

Lewis Elementary School



**Family Handbook
2025-2026**

LEWIS ELEMENTARY SCHOOL

32345 Cannon Road
Solon, Ohio 44139

Grades K – 4

School Hours: 8:00 AM – 2:30 PM

Office Hours: 7:30 AM – 3:30 PM

Main Office: (440) 349-6225

Attendance email: lewisattendance@solonboe.org

Website: <http://www.solonschools.org>

Julia Howell, Principal

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Welcome to Lewis Elementary School!

The staff and I are pleased to welcome you and will do our best to help make your experience here as enjoyable and successful as possible.

To help provide a safe and productive learning environment for students, staff, parents, and visitors, the Board of Education publishes this updated Family Handbook annually to explain students' rights, responsibilities, and consequences for misbehavior. Families are encouraged 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 us.

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

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.



SECTION I - GENERAL INFORMATION

ARRIVAL & DISMISSAL

Official school hours are 8:00 AM to 2:30 PM. Students may arrive at school between 7:45 AM and 8:00 AM. There will not be adult supervision before that time. All doors remain locked until 7:45 AM.

ARRIVAL

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

Bus Drop Off

All bus traffic will enter the school's main entrance. Buses will then exit through the bus loop exit.

Cars are not permitted in the bus loop during arrival.

Parent Drop Off

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

Walkers/Bike Riders

Families who escort walkers/bike riders to school must remain at the Cannon Road sidewalk. For the safety of our students, families may NOT walk up to the front of the building during arrival. Bike riders must dismount their bikes at the Cannon Road sidewalk and walk the bike to the bike racks.

DISMISSAL

Parents and other adults are expected to follow the daily procedures. If dismissal plans are different than your child's typical daily schedule (i.e., your child will be parent pick up OR you need to pick your child up early), you must contact the main office. Adjustments to your child's dismissal schedule should be sent via email, lewisattendance@solonboe.org, to the attendance secretary. **Changes in after-school destinations must be sent via email to the attendance secretary prior to 1:30 PM each day.**

Parent Pick Up

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

Walkers/Bike Riders

Families who are walking/riding to pick up their child must remain at the Cannon Road sidewalk. Staff will escort walkers/bike riders to the sidewalk. For the safety of our students, families may NOT walk up to the front of the building during dismissal time. Students will only be permitted to leave the

school grounds as walker/bike rider once the buses have left and traffic has dissipated. Students who attempt to walk/ride their bike without being on the approved list will not be permitted to leave school grounds until a parent arrives to take them home. A staff member will verify approved students.

Please see grade level expectations below:

- Grade K-1 students should be accompanied by a parent or responsible adult.
- Grade 2-4 students are not required to have a parent or responsible adult, but the office must receive a notice (preferably via email) from the parent/guardian stating that their child will be independently walking/riding a bike to and from school. Parents will receive a reply from the office indicating that their child has been placed on the approved list of walkers/bike-riders.

To ensure bike safety, bike riders are required to wear a helmet. Students who must cross Cannon Road are expected to use the crosswalks at the church or Tracy Lane.

Early Dismissal

No student may leave school prior to dismissal time without parent/guardian permission by (1) submitting a signed written request, (2) sending an email to the attendance secretary (lewisattendance@solonboe.org), or (3) calling the school office to request the release. **Changes in after-school destinations must be sent via email to the attendance secretary by 1:30 PM each day.**

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

Bus Notes

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

BIRTHDAYS

Birthdays are so important to every child and kids like to celebrate with their classmates. With respect to overall student wellness, as well as students with food allergies, diabetes, and other dietary restrictions, we do not accept food items as a birthday celebration treat at school.

Student birthdays may be celebrated these ways:

1. Students may choose to donate a new or gently used book to the teacher's classroom library.
2. Each student will receive a birthday token from the office or classroom teacher.
3. A "Birthday Bulletin Board" will be maintained each month to display the names of students.
4. The main office will announce student names during 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.

Staff shall prohibit students from distributing birthday party invitations at school if all students in the classroom are not included. Parents can use the student directory to contact guests privately.

CHANGE OF CONTACT INFORMATION

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

CONFERENCES

The school district schedules conference days each year. (Please see the district calendar for dates.) Teachers will notify parents/guardians of the date and conference time.

As part of safety protocols, families may not arrive at the building unannounced to meet with staff members. Our staff is always willing to meet with families, but an appointment must be scheduled in advance.

