

Orchard Middle School

Student Handbook

School Year
2025-2026

Mission Statement

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.

Specials Schedule:		Activity Schedule: *Subject to change - use pencil
A:		Monday:
B:		Tuesday:
C:		Wednesday:
Homeroom:		Thursday:
Locker #	Bus #	Friday:
Student Name:		

Orchard Middle School Directory

Main Office (440) 349 – 6215

Fax (440) 349 – 8054

Main Office Hours: 8:00 am – 4:00pm

Building Administration

Mrs. Cari Mineard, Principal
(440) 349 – 6218

Mr. Joseph Ames, Assistant Principal
(440) 349 – 6246

Office Staff

Mrs. Janet Elliott, 6th Grade Guidance/Pyramid Coordinator
(440) 349 – 7441

Mrs. Robin Majors, 5th Grade Guidance/Pyramid Coordinator
(440) 349- 8046

Ms. Lauren Janus, School Psychologist
(440) 349 – 7250

Health Clinic

(440) 349 – 7444

Attendance

Attendance Line (440) 349 – 7252
orchattendance@solonboe.org

STUDENTS ARE EXPECTED TO COMPLETE THEIR AGENDA BOOK AND CARRY IT WITH THEM TO ALL CLASSES. THE AGENDA BOOK IS USED TO HELP WITH STUDENT'S ORGANIZATION AND ALSO SUPPORTS OUR BUILDING WIDE SYSTEM OF BEHAVIOR REINFORCEMENT.

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

Replacement agendas are \$20.00.

Note: This Student Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in the Handbook since it was printed in June 2025. If you have questions or would like more information about a specific issue or document, contact the school principal or access the document on the District's website: www.solonschools.org by clicking on "District: Bylaws & Policies" and finding the specific policy or administrative guideline in the Table of Contents for that section.

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

Cari Mineard, Principal

ORCHARD RULES E + R = O Event + Response = Outcome • Be Positive • Be Polite • Be Prompt • Be Prepare • Be Productive • Be Persistent	ORCHARD PLEDGE I will be positive and polite. I will be prompt and prepared. I will produce high quality work. I will persist and never give up. I will be mindful each day.
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ATTENDANCE

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

- Personal Illness
- Illness of a family member
- Death in the immediate family
- Observance of religious holidays
- Emergency which the superintendent constitutes as a good and sufficient cause for missing school.

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

When students are unable to attend school for ANY reason or arriving late, parents need to call the Attendance Line (440-349-7252) or send an email to orchattendance@solonboe.org. Parents should give the reason for the absence and indicate how long they think the absence will last. This helps in arranging make-up work. If students are ill for an extended period of time, assignments may be secured, upon request, through the school office. If we do not hear from your parents on the day of any absence, we will contact them, at home or work, to ensure their safety. If parents cannot be reached, emergency contacts will be called. PLEASE RETURN ANY DOCTOR NOTES TO THE OFFICE FOLLOWING YOUR ABSENCE. If unable to reach any person on the contact list, a well check will be initiated.

VACATIONS/PLANNED ABSENCES

There may be a time when a parent will know in advance that his/her child will be absent. Parents are to report the planned absence to the attendance office as soon as possible. Students will be responsible for common assessments despite their absences. **If parents want students excused from school during the day for an appointment, a note is necessary. Parents arriving to pick up children need to come to the school office to sign the child out.** Medical and dental appointments should be made outside of school hours when possible. Adults picking up a student must show their driver's license or State ID. If an adult other than a parent or guardian is picking up a student, the adult's (must be over 18) name must be on the student's emergency information including name, relationship and phone number. 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 (orchattendance@solonboe.org) including the dates requested. All absences exceeding three school days require approval from principal.** Regardless of approval, these absences will count towards the excessive absence total for the student. If a student's hours of absence without legitimate excuse exceed the requirements set in House Bill 410, the family will receive a Notice of Truancy Risk to be signed and returned to the mail office.

If a student is absent from school for more than 10 consecutive days (on the 11th day of absence), students in K-6 are required to be withdrawn. Upon return from the absence, students will have to be re-enrolled. They will need to contact the board office to make an appointment to re-enroll once they return. They will need to show proof of residency and a notarized Residency Affidavit.

ABSENCE - Readmission

When students have been absent from school – even for part of a day – their name will appear on the absence list. Before returning to class, an admit slip from the attendance secretary or building security monitor is required. The following procedures are required upon return to school: Report to the security monitor when you return with a written excuse from your parent/guardian stating the reason for your absence. The written excuse should include:

- Student name
- Reason for your absence
- Date of absence
- Signature of parent/guardian or physician.

The admit slip must be presented to your homeroom teacher.

Access your google classroom and keep up on your assignments. *You should find out from each teacher: What work was missed? How this work is to be made up? When this work must be completed? Set up a convenient time to meet with the teacher for further help if needed.*

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

TARDY BELL SYSTEM

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

TARDINESS

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

1st offense: Warning 2nd offense: Contact Home 3rd offense: Lunch and Recess Detention	4th offense: Afterschool Detention 5th offense: Saturday School Assignment 6 or more tardies: Individual Tardy Plan
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STUDENT DROP OFF

Any student dropped off before school must use Craemer Drive or the Roxbury Lot. Students must exit on the passenger's side of the vehicle and are not permitted to cross through any parking lot. Please use caution in any parking lot area. Parents are prohibited from using the main parking lot for pickup or drop off between 8:15 a.m. - 8:50 a.m. and 3:15 p.m. - 3:55 p.m. Students should never be dropped off before 8:01 a.m. for their safety and supervision.

DISMISSAL

Early: Under no circumstances are students to leave the school building during the day without approval from the personnel in the office. This is a serious safety violation and may result in suspension. No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the Orchard Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent or guardian. Only Adults (over 18 in age) listed as emergency contacts will be allowed to take students from school. Adults will have to show proper identification (driver's license) before the student is released to their custody. Students should not request early dismissals from school for such activities as dance, karate, music lessons, etc. It is also unacceptable to schedule appointments for haircuts, social engagements, etc. prior to the regular 3:40 dismissal. You will be dismissed only upon a written request to the office from your parents. You must come to the office before leaving to sign out. If you return to the building before the end of the day, you must also sign back in with the office. **All early dismissal requests need to take place prior to 11:30 a.m.** Due to the safety of students, 3:00 p.m. is the latest dismissal time that will be honored for pickup in the office.

Parent Pick-up: Parents who choose to pick up their students at dismissal may do so at two (2) locations. Fifth Grade Students may be picked up in the NORTH lot of Orchard (off of Craemer Drive) and Sixth Grade Students should be picked up at the Roxbury playground lot. Adult supervision will be provided at both locations. The buses load and unload students in the main parking lot from 8:15 a.m. - 8:50 a.m. and arrive for dismissal beginning at 3:15 p.m. and are present until 3:50 p.m. Parents are prohibited from using the main parking lot for pickup or drop off from 8:15 a.m. - 8:50 a.m. and from 3:15 p.m. - 3:55 p.m. In the North lot, parents are expected to use the lane provided to pick up their child at the curb. Students should enter and exit the student curbside. For students' safety, students are not permitted to cross through the parking lot. Parking in the center of the lot is not allowed. Please wait in line. The parking lot is generally cleared by 3:50 p.m. each day.

