



CLAYMONT ELEMENTARY

HANDBOOK

2017-2018

Dear Parents, Grandparents, and Guardians:

This Student Handbook has been prepared to help guide you through the school year. It lists the rules, procedures and safety precautions that should be followed in order for our school to operate efficiently and smoothly so that your child can receive the best education we can give.

This booklet is divided into three (3) sections to further help you:

SECTION I contains the policies pertaining to elementary students that are mandated by the Claymont Board of Education and are in the handbooks of all of the other elementary buildings in the district.

SECTION II contains the rules and procedures that are specific to Claymont Elementary. While some may be similar to the other schools, due to the design of the building and the playground, many of them are different.

SECTION III contains the Acceptable Use Policy and Procedures for the computer. If your students are new to the Claymont District, you will need to sign an Acceptable Use form for your child so that he/she can participate in computer classes when they use the internet. Please, bear in mind that we do not want your child/ren on any sites that you don't want them on either, so they are blocked and the children have no access to them.

Many of the students coming to Claymont Elementary are new and unfamiliar with the rules and procedures, so we ask that you review these with your child/ren. The layout of the playground is different and precautions have been put in place to ensure the safety of your child.

As we begin anew, it is a pleasure to welcome you to our Elementary School and look forward to working WITH you to ensure that your child receives the BEST education possible.

Thank you,

Mrs. DiDonato

SECTION I

DISTRICT POLICIES & PROCEDURES

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ATTENDANCE

Any student from kindergarten through grade eight (K-8) who misses twenty-one (21) days of school throughout the year WITHOUT a doctor's excuse, documentation from legal counsel, death notice of a relative, or documentation of a religious holiday will not be given credit, even with eligible grades, for that school year. Letters will be sent after five (5) days absence; ten (10) days absence; fourteen (14) days absence; and twenty-one (21) days of absence.

Claymont City School Policy requires a doctor's excuse upon the seventh (7th) day of absence in a semester or upon the tenth (10th) day of absence in a school year. Students not turning in a doctor's excuse upon the seventh (7th) day or more in a semester or upon the tenth (10th) day or more in the school year will be given an unexcused absence.

Pursuant to Ohio Law, five (5) consecutive days of unexcused absence, seven (7) or more unexcused absences within a school month or twelve (12) unexcused absences within a school year CAN have truancy charges filed.

Absences occurring due to OUT of School Suspension (OSS) will not be counted toward the twenty-one (21) days of absences; however, family vacation days WILL count toward the twenty-one days of accumulated absences.

REPORTING ABSENCES

Parents are to telephone the school each morning by 9:00 a.m. when their child is absent (voice mail is available in each building - ext. 902). Please leave information including your child's name, grade level, teacher's name, and the reason for the absence. Excessive *unexcused* absences may lead to legal action against the parents under the truancy laws.

Any absence beyond sixty (60) minutes in a one half (1/2) day session (7:45- 11:15 or 11:15-2:40) will result in the student being considered absent one half (1/2) day.

STUDENT VACATIONS

Students at Claymont are permitted to go on vacation during the school year without penalty to their academic standing (except the week ending each semester). The purpose of this policy is to accommodate parents who must take their vacations during the school year because of company (industry) policies. The intention of this policy is to permit families to be together. A parent must present himself/herself at the school and discuss the proposed absence and the length of the absence with the principal. The number of days absent for vacation; however, DO COUNT toward the twenty-one (21) days of absences.

TARDIES

1. When a student receives four (4) tardies per year:
 - a. Parent notified by letter
2. When a student receives eight (8) tardies per year:
 - a. Parent notified by letter
 - b. Parent will be contact by attendance officer, social worker and/or principal
3. When a student receives twelve (12) tardies per year:
 - a. Parent notified by letter
 - b. Conference scheduled between parent and attendance officer, social worker and/or principal
4. When a student receives sixteen (16) tardies per year:
 - a. Charges may be filed in juvenile court

- b. A referral may be made to the Dept. of Job and Family Services claiming educational neglect

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal (oral or written), electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." [Bill Belsey (<http://www.cyberbullying.ca>)]

The Board recognizes that cyberbullying can be particularly devastating to young people because:

- 1. cyberbullies more easily hide behind the anonymity that the Internet provides;
- 2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
- 3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
- 4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission is all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on web sites.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. physically harming a student or damaging a student's property;
- B. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- C. creating a hostile educational environment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as **hazing**, consult Policy [5516](#).

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

BUS TRANSPORTATION

The Claymont Board of Education provides transportation for students in accordance with the rules and regulations of the State of Ohio. All schedules, routes, and stops are under the direction of Mrs. Tracey Peterman, Transportation Director. Any questions about transportation can be answered by Mrs. Peterman at 922-5478.

