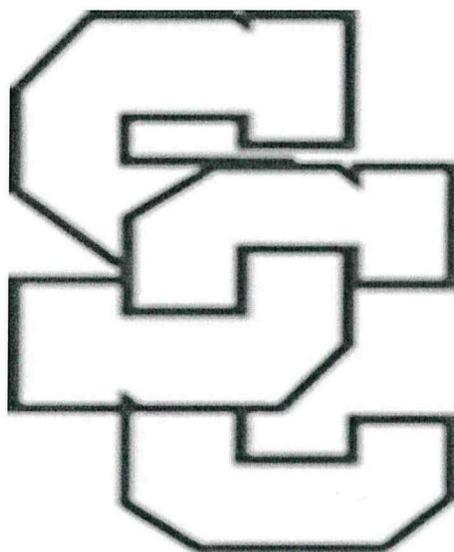


Parkside Elementary  
School



Family Handbook  
**2024-2025**

**PARKSIDE ELEMENTARY SCHOOL  
6845 SOM CENTER  
SOLON, OHIO 44139**

**GRADES K-4**

**(440) 349-2175**

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

**[ParkAttendance@solonboe.org](mailto:ParkAttendance@solonboe.org)**

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

Amanda Sullen, Principal  
Patricia Petrie, Guidance  
Sharon Ansec, Secretary  
Ni Wu, Secretary

School Hours: 8 a.m. - 2:30 p.m.  
Office Hours: 7:15 a.m. - 3:30 p.m.

#### **BOARD OF EDUCATION**

Julie Glavin, President  
John Heckman, Vice  
President  
Kevin Patton  
Michele Barksdale  
Stephanie Abramowitz

#### **ADMINISTRATION**

Fred E. Bolden, II, Superintendent  
Deborah V. Siegel, Assistant Superintendent

## TABLE OF CONTENTS

Calendar .....	3	Tardiness .....	16
Principal's Welcome .....	4		
Foreword.....	4	Excused Absences.....	16
District Mission.....	4	Make-up of Tests/ Schoolwork.....	16
School Day.....	4	Excessive Absence & Truancy.....	17
		Vacations During the School Year.....	17
<b>SECTION I - GENERAL INFORMATION</b>		Suspension from School.....	17
Arrival/ Dismissal.....	4	Bullying, Anti-Harassment and Other Forms of	
Parent Drop Off or Pick Up.....	5	Aggressive Behavior.....	18
Bikes - Riding to School.....	5	Nondiscrimination on the Basis of Sex in District	
Birthdays.....	5	Programs/Activities.....	18
Change of Address/Phone/Email.....	6	Code of Conduct.....	18
Conferences.....	6	Expected Behaviors.....	19
Control of Blood-Borne Pathogens.....	6	Care of School Property.....	19
Electronic Devices.....	6	Dress Code.....	19
Emergency Closing and Delays.....	6	Discipline.....	19
Emergency Contact Information.....	6	Formal Discipline.....	20
Emergency Medical Authorization.....	7	Informal Discipline.....	20
Health Guidelines.....	7	Due Process Rights.....	20
Screening.....	7		
Immunizations.....	7	<b>SECTION IV - TRANSPORTATION</b>	
Injury and Illness.....	7	Bus Conduct.....	21
Lost and Found.....	8	During the Trip.....	21
Lunch Information.....	8	Exiting the School Vehicle.....	21
Lunch - Cafeteria Rules.....	9	Penalties for Infractions.....	22
Medication Policy.....	10	Transportation of Students by Private Vehicle	
Moving/Withdrawal.....	11	.....	
PTA.....	11	...21	
Recess.....	11	Videotapes on School Buses .....	21
Recess - Playground Rules.....	11		
Returned Check Fee.....	11		
Safety Drills.....	11		
Safety and Security.....	12		
Scheduling and Assignment.....	12		
Student Fees and Fines.....	12		
Student Records.....	12		
Student Responsibilities.....	14		
Student Valuables.....	14		
Students with Disabilities.....	14		
Visitors.....	14		
<b>SECTION II - ACADEMICS</b>			
Field Trips.....	15		
Grades.....	15		
Homework.....	15		
Promotion, Acceleration and Retention.....	15		
Statewide & Standardized Testing.....	15		
Technology Acceptable Use Policy.....	16		
<b>SECTION III - CONDUCT &amp; EXPECTATIONS</b>			
Attendance.....	16		
Attendance Policy.....	16		
Notification of Absence.....	16		

