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

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

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

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

Vomiting/Diarrhea – child may return to school 24 hours after the last episode.

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

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

#### *Screening*

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

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

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

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

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

### **Notification of Absence**

If a student will be absent, a family member must call the school at 349-6225 to report the absence and reason. State law requires that schools verify the whereabouts of your child each day. If the absence is not called in to the office, school personnel will attempt to contact parents at home or work. If a parent cannot be reached, the child's emergency contacts will be called. If the emergency contacts cannot be reached, then the Solon Police will be dispatched to visit the home and check on the well-being of the family. A message can be left with the office 24 hours a day. Your help in this matter is appreciated.

Requests for schoolwork for absent students should be limited to those occasions where students will be absent for more than two days. Requests for assignments should be made as early in the day as possible to allow teachers to process the assignments during their planning time so that classes are not interrupted.

## **Suspension from School**

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

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

## **Tardiness – Elementary Level**

A student who is not in his/her assigned seat in the classroom by 8 a.m. shall be considered tardy. Any student arriving late to school is to report to the school office before going to class. After 8 a.m. parents are required to come to the main office and sign their child into school.

## **Excessive Absence**

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

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

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

## **Truancy**

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

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

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

- Assign student to a truancy intervention program
- Provide counseling to the student
- Require parent to attend a truancy prevention mediation program

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

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

## **Vacations During the School Year**

It is strongly recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents are required to complete a “Planned Absence” form and submit it to the school office for approval. Regardless of approval, these absences will count towards EXCESSIVE

ABSENCE total for the student. These forms can be downloaded from the website and are available in the main office. Please also refer to the section titled “Statewide Testing.”

## **BULLYING, HARASSMENT AND INTIMIDATION**

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

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

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

## **NONDISCRIMINATION ON THE BASIS OF SEX IN DISTRICT PROGRAMS OR ACTIVITIES**

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

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

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

## **Board Policy 2266 – NONDISCRIMINATION ON THE BASIS OF SEX IN DISTRICT PROGRAMS OR ACTIVITIES**

### **Reports and Complaints of Harassing Conduct**

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

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

## **Investigation and Complaint Procedure**

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

## **Solon City Schools Title IX Coordinators**

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

Cari Root  
Director of Pupil Personnel  
33800 Inwood Road  
Solon, OH 44139  
440-349-6258  
[cariroot@solonboe.org](mailto:cariroot@solonboe.org)

## **CODE OF CONDUCT**

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

The Solon Board of Education, in accordance with the Ohio Revised Code, has duly adopted a Policy governing students' behavior. This Code of Conduct booklet is available in the school office.

## **Expected Behaviors**

As part of our Positive Behavior Intervention Supports (PBIS), we encourage students to be Lewis Leaders and demonstrate the expected behaviors below:

### **Be Kind**

1. Caring – The ability to show an understanding of others by treating them with kindness, compassion, generosity and a forgiving spirit.
2. Respect – The ability to show high regard for authority, other people, and self, including the treatment of others as you would like to be treated.
3. Honesty – The ability to tell the truth, admit wrongdoing and to act with integrity.

### **Be Safe**

1. Self-Control/Self-Discipline – The ability to control one's own emotions and give your best effort in all situations.

### **Work Hard**

1. Attentiveness – The ability to listen closely to others (adults and peers).
2. Diligence/Hard Worker – The quality of being dedicated towards a task. Hard work is the cornerstone of success.
3. Resilience/Grit – The ability to recover from mistakes and/or setbacks and forge ahead in pursuit of goals.
4. Positive Attitude – The ability to display an attitude in all endeavors that is confident, constructive, and encouraging.

## Care of Property

Students are responsible for the care of their own property. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

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

## Dress Code

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

## DISCIPLINE

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

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

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed in the code of conduct will be responded to as necessary by staff.

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

### Formal Discipline

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



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

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

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

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

## **Informal Discipline**

Informal discipline takes place within the School. It includes Positive Behavior Intervention Supports in addition to:

- Removal to Principal's office
- Conference/counseling
- Warning
- Loss of privilege
- Detention
- Apology
- Restitution

## **DUE PROCESS RIGHTS**

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

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

## **SECTION V – TRANSPORTATION**

### **Bus Conduct**

Students who are riding to and from school on district-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

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

Students must comply with the following basic rules.



*Each student shall:*

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

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

### **During the Trip**

*Each student shall:*

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

### **Exiting the School Vehicle**

*Each student shall:*

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

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

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### **Penalties for Infractions**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

