

Solon Middle School



Parent / Student Handbook 2018-19

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Solon Middle School Vision:

The Solon Middle School Team provides a safe and positive infrastructure that will support and enrich our student's lives through a challenging curriculum that meets the unique transitional needs of middle level children.

General School Policy

Not all rules/regulations are stated in this handbook. Please keep in mind that individual teachers have their own additional policies, procedures and expectations. If you have a question or concern about a certain policy, please contact the classroom teacher or the building principal for additional information or clarification.

Attendance

Attendance Procedures

Regular attendance and promptness is essential for academic success. The responsibility of student attendance is a cooperative effort among the student, family and the school. If a student is to be absent for all, or part, of the day, the parents or guardian must call the “report a student absent” extension at the middle school before 8:00 a.m. Voicemail operates twenty-four hours a day to take your call. Parents requesting homework should do so when calling in the absence.

The classroom teacher is responsible for reporting and recording student attendance and tardiness. Parents may track this data through PowerSchool.

Attendance Regulations

The school principal will consider the following factors when determining if a student is excused.

Examples of excused absences:

- Medical documented Illness (From Doctor, School Nurse, etc.)
- Medical documented appointments (Physician, Dentist, etc.)
- Funeral
- Court documented appointments (Juvenile Court, DHS, etc.)
- School Sponsored Activities
- Religious Holiday
- College Visit (High School)
- Approval of building principal

School districts define what are excused absences. The determination of whether an absence is excused is made by the school principal (or designee), not by the parent.

Any day(s) beyond six, without a documented excuse for the absence, is considered truant. Steps will begin towards mediation for excessive absenteeism.

Steps in the Attendance Process:

Step 1: 6th unexcused day= Letter from school notifying parent/guardian that student has accumulated 6 unexcused absences.

Step 2: 9th unexcused day= Meeting with school officials.

Step 3: 12th unexcused day= Mandatory Administrative Attendance Hearing. Parent or Guardian will be served notice and a copy of the meeting request will be sent to the Johnson County Attorney’s Office.

Step 4: Continued unexcused absences= Referral for legal action

Absent / Tardy

An absence will be recorded when a student is more than 10 minutes tardy for a class. Students are allowed two warnings per quarter before consequences are inflicted for tardiness.

Attendance and Co-Curricular Participation

Students who wish to participate in or attend school sponsored activities **must attend school the entire day which precedes the activity**, unless permission has been given by the principal for the student to be absent. Medical and dental appointments are excluded from this expectation when appropriate documentation is provided.

Activity Tickets

Activity tickets are used for home games at Solon Middle School and Solon High School, but are not accepted at special tournaments of any type. Students must have tickets with them in order to be admitted to an event. Student activity tickets can be purchased at the high school office. In addition, adult punch passes and family passes are also available.

Alcohol and Other Drug Use/Abuse

The use, possession, distribution or giving the impression of possession or distribution of alcohol, vaping pens, cigarettes, e-cigarettes, illegal drugs including marijuana, drug look-a-likes, and/or prescription drugs void of a prescription, including steroids, and apparatus used for the administration of controlled substances by students is prohibited. Such action is detrimental to the health and welfare of the student body and to the welfare and safety of the community. Such use, possession, or distribution will not be tolerated on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well being of young people.

Any student or students found selling or distributing a controlled substance will be immediately referred to the office. A meeting with the parents and all involved individuals will be set up as soon as possible. Penalty for the above offense will be a recommendation that the student or students receive counseling and suspension.

Athletics / Co-Curricular

It is to be a privilege and an honor to participate in co-curricular activities as a representative of Solon Middle School and the Solon Community School District. Co-curricular participants serve as a model of positive attitude and behavior. The district and its student body are often evaluated on the character and conduct of its co-curricular participants.

Seventh and eighth grade students may participate in a variety of co-curricular activities. Questions related to activities should be directed to Activities Director Casey Hack in the high school office, 624-3401 x1104 or e-mail chack@solon.k12.ia.us. All students participating must comply with code of conduct expectations as outlined in the HS handbook.