# Solon School District 2024-2025 School Calendar

(Approved 1/8/24)

Events
8/12- 8/13 Teacher Prof. Day 8/14 - First Day Grades 1-12 8/16 - First Day Kindergarten 8/19 - First Day Preschool
10/3 Rosh Hashanah  10/17 - End 1st Qtr. 10/18 - Teacher Prof. Day
12/20- End 2nd Qtr.  12/23- 1/3 - Winter Break
2/17- Presidents' Day
4/18 - Good Friday

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
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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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					

176 Pupil Days K-8	
Sem. 1:85	Qtr. 1:45
Qtr. 2:40	Sem. 2:91
Qtr. 3:45	Qtr. 4:46
177 Pupil Days 9-12	
Sem. 1:86	Qtr. 1: 45
Qtr. 2: 41	Sem. 2:91
Qtr. 3: 45	Qtr. 4: 46
185 Teacher Days	
Sem. 1:90	Sem. 2:95

Events
9/2 - Labor Day
11/1 - Diwali (Teachers Report) 11/8 - K-8 Conf. No School K-8
11/27-11/29 - Thanksgiving Break
1/6 - Teacher Prof. Day  1/20 - Dr. Martin Luther King Jr. Day 1/29 - Lunar New Year (Teachers Report)
3/13 - End 3rd Qtr. 3/14 - Teacher Prof Day  3/24- 3/31 - Spring Break 3/31 - Eid al-Fitr
5/26 - Memorial Day 5/29 - Last Day / End 4th Qtr. 5/30 - Teacher Prof. Day

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

## **PRINCIPAL'S WELCOME**

Welcome to Parkside Elementary School. The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Family Handbook annually to explain students' rights, responsibilities and consequences for misbehavior. Parents are encouraged to take a few minutes to review and discuss the information in this handbook with their children.

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

**Amanda Sullen, Principal**  
**440-349-2009**  
**[amandasullen@solonboe.org](mailto:amandasullen@solonboe.org)**

## **FOREWORD**

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

## **DISTRICT MISSION**

Solon City Schools, a diverse 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.

## **SCHOOL DAY**

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

## **SECTION I - GENERAL INFORMATION**

### **ARRIVAL & DISMISSAL**

Adjustments to your child's dismissal schedule should be sent via email to [PARKATTENDANCE@solonboe.org](mailto:PARKATTENDANCE@solonboe.org), or by using a dismissal note, or by calling the main office at 440-349-2175. Dismissal forms are available online and in the front office. Please go to the Solon Schools home page, in the blue box select a school, find Parkside on the top grey box, parent resources, choose dismissal notice. Please use these forms whenever your child is doing something other than their normal schedule. I.E., will be parent pick up, or if you are picking your child up early. Please remember to notify your daycare of any change as well. **PLEASE DO NOT SEND A NOTE IN ADVANCE - SEND IT THE DAY IT IS NEEDED PLEASE.** All parents will receive 2 duplicate numbered car tags when school resumes that need to be displayed when picking up your student from the parent pick up line. We suggest you leave one in your car's glove box.

## **Parent Drop Off or Pick Up Procedures**

We will continue utilizing a car line for daily drop off and pick up. All caregivers should remain in their car.

**Morning arrival is from 7:45 to 8:00 and dismissal is from 2:30 to 2:35.**

- Please enter the parent pick up car line by driving to the playground parking lot. Please form a line with the cars around the perimeter of the playground parking lot. Students will be dismissed from the GYMNASIUM doors and walked to the car line.
- Cars will be identified by using a hanging tag in the rear view mirror. This tag will have an ID number specific to your family. Subsequently, if you call the office to arrange for your child to be picked up for the first time, a set of tags will be given to your child that day for you to keep.
- Each family will be issued two carpool tags for use in the carpool process. Drivers without a current, original, school- issued carpool tag will need to present PHOTO ID to receive their child(ren). If you are in need of more carpool tags you can contact the main office. Car Tags will be passed out at supply drop off or sent home on the first day of school.
- Any changes in transportation must be made by the child's parent/ legal guardian by contacting the main office. For the safety and security of each child, we ask that parents provide authorization to the school, either by note or phone call.
- Bus notes will not be permitted to locations other than the child's designated stop(s).

## **Bikes Riding to/from School**

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

**Students must be accompanied and supervised by a parent or responsible adult at all times.** At the end of the day, parents will follow the procedure for parent pickup. Students who must cross SOM Center Road are expected to use the crosswalk at Ada Drive. Students who cross the street in any other area or unsafe way will have their bike-riding permissions revoked.

