

Roxbury Elementary School



Family Handbook

2025 - 2026

Roxbury Elementary School

6795 Solon Blvd.
Solon, Ohio 44139-4198
(440) 349-6220
Voice Mail: (440) 349-7757

Web Site: <http://www.solonschools.org>

Mrs. Mariann Moeschberger
Principal

School Hours: 8 a.m. - 2:30 p.m.
AM Kindergarten: 8 a.m. - 10:45 a.m.
Office Hours: 7:30 a.m. - 3:30 p.m.

Updated 9/18/24

TABLE OF CONTENTS

2025- 2026 Calendar	5
Letter from the Principal	6
Foreword	6
District Mission	6
School Day	7
SECTION I - GENERAL INFORMATION	
Birthdays	7
Change of Address/Phone/Email	7
Conferences	7
Control of Blood-Borne Pathogens	8
Dismissal	8
Early Dismissal	8
Student Drop Off/Pick Up	8
Buses	9
Walkers and Bike Riders	9,10
Electronic Device	10
Emergency Closing and Delays	10
Emergency Contact Information	10
Emergency Medical Authorization	10
Health Guidelines	11
Screening	11
Immunizations	11
Injury and Illness	12
Lost and Found	12
Lunch Information	12
Lunch - Borrows	12
Dietary Restrictions	13
Free & Reduced Lunch Application	13,14
Cafeteria Expectations	14
Medical Policy	14,15
Moving / Withdrawal	16
Parent Pick up and Drop off	16
PTA	16
Recess & Recess - Playground Rules	16
Returned Check Fee	17
Safety and Security	17
Safety Drills	17
Scheduling and Assignment	17
Student Fees and Fines	18
Student Records	18,19
Student Responsibilities	19

Student Attendance At School Events	20
Student Valuables	20
Students with Disabilities	20
Visitors and Volunteers	20

SECTION II - ACADEMICS

Field Trips	21
Grades	21
Homework	21
Promotion, Acceleration, and Retention	22
Statewide Testing	22
Technology Acceptable Use Policy	22

SECTION III - STUDENT CONDUCT AND EXPECTATIONS

Attendance Policy	22
Notification Of Absences	22
Suspension from School	23
Tardiness	23
Excused Absences	23
Make - up of Tests and Other Schoolwork	23
Excessive Absence	23
Truancy	24
Vacations and Planned Absence	24
Bullying, Harassment, and Intimidation	24
Nondiscrimination on the Basis of Sex in District Programs or Activities	25
Reports of Complaints of Harassing Conduct	25
Investigation and Complaint Procedure	25
Solon City Schools Title IX Coordinators	25
Code of Conduct	26
Expected Behaviors	26
Care of Property	26,27
Dress Code	27
Discipline	27
Formal Discipline	27,28
Informal Discipline	28
Due Process Rights	28

SECTION IV - TRANSPORTATION

Bus Conduct	28,29
During the Trip	28
Exiting the School Vehicle	29
Penalties for Infractions	29,30

Transportation of Students by Private Vehicle	30
Videotapes on School Buses	30

Solon City Schools

2025-2026

Academic Year Calendar



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

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

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

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

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

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

February 26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

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

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

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

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

Student Days						
(K-8): 176 (9-12): 177						
Quarter 1: 40						
Quarter 2(K-8):40 (9-12): 41						
Quarter 3: 50						
Quarter 4: 46						

Teacher Days						
Teacher Days:185						
Quarter 1: 42						
Quarter 2: 42						
Quarter 3: 53						
Quarter 4: 48						

	No School Holiday
	No School Prof. Day
	Sem. / Qtr. End
	Start of School

Events

Aug 20	First day of classes 1-12
Aug 22	First day of Kindergarten
Aug 25	First day of preschool
Sep 1	Labor Day No School
Sep 23	Rosh Hashana No School
Oct 2	Yom Kippur No School
Oct 17	End of 1st Quarter
Oct 20	Diwali (Tch. Prof. Day)
Nov 7	Conferences No School K-8
Nov 26-28	Thanksgiving Break
Dec 19	End of 2nd Quarter
Dec 22 - Jan 2	Winter Break
Jan 5	Teacher Prof. Day
Jan 19	Dr. Martin Luther King Jr. Day
Feb 16	Presidents Day
Feb 17	Lunar New Year (Tch. Prof Day)
Mar 19	End of 3rd Quarter
Mar 20	Eid al-Fitr (Tch. Prof. Day)
Mar 23-27	Spring Break
Apr 3	Good Friday
May 25	Memorial Day
May 27	Eid al-Adha (Tch. Prof Day)
Jun 4	End of 4th Qtr. / Last Day
Jun 5	Teacher Prof. Day

Board Approved 11/4/24

LETTER FROM THE PRINCIPAL

Welcome to Roxbury Elementary School!

