



SOLON HIGH SCHOOL

2021-2022

STUDENT and PARENT HANDBOOK

www.solon.k12.ia.us

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										SOLON COMMUNITY SCHOOL DISTRICT 2021-2022				
M	T	W	TH	F	School Days	DATE	EVENTS							
August		2021												
2	3	4	5	6	0									
9	10	11	12	13	0									
16	17	18	19	20	0	August 18, 19, 20, 2021	District Workshop					1:45 is 5 hours		
23	24	25	26	27	5	August 23, 2021	First day of school, 1:45 Dismissal					3:15 is 6.5 hours		
30	31				2	August 24, 26, 2021	1:45 Dismissal - Professional Development							
September		2021												
		1	2	3	3	September 6, 2021	Labor Day - No School					1:45 for 41 days		
6	7	8	9	10	4	September 2, 9, 16, 23, 30	1:45 Dismissal - Professional Development					3:15 for 139		
13	14	15	16	17	5	September 23, 2021	HS P/T Conferences (2-7:30)							
20	21	22	23	24	5									
27	28	29	30		4									
October		2021												
				1	1									
4	5	6	7	8	5	October 7, 14, 21, 28	1:45 Dismissal - Professional Development							
11	12	13	14	15	4	October 11, 2021	No School- Professional Development							
18	19	20	21	22	5									
25	26	27	28	29	5									
November		2021												
1	2	3	4	5	5	November 4, 11, 18,	1:45 Dismissal - Professional Development							
8	9	10	11	12	5	November 11, 2021	LV/IS/MS P/T Conferences (2:00-7:00)					Q1 ends October 22/ Q2 ends Dec 22		
15	16	17	18	19	5	November 18, 2021	LV/IS/MS P/T Conferences (2:00-7:00)					First sem 84 days Q1 43 / Q2 41 days		
22	23	24	25	26	3	November 23, 2021	1:45 Dismissal - Thanksgiving Break					Q3 ends March 10 / Q4 May 26		
29	30				2	November 24-26, 2021	Thanksgiving Break - No School					Second sem 96 days Q3 48 / Q4 48		
December		2021												
		1	2	3	3									
6	7	8	9	10	5	December 2, 9, 16	1:45 Dismissal - Professional Development							
13	14	15	16	17	5	December 22, 2021	1:45 Dismissal - Winter Break							
20	21	22	23	24	3	December 23 - January 2	Winter Break							
27	28	29	30	31										
January		2022												
3	4	5	6	7	5	January 3, 2022	Classes Resume							
10	11	12	13	14	5	January 6, 13, 20, 27	1:45 Professional Development							
17	18	19	20	21	4	January 17, 2022	No School - Professional Development							
24	25	26	27	28	5	January 20 & 27	HS P/T Conferences (2-7:30)							
31					1									
February		2022												
	1	2	3	4	4	February 3, 10, 17, 24	1:45 Dismissal - Professional Development							
7	8	9	10	11	5	February 21, 2022	No School - Professional Development							
14	15	16	17	18	5	February 24, 2022	IS/MS PT Conferences (2:00-7:30)							
21	22	23	24	25	4									
28					1									
March		2022												
	1	2	3	4	4	March 3, 2022	LV/IS/MS PT Conferences (2:00-7:30)							
7	8	9	10	11	5	March 10, 2022	LV PT Conferences (2:00-7:30)							
14	15	16	17	18	0	March 11-20, 2022	No School- Spring Break							
21	22	23	24	25	5	March 24, 31, 2022	1:45 Dismissal - Professional Development							
28	29	30	31		4									
April		2022												
				1	1	April 1, 7, 14, 21, 28	1:45 Dismissal - Professional Development							
4	5	6	7	8	5	April 15, 2022	1:45 Dismissal- Good Friday							
11	12	13	14	15	5									
18	19	20	21	22	5	April 28, 2022	HS P/T Conferences (2:00-7:30)							
25	26	27	28	29	5									
May		2022												
2	3	4	5	6	5	May 5, 12, 19	1:45 Dismissal - Professional Development							
9	10	11	12	13	5	May 22, 2022	High School Graduation							
16	17	18	19	20	5	May 25, 2022	Last Day for Students 1:45 Dismissal							
23	24	25	26	27	3	May 26, 2022	Teachers' Last Day							
30	31				0	May 30, 2022	Memorial Day - No School							
June		2022												
		1	2	3	0		Cancelled weather related student attendance days will be added to the end of the calendar							
6	7	8	9	10	0									
13	14	15	16	17			Align to IHSAA dead week							
20	21	22	23	24			Moritorium Week: July 24-31							
27	28	29	30											
					DAYS	180								

To the Students of Solon High School

The purpose of attending school is to improve your mind and body; to prepare for life beyond high school; and to become productive citizens in our democracy.

We want you to enjoy your school years and set goals for yourself. We hope you will become an active participant in school life so that your years at Solon are meaningful and memorable.

The atmosphere of a school is determined by the student body. School should be a place all students want to attend. There are basic guidelines and rules, which we have that all students are expected to follow.

To the Parents

Our schools function most effectively with your support and cooperation. Please visit the school and its personnel any time. Our phone number is 624-3401. Or you may e-mail any teacher or principal.

We ask that you continue to monitor your child's educational progress. See that your child dedicates time for studying. Monitor your student's progress by using POWERSCHOOL on a regular basis.

Work with us to foster respect and honesty. We want our schools to be a safe place for all students.

Have A GREAT School Year . . .

*Zach Wigle
High School Principal*

Solon Community School District

Mission Statement

The mission of the Solon Community School District is to maximize achievement through exceptional teaching

Core Values

- Student first focus
- Collaboration
- High Expectations
- Relationship centered

Post-Secondary Goal

Within five years of graduating from the Solon Community School District, 90% of students will have earned a post-secondary certification or degree.

Vision

Graduate each and every student prepared for postsecondary success.

Attendance Policy

Attendance Policy Statement:

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. Students are expected to attend classes regularly and to be on time.

In order for the SCSD staff to do the best possible job educating students entrusted to them, the student must be in attendance. A successful educational program requires the cooperation of the parents, student, and staff. Only through consistent attendance and class participation do students achieve the benefits of the educational program. There is a strong correlation between good attendance and successful completion of school. Students who receive excessive excused or unexcused absences can expect that their learning will be affected even though work may be made up. Certain absences may be excused under this policy, but students will still be required to make up work missed due to an absence.

General School Policy

Not all rules/regulations are stated in this book. Please keep in mind that individual teachers also have their own rules and regulations that students are expected to follow. If you have a concern about a certain policy, contact the building principal for additional information or clarification.

School Day

The school day is from 8:20 am to 3:15 pm. A bell to announce the beginning of school will ring at 8:15 am. Students may be in the building after 4:00 pm only if they are under the direct supervision of school personnel. The gym and weight room are OFF LIMITS to unsupervised activities.

School Cancellation

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

Class Schedule

REGULAR DAY		
	Start Time	End Time
Zero block	8:00 AM	8:40 AM
1st Block	8:45 AM	10:05 AM
2nd Block	10:10 AM	11:30 AM
Lunch	11:30 AM	12:15 PM
3rd Block	12:15 PM	1:35 PM
4th Block	1:40 PM	3:00 PM
SEMINAR	3:05 PM	3:30 PM

2 HOUR LATE START		
	Start Time	End Time
Zero Block	10:00 AM	10:25 AM
1st Block	10:30 AM	11:30 AM
Lunch	11:35 AM	12:20 PM
2nd Block	12:20 PM	1:20 PM
3rd Block	1:25 PM	2:25 PM
4th Block	2:30 PM	3:30 PM
NO SEMINAR		
1:45 PM DISMISSAL		
	Start Time	End Time
Zero Block	8:00 AM	8:40 AM
1st Block	8:45 AM	9:45 AM
2nd Block	9:50 AM	10:50 AM
3rd Block	10:55 AM	11:55 AM
Lunch	11:55 AM	12:40 PM
4th Block	12:40 PM	1:40 PM
NO SEMINAR		

Absences

1. If a pupil is to be absent for the day or part of the day, the parents or guardian should call the office before 9:00 am. An answering machine operates between 4:00 pm and 7:30 am daily.
2. Any student who is absent any part of the school day (excluding field trips & excused appointments) shall not participate in any performance, rehearsal, game, meet, contest, or practice that calendar date, unless cleared with the principal prior to 3:00pm that day.
3. An absence will be recorded when a student is not present or is tardy twenty or more minutes.

Attendance Regulations

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

Examples of excused absences:

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

Reasons not listed above are considered unexcused.

School districts define what are excused and unexcused absences. The school makes the determination of whether an absence is excused. The principal (or designee) will make final determination, not the parent.

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

Nine or more absences in a class per quarter *may* result in the loss of credit subject to principal's discretion.

Steps in the Attendance Process:

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

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

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

Step 4: Continued unexcused absences= Referral for legal action

Tardy Policy

Tardies to school will be recorded by teachers and reported to the office. Tardies will be handled on a quarterly basis. A student is tardy when he/she is late to school for inexcusable reasons. Tardies are excused when they meet the following examples above. School districts define what are excused and unexcused absences. The school makes the determination of whether an absence is excused. The principal (or designee) will make final determination, not the parent. Consequences for tardies are: Per Quarter: all classed combined

6th tardy: mandatory 50 minute detention with 50 minute detentions to follow on every three subsequent tardies (9th, 12th, 15th, etc.)

Tardies To Class

Passing time is 5 minutes. This is plenty of time to take care of all hall business and getting to the next class on time. Tardies will be handled on a quarterly basis. Teachers will be responsible for recording and monitoring student's tardy to class.

Any student who is tardy any part of the school day (excluding field trips & excused appointments) shall not participate in any performance, rehearsal, game, meet, contest, or practice that calendar date, unless cleared with the principal prior to 3:00pm that day.

Skip Day

The school does not authorize any organized truancy by a group of students for a day or part of a day. In place of high school skip days, seniors are released early. Violations will be treated similar to truancy. Senior diplomas will be held until consequences are served.

Leaving & Arriving at the Building

After 8:55 am, under no circumstances, are students to leave the building without first obtaining permission from the main office. Students who leave the building without permission will be deemed truant and parental verification

after the fact will not be accepted as verification. A sheet will be provided to sign out when leaving the building and to sign in when returning. Failure to comply with these rules will result in a Level 1 consequence. These rules are made to safeguard the pupil because the school must know at all times where he/she is.

