



**Solomon**  
LUTHERAN SCHOOL

**PARENT AND STUDENT  
HANDBOOK  
2022-2023**

[www.solomonelementary.com](http://www.solomonelementary.com)

Revised July 2022

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## **SOLOMON LUTHERAN SCHOOL HISTORY**

Since 1862, Solomon Lutheran Church has supported and maintained a day school in Woodville, Ohio. At its beginning and for many years after, Solomon was a parochial school, existing to meet the educational needs of the congregation's children. While we continue to have "parochial" interest in the welfare of our member's children, we have now broadened our scope to include children whose families may not be members of Solomon Lutheran Church, but who are keenly interested in the values of Christian education. Today, Solomon provides a Christian day school opportunity for all of the families of Woodville and surrounding communities. We provide an above-average secular education for each of the individual children in our school, but more importantly, we attempt to assist each of our students in growing spiritually, developing a closer and more personal relationship with Jesus Christ as their personal Lord and Savior.

## **MISSION**

Solomon Lutheran School's mission is to provide a quality individualized education in a Christian environment. Solomon Lutheran School provided a superior environment for spiritual growth through the integration of faith and learning for students in preschool- grades K – 6. We continually strive to attain academic excellence while recognizing the accountability to Christ, family and community.

## **CHRISTIAN DAY SCHOOL BOARD MEMBERS:**

Mrs. Jennifer Brown  
Mrs. Kay Dicken  
Mrs. Audrey Diebert  
Mrs. Chelsea Floro - Secretary  
Mrs. Judy Karchner - Chair  
Mrs. Melanie Wahlgren

## **ADMINISTRATION & FACULTY:**

The Rev. Alan Brown, Pastor  
Mrs. Natalie Schiets, Christian Day School Principal  
Mrs. Sarah Rewoldt, Church and School Secretary  
Mrs. Marcela Repka, Director of Finance Administration  
Mrs. Jennifer Liszak, Preschool Teacher  
Mrs. Lisa Ruck, Kindergarten Teacher  
Mrs. Dana Nutter, 1<sup>st</sup> Grade Teacher  
Ms. Angela Andrews, 2<sup>nd</sup> & 4<sup>th</sup> Grade Teacher and  
Mrs. Christine Rahe, 3<sup>rd</sup> & 4<sup>th</sup> Grade Teacher  
Miss Paige Busdiecker, 5<sup>th</sup> & 6<sup>th</sup> Grade Teacher  
Mr. Gordon Hille, Intervention Teacher  
Mrs. Sandra Bringman, Parish Nurse  
Mrs. Shelley Johnson, Food Service Supervisor  
Mrs. Eunice Kruse, Assistant Cook  
Mrs. Angie Briones, Maintenance  
Mrs. Terri Kruse, Extended Care and Classroom Aide  
Mrs. Christy Donnell, Extended Care and Classroom Aide  
Mrs. Jenifer Delventhal, Classroom Aide  
Mrs. LeAnn Witzler, Extended Care and Classroom Aide

July 2022

Dear Parents and Students:

On behalf of the Solomon Lutheran School Faculty and Staff, I would like to welcome you to the 2022-2023 school year. Please review this handbook and policies with your student.

Solomon Lutheran School has a rich history and has been recognized for providing a solid Christian based education program. We are all committed to continue our mission in Christian Education. Our goal at Solomon is to establish an atmosphere where children and adults feel safe, secure, and happy while maximizing their opportunities to learn and grow. We can accomplish this goal together in a learning environment that reflects our Christian beliefs.

Solomon wants and needs your involvement and we encourage you to be an active participant at Solomon. We hope you will feel comfortable to contact members of our staff, SEA, or any of our church and school committees to see how you can utilize your talents here. We are very thankful for the many volunteers that came together last school year to support various activities and revive the Solomon Church and School Spirit.

THIS IS YOUR SCHOOL!!!! We want your input. Please do not hesitate to communicate with our staff or me. Let's make it a great year!

Respectfully,

Natalie Schiets, M.Ed.

Principal

Dear Solomon Families,

Welcome to the new school year! We hope that you are ready for another exciting and inspiring school year. As your officers of Solomon Education Association, SEA, we are excited to make this a great year with your help, ideas, and commitment. SEA's membership is open to all Solomon Lutheran Church members, teachers and administrators of Solomon Lutheran School, and to all parents who have children enrolled in Solomon Lutheran School. We are all SEA! The purpose of Solomon Education Association, (SEA) is to help parents and teachers gain knowledge and skills for more effective Christian education of the children and to provide a closer relationship between home and school. SEA raises funds for the provision of items not covered by tuition and the school budget. This year's goal is to raise funds to support our budgeted and planned events such as camps, field trips and family fun nights. We encourage any suggestions for future improvements and will hold quarterly business meetings to encourage everyone's involvement and support. Look for communication in the weekly Crusader's Comments for activity dates, project planning opportunities, fundraising information, and additional ways that you can help. We encourage you to stay involved with your child's education. Thank you for your continued support and commitment to Solomon Lutheran Church and School.

God's Peace,

The Solomon Education Association Officers

### **PARENTAL VOLUNTEER HOURS**

Volunteering at school allows you to set an example of service for your child and allows you to become involved with their education and school activities. The commitment of 20 hours of parent volunteer time for the first student, and 10 hours for each additional student with a maximum of 40 hours per family has been reinstated this school year. Where we can safely offer activities, we will need your help. Your commitment to volunteering is appreciated. A list of some of the opportunities to volunteer includes:

- Serving on a committee: Christian Day School Committee (School Board), SEA, Development, or working at any of their activities
- Chairing a fundraiser or helping with a fundraiser or and SEA event
- Baking pies or homemade desserts for school events
- Administration requests
- Teacher or Committee requests for at home work (ex. folding, taping, stamping, etc.)
- Supervising on Field Trips/Camps
- Coaching Basketball, Heading the Cheerleading or Pep Club
- Donations equivalent to \$20 can be recorded as one service hour

Upcoming and ongoing volunteer opportunities are published in the weekly newsletter and website.

There is a file box with individual cards on the counter in the Church/School office where you can record your volunteer work. It is the parent's responsibility to record all volunteer time. An amount equal to the amount of unrecorded volunteer hours will be billed to you at the end of the school year if you have not volunteered your time. The rate is \$20.00 per hour.