Welcome to a new school year at Roxbury Elementary School! We are excited to have you as part of our vibrant and caring community. Our dedicated staff is committed to making this a joyful, meaningful, and successful year for every student.

To help maintain a safe, respectful, and productive learning environment, the Board of Education publishes an updated *Family Handbook* each year. This guide outlines students' rights and responsibilities, ensuring everyone understands how to work together in support of a positive school culture.

We encourage you to take a few moments to review the handbook with your child. This is a great opportunity to spark conversation, build shared understanding, and reinforce the values we uphold as a school community.

Thank you for taking the time to stay informed and engaged. Should you have any questions or need assistance, please don't hesitate to reach out to me directly. We're here to support you every step of the way.

Warm regards,

Mariann Moeschberger, Principal
440-349-6223
mariannmoeschberger@solonboe.org

FOREWORD

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

DISTRICT MISSION

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

SCHOOL DAY

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

SECTION I - GENERAL INFORMATION

BIRTHDAYS

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

Student birthdays may be celebrated in these ways:

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

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

CHANGE OF ADDRESS/PHONE/EMAIL

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

CONFERENCES

1. The school district schedules conference days each year for grades K-4. Teachers will notify parents/guardians of the date and conference time. To make the most of the meeting, both parents should attend, if possible.
2. A conference may be held with a teacher or the principal at any time by calling the office for an appointment. If you want to give your input into your child's program or you have some other concern, please remember no concern of yours is too small.

CONTROL OF BLOOD-BORNE PATHOGENS

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

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

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

****(Arrival and Dismissal procedures will be revised upon construction completion.)***

DISMISSAL

PLEASE DO NOT SEND A NOTE IN ADVANCE - SEND IT THE DAY IT IS NEEDED. You can email a dismissal change to roxattendance@solonboe.org with the child's name, teacher and dismissal change. All parents will receive 2 duplicate numbered car tags that need to be displayed when picking up your student from the parent pick up line. We suggest you leave one in your car's glove box.

Early Dismissal

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request, sending an email to roxattendance@solonboe.org, or calling the school office to request the release. Early dismissal counts toward a student's attendance record.

Student Drop Off/Pick Up

Parents picking their children up during the school day should report to the office to sign their child out and show identification. If the change occurs during the school day, please call the office prior to 10 a.m. for half-day students or 1:45 p.m. for full day.

Parents are encouraged to use the bus transportation and not drive their child to school. This will help your child become independent and responsible and will help reduce the congestion and potentially dangerous situation created by too many cars. Leaving cars unattended on our front oval driveway during arrival (7:30-8:00) and dismissal (2:15-2:30) times is prohibited. The

North Parking Lot entrance is not a student drop-off area. Only a single file lane of cars is permitted in front of the school.

There is a car line for drop off/pick up. All drivers should remain in their cars. Please follow the important information below:

Parents will enter the new drive/parking lot from Solon Blvd. at the south entrance. Left hand turns from Solon Blvd. into the parking lot are considered to be prohibited and should be avoided. Cars will queue all the way to the back of the new parking lot to the front of the school. Students will exit vehicles on the passenger side of the vehicle only in the drop off zone located in front of the main doors facing Solon Blvd. and enter the school at door #1, the main entrance. Vehicles will then exit Roxbury via the north entrance where only right hand turns from the property will be permitted.

- Each family will be issued two Roxbury tags to hang on the rearview mirror for the car rider process. Drivers without a current, original, school-issued carpool tag will need to present PHOTO ID to receive their child(ren). If you are in need of more car tags, you can contact the main office.

Note: Doors close and lock promptly at 8:00 a.m. Students must sign in at the main office after 8:00 a.m.

- Afternoon parent pick up will be from 2:30-2:40 p.m. Any students who are not picked up during this time will be taken to the front office until a parent or guardian can be reached.

- Any changes in transportation must be made by the child's parent/legal guardian by contacting the main office. For the safety and security of each child, we ask that parents provide authorization to the school, either by note, phone call, or email of any changes with at least 24 hours notice.