Any student who leaves the school grounds without prior permission will receive a Level 2 consequence. Students in an off limits area or who do not sign out will receive a Level 1 consequence. Student(s) must sign **their name only** on the sign out sheet. (Names need to be legible or a Level 1 consequence will be assigned.)

If a student drives to school, he/she is not permitted at any time during the day to go to his/her car unless prior permission is obtained from the office.

Absence Planning

Student planning is required for all pre-arranged absences. This would include field trips, athletic events, college visits, workshops, family vacations, and other similar circumstances. Students should complete the following steps when they are absent:

1. Check your teacher's website. www.solon.k12.ia.us -- Staff Directory -- SHS
2. Check with a classmate to get notes assignments
3. Go to the classroom and check the white board for posted assignments
4. Schedule a meeting with teacher (Steps 1-3 must be completed first)

Make Up Work

The responsibility rests with the student for arranging make-up work. Students should make contact with his/her teacher via class policy, before or after school, or during seminar. A student has two days for each day of an excused absence to turn in make-up work assigned, except when the absence has been more than three consecutive days. In this case, more time may be given dependent upon the individual case. The teacher and student will determine when make-up work will be done. Previously announced exams must be taken on the first day the student returns to school. Previous assignments are due upon return.

Make Up Exams

Students who miss classroom quizzes/exams may be asked to make these up between 7:30 and 8:20 am in the office or by making arrangements with the teacher within the 2 days for excused absence.

Incomplete Assignments

Incomplete work must be made up within the first week of the succeeding term; unless principal approves an extension, otherwise the incomplete automatically becomes a failure. If there is a prolonged illness, this period of time may be extended.

College Visits

Seniors will be permitted up to three (3) college visits per year. Juniors are permitted one (1) visit. Please allow one week advance notice for making college appointments. If this procedure is followed, it will not count as a day absent from school.

Field Trips

Field trips are scheduled by the classroom teacher as a part of the supplement to regular classroom instruction. When class field trips are scheduled, students are expected to take part in the trip the same as regularly scheduled class. The classroom teacher and/or principal must excuse students not participating in a field trip, or it will be classified as an unexcused absence.

Illness in School

If a student becomes ill during the school day, he/she is to report to the office. If circumstances prevent this, the student should have a friend notify the office as to the illness and where they are located. ***NO STUDENT IS TO LEAVE THE BUILDING.*** Students leaving will be deemed truant and parental verification **after the fact** will not be accepted as authorization. The office and/or school nurse must dismiss your student or it will be considered an unexcused absence.

Band/Choir Performance Attendance

The school feels it is reasonable to expect students who elect band/choir to participate in all major scheduled events and practices. Band/Choir is a full credit course and out-of-school time is a part of the course. The school calendar lists most of the events well in advance. Those not listed are in the weekly newsletter or announced in the regular classroom. In order to be eligible for an out-of-state trip, a student must have been enrolled in a musical ensemble the year of the trip. Students are required to ride the school bus to all away performances.

Bullying/Harassment:

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

Local Eligibility Policy- This policy is in effect to prevent students from failing courses. Communication will be sent from the office. Below are the steps we use to determine eligibility on a weekly basis.

1. Weeks 1-3 of each quarter: Students are working on classroom assessments.
2. Week 4 of each quarter:
 - a. Notification of D or F given to student by seminar teacher (student conference)

3. Week 5 of each quarter
 - a. 2nd Notification for D or F in same course
 - b. Probation- Send notice to parent via email
4. Week 6 of each quarter:
 - a. 3rd Notification for F in same course after receiving a D or F the previous two weeks. (D they are still eligible)
 - b. Ineligible- Must sit out activities for one week
5. A student who starts on the D or F list after week 4 will follow the same process.

School Lunch Information-

The students at the High School are given the benefit of a wide variety of A la Carte items and the choice between a regular lunch and the salad bar, both are \$2.50. Signs are posted that clearly identify what is an A la Carte item and what is included in the regular meal. A la Carte Prices are listed in the lunch line, are full price for all students and not included in the price of a regular meal.

Parents can log into their family's lunch account and block or place limits on student's purchases: School Dining System (SDS) parent website: <http://solon.is-usa.com/> Your Family ID and SDS password are in the low-balance e-mails you receive and can also be obtained from the Nutrition Office, 624-3401, ext. 1120.

Low-Balance Information:

Students will be told in the lunch line that their account is "getting low" or that they "need to bring money in" when their family's balance drops below \$10.00 per student on the family's lunch account.

Low balance reminders are sent to parents in an automatically generated e-mail from the School Dining System (SDS) every day after the lunch account drops below \$10.00 per student in the family's account.

If a family has a negative balance, students will not be allowed to use their lunch account to purchase extras, seconds, or a la carte items. They can, however, pay for the items with cash.

Students may charge meals only up to a maximum of -\$25.00. Parents and Students will be responsible for any negative balances. We will work with parents to make sure these issues don't affect the student, however, should the balance become an issue, the lunch account may be frozen and the student asked to pay for any purchases with cash rather than continue to put the charges on the lunch account.

A parent, sub, or anyone without a lunch account can purchase items at the HS with cash in the lunch or breakfast line.

Lunch account payments should be made directly to the kitchen staff or through RevTrak. There is a link on the District's website. You will need both your SDS Family ID and Password and separate Revtrak login information.

All Food allergy or special diet needs should be given to the School Nurse before contacting the Food Service Personnel.

Please feel free to call 319-624-3401 ext. 1120 if you have any questions.

School Lunch Prices- (TBD)

Solon School Meal Prices High School
Student Lunch \$TBD
Student Breakfast \$TBD
Single Milk \$TBD
Adult Lunch \$TBD
Adult Breakfast \$TBD

Graduation Requirements

Credit Requirements

Credits required for graduation from Solon High School are as follows . . . 56 Total Credits

(One credit will be assigned for each class for a nine week term.) Credit is allowed for Vocal and Instrumental Music. No credit is allowed for Drivers Education. Failure to carry a minimum of three academic subjects per semester will result in students being ineligible for extra-curricular activities. Students taking courses outside of the Solon Community School District must have **prior** written permission from the administration. Currently, the minimum academic requirements for graduation are the following courses:

Language Arts	8 credits
Social Studies	6 credits
Science	6 credits
(Phys and Chem required starting class of '23)	
Mathematics	6 credits
P.E.	4 credits (one/year)
Health	1 credit
Electives	25 credits

12th graders may be excused from PE if they are in a school-sponsored activity or athletic program (Iowa Code 256.11(5)(g)(1)(b)).

Provision for Early Graduation

Students requesting early graduation are to follow the procedure listed:

- preliminary request for early graduation must be initiated no later than the students Junior year to develop an plan with the counselor
- formal request for early graduation must be initiated at least one (1) term prior to the intended graduation date
- the student and his/her parent or guardian should initiate the request for early graduation in writing to the high school counselor clearly stating the reasons
- the counselor will review the written request, assess the student's credits and determine whether early graduation is possible. If the student is eligible for further consideration, the request will be forwarded to the principal with the counselor's recommendation

- the principal will schedule a conference with the student to review the request; the principal will then approve or deny the request
- request will then be forwarded to the Board of Education who will make final approval

When the request is granted and the student has met the graduation requirements, the student then forfeits all eligibility rights (ie: music, trips, sports, prom, etc.). Students may return for commencement activities only. Graduated students are not to be in the building during school hours.

Grading System

A	= 4.00	C	= 2.00
A-	= 3.67	C-	= 1.67
B+	= 3.33	D+	= 1.33
B	= 3.00	D	= 1.00
B-	= 2.67	D-	= 0.67
C+	= 2.33	F	= 0.00
S = Satisfactory		P = Pass	I = Incomplete

Adding and Dropping Courses

If class size permits, students have three days at the beginning of each quarter to drop/add classes. In order to drop/add a class, students must obtain a "Drop/Add Form" from Mr. Thompson in the Counseling Office. Students must secure parent approval, counselor/principal approval and notify teachers of the change. Students will not be either dropped from classes or added to classes until the "Drop/Add Form" is signed and returned to the Counseling Office.

Senior Year Plus Programming (SYP)

Each year, tens of thousands of Iowa high school students get a jump-start on college by earning credit toward a degree. These jointly enrolled students are afforded the opportunity to save money by shortening their time to a postsecondary credential while acclimating to higher education coursework. Through [Senior Year Plus \(SYP\)](#), school districts are provided with a variety of options to enhance students' high school experience.

Enacted by the legislature in 2008, SYP was created to provide increased and more equal access to college credit and advanced placement courses. Courses delivered through SYP provide students the opportunity to take a rigorous college curriculum and receive, in many cases, both high school and college credit concurrently. Solon High School students may enroll in college coursework through a variety of mechanisms including:

- Postsecondary Enrollment Option (PSEO through The University of Iowa) - Individual student enrolls in a regular college or university course for both high school and postsecondary credit. School district reimburses postsecondary school cost of course or \$250, whichever is lower.
- Career Academies Career (KCC Academy Programs) - Career and technical education sequence of studies offered through a contract

between a school district and community college. High school portion may include high school and concurrent enrollment courses. Course sequence leads to community college award.

3. Dual Enrollment - Class of students enroll in a contracted community college course for both high school and postsecondary credit. These are Kirkwood Community College courses taught at Solon HS by qualified staff. District is eligible to receive supplementary weighting.
4. Advanced Placement (AP) Courses - AP Courses offered at Solon HS follow the guidelines established by the [College Board](#). These are academically challenging courses. Students may earn college credit by passing a national AP Exam. AP Exams are offered each year in May.

Guidelines

- Students in grades 11 and 12, or a 9th/10th grade pupil who is identified according to the school district's talented and gifted criteria and procedures, are eligible.
- Students must meet SYP Proficiency requirements to be eligible to take courses.
- Students must also meet requirements set forth by the college in order to be eligible to take a course.
- Students successfully completing the course will receive credit from both Solon High School and the institution offering the course.
- A student may enroll through SYP in up to 23 credit hours in an academic year at any one eligible postsecondary institution.
- The combined course load of high school courses and college courses must be equivalent of full time status and have prior approval of the principal classes per semester.

