

2018-19

SOLOMON HIGH SCHOOL

STUDENT HANDBOOK



WELCOME TO SOLOMON HIGH SCHOOL

Welcome to Solomon Junior-Senior High School! The teachers, staff, and administrators are committed to providing you with the best possible educational experience while you are a student here. It is our goal to provide a safe and orderly learning environment for all. Actions from students that disrupt the learning of others will be subject to disciplinary action. We encourage you and your parents to read this handbook. It should provide you with a good foundation for what your responsibilities are while you are a student in our school. We encourage you to be involved in the many facets of student life in Solomon High School. We have a proud tradition of a strong academic program coupled with a variety of successful extra – curricular activities.

This handbook is presented to use as a guide throughout the school year. As a student in Solomon High School, you are responsible for all policies and regulations within this handbook. It is our sincere wish that by making this handbook available, we would increase communication between the school and those we serve. Working together we can reach our ultimate goal of each student developing to his or her fullest potential.

MISSION STATEMENT

Solomon High School will prepare its students academically, socially, and physically with the knowledge and positive attitudes necessary to live successfully in a changing society.

2018-19 STAFF

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ABSENCES

1. Parents of guardians are encouraged to contact the school office the morning of a student's absence by **8:30 a.m.** If the school is not contacted by **9:30 a.m.** regarding a student's absence, an attempt will be made to contact the parents or guardians to obtain the status of the student, based upon numbers the parent or guardians have left with the school. If contact is not made with the parent or guardian the student will be marked as unexcused for the day - **ALSO PLEASE NOTE--Calls by parents after 48 hours of the absence will not be excused. – THIS IS TRUANCY**
2. If upon return the absence is excused, make-up work will be assigned. If the absence is unexcused, the student is encouraged to make up the work. Credit for work will be at the teacher's discretion. Any work that was due on the day of the absence is due upon returning to class after the absence, unless special extenuating circumstances have occurred. The principal will determine if this will be allowed.
3. Students will have two days for each excused day missed to do the make-up work. Extended periods of absence due to prolonged illness may necessitate an extended period for make-up work. The Principal and teaching staff, upon request of the student, will decide if this is necessary. **It is the student's responsibility to contact each teacher to obtain assignments.**

ACADEMIC DISHONESTY

Students are expected to maintain academic honesty and integrity at all times throughout their school career. Cheating includes copying another student's work and submitting it as one's own. Plagiarism is the use of another person's original ideas in writing without giving credit to the true author. A student who engages in any form of academic dishonesty will be subjected to the loss of credit for the work in question, as well as discipline measures.

ACTIVITY DAY ELIGIBILITY

A student must be in school by 11:00 a.m. and remain in school the remainder of the day to be eligible to participate in practices, contests, or any other school sponsored school activity. Only the principal or the athletic director in his/her absence (the superintendent in the absence of both the principal and athletic director) may rule on exceptions to this guideline. Exceptions may be made for a family crisis, medical situations, i.e., appointments that could not be made at another time, funerals, etc. It is the responsibility of the coach/sponsor to insure participant eligibility in this regard prior to departure for any school-sponsored activity. Students who are suspended in or out of school may not participate in contests, or any other school sponsored activity during the period of suspension.

ADMINISTRATIVE ASSIGNED DETENTION

Student's assigned detention by the office will begin serving their time no later than the next day after it is assigned and will attend either before after school in the specified room. Students will serve the detention in 30 minute increments and will report to the detention room by 3:35 pm. The following are list of rules for students in detention:

- No communication with anyone – no cell phones

- No sleeping or head on desk
- No outside privileges
- Do not be late or time will be added
- Come prepared to spend the time constructively
- Remain seated during detention
- No gum, candy, pop, etc

Refusal or failure to serve detention will result in the notification of parents or In School Suspension. If this becomes a habit, a more severe action will be taken after a conference with the parents.

ADMISSION REQUIREMENTS

All residents shall be admitted to attend school in the district unless they have been expelled. A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district.

All students enrolling in the district for the first time shall provide required proof of identity and proof of residency. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificates or other documentation which the board determines to be satisfactory. Students enrolling in grades 2 – 12 shall provide a certified transcript of similar pupil records. Proof of residency can include a utilities bill from their current address.

The enrollment documentation shall include a student’s permanent record card with a student’s legal name as it appears on the birth certificate, or as changed by a court order, and the name, address and telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate, copy of a court placing the student in the custody of the Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate, or other documentation the board considers satisfactory.

Students enrolling who live outside of the district may be admitted to schools upon qualifications. Reasons for denials of admittance could include, but are not limited to, disciplinary issues, open truancy case work, past experience within USD #393, or expulsion from current or past districts.

ADDRESS / PHONE NUMBER CHANGE

Please notify the school secretary within seven days if any of the following change: numbers for home or parents’ work, mailing or street address, or emergency contacts.

ASBESTOS

The district has on file plans showing the location of asbestos in the elementary building and the measures taken to comply with the regulations to maintain a safe school environment. The asbestos is contained and not a threat to pupil safety.

AFTER SCHOOL TUTORING

After School Tutoring is available to provide students with extended learning opportunities and instructional support. Students will be required to attend After School Tutoring if they appear on the ineligibility list or probationary list. Assignment to After School Tutoring: The student will be notified on Monday if they are ineligible. Parents will be mailed notification. These sessions will be scheduled on Tuesday, Wednesday, and Thursday from 3:35 – 4:15 pm. Attendance records will be kept in the supervisor’s classroom. Consequences for skipping after school tutoring will be In-School Suspension.

ASSEMBLIES, PEP RALLIES, SCHOOL PLAYS AND MUSICAL PROGRAMS

Students are expected to be courteous, treat others with dignity and respect and follow all codes of conduct. Some of these activities will be held during school hours while others will be held after school. When such programs are held during school hours, all students and staff members are required to attend. Parents and other interested patrons of the school are encouraged to attend school activities.

ATHLETIC AND ACTIVITY AWARD CRITERIA

Student letter winners will receive their "S" letter from the Athletic Director when they have met all their team responsibilities. Bars and symbols will be provided by the Booster Club. Students who earn the honor of All-League or All-State are also given a special certificate. Gym banners will be hung for: state championships, state runner-up, league championships, regional championships, and sub-state championships.

ATHLETIC AND ACTIVITY BEHAVIOR

Students participating in athletic/activity programs are expected to conduct themselves as responsible representatives of their school. Behavior of participants will be monitored by coaches, sponsors, and officials for the duration of the activity, whether on or off campus. Participants will be subject to disciplinary action if they violate any of the regulations listed below:

- Any offense that would bring discredit to the school and or program
- Actions detrimental to the team
- Student must be in good standing with the community
- Conduct which endangers the safety or infringes upon the rights of others
- Possession of a weapon at school, on school property, or at a school sponsored event
- Theft or vandalism on or off school property
- Use or possession of tobacco at any time
- Use of possession of alcohol at any time
- Use or possession of illegal drugs at any times

Any violation of the regulations listed above while a participant is in an activity will result in the following consequences

- Suspension from all activity programs and/or events for at least one week of the season
- A mandatory conference will be arranged with the coach/sponsor and school administrator before participant can practice
- Any student with a previous violation entering a new season is on probation. Any new violation will be treated as a second violation and the participant will not be eligible for the remainder of the season. After confirmation of a second violation, the student shall lose eligibility for the remainder of the season

ATHLETIC AND ACTIVITY ELIGIBILITY

In order to participate in athletic/activity events a student must meet the following requirements in order to be a student in "good standing." Coaches, directors, and administrators may declare a student not in "good standing" at any time. "Good standing" requirements are as follows:

Kansas State High School Activities Association Regulations

- All Kansas state high school eligibility guidelines apply

- Students must pass at least 5 courses in the previous semester and must be currently enrolled in five courses not previously taken
- Students must have attended Solomon Middle-High School for a minimum of 18 weeks, or the student must make a bona fide move as defined by the Kansas State High School Activity Association.
- Students may not be 19 years of age or over by September 1st
- Students have not been in attendance more than three years or six semesters beyond the ninth grade

Solomon Junior-Senior High School Expectations

Solomon Junior-Senior High School has additional expectations listed below for students who represent our school in other ways, such as officers of classes or clubs, valedictorian, salutatorian, or candidates for homecoming:

- No out-of-school suspensions and limited to one in-school suspension in the current year
- Demonstrate good citizenship while attending school and activities
- If a student is found to be dishonest in an academic class, at the discretion of the administration, he/she may forfeit their student in good standing status for the remainder of the school year

ATHLETIC AND ACTIVITY PHILOSOPHY

The athletic / activity programs of USD #393 are an integral component of the educational program. Participation in these programs is a privilege. We believe that a comprehensive program of inter-scholastic competitive athletics and activities provides a vital learning experience for all students. It is our belief that participation in these activities promotes principles of leadership, competitiveness, self-discipline, sportsmanship, and prepares students for success after school.