Change of Plans: If it becomes necessary during the school day to change your student's pick-up plans, **you must notify the office before 11:30 a.m in writing.** A note will be sent to the student alerting them of any changes. Students should not communicate directly with parents to change plans by personal device.

AFTER SCHOOL PLANS

Students are not allowed to walk home without expressed written parent permission. **For safety purposes, students will not be granted permission to walk to locations other than the Solon Public Library, Solon Middle School and Solon High School.** This is obtained by giving the office secretary a written note from your parent stating the reason for the change, the date and his/her signature. All prearranged changes in after school plans need to be completed in writing prior to 8:50 a.m. Students who have written parent permission to cross Route 91 must meet in the fifth-grade lobby at dismissal so that their crossing is supervised by a staff member.

BICYCLES

Students riding bicycles to school are strongly encouraged to wear helmets and should use a lock to secure it. Bicycles are to be placed in the bike racks near the recess doors upon arrival and not to be removed until the end of the day. Please be sure to review all bicycle safety rules prior to riding your bicycle to school. If a student is a regular bus rider, they must have written parent permission to ride to and from school. Students that have written permission to ride a bike home are expected to exit the building at the Playground doors, walk their bike off school grounds including Orchard and Roxbury before riding and continue home due to bus and parent traffic. Students are expected to obey traffic laws and use crosswalks appropriately. These students are not permitted to be in the bus pickup area. Please note that skateboards/scooters/roller skates/roller blades and other similar items are prohibited at Orchard Middle School. If a student needs to cross 91, they must meet at the fifth-grade lobby so that their crossing is supervised by a staff member.

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 except food items (homemade or store bought) as a birthday celebration treat at school. Each student will receive a birthday token from the office or classroom teacher and their names on the 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.). No special outside lunches will be permitted on birthdays. These become unnecessary distractions to learning and can turn into safety issues.

BUS CONDUCT

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

Keep the bus clean and cooperate with the driver. No one shall smoke, vape or produce open flame of any kind while students are on the bus. No unauthorized person shall sit in the driver's seat or operate the controls. No one shall throw objects on or from the bus. Keep your head, hands and feet inside the bus. Do not throw objects on the bus or outside the window. Eating, drinking, consuming candy or chewing gum is not permitted on the bus. No one shall interfere with the driver's operation of the bus. No one shall cause damage to any part of the bus. Noise should be always kept at a minimum to ensure safety. The driver must be able to hear emergency sirens and train signals at crossings.	No profane language, rude gestures or fighting will be allowed on the bus or at school loading zones. Changing seats while the bus is moving is not allowed. Riders will take assigned seats as requested by the driver. Parents are not permitted on school vehicles, other than for field trips, at any time. Students are to ride only on the assigned bus at the assigned time. Students should be at their bus stop five minutes before the scheduled pick-up time. Once on the bus, students will not be permitted to get off to retrieve school items from school. Students cannot take videos or photos of others on the bus.
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For safety reasons, parents must have prior approval from the transportation department to board a bus. Once a student has boarded a bus, they must remain until given permission to exit. Consequences for violations of the bus rules are the discretion of the administrators and are as follows:

- 1st offense: Warning & Assigned Seat
- 2nd offense: Detention(s)
- 3rd offense: Suspension
- 4th or more offenses: Determined by administration

MISSING THE BUS

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

BUS PASSES

Due to student safety, no bus passes will be issued, and students will not be able to ride a bus other than the one that they are assigned. Due to the student safety, students will not be permitted to exit the bus at a different stop other than the one they are assigned to at the beginning of the school year.

CAFETERIA

Our cafeteria utilizes a computerized point of sale system. This system eliminates meal tickets, monitors purchases and provides total confidentiality for all students. Students use their 6-digit student ID number to enter onto the computer pin-pad in the cafeteria. As the account is accessed, the student's name and photo, account status, and any food allergies will appear on the screen to prevent fraudulent use. This system tracks the student's purchases and provides notification when the account reaches below \$5.00. Be sure to select notification of low funds when you create or modify your Pay Schools Central account. **Sharing food is not permitted.** Students are prohibited from saving seats for other students and tables must be cleaned prior to dismissal. The student code of conduct applies to the cafeteria, lunch/recess, and breakfast program. **Special outside fast food lunches are not permitted.** For the 2025-2026 school year, student lunches will cost \$3.50. Lunch options are listed on the online menu found on the district's website. Please review your child's Student ID number as this is the number that will be used to access their Pay Schools Central account when purchasing any a la carte offerings. The Food Service Department's policy states that checks are not accepted in the school office as payment for school lunches. Your options will be to deposit money into your child's Pay Schools Central account with cash to the school's front office, or to use your credit and/or debit card for the transaction on the district's website. Funds will take up to 24 hours to post on your child's lunch account. This can be accessed through the Solon Schools' website, under the Parents tab. We encourage you to fund your child's lunch account using the automated system but will continue to accept cash through the school office as payment as well. In the event of an emergency, families that need to drop off lunch should do so prior to 10:30 a.m. If a student forgets their lunch, they will be provided a lunch and their lunch account will be charged.

GRAB N GO BREAKFAST PROGRAM

The Grab N Go Breakfast Program provides healthy eating choices to students for breakfast and snacks. It operates Monday – Friday from 8:05 a.m. – 8:40 a.m. Students may purchase items to eat prior to the start of school, including during Morning Study Hall. Students may also purchase packaged items to take to class to utilize for morning or afternoon snacks in their classroom. This is not part of the free/reduced lunch program. Only students that have money in the electronic account will be allowed to purchase items. Students are expected to clean up their areas and go to their classrooms when the first tardy bell rings at 8:40 a.m. Students not in their assigned area by 8:50 a.m. will be considered tardy.

CLASSES

Activity period and course changes requested by students or parents can only be made during the first four weeks of school and at the conclusion of the first semester. All course changes must be made in writing, have parental permission and be submitted to the principal for approval. Acceleration Protocol: State and district policy states that course changes can occur at the beginning of semester. Any requests made after the first four weeks of school and before November 15, students will accelerate second semester if they qualify. Any requests made after November 15; student will accelerate the following school year if they qualify.

EMERGENCY CONTACT INFORMATION AND EMERGENCY MEDICAL AUTHORIZATION

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

information must be updated each year for every student. A Complete Emergency Medical Authorization Form must be on file with the school in order for a student to participate in any activity off school grounds including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. Families that have failed to submit emergency information prior by the end of the work day on August 29th, students will not be able to participate in recess or physical education until information is submitted.

EMERGENCY PROCEDURES

Safety Drills: Fire and tornado drill information are clearly posted in each classroom and all other areas of the school. Teachers will review appropriate emergency procedures with students. Periodically we will conduct drills, as required by law and deemed necessary by the principal. Students are expected to follow all directions and behave appropriately during these drills. Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire, tornado, lockdown drills and accident responding procedures. If a student is aware of any dangerous situation or accident, he or she must notify a staff member immediately.