These costs will be paid directly to the college if enrolled full-time in the school district. The following factors shall also be considered in the reimbursement of tuition and in the board's determination of whether a student will receive high school credit for a course at a post-secondary educational institution:

- the course must be taught at a public or accredited private institution;
- a comparable course is not offered in the school district;
- the course must be a credited course at the postsecondary institution; and
- the course is not religious or sectarian

Prior to taking a course at a post-secondary educational institution, students must receive the approval of the board to receive credit toward the high school graduation requirements set by the board. Post-secondary enrollment classes must not conflict with the high school schedule. The board shall retain the authority to determine the

definition of a part-time student eligible to participate in post-secondary enrollment. *Legal Reference: Iowa Code Chapter 261C (1989) 5 281 Iowa Admin. Code 22*

Student Conduct/Academic Policy

Student Responsibility and Discipline

State Standard 12:3 (8)

The Solon School Board affirms its support of the school student responsibility and discipline policies, its intent to support school staff who enforce these policies, and its intent to hold school staff accountable for implementing the policies.

Rules Governing Student Behavior

Be present and on time. Good attendance is important to succeed in school. The classroom teacher will enforce the tardy policy. Students should remain in their seats until dismissal time.

Any student who is tardy or absent any part of the school day (excluding field trips & excused appointments) shall not participate in any performance, rehearsal, game, meet, contest, or practice that calendar date, unless cleared with the principal prior to 3:00pm that day.

Bring learning materials to class / be prepared for class. Students are expected to come to class with pen/pencil, paper/textbook, notebook/folder, workbooks, etc. Passes to lockers for the above materials will not be issued. Students are expected to come to class with completed assignments/homework. Students will be expected to come to class ready to learn. A student may receive a tardy if not prepared for class.

Follow directions, the FIRST time. Students are expected to follow directions of school staff. Failure to follow staff directions is called insubordination and will not be tolerated.

Do unto others as you would have them do unto you – the old 'Golden Rule'. At all times students should act with courtesy toward staff and other students. Both your actions and words should reflect courtesy. Treat other individuals with the same respect and dignity that you, yourself, would like to be treated.

Student Rights and Responsibilities

All students have the right to:

Be free from physical and emotional harassment on school grounds. Students who believe they have suffered harassment should report such matters to an administrator. Freedom from harassment is covered in board Policy 502.10.

Initiations, Hazing, Bullying or Harassment

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials. Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - ✓ Tell a teacher, counselor or principal; and
 - ✓ Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - ✓ What, when, and where it happened
 - ✓ Who was involved
 - ✓ Exactly what was said or what the harasser or bully did
 - ✓ Witnesses to the harassment or bullying
 - ✓ What the student said or did, either at the time or later
 - ✓ How the student felt
 - ✓ How the harasser or bully responded

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic or familial status includes conduct of verbal or physical nature designed to embarrass, distress, agitate, disturb, trouble persons when:

- Places the student in reasonable fear of harm to the student's person or property
- Has a substantially detrimental effect on the student's physical or mental health
- Has the effect of substantially interfering with the student's academic performance
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school

Sexual harassment includes, but is not limited to:

- Verbal, physical, or written harassment or abuse
- Pressure for sexual activity
- Remarks with sexual or demeaning implications
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- Verbal, physical, or written harassment or abuse
 - Repeated remarks of a demeaning nature
 - Implied or explicit threats concerning one's grades, job, etc
 - Demeaning jokes, stories or activities
1. Participate in curricular/co-curricular activities as long as eligibility requirements for State of Iowa and Solon Community School District have been met.
 2. A fair hearing on disciplinary matters with the understanding that the final decision must be made by the Board of Education.
 3. Bring concerns about school matters to the attention of staff and administration of that attendance center.

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

Classroom Environment

The teacher must be the manager of the classroom discipline. Therefore, minor discipline offenses are the responsibility of the classroom teacher. When the situation arises in which the educational process is unable to proceed effectively, the classroom teacher may take additional action. Such action may include:

1. Notification of parents
2. Assigning a detention
3. Parent-student-teacher conference
4. Removal from class
5. Saturday detention or suspension

Removal for a serious disruption including violence, obscenity, vulgarity, or actions, which cause or encourage bodily injury may warrant immediate suspension from school.

Academic Freedom (Board Policy 603.9 Summary)

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

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

Cheating Policy

Students are expected and required to do their own work. A person is considered 'involved in cheating' whether giving information or receiving information. Any student involved in any form of cheating will receive:

- a) Loss of credit for assignment/test. (Another test may be given at the teacher's discretion.)
- b) Parents will be notified. Student receives a Level 2. A second offense will be dealt with in the same manner, plus working with the parents, student, and Guidance Counselor to get at why this problem is continuing and how to 'help' the student with their problem. (Level 3)

Plagiarism

Using someone else's ideas as your own is equivalent to stealing someone's property and is a very serious offense. If a student plagiarizes, then he/she shall fail the project.

Discipline Levels

- Level 1** After school detention with 3 days to serve
- Level 2** 1 ½ hr Saturday detention

- Level 3** 3 hr Saturday suspension
- Level 4** 2 consecutive 3 hr Saturday suspensions
- Level 5** 3 day out of school suspension
(parent/student conference to return)
- Level 6** Recommendation to school board for expulsion
 - Failure to serve above consequence(s) will result in advancement to the next level
 - Any state sanctioned activity or ACT/SAT test will allow students the option to serve the Saturday suspension the following Saturday.

Discipline Infractions include but not limited to:

- Level 1 after school detention with 3 days to serve**
 - profanity and obscene gestures
 - display of affection
 - beverage container in the hall
 - food outside of commons area
 - throwing food in commons area
- Level 2 1 ½ hour Saturday detention**
 - classroom disruption (first offense)
 - single class truancy (one period)
 - unexcused absence from seminar
 - leaving building during lunch once open campus privilege has been revoked or without parent permission
 - cheating
 - unexcused absence from detention
 - inappropriate dress
 - inappropriate locker decorations
 - forged or illegal signature for sign out
- Level 3 3 hour Saturday suspension**
 - classroom disruption (second offense)
 - class truancy (2-3 periods)
 - first violation of internet policy (see page 9)
 - unexcused seminar absence 3 or more times
- Level 4 Two 3 hour Saturday suspensions**
 - Bullying/harassment, fighting, smoking, vaping or use of e-cigarette, possession of tobacco, vandalism, theft, alcohol, insubordination, intimidation, etc. (*first offense*)
 - class day of truancy (4 Blocks)
- Level 5 Three days out of school suspension**
(Parent / Student conference to return)
 - Bullying/harassment, fighting, smoking, vaping or use of e-cigarette possession of tobacco, vandalism, theft, alcohol, insubordination, intimidation, etc. (*second offense*)
 - second violation of internet policy (page 11)
- Level 6 Recommend to school board for expulsion**
 - Possession of controlled substance, Bullying/harassment, fighting, weapons, smoking, vaping or use of e-cigarette, possession of tobacco, vandalism, theft, alcohol, insubordination, intimidation, etc. (*third offense*)

Detention

Detentions will meet Monday through Friday from 7:30 - 8:15 am and from 3:20 - 4:00 pm in the High School Office. On early dismissal days, there will be no detentions after school. While in detention, the student must have academic work to do and/or academic materials to read. Failure to do so will result in possible additional detentions **or work being assigned (for example; cleaning windows, emptying trash, etc).** Students are not allowed to have a phone in detention.

Notice of detentions will be issued to students during the school day. Students have the option of serving the detention on the day they receive it or within the next two school days. Since there is a window of 3 days it **must** be served during this time unless you are absent. An assigned detention takes precedence over practices and scheduled events. It is the student's responsibility to notify the coach or sponsor.

1. Students need to report on time to be admitted to the High School Office for detention.
2. Any unexcused absence from detention will result in a Level 2 consequence.

Saturday Suspension / Detention

Detentions will be held from 8:00-9:30 am on Saturday. Suspensions will be held from 8:00-11:00 am on Saturday. Students will be expected to be on time. All levels start promptly at 8:00 am.

While in suspension/detention, the student must have academic work to do or academic material to read. Failure to do so will result in an additional suspension being assigned the following Saturday. After receiving notice of a Saturday in-school suspension or a Saturday detention, the student may choose one of the following two Saturday's to serve the consequences.

Failure to serve a Saturday suspension will result in an in-school suspension.

Suspension & Expulsion

When students do not operate within the reasonable guidelines established by the school, it may be necessary to discipline them in some other way, deny them certain privileges, suspend them temporarily, or recommend permanent expulsion from the school environment. Before any suspension or expulsion action is taken, each case is thoroughly investigated. Violations of the following rules are considered serious violations and may result in suspension or expulsion.

1. *Bullying/Harassment*- Any founded investigations of bullying/harassment
2. *Smoking*, vaping, or use of e-cigarette – not allowed anywhere on school property
3. *Fighting* – intent to do bodily harm

4. *Vandalism* – destruction or defacement of school property in any/all school buildings
5. *Creating a False Emergency* – setting off a fire alarm or making a bomb threat
6. *Theft*
7. *Insubordination* – gross misconduct directed toward a teacher or staff member (threats, profanity, etc).
8. *Intimidation*

Any violation of above items will result in the following:

First Offense	Level 4
Second Offense	Level 5
Third Offense	Level 6

**Alcohol & Other Drug Use / Abuse
Substance Use / Abuse – Discipline –
Weapons (including home/away
extra-curricular activities)**

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

Any student(s) found selling or distributing a controlled substance will automatically be turned over to the sheriff’s department, suspended, and recommended for expulsion.

Any student(s) possessing or transporting weapons on school grounds or at extra-curricular events will be turned over to the sheriff’s department, suspended, and recommended for expulsion (Board Policy 502.6).

Controversial Issues (Board Policy 603.9R1)

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

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

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

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

Suspension

An administrator may suspend students up to ten (10) days from all school attendance and activities for violation of school rules or gross misconduct or gross disobedience when, in their judgment, such suspension is necessary for the good of the student or of the school. Students may also be suspended from their classes or a particular class. Any student suspended has the right of due process that is to have their case heard before the superintendent and/or the Board of Education if they are in disagreement with the decision rendered by the principal. All work and tests missed during the suspension must be completed on the day of return in order to receive credit. Students under suspension are restricted from being on school property during the duration of their suspension.

Special education students will follow the same discipline code as the rest of the student body as detailed in this parent/student handbook. However, if the student engages in a violation which is deemed by the administration to be an out-of-school suspension offense, the student will be held in an in-school suspension room (ISS) until the child study team (CST) can meet and agree on appropriate action to be taken. The CST is to include at least: social worker, school psychologist, special education teacher, principal of discipline, and guidance counselor.

