

# Solon High School

“A Professional Learning Community”



**STUDENT / PARENT HANDBOOK**  
**[www.solonschools.org](http://www.solonschools.org)**

**2023-2024**

**DISTRICT MISSION**

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

**Solon High Is Characterized By:**

***High Standards***

Establishing and maintaining high standards of student performance and behavior.

***Students As Responsible Learners*** Encouraging students to take responsibility for their own learning.

***Teacher Collaboration***

Working together to ensure maximum student achievement.

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## **SOLON AT A GLANCE**

Colors.....	Blue and White
Team Name .....	Comets
Athletic Conference .....	Suburban Conference
Yearbook.....	Archive
Newspaper.....	Courier
Literary Magazine .....	Images
Solon High School .....	349-6230
Attendance Phone .....	349-8037
Counseling Office .....	349-7304
Athletic Office Secretary.....	349-6244
Website .....	<a href="http://www.solonschools.org">http://www.solonschools.org</a>

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# Faculty

## Administration

- Erin A Short, Principal
- Josh Frazier, Assistant Principal
- Erica S. Kosiorek, Assistant Principal
- Carla R. Rodenbucher, Assistant Principal
- Jim McQuaide, Athletic Director

## Counseling Department

- Ann Trocchio, Chairperson (Hp-Mc)
- Cindy Russell (A-C)
- Rick Nowak (D-Ho)
- Kathleen Kinney (Md-See)
- Brad Sims (Sef-Z)
- Jodi Lurie, Student Facilitator
- Adriana Ripma, SAY Social Worker

## Art Department

- Bill Nyerges
- Jen Thompson
- Lindsay Trutza

## Business Department

- Robert Stircula

## Engineering & Technology

- Joe Ferencie

**English Department**

- Laura Fitch, Chairperson
- Pete Bergman
- Jennifer Buemi
- Nanci Bush
- Jessica Grondolsky
- Laura Lagania
- Maggie Locke
- Vicki Maslo
- Teresa Pace
- Chad Ramlow
- Kelly Tailford
- Mary Teske
- Sophia Viglione

**Family and Consumer Science Department**

- Becky Nicholas

**World Language Department**

- Betsy Beveridge, Chairperson
- Nicole Charvat
- Melissa Creamer
- Emily Donley
- Magalie Frazier
- Grace Paul
- Ben Staab
- Denise Stepanik

**Health/Physical Education Department**

- Melissa FitzGerald, Chairperson
- LeAnn Cinadr
- Travis Fankhauser
- Trish Kruse

**Mathematics Department**

- Peter Havens, Chairperson
- Russell Carnes
- John Dingman
- Anna Guseilo
- Charlotte Holman
- Marci Kleinhenz
- Jared Kleinhenz
- Cynthia Kyler
- Damien Kopkas
- Daniel McKeen
- Sarah Miller
- Julie Moeschberger
- Amanda Somerville
- Michelle Speelman
- Jeffrey Wentz

**Music Department**

- Gary Lewis
- Rob Luce
- Gerry MacDougal
- Mark Mauldin
- Trent Siebert

### **Science Department**

- Jeffrey Grimm, Chairperson
- Kirsten Ahrens
- Joe Bubonics
- Ron Fabo
- Nicole Geiger
- Melissa Hughes
- Sue Kenzig
- Matt Kirk
- Melissa Orfin
- Jeff Pehanic
- Brian Sabol
- Tony Sanson
- Jen Stevenson
- Claire Stoltz

### **Social Studies Department**

- Sean Fisher, Chairperson
- Bryan Ashkettle
- Karen Davidoff
- Kurt Gielink
- Jill Harvey
- Dan Iwan
- Aaron Jeter
- Mary Clare Lane
- Jane Langston
- Robert Northrup
- Joe Nunney
- Rob Rivera
- Becca Smith

### **Special Education Department**

- Valerie Smith, Chairperson
- Luann Coladangelo
- Paul Diehl
- Judy Eastman (ESL)
- Stacie Ettinger
- Colleen Hartnett
- Elizabeth Jedinak
- Tabitha Kahl
- Cheryl Massey
- Jennifer Power
- Madeline Nieder
- Nancy Schikowski
- Mary Ellen Simecek
- Nicole Stumpf
- Jake Voigt
- Dina Weber
- Gina Williams

### **Secretaries**

- Jen Rooney - Counseling
- Patti Holub
- Paula Telepak
- Joy Cardinale - Athletics
- Carol Schultz - Book Store
- Susan Weiss - Attendance

## **Bell Schedule**

<b>Period</b>	<b>Regular</b>
<b>1</b>	7:50 – 8:45 a.m. Announcements 7:50 a.m.
<b>2</b>	8:50 – 9:40 a.m.
<b>3</b>	9:45 – 10:35 a.m.
<b>4A</b>	10:40 – 11:05 a.m.
<b>4B</b>	11:10 – 11:35 a.m.
<b>4C</b>	11:40 – 12:05 p.m.
<b>5A</b>	12:10 – 12:35 p.m.
<b>5B</b>	12:40 – 1:05 p.m.
<b>6</b>	1:10 – 2:00 p.m.
<b>7</b>	2:05 – 2:55 p.m. Release student drivers, walkers, parent pick up

**School doors will be unlocked at 7:10a.m.**

**Students must vacate the building by 3:15p.m. unless they are attending an authorized school activity.**

# Solon School District 2023-2024 School Calendar

(Approved 1/09/2023)

Events
<p>8/14- 8/15 Teacher Prof. Day                      8/16 - First Day Grades 1-12                      8/18 - First Day Kindergarten                      8/21 - First Day Preschool</p>
<p>10/19 - End 1st Qtr.                      10/20 - Teacher Prof. Day</p>
<p>12/19- End 2nd Qtr.                      12/20- 1/2 - Winter Break</p>
<p>2/19 - Presidents' 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
						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

October						
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				

November						
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		

December						
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						

January						
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			

February						
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	

March						
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						

April						
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				

May						
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	

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						

179 Pupil Days K-8	
Sem. 1: 83 Qtr. 1: 45 Qtr. 2: 38	Sem. 2: 96 Qtr. 3: 49 Qtr. 4: 47
180 Pupil Days 9-12	
Sem. 1: 84 Qtr. 1: 45 Qtr. 2: 39	Sem. 2: 96 Qtr. 3: 49 Qtr. 4: 40
186 Teacher Days	
Sem. 1: 87 Sem. 2: 98	

Events
<p>9/4 - Labor Day</p> <p>9/25 - Yom Kippur</p> <p>11/10 - K-8 Conf. No School K-8</p> <p>11/22-11/24 - Thanksgiving Break</p> <p>1/3 - Teacher Prof. Day</p> <p>1/15 - Dr. Martin Luther King Jr. Day</p> <p>3/14 - End 3rd Qtr.</p> <p>3/15 - Teacher Prof. Day</p> <p>3/25- 4/1 - Spring Break</p> <p>5/27 - Memorial Day</p> <p>5/30 - Last Day / End 4th Qtr.</p> <p>5/31 - Teacher Prof. Day</p>

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

## Attendance

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

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high-quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit Solon High School wants to help students develop as early as possible. **Student attendance records are part of the official transcript.**

State law specifically states that every child between the ages of 6 and 18 must attend school. The law is also very clear on what constitutes a legal excuse for an absence from school. No parent or guardian has the right to excuse his child or anyone else's child from school for any other reason than those stated.

**Parents/guardians must call the attendance office 440-349-8037 each day that a student is absent** (special arrangements may be made for extended illness). Parents/guardian of a vocational student must call both Solon High School and their student's vocational school. Students only need to bring a written note from a parent/guardian if a phone call has not been received in the attendance office. Students returning to school without a phone call or note will be considered unexcused. This absence can be changed to excused (see criteria for excused absences on pages 14-15) with a note or phone call from parent/guardian to the attendance office within twenty-four hours from the date of absence.

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

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

**NOTE:** Phoned in early dismissals will only be delivered at the beginning of class periods to limit class interruptions.

Students who are absent from school due to illness but are seen in or around the school or in the community during the school day could have their absence marked as unexcused. If a student is

too ill to come to school, he/she is too ill to go anywhere else other than a doctor. Students who return to school for just one period or to obtain assignments must report to the office for an admit pass.

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

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

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

Students tardy to school **MUST** report to the attendance office to check into school, where they will be given an admit pass to class

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

### **Truancy**

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

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

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

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

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

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

### **Exam Attendance**

1. Regular classes will not meet during mid-term exams and during the last three (3) days of school. Students will be required to attend only when an exam is scheduled during these days.
2. Failure to attend an exam may result in an "F" for the exam grade for that subject unless:

- a) arrangements to take that exam at another time were approved by the principal **prior to** the day of the exam *or*
- b) in the case of illness or other emergency situation, the school has been promptly notified and arrangements for the make-up exam have been made. All exams (both midterms and assessments taken the last three days of the school year) **must** be taken during the three-day testing period. No exceptions will be made. If your student misses all 3 days without medical documentation, he/she will receive zeros on the exams.