BUS GUIDELINES AND RULES:

1. Arrive at the bus stop at least five (5) minutes prior to the scheduled stop.
2. Stay off the road at all times.

3. Wait until the bus is completely stopped before moving forward to enter. Do not cross a highway until the bus driver signals that it is safe.
4. Enter the bus single file and go immediately to a seat. Keep head, hands, and arms inside at all time and remain seated while the bus is in motion.
5. The driver is in complete charge and must be obeyed.
6. Keep all objects out of the aisle.
7. Do not litter the bus or throw anything from the bus.
8. Students are to be courteous to the driver, other bus riders, chaperones, and all other persons.
9. Smoking and eating are not permitted on the bus.
10. Any damage done to the bus equipment will be paid for by the student offender and/or parent/legal guardian.
11. Students must not tamper with the bus or any of its equipment.
12. Yelling, cursing, obscene language, scuffling, and fighting are forbidden on the bus.
13. Any action, or loud talking, or horseplay that might distract the driver is forbidden.
14. In case of an emergency, the directions of the bus driver are to be followed.

PENALTIES FOR INFRACTIONS

A student who becomes a discipline problem on the bus may be deprived of the privilege of riding on the bus as determined by the Transportation Director and/or the building principal.

First Offense	Conference with principal/letter home
Second Offense	Suspension for one (1) school day from the bus
Third Offense	Suspension for three (3) school days from the bus
Fourth Offense	Suspension for five (5) school days from the bus
Fifth Offense	Suspension for ten (10) school days from the bus

ANY STUDENT RIDING A BUS WHO REFUSES TO IDENTIFY HIM/HERSELF TO OR SWEARS AT THE BUS DRIVER WILL LOSE HIS/HER BUS TRANSPORTATION PRIVILEGES FOR ONE CALENDAR YEAR.

Any other flagrant offense will result in suspension at the discretion of the principal.

All parents will be notified. *If a student is suspended from the bus, the parents will be required to furnish transportation to and from the school during the entire period of the suspension.*

DRESS CODE

Students shall not wear hair styles, **make-up** or clothing that is considered a safety hazard or causes interference, a classroom disturbance or can cause excessive wear or damage to school property. Obscene or distasteful words and /or pictures on clothing shall not be permitted. Hoop earrings of any kind propose a safety hazard and shall not be permitted. The following clothes are NOT permitted:

MIDRIFF SHIRTS SPAGHETTI STRAPS MESH SHIRTS BIKER SHORTS (spandex)
 Jeans that students can walk on or have strings dragging on the ground cannot be worn. Students are permitted to wear finger-tip shorts; however, **they should be appropriately dressed for weather conditions.**

Shoes MUST TIE AND/OR HAVE BACKS OR STRAPS ACROSS THE HEELS (NO FLIP-FLOPS). Objects that protrude, can protrude, or are otherwise attached to the shoe or sole of the shoe are forbidden (ex. Roller skate shoes; cleats).

IF THE ABOVE POLICIES ARE NOT FOLLOWED, THE PARENTS WILL BE CONTACTED TO BRING A CHANGE OF CLOTHING TO SCHOOL.

EMERGENCY PLANS

Our staff is prepared to take prudent actions should any emergency arise during the school day. Emergency evacuation drills are conducted periodically to give students an opportunity to practice procedures. Due to inclement weather or at the time of special emergencies, it may be necessary to call a two (2) hour delay, close school, modify bus routes or dismiss school early. Listen and/or watch the following stations for information:

WJER 1450 AM WJER 101.7 FM WBTC 1540 AM WTUZ 99.9 FM
WTOV CHANNEL 9 (television) Adelphia CHANNEL 2 (television)

PARENTS SHOULD MAKE ARRANGEMENTS WITH THEIR CHILD/REN AS TO WHERE THE CHILD/REN ARE TO GO IN THE EVENT OF AN EARLY DISMISSAL. TELEPHONE CALLS ARE NOT POSSIBLE.

GRADING

The Claymont Board of Education recognizes that a system of grading student achievement can help the students, teacher, and parents to better assess the student's progress toward personal educational goals and to assist the student in the implementation of that progress.

GRADES ARE BASED ON THE FOLLOWING SCALE:

A = 92-100	Excellent	4.0 – 3.6	4 Points
B = 83-91	Above Average	3.5 – 2.6	3 Points
C = 74-82	Average	2.5 – 1.6	2 Points
D = 65-73	Barely Passing	1.5 – 0.6	1 Point
F = 0-64	Failure	0.5 - .0	0 Points

Students in Kindergarten and Transition First (1st) Grades receive progressional marks (E, S, IM, HD, U) on their report card. Students in grades one to four (1-4) receive letter grades and some progressional marks. The level of a student's academic achievements will determine his/her school placement for the next school year.

RETENTION: A student who has a yearly average of "F" or "U" in ANY two (2)

*Major subjects may be retained in the same grade.

*** Major Subjects: Reading, Math and/or Writing.**

HEAD LICE

Claymont City Schools **HAS** a no-nit policy. Students found to have head lice or "nits" will be sent home for treatment. The student must be checked by the school nurse with a parent and siblings (if within the district) present, before returning to school. The nurse will clear the student lice free/nit free. One day's absence for lice removal is excused. Any additional absences are unexcused. If a pattern of reoccurring lice-related absences develop, the matter will be brought to the attention of the Attendance Officer.

