

Claymont Primary



Parent-Student Handbook 2017-2018

Claymont Primary School

*320 Trenton Avenue
Uhrichsville, OH 44683-2100
Phone 740-922-5641
Fax 740-922-7427
www.claymont.k12.oh.us*

Dear Parents/Guardians:

This is your family copy of the 2017-2018 Claymont Primary Parent-Student Handbook. Please read it carefully and discuss it with your child(ren). I encourage you to file it in a location you'll remember so you can use it as a reference throughout the school year.

After reading and discussing this handbook with your child, please sign and return the entire Parent/Guardian Signature page (located at the back of the handbook) to your child's teacher.

The staff and I look forward to working with you and your child to make this school year as successful as possible for your child. If you should have any questions about this handbook or I can be of any assistance to you anytime throughout the year, don't hesitate to call me at 922-5641 ext. 1503.

Thank you in advance for signing and returning the signature page.

Sincerely,

Eric Seibert, Principal

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ASSEMBLIES

Assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include athletics, cultural presentations, academic areas, and professional speakers. There is often a significant investment in time and money in preparation for any assembly program. Student attendance is a privilege and must be earned through appropriate behavior. Special attention to etiquette and good citizenship is expected of all students.

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 be referred to juvenile court regarding possible attendance charges being brought against the student and/or parent/guardian. 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 – 922-5641 ext. 1501). 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

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 the district transportation coordinator. The same regulations regarding care of property in the classroom or on the school grounds apply to those pupils who ride the school bus. Bus students are not permitted to ride any bus other than their assigned route unless special permission is obtained from the principal. Any questions about transportation can be answered by the coordinator at 922-5478 ext. 2004.

- If a student rides a regular route to and from school he/she must ride that bus. Students are not permitted to change busses once a regular route has been established.
- Any student who misses an afternoon bus is to report to the office so arrangements can be made for pick-up.

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 on 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, 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 the bus driver 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.*

Students choosing to violate the school transportation safety rules may have their bus-riding privilege revoked for a period of time. Continued violation of transportation safety rules may result in a student's bus-riding privilege being revoked for the remainder of the school year. **If a student has been denied the privilege of riding a school bus, this includes all school buses in the Claymont City School District**

CARE OF PROPERTY

The statutes hold parent(s) liable for any destruction to school property caused by their children.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Parents are to notify the school immediately if they move or change home or work numbers; the new address or telephone numbers are to be given to the school so the child's records can be kept up to date.

If any move may result in a change of building within the district or a change of school districts, the parent is to contact the school at least two days in advance so decisions and arrangements can be made, the child's account can be cleared, and all necessary paperwork can be completed before the date of the move.

CLASSROOM PARTIES

The two major classroom parties to be held will celebrate Halloween and Valentine's Day. Classroom teachers will organize their own room's party. Treats may be brought in for student birthdays when cleared with the classroom teacher.

DAILY SCHEDULE FOR STUDENTS

7:25	Students who walk or are dropped-off may enter the building, breakfast begins
7:40	Breakfast ends
7:45	Class begins – tardy bell rings
10:35-11:05	K—Lunch, 1 st ---Recess
11:05-11:35	K---Recess, 1 st ---Lunch
2:40	Bus students begin dismissal
2:40	Walker and pick-up students begin dismissal

DETENTION

Reasonable detention may be assigned to a student before or after the school day but such detention shall not exceed thirty (30) minutes. In all cases where students are detained at the end of school, parents are to be notified in advance. In all cases involving a student who rides a bus, notification will be at least a day in advance so that transportation may be arranged.

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 during the school year; however students should always be dressed appropriately for the 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). No hats, headbands, bandannas, sunglasses, kerchiefs or dyed hair that is a disruption to the classroom environment. If the above rules are not followed, the parents will be contacted to bring a change of clothing to school.

DROP OFF/PICK-UP AREA

Students shall be dropped off and/or picked up in the Trenton Avenue parking lot. The drop-off and pick-up location for students is the Trenton Avenue parking lot. **Do not use the bus canopy entrance before or after school for dropping off or picking up your child. It is also very important that students are not dropped off on Trenton Avenue (the street).** It is extremely dangerous for students to be let out on Trenton Avenue and then walk across the parking lot to enter the building. This is for your child's safety as well as the safety of all students.

Students should not be dropped off or arrive at school before 7:25 a.m. as the doors are locked until then. **When dropping your children off in the Trenton Avenue parking lot: 3 cars can pull up, drop their children off, have them exit to the sidewalk near the school. By doing this, it will allow the drop off procedures to be more efficient and not create such a "logjam" in the parking lot every morning.** If you are planning on walking your child to the door after dropping them off, do not park/leave your vehicle in the flow of traffic. Park your vehicle in a parking space. This will allow those behind you to continue the traffic flow, helping to eliminate the build-up of cars on Trenton Avenue.