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

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

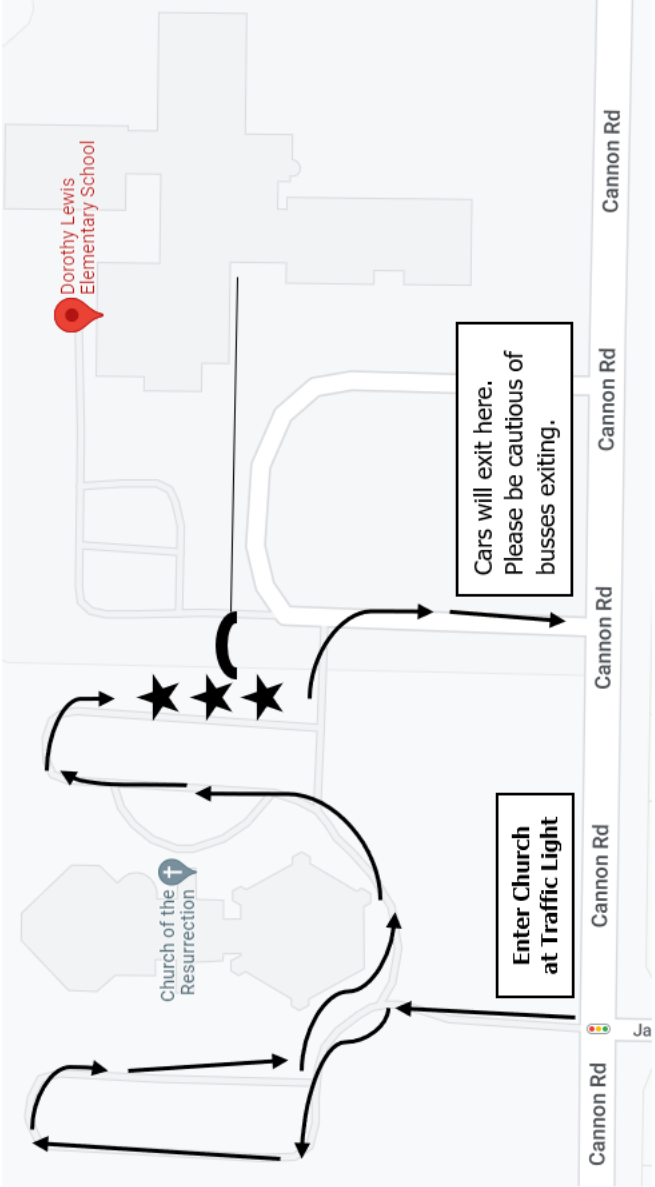
Transportation by Private Vehicle.

### **Videotapes on School Buses**

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

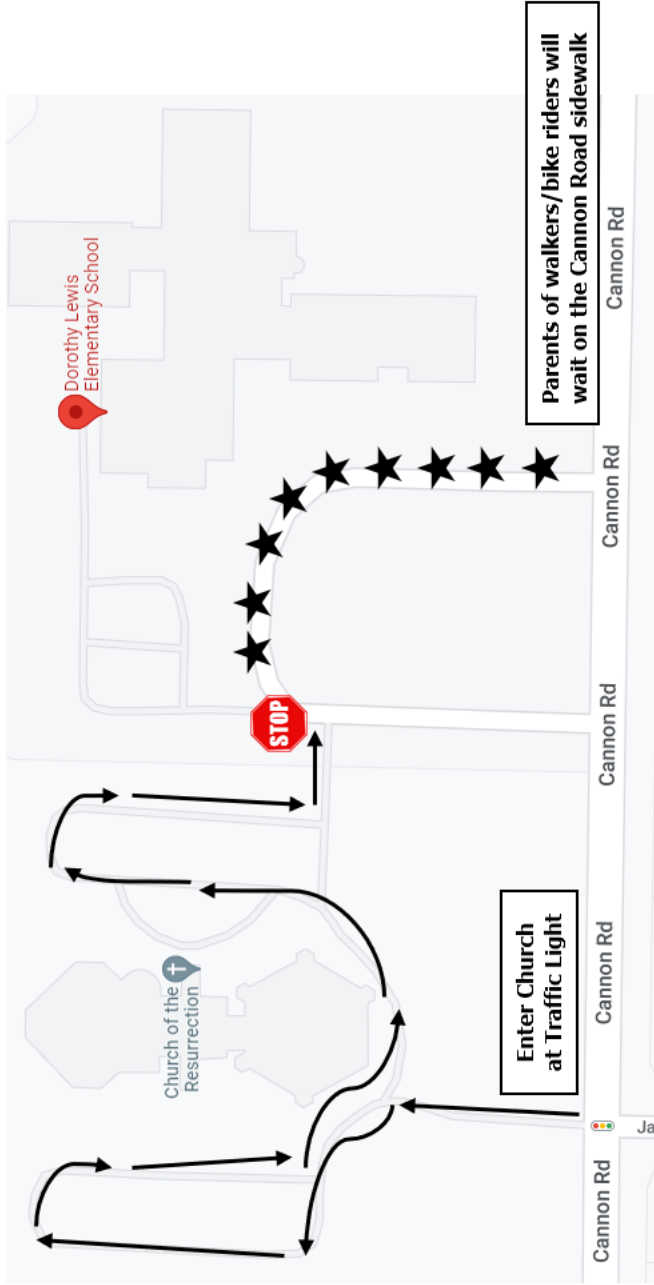
If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

ARRIVAL – DROP OFF PROCEDURE



★ Staff will assist in unloading students in this zone. Parents are to remain in their vehicle.

DISMISSAL – PICK UP PROCEDURE



- ★ After buses dismiss, staff will direct vehicles into the bus loop where students will be loaded into cars. Parents are to remain in their vehicle.

## **BOARD OF EDUCATION**

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