**Together we make a great team and are making a difference in the lives of the children!**

## **HOW PARENTS CAN HELP THEIR STUDENT TO BE SUCCESSFUL**

1. Send your child to school in a happy frame of mind. Spare them the burdens of your adult worries.
2. Help your child to be at school on time and see that they attend every day unless they are ill.
3. Help your child to respect the property and rights of others.
4. Help your child to meet and get along with other children. Take an interest in their friends.
5. Help your child to develop confidence in his or her ability to solve problems and make decisions for themselves.
6. Help your child to speak plainly and distinctly.
7. Provide as many different experiences for your child as you feel he or she will enjoy, assimilate and profit from, such as trips to the library, stores, parks, zoos, playgrounds, etc.
8. Teach your child to be truthful, attentive, observing, and useful, but not too forward and boisterous.
9. Give your child plenty of time to grow and mature. Remember...Children do not develop at the same rate, or in the same manner. Please don't compare your child with a sibling or any other child.
10. Teach your child to have an eye for beauty, to keep things in order and to be thrifty.
11. Allow your child certain responsibilities in keeping with their age and see that they carry them out.
12. Encourage your child to follow the simple rules of courtesy and good manners.
13. Show an interest in what has happened to your child in school. Praise the results of their labor and praise the effort which went into the making.
14. Don't be too concerned if your child's marks aren't the best in the class, but be sure they are keeping with their ability.
15. Refrain from criticizing the teacher or school in your child's presence.
16. Please get your child clothes with simple fastenings so that they are able to clothe themselves with very little help. See that your child's shoes are large enough so that they can manage them by themselves.
17. Please put your child's name on all outside wearing apparel; such as coats, hats, caps, sweaters, boots and mittens.
18. Send money to school in an envelope with your child's name and purpose on the outside or use the on-line bill pay option on the website.

## **DAILY SCHOOL SCHEDULE**

7:00 am	K-6 Extended Care Opens
7:45 am	PreK Extended Care Begins
8:20 am	Students enter classrooms
8:30 am	K – 6 grade School Begins
9:00 am	Preschool and Nursery Begins
11:30 am	Preschool and Nursery Dismiss
11:45 am	Lunch Hour begins
3:00 pm	School K - 6 and PM Pre-school Dismisses
5:30 pm	Extended Care Closes

## **SOLOMON LUTHERAN SCHOOL CALENDAR: 2022-2023**

Aug 1	Final Forms updates due
Aug 23	Student/Parent/Teacher Conferences
Aug 24	Students First Day (1:00 Early Release August 24-26)
Sept 5	Labor Day – No School
Sept 25	Chicken BBQ
Oct 13&14	School pictures
Oct 19	Group Pictures
Oct 25&26	3 <sup>rd</sup> grade ELA State Testing
Oct 28	End of Quarter – 1:00 Early Release
Nov 21	Parent/Teacher Conferences – No School
Nov 22-25	Thanksgiving Vacation – No School
Dec 21	1:00 Early Release
Dec 22 – Jan 2	Christmas Break – No School
Jan 3	Students Return from Christmas Break
Jan 13	End of Quarter – 1:00 Early Release
Jan 16	Martin Luther King Day – No School
Feb 20	Presidents' Day - No School
Feb 22	Ash Wednesday
March 24	End of Quarter – 1:00 Early Release
April 7-10	Easter Break – No School
April 17-21	State Testing 3 <sup>rd</sup> -6 <sup>th</sup> grade
TBD	School Musical
May 25	Last Day of School for Students-1:00 Early Release

### **CRUSADER'S COMMENTS**

This informational newsletter is sent home each Tuesday. The Crusader's Comments are one way to inform the parents of school happenings. Articles must be submitted to the Principal by noon on Monday to appear the following day.

### **FAMILY DIRECTORY**

We will compile a directory listing the names, email addresses, home addresses, and telephone numbers of our Solomon School families. Prior permission from each family is obtained in Final Forms. A copy of this directory will be provided to each school family at request. The directory is to be used as a means to facilitate communication between our families and under no circumstances will be distributed for marketing purposes. Parents are asked to mail party invitations home if the entire class is not invited.

### **FINANCES**

See page 24, Tuition and Registration Policy

### **MEYER FINANCIAL AID FUND/EdChoice Scholarship/NWO Scholarship Fund**

Financial aid funds are available for students in grades K-6. To apply for assistance, parents are to contact the Principal, who will then follow the established procedures to act upon this request. Applications are available on the school website. The Meyer Financial Aid Fund is supported by generous donors and in need of constant support. Members of the congregation and others are encouraged to contribute to this worthy fund.

### **WELLNESS PROGRAM**

Solomon is committed to providing an environment that promotes and protects children's health, well-being, and ability to learn by supporting a healthy diet and physical activity. A complete copy of the Wellness Program Policies on physical activity and nutrition can be obtained from the school website. Students are encouraged to eat a healthy lunch and are permitted to carry water bottles.

### **LOST AND FOUND**

Students who have lost or found something should report it to the classroom teacher. Our lost and found items are kept in the first floor hall. Items that are not claimed will be given away or disposed of in some other manner.

### **TELEPHONE**

The school telephone may only be used by students for **emergencies** or **important phone calls**. Staff permission is necessary for a student to use the phone. Please see Cell Phone Policy.

## **EXTENDED CARE**

Extended care is open from 7:00am – the start of school and after school until 5:30 pm. The cost is \$3.50 per hour per child. The MyTime Station application will track students' time in and out of extended care. To qualify for the program, the child needs to be enrolled in Kindergarten or a higher grade. We do welcome regular and drop-in students from Woodmore and Solomon Lutheran.

PLEASE NOTE: There is a late charge of \$1.00 per each five (5) minutes for any pickups after 5:30 pm. The extended care program will be canceled if the weather is severe and the roads are unsafe for the extended care supervisors. If there is a school delay followed by a cancellation before 7:00am the extended care program will be closed for the day. If there is a delay, then a cancellation after 7:00am, extended care will remain open unless weather conditions dictate a closing. Parents of children in attendance will be notified immediately if the extended care will be closed due to a Level 2 or Level 3 Snow emergency for Sandusky County.

## **CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER OR EMERGENCY**

Announcements of school closings/delays because of inclement weather or an emergency is made on the local radio, television stations, and websites.

Families that rely on television stations for weather closing/delays will see Solomon listed with Woodmore School. If not, you may assume in the case of bad weather that we are closed/delayed if Woodmore is closed/delayed.

There are special weather related situations that are confusing and perhaps unexpected. Ice storms and fog sometimes appear when buses are picking up students during the high school run and a decision to delay or cancel school has to be made quickly. If a decision to delay or cancel Woodmore Elementary is made after our bus students who are on the early Woodmore High School bus have been picked up, those students will continue to Solomon. If Solomon School closes, families will be notified.