What to do if lice or nits are found:

1. Treat ALL individuals with the lice or nits with an anti-lice shampoo.
2. Soak all combs and brushes in an anti-lice shampoo solution for ten (10) minutes.
3. Wash all bedding, pajamas, hats, coats, and any items that have had contact with the infested individual's head. Articles that cannot be washed, can be stored in a plastic bag for two (2) to three (3) weeks.

4. IMPORTANT: RETREAT ALL INDIVIDUAL'S HAIR IN EIGHT (8) TO TEN (10) DAYS. WASH BEDDING, PAJAMAS, AND SOAK COMBS AND BRUSHES AGAIN.
5. Check individual's hair nightly for one (1) week, and weekly for at least three (3) weeks.

Parents are responsible for taking their child to the designated site for the re-entry exam.

ILLNESS/INJURY

Sick children are the responsibility of the parent and can be better cared for at home. Parents are to provide the school with the phone numbers or information as to where they can be reached in case their child becomes ill or injured. Parents are to also provide information about someone else who can care for the sick or injured child. Sick/injured children will be released ONLY to the child's custodial parent or a person identified by the custodial parents on the registration cards or Emergency Medical Forms.

LEAVING SCHOOL GROUNDS

Students will not be permitted to leave the school grounds without the knowledge and approval of the parent/guardian ***IN WRITING***. **Verbal approval will not be accepted.** Parents or an approved person must sign the student out in the school office. The approved person should be prepared to present identification such as a driver's license. No child will be released to an unauthorized person. No student will be removed from the building by law officials without the prior knowledge of the parents unless a statement of arrest is made or a warrant for arrest is presented. **EXCEPTION:** Representatives from the Department of Job and Family Services may remove a child from the school who is believed to have been physically or sexually abused.

MEDICATION

It is strongly recommended that **required** medication be administered in the home. Parents should ask their doctor to arrange the time medication is given to avoid school hours if possible. If this is not possible, parents may come to the school to administer medication to their children. If this cannot be done, any student who is required by a **physician's order** to take medication during the day must comply with the following policy:

1. MEDICATION MUST BE BROUGHT TO SCHOOL BY THE PARENT. It must be in a container appropriately labeled by the pharmacy or physician. Long-term medications may be brought in a one (1) month supply.
2. A RELEASE FORM FROM THE PARENT/GUARDIAN OF THE STUDENT AND THE PHYSICIAN requesting the medication be given during school hours MUST BE PRESENTED. These forms may be obtained in the school office.
3. New request forms must be submitted EACH YEAR and for changes in medication.
4. Prescription medication will be locked, out of view, in the school office.
5. Prescription drugs must be accompanied by a doctor's order, labeled with all necessary information including the student's name, the date, the name of the drug and time intervals to be taken.

Please note, over-the-counter medicine (cough drops, aspirin, chapstick etc.) cannot be brought to school or sent to school with your child. Over-the-counter medicine must also have a physician's order to be given. The procedure for doctor prescribed medications must also be followed for non-prescription medication. This is for the safety of ALL children.

SCHOOL FEES AND SUPPLIES

There is a charge for student fees and supplies for the school year. Fees for the year are \$25.00 for all grades. *Checks can be made payable to the Claymont Board of Education.* Please, contact the office for information to make payments, if needed. **SCHOOL FEES MUST BE PAID OR ARRANGEMENTS TO PAY THE FEES MUST BE MADE BY THE END OF THE FIRST NINE (9) WEEKS, OR REPORT CARDS WILL NOT BE ISSUED.**

SCHOOL HOURS

7:45 a.m. – 2:40 p.m.

SCHOOL LUNCH PROGRAM

Lunch will be served each day school is in session. Free or reduced cost lunches are available to students who qualify. Applications, which will be made available to all families at the beginning of the school year, must be returned to determine eligibility. Students must pay for lunches DAILY. Students are strongly encouraged NOT to bring pop to school. **NO STUDENT WILL BE PERMITTED TO LEAVE SCHOOL GROUNDS UNLESS A WRITTEN REQUEST HAS BEEN MADE BY THE PARENT AND APPROVED BY THE PRINCIPAL.** If a student is to go with another student to lunch, notes must be received from the parents of BOTH students. All students leaving the building at lunch (or any time) prior to dismissal are to sign out in the office.

A new program instituted this year allows students who pay a reduced cost for lunch to eat breakfast free and students who pay full price to eat breakfast for \$.40. Prices for meals:

School Lunch	\$2.60	Reduced Cost for Lunch	\$.40
School Breakfast	\$.40	Reduced Cost for Breakfast	FREE
Milk	\$.50		

SCHOOL INSURANCE

Any medical costs for injuries received at school are the responsibility of the parents. There is reasonably priced insurance available through an area firm. Forms are sent home at the beginning of each school year and are available in the office throughout the school year.