### **Rules for 18 Year Olds**

If an 18-year-old student does not wish for their school records or educational information to be released to his/her parents, they must notify the high school principal in writing. The principal will review information needed to determine whether the requested denial can be honored and inform both the parents and the student of the determination. The administration reserves the right to request doctor's notes of 18-year-old students who are excusing themselves from school.

### **EMANCIPATION RULES**

Requirements for admission and continued enrollment of emancipated individuals:

- A. An emancipated person who is under eighteen years of age may be admitted to Solon City Schools if he or she:
  - 1. Lives in Solon apart from his or her parents.
  - 2. Supports himself or herself by his or her own labor.
  - 3. Has not been granted a high school diploma or graduated through completion of IEP criteria.
- B. Prior to admission, such students must:
  - 1. Provide documentation of residence (either a rental agreement and residency affidavit completed by the student, or a residency affidavit completed by the student and a residency affidavit completed by the homeowner).
  - 2. Provide documentation of employment or income.

### **EXCUSED ABSENCE**

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

- 1. Illness (doctor's excuse may be required in some special cases) Illness in the immediate family necessitating the student's presence (with limitations).
- 2. Death of a relative (maximum of three (3) days absent (Superintendent approval of longer absences for reasonable cause).
- 3. Quarantine of the home.
- 4. Observation of bona fide religious holidays.
- 5. Appointment with a health care provider.
- 6. Necessary work at home due to absence or incapacity of the parent(s)/guardian(s) as approved by the Superintendent.
- 7. Medically necessary leave for pregnant student.

8. Out-of-state travel to participate in District-approved enrichment or extracurricular activities (maximum of twenty-four (24) hours per school year, with classroom assignments completed).
9. College Visitation - Student must bring letter from admissions office indicating date of visit for absence to be coded no deduction (NP). Maximum of three (3) school days during each of the Junior and Senior years.
10. Service as a precinct officer at a primary, special or general election.
11. Emergency and other circumstances that in the judgment of the Superintendent constitute good and sufficient cause for absence from school. (See further description of this category below. All requests require an approved absence request form).

**\*\*\* After 65 hours of absence from school without a doctor’s note (this includes tardies, early dismissals, half and full day absences) – regardless of if excused or unexcused – a doctor’s note will be required, or consequences will be issued. \*\*\***

## **TARDINESS/EARLY DISMISSAL**

### **Reasons for excused tardiness to school:**

A student who is tardy to school must report directly to the attendance office. If he/she is tardy to class, he should report directly to that class. Students should be reminded that coming into class even one second late constitutes a tardy. If he/she was detained by a teacher, the student should obtain a pass from that teacher, not the office. The office will assign consequences for tardiness to school and develop attendance intervention plans when necessary. The classroom teacher will assign detentions for tardiness to class. Excessive tardiness to class will be referred to the appropriate assistant principal.

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

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

1. Illness (with limitations, see bold print below)
2. Medical appointment
3. Driver’s license exam

**NOTE: Phoned in early dismissals will only be delivered at the beginning of class periods to limit class interruptions.**

## **UNEXCUSED ABSENCES**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. Please also refer to “Truancy” on page 13 of this handbook.

### **Miscellaneous Unexcused Reasons for Absences and/or Tardiness:**

In the past, students have had many excuses for being absent or tardy. To alleviate conflict

between the students and the office, students should note that all other reasons are unexcused (based on Ohio attendance laws), including:

1. Oversleeping
2. Car trouble of any kind (The Solon Board of Education provides transportation which delivers students to school on time)
3. Missing the bus
4. Traffic jam
5. Registering to vote and for the draft (students can do this at school)
6. Babysitting in non-emergency situations
7. Running non-emergency errands for parents or anyone else
8. Making repairs on one's own or anyone else's car

**NOTE:** The validity of any other questionable reasons for absence or tardiness not listed above will be determined by the administration according to Ohio attendance laws.

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## **LEAVING THE SCHOOL BUILDING**

**SOLON HIGH SCHOOL HAS A CLOSED CAMPUS. No student may leave the building at any time for any reason without an early dismissal slip issued by the attendance office and/or clinic. A student leaving without permission will be issued appropriate consequences.**

### **Vacations/Planned Absences:**

It is strongly recommended that families do not take their child out of school for vacations. When a vacation must be scheduled during the school year, the parents are required to email Susan Weiss at [susanweiss@solonboe.org](mailto:susanweiss@solonboe.org) as far in advance as possible. This email must include the student's name, reason for trip and dates requested. **Regardless of approval, these absences will count towards the excessive absence total for the student.** If a student's hours of absence without legitimate excuse exceed the requirements set forth in House Bill 410, the family will receive a *Notice of Truancy Risk* to be signed and returned to the admin office.

### **Academic Make-up:**

Any student who is absent for a valid reason, and whose absence is excused, must make arrangements with his/her teacher for makeup work. Make-up work is due to the teacher as soon as possible. **The minimum number of days allowed should be equal to the number of days of absences. Make-up work not completed in the allotted time will be graded as failing.** A student who is classified as unexcused may not be given credit for work missed due to his/her absence.

**\*\*Truant students can make up schoolwork but NOT for credit\*\***

### **Appointments:**

As a general rule, appointments are to be cleared through the attendance office **before school** by

means of a written request from the parent to release the student from school at a specific time. Upon return to school, students **MUST** report to the attendance office for an admit pass. Appointments should be made outside of school hours whenever possible.

**NOTE:** Phoned in early dismissals will only be delivered at the beginning of class periods to limit class interruptions.

**Illness at School:**

See CLINIC (page 18)

**Continued or Prolonged Absence:**

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

**NOTE:** Administration may require additional information including a release of records to communicate with health professionals.

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## **Cheating (Plagiarism)**

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

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

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

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

### CONSEQUENCES:

**1<sup>st</sup> Offense:** Student receives “0” on assignment  
Communication with parent  
Discipline Referral

**2<sup>nd</sup> & future offenses:** Student receives “0” on assignment  
Student fails class for the quarter  
Communication with parent  
Discipline Referral

### PLEASE NOTE:

- Cheating/plagiarism offenses are cumulative across courses.
- At the end of the quarter, if the student’s percentage is below 42 with the “0” included for the assignment, the quarter grade will be adjusted to 42%. If the student’s percentage is 60% or above at the end of the quarter with the “0” included for the assignment, the grade will be adjusted to 59%. If the student’s percentage is between 42-59 at the end of the quarter with the “0” included for the assignment, the percentage will remain.
- Violation of #10 or #11 of the cheating/plagiarism policy will result in an out-of-school suspension.
- Students should also be aware that a cheating/plagiarism offense may negatively affect National Honor Society consideration and participation. Any student already a member of National Honor Society may be dismissed from the organization if caught cheating/plagiarizing.

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## Clinic

Students who become ill during the day should report to the clinic as soon as possible **with a pass from their teacher**. If the student is ill enough to go home, parents will be called, and with their permission the student will be excused to go home. If the parents cannot be reached, or if the problem is temporary, the student will remain in school. **Students are not permitted to use wireless devices to contact parents. They must report to the clinic and the nurse will contact parents.**

**The school nurse is only permitted to dispense any medication including aspirin, Tylenol, cough drops, prescription drugs,** in compliance with the District Medication Policy. If the student leaves a class under an “emergency” condition, he/she must receive a note from the nurse

or the office to be admitted back to class. Students are not permitted to text or call parents to be removed from school. See electronic device policy on page 57.

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

**Clinic Hours:** Monday - Friday (8am to 3pm)

**Clinic Phone:** (440) 349-7288

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## Course Fees

Classes in which quantities of supplies are furnished by the school for student use require a fee. Fees will be distributed to all students by the second week of school. The fee must be paid before credit for the course can be received or a transcript mailed or printed. Late/overdue fees will prevent students from purchasing prom, homecoming and parking permits.

Course fees are listed in PaySchools Central.

**NOTE:** Failure to pay all course fees and fines prior to the conclusion of graduation practice will result in the loss of privilege to participate in the graduation ceremony.

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## Distribution of Printed Material and Circulation of Petitions

Students shall be free to distribute hand bills, leaflets, surveys, and other printed material and to collect signatures on petitions concerning in-school and out-of-school programs whether such materials are produced within or outside the school. The following general restrictions must be applied:

1. The time of such activity shall be limited to periods before school begins or after dismissal.
2. The place of such activity shall be the cafeteria.
3. The manner of conducting such activities shall be restricted to prevent undue levels of noise and to prohibit the use of coercion in obtaining signatures on petitions.
4. Excessive littering is considered grounds for limiting distribution of such printed material.
5. The school shall require that all printed material and petitions distributed or circulated on school property bear the name of the sponsoring organization and the name of one individual in such organization.

6. In all cases of petitions, students have the right to have their petitions considered and to receive a reply from the administration.
7. All handbills, leaflets, other printed materials, petitions, etc. must not contain obscene language, libelous statements, or any wording which tends to inflame or incite students so as to create a clear and present danger of unlawful acts or of physical disruption to the orderly operation of the school. These should be reviewed by the principal.