Non-Weather related emergencies that involve Solomon, but not Woodmore, will be announced on television and radio stations as Solomon only. If there is a 2 hour delay due to weather, 3 and 4 year old preschool will be delayed until 10:30am.

The PreK-12 Notification system will also notify families of delays, closures and other emergencies.

## **SCHOOL PICTURES**

School pictures will be taken in the fall and spring. They are made available to the students to purchase on a voluntary basis. Portraits will be sent home with your child unless prior arrangements are made. Payment and satisfaction concerns should be directed to the photography studio directly. A yearbook will also be available in the spring, but the parents must pre-order and pay for them during the ordering period.

## **FIELD TRIPS**

Field trips are encouraged as extensions of the learning taking place in the classrooms. Children must return the written school permission slip before attending a field trip. Teachers make all arrangements for trips away from school. Student groups of more than 20 will be transported by bus. School Board policy states that no student other than the driver's child may sit in the front seat of a car equipped with an airbag.

## **EMERGENCY MEDICAL INFORMATION**

Parents must create and complete the forms found on the Final Forms site and have it completed by the first day of school. It is very important that Solomon is notified when there is any change in medical history, address, place of employment, family information or phone number. Changes can be made by the parent at any time in Final Forms.

In case of a medical emergency, the Woodville EMS will be called. Every attempt will be made to contact a parent/guardian immediately. The family physician may also be contacted. An emergency contact person and number is also needed if parents will be out of town.

## **MEDICATION ADMINISTRATION**

The Principal or their designee will administer prescription medication when these steps are followed:

Prescription Drugs:

1. A written request will be made and the school permission form is completed.
2. The doctor's information form is completed and on file.
3. Medicine must be received in the original container dispensed by the doctor or pharmacist. The student's name, name of medication, dosage and time of dosage is to be on the container. Medicine cannot be given without the above information.

Non-Prescription Drugs:

We cannot dispense any medication during the school day, including Tylenol/Motrin, cough syrup, or any over-the-counter medication unless written notification from the parent is provided. The medication and dosage must be followed per the package directions unless a doctor's note prescribes differently. Medication must not be expired.

The Physician/Parent Request, Self-Administered Asthma Medication and Non-Prescription Medication forms are available on the school website. Your Physician does not have them in his/her office.

## **GRADE CARDS AND HONOR ROLL**

Grade cards will be issued 4 times a year. Percentages will be used in 1<sup>st</sup> – 6<sup>th</sup> grades to report student's progress where appropriate. For example, art, music, and physical education will be graded with E-exceptional, S- Satisfactory, or N- needs improvement. First and second grade teachers may use the E, S, and N in additional areas.

Students in 3<sup>rd</sup> – 6<sup>th</sup> grades will be eligible for the school honor roll. In order to make the honor roll, students must have a 'B' average. Solomon's 3<sup>rd</sup> – 6<sup>th</sup> grade class will be issued interim reports half way through the grading period.

The following grading system is in use at Solomon:

A - 5 - Superior	100-94
B - 4 - Good	93-85
C - 3 - Fair	84-75
D - 2 - Poor	74-65
F - 1 - Failure	Below 65
I - 0 - Incomplete	

## **HOMEWORK**

Students are given opportunities in school to complete some of their homework. Some class requirements, however, will make it necessary for your child to do some work at home. If you have a question concerning the amount of work your child does or does not bring home, please contact the teacher.

When a student is absent from school due to illness, he/she has to make up the missed work. A student is given one make-up day for every day of illness. Parents may pick up work after school, but are asked to phone the school to inform the teacher of their intentions. When a child missed school for a scheduled, excused reason, arrangements for completing the work must be made with the teacher prior to departure. For full credit, this assigned work is due the day the child returns to school. If additional work is assigned during their absence, it is treated the same as a make-up day, (one day to complete.)

## **EQUIPMENT AND BOOKS**

Each student is responsible for the reasonable care of all supplies loaned to him/her by the school. If unusual damage takes place, the student will be fined accordingly.

## **TESTING**

Students in grades 3, 4, 5, and 6 will take the Ohio State Tests in one or more subjects depending on grade level. These State Assessments are administered during the State's administration windows.

## **CHURCH ATTENDANCE**

Since the spiritual lives of our students are of great importance to Solomon Lutheran School, we strongly encourage parents to regularly provide the family with opportunities to worship and praise the Triune God-Father, Son and Holy Spirit. Solomon's Sunday morning services, Sunday School and Bible classes provide the entire family with weekly spiritual activities. Teachers record the weekly worship attendance of our children at Solomon or their home church.

## **SCHOOL ENTRANCE**

The Cherry Street Entrance is to be used by students arriving for extended care and with the last names beginning with L-Z. The Playground Entrance is to be used by students with the last names beginning with A-K. All preschool/nursery students and siblings should use the Playground Entrance when arriving and leaving school. NO PARKING is permitted along the school building side of Cherry Street or in the playground parking lot between 7:00am and 5:30pm.

The building will be locked during the school day. Parents needing to enter the building during the school day to pick-up a child must use the intercom system to notify staff of their arrival. Students must be signed-out on the attendance record.

## **DISMISSAL PROCEDURES**

In order to provide for the health and safety of our students, Solomon School will use the following dismissal procedures:

1. Bus Students will report to the gym after school and be supervised by the Extended Care Staff. If the bus student does not typically ride the bus, a note or phone call from home to the teacher or office will be necessary. Extended care students will report to the gym and be checked in by the supervisors. If there is a change, please send a note or call the school.
2. Students waiting to be picked up should report to the same designated arrival location.  
A parent/guardian, or designee, should stay in their vehicle and drive through the parking lot or line up on Cherry Street. Vehicles should display their student's name and wait for their child to be dismissed by the adult.
3. Students may walk or ride bikes home if permission is indicated through Final Forms. Bikes must be parked in the bike racks by the playground entrance doors. Students are not permitted to ride through the parking lot while parents are picking children up by the vehicle drive-through procedure.
4. The Principal and teachers will supervise all hallways and exits. Solomon is not responsible for student safety after leaving school grounds.

Our goal is to make Solomon School the healthiest and safest place for students and staff. We can best accomplish this goal by working together.

## **RELEASING STUDENTS FROM SCHOOL DURING SCHOOL HOURS**

Parent/guardian or designated representative must sign the student in or out on the attendance log located in the main office before a student leaves the building and upon returning.