CONTROL OF BLOOD-BORNE PATHOGENS

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

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

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

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 off. Students are personally and solely responsible for the care and security of their personal devices. The Board assumes no responsibility for theft, loss, damage, or vandalism to personal 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. Any phone calls from the student to the parent must be made under the supervision of the teacher or building secretary. For more information, refer to Board Policy 5136: Personal Communication Devices.

EMERGENCY CLOSING AND DELAYS

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

EMERGENCY CONTACT INFORMATION

The school uses an online system called PowerSchool to update important student emergency contact information and parent notifications. Students must have all necessary information completed in PowerSchool 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 to whom students would be released for rides home, 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 for a student to participate in any activity off school grounds, including field trips, other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

HEALTH GUIDELINES

Solon Schools adheres 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 and cannot return until 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. All cases of communicable diseases must be reported to the school nurse.

Please reference guidelines below to determine when your child can safely return to school:

- Fever – Child must be fever free for 24 hours without the use of fever reducing medications.
- Strep - Child must be on antibiotic medication for 24 hours.
- Head lice – Child must be treated, have all nits removed from hair, and be checked by the school nurse before returning.
- Pink eye – Child must be treated with appropriate eye drops for 24 hours.
- Vomiting/Diarrhea – Child may return to school 24 hours after the last episode.
- Chicken pox – Child may return when all blisters are dry. (Approximately 7 days from onset)

Screenings

Hearing and vision screenings are completed at the times listed below:

- Hearing: Grades K, 1, 3, and students new to the school, or teacher or parent request.
- Vision: Grades 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 school nurse (lewisclinic@solonboe.org).

Injury and Illness

Injuries should 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, 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 donated to charity at the end of the first semester and the end of the school year.

LUNCH INFORMATION

The Solon Schools offer healthy meals every school day. Paid lunches will be \$3.50 for grades K-6; free and reduced-price lunches are \$0.00 for those who qualify. Students who qualify for Reduced-Price meals will receive free meals for the 2025-2026 school year.

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

Money on student lunch accounts will carry over from year to year indefinitely until spent or a lunch account transfer/refund has been requested. However, the auto-replenish feature may need to be reactivated each year depending on the expiration date set by the parent during account set-up.

Lunch Borrows

The parent/guardian is responsible for ensuring their student has money in their lunch account, a packed lunch, or a Free & Reduced Lunch application on file. However, 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 parents/guardians if their student has a negative balance and will provide instructions for payment options (cash or online with PaySchools Central).

The student is allowed to reach a negative balance of no more than (\$50.00). Upon reaching 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 the account is paid in full or the student has qualified for Free or Reduced-Price lunches.

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

Negative lunch account balances will carry over from year-to-year until paid in full or until a student enters 9th grade. Upon entering 9th grade, any negative lunch account balances will be converted to school fees. Parents/guardians will be responsible for paying all fees listed in PaySchools Central. Negative lunch account balance fees do not qualify for fee waivers.

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 our website at www.solonschools.org and click on the Food & Nutrition Services link under the *Our Departments* tab, then click on the Request a Dietary Restriction button on the left.

This institution is an equal opportunity provider.

Importance of Free & Reduced Lunch Applications

You are encouraged to fill out an online Free & Reduced Lunch application for your family. Free & Reduced Lunch applications **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 2025-2026 school year, along with a parent signature to share the lunch application status with other departments in the district, to receive the waiver for free or reduced-price 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 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.

LUNCH – CAFETERIA EXPECTATIONS

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

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

MEDICATION POLICY

It is the policy of the Board of Education that all children's medication be administered in the home by a parent. However, when exceptional circumstances occur, **ANY PARENT/GUARDIAN REQUESTING THE DISTRICT TO ADMINISTER ANY MEDICATION TO THEIR CHILD DURING REGULAR SCHOOL HOURS MUST COMPLY WITH SOLON'S MEDICAL POLICY 5330**. For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over the counter) drugs, preparations, and/or remedies.

Medication Procedures

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

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

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

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

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

MOVING/WITHDRAWAL

Please notify the school if you are moving within or to another school district. The transfer will be completed by the school secretary. You will need to 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 outside "feels like" temperature is 15° or below.

A doctor's excuse is needed if a child is to stay inside for recess. The doctor's excuse also applies if the child is not participating in a physical education class.

RECESS - PLAYGROUND RULES

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

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

RETURNED CHECK FEE

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

SAFETY AND SECURITY

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.