Re-Entry Procedure

For students returning to school from a prolonged absence due to illness, hospitalization, or mental health crisis (eg. psychiatric evaluation or hospitalization following suicidal ideations or attempt), a meeting will take place prior to the student returning to school. This meeting will provide a plan for the first day back as well as the ongoing plan to keep the student safe at school. This meeting will include the student’s parents/guardians, student (if appropriate) school administrator, school counselor, school nurse and any other necessary school personnel needed to implement this plan. Following a student hospitalization, parents are encouraged to inform either the school counselor or the school nurse regarding the student’s hospitalization to ensure continuity of care upon return. This will increase the likelihood of a successful re-entry. All necessary accommodations will be discussed and documented during this

meeting. Administration will communicate any accommodations and/or modifications determined at this meeting to the student's teachers and other relevant staff (without sharing specific details of diagnoses). Information regarding student accommodations will only be communicated with those who will be directly responsible for supporting the student.

Expulsion

Code of Iowa, Chapter 282.4, 282.5. Only the Board of Education may, by a majority vote, **expel** a student from school for immorality or for the violation of the rules and regulations approved by the Board, or when the presence of the student is detrimental to the best interests of the school. The expulsion of a student, when required, shall be done after a thorough investigation of alternatives with due process afforded all parties directly concerned. Expelled students will be readmitted through action of the Board of Education.

Search and Seizure

School authorities may, without a search warrant, search a student, student locker, desk, work area, or student automobile based on a reasonable suspicion. The search must be conducted in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities (Iowa Code, Chapter 232-1991). Any inspection of lockers or student desks will only occur in the presence of the student(s) whose lockers or desks are being inspected or in the presence of at least one other person. The school regularly partners with local police agencies to bring drug dogs through the school and school grounds.

Fighting

Any student involved in a fight where blows are exchanged or physical intimidation may occur will receive a Level 4 consequence. The severity of the altercation will be the criteria used in determining if a suspension is warranted. Where medical attention is needed, the situation will be dealt with as described under the Suspension/Expulsion Policy (see page 7).

Vandalism & Property Damage

Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. At the discretion of the administration, such students may be turned over to local law enforcement officers. **If you should happen to**

damage something by accident, you should report it to the office immediately.

Theft Reports

The carrying of large sums of money and valuable items of any kind is strongly discouraged. When materials or cash have been brought, please check them in with the office where they can be stored in the safe until you are able to take them home. If you experience a theft, please report it to the office. Students are encouraged to contact their insurance carrier to see if theft loss is covered by their parents' insurance policy.

Prescription Drugs

Students are encouraged to take their medication at home, not at school, if at all possible. If this is not possible, the student is to bring the medication in a clearly marked container to the office. A note from the doctor stating the name of medication, dosage, and authorization to administer medication must be turned in to the office. School personnel will not issue any prescription medication or non-prescription medication (tylenol, advil, tums, etc) to students without doctor/parent permission.

Smoking/Vaping

The use and/or possession of tobacco, vaping or use of e-cigarette, and smokeless tobacco are strictly prohibited. Such use/possession **will not be tolerated** while under school supervision. This will be governed by the *1987 Code of Iowa, Section 279.9*. Such rules prohibit the use or possession of tobacco by any student of such schools and the board may suspend or expel any student for violation of such rule.

Any student found smoking and/or carrying tobacco will receive a Level 4 consequence and their parents will be notified by phone. Second offense will result in a Level 5 with a conference involving parents, student, and principal. Future violations may result in a student being recommended for a Level 6 consequence.

Lockers

All students will have access to a locker if needed. Students may also be assigned a locker partner. This locker will be the student's locker while they are in high school. Students may use personal padlocks on lockers. **The school is not liable for lost valuables.**

Gym Lockers

All students are assigned a gym locker at the beginning of the term. This locker is theirs for the term. It is recommended that students put personal padlocks on gym lockers. **The school is not responsible for articles or equipment left in lockers.**

Student Appearance

Dress must be clean, in good taste and not interfere with health, safety and the learning process of other students.

Clothing causing damage or required maintenance to school property (rivets, cleats, chains, etc) may not be worn. Clothing or other apparel promoting products which are illegal for use by minors such as alcohol, tobacco, or drugs, or clothing displaying obscene material, profanity, or reference to subversion are not appropriate. Students are not to wear bare midriff shirts/blouses while in the building from 8:15 am until 3:15 pm. Physical education clothes may be worn only in the gym.

Student Parking

Designated student parking spaces are provided in the parking lot on the south side of the school. Designated teacher parking spaces are provided in the parking lot on the south side of the school specifically for faculty and visitors ONLY.

Use of “faculty/visitor” parking spaces by students on school days is prohibited. Use of “faculty/visitor” parking spaces by students will result in a \$5 parking fine to be paid within five days to the school office.

Failure to pay this fine within the allotted time will result in the loss of parking privileges on school property. Vehicles parked illegally may be subject to towing.

Students are to park in a fashion so as not to block any incoming, outgoing, or parked cars. Students entering or leaving school grounds are to do so in a safe, orderly manner. Violation of safe driving practices will result in the loss of parking privileges on school property.

Students needing to get articles from their car during school hours must obtain prior approval from the office before leaving the building. The parking lot closes at 8:00PM on nights when there are no school activities.

School Dances

School dances are held throughout the school year. Middle school age or students 21 and older may not attend high school dances. Students may enter a dance only during the first hour and a half of the dance unless prior arrangements have been made with the High School Principal. Once a student enters, they may not leave and then return later. All dances, with the exception of Prom, will be held in the High School Gym/Commons area.

Solon High School is committed to providing a safe, respectful, and appropriate environment for students at our school dances. The following guidelines have been established for school dances at Solon High School. In order to be admitted to the dance, students must agree to follow the guidelines.

No “grinding” policy- Any student grinding, groping, or dancing in a sexually inappropriate manner will be removed from the event.

Public displays of affection are not allowed and will result in the student(s) removal from the dance.

Dress Code will be enforced.

School staff can restrict admittance if students are not dressed appropriately.

School staff will immediately notify parents of any students sent home from the dance.

Any student removed from a dance for any reason will not be admitted to the subsequent major school-sponsored dances (Homecoming, WPA/Dance Marathon, Prom) beginning with the first dance after the removal.

Electronic Equipment

Electronic equipment, which is disruptive to the educational process, **will not** be brought to school. Temporary confiscation will result if the rule is violated.

Cell Phone Policy

Cell phones can only be used outside of academic times. However, teachers may allow students to use phones for academic purposes. School staff reserve the right to confiscate student phones if they are disrupting the educational environment.

Book Fines

Misuse of a book, undue wear or disfigurement will necessitate fines being assessed. Lost textbooks are the responsibility of the student and he/she will be assessed the cost of the text.

Student Privileges/Rewards

Grades 11 / 12 – Open Campus 10-12 Open Lunch Juniors must attend seminar but maintain other open campus privileges (lunch and open block)

To qualify for Open Campus privileges one must have:

- 2.5 GPA **AND** no failing grades from previous term
- No level 2, 3, 4 consequences for that semester
- No Level 5 consequence during the year

Open Campus Guidelines: Junior and Senior students opting for Open Campus must adhere to the following responsibilities:

EXHIBIT RESPONSIBLE BEHAVIOR, DEFINED AS:

1. Students must be on time for class.
 - a. Any student reported tardy **six** or more times in a quarter will forfeit his/her Open Campus for the remainder of the quarter.
 - b. Students late (20 or more minutes) on two occasions in a quarter will forfeit their Open Campus for the remainder of the quarter.
2. Students reported truant (no notification) for any part of the school day will forfeit their Open Campus for

the remainder of the week (in-school and out-of-school suspensions are considered unexcused absences).

3. Repeated violations of school rules/policies may result in the forfeiture of Open Campus.
4. Students found to have violated the Good Conduct Policy will forfeit their Open Campus for the term of the Good Conduct ineligibility.
5. Students issued a failing mid-term report will forfeit their Open Campus for the remainder of the quarter.

Absences from seminar (Grades 9-11) are treated like absences from class and will fall under the attendance policy guidelines. (See page 2)

Religious-Based Exclusion from a School Program (Board Policy 604.5 Summary)

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

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

Administrative Policy

Release of Information

The Solon Community School District will release school information for the current school year in accordance with the *Code of Iowa, Section 99.3*. The following information related to students will be released unless objected to by parents of students, or students 18 years of age: student's name, parent/guardian name, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height for athletic rosters, dates of attendance, degree and award received, most recent educational institution attended by the student, and other similar information. Parents or students 18 years of age, may go to any district attendance center and request in writing that information not be released.

Open Enrollment

Iowa's Open Enrollment Law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open

enrollment by March 1 of the school year *preceding* the school year in which they wish to open enroll, unless there is good cause. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for the student. Students interested in open enrolling out of the school district must contact the district business office for information and forms.

Immunizations

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students may also be required to pass a TB test prior to attending school. Parents who have questions should contact the office.

Early Graduation

Students who meet the graduation requirements set by the School Board prior to the end of their senior year may apply for early graduation.

A preliminary request must be initiated no later than the students' Junior year to develop an IEP with the counselor. A formal request *in writing* for early graduation must be initiated at least one term prior to the completion of the intended graduation date. The counselor will review the written request, assess the student's credits and determine whether early graduation is possible. If the student is eligible for further consideration, the request will be forwarded to the principal with the counselor's recommendation. The principal will schedule a conference with the student to review the request. The principal will then approve or deny the request. An approved request will then be forwarded to the School board who will make the final approval.

Students who graduate early immediately become alumni of the school district and are not allowed to further participate in school activities such as prom, sports, meetings, etc. Students may return only for commencement activities. Graduated students are not to be in the building during school hours.

Multicultural, Non-Sexist Policy

It is the policy of the Solon Community School District not to discriminate on the basis of race, national origin, creed, religion, age, marital status, sexual orientation or physical ability in its educational programs, activities, or

employment policies as required by *Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and the Federal Rehabilitation Act of 1973.*

It is also the policy of the district that the curriculum content and instructional material utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, sexual orientation and physical disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of the multi-cultural, non-sexist society.

Inquiries regarding compliance with *Title IX or Title VI* may be directed to the Elementary Principal, 111 N. Chabal St., Solon, IA 52333, phone (319) 624-3401 or to the Director of the Regional VII Office of Civil Rights, Department of Health, Education and Welfare, Kansas City, Missouri.