Buses

Students will exit buses in the morning and board buses in the afternoon at Orchard. Staff will supervise the bus area and pathway to door # 8 at Roxbury.

Students will not be permitted to go to alternate locations other than the usual destination.

Walkers and Bike Riders

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

Students in grades K-4 should be accompanied and supervised by a parent or responsible adult at all times.

- Students who ride bikes to school join the walker pickup line at the end of the day. This is located on the north side of building Door #2. Parents do not come to this door.
- A staff member will verify the student list.
- Staff members will walk students to the Roxbury school sign/ crosswalk area to meet the waiting adults.
- Students who must cross Solon Boulevard are taken to the crosswalk at Orchard and Solon Boulevard. This is the only crosswalk that has a crossing guard. Students who cross the street in any other area, or in an unsafe way, will have their bike-riding permissions revoked.

ELECTRONIC DEVICES

Students may only use personal electronic devices outside of school hours. Use of personal electronic devices is prohibited and must be powered completely off (i.e. not just placed into vibrate or silent mode). Students are personally and solely responsible for the care and security of their personal devices. The Board assumes no responsibility for theft, loss, damage or vandalism to personal devices brought onto its property, or the unauthorized use of such devices. Parents/ guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students will use school phones to talk with parents/guardians during the school day. For more information, see Board Policy 5136: Personal Communication Devices.

EMERGENCY CLOSING AND DELAYS

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

EMERGENCY CONTACT INFORMATION

The school uses an online system called PowerSchool Enrollment to update important student emergency contact information and parent notifications. 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 to whom students would be released for rides home or in case of illness or an emergency situation. All information must be entered through PowerSchool Enrollment. If you have difficulty, please contact the main office so we can be sure your child's information is up to date.

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, and co-curricular

activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year. This form must be completed by the first day of school.

HEALTH GUIDELINES

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

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

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

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

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

Pink eye - A child must be treated with appropriate eye drops

24 hours before returning to school.

Vomiting/diarrhea – A child may return to school 24 hours after last episode.

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

Screening

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

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

Immunizations

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

Injury and Illness

Injuries should be reported to staff. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the clinic will follow the school's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day will be sent to the clinic. The clinic will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. Be sure to keep the school notified of ANY changes to telephone numbers (home and work), addresses, places of work, doctors' names, and emergency contacts.

LOST AND FOUND

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

LUNCH INFORMATION

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

School Lunch Accounts

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

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

Lunch Borrows

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

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

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

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

Dietary Restrictions

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

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

Free & Reduced Lunch Applications

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

Students who qualify for free or reduced lunches also qualify for free or reduced school fees. This includes a complete waiver of fees for students who qualify for free lunches. A new application must be approved for the 2025-2026 school year to receive the waiver for free or reduced school fees.

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

There are two methods for qualification:

1. Direct Certification

If you received a letter stating that your student is **ELIGIBLE FOR DIRECT CERTIFICATION**, **YOU DO NOT** need to fill out an application for free or reduced lunches. Your student is automatically eligible for free lunches and the fee waiver.

•All children living in the household with a student who qualifies under Direct Certification are also eligible for free lunches and fee waivers. Please contact Lynne Hutchison, Director of Food & Nutrition Services, at (440) 349-7703, if there are additions in the household that were not listed in the letter.

2.Online Free & Reduced Lunch Application

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

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

LUNCH – CAFETERIA EXPECTATIONS

Monitors and aides are the adults supervising during lunch time. Students are expected to:

1. Talk quietly using indoor voices.
2. Use good table manners.
3. Leave the table and floor area clean.
4. Ask permission to leave their seat.
5. Walk to line up quietly.

Students are expected to follow the Code of Conduct.

MEDICATION POLICY

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

Medication Procedures

1.Written permission from the parent/guardian of the student requesting that the school district comply with the physician's order must accompany the medication. A form is available upon request.