Lockdown 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.

All outside doors are locked during the school day. The only entrance to be used by visitors is the Main Entrance. All visitors must report to the security office when they arrive at school and present a photo ID. They will be required to wear a building pass while they are in the building. Staff are expected to question anyone in the building whom they do not recognize, especially if they are not wearing a building pass. Staff is also expected to immediately report to an administrator any suspicious behavior.

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

Students can avoid fines by promptly returning borrowed materials. Failure to pay fines or charges may result in appropriate 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/legal guardian, or the student in accordance with law, yet be guarded as confidential information.

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

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

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

student.”

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

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

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

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

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

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

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

STUDENT RESPONSIBILITIES

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions, obey all school rules, and follow the Code of Conduct. To keep parents informed of their child's progress in school, parents will be provided with 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 American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

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

VISITORS & VOLUNTEERS

Visitors and volunteers are welcome at our school. Volunteers work with and under the direction of teachers, principal, or school 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 in order to sign in with the security aide at the school Welcome Center and obtain a visitor badge prior to entering the school. Driver's license, state ID, or passport are all acceptable forms of photo ID.

Visitors, including volunteers, must always display their visitor badge in the building. Any visitor found in the building without a badge will be directed to return to the Welcome Center security desk or main office. Family members who wish to confer with a staff member, including the principal or school counselor, are asked to call for an appointment prior to coming to the school to arrange a

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

Family members who are dropping off necessary forgotten items for students, such as glasses or a musical instrument, will not sign in or 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.

PROMOTION, ACCELERATION, AND RETENTION

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

STATEWIDE 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 planned student absences during these times.

TECHNOLOGY ACCEPTABLE USE POLICY

The Solon Schools requires student and parent signatures on a District Acceptable Technology Use Policy. The district monitors appropriate use during school hours. Refer to District policy 7540.03 for additional information.

SECTION III – CONDUCT & EXPECTATIONS

ATTENDANCE

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

Notification of Absence

If a student will be absent, a family member **must** call the school at 349-6225 OR email the attendance secretary at lewisattendance@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 in to the office, school personnel will attempt to contact parents at home or work. If a parent cannot be reached, the child's emergency contacts will be called. If the emergency contacts cannot be reached, then the Solon Police will be dispatched to visit the home and check on the well-being of the family. A message can be left with the office 24 hours a day. Your help in this matter is appreciated.

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

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 must report to the school office before going to class. After 8 a.m. parents are required to come to the main office and sign their child into school.

Excused Absences

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

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

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

Make-up of Tests and Other Schoolwork

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

If a student misses a test due to an excused absence, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a State-mandated assessment test or other standardized test, the student should consult with the school counselor to arrange for 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. 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 (lewisattendance@solonboe.org) including the dates requested.** These absences will count towards the excessive absence total for the student. The 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.

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 Road	33800 Inwood Road
Solon, OH 44139	Solon, OH 44139
440-349-6206	440-349-6258

CODE OF CONDUCT

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

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

Expected Behaviors

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

Be Kind

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

Be Safe

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

Work Hard

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

Care of School Property

If a student damages or loses school property, parent/guardian 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 Code of Conduct.

Dress Code

Please review the dress code items listed below. The principal shall have the final authority in determining compliance with the dress code.

1. All students are expected to dress for prevailing weather conditions. Care should be given to

dressing for daily outdoor recess. (Boots, mittens, and hats are a necessity in cold, wet weather.)

2. Any attire which attracts undue attention to the wearer, thus causing a disturbance and/or interfering with the orderly operation of schools, is not acceptable.
3. Shorts may be worn to school when the weather warrants them. (70° or above is a good rule of thumb.)
4. No short shorts, halter tops, midriff tops, etc., will be permitted. Parents will be called and asked 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 and/or hoods are not to be worn during the school day.

DISCIPLINE

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation.

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 in the code of conduct will be responded to as necessary by staff.

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

Formal Discipline

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

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

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

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

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

Informal Discipline

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

- Warning
- Apology
- Conference/counseling
- Writing Assignment/Think Sheet
- Change of seat 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.