Referral Services

All schools within the Grant Wood Area Education Agency operate a Child Study Team. The main purpose of the team is to act as an in-house solving group of professionals to develop educational strategies to help children learn. Our child study team includes the building principal, guidance counselor, classroom teachers, school psychologist, educational consultant, social worker, and the speech and language clinician.

If parents are concerned about their child's progress, they should first confer with the classroom teacher. If further support is needed, the Child Study Team may be utilized to develop plans or refer the child for further educational evaluation.

Teachers make every effort to provide your child with a successful classroom experience. A teacher may make use of a wide range of classroom accommodations to individualize learning for your child. To coordinate efforts, adaptations will be shared with the child's parents throughout the year. Accommodations may range from reading a test to a child, providing a shortened assignment, giving longer time to complete a test, or developing a behavior plan.

A child who requires specific accommodations due to a disability may have a special accommodation plan written, such as a 504 Plan or an Individualized Education Plan. Each of these plans are developed with teachers and parents and monitored throughout the year. If you have any questions as to whether your child would qualify or

benefit from an accommodation plan, please contact your child's teacher.

Special services or professionals are available to your child: Speech and Language Clinician, Hearing and Vision support, School Psychologist, School Social Worker, School Counselor, Resource Room and Special Class with Integration (SCI). At some time during the year, it may be beneficial for teachers and parents to request the help of these specially trained people in order to provide a better educational program for your child.

Computer & Internet Access Policies

The Solon Community School District provides students with Internet-connected devices such as computers and tablets during the school day. Students must assume responsibility for appropriate use and cost resulting from the misuse of these devices.

Students may use the Internet, email, and other district-approved online services to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate materials to meet their educational needs. Teachers and other staff members have a professional responsibility to work together to help students develop the intellectual skills needed to identify information appropriate to their age and development levels, discriminate among information sources, and evaluate and use information to meet their educational goals.

The Solon Community School District reserves the discretionary right to monitor Internet-connected devices and all Internet and data network activity without cause. Internet-connected devices and Internet access are to be used in a responsible, ethical, and legal manner. Students and parents/guardians are advised that some transmitted information may be inflammatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, or racially offensive. The district does not permit the use of such materials in the school environment. Parents/guardians should be aware of the existence of such materials and monitor home use. Students knowingly bringing such material into the school or printing them at school will lose their access privileges.

In using Internet-connected devices and the Internet, students agree to abide by all policies and procedures adopted by the Solon Community School District as well as current federal, state, and local laws. These include district policies and procedures against harassment, plagiarism, and unethical conduct as well as local, state, and federal laws prohibiting theft, copyright infringements, insertion of malware into computer systems, vandalism, and other unlawful intrusions.

Students who violate the policies shall be subject to the following consequences:

1. **First Violation (Level 3)** – a verbal and written “warning” notice will be issued to the student. The student will lose Internet access for a period of *six weeks*. A copy of the notice will be mailed to the student’s parents and a copy provided to the building principal. A student will be required to retake the Internet class.
2. **Second Violation (Level 5)** – verbal and written “Second Violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parents and a copy provided to the building principal. The student shall forfeit all Internet privileges for *one calendar year*. A student will be required to retake the Internet class.

Work Permits

The Iowa Department of Education defines a minimum school day as five and a half hours of instructional time exclusive of the lunch period. Therefore, early release for a job will be only under the following guidelines:

1. Have a job - defined as ‘employment starting within one hour or less after dismissal from school and working for an employer outside of the immediate home/family environment’
2. Have parent permission
3. Follow all guidelines of the work release program, which includes signing out each day

Parents requesting their child for a specific *short-term* job may call to excuse them on a day-to-day basis. A call *after the fact* will not be accepted.

Use of School Facilities

A formal request for use of school facilities must be submitted to the office of the building where the desired facility is located. Planned district activities will take priority over other requests. Forms may be obtained from any office in the school district. Requests should be made well in advance of the planned event.

Student Fees and Waiver Policy

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

National Honor Society

National Honor Society (NHS) is a national organization that recognizes students who have demonstrated excellence in the areas of scholarship, leadership, service and character. Eligible students are nominated by staff from the junior and senior class at the middle of each school year. New members are inducted into NHS in April. In order to meet the initial scholarship eligibility requirements, students must have a Cumulative Grade Point Average of 3.50 or above. A staff selection process nominates candidates that will have an opportunity to complete an application in which they will provide examples of scholarship, leadership and service. After submitting an application and progressing through committee review, new members are inducted into NHS in the spring.

NHS members are expected to participate in fundraising activities (e.g. working school concession stands, etc) to help defer organizational expenses. In addition, NHS members are expected to participate in a local NHS service project.

Activity Tickets

During the course of the year, there are nearly 100 home events including football, volleyball, basketball, wrestling, soccer, baseball, softball, track, cross country, school plays and musicals. The cost for students is **\$5.00** for each home event. The school also provides ‘Activity Tickets’ for students in grades K-12 at a cost of **\$50.00** per student. These tickets represent a good savings. Activity Tickets are **NOT** accepted at special tournaments of any type including plays and musicals. *Students must have their ‘Activity Tickets’ with them in order to be admitted to an event.*

Lost & Found

A lost and found service is maintained in the main office. Students finding articles should leave them in the office or should report there for lost articles. This should be done immediately as the office cannot permit articles to accumulate. Periodically, articles not claimed will be donated to local charities.

Visitors – Parents Are Always Welcome!

The school policy is to accept only those visitors who have legitimate business at the High School. All visitors and guests must first report to the main office. Students wishing to bring a guest to school must obtain prior approval from the main office. On the day of the visitation, the student must bring the visitor to the main office and secure a visitor’s pass. Passes are limited to one (1) day only and only one (1) visitor per student. No visitor passes will be issued the last week of school or any day prior to a vacation. Children under 12 will not be issued passes and are not to accompany brothers and sisters or relatives to school.

School Driving Permit

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

- A. Be 14.5 years of age and be in high school
- B. Have completed Driver's Education
- C. Meet with High School Principal
- D. Reside one mile or more from main entrance of High School building
- E. Obtain, complete, and abide by the restrictions as stated in the Iowa DOT 'Affidavit for School License' form (available in school office)
- F. Set up appointment with High School Principal

Fire Drill

Fire drills are held regularly during the year according to Iowa Code. Each instructor will announce the procedure and a copy of such procedure will be posted in each classroom.

Malicious activation of the fire alarm system is considered a serious offense. Continued false alarms create a sense of not caring on the part of the student body, so that when and if a real fire existed, it could seriously endanger the lives of many students. First violation will be a Level 5 consequence. Additional violations may result in expulsion.

Disaster Procedures

The procedure to be followed for tornadoes and other types of storms will be announced by each instructor and a copy of such procedures will be posted in each room.

Foreign Exchange Student Program

The Solon School District is an active participant in hosting exchange students. If you are interested in hosting a foreign exchange student, please contact the school for additional information. In most cases, there will be a limit of three students per year.

Distribution of Materials Regulation

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

- a) Is obscene to minors;
- b) Is libelous;
- c) Contains indecent, vulgar, profane or lewd language;
- d) Advertises any product or service not permitted to minors by law;
- e) Constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
- f) Presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper

and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (a) through (f) to any student is prohibited.

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours and in accordance with additional procedures outlined in board policy 903.5R1.

Snacks

During daily snack time, families will send snacks for students on an individual basis. CLASSROOM CELEBRATIONS (i.e. birthday and holiday parties) In order to protect our students with allergies and food intolerances, treats brought for celebrations must be commercially prepared food with an intact ingredient label or fresh, uncut fruit and vegetables. Items not meeting these requirements will not be used and will be returned home. No homemade treats will be accepted. Snacks are also available upon request to purchase from the school food service program. Non-food celebration items are great, too!

Hearing Screening: Grant Wood Area Education Agency (GWAEA) screens all students in Alternative Kindergarten (AK), kindergarten, and grades 1, 2, and 5. Students in the Early Learning Program with IEP's will be screened. Students in grades 3, 4, middle, and high school, who are new to the school, that don't have a documented normal hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Parent/guardians not wishing their child's hearing tested should notify the health office in writing at the beginning of the year. Parents/guardians with concerns about their child's hearing should contact the school nurse.

McKinney-Vento Homeless Education Assistance

If your family lives in any of the following situations:

- In a shelter, motel, vehicle or campground
- On the street
- In an abandoned building, trailer or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

then, your preschool-aged and school-aged children have certain rights under the McKinney-Vento Homeless Education Assistance Act. Contact the Director of Instruction in the Central Office at [319-624-3401](tel:319-624-3401) x1352 for further assistance.

Notice of Nondiscrimination

It is the policy of the Solon Community School District not to illegally discriminate on the basis of race, color,

national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator, Jessica Tabor, Principal, 111 N. Chabal St., Solon, IA 52333, [319-624-3401](tel:319-624-3401) x1352

SCSD TRANSPORTATION

Student Safety, Conduct, and Discipline Guidelines

A privilege of ridership!

The goal of the SCSD Student Transportation Program is to provide each student with safe and enjoyable transportation to and from school.

Safety is the priority; therefore, proper conduct on school buses by all transported students is required. Transportation is a privilege granted to students contingent upon the exhibition of proper behavior, therefore, the SCSD has established transportation student behavior guidelines which apply to all students. Each student and their parent/guardian is responsible for the behavior of the student while on school provided transportation. A student's privilege to ride the school bus or in school provided transportation may be suspended or revoked. Revocation of a student's bus riding privilege is not considered an exclusion, expulsion, or suspension from school. The district does not provide alternative transportation for a student that has lost his/her riding privilege. Decisions regarding special education students will take into account their IEP needs/requirements.

PLEASE NOTE: Parents are responsible for their children until they get on the bus in the morning and off the bus in the afternoon. The SCSD cannot be responsible for behavior that occurs at the "bus stop." Parents are encouraged to monitor their child's behavior before and after the bus' arrival/departure.

To ensure the safety of all students, the following guidelines have been established to respond to student actions that interfere with the safety of other students on SCSD provided transportation.