Academic and Attendance Requirements:

1. A student must be passing all subjects to be eligible for co-curricular activities. Those who fail to meet this requirement at any of the weekly checkpoints will be ineligible until the next checkpoint.
2. A student must be in attendance the entire school day, excluding field trips and excused appointments, to be eligible for co-curricular activities on that day.
3. Students are responsible for all assignments and tests given during an absence for a scheduled event, and may be required to have all work done upon return.
4. Any exception to the above expectations must be cleared through the building principal, and likely involve a review of student progress through the collaboration of student, staff and parents.

Book Orders

Periodically, teachers provide students with book orders forms. Students are under no obligation to purchase. If an order is made, please make the check payable directly to the company.

Bullying

Bullying, and any other form of intimidating behaviors, will not be tolerated at Solon Middle School. School administration and counselors work together, along with classroom teachers, to educate students about the dangers of such behaviors and developing a positive school culture. Incidents of bullying will be treated as harassment and subject to the same processes and consequences.

The Solon Community School District defines bullying as intentionally aggressive behavior, repeated over time that creates an imbalance of power. This type of behavior can include but is not limited to the following: targeted acts or threats or intent to hurt someone with no regret or remorse for the intended victim. This behavior is not tolerated and will be fully investigated. For reporting and investigation procedures, refer to board policy 104.

Bus

Students should understand that loud talking, fighting, throwing objects, profane language, damaging public property, disobeying the driver's instructions, and refusing to remain seated are violation of proper conduct on the bus. Students will be issued written warnings for these violations. Parents will be called and/or receive a written notice in the mail. Three written warning notices will result in the loss of transportation privileges for a time to be determined by the Transportation Director. Please see the district website (<http://www.solon.k12.ia.us/district/services/transportation>) for specific rules and expectations.

All students are to ride the bus to which they are assigned. If it is necessary for a student to ride another bus, parental permission can be granted via a phone call, e-mail or written note to office personnel. This note should be taken to the office by 2:00 p.m. and a bus pass will be issued.

Students are required to ride the bus to all away co-curricular activities. Students must ride the bus home unless a release has been signed with the coach/bus driver, or signed permission has been granted through the office prior to departure.

All above policies are in effect for all school transportation including daily bus routes, field trips and co-curricular events.

Lunch Accounts

Solon Middle School serves a complete breakfast menu before school. Breakfast is available to **ALL** students from 7:45AM-8:10AM.

In addition limited a la carte items are available through the main serving line after all students have gone through the regular lunch line. A la carte items are full price for all students. Parents can log into their family's lunch account and block or place limits on their children's purchases: School Dining System (SDS) parent website: <http://solon.is-usa.com/> Your Family ID and SDS password are in the low-balance e-mails you receive and can also be obtained from the Nutrition Office, 624-3401, ext. 1120.

Nutrition Program - Charge Policy:

- Low balance reminders are sent to parents in an automatically generated e-mail from the School Dining System (SDS) every day after the lunch account drops below \$35.00 per student in the family's account.
- If a family has a negative balance, students will not be allowed to use their lunch account to purchase extras, seconds, or a la carte items. They can, however, pay for the items with cash.
- Lunch account payments should be made directly to the kitchen staff or through RevTrak. There is a link on the District's website. You will need both your SDS Family ID and Password and separate Revtrak login information.

Other:

- Students are not allowed to leave campus to eat for any reason, nor is it appropriate to bring items other than a typical individual lunch. Pop, energy drinks, and other similar beverages, are not permitted anywhere at Solon Middle School during the school day. Colored drinks of any kind are not permitted on carpeted areas.
- Students are expected to clean up after themselves, which includes cleaning up anything they drop onto the floor or table. All food and beverage must be consumed in the commons area.
- All food allergy or special diet needs should be given to the School Nurse before contacting the Food Service Personnel.
- Parents are welcome and encouraged to eat lunch or breakfast with their children, but they cannot use their lunch account to pay for their adult meals. Please bring cash to pay for any adult school meals you'd like to purchase. Thank you!