**Consequences will be administered for violating this section of the handbook.**

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## **Driving/Parking/Transportation**

### **BUS CONDUCT**

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

### **Rules**

1. Be courteous, 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 damage bus or equipment.
6. Stay in your seat.
7. Keep head, hands and feet inside bus.
8. Do not fight, push or shove.
9. Do not tamper with bus equipment.
10. Do not bring pets on the bus.
11. Do not bring flammable material on the bus.
12. The bus driver is authorized to assign seats.
13. Do not receive or make cell phone calls.
14. Students must adhere to all rules and regulations in the code of conduct.

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

## STUDENT PARKING - DRIVING

All student drivers **MUST** register their vehicles and secure a parking permit through the online registration process. Regulations and use of the student parking privilege are stated on the application. A permit may be issued upon the satisfactory completion of the application, which includes watching a video about Graduated Driver's License Law. Students may not share their permit with any other student during the year. Only registered permit holder may use his/her own permit.

Students are not permitted in their cars during any part of the school day with the exception of those students who are released early for work, either through the office or because of their involvement in one of the school's work-study programs. Student vehicles illegally parked on school premises may be warned, immobilized, and/or towed at the expense of the student.

Students who violate the privilege of driving to school and using school parking facilities may have their permit revoked. This may include violations in which the student uses the vehicle to cut out of classes and study halls, to leave school property or engages in any activity in the vehicle which is against school policy.

## PARKING RULES AND REGULATIONS

**ALL STUDENTS MUST PARK WITHIN THE AREAS  
DESIGNATED FOR STUDENT PARKING  
(NO EXCEPTIONS)**

**ANY STUDENT WHO ARRIVES TO SCHOOL AFTER 8:00AM MUST  
PARK IN POOL LOT AND ENTER THROUGH POOL LOBBY**

**\*\*\*All student parking spots are marked in yellow\*\*\***

1. All cars parked on school property **MUST** be registered. Solon High School is **NOT** responsible or liable for damage to student vehicles. **PARK AT YOUR OWN RISK.**
2. **Cars without a parking permit visibly displayed and/or illegally parked cars may be immobilized/towed at student's expense (removal of the immobilization device is a minimum of \$50).**
3. Legally registered students who drive a different car to school for the day **MUST** move their parking permit to their alternate car and have it displayed. This alternate car must be registered in the main office.
4. Students are **NOT** permitted to share their permits with other students.
5. Permit can only be used in the car that is registered with the High school.

6. Students are **NOT** permitted in cars during school hours.
7. Reckless driving, speeding, squealing of tires, etc. are grounds for loss of driving privileges.
8. Drivers must be licensed and insured.
9. Student vehicles may be subject to search if there are grounds to believe that drugs, stolen property or other illegal items and contraband might be in the vehicle.
10. **PARKING ON SCHOOL PROPERTY IS A PRIVILEGE.** Parking regulations will be **strictly** enforced. The privilege to park can be lost under the following conditions:
  - After 65 hours of absence from school without a doctor’s note (this includes tardies, early dismissals, half-, and full-day absences) ,regardless if excused or unexcused, the student’s parking permit will be revoked, and parking privileges will be lost for the remainder of the year.
11. Reserved and teacher areas are marked in **red**. Students may not park in these areas. Students may only park in their assigned parking space (marked in yellow).
12. Students may park in handicapped spaces only if they have a state-issued handicapped permit.
13. **PERMITS MUST BE HUNG ON REARVIEW MIRROR.** Parking permits may not be used, sold or transferred to another student – violation will result in loss of parking privilege and may include school disciplinary consequences.
14. If you lose your permit, you must purchase a replacement at full price immediately.
15. If your permit is revoked for any reason, no refunds will be given.
16. If a student with a registered parking permit does not have their pass displayed for any reason, **they must sign into the daily parking change booklet located in the main office before 7:50am.**

**Consequences for Violation of Bus Conduct and Student Parking:**

- |                                |  |
|--------------------------------|--|
| <b>1<sup>st</sup> offense:</b> | Warning  |
| <b>2<sup>nd</sup> offense:</b> | Pass/privilege revoked for two weeks   |
| <b>3<sup>rd</sup> offense:</b> | Pass/privilege revoked for one month   |
| <b>4<sup>th</sup> offense:</b> | Pass/privilege revoked for the remainder of year.<br>(This does not apply to #10.) |

**IMMOBILIZATION/TOWING OF A VEHICLE (AT STUDENT’S EXPENSE) AND/OR DISCIPLINARY CONSEQUENCES (INCLUDING OUT-OF-SCHOOL SUSPENSION) MAY TRANSPIRE IF VIOLATIONS OF THE ABOVE RULES OCCUR.**

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## Emergency Contact Information

The school uses an online system called InfoSnap to update important student emergency contact information and parent notifications. All students must have all necessary information completed in InfoSnap at the beginning of the school year. Students will need at least two emergency contacts in addition to parents or guardians. These individuals are the only adults students would be released to for rides home or in case of illness or an emergency situation. All information must be entered online through InfoSnap. If you do not have computer or Internet access at home, computers are available at the Solon Public Library. If you have difficulty, please contact the main office so we can be sure your child's information is up to date.

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## Face Covering Policy

Face coverings may be required during times of elevated communicable disease community spread, (pandemic or epidemic). Unless otherwise specified in writing by the Superintendent in accordance with Board Policy 8450.01, face coverings are optional.

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## Cafeteria/Lunch Information

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

For purposes of sanitation and pest control, the cafeteria is the only designated dining area. **All lunches/snacks must be consumed in the cafeteria or Senior Commons. Students are required to remain in the cafeteria area during their assigned lunch.**

Please review your child's Student ID number as this is the number that will be used to access their **PaySchools Central account** when purchasing any a la carte offerings. The Food Service Department's policy states that **checks are not accepted in the school office** as payment for school lunches. Your options will be to deposit money into your child's PaySchools Central account with cash to the school's front office, or to use your credit and/or debit card for the transaction on the district's website. There will be no fee associated with this transaction, but it will take up to two days to post on your child's lunch account. This can be accessed through the Solon Schools' website, under the Parents tab. We encourage you to fund your child's lunch account using the automated system but will continue to accept cash through the school office as payment as well.

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

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

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## School Counselors

Counseling services are available to students in grades 9-12. Counselors are available to help students with their personal, social, academic and career interests. Students are assigned to their counselor according to their last name. Counselors work with entire families and apply a holistic approach to counseling.

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## Graduation Requirements

### Ohio Core Graduation Requirements

English 9, 10, 11, 12	4 credits
Health	1/2 credit
Mathematics	4 credits
Must include Algebra II or its equivalent	
Physical Education	1/2 credit
(Courses are semester courses & are each 1/4 credit)	
Science	3 credits
<ul style="list-style-type: none"><li>• Biology 1 credit</li><li>• Physical Science 1 credit</li><li>• Advanced study in: 1 credit</li><li>• Chemistry, Physics, or other Physical Science</li><li>• Advanced Biology or other Life Science</li></ul>	
Social Studies	3 credits
<ul style="list-style-type: none"><li>• World History 1 credit</li><li>• U.S. History 1 credit</li><li>• U.S. Government 1/2 credit</li><li>• Social Studies Elective 1/2 credit</li></ul>	
Economics/Financial Literacy	1/2 credit
Fine Arts	1 credit
One year-long course or two semester courses (Students Enrolled in Career Technical Program can meet their Fine Art requirement through their specific program.)	

Electives 5 credits

One sequence or any combination of World Language, Fine Arts, Business, Career Technical Education, Family and Consumer Sciences, Technology, Agricultural Education, or English Language Arts, Mathematics, Science, or Social Studies courses not otherwise required.

#### Grade Placement

The minimum student course load is 5 credits per year. Students are encouraged to take more than five credits.

To meet the requirements of athletic eligibility, students must pass 5 classes the preceding quarter. Physical education and peer leader do not count towards athletic eligibility.

### State Standardized Testing & Graduation Seals

Please refer to the Program of Studies for specific information on the state testing program and graduation requirements.

## Grades and Grade Reports

### A. Grades

1. Student report cards are posted each nine weeks and will reflect the record of achievement for the student during that nine-week period only. Grades will represent sufficient assigned work as a realistic evaluation for pupil progress.
2. The nine weeks grade will be expressed by percentage for the purpose of figuring and reporting a semester or yearly grade. A grade corresponding to the percentage will appear on the grade card and transcript. **The percentage will be reflected as a whole number, no decimals will be used, and we will not round.**
3. In a year-long class each quarter will be worth 23% of the final grade and the mid-term exam will be worth 8% of the final grade. In a semester class each quarter will be worth 50% of the final grade. There will be no mid-term exams for semester classes. Student grades will be figured using an average of the quarter and mid-term exam percentages. Please see examples below for greater definition.

### SHS Grading Scale:

A = 90 – 100% B = 80 – 89% C = 70 – 79% D = 60 – 69% F = 59% and below

#### Point Values for SHS Classes:

	AP	Honors	College Prep
A	5.0	4.5	4.0
B	3.75	3.375	3.0
C	2.5	2.25	2.0

D	1.0	1.0	1.0
F	0	0	

**How to Determine Final Grade**

(In year-long classes the basement for an F on the midterm exam and quarter will be 42%. In semester classes the basement for the quarter grade will be 50%.)