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

Fire Drills: Schools are required by law to conduct fire drills to prepare everyone to leave the building in the event of an emergency. When the fire alarm is sounded, students, teachers, office personnel and all other people in the building are to leave as rapidly as possible without running. This must be accomplished in an orderly manner. An emergency evacuation map is located in every area of the building. Specific rules for leaving each room in the building will be explained by the teachers. Once outside, students must be at least 150 feet away from the building and stay with their group. The building is emptied, and attendance is taken before reentry. **Everyone must treat fire drills as a serious personal responsibility.**

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

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

FIELD TRIPS/COMMUNITY BASED LEARNING/EXTENDED DAY TRIPS

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

GRADES - REPORT CARDS

Orchard students are on quarterly grading period. Our grading practices are standards-based and were developed according to the recent research in effective grading practices. Students will receive letter grades in literacy, math, science and social studies. Students will receive learning and social behavior grades based on their performances in all classrooms. Students will be graded either outstanding, satisfactory in their specials. Questions or concerns about grades should be directed to the teacher. Grades and quarterly report cards can be viewed online on PowerSchool. Science and Social Studies grades will be given in alternating quarters. Specials report grades are assigned at the end of each semester.

PARENT CONFERENCES

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

GUIDANCE/STUDENT SUPPORT

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

HALLWAY PASSPORT

Students must get permission from a teacher to leave the classroom during instructional times to go to the clinic, restroom and office area. A hall pass or agenda must be visible to inform adults that the student has permission to travel throughout the building.

HOMEWORK

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

HEALTH/CLINIC

Students who become ill or injured during the school day will be sent to the clinic. **Students need to report illness or injury to a teacher or staff member. Students should not directly contact parents from their cell phone, email or a school phone.** Disciplinary action may occur. The clinic or staff will contact your parents with specific details.

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 until a physician has determined that the child is free of contagion. **If a child is diagnosed with a communicable disease, they are to be excluded from school according to the Ohio Department of Health guidelines.**

- A child should be fever free without medication (less than 100°) for 24 hours before returning to school.
- A child should be free of diarrhea for 24 hours before returning to school.
- Students must be vomit free for 24 hours.
- Chicken pox - child should be out until all blisters are dry. (Approximately 7 days from onset).
- Strep - child must be on antibiotic medication 24 hours before returning to school.
- Head lice - children must be treated with appropriate shampoo or rinse, have all nits removed from hair and be checked by the school nurse before returning to school.
- All cases of communicable diseases must be reported to the school nurse.
- Please notify the school if your child develops a chronic illness.

HEALTH SERVICES

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

MEDICATION PROCEDURES

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, all medication should be given by the parent at home and not at school. If it is not possible, it must be done in accordance with the procedure below. This policy covers all medications prescribed by a physician and any non-prescription (over the counter) drugs, preparations and other remedies. **If the policy is not followed, the student will not be given the medication.** A statement signed by the physician prescribing the medication for the student must accompany the medication on the District Medication Form. This form is available upon request. The statement must include the following: • Name and address of the child • Name of drug, dosage and times or intervals for administration • Date administration is to begin and cease • Special instructions for administration and storage • Any adverse reactions that should be reported to the physician and a telephone number to reach the physician in an emergency • Written permission from the parent/guardian of the student requesting that the district comply with the physician's order must accompany the medication on the form available from the office. • Medication must be received in the original prescription container in which it was dispensed with the student's name, medication, dosage and prescribing physician's name. It is recommended that only the amount of medication that will be dispensed at school be sent to school. • Parents are encouraged to bring the medication and forms to school themselves.

LOCKERS AND STORAGE

Each student will be assigned a locker and a desk in their homeroom. The locker is for storage of coats, bookbags, boots, lunches, instruments, and other belongings. The student's homeroom teacher will make assignments. Lockers are to be kept neat and orderly. **Students are not to decorate their locker as it is school property.** Classroom desks are used for the storage of students' books, pencils, paper, etc. Students are not permitted to carry bags from class to class. Lockers are the Property of the Solon City Schools and may be entered by Building Administration with suspicion of violation of our Code of Conduct.

LOST AND FOUND

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

MEDIA CENTER

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

MONEY AND VALUABLES

Students are cautioned against bringing large sums of money to school. Students should not bring valuable equipment such as gaming systems, iPads, and other electronics to school. The school cannot be responsible for lost or stolen items including Kindles, iPads, cell phones or other electronic devices.

PARENT-SCHOOL COMMUNICATION FORM

This form is required for a change in after school plans and early dismissals. A copy of the parent-school communication form is available on the school's website.

PARENT TEACHER ASSOCIATION

PTA is an essential part of our school program, and we encourage parent membership and participation. A schedule of meetings is available on the Orchard online calendar and on the District PTA Calendar. Parents can also follow social media pages for PTA updates.

PERSONAL PLAY EQUIPMENT AT SCHOOL

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

POSITIVE BEHAVIOR SUPPORT – BUILDINGWIDE Orchard Middle School supports a safe, secure and positive learning environment. We believe that positive reinforcement for appropriate behaviors is important to the culture of our school. Students will be rewarded in many ways. Students start over each quarter.

Two major ways include:

- Quarterly Rewards – At the end of each quarter, students with less than six (6) academic or six(6) behavior signatures in their agenda book, will be able to participate in the quarterly reward. Students that receive three office consequences during the quarter are ineligible for the quarterly reward. Students that do not earn the reward will be required to report to a designated area during the reward for their assignments. When a student accumulates 6 academic or 6 behavior signatures they will lose the Quarterly Reward. An afterschool detention will be assigned to the student if they accumulate 9 behavior or 9 academic signatures each quarter.
- Good Apple Program – students can earn Good Apple Tickets for meeting and exceeding the expectations of our school and at the discretion of any staff member. These can be earned in all zones (Bus, Common Areas, Classroom, Cafeteria, and Playground). Good Apple Tickets are then placed into a lottery system where students can win weekly rewards from the Office, as well as chances to win prizes at the End of Year Assembly. Students must immediately sign their name to their good apple and deposit the apple in the team bin by the end of the school day. Good apples cannot be traded, sold, or given away. Students who do not follow this expectation may jeopardize their participation in the program.
- Golden Apple Awards – Students are recognized quarterly for making good choices and for being outstanding role models to others.
- Positive Referrals – When a student goes above and beyond to make Orchard a great place to be, they may earn a positive referral. Students earn their names read on the announcements, a certificate and become eligible for an end of the month drawing for Solon Spirit Wear.

RECESS

Orchard utilizes a zone recess program; students are expected to be actively involved in an activity supervised by a monitor. Games that involve pushing, shoving, or touching other students (tag) are prohibited. Students are expected to dress for the weather, indoor recess will only be held in the event of rain or if the wind chill drops below 14 degrees Fahrenheit or below.. Students must wear a coat or heavy sweatshirt when the temperature drops below 40 degrees Fahrenheit. Proper footwear must be worn (shoes should have a back). Three continuous whistles will indicate the end of recess; students are expected to return equipment and line up with their homeroom. When cold weather arrives, all students are expected to bring coats, gloves, hats, boots, and all other cold weather clothing items with them to lunch/recess each day. Our school policy is that students need to be outdoors and active during their recess time. Therefore, all students need to bring some outdoor clothing with them to lunch/recess and be prepared to go outside each day. Students will not be permitted to return to the classroom area or to their lockers to retrieve forgotten items. If a student arrives for recess without appropriate outdoor clothing, the student will remain inside, and his parent/guardian will be contacted to make a recess plan. When indoors due to the weather, students must abide by the indoor recess rules. No use of electronics at this time, including the school issued Chromebook. Recess games should be cared for and returned neatly to the bin upon completion. Students are to remain seated and are not to run in the classroom.