2. A statement signed by the physician that prescribes the medication for the student must accompany the medication. A form is available upon request. The statement must include the following:

A. student's name and address;

B. name of the medication/drug and dosage to be administered and/or procedure required to be followed;

C. the time or intervals at which each dosage of the medication/drug is to be administered;

D. any severe adverse reactions that should be reported to the physician and one or more telephone numbers at which the prescriber can be reached in an emergency; a signed parental release that allows direct contact with the prescriber in such emergency reaction situations will not supersede nor abrogate the "Emergency Medical Form";

E. special instructions for administration of the medication/drug, including sterile conditions and storage;

F. the date administration of the prescribed medication/drug is to begin;

G. the date administration of the prescribed medication/drug is to cease;

H. authorization for school personnel to administer the prescribed medication;

I. agreement/satisfactory arrangement to deliver the medication/drug to/from school (i.e., the medication/drug must be received by the person authorized to administer it to the student for whom it is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist);

J. agreement to re-submit Form 5330 F1, Prescriber and Parent Request for the Administration of Medication at School, if the medication, dosage, schedule, procedure or any other information contained on the licensed prescriber's statement is changed or eliminated; the prescriber's name, address, and telephone number.

3. Medication must be received in the original prescription container in which it was dispensed with the student's name, medication, dosage and prescribing physician name. It is recommended that only the amount of medication that will be dispensed in school be sent to school. Parents are encouraged to bring the medication and forms to school.

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

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

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

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

MOVING/WITHDRAWAL

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

PARENT PICK UP AND DROP OFF

Drivers form a line with the cars around the new drive loop and come to the front of the building. Students walk all along the sidewalk and enter Door # 1. Morning drop off occurs from 7:45-8:00. It is helpful if your child can sit on the passenger side of the car for an easy exit. Adults should not exit the car. A car line will form similarly for dismissal at 2:30 pm. Cars will be identified by using a hanging tag on the rear-view mirror. This tag will have an ID number that will also match a number assigned to your child(ren). Drivers without a current, original, school-issued carpool tag for the current school year will need to present a PHOTO ID in order to receive their child(ren). Any changes in transportation must be made by the child's parent/legal guardian by contacting the main office. Please do not exit the vehicle during drop off or pick up.

PTA

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

RECESS

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

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

RECESS - PLAYGROUND RULES

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

Students must follow the Code of Conduct.

RETURNED CHECK FEE

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

SAFETY AND SECURITY

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

SAFETY DRILLS

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

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

SCHEDULING AND ASSIGNMENT

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

STUDENT RECORDS

The School District maintains student records, including contact in accordance with Board Policy 8330.

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

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

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

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student." The District will provide notice to parent(s)/guardian(s) and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the following rights held by parents and eligible students under law and this policy:

- 1.The right to inspect and review the student's education records.
- 2.The intent of the District to limit the disclosure of information contained in the student's education records except;
 - A.by prior written consent;
 - B.as directory information and
 - C.under other limited circumstances, as enumerated under administrative regulations.
- 3.The right, in accordance with administrative regulations, to seek to correct parts of the student's education record, including the right to a hearing if the District decides not to alter the record according to the parent or eligible student's request.
- 4.The right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Federal Educational Rights and Privacy Act (FERPA).

5.The procedure which the parent/guardian or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for copies.

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

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

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

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

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

STUDENT RESPONSIBILITIES

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

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

STUDENT VALUABLES

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

STUDENTS WITH DISABILITIES

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

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

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

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

VISITORS and VOLUNTEERS

Visitors and volunteers are welcome at our school.

We want to be sure we are maintaining the safest possible environment for our students. Prior to entering the school, all visitors must present a photo ID and sign in with the security aide at the school Welcome Center, Door # 1, at the front entrance to obtain a visitor badge prior to entering the school. Driver's license, state ID or passport are all acceptable forms of photo ID.

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

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

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

SECTION II – ACADEMICS

FIELD TRIPS

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

GRADES

Reporting to parents is done through a formal report card, which is issued four times a year. Report cards are posted electronically at the end of each nine-week grading period and can be accessed through PowerSchool.

In addition, scheduled dates for parent-teacher conferences are held during the year. These dates are noted on the school calendar.

HOMEWORK

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

PROMOTION, ACCELERATION, AND RETENTION

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

STATEWIDE TESTING

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

TECHNOLOGY ACCEPTABLE USE POLICY

The Solon Schools require student and parent signatures on a District Acceptable Technology Use Policy. School will monitor student technology only during school hours. Refer to district policy 7540.03 for additional information.