## **Early Dismissal**

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request, sending an email to [PARTATTENDANCE@solonboe.org](mailto:PARTATTENDANCE@solonboe.org), or calling the main office at 440-349-2175. Please note early dismissal counts towards students' attendance record. If the change occurs during the day, **please call the office prior to 1:45 p.m. to report the change.** Parents picking their children up during the school day should report to the office to sign their child out.

## **BIRTHDAYS**

Birthdays are important to every child and kids like to celebrate with their classmates. With respect to overall student wellness, as well as, students with food allergies, diabetes, and other dietary restrictions; we are not accepting food items (homemade or store bought) as a birthday celebration treat at school.

Student birthdays may be celebrated in these ways:

1. Students may choose to donate a new or gently used book to the teacher's classroom library.
2. A "Birthday Bulletin Board" will be maintained each month to display the names of students.
3. The School Office will announce student names along with Morning Announcements.

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

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

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

### **CONFERENCES**

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

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

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

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify a teacher or other adult and assist the student in completing the requisite documents. To read the complete policies including how the parents will be contacted please refer to Policy 8453.01 and 8453.02.

### **ELECTRONIC DEVICES**

Students may only use personal electronic devices outside of school hours. Use of personal electronic devices at any other time is prohibited and devices must be powered completely off (i.e., not just placed into vibrate or silent mode). Students are personally and solely responsible for the care and security of their 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. Students may use school phones to contact parents/guardians during the school day. For more information, please see Policy 5136: "Personal Communication Devices."

### **EMERGENCY CLOSING AND DELAYS**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the District will notify families via phone calls, text messages, emails and social media. Important information will also be listed on the Solon Schools website.

### **EMERGENCY CONTACT INFORMATION**

The school is using an online system called PowerSchool to update important student emergency contact information and parent notifications. All students must have all necessary information completed in PowerSchool prior to the start of the school year. Students will need at least two emergency contacts in addition to parents or guardians. These individuals are the only adults students would be released to for rides home or in case of illness or an emergency situation. All information must be entered online through PowerSchool. If you have difficulty, please contact the main office so we can be sure your child's information is up to date.

## **EMERGENCY MEDICAL AUTHORIZATION**

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

## **HEALTH GUIDELINES**

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

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

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

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

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

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

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

All cases of communicable diseases must be reported to the school nurse. Please notify the school if your child develops a chronic illness.

### **Screening**

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

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

### **Immunizations**

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, Hepatitis B, chicken pox, tetanus and mumps, or have an authorized exemption from State immunization requirements. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the Nurse ([ParksideClinic@Solonboe.org](mailto:ParksideClinic@Solonboe.org)).

### **Injury and Illness**

Injuries be reported to staff. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the clinic will follow the school's emergency procedures and attempt to make contact with the student's parents. A student who becomes ill during the school day will be sent to the clinic. The clinic will determine whether the student should remain in school or go home. No

student will be released from school without proper parental permission. Be sure to keep the school notified of ANY changes of telephone numbers (home and work), addresses, places of work, doctors' names, and emergency contacts.

### **LOST AND FOUND**

Students who have lost items should check the lost and found area. Unclaimed items will be given to charity quarterly.

### **LUNCH INFORMATION**

The Solon Schools offer healthy meals every school day. **Paid lunches will be \$3.50 for grades K-6;** reduced-price lunches are \$0.40 for those who qualify.

#### **School Lunch Accounts**

School lunch accounts are automatically created for every registered student and can be accessed in the cafeteria using their Student ID.

Money can be loaded electronically to student accounts using PaySchools Central. Please go to the Solon Schools' website at [www.solonschools.org](http://www.solonschools.org) and click on the Food & Nutrition Services link under the District tab, then click on the PaySchools Central button on the left. Once you have created an account and linked your student to the account, you can add money to the lunch account, set up the auto-replenish feature for automatic refill of lunch accounts, pay school fees, monitor student lunch accounts in real-time by viewing purchase history reports, and complete the Free & Reduced Lunch application.

#### **Dietary Restrictions**

All allergy-related dietary restrictions on file with the school nurse will be automatically loaded on to student lunch accounts at the beginning of each school year and monitored closely to ensure the safety of the students purchasing food from the cafeteria.

If you wish to place additional dietary restrictions for religious, personal preference, or other reasons, please go to the Solon Schools' website at [www.solonschools.org](http://www.solonschools.org) and click on the Food & Nutrition Services link under the District tab, then click on the Request a Dietary Restriction button on the left.