**If a child is to go home with another student or person not indicated on Final Forms, parents must send a note giving permission.**

## **ATTENDANCE - SEE Additional COVID-19 Policies**

Your child needs to be in school whenever possible as good attendance is a must for your child to make the most of his/her educational experience. According to the Ohio Administrative Code, the following reasons for absence are valid: Personal illness; Illness in the immediate family; Death of a relative; Observance of a religious holiday; Farm work at home, Family emergency. On those occasions when a student will be absent from school, please remember to follow this procedure.

1. Parents/Guardians are to call the school at 419-849-3600 when their child will be absent from school. We must receive your call before 8:30 am.
2. If the school does not hear from the parents/guardians, they will be contacted at home or at work.
3. Parents/Guardians must send a note with their child when they return to school explaining his/her absence.
4. Upon return from an illness, the student will have an equal number of days absent to complete assignment. For example: if a student is absent one day, the student will have one day to complete the work. If the work is not complete, the student will receive the appropriate grade.
5. If a child has been absent or tardy from school for five days during one semester, a warning letter will be mailed to the parents. A second warning letter will be mailed to the parents when absences or tardiness reaches ten days during a semester. After the tenth day, students are required to supply the school with a physician's note to excuse the absences. If no note is provided to the school, the absences will be recorded as unexcused. Credit for work missed during unexcused absences is not permitted.
6. The school will notify the Attendance Office/County Juvenile Court when a student exceeds the ten days of unexcused absences or tardiness.

Children who are ill should be kept at home. Children with the following symptoms will be sent home from school.

- Temperature of at least 99 degrees Fahrenheit when in combination with other sign or symptoms of illness
- Diarrhea
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, or itching
- Untreated, infected skin patches, unusual spots or rashes
- Unusual dark urine or gray or white stool
- Stiff neck with elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestations
- Sore throat or difficulty swallowing
- Vomiting when accompanied by any other signs or symptom of illness

If a child becomes ill while at the school, parents will be notified. The child will be placed in an isolated area and monitored by staff until the parent or designated person arrives.

**RETURNING AFTER ILLNESS:** Children may return to school after a child is **fever-free for 24 hours** without fever reducing medication, a cold is over but minor nasal drip remains, or they are beyond the communicable state of an illness.

**COMMUNICABLE DISEASE:** Parents are required to inform the school if their child has been exposed to a communicable disease (i.e. COVID-19, head lice, scabies, chicken pox). If your child has been exposed to a communicable disease, Solomon will send a notice of the type of illness, omitting the infected child's name, home with the children. A communicable disease chart is posted in the School Nurse's Office.

### **PERSONAL POSSESSIONS**

Students are permitted to use e-readers(Kindles, iPads, etc.) in the classroom during designated reading times. Students are not permitted to bring iPods, MP3 players, electronic games, etc. that do not pertain to classroom activities to school without the permission of the classroom teacher. The school will not be responsible for any loss or damage to student property. See Cell Phone and Electronic Device Policy.

### **LUNCHES AND LUNCHROOM MANNERS**

Our cafeteria cooks provide our students with a lunch program that is both nutritious and tasty. Our lunch program and menu meet the Wellness standards which are set by the State of Ohio guidelines. Lunch charges are \$2.80 a meal, \$1.40 extra entrée, and \$0.45 a milk. Milk and extra entrées will be billed using the FACTS system, no money will be collected at school. The lunch period is a time for our students to enjoy one another's company. It is also a time when proper social skills are expected. Students are required to wash their hands before lunch. It is expected that each student will be responsible for their own area and see that papers, silverware, etc. are appropriately handled.

## **PLAYGROUND RULES**

Students will usually go outdoors for recess. Pupils are physically invigorated and mentally stimulated by being exposed to the fresh air sometime during the day. Weather conditions will dictate an occasional indoor recess. Dress your children according to the weather with the idea that they will be going outdoors. Adults always supervise outside as well as inside.

When several classes of students use the playground every day, rules must be established, understood and practiced. It is important that each student respects teachers, aides, and other students while playing on our playground. Playing cannot be fun and safe when students act in a disrespectful or aggressive manner. Children should be encouraged to care about the health and safety of themselves and others while on the playground, during indoor recess and throughout the school day. Please remember that these rules apply during and after school times for your safety.

## **GENERAL RULES**

- Students will be expected to follow the Golden Rule: treat all students as they would want to be treated.
- Except in the case of an emergency, students must have a parent/guardian note to be allowed not to participate in recess.
- There is to be no unauthorized gum, candy, food or drink of any kind except water.
- There is to be no spitting.
- There is to be no throwing of mulch, sticks, stones, rocks, sand, snowballs, ice, or loose snow.
- Keep hands and feet to yourself. There is to be no fighting, kicking, tripping, tackling, grabbing other children's clothing or rough playing.
- Do not go back into the building without the permission of the playground supervisor. Students may not leave the school grounds without the permission of the adult in charge.
- Snatching hats, coats and pulling on hoods is disrespectful and is not allowed.
- Children should line up as soon as the whistle is blown in a proper manner to meet their teacher in the designated area.
- Students in grades 3-6 may get a ball that goes into the street only if they have permission and must look both ways. Students in Grades K-2 are not allowed to go into the street.
- Students are not allowed to play kickball in the gym. Students should not climb or jump from the bleachers or stage.
- All snow stays on the ground. NO SNOWBALLS ARE PERMITTED. Building a snowman is allowed.
- Only people with snow suits or snow pants can be off the blacktop area, on the slides, or on the ground during winter weather.
- Only people with boots may play off the blacktop. All should have a change of shoes when entering the building during winter weather.

## **SWINGS**

- Sit in the center of the swing, never stand or kneel and hold on with both hands.
- Stop the swing before getting off, no jumping off.
- Walk around the swing not too close to the front, back or through the middle.
- Have one person on one swing at one time.
- Avoid swinging empty swings and never twist the chains.
- Avoid swinging diagonally from pole to pole.

**SLIDES**

- Only one student on the top platform at a time.
- Hold on with both hands as you go up the steps of the slide taking one step at a time.
- Never go up the sliding surface of the frame.
- Slide down feet first, always sitting up, one at a time.
- Be sure no one is in front of the slide before sliding down.
- Be patient, avoid pushing or shoving, and wait your turn
- Leave the bottom of the slide after you have taken your turn.

**BRIDGES AND CLIMBERS**

- Use handrails when standing or walking.
- Get on and off the equipment using the ladder/steps in a proper manner.
- Do not grab, push or pull anyone playing on the equipment.
- Do not play tag on this equipment.

**BALL TYPE GAMES**

- Do not play tackle football.
- Baseballs are not to be used during recess.
- No balls are allowed on any equipment.