SAFE SCHOOL HELPLINE

The Solon Schools is connected to the Safe School Helpline, a free, confidential hotline available 24 hours a day, seven days a week. Students, parents, staff and community members are urged to use the Safe School Helpline to share information about safety and security and remain anonymous. The toll-free number, **800-418-6423, ext. 359**, includes a secure voice mail box assigned specifically to the Solon Schools. When a person calls the Helpline, he or she is advised on how to leave the information and receives a case number with instructions to call back in a specified amount of time to receive confirmation that the message was received. The system sends a typed copy of the message to the Solon Schools Superintendent, who then leads an investigation of the report and determines the appropriate action to be taken. **The Helpline should be used to report any information, remarks or actions seen or heard that could potentially jeopardize the safety of Solon students or is concerning in any way.** For example, information regarding violence, theft, drug or alcohol use, weapons, talk of suicide and sexual harassment should always be reported. Of course, students and parents are encouraged to contact administrators or teachers directly with such information, but if anonymity is a concern, the Helpline provides a way to ensure everyone's safety and protect identities at the same time. The Helpline is completely confidential as the system is not directly connected to the Solon Schools or its phone system in any way.

SCHOOL HOURS

Students are not allowed in the building before 8:01 a.m. School doors will be locked until this time. At 8:01 a.m., students may enter the building at either the main office doors (Door 18) or the playground doors (Door 30). Students entering the building at 8:01 a.m. must report directly to either study hall or intramurals. Any student that is dropped off before school, must use Craemer Drive or Roxbury parking lot and enter through playground doors (Door 30) and report to the cafeteria. If students are receiving additional help from a teacher, they must meet the teacher in the office area. All students are expected to be in their first period class and be in their seat by 8:50 a.m. every morning. School is dismissed at 3:40 p.m. A parent **MUST** accompany students who need to enter Orchard after school hours. The school is open until 4:00 p.m. Due to student safety, no one is permitted to enter the building without an appointment.

SNACKS

Students will be provided a ten minute snack time daily based on their daily schedule. All snacks must be nut free and should be healthy. **No candy or gum are permitted in the classrooms. Only water is allowed in the team area. No colored drinks are allowed in the classrooms.**

SNOW DAY PROCEDURE

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

TELEPHONE

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

TEXTBOOKS

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

TITLE IX

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.

USE OF PERSONAL ELECTRONIC DEVICES

Students are assigned a school issued Chromebook and may use it with teacher permission in classrooms for educational purposes only. In addition, students **will not be allowed** to use personal technology devices in study hall. Students will not be permitted to use personal technology devices for any reason in unstructured settings such as the cafeteria, lunch periods, bus, recess, restrooms, and in the hallways. **Personal devices including cell phones and smart watches should be turned off and placed in the students' backpack and placed in their locker (not on their bodies) throughout the school day.** Students are not allowed to text during the day on smart watches or personal cell phones.

The consequences for violating this policy will remain the same as currently stated in our Student Code of Conduct.

- 1st Offense: Loss of device/Warning
- 2nd Offense: Lunch and Recess Detention
- 3rd Offense: Afterschool Detention
- 4th Offense: Saturday School

Please be advised that taking pictures, audio or video recording of any student or staff member is prohibited at any time on school property, including the bus, or at school functions. Please be advised that the Solon City Schools and Orchard Middle School cannot be held responsible for student devices that are lost or stolen, and students are encouraged to keep their devices at home.

USE OF SCHOOL ELECTRONIC DEVICES

The district's computer network is part of the educational curriculum and student usage is monitored. Access to the computer network is a privilege, not a right, and carries with it responsibilities. A technology fee will be assessed to all students. All users of the district's computer network are expected to abide by District policies and rules of behavior. These guidelines are provided here so that users are aware of the responsibilities that the use of technology places upon them. In our continuous efforts to engage students in their learning, they are permitted to use school electronics devices (ie: iPad and Chromebook) with teacher permission in classrooms for educational purposes only. Students will not be able to use chromebooks for gaming purposes during study hall. Students are responsible for all materials they access, view, download and/or produce.

Users will:

- Use appropriate language.
- Not reveal any personal information about themselves or others.
- Take responsibility for any misuse or damage to school devices.
- Students should not carry their Chromebook by the screen. Screens can easily crack when lifted by the corner.
- Students should have their student issued cover on their Chromebook at all times to prevent damage.
- **Chromebooks should be fully charged before entering school each day.**
- Students should report broken or damaged Chromebooks immediately to the technology resource teacher.
- Keep device covered by school issued case.

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

- Using another user's account
- Printing at school
- Violating the privacy and safety of others
- Acting as someone else when using technology
- Using profanity or obscene pictures and/or dialogue
- Damaging hardware or software
- Changing the settings of district devices including downloading extensions or use of google apps for non-school related tasks.
- Accessing inappropriate websites or non-educational or gaming sites without teacher permission
- Students cannot add a VPN to their Chromebook.

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

Chromebook Daily Loaner Policy (Chromebook is either not charged or not present at school)

- First and Second Loaner – Warning
- Third Loaner - Contact Home
- Fourth Loaner – Lunch and Recess Detention
- Fifth Loaner – Afterschool Detention

Loaner chromebooks must stay at school and are not permitted to be taken home.

VISITORS/VISITATION

Visitors, particularly parents, are welcome at our school. At the same time, we want to be sure we are maintaining the safest possible environment for our students. Prior to entering the school, all visitors must present a photo ID and sign in with security at the school Welcome Center at the front entrance to obtain a visitor badge. Driver's license, state ID or passport are all acceptable forms of photo ID. Visitors, including volunteers, must display their visitor badge at all times in the building. Any visitor found in the building without a badge will be directed to return to the Welcome Center security desk or main office. Family members who wish to confer with a staff member, including the principal or guidance counselor, are asked to call for an appointment prior to coming to the school to arrange a mutually convenient meeting time with all involved parties. 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. All visitors must also sign out at the Welcome Center when they leave the school. Family members who are dropping off necessary forgotten items for students, such as glasses or a musical instrument, will not sign in and enter the school. They will leave the item at the Welcome Center (DOOR 18) and the school staff will be sure the student receives it as soon as possible. In emergencies, the Orchard Office staff will deliver messages to students from their parents only. Students may not bring visitors to school without prior written permission from the principal. The school cannot accommodate requests for visiting friends and relatives to "shadow" or attend classes for a day.

WITHDRAWAL PROCEDURES

Students must reside in the district in order to attend Solon City Schools. In the event, you move out of the district, the student must withdraw from Solon and register in their residential school district. No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. Parents must notify the Principal and Building Registrar about plans to transfer their child to another school. School records, including disciplinary records of suspensions and expulsion, will be transferred to the new school upon notice of request.