Level 1: Misbehavior Safety Concern

- Failure to follow driver's directions
- Standing, not facing forward, while bus is moving
- Boarding/exiting at other than assigned stop
- Excessive noise or misbehavior
- Horseplay
- Food or drink on bus
- Use of obscene or profane language or gestures
- Throwing or shooting objects

- Other forms of misbehavior that, in the view of the bus driver create a safety concern

Level 1 Consequences:

- **First Offense:** Written warning and up to 3 day bus suspension
- **Second Offense:** Written warning and up to 5 day bus suspension
- **Third Offense:** Considered Disruptive Behavior Second Offense

Level 2: Disruptive Safety Concern

- Threatening/disrespecting district employees or students
- Possession or use of anything that may be considered a weapon
- Running beside a moving bus
- Distracting the driver
- Extending any body parts out of the window
- Vandalism of school or student property

Level 2 Consequences:

- **First Offense:** Written warning and up to five day bus suspension
- **Second Offense:** Written warning and up to thirty day bus suspension
- **Third Offense:** Considered Unacceptable Behavior (*refer to Level 3*)

Level 3: Unacceptable Behavior

- Possession of a handgun, ammunition, knife, fire, or other weapon
- Possession of alcohol or illegal drugs
- Assault, violence toward bus driver or student(s)
- Flagrant disregard for safety

Level 3 Consequences:

- **First Offense:** Minimum thirty day bus suspension, referral to school office for disciplinary action, and up to suspension of bus riding privilege for the remainder of the school year.

This information serves as notice to parents of the intent of the SCSD to respond to behaviors that create a safety concern on school provided transportation. Parents are urged to review this information with their children, establish their own expectations for safe behavior while on school provided transportation, and ensure that students are aware of the SCSD expectations for student behavior as stated above.

Notification of Change in Transportation

The SCSD Transportation Department requests that parents contact the Director of Transportation or school office when students need a temporary change in bus assignment.

Thank you for your cooperation and support in the SCSD's effort to provide safe and enjoyable transportation for all students! If you should have questions, please call the Director of Transportation at 624-3401 ext. 1344 or your school office.

Activities Policy

(Extracurricular Eligibility Code)

Philosophy

The extracurricular phase of the total educational program allows leaders of youth a unique opportunity to instill desirable qualities as: principles of justice, fair play, good sportsmanship, respect for rules and authority, respect of others, respect for one's own health and well-being, development of leadership, pride, teamwork, self-discipline, and the value of self-sacrifice. The District recognizes rules and regulations concerning the decorum and conduct of the student body will vary with the times and mores of the community. It is our hope that the family will be the guiding influence and determinant of student behavior. It is to be a privilege and an honor to participate in extracurricular activities as a representative of the District. Extracurricular participants serve as a model of positive attitude and behavior. The District and its student body are often evaluated on the character and conduct of its extracurricular participants. It is deemed important that all participants, before starting an activity, be made aware of its philosophy, opportunities, and the set of policies and procedures under which they will be participating. Therefore, prior to the start of each activity, the coach/advisor will conduct a meeting with the parents/guardians and student.

Eligibility Grade Review Dates

Eligibility will be reviewed weekly starting week three of a grading period and end of each quarter when grades are finalized.

I. Academic and Attendance Requirements

- A. A student must be taking and passing three (3) academic classes per quarter.
- B. Eligibility will be determined at each midterm of each nine (9) weeks period of time for students participating in SHS activities. Period of ineligibility will be until grade is raised to a passing mark.
- C. All SHS, Kirkwood Academy, PSEO, Advanced Placement, or other dual credit or high school credit courses will be used to determine eligibility.
- D. Any student who has an 'F' (failing), 'W' (withdraw), 'NC' (no credit), 'U' (unsatisfactory) or other 'less than passing' grade at any midterm, will be ineligible from publicly participating in extra-curricular events. Students who receive an 'I' (incomplete) grade at the end of a grading period will have a specified

amount of time to complete missing class work. If the grade is failing when the specified time ends, the student will become ineligible. This period of ineligibility begins the day the specified time ends.

- E. State and Local Quarter Eligibility Rule: At the end of a quarter grading period, a student must be passing all classes. If a student fails a class, the student will be ineligible from their bona fide sport of participation for thirty (30) calendar days from the first contest. (For further clarification, visit the state's website at: www.iahsaa.org)
- F. Students who are academically ineligible will not be allowed early dismissal to attend performances, games, or events, nor will they be allowed to 'suit up' or 'dress' for the activity.
- G. A student must be in attendance the *entire* school day to be eligible for extracurricular activities that day. Any exception must be cleared through the administration.
- H. Students are responsible for all assignments and tests given during absence for a scheduled event and are required to have all work done upon return. Tests are to be taken the day the student returns. Teachers may make special arrangements for making up work missed prior to the absence.

II. Non-Athletic Extracurricular Participation

The Iowa High School Music Association, the Iowa High School Speech Association, and FFA academic eligibility rules state a student who fails a quarter class will be ineligible for thirty (30) days from the date grades are issued.

- A. Midterm ineligibility rules will apply to SHS students as stated in 'D' above.
- B. Drill teams, dance teams, cheerleading, academic decathlon, drama, etc., do not have specific academic policies from the governing bodies. These extra-curricular activities will follow the same academic ineligibility criteria listed above in II.
- C. If the public event is graded and part of the school curriculum, the student will have alternative assignments to complete to the instructor's satisfaction in order to prevent loss of academic credit.
- D. Students who are academically ineligible will not be allowed early dismissal to attend performances, games, or events, nor will they be allowed to 'suit up' or 'dress' for the activity.

III. School Suspension

Any student currently serving in-school or out-of-school suspension shall be *ineligible* to participate in any scheduled practice or contest, during the duration of the suspension, weekends and/or holidays.

IV. Violations of Local, State or Federal Law

Any student who admits to or is found guilty of a violation of any local, state, or federal law (other than a violation of Chapter 321 and 321G, 106, 109, 110, or 110A, 110 which are classified as simple misdemeanors, or any municipal curfew or traffic ordinance also classified as simple misdemeanors) shall be ineligible to represent the school in any scheduled contest until reinstated by the administration.

V. School Conduct

Any student found guilty by school officials of any act of bullying/harassment, theft, vandalism, unauthorized possession of school equipment (from Solon or any other school) or other such infractions unbecoming of a student, shall be declared ineligible to represent the school in any school sponsored activity until reinstated by the administration.

VI. Alcohol, Tobacco, and Drugs

Any student found guilty of use and/or in the presence of alcoholic beverages, tobacco, vaping or use of e-cigarette, or other dangerous drugs as listed in the State Code (204), will be declared ineligible to represent the school in any scheduled contest until reinstated by the administration according to the regulations of this code. **NOTE:** Determination of guilt is noted in XIII.

VII. Consequences of Violation

First Offense – one third (1/3) of the season or activity

Baseball13 games
Volleyball5 games
Wrestling5 meets
Softball13 games
Cross Country3 meets
Golf4 meets
Football3 games
Basketball7 games
Track4 meets
Soccer5 games
Jazz Band/Choir	..1/3 school year (60 days)
Drama	..ineligible next production
Speechineligible
Honor Band/Chorusineligible
Mock Trial/Academic Decathlonineligible
Cheerleadingsame as sport represents
Math Counts	lose 1/3 of qualifying points

Peer Leaders.....	1/3 of school year (60 days)
NHS.....	formal notification of probation
Archery.....	30 days
Trap Shooting.....	30 days
Robotics.....	30 days
Dance.....	30 days

Second Offense

Athletics.....	one full season
Jazz Band/Choir.....	one full year
Drama.....	ineligible next two productions
Mock-Trial, Speech, Honor Band, Chorus, Academic	Decathlon
.....	ineligible
Math-Counts.....	ineligible
Peer Leaders.....	Dismissal
NHS.....	Dismissal

Third Offense

One calendar year of ineligibility for all activities

NOTE: Students will complete 10 hours of school service (to be assigned by administration. Students must complete the community service before retaining eligibility in any activity.

NOTE: Satisfactory participation is to be determined by the administration.

VIII. Self-Reporting of a Violation (1st offense only)

If a student is in violation of Article IV, V, VI of this code, and voluntarily reports his/her violation to the administration, or coach/sponsor on the next school day or practice session, or admits to the violation when first approached, the student's suspension will be reduced to one-fourth (1/4) of the season. **NOTE:** Only a first offense violation can be reduced by self reporting. Any further violations will result in the student serving full suspension.

Self Reported First Offense – one quarter of the season or activity

Consequences of Violation

First Offense – one fourth (1/4) of the season or activity

Baseball10 games
Volleyball4 games
Wrestling4 meets

Softball10 games
Cross Country2 meets
Golf3 meets
Football3 games
Basketball6 games
Track3 meets
Soccer4 games
Jazz Band/Choir	..1/3 school year (60 days)
Drama	..ineligible next production
Speechineligible
Honor Band/Chorusineligible
Mock Trial/Academic Decathlonineligible
Cheerleadingsame as sport represents
Math Counts	lose 1/4 of qualifying points
Peer Leaders1/4 of school year (60 days)
NHSformal notification of probation
Archery30 days
Trap Shooting30 days
Robotics30 days
Dance30 days

IX. Season Start Dates

A student may participate in a sport that the student did not go out for in the previous year to fulfil the ineligibility requirement. The student must begin on the first day of the sport/activity and complete the sport/activity in good standing.

X. Practice During Suspension

Any student in violation of this code must attend practice and participate to the satisfaction of the coach/sponsor.

XI. Carry Over of Suspensions

Any suspension that is not completely served due to an activity or season ending will carry over to the student's next activity or season. The number of games (or events) carrying over will be determined by the administration based on the student's next activity or season.

XII. Concurrent Activities/Seasons

Students participating in concurrent activities/seasons (ex.Soccer/Track, Band/Football) will serve suspensions in both/all activities concurrently. Students will not be able to select which activity/season they will be suspended and the final decision will be made by administration.

XIII. Determination of Guilt

A student is found guilty if:

- A. Issued a citation by law enforcement
- B. Admits to a violation of the code

- C. School personnel is notified by law enforcement (no citations)
- D. An investigation may include talking with the accused and any witnesses.
- E. If the administration or staff notes a substantial incident or rumor of a student violation of this code, the student involved will meet with the coach, sponsor, or administrator. He/She is to be:
 - 1. Informed the rumor has been noted
 - 2. Informed of the student rights and consequences of such a violation
 - 3. Allowed the opportunity to respond
 - 4. Parents/Guardians will be made aware of investigations as soon as possible

*The student and parents will be given written notice of the hearing and explanation of the infraction. Notification of the determination will be given to the student and parents within three (3) school days following the conclusion of the investigation.