SEARCH AND SEIZURE

All persons are hereby put on notice that lockers, desks, and storage units provided for student use are, and remain at all times, the property of the Claymont Board of Education. Also, all persons are hereby notified that lockers, desks, or storage places provided for student use and the contents thereof are subject to random search at any time without regard to whether there is reasonable suspicion that any locker, desk, or storage place and contents contain evidence of a violation of a criminal statute or school rule. (RC3313.20)

SCHOOL RECORDS

School records are confidential and they are protected by the “Privacy Act”. Only authorized school personnel and the child’s natural parents or legal guardian have access to these records. Information is only given to others after written permission has been granted by the student’s parents. Parents have the right to request access to their child’s school records and the reasonable request of school officials to explain and/or interpret these records. Parents may request copies of the records and they are afforded the opportunity for a hearing to challenge the contents of the records. School officials must grant access to these records within 45 days of the request. A divorce or change in custody does not change the right of a natural parent to have access to their

child's records. A non-custodial parent may request and receive a copy of the child's records; however, step-parents have NO rights to records, reports, or conferences unless these rights are granted to them by the custodial parent.

The Claymont City School District has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the RECORDS CONTROL OFFICER (Superintendent) before the *end of September* that he/she will not permit distribution of any or all of such directory information. "Directory Information" is student's name, address, date of birth, height/weight and attendance.

SUBSTANCE ABUSE, TOBACCO USE, & WEAPONS

Possession and /or use of alcoholic beverages, drugs, narcotics, and smoking or possession of smoking materials or "look-alike" materials by students during the school day, and at school related activities, is expressly forbidden. Violations of this rule may result in immediate suspension from school.

Students are forbidden to have real or toy knives, guns, or any "look-alike" weapons during the school day or at a school related activity. Violations of this rule may result in immediate school suspension.

SUSPENSION

Continuous and willful refusal to accomplish school tasks even though able to do so; insubordination; disorderly, vicious, illegal, or immoral conduct; and persistent violation of school regulations are causes for suspension from school. This includes violation of narcotic laws, use of alcoholic beverages, use of weapons or fireworks, or violation of any local, state, or federal law.

The length of suspension will be determined by school authorities and will reflect the offense committed. Parents or guardians will be notified in writing of the action taken, and will have the complete custody and jurisdiction of the child during the suspension. A suspended student may not loiter or appear on school property or at any school sponsored activity at or away from the school. He/she will be required to make up all work and tests missed with one half (1/2) credit given. It is his/her responsibility to make arrangements with individual teachers to do so. A student will be readmitted to school after a satisfactory solution to his/her conduct is agreed upon by the administration.

TELEPHONE

Students are not permitted to use the school phone except in approved emergencies. Please help your child learn responsibility in remembering necessary items. The office will relay a message from a parent to a child **in case of emergency. Altering dismissal times or walking/ bus procedure will NOT be honored with a phone request. The requests must be made in writing and signed by the parent/guardian. This is for the safety of your child.**

SECTION II

CLAYMONT ELEMENTARY POLICIES & PROCEDURES

- ARRIVAL AND DISMISSAL
- BICYCLES
- CLASSROOM PARTIES
- COMPUTER LAB
- CONFERENCES
- DISCIPLINE
- FIELD TRIPS
- FUND RAISING
- HOMEWORK
- LIBRARY
- LOST \$ FOUND
- OFF-LIMIT AREAS
- PLAYGROUND RULES
- PTO
- RECESS
- SCHOOL DAY
- SCHOOL PICTURES
- YEARBOOKS

ARRIVAL AND DISMISSAL

Students are **NOT** to arrive at Claymont Elementary **BEFORE 7:25** each day (unless they ride the bus). The school cannot be responsible for the supervision of non-bussed children before this time.

TO AND FROM SCHOOL:

- The school is directly responsible for supervision of students while they are on school property only. *Once they leave school property this becomes the responsibility of the parents.* The school will cooperate with parents in stressing the rules of safety to and from school and will assist with discipline problems that occur between home and school.
- Generally, misbehavior that occurs off school property is a police matter.
- Eastport Elementary, for the purpose of supervision on the way to and from school, includes the sidewalks immediately adjacent to the school. The school cannot be responsible for the supervision of the children beyond these limits.
- Students being dropped off or picked up from school **MUST USE** the 12th Street. **STUDENTS ARE NOT TO BE DROPPED OFF ON EASTPORT AVENUE.**
- Students who arrive at school *once the tardy bell has rung (7:45)* should be brought into the school by a parent through the “bus” doors.

BICYCLES

Students are permitted to ride bicycles to and from school. Bicycles are to be parked in the designated area (the bicycle rack on Eastport Avenue) upon arriving at the school. Students riding bicycles should be sure they are locked to ensure that they are not stolen. Students are not to ride bicycles ON the school grounds.

CLASSROOM PARTIES

Two major classroom parties will be conducted by parent volunteers, a Halloween Party and a Valentine Party. Parents will be permitted to go to the classrooms at 1:25 for the 1:30 parties. Student birthdays cannot be celebrated with a party during school time; however, treats may be distributed by the child at the end of the school day or during recess time. The classroom teacher must be notified prior to the day.

COMPUTER

All students at Claymont Elementary will receive forty (40) minutes of computer instruction per week in the computer lab. Students will learn skills necessary to operate a computer. They will also learn internet skills. We do not want your child to access sites that you don't want them to see either so student access is limited. If your child is new to the school district, you will need to sign the District Acceptable Use Policy. If you do NOT wish your child to use the internet, when that instruction is given or when students use the internet for research projects, your child will not be permitted to participate in that lesson.