Example Semester Course – each quarter worth 50%

Q1 (50%)	Q2 (50%)	Final Grade
93%	84%	88% - B

Example Year-Long Courses – each quarter is worth 23% and mid-term worth 8%

Q1 (23%)	Q2 (23%)	Exam (8%)	Q3 (23%)	Q4 (23%)	Final Grade
82% x .23 (18.86)	79% x .23 (18.17)	80% x .08 (6.4)	92% x .23 (21.16)	94% x .23 (21.62)	B (86.21)

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

All students receive a unique ID number and PIN code for accessing their current classroom information.

To access PowerSchool, go to our school web site at <http://www.solonschools.org/shs> and click on the PowerSchool Gradebook Login under “Quick Links.” Follow the instructions on the screen.

- The grades given in the reports may not reflect all corrected assignments, as they may not have yet been entered in the gradebook.

Please realize that it takes time for the teacher to input grades into their gradebooks.

**Hallway Traffic**

Students must have a pass to be in the halls during class time. Hall passes will only be issued for emergency situations.

**STUDENTS ARE NOT PERMITTED TO USE THEIR CELL PHONES IN THE HALLWAYS DURING ANY CLASS PERIOD.**

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## **Interrogation of Students**

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

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

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

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

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## **Lost and Found**

Lost and found articles are kept in the main office. Many items accumulate through the year and remain unclaimed. These items will be donated on a weekly basis. It is the student's responsibility to report to the office any item that is lost or stolen.

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## **Wellness Center**

*Hours:* 7:30am - 3:30pm on school days

### *Wellness Center Access*

Your student ID card admits you to the Wellness Center and allows you to check materials out of the Wellness Center. Please carry this card at all times.

Access to peer tutoring will be administered through our study hall structure.

ID replacement cost is \$1 if lost or stolen.

## **Parent Organizations**

### **PTA**

This organization works for the betterment of our children.

The PTA meetings are held monthly. Anyone may attend.

Some of the PTA projects during the school year are the e-mailing of a monthly newsletter, except December, to every high school family, the Underclass and Senior Honors programs in May, showing staff appreciation throughout the year, several student appreciation days during the year, helping with Budget Bin, and many other services.

The Senior After Prom is another event that is self-sustaining but organized through PTA. This drug and alcohol free, chaperoned annual event, is held immediately following Prom at the high school. For more information, please contact the PTA President.

### **MUSIC PARENTS**

This organization supports band, choir, orchestra, and Starlettes. Music Parents funds support the purchase of uniforms, awards, trips, and various other projects.

### **ATHLETIC BOOSTERS**

This organization is to create interest in school athletic activities, provide volunteer assistance to the Athletic Director and school, and to help maintain a budget to benefit all student athletes.

Boosters funds support awards, banquets, parent's nights, special equipment (ex. weight room), team trips for special competitions, Hall of Fame photos, senior pictures, and scholarships. For more information, please contact the Boosters President.

### **ACADEMIC BOOSTERS**

This organization promotes, recognizes and rewards academic achievements at all levels at the high school and middle school. Programs sponsored by the Academic Boosters are Academic Award Fall Assembly, Academic Team Monetary Assistance, Graduation Medals, Merit Scholar Lunch, Rising S.T.A.R. and Strive for .5.

### **CRITERIA FOR ACADEMIC BOOSTERS CLUB AWARDS**

**ACADEMIC LETTERS** – Awarded to students who have attained a 3.5 grade point average over the first three (3) grading periods.

**ACADEMIC AWARDS** – are awarded to students who qualify a second and third time using the same criteria as for the Academic Letters.

**GRADUATION MEDAL AWARDS** – this award is not a continuation of the above awards. Academic Medals are awarded to students who are graduating with a 3.5 or above cumulative grade point average and include grades that have been transferred to Solon High School. Students may wear these medals on graduation day. Special ribbon color denotes seniors graduating with a cumulative grade point average of 4.0 or above. (GPA is calculated using the first three years and first three quarters of the student’s senior year).

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## **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.

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## **Searches & Security**

### **SEARCH AND SEIZURE**

To maintain a safe, secure, and drug-free environment at Solon High School, authorities are authorized to search a student or his/her property (including vehicles, purses, book bags, gym bags, etc.) with or without the student’s consent, whenever the school authorities reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction.

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

The school may use at its discretion vape detectors and unannounced and random canine (Police Dogs) searches of school property including the parking lot and student cars to ensure the safety, order and discipline of the school.

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

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

## **DROPPING OFF ITEMS AT SECURITY DESK**

In an effort to ensure our students continue to have ample opportunity to find success academically, the high school is making the following modifications to our drop-off policy.

- Parents will be allowed to drop-off academic items **ONLY** during the day until 10:30am. This will be limited to book bags, written assignments, glasses, textbooks and Chromebooks. **NO FOOD WILL BE ACCEPTED (THIS INCLUDES FROM PARENTS OR FOOD DELIVERY SERVICES).**
- We will not call students down to collect the items. It will be their responsibility to stop by the main office security station to pick up the items. In addition, we will not take responsibility for items left at the security desk.

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## **Senior Privileges**

### **EARLY DISMISSAL/LATE ARRIVAL**

Having successfully attained Senior status may allow seniors with study hall 1<sup>st</sup> or 7<sup>th</sup> period the option of late arrival or early dismissal. Students with 7<sup>th</sup> period option must leave the building within a reasonable time or they will be assigned a study hall. Students with 1<sup>st</sup> period option must sign in at the Commons before 8:35am. **A senior who drops a class will not be eligible for late arrival or early dismissal if that dropped course falls in periods 1 or 7.**

### **PARTICIPATION IN GRADUATION CEREMONY**

Any major infraction of the student code of conduct that results in 5 or more days of OSS during the **4<sup>th</sup> Quarter** of your senior year will result in the loss of privilege to participate in prom, senior project, and the graduation ceremony. Additionally, not being present for the rehearsal of the entire graduation ceremony will result in the loss of privilege to participate in the actual graduation ceremony.

### **SENIOR COMMONS AREA**

The Commons area will be reserved for seniors as a privilege instead of reporting to study hall. The Administration evaluates periodically and reserves the option of removing the privilege at any time. The following regulations will apply to seniors to determine their use of Commons:

1. Since Senior Commons is a privilege, students may be removed and lose their privilege for violations of school rules.
2. Seniors who receive an “F” for a marking period will be removed from the Commons and placed in a study hall for the following nine-week grading period.
3. Students **must** report and sign-in to the Commons for attendance purposes.
4. Once a student is admitted to Senior Commons, he/she is expected to remain in that area

throughout the period unless proper procedures are followed to be excused to the media center labs.

5. The administration shall have discretionary powers regarding the eligibility status of seniors in the Commons.
6. Snacks and beverages are permitted to be consumed in the Commons as long as trash is disposed of properly.

Consequences for not signing into Senior Commons:

- 1<sup>st</sup> Offense = One (1) detention
- 2<sup>nd</sup> Offense = Two (2) detentions
- 3<sup>rd</sup> Offense = Three (3) detentions
- 4<sup>th</sup> Offense or more = Loss of privilege – assigned to underclassmen study hall.

## **SENIOR PROJECT**

This program gives seniors the opportunity to provide students with real-life experiences in their career choices. For about two weeks in May, a participating senior will “shadow” a mentor in a field in which the student has shown interest. During this time, the student will gain an understanding of the practical nature of the professional world – an experience that will provide the necessary drive to succeed in college. Seniors will have to meet certain requirements regarding grade point average, attendance and discipline. Details regarding these requirements will be announced to the senior class at a meeting in the fall. Solon High School can provide a list of possible on-site sponsors; however, students need to find their own placement. Students will be required to write a daily journal entry and essay paper and will make a short presentation on the project experience. The last day of school for seniors who participate is in early May. Students who fail to meet all requirements and deadlines of Senior Project may lose the privilege of participating in the graduation ceremony.

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## **Interscholastic Sports**

Solon is a member of the Suburban Conference.

Solon High School conducts a competitive intramural basketball program during the winter months.

### ***FALL***

Men: Cross Country  
Football  
Golf  
Soccer

Women: Cross Country  
Golf  
Soccer  
Tennis  
Volleyball

**WINTER**

Men: Basketball  
Bowling  
Ice Hockey  
Swimming & Diving  
Wrestling

Women: Basketball  
Bowling  
Gymnastics  
Swimming & Diving

**SPRING**

Men: Baseball  
Tennis  
Track & Field  
Lacrosse

Women: Softball  
Track & Field  
Lacrosse

**ELIGIBILITY RULE - ATHLETICS AND CHEERLEADERS**

Please see Student/Parent Athletic Handbook for information on this topic.

**EXTRACURRICULAR PARTICIPATION**

Extracurricular activities are an important part of the student experience in and character of the Solon Schools. Interscholastic athletic teams and activities, musical groups, drama clubs and many other valued extracurricular activities provide a wealth of opportunities for Solon students.

Student participation in extracurricular activities is optional, and is a privilege, not a right. For some activities participation is competitive and a student must try out to participate. Many of the extracurricular activities have their own codes of conduct or academic achievement prerequisites. Participation in interscholastic athletics sanctioned by the Ohio High School Athletic Association (OHSAA) is always governed by OHSAA rules.