XIV. Appeal

A student or parent contesting the declared ineligibility decision based on these rules shall file a written request to the Superintendent of Schools stating their objections within three days of the determination. **NOTE:** Only the decision can be appealed, not the consequence.

The Superintendent shall then schedule a meeting of the Board of Education as soon as possible after receipt of such objections, giving at least five (5) days written notice of said hearing, unless a shorter time is mutually agreeable. The Board shall consider the evidence presented including statements by the appellant's legal counsel and make written findings of its decision within five (5) days of the hearing, mailing a copy forthwith to said appellant. **NOTE:** The suspended student will NOT be allowed to participate during the appeal process.

Note: The State Board of Education follows several principles when reviewing good conduct appeals that are brought before them. Those principles were established in Brands v. Sheldon Community School District, 671 F. Supp. 627, 630-631 (N.D. Iowa 972):

Those principles are as follows:

- 1. A secondary student has no "right" to participate in interscholastic athletics or other extracurricular activities.
- 2. Since there is not right to participate, the amount of due process owed to a student in such cases is minimal. Due process requires only two elements: 1) the student must be told what he/she

is accused of; and 2) the student must be given an opportunity to tell his side of the story.

3. In order for a student to be disciplined under a school's good conduct policy there need only be "some evidence" that a student violated the policy. Id. Due process does not require courtroom evidence standards. "Some evidence" is less than preponderance of evidence and far from beyond a reasonable doubt.

XV. Enforcement

The District Extracurricular Activity Code will be in effect from the time a student commits to participate, until the official closing of the activity.

XVI. High School – Middle School

This code shall be in effect for all High School and Middle School participants. If the consequences of all violations from Middle School have been served, no violations will be carried forward to the High School.

Sports Physicals

Athletes will **not** be permitted to take part in practice or participate in inter-scholastic sports without a current physical form on file with the Activities Director.

Forms are available from the Activity Director's office. Physicals are the responsibility of the athlete and are good for one calendar year from the date of physical.

Athletic Award Policy

1. An athlete will receive one (1) Varsity letter, sport patch, graduation numerals, bar and certificate when they have completed a Varsity sport season. Any additional varsity sports lettered in that same year, the athlete will receive a certificate, sport patch and a bar. Each year thereafter that an athlete Varsity letters in a sport, they will receive an additional bar and certificate per sport.
 - A. A certificate of participation will be awarded to each athlete who does not qualify for a Varsity letter, but maintained participation to the end of the season
 - B. Any athlete, manager, or statistician not qualifying for a varsity letter because of illness or injury, may be awarded an honorary certificate.
 - C. Statisticians may receive an award certificate, if they are involved in the daily practice routine of the team
 - D. An athlete completing their fourth season of competition in a sport will be awarded the varsity 'S' regardless of the number of quarters, halves, or points scored
2. An athlete must complete the season to be eligible for any awards.

Requirements

To be eligible to receive a Varsity 'S', the athlete must:

1. Complete the season to the satisfaction of the coach or sponsor.
 2. Complete or participate in a minimum number of Varsity contests, score a minimum number of points in Varsity competitions, or place in an EIHC or District Meet.
 - A. Baseball – Dressed for the majority of all regular season varsity games.
 - B. Softball – participate in 40% of Varsity games or innings, minimum of 8 games or 56 innings.
 - C. Football – Participate in ¼ of games played, or 9 quarters in a season.
 - D. Volleyball – participate in 40% of Varsity matches/games, or a minimum of 6 matches or 17 games.
 - E. Cross Country – Participate in 4 varsity meets, and or run at the state qualifying meet.
 - F. Wrestling – Compete in 1/3rd of varsity meets or compete in sectionals/districts/state.
 - G. Basketball – Participate in 40% of all games.
 - H. Track – Participate in 70% of all varsity competitions.
 - I. Golf (Girls) – participate in 40% of the meets, and score used for the team total at least twice.
 - J. Golf (Boys) - participate in 40% of the meets, or a minimum of 5 meets.
 - K. Soccer – participate in 40% of the Varsity halves or a minimum of 10 halves.
- NOTE: All seniors who are in good standing will receive a varsity letter.

Lettering Sequence

1. All varsity letter winners will receive:
 - A. First time in high school
 1. The varsity 'S'
 2. Sport Patch
 3. Chevron (bar) to denote the number of times lettered
 4. Graduation Numerals
 5. First year letter award certificate
 - B. All sports thereafter (same items except no other varsity "S" or graduation numerals will be awarded)
 - C. Second time in a sport
 1. Chevron (bar) to denote second letter in that sport
 2. A two-year letter award certificate
 - D. Third time in a sport
 1. Chevron (bar) to denote third letter in that sport
 2. A three-year Spartan Pin
 - E. Fourth time in a sport
 1. Chevron (bar) to denote fourth letter in that sport
 2. A four-year letter award plaque

3. Special presentation at the Awards Assembly
- F. Three sports in one sports year (the athlete will receive a 3D letter 'S' to denote the accomplishment)
- G. Four sports in one sports year
1. Athlete will receive a 3 D letter 'S'
 2. Special mention will be made at the Awards Assembly
 3. Athletes receive only one (1) Varsity 'S', three-year plaque, graduation numerals, and sport patch. Athletes will receive chevrons (bars) each time they letter. Athletes can earn more than one 3D letter.

Cheerleading

Cheerleading is divided into two seasons, fall and winter, to include football, wrestling and basketball. Students are judged on the following criteria: cheering ability, coordination, eye control, voice control and appearance. The judges for the cheerleading process are typically cheerleaders from area colleges as well as experienced cheerleading persons selected by the coach.

Dance Team

Dancers perform at football home games and Friday night basketball games. The team competes 2-3 times a year, which includes State Dance and Drill Team Contest in December. Volunteer opportunities and fundraising are also a part of the dance team experience. Tryouts are conducted each spring.

IHSAA Sportsmanship

It is the clear obligation of all contestants in all inter-scholastic competitions to practice the highest principles of sportsmanship and ethics of competition. The governing organization shall have the authority to penalize any contestant in violation of this obligation. Following is the policy for violation of student eligibility rule 35.15(10):

Any student disqualified from an inter-scholastic contest by game officials for flagrant, violent or verbal misconduct, will be ineligible for the next regular scheduled game/meet at that level of competition and all other games and meets in the interim at any level in addition to any other penalties the IHSAA or the school may assess. The second violation carries a four (4) game/meet automatic ineligibility. Any school(s) that does not enforce this penalty will be placed on probation and will not be permitted to participate in any athletic association sponsored events for one calendar year.

Extra-Curricular Activities

Art Club . . . Create artwork/projects for the community and school activities as needed.

Band Council . . . Raises money and buys music and instruments for the band.

Book Talk . . . It's your chance to talk about books; what you have read, what you recommend, what you are looking for to read next. Sponsored by the Media Center, Book Talk is open to all students and staff. Check in the Media Center for the next scheduled date.

Chess Club . . . Offers students a chance to improve their game and to play for fun or for competition.

Chips & Salsa (Spanish Club) . . . Provides opportunities for students to gain exposure to the Mexican language and culture through trips to local Mexican restaurants as well as trips to Costa Rica and Mexico.

Debate . . . Students participate in state contests and local contests in the area of public forum debate. We meet weekly, year-round to research topics, write statements and practice cross-examination techniques.

Electronic Publication (Yearbook) . . . Students who enjoy photography, writing, design, artwork, darkroom procedures, sales, working with the public, typing and are creative and ambitious, needed to make the Yearbook a successful publication and meaningful memento for the students and community. Application process may be required for acceptance into class if numbers exceed the cap of ten students. This course is designed for students who are interested in working on the Yearbook staff.

Gay/Straight Alliance . . . Student-led group supporting diversity and acceptance within the student body and community. The group meets once or twice a month during lunch to plan upcoming events and to hold open discussion in a friendly space. Students do not need to identify as gay, lesbian, or bisexual to participate in the GSA; indeed, it is an *alliance* of gay and straight students who want to put an end to hate crimes and harassment.

Mock Trial . . . Exciting law-related education program introduces students to the American legal system and provides a challenging opportunity for personal growth and achievement. As part of the mock trial program, students will exercise their critical thinking and teamwork skills, as well as the basic skills learned in the classroom.

National Honor Society . . . Recognizes students who've demonstrated excellence in areas of scholarship, leadership, service and character. Eligible students are selected from the junior and senior class at the beginning of the school year. New members are inducted in November. Initial scholarship eligibility requires students must have a Cumulative Grade Point Average of 3.50 or above. Students meeting this academic requirement are offered an opportunity to complete an application in which they provide examples of scholarship, leadership & service. After submitting an application and progressing through committee review, new members are inducted into NHS in the fall. NHS members are expected to participate in fundraising activities (e.g. working school concession stands) to help defer organizational expenses. In

addition, NHS members are expected to participate in a local NHS service project.

Octagon . . . Junior Optimist Octagon International (JOOI) is the student group of Optimist International. At Solon High School, Octagon members make their communities better - one service project at a time.

Students for Peace . . . Promotes peace among students, families, and nations. Group meets monthly during lunch to educate each other and to plan events.

Prom Committee . . . Plan/design the Junior/Senior Prom

Robotics Club . . . Designs, builds, and programs robots to compete in the FIRST Vex Competition, a North American league in which robots compete 2-on-2 in a game that changes annually. The season runs from mid-September through mid-March. Students on the team also learn to run a business by managing finances, inventory, safety, personnel, and publicity.

"5th St. Jazz" . . . An auditioned ensemble made up of singers from our three choirs. Students sing with a rhythm section and are exposed to the various types of jazz and improvisation. They compete in the spring at area competitions and state contest. They also sing at the Musical Showcase, Spring Concert, Jazz at the Station, and at various community events.

Speech (Individual) . . . Participate at district, state, all-state contests in January/February. Students choose from genres of performance from Poetry reading to Public address. Students receive ratings at contest with good ratings they advance to the next level of competition.

Speech (Large Group) . . . Groups participate at district, state, all-state contests in January/February. Students choose from genres of performance from One Act Play to Improvisation. Students receive ratings at contest; good ratings advance to the next level of competition.

Stage Fright (Drama Club) . . . Students have the opportunity to experience live theatre outside of school.

Student Council . . . A collection of representatives from all four classes. Elections are held each fall for class representatives and President, Vice-President, Secretary and Treasurer. Our main goal is to be the voice of the student body. As a representative body, we are always open to questions, complaints, ideas, etc. Don't hesitate to contact your class representatives regarding your concerns.