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

STUDENT RIGHTS, RESPONSIBILITIES AND DISCIPLINE

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

Parents or guardians have the primary responsibility for establishing and maintaining positive discipline with their children. While students are in school, however, members of the school staff must act in the place of parents in maintaining discipline. Members of the school staff are expected to make every effort to correct and effectively resolve disciplinary problems that occur within their range of responsibilities. Therefore, they shall have the authority necessary to maintain a proper learning climate using reasonable enforcement to prevent and stop any act of interference with the scholarly, disciplined atmosphere of the school. They may call upon other school personnel to help in discharging their responsibilities.

Teachers may refer students to the building administrator who is then responsible for determining the necessity for, and the nature of, further disciplinary action.

STUDENT'S RIGHTS AND RESPONSIBILITIES

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

SCHOOL DISCIPLINE

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

A breach of discipline is any conduct of pupils which interferes with the maintenance of a proper learning environment. Acts of behavior which tend to conflict with the educational program, or which are antagonistic to the welfare of other students, the staff, and/or Solon City Schools cannot be tolerated. Student lockers and desks are school property and, as such, may be subject to periodic inspections.

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

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

Verbal warning Parent Notification Detention	Parent Conference Saturday School Community Service	Disciplinary Removal Emergency Removal In School Suspension	Out of School Suspension Referral to Outside Authorities Expulsion/Permanent Exclusion
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Student misconduct will be treated according to severity. The misconduct of students will be brought to the attention of parents for accurate communication and notification of the disposition of the situation.

Orchard Middle School Rules for Lunch/Recess Detentions: Students should report to the alternative learning environment at the assigned time with a book to read or homework to complete. No use of technology during lunch detention unless given permission. Students should bring their packed lunch or purchased lunch to the ALE room. Students should bring all needed items for lunch detention. Students will not be permitted to return to the classroom or cafeteria for materials. Students should remain seated, eat their lunch, study, read, complete homework and remain quiet during the detention.	Orchard Middle School Rules for After School Detentions: Afterschool detentions can be assigned by teachers and administrators. Students are required to report to the media center at the conclusion of the day and should have class assignments or work to complete with them. Students are to remain silent and in their designated seats at all times. Students shall not be allowed to put their heads down or sleep. No use of personal electronic communication devices. Chromebooks to be used for permission for educational purposes only. No food or beverages shall be consumed. Students may be issued a community service assignment during after school detention.
Orchard Middle School Rules for In-School Suspensions: An alternative to normal classroom environment that allows a student to remain in school and work on and receive credit for class assignments under close supervision. The students will be required to report to the ALE room before the tardy bell rings. The students will be allowed to ride the bus to and from school. The student will not attend any school functions during the school day or participate in any extracurricular activities. Students should bring all materials with them at the beginning of the day and will spend the day working on assignments given by all teachers. Students should remain seated, eat their lunch at regular lunch time, study, read, do schoolwork and remain quiet during the suspension. All students that are suspended from school (ISS or OSS) will be placed on Field Trip Probation. Any student that is suspended twice will lose Field Trip privileges or activities.	Orchard Middle School Rules for Saturday School: Saturday School is offered as an alternative to In-School or Out-of-School Suspension. Students are required to report to Orchard Main Office (Door 18) promptly at 8 a.m. Students are required to bring their own study materials. Students are expected to use this time for completion of assigned schoolwork. Students shall not be allowed to put their heads down or sleep. Students are not to communicate with each other unless given permission to do so. Use of Chromebook is at the discretion of the supervising staff member and for academic purposes only. Students must remain in assigned area.
Out-of-School Suspension (OSS): The removal of a student from school for not more than ten days. During a period of suspension, a student will not be permitted to attend any school function or activity. Students suspended out of school will be permitted to receive credit for tests and major projects. All students that are suspended from school (ISS or OSS) will be placed on Field Trip Probation. Any student that is suspended twice will lose Field Trip privileges or activities.	Loss of Privileges: Building administrators will have the discretion to exclude students from Rewards, Celebration Assemblies, Games Day, Sixth Grade Camp, Fun Night, or any other privileged event. The loss of these privileges may be recommended by teachers to the administration.
Disciplinary Removal: The removal of a student from a class, special privilege or from participation in an extra-curricular activity. During the disciplinary removal period a student will not be permitted to take part in any school function or activity.	Emergency Removal: The removal of a student whose presence poses a continuing danger to persons or property or an on-going threat of disrupting the curricular or extra-curricular school activities according to Policy 5610.03. When circumstances are such that a student's continuing presence is reasonably certain to pose a continuing danger to persons or property or an ongoing threat of disrupting curricular activities or from the school premises, the superintendent, the principal, or assistant principal may remove a student from the school premises without complying with the notice and hearing requirements required prior to suspension or expulsion. The removal of a student for a period of not less than twenty-four (24) hours but not to exceed seventy-two (72) hours. During the period of emergency removal, a student will not be permitted to take part in any school function or activity.

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

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

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

Each of the following describe misconduct that may result in disciplinary consequence, including a suspension, expulsion or both. Administrators and school officials have complete discretion, based on their judgement of the particular circumstances, whether to impose minimum consequences or greater consequences. For a complete copy of the Solon Board of Education accepted policy on discipline please visit the Solon Schools website.

A. Disruption of School: Students shall not use violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission, process, activity or function of the school. Students shall not urge other students to engage in such conduct for the purpose of causing, attempting or threatening to cause disruption of obstruction of any lawful mission, process, activity or function of the school. While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule:

1. Unauthorized presence in any school building, school grounds or part thereof
2. Blocking the entrance or exit of any school building
3. Setting fire or attempting to set fire to or damaging or attempting to damage or defacing or attempting to deface any school building or property
4. Making, by telephone call, letter electronically or other means, a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function or event on or off school grounds
5. Activating or attempting to activate the alarm system or AED units in the absence of a fire or emergency
6. Preventing or attempting to prevent by physical act or verbal utterance, the convening or continuing functioning of any school, class,
7. or activity or any lawful meeting or assembly on or off the school property
8. Preventing or attempting to prevent students from attending a class or any school sponsored or related activity or event
9. Except under direct instruction of the principal or other authorized school personnel, blocking pedestrian or vehicular traffic on school property or at the site of any school sponsored or related activity or event
10. Attempting to instigate a situation between other students that disrupts the school environment.

Consequence: Up to 10 days of Out of School Suspension, subject to the discretion of administration. Possible recommendation for expulsion.

A1. Classroom Disruption: Behavior which interferes with instruction will not be tolerated. The teacher has the right and responsibility to maintain order in the classroom.

- 1st Offense: Lunch/Recess Detention
- 2nd Offense: Afterschool Detention
- 3rd Offense: Saturday School
- 4th Offense: Out of School Suspension

B. Damage, Destruction, Vandalism: Students shall not cause or attempt to cause damage to school property. If school property is damaged, the school will require restitution. If personal property is damaged, the school will help facilitate the exchange of information between all parties involved.