Students may be removed from an extracurricular activity on either a temporary or permanent basis for: 1) violation of the rules in place for that particular extracurricular activity, 2) failure to meet academic achievement prerequisites, or 3) behavior that is considered by the advisor or coach to be disruptive. Removal from extracurricular activities is not subject to the same procedural requirements as discipline from curricular programs.

The prohibitions in the Student Code of Conduct apply during all extracurricular activities, and disciplinary consequences, including suspension or expulsion from school, may be imposed for a violation of the Student Code of Conduct that occurs during an extracurricular activity. Additionally, during the time period of any suspension or expulsion from school, a student is prohibited from participating in any extracurricular activity.

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**Student Activities**

For a list of all clubs and activities, please visit the SHS website.

## NATIONAL HONOR SOCIETY

The National Honor Society is a national organization for the recognition of students who reflect outstanding accomplishments in the areas of scholarship, leadership, service, and character. To be considered for selection into the National Honor Society, a Solon High School junior or senior must meet the following criteria:

- Cumulative grade point average of 3.5.
- Submit a resume of activities to support leadership, service, and character (by an established deadline).
- Candidates will be rated by faculty based on leadership, service, and character. (Please be advised that this includes daily participation and behavior in all of your classes.)
- Final selection into the National Honor Society shall be by a majority vote of the Solon High National Honor Society Faculty Advisory Council.

Selected junior and seniors shall be inducted each spring.

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## Student ID Cards

ID cards are used for admission to the Wellness Center and other school functions including dances. **ID cards must be carried at all times.**

Student ID cards include a student picture, student name, student number, and a special bar code.

ID cards are issued shortly after school pictures are taken. Lost or defective ID cards can be replaced in the main office for a charge of one dollar (\$1.00).

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## Student Fundraising

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members and members of the community in accordance with school guidelines. The following general rules apply to all fundraisers:

- All fundraisers must be approved by high school administration and placed on the master calendar of events.
- Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fundraising activity.
- Students may not participate in a fundraising activity conducted by a parent group, booster club or community organization on school property without the approval of the Principal.

- Students may not sell any item or service in school without the prior approval of the Principal. **Violation of this policy may lead to disciplinary action.**

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## 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 are expected to make sure all belongings are locked and secured with school issued locks.

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## 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 for review to parents, guardians or the student, if over 18 years of age. No records are to be removed from the school and a principal, teacher or other qualified school personnel must be present to explain any of the tests 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 telephone number
4. Student's date and place of birth
5. Student's extracurricular participation
6. Student's achievement awards or honors
7. Student's weight and height, if a member of an athletic team.
8. Student's dates of attendance
9. Student's date of graduation

Administrative regulations will set forth a procedure for annual notification to parent(s)/guardian(s) and eligible students of the District's definition of directory information. Parent(s)/guardian(s) or eligible students will then have two weeks to advise the District, in accordance with such regulations, of any or all items which they refuse to permit the District to designate as directory information about that student. To carry out their responsibilities, school officials will have access to student education records for legitimate education purposes. The District will use the criteria set forth under District Policy to determine who are "school officials" and what constitute "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 District Policy (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.

### **Noncustodial Parents**

The Board believes it is appropriate to afford noncustodial parents the opportunity to be informed and to participate in the education of their children on the same basis as any parent. Access to records shall be in accordance with the Family Educational Rights and Privacy Act of 1974. Upon request, noncustodial parents shall be entitled to exercise all parental rights to the extent

that such rights are not restricted by a legally binding instrument or court order. Action shall be taken to inform noncustodial parents of their rights and to assist them in the exercise of these rights.

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## **Student Lockers and Assignment**

Lockers are located throughout the building. To receive a locker, students must submit the locker request google form. Students can request a locker at any point in the school year.

Locks for all student lockers **MUST** be purchased through the SHS Bookstore to ensure all locks are uniform and to allow access by school administrators in case of emergency. Any lock NOT purchased through the SHS Bookstore will be cut off.

**Due to extensive building usage, students are strongly urged to use locks on their lockers.** Lockers are to be locked! (**Sharing a locker is prohibited**). The school **cannot** be held responsible for lost or stolen articles.

If an unauthorized lock is found on a locker, the student should report it immediately to the assistant principal who will have it removed providing the locker is the student's assigned locker.

Students are responsible for keeping their lockers clean and orderly. No food should be kept in lockers overnight. This is a health department order.

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## **Student Rights, Responsibilities and Discipline**

### **I. INTRODUCTION**

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

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

Parents or guardians have the primary responsibility for establishing and maintaining positive

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

Since the school and the home share responsibility for educating and disciplining students, it is important that they work closely together. The school staff has the obligation to be fair, honest, reasonable, and consistent in their dealings with students. The parents have the obligation to be cooperative, reasonable, and honest in working with school personnel. Only by developing a climate of mutual trust and respect can the school and the homework effectively together toward the best interest of the child.

## **II. STUDENT'S RIGHTS AND RESPONSIBILITIES**

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

**COMET P.R.I.D.E.**

### **P**ERSONAL RESPONSIBILITY

Be on Time. Be Prepared.

### **R**ESPECT

Respect yourself, others, and the environment in ALL that you do.

### **I**NTEGRITY

Act with honor. Take responsibility for your actions and academic success.

### **D**ISCIPLINE OF SELF

Be the best version of YOU. Practice self-control. Strive for excellence.

### **E**MPATHY

Embrace diversity and value our differences.

### III. SCHOOL DISCIPLINE

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

A breach of discipline is any conduct of pupils which interferes with the maintenance of a proper learning environment. Acts of behavior which tend to conflict with the educational program, or which are antagonistic to the welfare of other students, the staff, and/or Solon City Schools cannot be tolerated. Student lockers and desks are school property and, as such, may be subject to periodic inspections. In addition, parking on school property is a privilege not a right and cars parked on school property are subject to routine patrols by school officials, and cars may be searched when reasonable suspicion is determined. Reasonable suspicion exists when a school official is informed by a fairly credible source that the car may contain evidence of violation of school policy or observes objectively suspicious behavior. Any car parked on school property in which evidence of violation of school policy is in plain view may be searched.

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

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

1. Verbal warning
2. Parent notification
3. Detention
4. Parent conference
5. Extended Detention
6. Saturday School
7. Disciplinary Removal
8. Emergency removal
9. In-School Suspension
10. Out-of-School Suspension
11. Referral to outside authorities
12. Expulsion
13. Permanent Exclusion

**PLEASE NOTE:** The Common Application, Coalition Application and certain universities are now asking for information regarding student suspensions and expulsions. When asked this question, the Solon City Schools may be releasing this information.

### ***Disciplinary Referrals***

Any question concerning Discipline Referrals should be directed to the referring teacher and/or the assistant principal.

## **A. DEFINITIONS**

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

### **1. Verbal warning**

A warning to a student that his/her conduct is in violation of school rules. It may be issued by any authorized school official including teaching or non-teaching personnel.

### **2. Parent notification**

Direct contact by telephone or letter with a parent or legal guardian of a student to inform them that their child's conduct was in direct violation of school rules.

### **3. Detention**

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

Detentions are of two types — teacher detentions and office detentions.

Teacher detentions are usually given for some infraction of a teacher rule in the classroom (disturbing others, talking out of turn, late to class, etc.). Teacher detentions are to be served with the teacher involved within a reasonable amount of time. Refusal to serve the teacher detention will result in referral to the appropriate assistant principal for further disciplinary action.

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

- Students will be served notice of an office detention through the assistant principal's office.
- Students are required to serve their detentions as assigned.
- Detentions may be served in the morning or in the afternoon. If you are late, you will **not** be admitted.
  - a. Morning detentions are held every day from **7:15am - 7:45am** in the **cafeteria**
  - b. Afternoon detentions are held every day from **3:00pm – 3:30pm** in **Room 106**
- No talking is permitted.
- Detention students must have something to study.

- If students are removed from the detention room for violating rules, the time served does not count.
- Additional consequences for not serving detentions will be assigned.

#### **4. Parent conference**

A meeting with a parent(s) or legal guardian(s) to discuss specific violations of school rules and the impending action school officials may take.

#### **5. Extended Detention**

Extended Detention will consist of students staying after school from 3:00pm-5:00pm for quiet study time. Students are required to comply with the Code of Conduct during extended detention. **NO electronic devices are permitted.**

#### **6. Saturday School**

A discipline procedure by which a student is required to attend a Saturday detention from 8am to noon.

#### **7. Disciplinary removal**

The removal of a student from a class, special privilege, or from participation in an extra-curricular activity. During the disciplinary removal period a student will not be permitted to take part in any school function or activity.

#### **8. Emergency removal**

The removal of a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the curricular or extra-curricular school activities according to Policy 5610.03.

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

An alternative to the normal classroom environment that allows a student to remain in school and work on and receive credit for class assignments under close supervision. The student will be allowed to ride the bus to and from school. The student will not attend any school functions during the school day or participate in any extra-curricular activities. The student may meet with the counselor/admin during this time in order to discuss their behavior and the consequences that resulted.