ATHLETIC AND ACTIVITY PROGRAMS

Football, volleyball, boys and girls basketball, track and field, cheerleading, dance, scholar's bowl, forensics, student council, choir, band, class officers, yearbook, National Honor Society, school production, FFA, FCCLA, FBLA.

ATHLETIC AND ACTIVITY REGULATIONS

School rules and regulations apply to all students that participate in athletic/activity programs, both on and off school grounds. Students who are suspended from school are not eligible to participate in practice or an activity during the period of their suspension. A suspension begins when the penalty is imposed and continues through reinstatement in school. This includes in school suspension.

ATHLETIC AND ACTIVITY TRANSPORTATION

It is expected that our student/participants will ride district transportation to and from all school-sponsored activities. Activity sponsors/coaches may release student/participants to parents or grandparents **only** after the said parent or grandparent has signed the student out through the coach/sponsor in person. Students cannot transport themselves to events. It is the prerogative of activity sponsors/coaches to require students in their activity to ride school-provided transportation home from an activity.

ATHLETIC EJECTIONS

Ejection from an Activity/Contest – Any participant or coach ejected from an activity/contest by an official will automatically not be allowed to participate for the remainder of the day of ejection and the next scheduled competition at the same level. Additionally, a conference with an administrator will take place following the ejection and additional disciplinary action may be taken, up to and including removal from all activities for the remainder of the school year.

ATTENDANCE

At this age and grade level, school attendance is the responsibility of the student and parent or guardian. Recognizing that some students do not have the maturity to realize these responsibilities, it is often necessary that parents play a dominant role in bringing about this acceptance of responsibility. We at Solomon High School feel that attendance is a very important part of any student's education. We believe that homework and tests alone cannot adequately measure all learning that takes place. Attendance and class participation help ensure that students get the most from their educational experience. Our philosophy also dictates that proper attendance in school is the development of a good habit to carry to the workplace.

It is our purpose to implement an attendance policy that will promote a high percentage of student attendance. The attendance policy will be enforced by academic penalties being placed on any individual who exceeds the maximum number of absences allowed for any semester grading period. The philosophy and purpose of any academic sanction being used to enforce the attendance policy at Solomon High School is to support the improvement a student's academic performance.

Excused Absences

The following are deemed as valid excuses for absence within the limits established by the absence policy:

- Personal illness
- Family illness
- Death in the family
- Doctor or dental appointments
- Court proceedings
- Religious observations
- Approved school activities
- College Visits – Juniors and Seniors only

Consequences for Non Attendance

Regular attendance at school is the primary responsibility of the student and parent. Other than absences for school-sponsored activities, a student will not be allowed to miss more than **twelve** class periods per course in a semester to receive credit for the class. For any (excused or unexcused) absences exceeding fifteen the student will be required to make up the time in summer school to receive credit for the class. Students who are absent for more than twelve days, excused or unexcused, may provide appropriate documentation for the reasons of the absences to the administration, which is empowered to grant an exception to accommodate unavoidable circumstances. A student is considered to be absent when he/she is not in the right class assigned for a particular period of the day. If a student is absent from school, the parents/guardians must notify the office by phone or send a signed, written note within 48 hours of the reason.

Unexcused Absences

An unexcused absence is an absence that does not fit into one of the Board of Education's reasons for an excusable absence. Unexcused absences are never waived. In order to change an unexcused absence the student must bring a note to the office or have their parent/guardian call within 48 hours of the absence. Otherwise, the absence will remain unexcused. Students will be required to make up time of an unexcused absence.

Make-up Work After an Excused Absence

It is the student’s responsibility to make the initial contact with the teacher to makeup missed work and to schedule makeup tests, etc. The teacher will allow two days for every missed day for students to turn in their work. Long term assignments are due on their original due date unless the student has an excused absence, then the project would be due when the student returns.

College and Career Visits

Juniors and Seniors will be allowed five college visits or job shadowing experiences in their two years. In order to be excused, these absences must be approved through the Guidance Office at least **two days** in advance.

ATTENDANCE PLAN

ABSENCES / MORNING TARDIES

ABSENCE S	NOTIFICATION
3	Phone Call – Parent will receive a phone call from the school indicating that the student has missed three days of school for any reason.
5	Letter – Parent will receive a letter from the school indicating that the student has missed five days of school. The student will be required to meet with the attendance coordinator to discuss their attendance and identify any supports that are needed.
7	Phone Call, Letter, Meeting – Parent will receive a phone call from the school informing them that their son or daughter has missed seven days of school. A certified letter will be sent home from the school requiring that the parent meet with the school’s principal to discuss supports that can be provided to facilitate improved attendance as part of an “attendance contract.”
10	Home Visit – The school principal and counselor will conduct a home visit to meet with the student’s parents, assess barriers to school attendance, and develop a plan to improve the student’s attendance.
11 +	Truancy - Students who miss 11 or more days (without a doctor’s note) are automatically referred to the Dickinson County Attorney for truancy purposes.

CLASSROOM TARDIES

TARDIES	NOTIFICATION
3	Phone Call – Parent will receive a phone call from the school indicating that the student has been tardy for 3 periods in the same class. Student will receive a detention.
6	Letter – Parent will receive a letter from the school indicating that the student has been tardy in the same class six times. Student will receive Saturday school.
9	Phone Call, Letter, Meeting – Parent will receive a phone call from the school informing them that their son or daughter has been tardy in the same class nine times. A certified letter will be sent home from the school requiring that the parent meet with the school’s principal to discuss supports that can be provided to facilitate improved attendance as part of an “attendance contract.” The student will serve after school detention.

AUTOMOBILE USE

Students who are observed driving recklessly on or near school property will be reported by any school district employee to the high school principal. The principal will warn the driver of the incident at the first opportunity thereafter, and a written notice will be mailed to the parent/guardian of the driver. After a second warning, the student will be reported to civil authorities. Further violation of these rules and regulations may result in disciplinary action by the school pursuant to the disciplinary code, and may result in loss of parking lot privileges.

BEFORE SCHOOL PROCEDURES

The school doors will remain locked until 7:30 am. High School students are to report to the commons before school. Only students eating school breakfast may be present in the upper level of the building. Students can visit teachers before school for additional help with homework or to serve a teacher assigned detention. Students will only be allowed in the commons before school until the morning bell rings. .

BELL SCHEDULE

8:00 – 8:45	1 st Period
8:48 – 9:34	2 nd Period
9:38 – 10:10	Breakfast / SSAG Period
10:14 – 10:59	3 rd Period
11:03 – 11:48	4 th Period
11:52 – 12:37	5 th Period
12:37 – 1:07	Lunch
1:07 – 1:52	6 th Period
1:56 – 2:41	7 th Period
2:45 – 3:30	8 th Period

BUILDING OUTCOMES

- All students will demonstrate academic and social skills necessary to be successful citizens in a 21st century environment
- All students will demonstrate the necessary characteristics to work effectively both independently and in groups
- All students will demonstrate physical and emotional well being
- All students will demonstrate effective communication skills
- All students will demonstrate complex thinking skills in academic and applied situations

BULLYING POLICY

The Solomon Board of Education is committed to providing a positive and productive learning community, free from harassment or “bullying.” Bullying will not be tolerated on school property or at a school sponsored event. Bullying is defined as repeatedly and purposely attempting to control or intimidate another person by verbal or physical threats. The person being bullied is often unable to defend him or herself. Usually, bullying happens over and over. Bullying behaviors include, but not limited to:

- Physical hurting (slapping, kicking, tripping, or punching)

- Threatening to hurt someone
- Getting certain people to “gang up” on others
- Destroying or defacing personal property of classmates
- Insulting others
- Starting rumors

Bullying can also happen on-line or electronically. Cyber bullying will not be tolerated. Cyber bullying is when children or teens bully each other using the internet, cell phones, or other cyber technology. This can include, but not limited to:

- Sending mean text, e-mail, or instant messages
- Posting obscene pictures or messages about others in blogs or on websites
- Using someone else’s username to spread rumors or lies about someone

The school’s discipline plan will be followed for students displaying bullying behavior. Any student who believes that he or she has been subjected to bullying or who has witnessed a bullying act should discuss the alleged bullying with the teacher, bus driver, paraprofessional, counselor or principal. Any complaint must then be relayed immediately to the building principal.