- 1st Offense: 1 Day of Suspension
- 2nd Offense: 3 Day Out of School Suspension
- 3rd Offense: Ten Day recommendation for expulsion

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

- 1st Offense: Afterschool Detention
- 2nd Offense: Saturday School
- 3rd Offense: Suspension

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

- 1st Offense: 1 to 3 Day Suspension
- 2nd Offense: 3 to 5 Day Suspension
- 3rd Offense: 5 to 10 Day Suspension and a recommendation of expulsion

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

1st Offense: 1 to 3 Day Suspension

2nd Offense: 3 to 5 Day Suspension

3rd Offense: 5 to 10 Day Suspension and a recommendation of expulsion

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

1st Offense: 1 to 3 Day Suspension

2nd Offense: 3 to 5 Day Suspension

3rd Offense: 5 to 10 Day Suspension and a recommendation of expulsion

D3. Bullying: Any intentional written, verbal, graphic, or physical act(s) that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s). Bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s).

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

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

1st Offense: 1 lunch and recess detention

2nd Offense: 1 afterschool detention

3rd Offense: Saturday School

4th Offense: Suspension

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

1st Offense: 5 Day Out of School Suspension (may be reduced to 3 days if the student agrees to participate in an education course)

2nd Offense: 7 Day Out of School Suspension

3rd Offense: 10 Day Out of School Suspension

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

1st Offense: 5 Day Out of School Suspension (may be reduced to 3 days if the student agrees to participate in an education course)

2nd Offense: 5 Day Out of School Suspension

3rd Offense: 10 Day Out of School Suspension

F. Narcotics, Alcoholic Beverages, Stimulant Drugs, Anabolic Steroids:

During school and immediately before or after school hours, summer school, travel on any school-provided transportation or any school-sponsored activity held on or off school property, students shall not possess, buy, offer to sell, sell, use, supply, transmit, or apply any anabolic steroids or mood-altering chemical of any kind including alcohol. "Possession" includes, without limitation, retention on the student person or in purses, wallets, lockers, desks, or automobiles parked on the school property. "Mood-altering chemical" includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol, intoxicating inhalants, and prescription drugs, unless authorized by a medical prescription from a licensed physician and kept in the original container, which container shall state the student's name and directions for proper use. Also included are over-the-counter medications taken without parental permission. **Please Note:** E-cigarettes, vaping, juuling, or the use of other similar devices that are used to inhale or ingest foreign substances, will initially be treated as a drug offense. Within twenty-four (24) hours of the violation, the student may complete an approved drug screen with an approved testing facility. Test results must be sent directly to the school administrator from the testing facility. Upon receipt/review of the results, if administration is able to clearly establish that no illegal substance (other than nicotine) has been discovered, the administrator may reduce the violation to a vaping offense.

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

1st Offense: 1 lunch and recess detention

2nd Offense: 1 afterschool detention

3rd Offense: Saturday School

4th Offense: Out of School Suspension

G1. Disrespect Students are to show respect to faculty, guests of the building and other students. A student should not behave or act in a manner that the faculty or staff member can interpret as disrespectful. This includes verbal and non-verbal actions. Minimum consequence: The severity of the consequence will depend on the extent of the disrespect.

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

I. Cheating/Plagiarism: Cheating or Plagiarism is defined as the act of passing off as one's own the ideas, words, images, or writings of another. (TEXT refers to ideas, words, images, writings, etc.) This includes taking an assessment in an unsupervised location and/or having other tabs open on their Chromebook during an assessment and/or navigating away from the digital assessment during a test.

1st Offense: 1 afterschool detention and 10-25% penalty on the assignments based on the severity

2nd Offense: Saturday School and 10-25% penalty on the assignments based on the severity

3rd offense: Out of School Suspension and a zero on the assignment.

J. Weapons, Dangerous Instruments, Fireworks, Any Laser Instruments and Explosives: Students shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument. Weapons and dangerous instruments shall include any object which is intended to be used or used to inflict physical harm or property damage to threaten to inflict such harm or damage. Students shall not possess, handle, transmit, sell, conceal or bring upon school grounds any fireworks, explosives, or munitions, nor shall students ignite, explode or detonate or attempt to ignite, explode or detonate fireworks, explosives, or munitions. **Ten day Out of School Suspensions and a recommendation for expulsion will be the recommended penalty for violation in this area. All offenders will be referred to the proper legal authority.**

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

1st Offense: 1 lunch and recess detention

2nd Offense: 1 afterschool detention

3rd Offense: Saturday School

4th offense: Suspension

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

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

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

Tardy:

1st Offense: Warning

2nd Offense: Contact Home

3rd Offense: Lunch and Recess Detention

4th Offense: Afterschool Detention

5th Offense: Saturday School

6 or more tardies: Individual Tardy Plan

Class Cutting:

1st Offense: Lunch and Recess Detention

2nd Offense: Afterschool Detention

3rd Offense: Saturday School

O. Trespass: Students shall not enter upon school grounds or premises of a school building to which the students are not assigned during or after school hours except with the express permission of the school principal of that building or to attend or participate in a school-sponsored event in which their regularly assigned school is involved or where students from their regularly assigned school have been invited to attend or participate. Students already under suspension, expulsion, or removal (emergency or disciplinary) shall not enter upon the grounds or premises of the students' regularly assigned or other school building without the express permission of the principal.

1st Offense: 1 Day Suspension

2nd Offense: 3 Suspension

3rd Offense: 5 Day Suspension and recommendation of expulsion

O1: Loitering: Students must vacate the building by 3:45 p.m. unless they are attending an authorized school activity. Students are not permitted to loiter in the halls in the morning or in between classes.

1st Offense: Lunch and Recess Detention

2nd Offense: Afterschool Detention

3rd Offense: Saturday School

O2: Unauthorized Presence: Unauthorized presence in any part of the school building or school grounds without staff permission. This includes, but is not limited to locker rooms, classrooms and bathrooms.***Students are NOT permitted to be in bathroom stalls with other students***

1st Offense: Lunch and Recess Detention

2nd Offense: Afterschool Detention

3rd Offense: Saturday School

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

1st Offense: Lunch and Recess Detention

2nd Offense: Afterschool Detention

3rd Offense: Saturday School

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

1st Offense: Afterschool Detention

2nd Offense: Saturday School

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

1st offense: Warning & Assigned Seat

2nd offense: Detention(s)

3rd offense: Suspension

4th or more offenses: Determined by administration

S. Dress and Appearance: The Solon Board of Education believes that pride in one's self and school is often reflected in the way students dress. In order for a student to look his/her best, he/she should be knowledgeable about health, grooming, and choice of clothing. Poise and confidence are derived from individuals looking his/her best and feeling his/her best. Parents and students should make appropriate selections reflecting the important nature of the academic atmosphere and health and safety of the students. If there are any questions as to the appropriateness of any type of clothing, the school should be contacted in advance. Students cannot wear the following inside the school building or at school events:

Hoods, hats, coats and sunglasses

Vulgar, illegal, (including alcohol, drugs, tobacco) and/or sexually oriented statements or suggestions on clothing.

Hostile, offensive or intimidating (including weapons) outfits

Clothing that advertises alcohol, tobacco, other drugs, or sexual phrases

Chains and/or studded/spiked accessories

Accessories that increase a student's risk for accidents

Low cut tops, midriff tops, and spaghetti straps

Clothing that exposes your chest, stomach or undergarments

See-through clothing and clothing that has excessive rips/tears/holes

Oversized clothing, which compromises the safety of students

Baggy pants that hang below the waistline, pajama/lounge pants or clothing that touches the floor

Sandals, shoes with wheels, flip flops, shower shoes, or other slip-on sandals - Shoes must have a back.