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

The removal of a student from school for not more than ten (10) days. During the period of suspension, a student will not be permitted to attend any school function or activity. Students suspended out of school will be permitted to receive credit for tests and major projects. However, students will not receive credit for class work during a period of suspension.

#### **11. Referral to Outside Authorities**

Referral by a school administrator to juvenile authorities for conduct which is not only in violation of school rules but also the law.

## **12. Expulsion**

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

## **13. Permanent Exclusion**

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

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

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

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

## **IV. PROCEDURE**

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

In the case of extended detention, Saturday School, emergency removal, in/out-of-school suspension, expulsion, and permanent exclusion, the following procedures will be used:

### **Extended Detention**

Before a student is assigned to Extended Detention, the student shall be given written notice of the intention to impose Extended Detention and the reasons for the intended Extended Detention.

Parents will be notified when a student is assigned to Extended Detention. Students who are assigned Extended Detention must comply with the guidelines below or face Saturday School.

### **Extended Detention Student Responsibilities**

1. Extended Detention will consist of extended quiet study time after school.

2. NO Electronic devices are permitted.
3. Students serving Extended Detention are subject to all regulations described in the Code of Conduct: Student Rights, Responsibilities, and Discipline
4. In the event of an emergency that causes a student to miss Extended Detention, a parent/guardian **MUST** contact the appropriate assistant principal prior to the start of Extended Detention. (Mr. Frazier - 7259; Mrs. Rodenbucher - 6240)
5. Failure to attend Extended Detention will result in Saturday School.

### **Saturday School**

Before a student is assigned to Saturday School, the student shall be given written notice of the intention to impose a Saturday School assignment and the reasons for the intended Saturday School assignment. Parents will be notified when a student is assigned to Saturday School.

Students who are assigned Saturday School must comply with the guidelines below or face additional consequences.

### **Saturday School Student Responsibilities**

1. Saturday School is in session from **8:00am – 12:00pm**. Students will **not** be admitted to the school if they arrive after 8am and may be subjected to further disciplinary action. Doors will be opened at 7:45am and close at 8:00am. Saturday School will be held in Trailer #1 (**Students should enter through the Athletic Doors – Door 27**).
2. Students are required to bring their own study material including school related books, paper, pens, pencils, etc. There should be enough materials to last the duration. Lockers are off limits and access to other areas of the building will not be permitted. Students are expected to use this time for the completion of assigned schoolwork. Activities such as talking without permission, sleeping, or appearing to be asleep are not permitted.
3. Students are required to wear appropriate school clothes. Students inappropriately dressed will be sent home.
4. Students are not permitted to bring such items as food, beverages, electronic devices, playing cards or any materials that are disruptive to the educational environment.
5. Students attending Saturday School are subject to all regulations described in the Code of Conduct: Students Rights, Responsibilities, and Discipline.
6. In the event of an emergency that causes a student to miss Saturday School, a parent/guardian **MUST** leave a message on the appropriate assistant principal's voicemail before school Monday. (Mr. Frazier - 7259; Mrs. Rodenbucher - 6240)

7. Failure to attend Saturday School will result in In-School-Suspension. Multiple offenses will result in two or more days of In-School Suspension.

### **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, principal, or assistant principal may remove a student from curricular activities, or from the school premises without complying with the notice and hearing requirements required prior to suspension or expulsion.

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

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

### **In/Out-of-School Suspension**

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

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

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

## **Expulsion**

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

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

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

## **Permanent Exclusion**

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

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

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

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

## V. TIMES/PLACES

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

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

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

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

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

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

1. Unauthorized presence in any school building, school grounds or part thereof
2. Blocking the entrance or exit of any school building
3. Setting fire or attempting to set fire to or damaging or attempting to damage or defacing or attempting to deface any school building or property
4. Making, by telephone call, letter electronically or other means, a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function or event on or off school grounds
5. Activating or attempting to activate the alarm system or AED units in the absence of a

fire or emergency

6. Preventing or attempting to prevent by physical act or verbal utterance, the convening or continuing functioning of any school, class, or activity or any lawful meeting or assembly on or off the school property
7. Preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event
8. Except under the direct instruction of the principal or other authorized school personnel, blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event

**Consequence:**

1<sup>st</sup> Offense - Up to 10 days of Out-of-School Suspension, subject to the discretion of administration. Possible recommendation for expulsion.

**A1. Classroom Disruption:** Behavior which interferes with instruction will not be tolerated. The teacher has the right and responsibility to maintain order in the classroom. The severity of the consequence will depend on the extent of the disruption:

- 1<sup>st</sup> Offense - One (1) Extended Detention
- 2<sup>nd</sup> Offense - Two (2) Extended Detentions
- 3<sup>rd</sup> Offense - 4 hr. Saturday School
- 4<sup>th</sup> Offense - One (1) Day In-School Suspension
- 5<sup>th</sup> Offense - Out-Of-School Suspension

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

**Minimum consequence:**

- 1<sup>st</sup> Offense - 5 days of Out-of-School Suspension, restitution
- 2<sup>nd</sup> Offense - 10 days of Out-of-School Suspension, restitution and recommendation for expulsion.

If school property is damaged, the school will require restitution. If personal property is damaged, the school will help facilitate exchanged information between all parties involved.

**C. Theft, Possession of, or Unauthorized Removal or Use of School and/or Private Property:** Students shall not misappropriate, steal, or attempt to steal school or private property or attempt to engage in or participate in the unauthorized removal or use of, including the possession of misappropriated or stolen materials, of school or private property.

**Minimum consequence:**

- 1<sup>st</sup> Offense - 3 days of Out-of-School Suspension
- 2<sup>nd</sup> Offense - 5 days of Out-of-School Suspension

- 3rd Offense - 10 days of Out-of-School Suspension and recommendation for expulsion

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

**Minimum consequence:**

- 1<sup>st</sup> Offense - 5 days of Out-of-School Suspension
- 2<sup>nd</sup> Offense - 10 days Out-of-School Suspension and recommendation for expulsion (**if the results of the investigation determine that the incident was physical assault, the administration reserves the right to treat the incident as a 2<sup>nd</sup> offense**).

**D1. Threats:** Students shall not make verbal or written threats directed towards school property, any school employee, authorized school visitor, or any other student. A threat assessment may be administered based on the nature and severity of the threat.

**Threats to Staff Members:** Threatening statements made to staff members may result in ten 10 days Out-of-School Suspension and recommendation for expulsion.

**D2. Aggressive Conduct/Disrespect/Intimidation:** Students shall not engage in behavior that causes or may cause harm to themselves or others or puts themselves or others at risk of harm. Students shall not intimidate, insult, annoy or attack using physical, verbal, written or electronic action (including text messaging, instant messaging, social networking, photos, videos, etc.) any member of the school community. Any action that creates fear or harm, an intimidating or hostile education or work environment, without displaying a weapon and without subjecting the victim to actual physical attack (i.e., bullying, hazing, threat of harm) is prohibited. Harassment and intimidation may be reported to local police.

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

**D3. Bullying:** Any intentional written, verbal, graphic or physical act(s) that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s).

Bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistants (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

**Minimum consequence:**

- 10 days of Out-of-School Suspension and recommended for expulsion. All

offenders will be referred to proper legal authority.

**D4. Harassment:** Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that: a) places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property; b) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or c) has the effect of substantially disrupting the orderly operation of a school.

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

**D5. Horseplay:** Engaging in rough or boisterous play that is not rooted in anger or malicious intent by either party. Intended horseplay by one individual which results in an unsafe condition, physical injury, and/or destruction of property will be treated more severely than the beginning consequence for horseplay (at the discretion of the administrator). If damage occurs, the school will require restitution.

**Minimum consequence:**

- 1<sup>st</sup> Offense - One (1) Extended Detention
- 2<sup>nd</sup> Offense - 4 hr. Saturday School
- 3<sup>rd</sup> Offense – 1 day In-School Suspension
- 4<sup>th</sup> Offense – 3 days Out-of-School Suspension

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

- 1<sup>st</sup> Offense - 5 days Out-of-School Suspension
  - Suspension may be reduced to 3 days O.S.S. if the student agrees to participate in a education course [Reduction can only be used for first offense].
- 2<sup>nd</sup> Offense - 7 days Out-of-School Suspension
- 3<sup>rd</sup> Offense - 10 days Out-of-School Suspension

**E1. Vaping:** Students shall not possess, use, transmit, conceal or sell any electronic smoking products or devices including, but not limited to: vaporizers, chargers, Juuls, vape pens, vape mods, e-cigarettes, dab pens, e-liquids, e-juice, etc.

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

**Please Note: E-cigarettes, vaping, juuling, or the use of other similar devices that are used to inhale or ingest foreign substances, will initially be treated as a drug offense.** Within twenty-four (24) hours of the violation, the student may complete an approved drug screen with an approved testing facility. Test results must be sent directly to the school administrator from the testing facility. Upon receipt/ review of the results, if administration is

able to clearly establish that no illegal substance (other than nicotine) has been discovered, the administrator may reduce the violation to a vaping offense.