**DRESS CODE POLICY**

Solomon Lutheran School recognizes that clothing is an opportunity for students to express individuality and personal choice. The process of comparing choices to a code, making appropriate decisions, and accepting the consequences as part of that decision, all support the growth of the students in thinking and emerging independence. However, it must be remembered that school is primarily a place for work and learning. Any clothing that distracts students, disrupts the educational process, or compromises safety is prohibited. Students must enter school and remain, throughout the entire school day, in dress code compliance. The following guidelines should help parents as they work with their children to choose appropriate school wear.

ITEM	STYLE/GUIDELINE
<b>Shirts</b>	<ul style="list-style-type: none"><li>• Unbuttoned or unzipped shirts/jackets having no shirts underneath are NOT allowed.</li><li>• Shirts that expose bare midriffs are NOT allowed.</li><li>• Muscle shirts, tank tops, and mesh tops are not to be worn alone. Another permissible shirt MUST be worn underneath.</li><li>• Halter tops, tube tops, spaghetti straps, and low-cut shirts are NOT allowed.</li></ul>
<b>Slacks/Jeans/Pants</b>	<ul style="list-style-type: none"><li>• All pants are to be worn at the waistline; no excessive sagging of pants is permitted.</li><li>• Tight stretch pants or biking pants are NOT allowed.</li><li>• Pants with frayed holes that expose the posterior or so many holes that an excessive amount of skin is showing are NOT allowed.</li></ul>
<b>Skirts/Jumpers/Dresses</b>	<ul style="list-style-type: none"><li>• The “fingertip” test will be used to determine if these items are too short. Meaning, the garment as worn shall be longer than the tip of the fingers when both arms and hands are extended by the side while standing upright.</li></ul> <p>Clothing with <i>high</i> slits, spaghetti straps, and strapless garments are NOT allowed. Garments must be worn with tights or leggings between October 31 and April 1.</p>

<b>Shorts</b>	<p>Students may wear shorts April 1 through October 31.</p> <ul style="list-style-type: none"> <li>• Shorts must pass the “fingertip” test as defined above. Short-shorts are NOT allowed.</li> <li>• skirts/dresses without leggings or tights are NOT allowed</li> </ul>
<b>Outdoor Wear</b>	<ul style="list-style-type: none"> <li>• Shoes worn outdoors during school must have a closed toe and an enclosed heel or back strap for safety. A change of shoes may be brought for recess if necessary.</li> <li>• Expect that students will go outside for recess unless the temperature/wind chill is determined by the principal to be unsafe. Therefore, heavy coats, hats and gloves will be needed in cold weather.</li> <li>• When any accumulation of snow is expected, students MUST wear boots (or a second pair of shoes) AND snow pants. Students without snow pants will NOT be allowed on the playground but may play on the blacktop. Students without boots (or a second pair of shoes) will NOT be allowed outside.</li> <li>• It is especially important to label snow pants and boots with the child’s name or initials since many of these items look alike.</li> </ul>
<b>Footwear</b>	<ul style="list-style-type: none"> <li>• No soft-bottom shoes are allowed, such as flip-flops or house shoes.</li> <li>• Wheeled shoes of any kind are NOT allowed.</li> <li>• Shoes must be fastened at all times (laced and tied; Velcro secured).</li> <li>• Students participating in physical education activities must have appropriate shoes (gym/tennis shoes are preferred). Backless shoes are not appropriate.</li> </ul>
<b>Backpacks</b>	No wheeled backpacks allowed. All bags carried to school shall be free from inappropriate pictures or language as defined below.
<b>Chapel</b>	Students are encouraged to “dress up” in their better school attire on chapel days, which are Wednesdays unless otherwise noted.
<b>Extracurricular Activities</b>	<ul style="list-style-type: none"> <li>• The Principal and the coach, or other person in charge of an extracurricular activity may regulate the dress of the students participating in, or attending the activity.</li> <li>• Students shall follow all dress code policies when either a participant or spectator at any school activity.</li> </ul>
<b>Exceptions</b>	<ul style="list-style-type: none"> <li>• School spirit days and any other school activities requiring a deviation from the dress code policy will be approved and left to the discretion of the Principal. On theme days, students who do not participate must dress according to this policy.</li> <li>• The Principal may grant an exception to any of the above guidelines if a student has a physical or medical condition rendering detrimental compliance with the provisions to the student's physical health.</li> </ul>
	The Administration maintains the right to make the final determination concerning the appropriateness of students' attire. Non-compliance with this dress code policy will be handled as outlined in the disciplinary process.

## **DISCIPLINE**

Solomon Lutheran School's discipline code was developed to promote a Christian learning environment based on respect for the rights of students and of teachers. The Administration, Staff, and Pastors cannot assume full responsibility for providing the child with all of the necessary discipline to foster the spiritual and moral growth of the child. This must be a responsibility shared with the parents.

In all of our actions dealing with students and parents, the main concern for all of us should be love and concern for each other. Bullying behaviors will not be tolerated.

There are certain disruptive behaviors and infractions which demand attention in terms of disciplinary action. The offenses are divided into three (3) levels. In Level 1, teachers or aides use their own judgment in handling the offense. If the teacher's or aide's effort to correct the problem is unsuccessful, the student shall be referred to the Administrator (Level 2). At the discretion of the administrator, the Christian Day School Committee, and pastor(s) may be called in for consultation (Level 3).

### ***LEVEL 1***

Teachers or aides use their own discretion in handling the offense. Teachers or aides evaluate the seriousness and frequency of the offense. After discussing the incident with the student, the teacher or aide will issue a warning or give a response such as removal of break privileges, time-out away from the class, going back and doing the behavior correctly, and other appropriate responses chosen by the teacher or aide.

1. Any verbal or written words manifesting disrespect toward school personnel, other students, teachers or other adults.
2. Being in any place other than that assigned by school authorities.
3. Throwing snowballs
4. Misbehavior in the classroom, on the bus, playground, or in Chapel.
5. Violation of the dress code.
6. Chewing gum, candy, etc. without the teacher's approval.
7. Misuse of school property such as desks, chairs, books, etc.
8. Excessive talking.
9. Failure to turn in homework, complete assignments.
10. Being unprepared for class.
11. Disobedience, running in school, yelling, or pushing.
12. Excessive noise in the restrooms.
13. Violation of General or Playground rules.

Upon three warnings within a grading period, the student will be issued a strike. The discipline notification will be sent home for parent/guardian's signature. Upon three strikes in one grading period, the student will serve an after school  $\frac{1}{2}$  hour detention.