Student lunch prices:

- Daily: \$2.60
- Adult lunch: \$3.65
- Extra or Single Milk: \$0.50
- Breakfast: \$ 1.70
- Adult breakfast: \$2.00

Community/Family Night

Wednesday night is designated as community/family night. The school cooperates with local churches by not scheduling school functions, practices, or athletic contests after 6PM on Wednesday nights during the school year. This provides an excellent evening for parents and children to plan activities together or engage in church functions or activities. The only exception to this rule is when an agency other than the local school schedules tournaments or meetings.

Conferences / Progress Reports

Communicating student progress is essential in developing a strong home and school relationship that supports student growth. Throughout the year, teachers communicate with parents through letters, notes, phone calls, e-mail, PowerSchool and conferences. These regular contacts help teachers and parents work together to benefit the student. Conferences will focus on sharing the student's strengths and areas for growth, while setting goals for the remainder of the school year.

Conferences are scheduled through an on-line scheduling program. Please make every effort to make arrangements to attend your conferences on the days established on the school calendar, but please feel free to contact teachers as needs arise.

Solon Middle School operates on a quarterly grading system. Parents and students may access PowerSchool at any time to monitor grades and attendance.

Curriculum

Academic Freedom (Board Policy 603.9 Summary)

The Board believes students should have an opportunity to reach their own decisions and beliefs about conflicting points of view. Academic freedom is the opportunity of licensed employees and students to study, investigate, present, interpret, and discuss facts and ideas relevant to the subject matter of the classroom and appropriate to and in good taste with the maturity and intellectual and emotional capacities of the students.

It shall be the responsibility of the teacher to refrain from advocating partisan causes, sectarian religious views, or biased positions in the classroom or through teaching methods. Teachers are not discouraged from expressing personal opinions as long as students are aware it is a personal opinion and students are allowed to reach their own conclusions independently.

Controversial Issues (Board Policy 603.9R1 Summary)

A "controversial issue" is a topic of significant academic inquiry about which substantial groups of citizens of this community, this state or this nation hold sincere, conflicting points of view.

It is the belief of the Board of Education that controversial issues should be fairly presented in a spirit of honest academic freedom so that students may recognize the validity of other points of view but can also learn to formulate their own opinions based upon dispassionate, objective, unbiased study and discussion of the facts related to the controversy.

It shall be the responsibility of the instructor to present full and fair opportunity and means for students to study, consider and discuss all sides of controversial issues including, but not limited to, political philosophies.

The Board encourages full discussion of controversial issues in a spirit of academic freedom that shows students that they have the right to disagree with the opinions of others but that they also have the responsibility to base the disagreement on facts and to respect the right of others to hold conflicting opinions.

Curriculum Guide

A curriculum Guide, or course of study, is available on the middle school website which briefly outlines topics and themes for every class taught at Solon Middle School.

PowerSchool/Web Assignment

Parents may track past assignments /grades through Powerschool, our student information system. Teachers maintain a Google Calendar link outlining upcoming assignments and topics in each class.

Religious-based exclusion from a school program (Board Policy 604.5 Summary)

Parents who wish to have their child excluded from a school program because of religious beliefs must inform the superintendent. The Board authorizes the administration to allow the exclusion if it is not disruptive to the education program and it does not infringe on a compelling state or educational interest. Further, the exclusion must not interfere with other school district operations.

In notifying the superintendent, the parents shall abide by the following:

- The notice shall be in writing
- The objection shall be based on religious beliefs
- The objection shall state which activities or studies violate their religious beliefs
- The objection shall state why these activities or studies violate their religious beliefs
- The objection shall state a proposed alternate activity or study

Request for Materials

Classroom materials used at Solon Middle School are available upon request. Identified materials will be provided, along with a location suitable for preview, in a timely manner.

Dances & Lock-Ins

School dances and lock-ins are held throughout the school year. Such events are designed to meet the social and emotional needs of middle school students. High school students, as well as students from other schools, are not allowed at school sponsored dances or lock-ins. All lock-ins and dances will be held at the middle school gym.

Dangerous Weapons / Weapon-like Toys

Students and staff of the Solon Community School District have the right to attend schools and school activities in a safe environment. Toy guns, knives or other weapon-like toys should not be brought to school.