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

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

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

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

1. Possession, purchase, use, application or being under the influence:
  - a. **First offense:**
    1. The principal will notify the student and the student's parent, guardian, or custodian in writing of an intent to suspend and will arrange a suspension hearing among the student, the student's parent(s), guardian, or custodian and the principal.
  2. The principal or principal's designee will notify the appropriate counselor of the incident.
  3. The principal will suspend the student for ten (10) days in compliance with all requirements of law and this Code of Student Rights, Responsibilities and Discipline.

The suspension may be reduced to 5 days if the student completes the following:

- The student proceeds to have a drug and alcohol assessment conducted by a chemical dependency counselor (which includes a drug test) and meets with the SHS Student Assistance Facilitator within five (5) school days upon the return from suspension
- The student agrees to follow any appropriate treatment required by the chemical dependency counselor, which may include but not be limited to required attendance at support groups.
- The professional satisfactorily notifies the principal of the foregoing.
- The student agrees to continue attendance of in-school support group where appropriate.
- The student attends educational programs required by Solon High School.

**Failure to meet the above requirements will result in days (six) 6 – (ten) 10 of O.S.S being reinstated.**

4. Notwithstanding the above provisions, an initial, self-referred violation of this section shall not be deemed a first offence under Part 1 (if the following occur):
  - The student proceeds to have a drug and alcohol assessment conducted by a chemical dependency counselor (which includes a drug test) and meets with the SHS Student Assistance Facilitator within five (5) school days.
  - The student agrees to follow any appropriate treatment required by the chemical dependency counselor, which may include but not be limited to required attendance at support groups.
  - The professional satisfactorily notifies the principal of the foregoing.
  - The student agrees to continue attendance of in-school support group where appropriate.
  - The student attends educational programs required by Solon High School.
- b. **Second offense:**
  1. A parent of the student will be immediately notified of the incident. The student will be suspended from school for 10 days.
  2. The principal will recommend that the superintendent expel the student.
  3. The principal or principal's designee will notify the appropriate counselor of the

incident.

4. The superintendent may expel the student for up to 80 (eighty) days beyond the days of suspension.
5. Selling, supplying or transmitting: A first incident of selling, supplying or transmitting mood-altering chemicals or anabolic steroids shall be treated as a second offense.
6. Counterfeit or “look-alike” drugs: The following is in accordance with amended Section 2925.01 (O) of the Ohio Revised Code concerning use, transmission, selling, giving, concealing, or consuming of counterfeit controlled substances or “look-alike” drugs.

A counterfeit controlled substance is defined as:

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

- G. Failure to Comply with Directives (Insubordination):** Students shall comply with directives, and requests of teachers, student teachers, substitute teachers, educational aides, bus drivers, principals, and other school personnel.

- 1<sup>st</sup> Offense - Two (2) Extended Detentions
- 2<sup>nd</sup> Offense - 4 hr. Saturday School
- 3<sup>rd</sup> Offense – 1 day In-School Suspension
- 4<sup>th</sup> Offense or Gross Insubordination – Out-of-School Suspension

**H. Failure to Accept Discipline or Punishment:** Students shall not refuse to accept discipline or punishment from teachers, student teachers, substitute teachers, educational aides, bus drivers, principals, or other appropriate school personnel.

**I. Plagiarism/Cheating:** Please refer to pages 17 and 18 for consequences.

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

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

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

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

**General Profanity/Inappropriate Language**

- 1<sup>st</sup> Offense - One (1) Extended Detentions
- 2<sup>nd</sup> Offense - Two (2) Extended Detentions
- 3<sup>rd</sup> Offense - 4 hr. Saturday School
- 4<sup>th</sup> Offense - 1 day In-School Suspension
- 5<sup>th</sup> Offense or more - 3 days Out-of-School Suspension

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

**M. Gambling:** Students shall not engage in or promote games of chance, placing of bets, or risk

anything of value.

**N. Unexcused Absence, Tardiness or Class Cutting:** Students shall not be absent from all or any portion of the regularly scheduled classes or other mandatory activities without school authorization and parental consent.

**1. Unexcused Absence** (missing two (2) or more periods)

- 1<sup>st</sup> Offense - Two (2) Extended Detentions
- 2<sup>nd</sup> Offense - Three (3) Extended Detentions
- 3<sup>rd</sup> Offense - 4 hr. Saturday School
- 4<sup>th</sup> Offense - Two (2) 4 hr. Saturday Schools
- 5<sup>th</sup> Offense or more - 1 day of In-School Suspension
- 6<sup>th</sup> Offense or more – Multiple days of In-School Suspension and possible legal action

**2. Class/Study Hall Cutting** [unexcused absence (absence without permission from teacher or administration) from class or study hall]

- 1<sup>st</sup> Offense - One (1) Extended Detention
- 2<sup>nd</sup> Offense - Two (2) Extended Detentions
- 3<sup>rd</sup> Offense - 4 hr. Saturday School
- 4<sup>th</sup> Offense - Two (2) – 4 hr. Saturday Schools
- 5<sup>th</sup> Offense - 1 day of In-School Suspension
- 6<sup>th</sup> Offense or more - Out-of-School Suspension

**NOTE:** Unexcused signing into school between 8:20am – 9:40am is considered a class cut.

**3. Tardy to School** (unexcused signing into school from 7:50am - 8:20am) [After 10 excused tardies or early dismissals, a doctor’s note will be required for the tardy/early dismissal to be excused.]

- 1<sup>st</sup> – 2<sup>nd</sup> Offense - Warning
- 3<sup>rd</sup> Offense - One Detention
- 4<sup>th</sup> Offense - Two (2) Detentions
- 5<sup>th</sup> Offense - Three (3) Detentions
- 6<sup>th</sup> - 7<sup>th</sup> Offense - One (1) Extended Detention
- 8<sup>th</sup> - 9<sup>th</sup> Offense - Two (2) Extended Detentions
- 10<sup>th</sup> Offense - 4 hr. Saturday School
- 11<sup>th</sup> Offense – 1 day In-School Suspension
- 12<sup>th</sup> Offense or more - Two (2) – Multiple days of In-School Suspension and other possible intervention

**NOTE:** Tardy consequences will reset for ALL students at the beginning of the 2<sup>nd</sup> semester

**4.** Solon has a “closed campus.” Permission from attendance office and/or clinic is needed in order to be out of the building during school hours. “Out of the building” has been defined as being outside any of the outer doors of the building during the school day. First offense will result in a **4 hr. Saturday School**. Subsequent violations will result in

further disciplinary action.

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

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

**Minimum consequence:**

- 1<sup>st</sup> Offense - 1 day Out-of-School Suspension
- 2<sup>nd</sup> Offense - 3 days of Out-of-School Suspension
- 3<sup>rd</sup> Offense - 5 days of Out-of-School Suspension and recommendation for expulsion

- O1. Loitering:** Students must vacate the building by 3:15 p.m. unless they are attending an authorized school activity.

- 1<sup>st</sup> Offense - One (1) Extended Detention
- 2<sup>nd</sup> Offense - Two (2) Extended Detentions
- 3<sup>rd</sup> Offense - 4 hr. Saturday School
- 4<sup>th</sup> Offense - 1 day In-School Suspension
- 5<sup>th</sup> Offense – 1 day Out-of-School Suspension

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

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

- 1<sup>st</sup> Offense - One (1) Extended Detention
- 2<sup>nd</sup> Offense - Two (2) Extended Detentions
- 3<sup>rd</sup> Offense - 4 hr. Saturday School

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

- S. Dress and Appearance:** The Solon Board of Education believes that pride in one's self and

school is often reflected in the way students dress. In order for a student to look his/her best, he/she should be knowledgeable about health, grooming, and choice of clothing. Poise and confidence are derived from individuals looking his/her best and feeling his/her best.

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

**The following items are prohibited:**

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

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

- S1.** During times of elevated community spread of communicable diseases (pandemic or epidemic), when instituted by the Superintendent, students shall wear a face mask unless they are unable to do so for a health or developmental reason. Any person may be required to temporarily remove a face mask or covering when instructed to do so for identification or security reasons. Students may be subject to disciplinary action if they fail to comply.
- T. Public Display of Affection:** Students shall not engage in kissing, embracing or displays not appropriate to the educational environment.
- T1. Sexual Acts:** Students shall not engage in sexual acts at any time on school property or at school sponsored events. Consequences for violating this rule may result in a 10 day out of school suspension and recommendation for expulsion.
- U. Hazing:** Students shall not threaten, act, or participate in or attempt to threaten, act or participate in any act or acts that injures, degrades, disgraces, or tends to injure, degrade, or disgrace any student.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization or any act to continue or reinstate membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. No person shall recklessly participate in the

hazing of another. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

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

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

- V. Social Media:** The use of email messages, text messages, blogs, websites or other electronic communications to make inflammatory or derogatory comments, and/or inappropriate descriptions or pictures regarding another team member, another student, a coach, another school or team, or other staff member is strictly prohibited. For the purposes of this policy, inappropriate comments may include, but are not limited to, inappropriate comments/pictures/descriptions regarding another person's race, ethnic background, culture, religion, gender or sexual orientation.