Silver Cord . . . Program designed to provide the student with opportunities to give back to the community. Students who participate for 125 hours will be recognized for their efforts by receiving a 'Silver Cord' at graduation.

Community/Family Night

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

agency other than the local school schedules tournaments of meetings.



SOLON FIGHT SONG

We are the Spartans of Solon High

We'll march to victory.

We have no other aim than just to win this game

With all our strength and loyalty, Rah, Rah!

We are the Spartans of Solon High

And we'll defend our name

So while the gang's all here

Let's give a rousing cheer and win this game!

Give me an S, Give me an O,

Give me an L – O – N,

Come on Solon, Let's Win, Win, Win!!!

Activities Outside the School: This is a reminder that athletes who compete in activities outside of school jurisdiction must receive permission from the Superintendent or Activities Director to participate while their season is in session. If an athlete is going to compete in an organized competition (i.e. AAU Basketball, American Legion Baseball, All-Star games, etc) it is necessary to get prior permission.

The IHSAA rule governing non-school participation reads as follows:

A student who is participating in a sport sponsored by a governing organization may not participate in that particular sport as an individual or a member of a team in an outside school event during the given season of that particular sport without written permission of his school superintendent or designated representative. At the conclusion of that sport season, a student may then participate on an outside of school team without jeopardizing his eligibility and without permission from his school superintendent.

If a student, while out for a given sport, desires to participate in that particular sport on a team outside the school before the conclusion of that sport, and without asking permission, participates on an outside team or event, he then would make himself ineligible for 12 calendar months in all sports.

Attachment A

Attendance Policy Statement:

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. Students are expected to attend classes regularly and to be on time. In order for the SCSD staff to do the best possible job educating students entrusted to them, the student must be in attendance. A successful educational program requires the cooperation of the parents, student, and staff. Only through consistent attendance and class participation do students achieve the benefits of the educational program. There is a strong correlation between good attendance and successful completion of school. Students who receive excessive excused or unexcused absences can expect that their learning will be affected even though work may be made up. Certain absences may be excused under this policy, but students will still be required to make up work missed due to an absence.

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

Examples of excused absences:

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

Reasons not listed above are considered unexcused.

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

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

Steps in the Attendance Process:

- Step 1: 6th unexcused day= Letter from school notifying parent/guardian that student has accumulated 6 unexcused absences.
- Step 2: 9th unexcused day= Meeting with school officials.
- Step 3: 12th unexcused day= Mandatory Administrative Attendance Hearing. Parent or Guardian will be served notice and a copy of the meeting request will be sent to the Johnson County Attorney's Office.
- Step 4: Continued unexcused absences= Referral for legal action

Mandatory Attendance:

According to section 299.1 of the Iowa Code, The parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age is accountable for the child's attendance at school. Section 299.1A of the Iowa Code mandates that children who have reached the age of six and are under sixteen years of age by September 15 are of compulsory attendance age for that school year.

Students are expected to be in attendance every day of the school calendar and parents, guardians, legal or actual custodians, are expected to assure attendance of their children. In accordance with 299.8 of the Iowa Code, any child of compulsory attendance age who fails to attend school as required by the school board's policy or who fails to attend competent private instruction under chapter 299A, without reasonable excuse for the absence, shall be deemed truant.

Definitions:

- Truant:** A student who is absent from school without an acceptable excuse.
- Habitual Truant:** A student with **3 or more unexcused** absences in a semester.

Unexcused Tardies: A student who arrives within the first 20 minutes of the school day will be given an unexcused tardy if he/she is without an acceptable excuse approved by the building principal. A student who arrives late at school, after the first 20 minutes of the start of the school day, without an acceptable excuse, will be counted as an unexcused absence. *Students are tardy if not in their assigned area when the bell/tone sounds to mark the beginning of class. Students arriving after the bell and within the first 20 minutes of class period without a note from the office are unexcused tardy.*

Unexcused Absence: A student who is absent from school without an acceptable excuse. The attendance office should receive the acceptable excuse before the absence occurs. Planned absences should be received within 5 school days from the beginning of the absence. Special circumstances may be taken to the building principal for approval.

Acceptable and Unacceptable Excuses for Absences and Tardies:

An approved absence is one in which the building principal has approved the parent's request to excuse a student's absence. Any student that has missed any part of a school day due to an absence will not be able to attend or participate in any extra-curricular activity at school.

Parents/guardians can assist in providing the best possible experience for the student by excusing their child from school only in case of emergency or illness, and not for conducting business that can be completed on weekends or outside of school time. Therefore, parental request for excused absence will not always be granted. Possible acceptable excuses for absence or tardy include, but are not limited to the following:

1. Parent/Guardian should phone the building attendance center the same day an absence due to illness or injury occurs. Students will receive an unexcused absence if calls are not made to the attendance center the same day that the illness/injury occurs.
2. Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The district may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 2 days past the date of illness/injury.
3. Medical, dental, chiropractic, optometric or other valid professional appointments. **Parents and/or guardians are requested to make their appointments during non-school hours.**
4. A death in the immediate family or funerals of close relatives.
5. Religious holiday.
6. A court appearance or other legal procedure, which requires the attendance of the student.
7. Quarantine as imposed by a public health officer.
8. Attendance at special events of educational value, which the building principal approves, 5 school days in advance.
9. Approved school activities during class time.
10. Special circumstances that show good cause, which the building principal approves, 5 days in advance.
11. If students are late to school due to weather, or parents choose not to send their child to school, or pull their child from school due to weather, these absences are excused. Principals may need to use some discretion if it is felt a parent is abusing the situation.
12. Suspension or detention from school.
13. College visits are limited to 2 per semester.

Parents and Guardians are expected to notify the school regarding a student's absence the same day of the absence. An answering machine operates 24 hours a day. An absence may be reported to the attendance center by calling:

Lakeview	624-3401 extension 1293
Middle School	624-3401 extension 1300
High School	624-3401 extension 1100

Prior Arrangements Before Absences:

Students who know in advance they will be absent from school are strongly encouraged to get their assignments from their teachers. This will allow them to work on their assignments during their absence. Parents should notify the school attendance center that their child would be gone from school 5 school days in advance of the absence.

Entering and Leaving the Building During the Day, Unexcused Tardies:

For student safety and to assist parents, it is important for students to check in with the attendance office when arriving late or leaving early during the school day. A student who arrives late or leaves early for any reason must check in the attendance office. Failure to do so will result in an unexcused absence. A student who becomes ill at school must have parental/guardian permission to leave the building.

Any student that has missed part of a school day due to an unexcused absence will not be able to attend or participate in any extra-curricular activity at school that day.

Procedures of Unexcused Absence:

An attempt will be made to reach the parent/guardian by telephone.

After 24 hours, from the beginning of the absence, if there has not been further communication from the parent/guardian to explain the absence and have it considered excused (according to the SCSD guidelines) the absence stands as unexcused.

Pregnant Students:

The SCSD encourages pregnant students to continue to attend the educational program as long as they are physically able to do so. The pregnant student may notify the principal, counselor, or school nurse as soon as she is aware of her pregnancy. The school may require that a pregnant student provide the principal with a written note from her doctor relative to special conditions that might exist and specific suggestions as to how long the student may continue to attend classes. If the student is unable to attend school because of her physical condition, the student may be excused and arrangements made to continue her studies during her absence. The student shall resume classes upon the recommendation of her physician.

Medical Excuse:

At any time, the parent or student appears to be abusing the excuse of illness; medical documentation may be required by the school for the absence to be counted as medically excused. Medical evaluation should be done at the expense of the family. Names and addresses for the free medical clinics in Iowa City and Cedar Rapids will be furnished upon request. Special consideration may be given to a student with extended medical issues if a letter from the child's attending physician is sent and the building principal has approved the request.

Make-up Work:

Absence due to illness or other unforeseen reasons: The student will complete make-up work. Assignments and due dates will be determined by the teacher. In cases of prolonged illness, the teacher may make special arrangements and workload may be reduced per the teacher's discretion.

Absence for school-sponsored activities: The student must have his/her work made up prior to the absence or as arranged by the teacher. Upon returning to school, he/she will be expected to participate in class activities.

Absence due to suspension: Academic work must be made up during the suspension period or as arranged by the teacher.

Unexcused absence: Academic work must be made up during an unexcused absence.

SOLON HIGH SCHOOL
SENIOR YEAR PLUS PROPOSED ALTERNATIVE PROFICIENCY MEASURES

The intent of the Senior Year Plus status, as developed by the Iowa Department of Education, is to ensure that all students have increased access to courses that have the potential to generate college credit while in high school. In addition to meeting the assessment and prerequisite requirements outlined by the postsecondary institution, the statute requires all students enrolling in college credit courses to be proficient on their Iowa Tests of Educational Development (ITED's) in each of the following three academic areas, reading, math and science. Students are determined to proficient if they score at or above the 41st percentile (NPR) in the subject area. At Solon High School, courses that fall under this status include:

- Post Secondary Elementary Options Act Courses (PSEO): Includes courses at both The University of Iowa and Kirkwood Community College.
- Kirkwood Community College Career Academy Courses: courses in which college credit is earned in addition to high school credit.
- Con-current Enrollment Courses PSEO Courses taught at Solon High School.

If a student does not meet the proficiency requirements stated above, the Solon Community School District might opt to use alternative measures to determine proficiency. A student needs to meet one of the following alternative measures to be considered proficient:

Solon High School's Proposed Alternate Measures of Proficiency:

1. The student received a "C" or better on their most recent course in the deficient subject area.
2. The student is proficient on the English, Math or Science portion of either the PLAN test or the ACT. Proficiency is a score of 16 or higher on the PLAN Test 18 or higher on the ACT Test.
3. The student is proficient on the Reading or Math portions of the COMPASS Test.

The student will have to show proficiency in science or another area.

4. Teacher Determination of Proficiency Based on Evaluation of Portfolio of Other Student Work in the deficit proficiency area.
5. For students with Individual Education Plans (IEP's) who do not demonstrate proficiency in one or more of the areas listed above, the ELP team may establish an alternative but equivalent measure of proficiency through IEP.

Student Name: _____

Grade: _____

Date: _____

Reading: Proficient? Y / N

Measure used: _____

Math: Proficient? Y / N

Measure used: _____

Science: Proficient? Y / N

Measure used: _____

Signature of Teacher (in deficient area)

Signature of Teacher (in deficient area)

Signature of Mr. Munson

Signature of Mr. Thompson