BUS REGULATIONS

Bus transportation shall be provided to and from school for those students who qualify. The district may provide transportation for all school activities. Students who use school-provided transportation must conduct themselves in an orderly fashion and follow the safety rules and regulations provided by the bus driver. Students shall be subject to the district’s student behavior code and other regulations. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

CELL PHONE POLICY

Cell phones must be concealed during class time. The first time a cell phone is visible in class the student will receive a warning. The second time a cell phone is visible the teacher will confiscate the device for the class period. The third time a cell phone is visible the teacher will confiscate the device for the remainder of the school day and refer the student to the office.

Note: If a student refuses to give the teacher a cell phone they should be sent to the office and written up for open defiance. A student that brings a cell phone to school after losing cell phone privileges as given by the principal will be considered in “Open Defiance” and may be suspended. All cell phone infractions (including texting) will be logged and enforced through the discipline policy. If there is suspicion that an inappropriate text, picture or video are present on the device, the device may be confiscated and turned over to the police. Senior High School students may use their cell phones during passing periods and at lunch time.

- **1st Offense:** Warning
- **2nd Offense:** The device will be turned over to the teacher until the end of the hour.
- **3rd Offense:** The device will be turned over to the office until the end of the school day, and parents will be notified. The student will be allowed to pick it up at that time.
- **4th Offense:** The device will be turned over to the office. Parents will be notified and advised that they, the parent or guardian, will be required to pick it up, it will not be given to the student.

- **5th Offense:** The device will be turned over to the office. Parents will be notified and advised that they will be required to pick it up and the student will have to turn in their phone every day to the office for the remainder of the school year.

CLASS CHANGE POLICY

Students desiring to change their schedule must have written permission of the teachers, principal, parents and counselor. **Such applications must be made within three school days after the beginning of each semester.** Students will receive an add/drop slip from the office and return it to the counselor when all parties have signed. Reasons for class changes are generally limited to improper academic placement or a student’s desire for an increase in academic rigor. Students will not be permitted to withdraw from a class after the deadline except for highly unusual circumstances. Low grades will not constitute an unusual circumstance. Students enrolled in a year long course (1.0 units) will not be allowed to change their class at semester. The only time they will be allowed to change a class is at the beginning of the school year during the 3 day window.

- Exceptions for a student to change their schedule:
- **Counselor Error:** Students that have been “inappropriately placed” in a class can request a course change.
- **SIT Recommendation:** Identified SIT students can be moved out of a class and into appropriate courses to improve their ability to achieve academic success.
- **Principal Override:** The school principal can have a student moved into or out of a course. This rare decision will be made only after a formal parent request and after all possible teacher/student interventions have been attempted. This decision is independent of counselor input.

CLASSROOM EXPECTATIONS

Listed below are basic classroom expectations for each classroom in Solomon High School. Failure to abide by the basic classroom expectations will result in an office referral, in which discipline action will be taken.

1. Be at School!
2. Be seated when the bell rings.
3. Be prepared – Chromebook, books, notebooks, paper, pen.
4. Listen and follow directions.
5. Be courteous. Raise your hand before speaking.
6. Respect the rights, opinions, and property of others.
7. Work without disturbing others.
8. Use class time appropriately.
9. Remain in your seat until dismissed by your teacher.
10. Turn homework in on time.

CLUBS – NON SCHOOL SPONSORED

Non-school sponsored clubs shall submit a request for use of school facilities to the administration prior to using the facilities. A faculty member (or other adult approved in advance) shall attend the meetings, as a supervisor but shall not participate in the group’s activities.

CLUBS – SCHOOL SPONSORED

School-sponsored clubs shall be under the direct control of school personnel. Every school-sponsored club shall have a constitution that has been approved by the building principal and filed in the school office.

COLLEGE VISITS

Juniors and Seniors can arrange up to 5 college visits during their final two years of high school. Freshman, Sophomores and Juniors will visit two colleges per year as a class at the discretion of administration. The school counselor must approve all college visits.

COMPLAINTS ABOUT POLICY

Any student may file a complaint with the principal concerning a school rule or regulation if it applies to the student. The complaint shall be in writing, filed within 10 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

COMPUTER USAGE

The computers and district network have been established for educational purposes. An Acceptable Computer and Network Use Policy must be reviewed and signed by any student and their parent/guardian who intends to allow their child to use the district network. The network is defined as desktop computers, building networks and/or the Internet. Inappropriate use, including any violation of the policy conditions and rules, may result in cancellation of network privileges, suspension, expulsion or other disciplinary actions administration deem necessary. Parent/Guardian signature on the Acceptable Computer and Network Policy indicates that they approve of their child's use of the Internet as an educational tool. Failure of the parent to sign this document will result in their child's exclusion from Internet use and computer access. The school district provides a device to every High School student. No personal computers or tablets are allowed on the district's network.

CONCUSSION INFORMATION

Each athlete must have a signed Concussion and Head Injury Information sheet on file in the Athletic Director's office before beginning practice. The new state law requires written clearance from a healthcare provider before the student is allowed to return to participation following a suspected concussion. The law defines a healthcare provider as someone licensed by the state board of healing arts to practice medicine and surgery. By interpretation of the Kansas Board of Healing Arts, this means a medical doctor (MD) or doctor of osteopathic medicine (DO) must provide the written clearance for the student to return to participation. Athletes will annually complete a baseline Concussion Vital Signs

COUNSELING AND STUDENT SERVICES

School guidance counselors provide students many services. One of the most important among these services is planning – assisting students in choosing appropriate classes to provide the necessary background for future schooling or work. Some specific purposes for visiting with the counselors are:

1. To discuss personal problems
2. To discuss a student's Individual Plan of Study
3. To make long-range plans for the future
4. To apply for admission to technical school, college, or other schools
5. To attend a meeting with a college or school representative, with employers, or with a representative of an occupational field

6. To find out about various types of educational opportunities available to post high school students
7. To discuss standardized test scores, review cumulative folder, and complete a credit check.
8. To seek assistance on career exploration by means of tests, computer programs, individual inventories, printed materials, or seminars.
9. To discuss scholarship opportunities and financial aid in general.
10. General academic support

CUM LAUDE HONORS

Graduating seniors, attending full time, who have achieved a cumulative 3.75 GPA during their years of high school through their 7th semester, will be recognized as Cum Laude (Honors) graduates.

DEVICE POLICIES

All High School students in Solomon USD #393 will receive a school issued device for learning purposes throughout the school day. Students and parents will be required to sign an user agreement form prior to the start of the school year. General device policies for classroom instructional practice are detailed below:

- The Chromebook must be used for teacher directed activity
- Music may only be played during individual work time with teacher permissions
- No outside devices (computer, tablet, cell phone) may be connected to the Solomon USD 393 network

DIRECTORY INFORMATION

For purposes of **FERPA**, USD #393 has designated certain information contained in education records as directory information that may be disclosed for any purpose without student consent. Directory information categories may include the following: the student's name, address, telephone number, picture, parent or guardian, date and place of birth; major field of study; weight, height, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.

Students and Parents have a right to refuse to permit the designation of any or all of the above information as directory information. If parents refuse, they must file written notification to this effect with USD #393 at 113 E. 7th St., Solomon, KS 67480, on or before August 31. If refusal is not filed, USD #393 assumes there is no objection to release of the directory information designated.

CHAMPS – Solomon USD 393 will be implementing a Positive Behavior Support System titled “Champs,” district wide. The purpose of this program to institute common student behavior expectations in different areas of the building such as: classrooms, hallways, restrooms, etc. Champs will be a district wide movement in which students will be taught expected behaviors and teachers will reinforce those behaviors.

DISCIPLINE

The Solomon Junior High School process for handling student behavior problems is a progressive discipline policy that is consistently and fairly applied. The basis for such a process is a clear set of rules that students are required to follow. While the intent of discipline is to be positive and corrective, it nonetheless is still discipline. The progressive discipline process is designed to provide interventions to students involved in repeated offenses. It is the hope of the administration that students involved in our school will develop skills to manage their behavior effectively.