Any student who illegally possesses, buys, sells, uses, or threatens to use a dangerous weapon (defined in School Board Policy 502.9) on school grounds shall be subject to discipline up to and including expulsion.

Discipline Procedures

“Common Area Expectations” have been developed by staff and students in order to clearly communicate expected student behaviors throughout the building. These expectations are posted and taught to students at the beginning of the school year and reviewed as needed.

The Solon Middle School “Student Discipline Handbook,” available on the school [website](#), outlines building philosophies, expectations, procedures and potential consequences.

Parents and adult visitors are encouraged to join us in being good role models of these expectations.

The classroom teacher is the administrator of classroom discipline. Therefore, minor discipline offenses are the responsibility of the classroom teacher. More severe, or repeated, offenses will be referred to the principal. In all cases, every effort will be made to involve parents in meeting the individual needs of the child.

Office Referral

Students who are referred to the office will complete a ‘reflection sheet’ that will be coupled with documentation of teacher/principal interventions, description of the incident and consequences.

Detentions

Individual staff members and administrators may issue detentions to be served before or after school. The detentions are designed to provide staff an opportunity to reinforce appropriate behavior or provide the student with needed time for academic improvement. Students are to report to their assigned detention location promptly and with work to do. Parents shall be notified of any detention and the date/time it is to be served.

Suspensions

An administrator may issue an in-school or out-of-school suspension for a violation of school rules or gross misconduct or disobedience when, in their judgment, such suspension is necessary for the good of the student or the school. Before any such disciplinary action is taken, each case is thoroughly investigated and efforts are made to be consistent, firm, and fair.

In-school suspension generally involves the student being removed from the classroom for all or part of the day. The purpose of suspension is:

1. To create a closer school-home contact with the opportunity for the student, the parents, and various school personnel to review and correct the situation.
2. To separate the student from classes and social activities at school, where his/her behavior has not been acceptable and meet the individual needs of the student by teaching appropriate behaviors.
3. To protect the rights of the other students in an education uninterrupted by those who tend to, or wish to ignore or invade those rights.
4. To insure the safety of students and staff.

If a child fails to change behavior following the suspension, or the violation poses a threat to the safety of any individual, a plan will be written with the administrator, teacher, parent and child. Such a plan may include but not be limited to an out-of-school suspension.

Students involved in any form of suspension are not permitted to attend or participate in any school sponsored activities during the period of the suspension. Students serving an in-school suspension are to report to the office immediately upon arrival in the morning and exit the building immediately at the end of the school day.

Expulsions

Expulsions are reserved for extremely serious and/or dangerous incidents. The expulsion process would involve the family, building principal, superintendent and a school board hearing.

Dress and Appearance

While the primary responsibility for appearance and dress rests with the students and their parents, the administration reserves the right to judge what is proper school attire. Decisions will be made based on clothing that is sanitary, decent, safe, and not disruptive to the learning process.

Students may not wear:

1. Clothing or other apparel promoting products which are illegal for use by minors such as alcohol, tobacco or drugs.
2. Clothing displaying or implying obscene material, profanity or references to subversion.
3. Hats, or any headwear, including hoods, bandanas or headscarfs, should be removed upon entering the building.
4. Clothing that is inappropriately revealing, including bare midriffs and exposed undergarments.

These rights are for all students. Any student violating the rights of others will be held responsible and appropriately disciplined.

Electronics and Cell phones

Children are discouraged from bringing extra money, radios, electronic games, toys, trading cards or the like from home. Items that are brought from home should be marked so they can be easily identified. While electronic equipment such as cell phones and ipods are permitted at Solon Middle School, they are not to be used during class time without teacher permission, or cause unneeded distractions.

Cell phones and ipods are prohibited in various locations throughout the building. Expectations for appropriate use of electronics will be communicated to students. Failure to comply with building expectations will result in confiscation of the equipment.

Parents, please help us maintain an instructionally sound environment by limiting your contact with your child to before/after school hours or during their lunch period. Please feel free to use traditional modes of communication if an urgent message must get to your son or daughter.

While the use of personal data organizers and laptop computers are highly recommended, the school cannot assume responsibility for the loss or breakage of any items brought from home.