### ***LEVEL 2***

The Principal uses his/her own discretion in handling the offense. Students will come to the Principal's office to discuss the offense. Witnesses are called in where necessary. If it is a first offense, a warning is usually given with a reminder of the response actions which could follow. The Principal will communicate to the parents regarding the warning or responsive action.

Response action may include: removal of break privileges, payment of damage done, an in-school suspension, or other appropriate responses chosen by the Principal. In an in-school suspension, students are removed from their class the entire day. That day's school work is done under the supervision of the Principal or designee.

Parents will be informed in advance of an in-school suspension. Students will receive credit for the work done that day.

1. Excessive show of affection between students. This includes close body contact, hugging, kissing, and other actions.
2. Throwing food in the cafeteria or any objects within the classrooms or other areas of the school.
3. Use of profanity and/or obscene languages or gestures.
4. Fighting and/or any verbal or bodily harassment of fellow students. Hitting, kicking, punching, etc. will result in an immediate strike notification to parent/guardian.
5. Misbehavior on the school bus.
6. Leaving school grounds without permission.
7. Physical damage to school property.
8. Dishonesty, lying or cheating.
9. Repeat of Level 1 offenses.

### **LEVEL 3**

These offenses may require the attention of the Principal, Pastor and Christian Day School Committee. Students come to the Principal's office to discuss the offense. Witnesses are called in where needed. If necessary, the student is isolated from the other students and supervised until the parents can be contacted. Students committing Level 3 infractions shall be evaluated by the Principal and at least three (3) members of the Christian Day School Committee before a final determination is made, parents will be notified of the decision. See Section 942 and 630 in the Christian Day School Handbook available in the school office, for due process of the students and parents.

The following offenses are considered serious violations of discipline standards. Sanctions may include suspension or expulsion whether or not criminal prosecution or juvenile proceedings are instituted. A suspension shall be for not less than one (1) or more than ten (10) days. Repeated suspensions may result in expulsion. Upon expulsion, a student may not be allowed to re-enter Solomon Lutheran School.

**ARSON.** Deliberately setting fire to church, school, or personal property on school premises. The use of matches without permission is expressly forbidden.

**ASSAULT.** Physical threats or violence to persons including striking, kicking, pushing or threatening with any weapon, including the fists.

**BURGLARY.** Breaking into and entering the school or church buildings in order to steal.

**EXPLOSIVES.** Possession or use of explosive materials including firecrackers and caps.

**EXTORTION.** Obtaining or attempting to obtain a person's property or services by threat or force.

**FALSE FIRE ALARM.** Causing a false fire alarm to be sounded by tampering with the fire alarm

equipment or by ways of false communication.

**FORGERY.** Signing the name of another person with the intention of misleading school personnel.

**GAMBLING.** Engaging in any game of chance or contest wherein money or other items of value are awarded to the winner except for those games and contests authorized as official school functions.

**MALICIOUS DESTRUCTION OF PROPERTY.** Intentional destruction and/or defacement of school or personal property including vehicles if the offense is school related property damage- Property damage resulting from carelessness or negligence on a pupil's part will be charged to the parents. If a group is guilty, each one of the group will be required to share the expenses. Ohio Revised Code Section 3109.09 states that "Parents are responsible for damage and other acts of vandalism committed by their children."

**NARCOTICS, DRUGS, and ALCOHOL.** Possession, use, sale or being under the influence of alcohol, narcotics, dangerous or illegal drugs and/or mind-altering substances, except when used as prescribed by a physician.

**PORNOGRAPHIC MATERIAL.** Handling or possession of pornographic writing and/or pictures.

**SERIOUS DISRESPECT.** Failure to obey lawful instructions and/or any verbal or written disrespect including profane or obscene words or actions directed toward school personnel.

**SMOKING.** Smoking, holding or passing cigarettes or like substances.

**THEFT.** Taking of school or personal property without permission.

**TRESPASSING.** Unauthorized entry to school property including areas such as storage, refusal to leave when ordered to do so, or entering school premises while under suspension or expulsion.

**TRUANCY.** Unexcused absence from school will result in an in-school suspension of one (1) day. The student will be required to make up the unexcused time after school. Failure to comply or repeated truancy may result in expulsion.

**WEAPONS.** Possession, handling, transmitting, or concealing dangerous weapons or instruments capable of harming another person.

### **Repeat of Level 2 offenses.**

A student may also be suspended or expelled for serious offenses not listed. When suspension or expulsion is rendered, all work is completed, but automatically marked as no credit or zero.

**SUSPENSION AND EXPULSION.** There are times when a student with continued discipline problems does not respond to corrective measures used by the teacher and/or Administrator. In such cases, the Administrator may initiate suspension or expulsion from school. The child's parents will be informed of the decision, the reason for it, and the corrective measures that are necessary in a case of suspension for the student to return to school. If the parents desire a hearing before the Christian Day School Committee, one will be granted within seven (7) days of written request.

### **EMERGENCY REMOVAL OF STUDENT**

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Administrator, Head Teacher, or personnel employed to direct or supervise a student activity program may remove the student from the premises.

If either suspension or expulsion is contemplated, a due process hearing is held with three (3) school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the Administrator and has the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one (1) school day of the decision to suspend, written notification is given to the parent(s) of the student, Pastor and Christian Day School Committee. This notice included the reason for the suspension and the right of the student or parent(s) to appeal to the Christian Day School Committee.

If the Christian Day School Committee or Administrator reinstates a student prior to the hearing for emergency removal, the teacher may request, and is given, written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.

In all cases or normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

### **LEVEL RED SITUATIONS**

Your child's safety is a top priority. School officials and the Northwest Ohio Regional Terrorism Task Force have been reviewing safety plans in case a Threat Level Red is declared by the United State Department of Homeland Security.

Should a Threat Level Red be announced:

**BEFORE SCHOOL HOURS:** School will be CLOSED.

All activities and events scheduled will be canceled until further notice. Normal school operations will remain closed until advised to re-open by the Regional Terrorism Task Force.

**DURING SCHOOL HOURS:** School building will be secured and remain open until regular dismissal time unless otherwise directed by the Regional Terrorism Task Force. All after school activities and events will be canceled.

How can you help?

Advise your child's school if there are any recent changes to your child's Emergency Medical Information. In order to keep phone lines open for possible communications from Regional Terrorism Task Force personnel, schools are asking for your cooperation in not calling the school. The Northwest Ohio Regional Terrorism Task Force will be using local media to update information as it becomes available.