Shorts and skirts should be of an appropriate length and all undergarments should be covered.

Failure to comply with Dress Code guidelines is a violation of the code of conduct. Building administrators have the final decision as to the appropriateness of all clothing and related issues.

1st Offense: Warning and change of clothes

2nd Offense: Lunch and Recess Detention

3rd Offense: Afterschool Detention

4th Offense: Saturday School

S1. During times of elevated community spread of communicable diseases (pandemic or epidemic), when instituted by the Superintendent, students shall wear a face mask unless they are unable to do so for a health or developmental reason. Any person may be required to temporarily remove a face mask or covering when instructed to do so for identification or security reasons. Students may be subject to disciplinary action if they fail to comply.

T. Public Display of Affection: Students shall not engage in kissing, embracing or displays not appropriate to the educational environment.

T1. Sexual Acts: Students shall not engage in sexual acts at any time on school property or at school-sponsored events. Consequences for violating this rule are a 10-day out-of-school suspension and recommendation for expulsion.

U. Hazing: Students shall not threaten, act, or participate in or attempt to threaten, act or participate in any act or acts that injures, degrades, disgraces, or tends to injure, degrade, or disgrace any student. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team or organization or any act to continue or reinstate membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. No person shall recklessly participate in the hazing of another. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Any violation of the hazing policy, including athletic violations, may result in multiple days of out-of-school suspension and recommendation for expulsion. This policy applies to all school sponsored activities.

V. Social Media: The use of email messages, text messages, blogs, websites or other electronic communications to make inflammatory or derogatory comments, and/or inappropriate descriptions or pictures regarding another team member, another student, a coach, another school or team, or other staff member is strictly prohibited. For the purposes of this policy, inappropriate comments may include, but are not limited to, inappropriate comments/pictures/descriptions regarding another person's race, ethnic background, culture, religion, gender or sexual orientation. Any violation of our social media policy may result in multiple days of out of school suspension and recommendation for expulsion. This policy applies to all school sponsored activities.

W. Sexting: "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students but can lead to unwanted exposure of the messages and images to others and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the wireless communication device. Consequences for violating this rule may result in multiple days out of school suspension, recommendations for expulsion and local police may be notified. This policy applies to all school sponsored activities.

X. Sexual Harassment: Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior is fully defined in Policy 2266, and includes, but is not limited to the following: 1. Making or threatening reprisals after a negative response to sexual advances. 2. Non-verbal conduct: leering; making sexual gestures; displaying sexually suggestive objects, pictures, cartoons, or posters. 3. Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another person's or one's own body. 4. Verbal abuse of sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations. 5. Physical conduct: touching, assaulting, impeding or blocking movement. Any violation of the sexual harassment policy may result in multiple days of out of school suspension and recommendation for expulsion. This policy applies to all school sponsored activities.

Y. Use of Electronic Devices: The use of all electronic devices will be governed by the district technology acceptable use policy.

Personal Devices:

- 1st Offense: Loss of device/Warning
- 2nd Offense: Lunch and Recess Detention
- 3rd Offense: Afterschool Detention
- 4th Offense: Saturday School

School Devices: *Administration will determine the severity of each infraction and additional consequences may be assigned.

- 1st Offense: Warning/Parent Contacted
- 2nd Offense: Lunch and Recess Detention
- 3rd Offense: Afterschool Detention
- 4th Offense: Saturday School
- 5th Offense: Parent Meeting to develop Tech Plan

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 Services
33800 Inwood Drive 33800 Inwood Drive
Solon, OH 44139 Solon, OH 44139
440-349-6206 440-349-6258
mikeacomb@solonboe.org cariroot@solonboe.org

Anchor Chart for OMS Rules

Rule	What it is...	What it looks like...
Be positive	• Smile • Stay calm • Encourage positive outlook/attitude • Glass is half full vs. half empty • Fixed vs. growth mindset • Kind tone of your voice, being thoughtful with the words we use • Treat yourself, teacher and classmates nicely	• Cleaning up after myself • Helping others • Including others • Encouraging others
Be polite	• Respect oneself and others • Active listening • Wait your turn to talk • Posture: body language shows you're ready to learn • Keep distractions out of your workspace	• Using manners • Communicate with your teacher using a respectful tone • Try not to interrupt • Mindful listening • Email etiquette
Be prompt	• Give yourself enough time to get ready (breakfast, hygiene, etc.) • Be on time for class • Time management • Turning in work on time	• Set an alarm in the morning to make sure you are up and ready • In your seat, ready to learn on time • Materials organized and ready for transition • Following class schedule/game plan
Be prepared	• Be presentable (dressed appropriately, hair done, teeth brushed) • Materials: chromebook charged, backpack ready, homework is complete • All school materials are on hand	• Asking homework questions/doing homework • Listening to the teacher • Practicing your music ahead of time • Instrument is assembled and ready to go
Be productive	• Engage in the lesson • Give your full attention • Do the work that is expected • Take notes/follow along • Stay on task. • Have ownership of your learning • Integrity with work	• Ask questions • Email teacher with questions respectfully • Using the Chromebook appropriately • Reading during IR • Completing assignments
Be persistent	• Do not give up, keep trying • Learn from mistakes • Act on feedback • Strive to grow • Stick to the task at hand • Email teacher with questions	• Give examples of finding another way. I don't have it "yet." I didn't get it this time, but I can try again. • Being engaged with the work you are assigned at that moment • Ask a friend or classmate for clarification

Chromebook Daily Loaner Policy

(Chromebook is either not charged or not present at school)

First and Second Loaner – Warning

Third Loaner - Contact Home

Fourth Loaner – Lunch and Recess Detention

Fifth Loaner – After School Detention

Quarter One			
	Date	Staff	Reason
1			
2			
3			
4			
5			

Quarter Two			
	Date	Staff	Reason
1			
2			
3			
4			
5			

Quarter Three			
	Date	Staff	Reason
1			
2			
3			
4			
5			

Quarter Four			
	Date	Staff	Reason
1			
2			
3			
4			
5			

Parent/Teacher Communication Log Quarter 1

BEHAVIOR SECTION					HOMEWORK SECTION				
At 3 Behavior signatures, parent contact to help address the problem. At 6 Behavior signatures, parent contact and student will not attend the End of the Quarter Party. At 9 Behavior signatures, parent contact and student will serve an After School Detention.					At 3 missing assignments, parents will be contacted to help address the problem. At 6 missing assignments, students will not attend the End of the Quarter Party. After 6 missing assignments, students will serve a lunch/recess detention for each additional incomplete assignment. At 9 missing assignments, students will serve an After School Detention.				
Behavior Infractions					Missing/Late Assignments				
Date	#	Subject	Comment	Behavior Categories	Date	TI	Subject	Assignment	Completed late?
				#1 = Not following directions #2 = Excessive talking #3 = Disruption of learning #4 = Unkind behavior #5 - Missing materials #6 = Other Please note: More severe behaviors or repetitive behaviors may result in an automatic signature or an office referral.					☐ TI
									☐ TI
									☐ TI
Parent contacted TI: _____ Date: _____					Parent contacted TI: _____ Date: _____				
									☐ TI
									☐ TI
									☐ TI
Parent contacted and Loss of Quarterly Reward Party TI: _____ Date: _____					Parent contacted and Loss of Quarterly Reward Party TI: _____ Date: _____				
									☐ TI
									☐ TI
								☐ TI	
Parent contacted and After School Detention TI: _____ Date: _____				Parent contacted and After School Detention TI: _____ Date: _____					