SECTION III – CONDUCT AND EXPECTATIONS

ATTENDANCE

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

Notification of Absence

If a student will be absent, a family member must call the school at 349-6220 to report the absence and reason. State law requires that schools verify the whereabouts of your child each day. If the absence is not called into the office, school personnel will attempt to contact parents at home or work. If a parent cannot be reached, the child's emergency contacts will be called. If the emergency contacts cannot be reached, then the Solon Police will be dispatched to visit the home and check on the well-being of the family. A message can be left with the office 24 hours a day at roxattendance@solonboe.org. Your help in this matter is appreciated.

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

Suspension from School

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

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

Tardiness

A student who is not in his/her assigned location by 8 a.m. shall be considered tardy. Any student arriving late to school is to report to the school office before going to class.

Excused Absences

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

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

Make-up of Tests and Other Schoolwork

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

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

Excessive Absence

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

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

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

Truancy

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

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

-Absent 72 or more hours in one year without a legitimate excuse.

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

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

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

Vacations / Planned Absences During the School Year

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 (roxburyattendance@solonboe.org) including the dates requested. These absences will count toward the excessive absence total for the student. The family will receive a Planned Absence: Notice of Truancy Risk form to be signed and returned to the main office. Please also refer to the section titled "Statewide testing" for other information regarding planned absence.

BULLYING, ANTI-HARASSMENT, AND OTHER FORMS OF AGGRESSIVE BEHAVIORS

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated.

Please refer to Board Policy 5517 and 5517.01 for entire contents.

NONDISCRIMINATION ON THE BASIS OF SEX IN DISTRICT PROGRAMS OR ACTIVITIES

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

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

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

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

Reports and Complaints of Harassing Conduct

The Board is committed to promptly and equitably resolving student and employee complaints alleging Sexual Harassment. Members of the School District community, (students and Board employees, as well as, Board members, agents, volunteers, contractors, and all other third parties) are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct promptly. Any administrator, supervisor, or other District official who receives such a complaint shall promptly notify a District Title IX Coordinator. Complaints can be received in person, by mail, by telephone or by electronic mail.

Investigation and Complaint Procedure

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

Solon City Schools Title IX Coordinators

Timothy Rosebaum
Director of Business/Personnel
33800 Inwood Drive
Solon, OH 44139
440-349-6206
timothyrosenbaum@solonboe.org

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

CODE OF CONDUCT

A major component of the educational program at Roxbury Elementary is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student

and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

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

Expected Behaviors

There are many qualities that contribute to "leadership" and "character." Below are those that form a strong foundation for students in grades K-4.

Be Kind

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

Be Safe

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

Work Hard

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

Care of School Property

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

Dress Code

- 1.All students are expected to dress for prevailing weather conditions. Care should be given to dressing for daily outdoor recess. (Boots, mittens, and hats are a necessity in cold, wet weather.)

2. Any attire which attracts undue attention to the wearer, thus causing a disturbance and/or interfering with the orderly operation of schools, is not acceptable.
3. Shorts may be worn to school when the weather warrants them. (70° or above is a good rule of thumb.)
4. No short shorts, halter tops, midriff tops, etc., will be permitted. Parents will be called to bring suitable attire if necessary.
5. Flip-flops and loose sandals are dangerous on the playground.
6. Students will participate in the gym class only if they wear athletic shoes.

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

DISCIPLINE

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

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

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

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

Formal Discipline

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

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

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

aspects of the student's expulsion. Suspension, expulsion and permanent exclusion may be appealed.

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

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

Informal Discipline

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

- 1.Warning
- 2.Apology
- 3.Mediation/conference
- 4.Writing assignments / Think Sheet
- 5.Change of seating or location
- 6.Lunch / Recess detention
- 7.Loss of privilege

DUE PROCESS RIGHTS

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

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

SECTION IV – TRANSPORTATION

Bus Conduct

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

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

Students must comply with the following basic rules.

Each student shall:

- Use classroom behavior while on district transportation

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

During the Trip

Each student shall:

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

Exiting the School Vehicle

Each student shall:

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

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

Penalties for Infractions

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

Transportation of Students by Private Vehicle

When transportation by district vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to

ride in a private vehicle unless verbal/written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle.

Videotapes on School Buses

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

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

BOARD OF EDUCATION

Stephanie Abramowitz

Michele Barksdale

Julie Glavin, President

John Heckman

Kevin Patton

Tim Pickana, Treasurer

ADMINISTRATION

Fred E. Bolden, II, Superintendent

Deborah V. Siegel, Assistant Superintendent

ROXBURY ELEMENTARY SCHOOL

Mariann Moeschberger, Principal