An administrative review will be held to address the needs of students repeatedly violating Solomon Junior-Senior High School’s discipline policy. The Administrative Review board will be comprised of the principal, school counselor, and any other personnel deemed appropriate by the administration. The Administrative Review board will review current interventions and determine future needs / goals for the student. It is the objective and policy of the Board of Education to recognize, preserve and protect the individual rights of all students, and yet at the same time to encourage and enforce the exercise of these rights within the necessary framework of an orderly, efficient and continuing school program. Within this policy framework it is the continuing duty of the Board of Education, the administrative staff and the faculty of the school to prohibit and prevent types of student conduct that constitute a menace to the continuing educational program or that become dangerous, disruptive or destructive, and therefore endanger the proper maintenance and function of the school program.

EXPECTED STUDENT CONDUCT

All students attending Solomon Junior-Senior High School shall:

1. Be respectful, courteous and cooperative with all teachers, staff, and classmates
2. Be on time as defined by the teacher
3. Be ready to work with all needed materials
4. Be dismissed by a teacher (not by the bell)
5. Not disrupt the learning environment of others
6. Conduct personal business on their own time
7. Not abuse, deface, litter, or damage school property
8. Not take school property or property of others
9. Not bring food or drink into the classrooms
10. Be in class during class time

DISCIPLINE MATRIX

<p>LEVEL 1</p> <p>1 Discipline Point</p> <p><i>Administrative Conference</i></p>	<p>Bus Citation</p> <p>Dress Code Violation</p> <p>3 Tardies in a Class</p> <p>Inappropriate Classroom Behavior</p> <p>Lunchroom Violation</p> <p>Student Parking Violation</p> <p>Technology Violation</p> <p>One unexcused absence</p> <p>Profanity / Sexual Innuendo</p> <p>Public Display of Affection</p> <p>Noncompliance</p> <p>Disrespectful to Staff</p>
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	Willful Disobedience
<p style="text-align: center;">LEVEL 2</p> <p style="text-align: center;">2 Discipline Points</p> <p style="text-align: center;"><i>Administrative Detention</i></p>	<p>Bullying</p> <p>Cheating</p> <p>Skipping Class</p> <p>Excessive classroom tardies (6 or more)</p> <p>Failure to Serve Detention</p> <p>Repetitive Classroom Misbehaviors</p> <p>One or more unexcused absences</p> <p>Insubordination</p> <p>Obscene Behavior</p> <p>Roughhousing resulting in harm/injury</p> <p>Repetitive Level 1 Behaviors</p>
<p style="text-align: center;">LEVEL 3</p> <p style="text-align: center;">3 Discipline Points</p> <p style="text-align: center;"><i>In School Suspension</i></p>	<p>Failure to Serve Detention</p> <p>Theft</p> <p>Pornography</p> <p>Bullying</p> <p>Verbal / Physical Threats</p> <p>Fireworks</p> <p>Hazing</p> <p>Tobacco Possession</p> <p>Repetitive Level 1 & 2 Behaviors</p>
<p style="text-align: center;">LEVEL 4</p> <p style="text-align: center;">4 Discipline Points</p> <p style="text-align: center;"><i>Out of School Suspension / Expulsion</i></p>	<p>Fighting</p> <p>Terrorist threat toward school officials or property</p> <p>Vandalism or theft</p> <p>Sexual Harassment</p> <p>Possession or Consumption of Alcohol</p> <p>Defacing school property</p> <p>Repetitive Level 3 behaviors</p>

LEVEL 5 Local Authorities Notified Expulsion (Possible 186 day suspension)	Possession and/or use of drugs on school property Possession of a weapon or firearm Sexual Assault Bomb Threat Unauthorized use of a fire alarm unit
REPEATED LEVEL 1 AND 2 OFFENSES WILL RESULT IN HARSHER DISCIPLINARY ACTION	

DISCIPLINARY PROCEDURE FOR CLASSROOM MISCONDUCT

Each teacher has a specific classroom behavior plan. It incorporates teacher/student expectations, a hierarchy of consequences for students who break the rules, and a positive reward plan for well-behaved students. It is our philosophy that the classroom teacher is the best person to deal with behavior issues. If you have a question regarding a discipline procedure, please contact your child’s teacher first. Below is a general outline that our teaching staff will follow when assessing student discipline. Teachers shall document each step as it occurs:

STEP 1: TEACHER / STUDENT CONFERENCE: The teacher shall have a conference with the student. During the conference, the teacher shall communicate with the student the nature of the infraction and what is required to change the undesired behavior.

STEP 2: DETENTION, PARENT / GUARDIAN CONFERENCE: Detention (or another consequence) will be assigned by the teacher for a classroom rule infraction. The student shall be informed of the behavior that caused the consequence to be assigned.

STEP 3: REFERRAL TO OFFICE: The student shall be referred to the principal. The referral form shall document the infraction, date, and any other relevant information. Parent/guardian contact shall be made by the principal. A written behavioral contract may be required, signed by the student, teacher, administrator, and parent/guardian.

DRESS CODE

Solomon Junior-Senior High School administration, students, and their parents must share the responsibility of appropriate dress and grooming. The dress code exists to help insure a positive educational environment for all students. The following are **NOT ACCEPTABLE** apparel at Solomon Junior-Senior High School and will be subject to discipline consequences:

First offense – warning and potential clothing change

Second offense – change of clothes and referral

Third offense – ISS

- Head Coverings / Bandanas
- Shorts, skirts or dresses determined to be excessively short
- Clothing determined inappropriate by the administration
- Sheer or see – through shirts, tights, and blouses
- Exposed undergarments

- Shirts and/or accessories advertising drugs, alcohol, tobacco, weapons, or that suggest violence, obscenity or vulgarity
- Pajamas
- House Slippers
- Blankets
- Bare feet
- Cut off t-shirts
- Tank tops are allowed if the straps are an inch in width
- Cleavage or otherwise bareness of the chest due to a top's cut is not permissible
- Clothing with rips, tears, or holes above the knees is unacceptable attire
- Exceptions for spirit days are at the sole discretion of the administration
- Other as determined by the administration to be disruptive or counterproductive

DRILLS

The school conducts monthly fire drills and periodic drills for the purpose of preparing the students and staff to respond safely to a hazard. Approved procedures will be discussed by teachers and posted in all rooms. Students with disabilities will be the responsibility of the teacher or paraprofessional who is escorting them or in charge of them in the classroom.

DRUG FREE SCHOOLS

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act.

DRUG TESTING POLICY

The USD 393 Board of Education, in an effort to protect the health and safety of its students from illegal drug and alcohol use and abuse or injuries resulting from the use of illegal drugs and or alcohol adopted a policy for drug testing of students. Students and parents, grades 6-12, shall agree to participate in this program or the student shall not be allowed to participate or attend any USD 393 athletic or extra-curricular activity, this includes parking on school property. USD #393 will choose a vendor to perform the random tests, in return the vendor will select up to 10 percent of the eligible high school or middle school students from random testing at each testing period. The random tests will be conducted in a secure school location. More information relating to the drug testing policy can be found on the district website, www.usd393.net, or from the high school office.

DUAL ACTIVITY PARTICIPATION

Dual participation in activities requires the approval of the school administration. In the event that a student wishes to participate in dual activities during a season a meeting between the coaches/sponsors, athletic director, student, and parent/guardian shall occur. During this meeting coaches should establish their guidelines and an activity/practice schedules should be arranged and agreed upon by all parties involved. If conflict occurs, the following guidelines will be followed:

- If one of those activities is a state-sponsored competition/performance, the state-sponsored activity will always take precedence.
- If one of the activities is a practice and the other a competition, the competition/performance will always take precedence.

DUAL CREDIT COURSES

Solomon USD #393, in order to provide a broader educational opportunity and expand the educational needs of students for the future, shall grant high school credit from Salina Area Technical College under the following conditions:

- Eligible students are: 10th, 11th, and 12th grade students with a cumulative GPA of 2.75, strong attendance record, and qualifying admission scores on the ACT, SAT, or COMPASS test; OR 11th or 12th grade students with a 2.5 GPA, strong attendance record, qualifying admission scores on the ACT, SAT, or ACCUPLACER assessments.
- The course is a bona fide college course, approved by the requirements and rigor as any other college course.
- The college and Solomon High School have a cooperative agreement to allow such enrollment.
- The college provides verification to the Solomon High School that the student is attending class.
- Required Solomon High School courses will only be accepted for credit with the consent of the high school principal and superintendent of schools.
- High School students must withdrawal from a concurrent class within the first two weeks of the beginning of the semester or otherwise will receive an F on his/her transcript.