We encourage you to read through this handbook as we have tried to make this a booklet that will not only be a reference, but a guide to follow throughout the year. We thank you for your cooperation as we take steps on behalf of your children and our staff. We are open to your suggestions for improvement and appreciate you taking the time to review this handbook. May your child and all the students at Solomon have a blessed school year.

## Solomon Lutheran Christian Day School Conflict Resolution Policy

If you, as the parent or guardian of a Solomon Lutheran School student, have concerns about your child's education, we want to talk with you. Sitting down and talking with the people who interact most often with your child on a daily basis - his/her teacher - can remedy most concerns.

1. Honest communication and mutual respect help make the school experience a pleasant one for everyone involved.
2. Since parents/guardians and teachers share the responsibility for the education and socialization of children, it is important that they share their perspective on any issue.
3. It is important to address an issue or concern quickly, therefore, you should contact the person most directly involved with your child in regards to the matter of concern.
4. Calling the school and leaving a message for the person to return your call is one way to make contact.
5. You can also send a note or email to the appropriate person requesting a conference with the teacher or staff member.
6. Be sure to state whether you are requesting a personal conference, a phone conference, or perhaps simply a written reply from the person regarding your concern.

Most concerns can be and usually are resolved at the classroom level. However, if after visiting with the teacher or staff member your concerns have not been addressed, you may choose to schedule an appointment with the school principal. If meeting with the principal does not produce a satisfactory resolution, then the parents may proceed to requesting a meeting with the school superintendent (the head pastor). If a satisfactory resolution is still not achieved the parents may proceed to the Christian Day School Committee and then to the Church Executive Council by bringing the matter to each in writing.

## **Cell Phone and other Electronic Devices with Internet Access Agreement**

Students are permitted to bring a cell phone or other electronic device to school, but in order for a student to bring it to Solomon Lutheran School, the student and parent must agree to the following stipulations:

- All cell phones are to remain off and confined to the student's locker/book bag during the school day. The phone must also remain in the student's book bag while he or she is attending extended care. The student may not turn the phone on until they leave the school grounds or have permission from a teacher or Principal.
- Internet access to all devices is not permitted at Solomon during school or at extended care.
- The above listed devices, or other devices such as Kindles or tablets used for reading are permitted for the purpose of reading only. Students are not permitted to download reading material or other apps while at Solomon. It is the parents' responsibility to monitor their child's device for appropriate material.
- Devices with texting or messaging capabilities are not permitted. (ie. watches)
- Students are not permitted to play games on electronic devices/toys at Solomon during the school day and/or at extended care.

### **If a student is found violating the policy, the following will occur:**

1. The first offense will result in confiscation of the device and the device will be returned when the student is ready to leave the grounds.
2. The second offense will result in confiscation of the phone/device and the student will be assessed a \$25.00 fine. The phone/device will not be returned until the fine has been paid.
3. The third offense will result in confiscation of the phone/device, the student will be assessed a \$50.00 fine, and the student will be given a 1 day out of school suspension without the option of making up the schoolwork. The phone/device will not be returned until the fine has been paid.
4. The fourth offense will result in confiscation of the phone/device, the student will be assessed a \$75.00 fine, and the student will be given a 3 day out of school suspension without the option of making up the schoolwork. The phone/device will not be returned until the fine has been paid.

**If the student continues to abuse the privilege of bringing a phone/device he or she will face expulsion.** The school will assume no responsibility for lost or damaged property.

# Registration and Tuition Policy

## **Purpose**

The purpose of the registration fee and tuition payments is to facilitate effective planning and contribute to the financial support of the Christian Day School. Tuition only represents a portion of the cost to educate students. The Christian Day School is dependent upon Solomon Lutheran Church and designated gifts for financial support.

## **Policy**

1. All families will enroll in the FACTS tuition management system
2. Registration fees are due on the established date prior to the start of each school year. Failure to make payment or to make arrangements prior to the registration due date will prevent the child from attending school. Late payment will result in an additional cost. Registration fees will not be refunded.
3. When circumstances exist that make timely payments of tuition or fees improbable, the Financial Administrator should be contacted to establish a change to the payment plan or discuss application for financial assistance. The Financial Administrator will review payment plans with the Finance Committee that result in payments remaining in arrears on a monthly basis.
4. Failure to comply with timely payment or to make arrangements prior to the date a payment is due will be dealt with in the following manner.
  - Tuition that remains unpaid at the end of the school year will result in the inability to re-enroll in classes and programs at the Christian Day School until payments are current.
  - The child's permanent record will not be forwarded until all fees and tuition have been received.
  - Late payment fees will be addressed per the FACTS agreement.

Revised July 2022

## Anti-Harassment, Anti-Intimidation and Anti-Bullying Policy

*Matthew 7:12a*

*“12 Therefore, you should treat people in the same way that you want people to treat you.”*

Solomon Lutheran School is committed to providing a safe and civil Christian learning environment free from harassment, intimidation or bullying for all students, employees, custodial parents/guardians, volunteers and visitors.

### **Definitions**

”Harassment, intimidation, or bullying” (HIB) refers to any intentional written, verbal, graphic, electronic or physical act that a student or group of students exhibited toward another student more than once and the behavior both:

- \* Causes mental or physical harm to the other student; and
- \* Is so severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the student

“Electronic act” is defined as an act committed through use of a cellular telephone, pager, personal communication device, computer, or other electronic communication device.

“School -sponsored activity” refers to any activity that takes place on or off school property (including buses/other school vehicles) that is sponsored, recognized or authorized by Solomon Lutheran School.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying or intimidation does not lessen the prohibition contained in this policy.

No employee/volunteer of Solomon Lutheran School shall encourage, permit, condone or tolerate any hazing, bullying, and/or intimidation activities. No student is permitted to plan, encourage or participate in any hazing, bullying, and/or intimidation activities.

### **Behaviors/Expressions**

Harassment, intimidation or bullying can take many forms including, but not limited to:

- slurs
- rumors
- jokes
- innuendos
- demeaning comments
- extortion, damage or stealing of money and /or personal property
- exclusion from the peer group
- drawings/cartoons
- pranks
- gestures
- physical attacks
- threats/taunts/intimidation

- repetitive and hostile behavior through the use of web-based/online sites, such as:
  - posting slurs on Web sites or Web logs
  - sending abusive/threatening instant messages
  - posting embarrassing photographs of students online
  - using Web sites to promote gossip/rumors
  - excluding others from an online group through false reporting of inappropriate language to Internet service providers
  - any other written, oral, physical or electronically transmitted message/image

This policy is not intended to prevent expression of religious, philosophical or political views as long as the expression does not disrupt the educational environment. Behavior that does not reach the level of harassment, intimidation or bullying may still be prohibited by other policies, building, classroom, or program rules.