#### **Free & Reduced Lunch Applications**

You are encouraged to fill out an online Free & Reduced Lunch application for your family. **Free & Reduced Lunch application must be completed every year.**

Students who qualify for free or reduced lunches also qualify for free or reduced school fees. This includes a complete waiver of fees for students who qualify for free lunches. A new application must be approved for the 2024-2025 school year to receive the waiver for free or reduced school fees.

All applications on file will be subject to verification. You may be asked to send written proof of your income. If you fail to provide proof of income, free/reduced benefits will be revoked and school fees will be reinstated.

**There are two methods for qualification:**

##### **1. Direct Certification**

- If you received a letter stating that your student is **ELIGIBLE FOR DIRECT CERTIFICATION, YOU DO NOT** need to fill out an application for free or reduced lunches. Your student is automatically eligible for free lunches and the fee waiver.
- All children living in the household with a student who qualifies under Direct Certification are also eligible for free lunches and fee waivers. Please contact Lynne Hutchison, Director of Food & Nutrition Services, at (440) 349-7703, if there are additions in the household that were not listed in the letter.

## 2. **Online Free & Reduced Lunch Application**

All Free & Reduced Lunch Applications will be processed online. Please go to the Solon Schools' website at [www.solonschools.org](http://www.solonschools.org) and click on the Food & Nutrition Services link under the District tab, then click on the Free & Reduced Application button on the left.

- You only need to complete one application for all the students living in your household regardless of which school they attend.
- You will need your students' Solon student ID numbers to complete the application.
- Your application must include **ALL** members living in the household and their income.
- Once you have filled out the application, you will receive confirmation of qualifying within 12-48 hours.
- If you do not receive confirmation that your application has been processed, please contact Lynne Hutchison, Director of Food & Nutrition Services, at (440) 349-7703 or [LynneHutchison@solonboe.org](mailto:LynneHutchison@solonboe.org).

## **Borrowing Lunch Money**

Any student PreK-8 who would like to purchase a lunch and does not have sufficient funds in their lunch account is permitted to "borrow" money from the district to receive a full reimbursable meal of choice. Students whose meal accounts have insufficient funds of any amount will not be allowed to purchase a la carte items (except milk) until the account has sufficient funds.

The front office staff will communicate weekly via email to families if their student has a negative balance and will provide instructions for payment options (cash or online with PaySchools Central).

If a student reaches a negative balance of \$50.00, the student is provided an alternate meal that includes an uncrustable WowButter sandwich, vegetable juice, applesauce cup, and milk. The alternate meal contains all food groups and meets the reimbursable standard for a complete meal. The student will continue to receive the alternate meal until payment is made. Negative lunch account balances will carry-over from year-to-year until paid in full.

Students who have qualified for Free lunches are still responsible for paying off any debt that was incurred prior to qualifying for Free lunches.

## **LUNCH - CAFETERIA EXPECTATIONS**

Monitors and aides are the adults supervising during lunch time. Students must follow all Parkside PAWS expectations during this time as well as the standards listed in the Code of Conduct for students.

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

## MEDICATION POLICY

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

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

### *Medication Procedures*

1. Written permission from the parent/guardian of the student requesting that the school district comply with the physician's order must accompany the medication. A form is available upon request
2. A statement signed by the physician that prescribes the medication for the student must accompany the medication. A form is available upon request. The statement must include the following:
  - A. student's name and address;
  - B. name of the medication/drug and dosage to be administered and/or procedure required to be followed;
  - C. the time or intervals at which each dosage of the medication/drug is to be administered;
  - D. any severe adverse reactions that should be reported to the physician and one or more telephone numbers at which the prescriber can be reached in an emergency; a signed parental release that allows direct contact with the prescriber in such emergency reaction situations will not supersede nor abrogate the "Emergency Medical Form";
  - E. special instructions for administration of the medication/drug, including sterile conditions and storage;
  - F. the date administration of the prescribed medication/drug is to begin;
  - G. the date administration of the prescribed medication/drug is to cease;
  - H. authorization for school personnel to administer the prescribed medication;
  - I. agreement/satisfactory arrangement to deliver the medication/drug to/from school (i.e., the medication/drug must be received by the person authorized to administer it to the student for whom it is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist);
  - J. agreement to re-submit Form 5330 F1, Prescriber and Parent Request for the Administration of Medication at School, if the medication, dosage, schedule, procedure or any other information contained on the licensed prescriber's statement is changed or eliminated; the prescriber's name, address, and telephone number.
3. Medication must be received in the original prescription container in which it was dispensed with the student's name, medication, dosage and prescribing physician name. It is recommended that only the amount of medication that will be dispensed in school be sent to school. Parents are encouraged to bring the medication and forms to school.