EARLY DISMISSAL AND CANCELLATIONS

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings or cancellations by announcements made through the school's communication system. During an emergency situation when there is sufficient warning time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may come to school and pick up their children. Students shall be released according to the board policy for the release of students during the school day.

EARLY GRADUATION

Students who complete all state and local graduation requirements may request permission to graduate early. Each request shall require board action and shall be based on the circumstances of the individual student. The student's request shall be in writing, addressed to the principal, shall state the reasons supporting the request, and include a copy of the graduation plan and a letter of support from the student's parents/guardians.

EMERGENCY NOTIFICATIONS

Solomon USD #393 uses Alert which is linked to Infinite Campus for notifications of parents for emergencies, school closures, events, and important school information. It is important for parents and students to supply current contact information and keep that information up to date with the school office.

EQUIPMENT AND SUPPLIES

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the teacher. Students shall handle all school equipment and supplies carefully. Students shall be responsible for any damages they cause to school equipment or supplies.

FEES, FINES, AND CHARGES

Students may be assessed fees for the following (not an inclusive list):

- Materials for class projects
- Technology fees – Chromebook
- Membership dues in student clubs
- Voluntarily purchased pictures, publications, class rings, graduation announcements, etc.
- Voluntarily purchased student accident insurance
- Musical instrumental rental and supplies; personal apparel used in extracurricular activities that become the property of the student
- Activity trip fees
- Students may be charged for lost, stolen or damaged books, Chromebook, and other school property

FIELD TRIPS

Students may participate in a field trip if the parental consent form for the trip has been turned in and that student is eligible according to USD 393 eligibility standards.

FOOD SERVICE

Students who wish to purchase breakfast may do so from the cafeteria before school each morning and also during the school day during “second breakfast,” between 2nd and 3rd period. Students who qualify for free and reduced meals may receive at no charge the same breakfast. The lunch program offers lunches that meet federal nutrition guidelines. We also offer a salad bar option for students. Meal account deposits will be accepted in the cafeteria or school offices before school and during the school day. Deposits made by 10:00 am will be available that same day for lunch purchases; deposits after 10:00 am will be available the following day. Students can pay cash in the serving line for any meal item or ala Carte item. Solomon High School has a closed lunch. The following expectations will be enforced:

- No food is to be taken from the cafeteria aside from 2nd breakfast which will be eaten in their classrooms
- Each student is responsible for his/her own cleanup
- Students are not to run, push, or cut into the lunch line
- Students will be held accountable for their morning lunch count response
- All students must report to the lunchroom during their assigned lunchtime or stay in the commons area until dismissed. Students who do not report to the lunchroom will be considered “skipping,” and the appropriate behavior steps will be taken. Students should not be in the hallways, instructional areas, or parking lots during their scheduled lunchtime.
- Guests at lunchtime must obtain permission from an administrator.
- Students failing to comply with these rules could lose their lunchroom privileges and face further disciplinary action.

GRADING CLASSIFICATION

At the conclusion of each nine-week period, students shall receive a copy of their grades through mail for parents to see. Semester grades are recorded on the student’s transcript. Grades and attendance are accessible online through PowerSchool. ***ALL GRADES SHALL BE UPDATED BY TEACHERS ON A WEEKLY BASIS EVERY MONDAY.***

GRADING SCALE

- 90 – 100 A 4.0
- 80 – 89 B 3.0
- 79 – 79 C 2.0
- 60 – 69 D 1.0
- Below 60 F 0.0

GRADUATION EXERCISES AND DRESS

Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. Graduation exercises shall be under the control and direction of the building principal. Graduation exercises are a privilege. Graduates will dress appropriately for the occasion. Graduates who do not follow appropriate dress will not participate in the graduation ceremony. Sponsor/Administration will visit with class prior to graduation to discuss appropriate dress, which is defined as follows: boys will wear a collared shirt, slacks, shoes, and socks. Girls will wear a dress, suit, or top and slacks and shoes. **NO SHORTS WILL BE ALLOWED.**

GRADUATION REQUIREMENTS

To be eligible for graduation from Solomon USD #393, a student must meet the following requirements before the Board of Education may grant a diploma. State and local school board policy stipulate that students to be eligible for graduation, must meet and successfully complete the requirements as indicated in the following:

A total of twenty – seven (27) credits shall be required for students graduating in 2018. A total of twenty-eight (28) credit shall be required for students graduating in 2019 and later. A normal student class load consists of 8 units of solid subjects per year. Based upon the student’s needs, academic grade status and / or requirements, the school administration may review and waive prerequisites if is in the best interest of the student’s educational plan.

USD 393 REQUIREMENTS

English	4 Units
Social Studies	3 Units
Science	3 Units
Mathematics	3 Units
Fine Arts	1 Unit
PE	0.5 Unit
Health/Nutrition	0.5 Unit
Unit Electives	12 or 13 Units

To help student’s progress toward graduation the following guidelines have been established.

1. To be classified as a freshman, a student must have completed the eighth grade successfully at an accredited school.
2. To be classified as a sophomore, a student must have earned a minimum of seven (6) credits from an accredited school in grade 9.
3. To be classified as a junior, a student must have earned a minimum of fourteen (12) credits from an accredited school in grades 9 and 10.
4. To be classified as a senior, a student must have earned a minimum of twenty-one (18) credits from an accredited school in grades 9, 10, and 11.

HALL PASSES

Students should never be out of an assigned class and in the corridors without a pass signed by faculty members. Students traveling in the halls are expected to maintain a reasonable degree of quiet and proper behavior. Students may be denied hall passes if they violate appropriate behavior codes while using a hall pass.

HALLWAYS

Students should remain in class during the entire period. Students are not to be sent to the hallway to complete work or serve discipline offenses. The hallways need to remain clear throughout the school day except for students and staff passing from one location to another.

HEALTH SCREENINGS

Health histories are updated on a yearly basis. Vision and hearing screenings are completed at least every two years.

HIPAA

The district shall comply with all applicable Health Insurance Portability and Accountability Act (HIPAA) provisions ensuring the confidentiality of protected health information.

HOMECOMING AND WINTER ROYALTY CANDIDATES

All candidates must be eligible and in good standing. **To be eligible for candidacy, a student shall not be involved in more than one incident requiring an ISS and NO OSS per current year.** All candidates will be a senior and enrolled in Solomon High School. Once you have been chosen King or Queen you are not eligible again. The kindergarten escorts may not be used more than once and will be chosen by the administration. A maximum of three candidates of each gender will be selected. The student body will vote for the King and Queen.

HOMECOMING GUIDELINES FOR FLOATS

The purpose of preparing for homecoming activities is to help build school spirit and to take pride in our school and community.

- Float committees will be appointed at the time class officers and STUCO representatives are elected which is generally done within the first month of school.
- The float committees for each class will be responsible for bringing ideas for the float to the sponsor before it begins to be built. The sponsor must approve the design.
- No profane word usage or inappropriate school content will be allowed on signs or on any other part of the float. If this does happen, the float will not be allowed to be in the parade and students may be subject to discipline.

HOMEWORK

Students are expected to complete homework assignments on time. Students are also responsible for bringing materials such as school device, pencil, paper and textbooks to class regularly. The use of homework as a means to discipline a student is prohibited.

HONOR ROLL

The categories are Superintendent's Honor Roll, Principal's Honor Roll, and Counselor's Honor Roll. To be on the superintendent's honor roll, a student must have a 4.0 GPA. The principal's honor roll will be for students having a minimum GPA of 3.5 and receiving no grades lower than a "C." The counselor's honor roll will be for those student's having a minimum GPA of 3.0 and receiving no grades lower than a "C."

INJURY GUIDELINES/INSURANCE

The doctor must make all decisions as to whether the injured athlete may continue to participate or not. The doctor must also decide when an injured athlete may return to practice and to participation thereafter. Injury records should be maintained for all athletic injuries requiring medical attention. Athletes must keep their coaches informed when they receive medical attention for an injury which occurred at practice or in competition. The Athletic Director will give injured athletes a fact sheet on athletic insurance.

ILLNESS AT SCHOOL

If a student becomes ill during the school day, he/she shall report to the school nurse or the secretary, who will contact a parent or guardian before releasing the student. If no one can be reached, the student will be kept at school.

INOCULATIONS

All students enrolling in any district school shall provide the building principal with proof of immunization (2 MMR, 3 Oral Polio and 4 DT-Diphtheria & tetanus-with at least one DT being within the last 10 years) of certain diseases or furnish documents to satisfy requirements. Legal exemptions must be presented in writing as defined by Kansas's law.