CONFERENCES

Conferences are scheduled for the purpose of allowing parents to speak about the progress of his/her child. (See school calendar). Appointment notices are sent home approximately one week prior to the conference dates. **IMPROMPTU CONFERENCES CANNOT BE ACCOMMODATED!** If you wish to have a conference during the school year you must:

1. Call the school and leave a voice mail message for the teacher, or
2. Send a note to the teacher requesting a Conference.

DISCIPLINE

The Claymont City Schools' Board of Education expects students to conduct themselves in a mannerly fashion. In compliance with the State Law, the board of Education has adopted an education policy on student conduct. The complete text of this policy (and all other district policies) is available upon request in the school office. The following is EXPECTED OF ALL students:

1. Students should not write on public property. Any disfigurement or destruction of our building will be considered a serious violation.
2. Use of alcoholic beverages, tobacco in any form, or drugs, not prescribed by a medical practitioner, is not permitted on school property.
3. Courtesy and good sportsmanship should prevail at all times.
4. Students should maintain good attendance and punctuality.
5. Students' grades will be the result of their own efforts.
6. Good health habits should apply to one's personal appearance.
7. Suspended students cannot participate or attend any extracurricular activities at or away from home during the period of suspension.
8. Maintenance of an academic standing and a sound working relationship with teachers will increase student opportunities for the future.
9. During the regular school day, all students must be accounted for.
10. **Students are NOT permitted to chew gum at Claymont Elementary.**
11. Classroom rules and procedures will be obeyed at all times.

Consistent violation of these rules will result in consequences determined by the Claymont Elementary Discipline policy or the principal. Claymont Elementary's Discipline policy is consistent throughout the building- from teacher to teacher and grade level to grade level. Claymont Elementary's new discipline plan for the 2016-2017 school year is in conjunction with Positive Behavior Intervention and Support Systems. Detailed information will be sent home to parents at the beginning of the school year.

DROP-OFF AND PICK-UP PROCEDURES

Students who are brought to school in the morning shall be **dropped off at the curb on 12th Street**. STUDENTS CANNOT BE DROPPED OFF AT THE PARKING LOT CURB UNTIL **AFTER 7:45 (cars and busses cannot use the same area)**. A line of cars forms and as a student is dropped off, the car pulls away and the next car pulls up. IF you MUST BRING your child into the school, please park in the parking lot and walk your child into the school through the bus doors.

At the end of the day, a similar procedure will be followed. PLEASE, DO NOT **PARK ALONG THE CURB**. YOU **MUST REMAIN IN YOUR CAR!** A placard with the name of the child **MUST** be visible on the dashboard (closest to the school) or your child will not be released. We know that there may be more than one (1) car and/or more than one person who could pick up your child. You can get as many placards as needed. The children will be brought to the curb by the parking lot. Two teachers will be there to put students in the first two cars. After those students are in those cars, the next cars should pull up. This procedure ensures protection for your child and enables the teachers on duty to **KNOW** who is there for each child. **DO NOT PARK AT THE WATER PARK AREA AND WALK DOWN THE STREET TO RETRIEVE YOUR CHILD/REN. CHILDREN WILL NOT BE RELEASED TO YOU.**

ELECTRONIC DEVICES

Individual video or audio listening devices such as CD/DVD players, Ipods, MP3 players, etc., and other devices capable of transmitting or receiving signals (**e.g. cell phones**) **MAY NOT BE BROUGHT TO SCHOOL**. Too many cases of theft occur and breakage occur and we don't want your child to have such an expensive item stolen. Any device which is found will be confiscated and turned into the building administrator. The parent will be called and the item will be kept in the principal's office until the parent can come to the school to pick it up.

FIELD TRIPS

Field trips *may* be conducted throughout the school year and they are correlated with the educational experiences. A fee may be charged to help defray costs. To help make this activity worthwhile and positive for our students the following shall prevail:

1. Parents will be asked to sign a permission slip. This signature acknowledges that the parents are aware that their child will be away from the school and that they are aware of the nature of the trip and its purpose.
2. Parents have the right to deny individual participation. Only students whose parents have signed permission slips will be permitted to participate in such activities. No verbal permission may be given for field trips.
3. The school reserves the right to deny individual student participation in a field trip due to the student's record of misconduct as it may be viewed as a deterrent to the class participation and the benefit of others.
4. A student must have an Emergency Medical Authorization form on file in order to participate in a field trip activity.
5. Due to bus space and the requirements of the field trip site to be visited only a **limited number of chaperones may go on a field trip.**
6. **Parents asked to chaperone may NOT bring other children.**

FUND RAISING

Claymont Elementary may conduct a fund-raising campaign each year. Selling will be voluntary and in conjunction with the PTO. Profits will be used for field trips, monthly programs, materials, and supplies needed for extra projects. This is done on a volunteer basis.