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

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

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

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

### **MOVING/WITHDRAWAL**

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

### **PTA**

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

### **RECESS**

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

A doctor's excuse is needed if a child is to stay inside for recess or for a child who need is unable to participate in physical education class.

### **RECESS - PLAYGROUND RULES**

Students must follow all Parkside PAWS expectations during this time as well as the standards listed in the Code of Conduct for students. Additionally, the following recess expectations apply:

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

### **RETURNED CHECK FEE**

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

### **SAFETY DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. The school conducts tornado drills during the tornado season following procedures prescribed by the State. Staff will provide specific instructions on how to proceed in case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases. Lock-down safety drills will be conducted in accordance with Ohio law. Staff will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon

on school property, or other acts of violence.

### **SAFETY AND SECURITY**

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

### **SCHEDULING AND ASSIGNMENT**

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

### **STUDENT FEES AND FINES**

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

Students can avoid fines by promptly returning borrowed materials. Failure to pay fines or charges may result in consequences.

### **STUDENT RECORDS**

The School District maintains student records including contact information and confidential information in accordance with Board Policy 8330.

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or legal guardian(s) or the student in accordance with law yet be guarded as confidential information.

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

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

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

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

1. The right to inspect and review the student's education records.
2. The intent of the District to limit the disclosure of information contained in the student's education records except;
  - A. by prior written consent;
  - B. as directory information and
  - C. under other limited circumstances, as enumerated under administrative regulations.
3. The right, in accordance with administrative regulations, to seek to correct parts of the student's education record, including the right to a hearing if the District decides not to alter the record according to the parent or eligible student's request.
4. The right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Federal Educational Rights and Privacy Act (FERPA).
5. The procedure which the parent/guardian or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for copies.
6. All IEPs, MFEs and 504 plans, as well as any and all student records related to IEPs, MFEs and 504 plans, will be destroyed two years after the student graduates and/or leaves Solon CSD, with the exception of the most recent copies which will be kept permanently by Solon CSD. If the student/family would like a copy of these records prior to being destroyed, the student/ family must notify the Director of Special Education in writing within two years after the student has graduated from Solon CSD or left Solon CSD.

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

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

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

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

Other than requests as described above, the District will release information from or permit access to a student's education record only with a parent or eligible student's prior written consent, except that the school Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations (e.g., transfers to another school district, to comply with judicial order or subpoena, where warranted in a health or safety

emergency, etc.).

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

### **STUDENT RESPONSIBILITIES**

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions, follow all Parkside PAWS expectations and the standards listed in the Code of Conduct for students. To keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Parents are encouraged to communicate with their child's teachers.

**Students attending events outside of the school day must be accompanied by an adult chaperone.**  
The Board is not responsible for supervising unaccompanied students

### **STUDENT VALUABLES**

Students should not bring items of value to school such as jewelry, expensive clothing and electronics. The school is not liable for any loss or damage to personal valuables.

### **STUDENTS WITH DISABILITIES**

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

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

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

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

### **VISITORS & VOLUNTEERS**

Visitors and volunteers are welcome at our school. Volunteers work with and under the direction of teachers, principal or guidance counselor.

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

Visitors, including volunteers, must display their visitor badge at all times in the building. Any visitor found

in the building without a badge will be directed to return to the Welcome Center security desk or main office. Family members who wish to confer with a staff member, including the principal or guidance counselor, are asked to call for an appointment prior to coming to the school to arrange a mutually convenient meeting time. Visitors arriving without appointments or not for pre-approved volunteer activities or school programs will not be permitted to visit classrooms or travel beyond the Welcome Center or office area. All visitors must sign out at the Welcome Center when they leave the school.

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

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

## **SECTION II - ACADEMICS**

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct and attendance policies apply to all field trips. Students who violate school rules may lose the privilege to go on field trips. While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.

### **GRADES**

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

### **HOMEWORK**

The Solon Board of Education believes that homework, properly designed, carefully planned and geared to the development of the individual student, has an important place in the educational program. Homework should be assigned to help the student learn to work independently and practice the skills that have been taught. The amount and type of homework given is to be decided by the classroom teacher, within the framework of overall instructional plans. The most important homework at this age is to read with your child each night!