IN-SCHOOL SUSPENSION

The in-school suspension program is an alternative to removing students from the school setting because of behavioral problems or violation of school rules. This program is set up to cause a behavioral change in students and is based on a positive approach to disciplinary action. Under the in-school suspension program, students are provided the opportunity to continue their schoolwork without losing credit. At the same time, they do lose their privileges to mingle and socialize with the student body during their assignment to in-school suspension. The following is the procedure followed by students assigned to in-school suspension:

- Students are placed in a classroom under the supervisor of school personnel
- The student should obtain his/her assignments prior to in school suspension when able. The student must complete those assignments during the suspension in order to receive any credit. Those assignments must be handed in to the supervisor at the end of each day who will turn it into the appropriate teacher. The student will not be allowed any additional time to complete academic work except to make up tests or exams.
- Students assigned in the in-school suspension room will be required to report prior to the start of school with appropriate texts, papers and writing instruments. These students will be allowed a five-minute break in the morning and another five-minute break in the afternoon. Students in in-school suspension will be provided a lunch from the cafeteria. **STUDENTS WILL NOT BE ALLOWED TO PARTICIPATE OR ATTEND EXTRA CURRICULAR ACTIVITIES THE DAY(S) THEY ARE ASSIGNED TO THE IN-SCHOOL SUSPENSION ROOM.**
- In – School Suspension Rules

- Absolutely no communication with other students – no cell phones
- No sleeping or head on desk
- No food, gum, or drink while in suspension
- Finished work must be turned in to the supervisor at the end of each day
- Breaks – To be determined by the supervisor
- Violations of rules will result in an added day of ISS or OSS

INTERROGATIONS AND INVESTIGATIONS

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student behavior code. If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation. The administration may search any locker, student or student property if there is reasonable suspicion without notifying parents.

KANSAS SCHOOL SAFETY HOTLINE NUMBER

House Bill 2558 established a statewide school safety hotline that will be staffed by the Kansas Highway Patrol. The purpose of the hotline is to give students the opportunity to report “impending school violence.” The toll free Kansas School Safety Hotline number is 1-877-626-8203.

KANSAS QUALIFIED ADMISSIONS

In 1996, the Kansas Legislature passed a qualified admissions curriculum for Kansas High School graduates. The law applies to students who will graduate from high schools in May of the year of 2001 and thereafter. The law states a graduate of an accredited Kansas High School, who has completed the required pre-college curriculum with a minimum GPA in those classes, is entitled to admission to a Kansas State Board of Regents college.

The six Kansas Board of Regents universities are: Emporia State, Fort Hays State, Kansas State, Pittsburg State, University of Kansas, and Wichita State. The pre-college curriculum is as follows:

- 4 units of English (at least one taken each year in high school)
- 4 units of Math (Algebra I, Geometry, Algebra II and above) or 3 units of Math and an ACT Math score of 22.
- 3 units of Social studies (U.S. History, U.S. Government, World History, Economics)
- 3 units of Science (Physical Science, Life Science, Biology, Advanced Biology, Chemistry, or Physics. At least one unit must be Chemistry or Physics)
- 2.0 Grade Point Average
- ACT score of 21 or graduate in top 1/3 of class

INSURANCE

Parents and guardians shall be notified annually in writing of student insurance provided by the district, and medical expenses not covered by such policies are the responsibility of the parents.

LEAVING SCHOOL

After a student has reported to school and the bell to begin the first class has rung, the student is not to leave the building at any time except after reporting to the office and receiving permission or after the school day has ended.

- If a student finds it necessary to leave during the day, he/she **must** report to the office for the secretary to make the proper arrangements.
- Permission to leave the campus will not be granted unless the parents grant permission with a phone call. **PLEASE NOTE**--Parental permission for the student to leave will not necessarily result in the absence being excused. The decision to excuse or not excuse rests with the principal. If the reason for leaving does not appear to the principal to be necessary, the time missed will be considered an unexcused absence. That will be communicated to the student and parent before he/she leaves.
- Failure of the student to follow the proper procedure when leaving the building will result in disciplinary action.
- A student checking out and missing more than 1/2 of the class period will be counted absent.

MEDICATION AT SCHOOL

If a student is to receive medication at school, the medication must be sent to the nurse's office in the original prescription bottle accompanied by a written request from the parent. Non-prescription medication (Tylenol, Advil, Midol, etc.) will be given only with a written request from the parent and must be provided in an unsealed container with the student's name. If a student needs to carry an inhaler, EpiPen, or other medication on them, we need a written request from the student's doctor in the office on file. **NO ORAL MEDICATION WILL BE PROVIDED BY THE SCHOOL.**

LOCKERS

Lockers in district schools shall be under supervision of the building principal and assigned to the student to store necessary school materials and clothing. Students must utilize their lockers regularly. The principal may search any locker at any time without notice to the student to whom the locker is assigned if there is reason to believe the locker contains matter prohibited by law or school regulations. Students shall not place locks, other than those issued by the school, on any locker.

LOCKER ROOMS

The P.E. teachers and/or coaches will attempt to keep the locker area locked whenever possible. The contents of lockers in this area are the sole responsibility of the **STUDENTS** involved. The school and its personnel cannot be held responsible for unsecured student property.

LUNCH

Our lunch period is a closed lunch period. Students may only eat hot lunches in the cafeteria or bring their lunch from home. Students will not be allowed to be excused by a parent or guardian to leave school for lunch. Students leaving school during the lunch period will serve an administrative detention. Students repetitively violating this policy will serve in-school suspension.

NCAA REQUIREMENTS FOR COLLEGE-BOUND ATHLETES

College-bound student athletes who are considering athletic competition at a NCAA Division I or II school need to remember they must meet certain academic eligibility and core course requirements to be eligible at these institutions. The NCAA clearinghouse determines whether a student meets these guidelines. These guidelines apply to Division I (16 units) and Division II (14 units) colleges only, not all colleges. In Kansas, the following colleges are Division I: Kansas University, Kansas State University, and Wichita State University. Division II: Emporia State University, Fort Hays State University, Pittsburg State University, and Washburn University. See your counselor for more information.

NURSE

The school nurse covers emergencies, illness, testing of hearing and vision, and is a resource to the classroom teacher. She is also involved in other phases of health problems and education.

OFFICE / LIBRARY AIDES

The following guidelines apply to students interested in being an aide: Only juniors and seniors are eligible. Aides must have a cumulative 3.5 grade point average and be on track to graduate with their class. An aide must have a good attendance record. A student may enroll as an aide for only one class per semester. Students will be placed as an aide by administration. Principal approval is required.

ONLINE LEARNING OPPORTUNITIES

Students may not enroll in an online course as an alternative to any course offered by the high school, except as an attempt to earn credit for a class already attempted but failed by the student.

The following guidelines shall be used by the administration:

1. Only administration approved courses shall be posted on student transcripts.
2. Approval of any course shall be based upon the course content and rigor, its length and scope, its method of assessing knowledge acquired by the student, the qualifications of the instructor, and other appropriate factors.
3. Enrollment in an online course will be allowed only if an appropriately certified staff member is available and willing to supervise the student's participation in the course.

Approval by the administration of online coursework shall be based on Kansas State Department of Education regulations and/or guidelines in effect at the time the student request is made.

OPT – OUT / OPT - IN

A parent or guardian (or student eighteen years of age and older) will use the district opt-out / opt-in provision to remain or remove the student from some portion or all of human sexuality classes.

OVERNIGHT OUT-OF-TOWN ACTIVITY TRIPS

During an overnight trip, sponsors may be required by administration to be in each student room. When sponsors in each room are not required, students will be responsible for complying with all rules set forth by the sponsor, the organization, and the school. Should a student violate any of the rule(s), he/she will forfeit his/her next overnight trip in addition to other consequences up to and including expulsion.

OUT OF SCHOOL SUSPENSION AND EXPULSION

Procedures

A student may be suspended or expelled, for reasons set forth in Kansas by law and school administrators. A suspension may be for a short term not exceeding 10 school days or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 days. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings shall be conducted by the superintendent/designee.