HOMEWORK

Homework will be assigned by the teachers to provide practice of a skill, review of material covered in class or to otherwise enhance the learning process. It is not intended as "busy work". Therefore, we encourage parents to see that the student has a place to work, proper books, papers, dictionary etc. to complete assigned work. **When calling for homework for a student who is absent, you MUST call by 9:00 AM.** This will give the teachers ample time to compile the homework during their planning period. If the request is made later than 9:00 AM, the homework may not be available until the following day. Homework may be sent home with a brother, sister, or neighbor; however, it is best that the parents come to the school office at the end of the day so that other classrooms are not interrupted during school hours.

LIBRARY

The library is open on a regularly scheduled basis and is supervised by the library aide. Library classes are held for all grades for library instruction. Students are responsible for any lost or damaged books that are in their possession.

LOST AND FOUND

Please mark ALL items with the students' full name to simplify the return should an item become lost. Items will be kept in the Lost and Found Box until the end of a semester or the last day of school. At that time, all unclaimed items will be donated to Good Will.

OFF-LIMIT AREAS

Our school is maintained and operates for the benefit of our students. However, common sense and safety considerations dictate the designation of a few off-limit areas where students are not permitted at anytime. These areas include the boiler room storage areas, inner office, teacher's lounge, kitchen, and the custodian's room

PLAYGROUND RULES

Students are to remain on the playing field or blacktop play area during outdoor recess. Tackle football, skate boarding, rock throwing and snowball throwing is not permitted. Misuse or destruction of playground equipment will not be tolerated.

No toys or balls are to be brought to school

No abusive or inappropriate language AND **absolutely no physical aggressiveness.**

Students are not to enter the building without permission of the duty teacher.

Respond promptly to the signal bell on conclusion of all recesses and line-up immediately.

No pushing in line.

No Red Rover or Knock Out

Do not hang in the trees.

Do not pick-up rocks or mulch.

SPECIFIC PLAYGROUND RULES ARE AS FOLLOWS:

BASKETBALL HOOPS:

No hanging on the rims.

No climbing poles.

PLAYGROUND BALLS:

No playground balls to be kicked on blacktop.

Balls should not be thrown at people.

FOOTBALL:

Two-hand tap played ONLY. NO TACKLE.

THROW THE BALL, ONLY.

No footballs on the blacktop.

TETHER BALL:

Do not hang on the tether ball.

Do not sit on the tether ball.

Follow the rules of the game.

BIG TOYS:

Slide down slide, feet first.

One person at a time down the slides.

No standing on the top bars.

No tag or running on the equipment

No hanging upside down on equipment.

NO JUMPING OFF BIG TOYS.

No holding hands going down dual slides.

No playing with the gravel or mulch.

No bouncing down the rock climbing section.

No climbing OVER the tunnel.

No balls permitted in BIG TOY areas.

Go in one direction when crossing monkey bars.

SWINGS:

No under-dogging.

Only ONE child per swing.

DO NOT stand on the swings.

NO JUMPING OFF THE SWINGS.

DO NOT twist or throw swings over the bar.

Push students from the back ONLY.

RECESS

Weather permitting students will have one (1) outside recess each day. Decisions to have outside recess during cold weather depends upon the temperature, wind chill factor, and weather conditions. Students should ALWAYS dress for outside recess. All students must be on the playground during outside recess. **Only the students with medical excuses from a DOCTOR** will be allowed to remain in the building during scheduled outside breaks. Supervised free time in the classroom will be given to students when weather prevents outside recess.

SAFETY

For the safety of the children in the school, a “buzzer” system exists. To enter the building once school has started (7:45) you must use the bus doors. The buzzer is located on the wall by the doors as you enter the school. Once you press the button, you will need to identify yourself and explain why you need to come into the school. Once inside, you will need to go directly to the office where the school secretary or principal will help you.

SCHOOL DAY

The tardy bell will ring at 7:45. Students who walk are not to plan to enter the building before 7:25. The schedule for the day is as follows:

7:25-7:45	Breakfast
7:45	School begins
11:00-12:00	LUNCH
11:00-11:30	3 rd Grade eats lunch
	2 nd Grade at recess
11:30-12:00	2 nd Grade eats lunch
	3 rd Grade at recess
2:30	Bus Students Load Busses
2:40	Busses leave the school
2:42	Walkers and Car Riders Dismissed

SCHOOL PICTURES

School pictures will be taken by Photographs by Sarah later in September or early October. ALL students have their pictures taken, but *only* prepaid packages will be ordered and given to parents. Envelopes will be sent home prior to the picture taking. The pictures taken in the fall will be used in the yearbook. Pictures are also taken in the spring. ***Checks for any of the pictures should be made out to Photographs by Sarah.***

YEARBOOKS

Claymont Elementary and Claymont Primary will have a combined yearbook. Purchase is optional. Notices are sent out as the books must be paid for and ordered ahead of time. ***Checks for the yearbooks should be made out to Claymont Elementary School.***

SECTION III

ACCEPTABLE USE POLICY FOR
THE COMPUTER

TECHNOLOGY, COMPUTER NETWORK AND INTERNET

Introduction

Claymont City Schools is pleased to make available access to interconnected computer systems within the district and the worldwide network to provide various means of accessing educational materials. The following Acceptable Use Policy is created to ensure that the technology available through *Claymont City Schools* provides a safe learning environment for our staff and students.