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

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

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

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

1. Making or threatening reprisals after a negative response to sexual advances.
2. Non-verbal conduct: leering; making sexual gestures; displaying sexually suggestive

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

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

**Y. Use of Electronic Devices:** Students may appropriately use electronic devices (cell phones, AirPods, headphones, smart watches, tablets, etc.) during the following times:

- Before 7:50am and after 2:55pm.
- In the halls during the five (5) minute class change
- In the cafeteria during the student's scheduled lunch period
- In the senior commons during the student's scheduled commons period(s)
- In the study hall during the student's scheduled study hall period(s)
- At school related functions

The following statements describe inappropriate use of electronic devices during the allowable times of the school day:

- Receiving or making phone calls (students are expected to use school phones to call parents/guardians during the school day).
- Facetiming
- Taking videos of any kind – this includes videos of self, students, and staff.
- Taking pictures of any kind - this includes selfies and pictures of students and staff.
- Making any recording on a social media platform.
- Sharing information about an assessment or assignment without explicit permission from the teacher.
- Using an electronic device to harass, bully, or intimidate others.

**PLEASE NOTE:**

- Students will be required to store their electronic devices in the school provided phone caddy during all of their classes except lunch and study hall.
- During our class periods, students are **NOT** permitted to use their electronic devices (this includes in the hallways and going to the restroom, guidance/main office, clinic, etc.).
- Students in lunch, cafeteria, or commons are **NOT** permitted to use their electronic devices outside of these specific areas.

- Students are only allowed to use their electronic devices in a classroom if they have explicit permission from the teacher.

Students are personally and solely responsible for the care and security of their electronic devices. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic devices brought onto its property, or the unauthorized use of such devices. Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

**Electronic Devices can never be used during an assessment.** If caught using an electronic device during an assessment, student will receive a zero on the assessment and consequences for the cheating/plagiarism policy will be applied.

Inappropriate use of electronic devices will result in the following disciplinary consequences.

- 1<sup>st</sup> Offense - Warning – returned to student at end of school day
- 2<sup>nd</sup> Offense - One (1) Extended Detention – must be picked up by parent
- 3<sup>rd</sup> Offense - Two (2) Extended Detentions - must be picked up by parent.
- 4<sup>th</sup> Offense - 4 hr. Saturday School - must be picked up by parent.
- 5<sup>th</sup> Offense – One (1) day In-School Suspension – must be picked up by parent
- 6<sup>th</sup> Offense or more - One (1) day Out-of-School Suspension - must be picked up by parent.

**(Refusal to turn over any electronic device when requested by staff member will result in out-of-school suspension.)**

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

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

1. Warning
2. Two (2) after-school detentions
3. Three (3) after-school detentions
4. One (1) Extended Detention
5. Two (2) Extended Detentions

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## **Student Recognition Programs**

### **RISING S.T.A.R.**

S.T.A.R. is an acronym for Solon Teachers Are Recognizing Students. Teachers nominate one student in each class who has improved the most academically during the quarter or from the previous quarter. A certificate is presented to the students for their work in quarters 1, 2 and 3. The Academic Boosters Club also provides a lunch or dessert bar during the students' regularly assigned lunch period.

### **COMET OF THE SEMESTER**

Each semester, teachers nominate two students from all their classes and/or two students in clubs that they advise. Nominations are based on citizenship, service, motivation, leadership and/or creativity. Students are awarded a certificate during a continental breakfast held before the school day begins.

### **GOTCHA**

Teachers award a "Gotcha" card when students display Comet P.R.I.D.E. Drawings are held and prizes are distributed monthly.

### **STRIVE FOR .5**

Students who increase their GPA between quarters by .5 are awarded a certificate and candy from Academic Boosters Club. The certificates and candy treats are presented to the students during their 3<sup>rd</sup> period class.

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## **Technology**

### **ACCEPTABLE TECHNOLOGY USE POLICY**

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

Unrestricted Internet access is now available to students and teachers of Solon City Schools. The Internet offers vast, diverse and unique resources to both students and teachers and proper use of the Internet is encouraged.

This Acceptable Technology Use Policy applies to situations where any person or persons utilize the technology resources at Solon City Schools. There is no privacy to students use of district technology.

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

a student enrolls at the high school and is in effect for the remainder of the student's time at SHS. This policy also applies to the one2one initiative.

*Authorized uses of the technology resources include:*

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

*Unauthorized use of data or equipment include:*

1. Any utilization infringing on the rights or liberties of another.
2. Illegal or criminal use of any kind.
3. Utilization involving communications, materials, information, data or images prohibited by legal authority as obscene, porno- graphic, threatening, abusive, harassing, discriminatory, anti-social or in violation of any other Solon City Schools' policies.
4. Accessing, viewing, printing, storing, transmitting, disseminating or selling any information protected by law or subject to privilege or an expectation of privacy.
5. Utilization that causes or permits materials protected by copyright, trademark, service mark, trade name, trade secret, confidential or proprietary data and information statutes, or communications of another, to be uploaded to a computer or information system, published, broadcasted or in any way disseminated without authorization of the owner.
6. Any attempts to access any resources, features, contents or controls of the technology resources that are restricted, confidential or privileged.
7. Utilization of resources causing damage to or altering the operation, functions or design of the technology resources or content.
8. Granting access to persons not authorized to use the technology resources of Solon City Schools, either by intentional action such as disclosure of account information or unintentional action such as failure to log off.
9. Commercial, profit-motivated or partisan political use.
10. Utilization requiring privacy of any kind for any purpose.

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

It is further understood that violation of this policy is a violation of the student code of conduct

and may result in revocation of utilization privileges and/or administrative discipline and could lead to criminal prosecution.

**Dangerous or unsafe activity may not be flagged for the district in time to prevent or mitigate danger. Parents/Guardians are ultimately responsible for their child’s safety after school hours.**

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## 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 parents 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.

Family members who wish to confer with a staff member, including the principal or guidance counselor, are asked to call or email for an appointment. Parents arriving without appointments will not be permitted in the building.

The school cannot accommodate requests for visiting friends and relatives to “shadow” or attend classes for a day.

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## Chromebook Guidelines

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

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

## Using Your Chromebook at School

- Chromebooks should be fully charged before entering school each day.
- Never leave your Chromebook unattended or unsupervised.
- Chromebook charging stations are located in the senior commons and study hall for your use. Please do not leave it unattended for a long period of time.
- Report loss or theft immediately.
- Remember that your Chromebook is for educational purposes.
- Always follow the district Acceptable Use Policy.
- Log into your Chromebook with their school email address only.
- Loaner Chromebooks - you may borrow a Chromebook for educational purposes only from the media center, a charging cord, will count towards a loaner Chromebook. On the 4<sup>th</sup> loaner Chromebooks per quarter, the following disciplinary actions may take place.
  1. Warning
  2. One (1) after-school detentions
  3. Two (2) after-school detentions
  4. One (1) Extended Detention
  5. Two (2) Extended Detention

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## Work Permits

Employers of students ages 14-17 require them to have a work permit. To obtain a work permit, pick up forms from the main office or print them from the SHS website under Quick Links. One section of the forms is to be signed by the parent/guardian; another section is to be completed by the employer and; the final form, which is a physical form, is to be filled out by a physician. The last section can be replaced with a copy of a current physical card on file in the Athletic Director's office.

When all sections have been completed, return them with a copy of your birth certificate to the secretary in the main office. The secretary will register your permit with the Ohio Department of Commerce, keep the forms and birth certificate on file and print a permit for the student's employer. After a three-day processing time, students need to pick up the permit to sign it and then take it to the employer.

Should a student change jobs within a year, the student needs a new work permit. However, the student only needs the employer to complete the appropriate section of the form and turn it into the main office secretary for processing. If a student changes a job after a year, all forms need to be completed and submitted along with a copy of the birth certificate.

## **POLICY 5517.01: BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

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

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while 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.

Harassment, intimidation, or bullying means:

- A.** any intentional written, verbal, graphic, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B.** violence within a dating relationship.

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

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s)

more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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

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

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

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

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive

behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, they should report it and allow the administration to determine the appropriate course of action.

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

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

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

## Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying. When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple re- view of the complaint subject to receipt of further information and/ or the withdrawal by the complaining student of the condition that his/her report be anonymous.

#### Privacy/Confidentiality

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

#### Reporting Requirement

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

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

#### Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

#### Notification

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

statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

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

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

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

### Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines.

All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

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

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

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

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667  
State Board of Education Model Policy (2007)

Revised 4/24/06  
Revised 1/28/08  
Revised 2/28/11  
Revised 9/24/12  
Revised 10/22/12  
Revised 11/18/13

## **POLICY 2266: 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.

### **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 Drive  
Solon, OH 44139  
440-349-6206  
mikeacomb@solonboe.org

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

# Safe School Helpline

800-418-6423, ext. 359

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 the Superintendent of Solon Schools, who then leads an investigation of the report and determines the appropriate action to be taken.

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

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

## **SOLON ALMA MATER**

**So, here's to dear old Solon,  
Here's to the Blue and White.  
O may we always cherish,  
All its standards ever bright.**

**Yes, here's to dear old Solon,  
We raise our voice in song.  
To tell to all from far and near,  
TO SOLON WE BELONG!**