Emergency Contacts

The office maintains emergency contact information for each child. Please provide us with accurate updates as addresses or phone numbers change.

Field Trips

Field trips are planned in order to provide additional educational experiences for the students and are intended to be an extension of the classroom. Any such trip will have a clear educational value relevant to material being studied in the classroom or the unique needs of middle school children, and their social, emotional, behavioral and academic growth.

Students are expected to participate in all field trips. Those families choosing not to participate in a school activity trip must notify the office. Permission slips will be sent home in advance to assure that parents are aware of dates, times and purpose of any trip. In some cases, parent volunteers may be asked to assist on trips. Questions should be directed to the classroom teacher.

Fire, Disaster & ALICE Procedures

Evacuation and relocation drills are held regularly during the year according to Iowa Code.

Disaster procedures to be followed for tornadoes and other types of storms will be announced by each instructor and a copy of such procedures will be posted in each room. ALICE Drills are designed to insure the safety of students and staff for a variety of circumstances, both at school and in community settings.

Malicious activation of the fire alarm system is considered a serious offense. Continued false alarms could seriously endanger the lives of many students.

Any person in the building at the time of a drill or emergency, including parents and visitors, will be expected to participate in any drill and/or actual emergency plan.

Flowers & Deliveries

Flowers, balloons, or any other deliveries will not be delivered personally to a student. Any such gift can be picked up in the office at the end of the day.

Food and Drink

Students are not to bring food and drink other than their normal school lunch. Pop, or any similar carbonated beverage, is not permitted in the middle school during the school day. For health and cleanliness reasons, other foods and drinks will not be stored in student lockers. Special exceptions would be teacher directed activities, including daily snacks, in which food/drink would be stored in the classroom. A doctor's note must be submitted to the school nurse for any items required for a medical condition. Colored drinks of any kind are not allowed in carpeted areas.

Fund Raisers

Students may participate in various school or PTO sponsored fund-raisers throughout the school year. All such activities must be approved through the school administration through a written request. Examples of such fund-raisers are the fall magazine sales, which funds student activities, and trips. In all cases, students directly benefit from any money raised. As frequently requested by parents and community members, monetary donations are always appropriate and acceptable in place of purchasing various products.

Gym Lockers

Students in 7/8 will be assigned a gym locker at the beginning of the school year. The locker rooms are off limits during the school day unless a student is dressing for physical education class. The school is not responsible for articles or equipment left in lockers. Students in 6th grade will not dress out for P.E. or Fitness, thus will not have an assigned PE locker.

Harassment

It is the policy of the Solon Community Schools to maintain both learning and working environments that are free from harassment. It shall be a violation of this policy for students to harass other students or staff through conduct of any nature, sexual or other, that is designed to reduce the dignity of an individual with respect to race, color, creed, religion, national origin, gender, age, disability, marital status, or any other form of harassment.

School employees shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing harassment within the school setting. Violations of this policy or procedure will be cause for disciplinary action up to and including expulsion.

Students who believe they have suffered harassment shall report such matters in a timely manner to a teacher, a counselor, or a building administrator who will follow through with disciplinary actions. Referrals may also be made to the District Level 1 Investigator, Jodi Rickels, for Sexual Harassment complaints. Procedures for reporting are included in the School Board Policy handbook located in each building office.

Homework

The staff works toward developing strong work-study habits in our students. Homework is assigned as an extension of our daily school program. At home, the establishment of a quiet time for reading, reviewing schoolwork, or completing homework works toward improving a student's study skills.

“Academic Roundtable” is available to students before school Monday through Friday in room 107. The supervised study room is designed to provide students with additional support from teachers as well as a quiet study environment.

Human Growth and Development

The Solon Community School district has identified goals and objectives for students in grades K-12 in the area of human growth and development. A copy of the goals and objectives is published annually. The program is approved by the board and matches the developmental levels of young children and their needs. At the beginning of a unit, teachers will inform parents of specific goals and make materials available for preview.

The Iowa statutes also provide a provision for parents to withdraw their child from any portion of a unit, or the entire curriculum. In order to withdraw your child, you must complete a request form. This request must be filed on a yearly basis. During the time your child is excused, she/he will be given an appropriate alternative assignment, which will be supervised by district personnel.