This policy is reviewed and updated yearly to remain current with changes in federal and state legislation as well as technology enhancements and is reviewed with students as part of the student handbook.

The signed application for network and Internet privilege is signed only once and remains on file throughout the student or staff's duration at Claymont. A signed application is required for use of the schools computer and networking equipment. If you do not want your student to have access to these resources, you must submit in writing a request for no computer privileges.

Policy Purpose and Scope

The purpose of this policy is to ensure school-level compliance with policies and guidelines concerning the use of Claymont's technology equipment for educational purposes. All activities that use Claymont computer accounts or computer systems, whether they are during or after school, or off school property, are covered by this policy. Use of a personally owned computing device follows the same guidelines as a school computer when using Claymont's network or accounts.

Policy Changes

The school policies may be altered by action of the Claymont Technology Steering Committee and with approval of the Claymont City School Board of Education at any of its regular meetings.

Network & Internet Use Agreement

Network and Internet access is coordinated through a complex association of government agencies, regional, and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must take responsibility for appropriate ethical and legal use of this access. Internet access for *Claymont City Schools* is a privilege, not a right. The signatures on the ***Application for Network***

Privileges & Internet Access are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance. (Appendix A for students and Appendix B for staff) The user consents to the terms of this policy whenever they access the network. Users are bound to the terms whether they received and/or signed a copy of this Policy.

Network and Internet Terms & Conditions

1. Respect and protect your privacy and the privacy of others.

- a. Use only assigned accounts.
- b. Avoid sharing of account information and/or passwords to others or leaving an account logged in for others to access.
- c. Do not reveal or distribute private information about yourself or that of others.

2. Respect and protect the integrity, availability, and security of all electronic resources.

- a. Report security risks or violations to a teacher or technology coordinator.
- b. Any files introduced into the network must be for educational assignments and approved by staff. This includes but is not limited to downloads, CDs, flash drives, cell phones, or videotapes.
- c. Any use of the network in such a way that would disrupt the uptime or speed of the network by other users, such as, intentional deletion of files, using bandwidth for non-educational purposes, or introduction of computer viruses, is prohibited.
- d. Any installation of software which introduces spyware or malware onto computers, or other software which reduces the efficiency of the computer is discouraged.
- e. Intruding into the networks, computers or phones of others, without permission by the owner is discouraged.
- f. Protect network use. Do not destroy, remove, or damage data, equipment, or resources not belonging to the owner.

3. Respect and protect the intellectual property of others.

- a. Written permission of the copyright owner must be obtained if intellectual property is protected by copyright laws.
- b. Plagiarizing in any form is prohibited.

4. Respect and practice the principles of community.

- a. Avoid language that is offensive to others.
- b. Streaming audio or video for non-educational purposes is prohibited.
- c. The network or educational software cannot be used for commercial activities, entertainment, advertisement, or political lobbying.
- d. Any use of messaging software that disrupts the classroom, including but not limited to, Instant Messaging, phone text messaging, or any other methods that send messages.
- e. Avoid intentionally accessing, transmitting, copying or creating material that is illegal.
- f. Avoid misrepresentation by impersonating anyone, such as, the creation of an online profile.
- g. Ask permission to post photos or videos of faculty or fellow students.

Consequences of Inappropriate Internet & Network Behavior

The staff or student's Building Principal, in conjunction with the District's Technology Coordinator, will reprimand any staff or student who does not comply with Policies and Guidelines accordingly. User infractions may result in appropriate disciplinary action as outlined in the disciplinary policy for the building. Unauthorized use of the network, intentional deletion or damage to files and data belonging to other users, or copyright violations may be termed theft or destruction of school property. In addition

to appropriate disciplinary actions, the user may be responsible for any charges, costs, liabilities or damages incurred by *Claymont City Schools*. This includes (but is not limited to) the cost of time to repair the damaged component, cost of parts to repair the component, or the cost of outside companies to repair damaged components. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted using the school's technology. Penalties imposed under applicable federal, state, or local laws will supersede any local penalties.

Websites Created at School

The Board of Education authorizes the creation of web sites by employees and students of the School District to be published on the World Wide Web. School web sites must be located on the District-affiliated servers. The creation of web sites by students must be done under supervision of a professional staff member. These web sites must reflect the professional image of the District, its employees, and students. The content of all pages must be school appropriate and consistent with the School District's Mission Statement. Under no circumstances is a web site to be used for commercial purposes or to provide financial gains for any individual. All links included on the pages must also meet the above criteria.

When the website content includes a photograph or information relating to a student, the creator will abide by the provisions of the Claymont Board of Education policy 8330 – Student Records.

Copyright- Multi-Media Material

Claymont City Schools encourages the use of electronic media in student projects but the following guidelines must be followed to be acceptable.