Before the Trip. 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 safety of students and/or endangers students or employees;
- Not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

Exiting the School Vehicle. Each student shall:

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

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

Penalties for Infractions

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

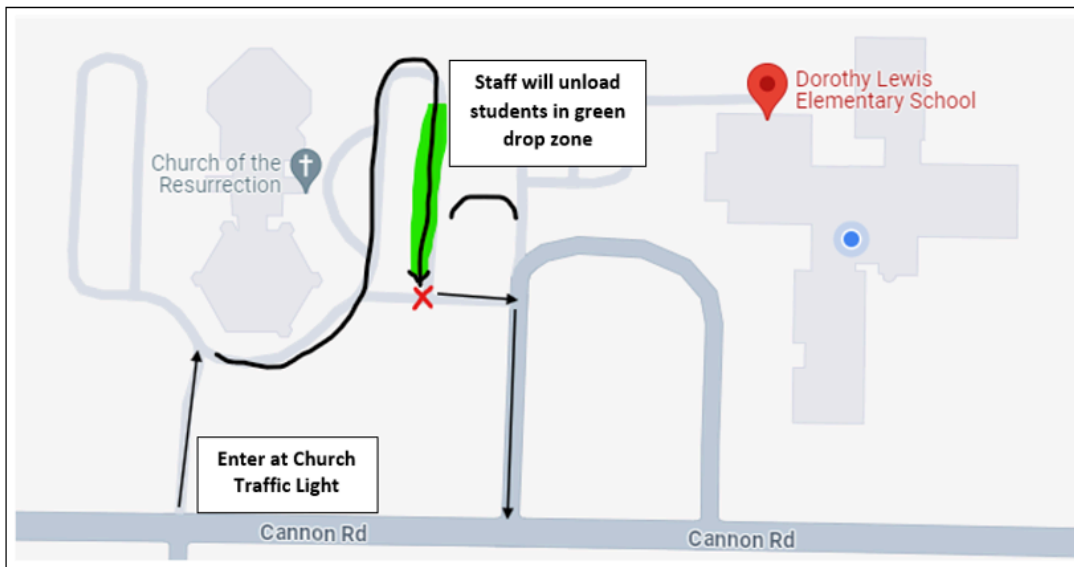
Transportation of Students by Private Vehicle

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

Videotapes on School Buses

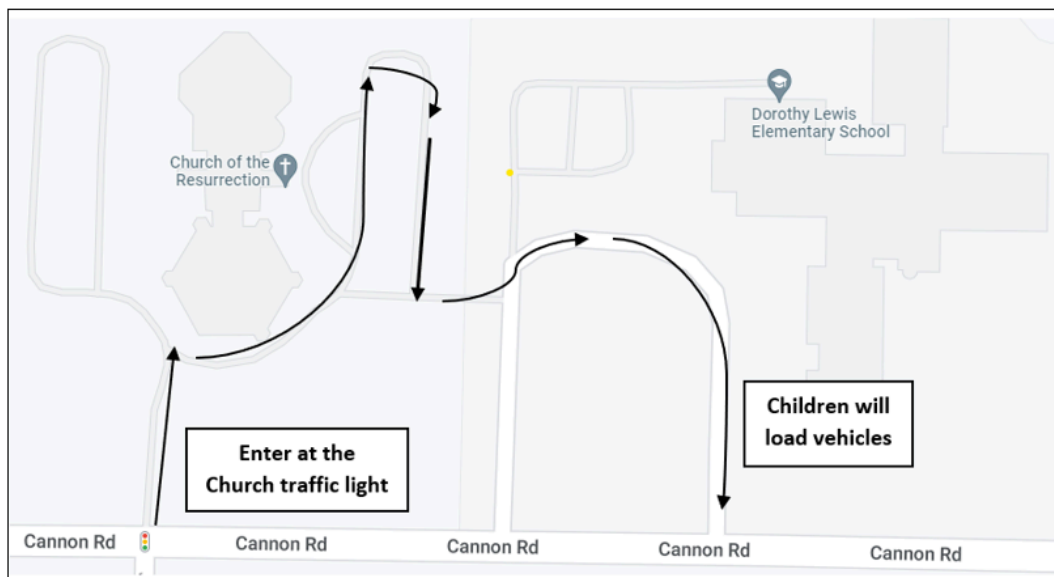
The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

ARRIVAL – Drop Off Procedure



***Vehicles stop at the red "X" to unload their child. Cars proceed with caution as they exit the same location as buses.**

DISMISSAL – Pick Up Procedure



***After buses dismiss, staff will direct vehicles into the bus loop where students will be loaded into cars. Parents remain in their vehicles.**

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