Illness at School

If a student becomes ill during the school day, he/she is to report to the health office. If circumstances prevent this, the student should have another individual notify the office as to the illness and where the student is located. At the judgement of the school personnel, the parent/guardian may be called to pick up their student. Students are NOT to contact parents via cell or school phone without checking into the health office first. In case of serious injuries, the school nurse will be contacted, students will receive basic first aid, and the parents will be notified of the incident. In the event the health office is unable to contact parents/guardians for medical care of their student, the school will take the necessary action judged to be appropriate by school personnel. Students will not be sent home without parent/guardian notification.

If a child displays symptoms of an illness, we encourage parents to assess their child’s health in the morning. It is required that a child stay home for 24 hours if they have had a fever, diarrhea or have vomited.

Internet/Laptop Policy

Students may use the internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate materials to meet their educational needs. Media specialists and teachers have a professional responsibility to work together to help students develop the intellectual skills needed to identify information appropriate to their age and development levels, discriminate among information sources, and to evaluate and use information to meet their educational goals.

Access is to be used in a responsible, efficient, ethical, polite and legal manner. Students and parents/guardians are advised that some transmitted information may be inflammatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, or racially offensive. The Solon School District does not permit use of such material in the school environment. Parents/guardians should be aware of the existence of such materials and monitor home use. Students knowingly bringing such material into the school, or printing them at school, will lose their access privilege to the Internet.

In using the system, students agree to abide by all policies and procedures adopted by the school district as well as current federal, state and local laws. These include district policies and procedures against harassment, plagiarism, and unethical conduct as well as local, state, and federal laws prohibiting theft, copyright infringements, insertion of viruses into computer systems, vandalism and other unlawful intrusions.

Internet User Agreement and Permission Forms are signed by each student and family allowing, or denying, access to district technology. Forms may be amended at any time per parental request.

Leaving from and Arriving to the Building

Under no circumstances are students to leave the building without obtaining permission from the office and properly signing out at the front window. Students who leave the building without prior permission will be deemed truant.

To provide the safest environment for your children during departure time, we ask that you follow the guidelines for parking and loading or unloading your children.

1. No car should be in the bus loading / drop off area in front of the middle school before or after school.
2. All parents are to use the main entrance for drop off and pick up during school hours.
3. No one is to walk between the buses while they are loading or unloading.
4. Use the crosswalk at the 4-way stop to cross Racine.

In the event that your child must leave school early due to a scheduled appointment, please send a note or call the office. Your child will receive a pass dismissing them from class.

Lockers

Lockers are provided for students in order to store books, bags, coats, etc. Students are asked to be considerate of their locker partner (if applicable) when storing their items. Materials must be stored in a way that the locker door shuts easily. Students are not permitted to leave doors open, or materials hanging out or on the hallway floor. If additional space is needed, the locker rooms are available before and after school for 7th and 8th grade students.

Students may decorate the inside of their lockers within reason. All materials must be removed from the locker upon checking out at the end of the school year. Students may not decorate the outside of their lockers in any way.

Lost and Found

A lost and found service is maintained in the athletic hallway. Pupils finding articles should leave them in the office or should report there for missing items. Articles not claimed will be donated to local charities on a monthly basis.

Make Up Work

It is the student's responsibility to get assignments for day(s) missed. Upon return, the teacher will give deadlines for missed work. Where a student knew of an exam prior to his/her absence, and had reviewed with the class, he/she may be required to take the exam immediately upon return. In addition, previous assignments are due upon return.

Advance sheets are required for all pre-arranged absences. This would include field trips, athletic events, workshops, and other similar circumstances. The individual teacher will indicate the due date of the work. Students failing to complete an Advance Sheet may be asked to remain in school. Parents may request an Advance Sheet for expected absences by contacting the middle school office.

Classroom teachers reserve the right to suspend assignments until the student returns, or provide alternative assignments, as it is impossible to do some class work outside of the classroom or without direct teacher supervision.

Media Center

Library books are checked out for a two-week period and may be renewed for two additional weeks. Overdue notices are sent out periodically and overdue books are to be returned to the media center the next day. Students with overdue books will not be allowed to check out additional books.