- a. Any audio or video clip, whether downloaded or copied from home, must be limited to 10% or 30 seconds for music or 10% or 3 minutes for video, whichever is less. If a longer duration is needed, you must have permission by the owner to redistribute.
- b. Any inclusion of copied Internet material, such as, text, video, audio, or images, must include proper credit to the copyright holder or the work is subject to student rules regarding plagiarism.

Use of Email

Claymont City Schools recognizes the efficiencies that can result from the use of technology and authorizes the establishment of an E-mail system for District use. Each person using email must read the following policy and agree, in writing, to the terms.

- a. System users shall have no expectation of privacy in their E-mail communications, and shall not have the ability to deny access to their E-mail by the Superintendent.
- b. The District shall issue a password to each person authorized to use the E-mail system.
- c. E-mail should only be used to support the goals of the district and carry out a person's job description. It should not be used for unsolicited mass mailings and personal opinions in a public forum.

Use of Personal Electronic Devices

Students and staff are allowed to use personally owned devices to access the school's wireless network to support education. Anyone who brings their own electronic device is personally responsible for the equipment and must follow guidelines outlined in Appendix D.

It is strongly recommended that staff use the district's wireless access when educating students, keeping in compliance with the Children's Internet Protection Act. Student use of the devices in the classroom is based on the teacher's decision on each given day. The administration reserves the right to determine if the device is being used inappropriately and may take disciplinary action, including but not limited to, confiscation of the device. For this policy, a personal electronic device is defined as a device capable of communication with other electronic devices. Use of any of these devices for non-scholastic communication during school hours is strictly prohibited.

Use of Portable Equipment

While we encourage equipment use, persons must take responsibility for the care of the equipment while in their possession. Equipment damaged or lost by students or staff could result in financial liability for the repair or replacement costs.

Student Use- Equipment can only be used for school assignments and must be returned by the next school day. Equipment check-out and check-in procedures must be followed.

Staff Use- Staff may use school equipment outside of the building, after getting administrative approval, but must follow building check-out procedures. All portable equipment must be returned at the end of the school year for updates and inventory. If equipment is needed over the summer, it can be signed out, but no equipment is to be taken for the entire summer. If staff members have equipment in their possession that students use for assignments, they are responsible for documenting equipment loan information, (serial number, tag number, and student information) and should inspect the equipment for damage upon return.

Privacy

Network and Internet access is provided as a tool for your education. *Claymont City Schools* reserves the right to monitor, inspect, copy, review and store any and all usage of the computer network and Internet access and any information created, transmitted or received in connection with such usage. All such information files shall be and remain the property of *Claymont City Schools* and no user shall have any expectation of privacy regarding such materials.

A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

Student Safety and Children's Internet Protection Act

Each year the District provides education for students regarding online safety and appropriate use within the District's board-approved curriculum which includes, but is not limited to, appropriate online behavior, interacting with other individuals on social networking sites and in chat rooms, and cyber bullying awareness and response.

In compliance with the Children's Internet Protection Act, *Claymont City Schools* employs the use of filtering software to prevent children from accessing offensive sites. (See Appendix C for Filtering Guidelines) Yet in a global network, there is the potential to access controversial materials. If a person finds an offensive site, he or she should report this to a teacher or the Technology Coordinator. The district can then prevent this site from being accessed again. In the event the filtering software is

unsuccessful, the District will not be held liable for access to inappropriate content.

Online Communities and Cyber Bullying

Cyber bullying is the act of harassment that takes place via some method of technological media. It is unacceptable to use computing devices or services to propagate abuse that is insulting, rude, abusive, or offensive. Please refer to *Policy 5517.01 Aggressive Behavior Toward Students* for a complete definition of harassment. If a student is being harassed and the effect carries over into school, it does not matter where the offense originates, it is in our best interests to take appropriate action.

Important User Information

Student accounts and email addresses will be automatically purged upon graduation. Files in staff accounts will be evaluated in July of every year. Staff will be notified with a list of files that have been inactive or unused for an entire school year. At that time a person has 10 days to respond to the notification or the files will be removed.

Fees

Claymont City Schools will charge a \$30.00 technology fee per year for all grades using individual computer systems. The fee is to cover repair of accidental device breakage by students. This fee is waived if a student brings in his or her own Chromebook. The following structure is used per school year for repair costs.

Situation	Outcome
1st accidental breakage	All costs will be covered by the district
2nd accidental breakage	Student will have to pay a \$10 co-payment
Any additional accidental breakage	Student will have to pay a \$20 co-payment
Vandalism of the computer	Student will pay full cost to repair/replace device

If damages occur while school supplied cases on not on, the damage will be categorized as vandalism.

The user is solely responsible for any charges, costs, liabilities or damages for repair if the person vandalizes or uses their account inappropriately.

District Liabilities

Claymont City Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Claymont City Schools will not be responsible for any damages users may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. Claymont City Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services. The user and parent(s) or guardian(s) agree to cooperate with the school in the event of an

investigation of a person's use of computer access to the network, whether that use is on a school computer or on another's outside the district's network.

A copy of these forms can be found at:

www.claymontschools.org/district/technology.html Version 13.0 Revised: 03/24/2017

USER ACCEPTABLE USE POLICY (AUP)