Rules which apply in all cases when a student may be suspended or expelled

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for a hearing
- Students who are suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results
- A student suspended for more than 10 school days or expelled from school shall be provided with the information concerning services or programs offered by public and private agencies that provide services to improve the student's attitude and behavior
- A student who has been suspended or expelled shall be notified of the day the student can return to school
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation
- If the expulsion is related to a weapons violation the superintendent may establish requirements relating to the student's future behavior at school and may place the student on probation
- The days a student is suspended or expelled are not subject to the compulsory attendance law. During the time a student is suspended or expelled from school, the student may not:
 - Be on school property
 - Attend any school activity as a spectator, participant or observer

Short-Term Suspension Procedures

Except in an emergency, a short-term suspension (not exceeding 10 school days) must be preceded by oral or written notices of the charges to the student and an informal hearing shall be provided no later than 72 hours after the imposition of a short-term suspension. Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Any person designated in policy as having the authority to suspend may conduct short-term suspension hearings. At the informal suspension hearing, the student shall be:

- notified of the right to be present
- informed of the charges
- informed of the basis for the accusation; and
- allowed to make statements in his/her defense

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during the regular school hours, the student shall remain at school until the regular dismissal time.

Long-Term Suspension or Expulsion Procedures

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has the authority to suspend or expel. The principal shall designate a hearing officer. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents/guardians shall be given written notice of the time, date, and place of the hearing
- The notice shall include copies of the suspension/expulsion law and appropriate board policies, regulations, and handbooks
- Either a certified employee or committee of certified employees may conclude the hearing
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board

- The person or committee conducting the hearing shall prepare findings required by law
- Records of the hearing shall be available to students and parents or guardians according to Kansas law
- Written notice of the result of the hearing shall be given to the pupil and to parents or guardians within 24 hours after the determination of such result

Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

- to counsel of his/her choice
- to have a parent or guardian present
- to hear or read a full report of testimony of witness;
- to confront and cross-examine witnesses who appear in person at the hearing;
- to present witnesses in their behalf;
- to testify in his or her own behalf and to give reasons of his or her conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence

Appeal to the Board of Education

The following conditions shall apply if a student or the student's parent or guardian files a written appeal of long-term suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing
- The hearing shall be conducted as a formal hearing using the same rules noted earlier for the expulsion hearings
- The board shall provide a certified court reporter to transcribe the hearing
- The board shall render a final decision within 5 calendar days after the conclusion of the appeal hearing

Probationary Status

The principal may defer any punishment, suspension or expulsion. The student involved may be placed on probation for a set period of time. The punishment, suspension or expulsion shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian. A student placed on probation shall be given a written list of terms and conditions of the probation. The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions and failure to abide by the conditions may be reason to reinstate the original punishment. The superintendent shall handle any probation arrangement resulting from violations of a weapons policy.

OUTSIDE TECHNOLOGY DEVICES

All 9-12 students are given a technological device to use in school. Personal laptops, iPad, or any other computing device is not allowed in school. Students are asked to use their school issued device during school hours. Using personal devices is a security and technological infrastructure threat.

PARKING LOT

Students may **NOT** go to the parking lot without a pass or approval from the office. An office pass is required for any student who visits the parking lot. Once students arrive at school and come into the building, students are expected to remain at school for the day. Detentions will be assigned to students who do not follow this procedure. Repeat offenders may lose parking privileges.

PERSONAL PROPERTY

The district is not responsible for students' personal property and does not provide insurance on student's personal property. If a student's personal property is broken, damaged or stolen, repair or replacement is the student's responsibility.

PHYSICAL EXAMINATIONS

Physical examinations in accordance with Kansas law are required for all students enrolling who have not previously enrolled in a Kansas school. This physical exam must have been completed no more than 12 months prior to enrollment and no later than 3 months after enrollment. Physical examinations in accordance with the Kansas State High School Activities Association are required for athletes and students involved in activities. Athletic physicals must be updated annually after May 1, using the KSHSAA Pre-Participation Physical Evaluation Form. Physical exam expenses are the responsibility of the student. Students will not participate until the examination form has been complete and submitted to the school.

PROCEDURE TO BE USED FOR SETTING A CONFERENCE W/ A COACH OR SPONSOR

1. Call the coach to set up an appointment. (All coaches have voicemail and will return your call promptly.)
2. If the coach cannot be reached within 24 hours, call the Athletic Director.
3. Our coaches have been directed not to hold a conference before or after a contest or practice. Meetings of this nature do not promote resolution of a concern.

If a satisfactory resolution is not reached, set up an appointment with the SHS Athletic Director.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection in school or on the school grounds are prohibited. The PDA policy is effective during school hours, at all school activities, and in the school parking lot.

PUPIL INFORMATION

Each year during enrollment, parents and students must fill out a pupil information form including the following information:

- Name(s), cell and home phone number(s), e-mail address, and address of the student's parent(s) or guardian(s)
- Name of individual(s) to contact in case of emergency
- Name of student's physician
- Immunization records that must be current for student attendance and participation in school
- Description of any medical conditions of which the staff needs to be aware of

This information is kept on file and made part of the student's record.

RACIAL HARASSMENT

Racial harassment is unlawful discrimination on the basis of race, color, or national origin under Titles VI and VII of the Civil Rights Act of 1964. All forms of racial harassment are prohibited at school, on school property and at all school – sponsored activities, programs, or events. Any student who believes he or she has been subject to racial discrimination should report the problem to the principal, guidance counselor or other certified staff members.

RECORDS

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated. Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by the school. In accordance with FERPA, students and parents are required to be notified of those rights, which include:

- The right to review and inspect all educational records except those which are specifically exempted
- The right to request the student’s educational records be amended if they believe the records are misleading, inaccurate, or otherwise in violation of their rights. This right includes the right to request a hearing at which the student may present evidence to show why the record should be changed if the request for an amendment to their records is denied in the first instance
- The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if students and/or parents believe USD # 393 has failed to comply with FERPA’s requirements. The address of this office is 400 Maryland Avenue SW, MES, Room #4074, Washington D.C. 20202.
- The right to obtain a copy of USD # 393 policies for compliance with FERPA. A copy may be obtained from USD # 393 Central Office, 113 East 7th Street, Solomon, KS 67480.
- The right to prevent disclosure of personally identifiable information contained in your educational research records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - USD # 393 has prior written consent for disclosure
 - The information is considered directory information and students and parents have not objected to the release of such information (see “Directory Information”); and
 - Law permits disclosure without consent

REPEATING COURSES

Required courses must be repeated if a failing grade was earned. Both grades will be included in the transcript and counted for grade point purposes even if it is an F. Each subsequent attempt will be treated the same as the second. Courses are not repeatable once they are passed.

REPORTING ACCIDENTS

Students should report any injury incurred at school or a school-sponsored activity immediately to the principal, appropriate sponsor, or school nurse.

RULE 52 CITIZENSHIP / SPORTSMANSHIP

The concept of “sportsmanship” must be taught, modeled, expected and reinforced in the classroom and all competitive activities. Therefore, all Kansas State High School Activities Association members stand together in support of the follow sportsmanship policy.

PHILOSOPHY – Activities are an important aspect of the total education process in the American schools. They provide an arena for participants to grow, to excel, to understand and to value the concepts of sportsmanship and teamwork. They are an opportunity for coaches and staff to teach and model sportsmanship, to build school pride, and to increase student/community involvement; this ultimately translates into improved academic performance.

Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of sportsmanship for youth as respected representatives of society. Sportsmanship is a good citizenship action!

SALINA AREA TECHNICAL COLLEGE

A student who attends Salina Area Technical College, shall have a schedule developed cooperatively by the college and the school and approved by the principal prior to beginning classes. Only students classified as juniors or seniors may attend Salina Area Technical College.

SCHEDULING ACTIVITIES

Student and community groups desiring special meetings or activities must present a request to the principal one week in advance of the activity showing details of plans, management, transportation, and supervision. This includes parties, dances, and activities not on the regular schedule. The sponsor shall be responsible to clear dates on the school calendar.

SCHOOL DANCE POLICY

Solomon Junior-Senior High School dances are designed for our students with these guidelines:

1. The principal must give permission to hold a school dance at least two weeks in advance of the dance date.
1. At least three faculty sponsors must be secured to help supervise.
2. No student may enter a dance 30 minutes after the scheduled starting time unless previous arrangements have been made with the sponsor.
3. No student will be readmitted to a dance once he or she has left the building where the dance is held.
4. No drinking or smoking is allowed on school grounds or at any school function on or off school grounds.
5. Any outside guest must be signed up ten (10) days in advance for those dances allowing outside dates, and the sponsoring student will be responsible for the actions of his or her guest. The guest must be a high school freshman or older, but not more than 2 years out of high school AND under the age of 21. A form must be obtained by the sponsoring student and will be taken to the school of the guest student to be filled out by that administrator indicating the visiting student is in good standing in his/her own school. This form will be faxed back to Solomon High School by an administrator of the guest student's high school.
6. A student or guest may be removed from a dance for breaking school rules and/or any of the above guidelines. Students attending a dance are under the jurisdiction of the school and are subject to school disciplinary procedures, including suspension and expulsion.