Medicine

Students who have their doctor's permission to return to school after an illness, but are still taking medication, shall bring their prescribed medicine to the office. All such medicine must be in the bottle with the pharmacist's label on it, clearly marked with the student's name and amount prescribed. In order to administer this medication, the school must have a medication permission form signed by the parent. These slips can be found on the district webpage or upon request from the School Nurse.

In addition, over the counter drugs such as Tylenol or Ibuprofen, cough syrup etc., cannot be administered without a signed medication permission form and must come in their original container. All medication will be kept in the office. Only the school nurse, or individuals with appropriate training, will administer medication.

Multicultural/Nonsexist Programs and Policy

It is the policy of the Solon Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator, Jodi Rickels, Principal, 111 N. Chabal St., Solon, IA 52333, 319-624-3401 x1291.

Music Programs

The school feels it is reasonable to expect students who elect band/chorus to participate in all major scheduled events and practices. Those not listed on the school calendar are communicated in other ways.

As with all co-curricular activities, students are required to be in attendance for the entire school day in order to participate and are expected to ride the school bus to all away performances. The instructor shall be notified in case of an emergency that creates an absence.

Newsletters

In addition to bulletins or newsletters sent directly from school, parents can follow middle school news and events through the school calendar, school website, virtual back pack and the PowerSchool daily bulletin.

Physicals

Seventh and eighth grade students wishing to participate in athletics must have current physical and concussion forms on file in the office prior to the first practice. Physicals are valid for thirteen months following the date of the exam.

PTO

Solon Middle School works cooperatively with the SSS PTO. The PTO coordinates fund-raisers and provides staff and students with miscellaneous supplies throughout the school year in addition to coordinating and volunteering for numerous activities.

Pets at School

Children are allowed to bring pets to school only with permission from the classroom teacher and building principal. Pets may not be transported to and from school on the buses.

Powerschool

All students and parents are issued a user name and password which enables access to PowerSchool, our student information system. The site is accessible from the district home page and allows access to attendance, grading and scheduling features. An 'e-mail notification' feature allows for daily or weekly updates to be sent directly to your e-mail address. Teachers update grades on PowerSchool at least once a week. Specific questions related to a student's grade should be directed to the classroom teacher via phone or e-mail contact.

Release of Information

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. The custodian of the records is the building principal. The Solon Community School District will release school information for the school year in accordance with the Code of Iowa, Section 99.3. The following information related to students will be released unless objected to by parents of the student: student's name, parent or guardian's name, telephone number, date and place of birth, major field of study, participation of officially recognized activities and sports, weight and height for athletic rosters, date of attendance, degrees and awards received, most recent educational institution attended by the student and other similar information. Parents may make a written request for information not to be released at any school office.

School Cancellations

When adverse conditions make it necessary to close, delay or let school out early, WMT, KCRG, KRNA, KHAK, KCJJ, KGAN and KXIC stations will be notified. As a secondary public announcement, a district notification system delivers personalized phone, text message, and/or e-mail messages to parents. Please do not call school personnel.

School Permits

In order to obtain an Iowa Minor School License (MSL) permit, a student must:

- A. Completed 8th grade
- B. Be 14.5 years of age and be in high school
- C. Have completed Drivers Education
- D. Actively participate in school sponsored academic/extra curricular programs which occur and/or meet before or after normal school hours
- E. Reside one mile or more from main entrance of High School building
- F. Obtain, complete, and abide by the restrictions as stated in the Iowa DOT 'Affidavit for School License' form (available in high school office)
- G. Complete and hand in the 'Vehicle Registration' form (available in school office)
- H. Set up appointment with High School Principal

School Day

Buses will drop students off between 8:00 and 8:10 a.m. The school day runs from 8:15 until 3:16. Buses will depart the middle school by 3:20 p.m. Lunch/Recess schedules are as follows:

- 6th Grade – Lunch: 12:25 – 12:50 / Recess 12:00 – 12:25
- 7th Grade – Lunch: 11:35 – 12:00
- 8th Grade – Lunch: 11:57 – 12:22

There is no playground supervision before or after school. With the exception of the commons, students may not be in the building before 8:00 a.m. or after 3:30 p.m. unless under the direct supervision of school personnel

Security

We request your assistance in providing our students with the safest environment possible. Visitors shall use the main entrance and follow outlined visitor procedures.