### **PROMOTION, ACCELERATION AND RETENTION**

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

### **STATEWIDE & STANDARDIZED TESTING**

All students will participate in statewide and/or standardized testing. These assessments give teachers and parents valuable information about students' progress towards meeting grade level benchmarks. Refer to the district calendar for testing dates. Please refrain from scheduling vacations during this time.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

The Solon Schools require student and parent signatures on a District Acceptable Technology Use Policy. Refer to District Policy 7540.03 for additional information. Note: Use of technology is only monitored during school hours.

## **SECTION III - CONDUCT AND EXPECTATIONS ATTENDANCE**

### **Attendance Policy**

Establishing a pattern of good attendance will benefit the student. Student absences will be calculated in accordance with Board Policy 5200.

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

If a student will be absent, a family member must call the school at 349-2175 or email [PARKATTENDANCE@solonboe.org](mailto:PARKATTENDANCE@solonboe.org) to report the absence and reason. State law requires that schools verify the whereabouts of your child each day. If the absence is not called into the office, school personnel will attempt to contact parents at home or work. If a parent cannot be reached, the child's emergency contacts will be called. If the emergency contacts cannot be reached, then the Solon Police will be dispatched to visit the home and check on the well-being of the family. A message can be left with the office 24 hours a day.

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

### **Tardiness**

A student who is not in his/her assigned seat in the classroom by 8 a.m. shall be considered tardy. Any student arriving late to school is to report to the school office with an adult to receive a tardy pass.

### **Excused Absences**

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

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

Any student coming in late must sign in at the school office with an adult.

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

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

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

### **Excessive Absence**

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

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

You will receive a letter if your child reaches the number of hours identified above. The district will work with you to develop an absence intervention plan to prevent absence in the future.

### **Truancy**

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

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

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

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

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

### **Vacations/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 the school office ([parkattendance@solonboe.org](mailto:parkattendance@solonboe.org)) including the dates requested.** These absences will count towards the excessive absence total for the student. Your family will receive a *Planned Absence/ Notice of Truancy Risk* to be signed and returned to the main office. Please also refer to the section titled "Statewide Testing" for other information regarding planned absences.

### **Suspension from School**

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

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

## **BULLYING, ANTI- HARASSMENT AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all students. Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. Refer to Board Policy 5517 and Board Policy 5517.01 for entire contents.

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

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

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

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

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

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

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

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

### **Investigation and Complaint Procedure**

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

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

Michael Acomb	Cari Root
Director of Business/Personnel	Director of Pupil Personnel
33800 Inwood Drive	33800 Inwood Drive
Solon, OH 44139	Solon, OH 44139
440-349-6206	440-349-6258
mikeacomb@solonboe.org	cariroot@solonboe.org

## **CODE OF CONDUCT**

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

Code of Conduct booklet is available in the school office.

Expected Behaviors: **Parkside P.A.W.S:** Personal best. Act with responsibility. Work and play safely. Show respect.

**1. Do your Personal Best and be Respectful:**

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

**2. Act with Responsibility & Work and Play Safely:**

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

**Care of School Property**

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

**Dress Code**

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

The principal shall have the final authority in determining compliance with the dress code.

**DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board.

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

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

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

### **Formal Discipline**

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

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

Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's expulsion. Suspension, expulsion and permanent exclusion may be appealed. Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

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

### **Informal Discipline**

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

- Warning;
- Apology;
- Conference/mediation;
- Writing assignments/ think sheet;
- Change of seating or location;
- Lunch/recess detention;
- Loss of privilege;

### **DUE PROCESS RIGHTS**

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

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

## SECTION IV - TRANSPORTATION

### **Bus Conduct**

Students who are riding to and from school on district-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

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

Students must comply with the following basic rules.

*Each student shall:*

- Use classroom behavior while on district transportation;
- Be on time at the designated loading zone five minutes prior to scheduled stop; drivers will not wait for students who are not at their designated stops on time.
- Line up single file off the roadway to enter;
- Wait until the school transportation is completely stopped before moving forward to enter;
- Refrain from crossing roadway until the driver signals it is safe to cross;
- Properly board and depart the vehicle;
- Go immediately to a seat and be seated.

### **During the Trip**

*Each student shall:*

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

### **Exiting the School Vehicle**

*Each student shall:*

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

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

**Penalties for Infractions**

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

**Transportation of Students by Private Vehicle**

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

**Videotapes on School Buses**

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