A student must meet eligibility requirements and be a "student in good standing" to attend school dances including prom and homecoming.

SEARCHES

Students have no expectation of privacy while in school or on school property. The administration may, at will, search a student locker, bag, purse, backpack, technology or other school property of a student including their vehicle when it is on school property. The student shall be told why a search is being conducted.

SEXUAL HARASSMENT

Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors and any others having business or other contact with the school district is strictly prohibited. It shall be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of district policy. Sexual harassment is unwelcome sexual advances, request for sexual favors and other inappropriate oral, written or physical conduct of sexual nature when made by a member of

the school staff to a student or when made by any student to another student. Any student who believes he/she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. Sexual harassment may include, but is not limited to:

- verbal harassment or abuse
- pressure for sexual activity
- repeated remarks to a person with sexual or demeaning implication;
- unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc.

Specific examples of sexual harassment include:

- making sexual comments or jokes
- looking or gesturing in a sexual manner
- touching, grabbing, pinching in a sexual way
- brushing up against
- flashing or mooning
- spreading sexual rumors about an individual
- pulling clothing in a sexual manner
- showing or giving sexual pictures, messages, or notes
- writing sexual messages/graffiti on walls, in locker rooms, etc.
- forcing a kiss on someone
- calling someone gay or lesbian
- forcing someone to do something sexual other than kissing
- spying while someone is showering or dressing

STATEMENT OF NON - DISCRIMINATION

Discrimination against any person on the basis of race, color, national origin, sex, disability, age or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. Justin Coup, Superintendent, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he / she has been discriminated against may file a complaint with the building principal.

STUDENT ORGANIZATIONS AND CLUBS

The school district encourages students to broaden their knowledge and citizenship by the formation of clubs or other groups organized to promote or pursue specialized activities outside the regular classroom environment. In order for these organizations to be sanctioned by the school, the following criteria must be followed: (a) The membership is open to all interested and eligible students; the approval of the building principal and the board of education must be obtained; and a member of the faculty attends the meeting or activities as an official advisor.

School sponsored clubs are those directly under the control of school personnel. Non-school clubs may not conduct their activities on school property without prior permission from the board of education. School sponsored organizations and clubs will hold their regular meetings during scheduled advisory club days.

TECHNOLOGY – VIOLATION OF POLICY

All of the policies and handbook procedures for acceptable use of computers and network are intended to enhance the learning of students. Use of the computers for programs, software, e-mail and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of USD #393 concerning use of computers and networks will result in disciplinary action. There are three levels of consequences, while the levels may be implemented in order; nothing prevents the administration from selecting any step depending on the facts and severity of the violation.

LEVEL 1 WARNING

The student will be subject to a written technology violation as indicated in the discipline code. The student will also lose computer/internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed in the conference.

LEVEL 2: PATTERN OF ABUSE, REPEATED ABUSE OR FLAGRANT VIOLATIONS

Students who, after a level 1 warning, continue to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any computer/internet privileges for the remainder of the school year and recommended for suspension.

LEVEL 3: SUSPENDABLE OFFENSE

Students could be suspended from school (removal for five days or more) if he/she engages in conduct that violates the USD #393 Solomon Computer and Network Acceptable Use Policy.

TESTING PROGRAM

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, cumulative semester finals, and any state required assessments. The comprehensive testing program is an aid for students, parents and teachers in appraising student progress and making decisions about future educational and post educational activities. The school testing schedule will be publicized through student announcements, weekly notes from the principal, and the district website.

TEXTBOOKS

Textbooks are issued to students with the following privileges and responsibilities:

- Each student shall be issued his/her own set of books
- The student may take the books home for study
- Each student is responsible for lost books and replacement must be made with the teacher
- Fines and penalties will be assessed for damage and excessive wear of the book
- The cost to the students for a lost or destroyed text will be the replacement value of the book.
- Some classes may use classroom sets of books and textbooks may not be issued.

TRUANCY

With certain limited expectations, every child between the ages of 7 and 18 is required by law to attend school. Students who are absent from school without a valid excuse for all or a significant part of the day (4 or more periods) for **THREE consecutive days, or FIVE or more days in any one semester or SEVEN days in a school year are truant**. A student is truant if he/she is inexcusably absent from school for a significant part of the day (4 or more periods). All cases of truancy must be reported to the appropriate statutory authorities. Students 13 and under shall be reported to the local office of Social and Rehabilitation Services and students over 13 shall be reported to the county attorney.

TOBACCO

Possession and/or use of any tobacco product by students are prohibited in any attendance center, in any school-owned vehicle, at school-sponsored events or on the grounds.

TRANSCRIPTS

Transcripts marked “unofficial” are given to students. All “official” transcripts are mailed to the school requested by the student or parent.

TRANSFER AND WITHDRAWAL OF STUDENTS

Anyone wishing to withdraw from school must follow the guidelines set forth in the compulsory attendance requirements established by Kansas law. Parents or guardians need to contact the principal to establish a time to meet.

When a student transfers, his/her records will indicate grades earned. If the transfer is before the end of a regular grading period, grades will be based on work done from the beginning of the semester. The records will note the number of days upon which grades are based.

Whether withdrawing or transferring, all library books, equipment, textbooks, and uniforms should be turned in before leaving the building. No records will be sent to any other school, employer, or the military service until all personal obligations have been cleared with this building. Student transfer/withdrawal forms are available from the counselor or the office.

TRANSFERRING CREDIT

In Solomon High School, full faith and credit shall be given to units earned in other accredited schools, unless the principal determines there is valid reason for not doing so.

TRANSFERS FROM NON-ACCREDITED SCHOOLS

The principal will place at the appropriate grade level students transferring from non-accredited schools. The principal will make initial placement after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student’s documented past educational experiences and performance on tests administered to determine grade level placement.

VALEDICTORIAN AND SALUTATORIAN

The grade point average used to determine the valedictorian and salutatorian of the senior class will be based on grades recorded on the student’s transcript including the 7th semester. In the event two or more students have the same GPA, valedictorian and salutatorian recipients will be chosen based on highest ACT score.

VANDALISM

The board shall seek restitution according to law for loss and damage sustained by the district.

WEAPONS

Possession or use of a dangerous weapon or use of a weapon on school property or at a school function is prohibited. A pupil who brings or is found to be in possession of a dangerous weapon, or who places a person in fear of bodily harm with a dangerous weapon, or a weapon on school premises before, during, or after school at any school sponsored activity, regardless of where held, is subject to administrative and/or legal action in accordance with board policy. It is against USD #393 policy for students to bring any type of knife on campus or to a school activity. Knives will be confiscated with appropriate disciplinary action taken. Possession of a firearm or replica shall result in expulsion from school for a period of one year (365 calendar days).

WEEKLY ELIGIBILITY PROCEDURE

Any student receiving their first “F” in any class during a semester will be on probationary status. Any student receiving their second “F” in any class during a semester will be ineligible for the week.

Eligibility will be checked on the first day of the week each week during the school year, beginning the third week of each new semester. If a student is ineligible, the student will not be allowed to participate in any competitions during the following week, however they are allowed to practice. Ineligible students will use the beginning of practice as an opportunity to raise their grades by attending after school tutoring.

Students who have an “F” in a course will remain eligible but will be required to attend tutoring on a “probationary basis.” Once the student raises their grade above an “F” they will no longer have to attend tutoring. IF A STUDENT IS ON THE PROBATIONARY LIST FOR THE SAME COURSE MORE THAN ONCE DURING THE SEMESTER THAT STUDENT WILL BE INELIGIBLE FOR WEEKLY COMPETITION UNTIL THEIR GRADE RAISES.

WELLNESS POLICY

Solomon Public Schools is committed to providing school environments that promote and protect children’s health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Solomon Public Schools that:

- Wellness guidelines be implemented as specified in the Kansas State Department of Education’s Wellness Policy Report for each school level
- Students, parents, teachers, food service professionals, health professionals, and other interested community members will be engaged in developing, implementing, monitoring and reviewing district-wide nutrition and physical activity policies
- Foods and beverages sold or served during the school day will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans
- Students will be provided with adequate time to eat in settings that are clean and safe
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and will establish linkages between health education, school nutrition programs and related community services.
- No pop or energy drinks are allowed in school.
- All bottles holding drinks must be clear or have a clear lid.