Skateboards / Bikes

Bikes, skateboards, inline skates and the like are prohibited on walkways and parking lots during the hours of 7:30 am and 4:30 pm on days that school is in session. Non compliance with board policy will result in impoundment of the vehicle for an appropriate period of time.

Smoking

The use and/or possession of tobacco and smokeless tobacco shall be strictly prohibited while under school supervision. This will be governed by the 1987 Code of Iowa, Section 279.9. Such rules prohibit the use or possession of tobacco by any student of such schools and the board may suspend or expel any student for violation of such rule. Any student found smoking and/or carrying tobacco will receive a one day-in school suspension, with their parents notified by phone. Second offense will be a two-day in-school suspension with a conference involving parents, student(s) being recommended for substance abuse counseling.

Smoking is prohibited on all school grounds.

Sporting Events Conduct

Students are expected to behave appropriately at all extra curricular sporting events. Individuals who prevent others from enjoying any co-curricular activity may be asked to leave.

Student Fees and Waiver Policy

The Solon Community Schools has annual textbook rental fees. Fees are collected when a family registers with the district. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care, are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal at registration time, or within the first week of school for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Student Search Policy

The Solon Community School District allows school officials to conduct periodic inspections of school lockers without prior notice. Any inspection of lockers, pursuant to the district's policies will only occur in the presence of the student(s) whose locker(s) or desks are being inspected, or in the presence of at least one other person.

Telephone Use

Students are encouraged to plan ahead so they remember notes, school supplies, lunches, instruments, etc. Permission must be obtained from the teacher before a student uses a classroom telephone. Permission to use the office phone during class time is reserved for emergency. Students are permitted to use cell phones before and after school and during lunch/recess.

Testing and Evaluation

The Iowa Assessment will be given to students annually. The specific dates of this testing will be published on the school calendar. While it is only one of the measures used, the main purpose of the Iowa Assessment is to monitor the overall growth of a child, and to provide input for the overall educational program.

Theft Reports

The carrying of large sums of money and valuable items of any kind is strongly discouraged. When materials or cash have been brought, please check them in with the office where they can be stored in the safe until you are able to take them home. If you experience a theft, please report it to the office immediately.

Use of School Facilities

A formal request for use of school facilities must be submitted to the Central Office at least two weeks prior to the activity. Availability of time and space can be accessed on-line using the district website. Planned district activities, or those groups assigned a fee, will take priority over other requests.

A district patron committee meets twice a year to jointly schedule team practices.

School facilities are available for adult activities such as volleyball and basketball on Wednesday evenings and on Sundays. For additional information, please refer to Board Policy 505.6 and 505.7, or contact Kris Wentzien at kwentzien@solon.k12.ia.us.

Vandalism and Property Damage

Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. In the discretion of the administration, such students may be turned over to local law enforcement officers. If school or personal property is damaged by accident, it should be reported to the office immediately.

Visitors and Volunteers

Parents and visitors are always welcome at Solon Middle School. Visitors and volunteers are asked to check in at the office upon arrival and state the purpose of their visit. The visitor will then be given a "visitor" badge and directed, or escorted, to their destination. In efforts to minimize disruptions in the classroom, materials delivered to students will be held in the office until an appropriate time.

If you are interested in helping at Solon Middle School on a volunteer basis, please notify the office, your child's homeroom teacher or Mary Ann Jedlicka at majedlicka@solon.k12.ia.us.

Wellness

Snacks

During daily snack time, families will send snacks for students on an individual basis.

Classroom Celebrations (i.e. birthday and holiday parties)

In order to protect our students with allergies and food intolerances, treats brought for celebrations must be commercially prepared food with an intact ingredient label or fresh, uncut fruit and vegetables. Items not meeting these requirements will not be used and will be returned home. No homemade treats will be accepted. Snacks are also available upon request to purchase from the school food service program. Non-food celebration items are great, too!