### **Prevention**

#### Education

Students will receive age-appropriate information on the recognition and prevention of harassment, intimidation or bullying at the beginning of the school year and on other appropriate occasions. The information will include a copy of the Incident Reporting Form which will also be available on-line.

#### Training

Staff will receive annual training on the school's policy and procedure, including staff roles and responsibilities, how to monitor common areas and the use of the Incident Reporting Form.

### **Complaint Process**

#### Formal Complaints

Students, parents/guardians, or school personnel may file a formal written report with any school staff member which will then be immediately forwarded to the principal for review and action. The Incident Reporting Form will be available online or in the school office and shall include:

- \* persons involved
- \* number of times/places/dates of the alleged conduct
- \* the target of the suspected HIB
- \* names of any student or staff witnesses.

#### Informal Complaints

Students, parents/guardians, or school personnel may make a verbal report to school personnel. Such complaints should provide the same information as in a formal complaint. The school personnel receiving the complaint shall promptly document the complaint in writing using the Incident Reporting Form and forward the completed report to the principal.

## Anonymous Complaints

Students and/or their custodial parents/guardians may make an informal complaint as described above and request to maintain anonymous. After review of the complaint, reasonable action will be taken by the principal to the extent that the action (1) does not disclose the source of the complaint or (2) maintains the due process rights of the alleged individual(s).

## **Reporting Obligations**

### Reports to Parents/Guardians

If after investigation, acts of HIB are confirmed, the custodial parent/guardian of the perpetrator(s) shall be notified in writing of the finding and a description of the necessary disciplinary consequences. The parent/guardian of the victim(s) shall also be notified in writing while maintaining the statutory privacy rights of the perpetrator.

### Reports to Solomon Lutheran Christian Day School Board Chair

Semiannually, the principal shall provide a written summary to the Christian Day School Board Chair and make such report available on the school's Web site.

## **Interventions**

Interventions are designed to correct/minimize the impact on the targeted individual(s) and others affected by the violation, to alter the behavior of the instigator, and to restore a positive school atmosphere.

Frequency of incidents, developmental age of those involved, and the severity of conduct will be considered when determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, suspension to law enforcement referrals if necessary.

Violation of the Anti -Harassment, Anti-Intimidation and Anti-Bullying policy will be considered a Level 2 or Level 3 offense depending upon the severity of the offense. Please see Solomon's Parent and Student Handbook regarding the Discipline Policy.

## **Retaliation/False Allegations**

Retaliation is prohibited and will result in appropriate discipline. It is in violation of this policy to threaten/harm someone for reporting harassment, bullying, intimidation or discrimination.

It is also a violation of this policy to knowingly report false allegations of harassment, intimidation, or bullying. False allegations will be subject to appropriate discipline.

Individuals will not be disciplined for making reports in good faith.

This policy will be available in the annual school handbook and made available at least once per school year.

Cross References: Solomon Lutheran School Discipline Policy

Legal References:

ORC 3313.666

ORC 3301.22

ORC 3319.321

Family Educational Rights and Privacy Act of 1974

## **Non-Discrimination Policy**

Solomon Lutheran Church and School does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, volunteers, subcontractors, vendors, and members. Solomon Lutheran Church and School is an equal opportunity employer. We will not discriminate and will take measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Approved March 2018

## **Christian Day School Participant/Visitor Policy**

The CDS Committee recognizes the value of parent, staff and congregation member comment or participation for the betterment of school governance. The CDS Committee offers public participation or visitor observation in accordance with the procedures below. The CDS Committee applies these procedures to all speakers or visitors and does not discriminate based on the identity of the guest, content of the speech, or viewpoint of the speaker.

The CDS Committee wholeheartedly believes that public participation enhances our decisions and helps connect with the members of our Solomon community. Further the CDS Committee recognizes the value to school governance of public comment on educational issues and the importance of allowing members of our community to express themselves on school matters of community interest. The CDS Committee's ultimate goal is to promote Christian values, trust, confidence, and hope among community members in public meetings, and to maintain proper decorum and respect at meetings.

References to specific staff members by name or title will not be allowed. The CDS Committee believes that complaints and grievances are best handled and resolved as close to their origin as possible. Although no member of the community is denied the right to bring his/her complaints to the CDS Committee, he/she will be referred to the proper administrative channels or Conflict Resolution Policy for resolution before investigation or action by the CDS Committee.

The CDS Committee also is committed to conducting its meetings in a productive and efficient manner that assures that the agenda of the CDS Committee is completed in a reasonable period of time, honors the voluntary nature of the board member's time and use of that time efficiently, and allows for a fair and adequate opportunity for input to be considered. Consequently, public participation at CDS meetings will be governed by the following principles:

The presiding officer shall be guided by the following the rules:

1. Participation shall be permitted as indicated on the order of business.
2. Anyone having a legitimate interest in the actions of the CDS Committee may participate during the public portion of the meeting.
3. Guests must be recognized by the presiding officer and will be requested to preface their comments (participant) or observance (visitor) by an announcement of their name, address, topic, and group affiliation, if and when appropriate.
4. Visitors may attend to observe and shall not make comments during board discussion.
5. Each statement made by a participant shall be limited to five (5) minutes duration unless extended by the presiding officer.
6. No participant may speak more than once on the same topic unless others who wish to speak on that topic have been heard.
7. Audio or video recordings are permitted. The person operating the recorder should contact the Principal prior to the meeting to review the possible placement of the equipment, and must agree to abide by the following conditions:
  - a. No obstructions are created between the Committee and the audience.
  - b. No interviews are conducted in the meeting room while the meeting is in session.
  - c. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the committee members or members of the audience while the committee is in session and not disrupt the meeting.
8. The presiding officer may:
  - a. prohibit public comments that are frivolous, repetitive, harassing and/or have not followed proper administrative channels;
  - b. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, off-topic, obscene, or irrelevant;
  - c. request any individual to leave the meeting when that person does not observe reasonable decorum or is disruptive to the conduct of the meeting;
  - d. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
  - e. limit the time for public participation due to time constraints and to maintain decorum;
  - f. Call for a recess or an adjournment of the CDS Committee when necessary for the protection of privacy or the administration of the CDS Committee's business.

The portion of the meeting during which the participation/comment of the public is invited shall be limited to thirty (30) minutes unless extended by a vote of the CDS Committee.

Approved December 13, 2021