Parent Signature and Date

Date:	PS:	Date:	PS:	Date:	PS:	Date:	PS:
Date:	PS:	Date:	PS:	Date:	PS:	Date:	PS:
Date:	PS:	Date:	PS:	Date:	PS:	Date:	PS:

Parent/Teacher Communication Log Quarter 2

BEHAVIOR SECTION					HOMEWORK SECTION				
At 3 Behavior signatures, parent contact to help address the problem. At 6 Behavior signatures, parent contact and student will not attend the End of the Quarter Party. At 9 Behavior signatures, parent contact and student will serve an After School Detention.					At 3 missing assignments, parents will be contacted to help address the problem. At 6 missing assignments, students will not attend the End of the Quarter Party. After 6 missing assignments, students will serve a lunch/recess detention for each additional incomplete assignment. At 9 missing assignments, students will serve an After School Detention.				
Behavior Infractions					Missing/Late Assignments				
Date	#	Subject	Comment	Behavior Categories	Date	TI	Subject	Assignment	Completed late?
				#1 = Not following directions #2 = Excessive talking #3 = Disruption of learning #4 = Unkind behavior #5 - Missing materials #6 = Other Please note: More severe behaviors or repetitive behaviors may result in an automatic signature or an office referral.					☐ TI
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Parent contacted TI: _____ Date: _____					Parent contacted TI: _____ Date: _____				
									☐ TI
									☐ TI
									☐ TI
Parent contacted and Loss of Quarterly Reward Party TI: _____ Date: _____					Parent contacted and Loss of Quarterly Reward Party TI: _____ Date: _____				
									☐ TI
									☐ TI
								☐ TI	
Parent contacted and After School Detention TI: _____ Date: _____				Parent contacted and After School Detention TI: _____ Date: _____					

Parent Signature and Date

Date:	PS:	Date:	PS:	Date:	PS:	Date:	PS:
Date:	PS:	Date:	PS:	Date:	PS:	Date:	PS:
Date:	PS:	Date:	PS:	Date:	PS:	Date:	PS:

Parent/Teacher Communication Log Quarter 3

BEHAVIOR SECTION					HOMEWORK SECTION				
At 3 Behavior signatures, parent contact to help address the problem. At 6 Behavior signatures, parent contact and student will not attend the End of the Quarter Party. At 9 Behavior signatures, parent contact and student will serve an After School Detention.					At 3 missing assignments, parents will be contacted to help address the problem. At 6 missing assignments, students will not attend the End of the Quarter Party. After 6 missing assignments, students will serve a lunch/recess detention for each additional incomplete assignment. At 9 missing assignments, students will serve an After School Detention.				
Behavior Infractions					Missing/Late Assignments				
Date	#	Subject	Comment	Behavior Categories	Date	TI	Subject	Assignment	Completed late?
				#1 = Not following directions #2 = Excessive talking #3 = Disruption of learning #4 = Unkind behavior #5 - Missing materials #6 = Other Please note: More severe behaviors or repetitive behaviors may result in an automatic signature or an office referral.					☐ TI
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Parent contacted TI: _____ Date: _____					Parent contacted TI: _____ Date: _____				
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Parent contacted and Loss of Quarterly Reward Party TI: _____ Date: _____					Parent contacted and Loss of Quarterly Reward Party TI: _____ Date: _____				
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								☐ TI	
Parent contacted and After School Detention TI: _____ Date: _____				Parent contacted and After School Detention TI: _____ Date: _____					

Parent Signature and Date

Date:	PS:	Date:	PS:	Date:	PS:	Date:	PS:
Date:	PS:	Date:	PS:	Date:	PS:	Date:	PS:
Date:	PS:	Date:	PS:	Date:	PS:	Date:	PS:

Parent/Teacher Communication Log Quarter 4

BEHAVIOR SECTION					HOMEWORK SECTION				
At 3 Behavior signatures, parent contact to help address the problem. At 6 Behavior signatures, parent contact and student will not attend the End of the Quarter Party. At 9 Behavior signatures, parent contact and student will serve an After School Detention.					At 3 missing assignments, parents will be contacted to help address the problem. At 6 missing assignments, students will not attend the End of the Quarter Party. After 6 missing assignments, students will serve a lunch/recess detention for each additional incomplete assignment. At 9 missing assignments, students will serve an After School Detention.				
Behavior Infractions					Missing/Late Assignments				
Date	#	Subject	Comment	Behavior Categories	Date	TI	Subject	Assignment	Completed late?
				#1 = Not following directions #2 = Excessive talking #3 = Disruption of learning #4 = Unkind behavior #5 - Missing materials #6 = Other Please note: More severe behaviors or repetitive behaviors may result in an automatic signature or an office referral.					☐ TI
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Parent contacted TI: _____ Date: _____					Parent contacted TI: _____ Date: _____				
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Parent contacted and Loss of Quarterly Reward Party TI: _____ Date: _____					Parent contacted and Loss of Quarterly Reward Party TI: _____ Date: _____				
									☐ TI
									☐ TI
								☐ TI	
Parent contacted and After School Detention TI: _____ Date: _____				Parent contacted and After School Detention TI: _____ Date: _____					

Parent Signature and Date

Date:	PS:	Date:	PS:	Date:	PS:	Date:	PS:
Date:	PS:	Date:	PS:	Date:	PS:	Date:	PS:
Date:	PS:	Date:	PS:	Date:	PS:	Date:	PS:

Orchard Middle School Engagement Continuum

Checked OUT			Checked IN		
Disruptive	Avoiding	Withdrawing	Participating	Investing	Driving
Distracting Others Disrupting the Learning Environment Getting attention of others in negative ways Causing problems that pull other's attention Destruction of materials Persistent talking about something other than the topic of the lesson Speaking or yelling unkind words	Looking for ways to avoid work (pencil sharpening, tissue, waste basket) Off-task behavior Closing up binder or book before class ends Using various excuses to leave the classroom Returning to class late from a break Coming to class late from another class or transition Playing games on Chromebook that are not assigned by teacher	Being distracted Physically separated from group Daydreaming Drawing (as the only focus) Sleeping or head down in class Pretending like you are participating when the teacher is close Focusing on a task other than the one that is assigned	Doing work Paying attention Responding to questions Observing teacher doing work Following teacher's instructions Complying with a new rule	Asking questions to try to better understand Valuing the learning Recognizing that there are things worth learning Collaborating with peers Talking about your learning with others Thinking along with the teachers	Setting goals for yourself based on what the class is learning Seeking feedback from others Self-assessing and monitoring progress Teaching others Being inspired to learn more about a topic or pursue an interest