ELECTRONIC DEVICES

Individual video or audio listening devices such as CD/DVD players, Ipods, MPE players, etc., and other devices capable of transmitting or receiving signals (e.g. cell phones, broadband computers, etc.) may not be used during school hours, must be stored in the students' bookbag and must be set to the off/quiet position. Any device which is found to be on, make a noise, vibrate, or otherwise call attention to itself will be deemed to be creating a disruption. Any device found to be in violation of these rules will be

confiscated and turned in to the school administration.

First Offense: The student may retrieve the item from the administration that day after-school.

Second Offense: The item will be returned only to a parent/guardian comes in to retrieve it from the administration.

Continued Offenses: The student will receive disciplinary action up to and/or including in-school suspension.

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:

Radio: WJER 1450 AM WBTC 1540 AM WTUZ 99.9 FM

Television: WTOV CHANNEL 9 WJW Fox 8 CHANNEL 8

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.

FIELD TRIPS

Field trips within our city and to nearby points of interest may be scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Student attendance is a privilege and must be earned through appropriate behavior and payment of school fees. Parents will receive notices of field trips well in advance of the scheduled trip date. Sometimes a small amount of money may be requested from each student to help defray costs.

FUNDRAISING

There will be various fund-raising campaigns during the year. Selling will be voluntary and no minimum sales will be required. Classroom or PTO fund-raising projects, organized by a teacher/parent, may occasionally be requested. These too will be voluntary and will be approved by the building principal and Board of Education.

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 receive progressional marks (E, S, MP, HD, U) on their report card. Students in grade one 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 may be retained at his/her current grade level when he/she has:

- 1) in the opinion of the professional staff, failed to demonstrate proficiency in mathematics & reading;
- 2) in the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level

HEAD LICE*

Claymont City Schools **has** a no-nit policy. Students found with head lice (live or nits) will be sent home. The student must be checked by the 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.

HOMEWORK

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent student research and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. Failure to complete homework assignments will negatively impact a student’s grade and may lead to disciplinary action.

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 person identified by the custodial parents on the registration cards or Emergency Medical Forms.

IMMUNIZATION

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires all students to be immunized against poliomyelitis, rubeola, diphtheria, rubella (German measles), pertussis, tetanus, and mumps in accordance with State statutes, unless specifically exempt for medical or other reasons.

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.

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 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.

LIBRARY BOOKS

If a library book is damaged beyond repair, payment in full for the replacement cost of the book will be charged. No library loans will be made until payment has been received. If the replacement cost for a book is not available because the book is out of print, library personnel will determine a reasonable cost. Partial payment for books that are damaged by neglect or intent – but can still be cleaned and used again will be: \$5.00 for hardback books and \$3.00 for paperback books. No library materials will be loaned until payment is received.

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.

PARENT/TEACHER CONFERENCES

Parent-Teacher conferences are always welcome. Parent(s) should arrange conferences in advance at a time when the teacher does not have a child or children in the room. Visits with teachers should be by appointment. District Parent-Teacher conferences are scheduled twice a year. These conference times are very valuable to the overall education program.

Some parents are hesitant about participating in conferences, but our teachers can do a much better job with students if they can share their understanding of the student directly with the parent. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged with the teacher at any time during the school year.

PLAYGROUND GUIDELINES

SWINGS:

- Only one person at a time is to swing on a swing seat.
- Students are to sit on their bottom when using a swing.
- Let the swing stop swinging before getting off the swing.
- No running or playing behind the swings

TEETER-TOTTERS:

- Only two students are to be on the teeter-totter at any given time, one on each end.

SLIDING BOARDS:

- Students should slide down the slide on their bottoms and feet first in a sitting position.

MONKEY BARS:

- Play carefully on the monkey bars; climb carefully to the ground when leaving them.
- Students are not to hang solely by their legs or feet while playing on the monkey bars.

SPORTS:

- Tackling or rough play is **NOT** permitted.

RUNNING:

- Running is permitted if done in a safe, respectful manner.

MISCELLANEOUS:

- If a ball or other playground items leave the playground area, tell the staff member on duty and ask for instructions on how to get the ball or item safely.

- No ball or other item shall be thrown at, thrown toward, or bounced from the building.
- If you must go into the building early, explain your reason to the staff member on duty and ask for permission; do not go into the building without the staff member’s permission.
- When the staff member calls or signals, students are to stop playing at once and line up quietly at the designated spot; students are to keep quiet so they can hear the duty teacher.
- Students are to remain quiet as they enter the building and proceed through the hallways.

SCHOOL FEES*

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 regarding creating a payment plan if necessary. School fees must be paid or arrangements to pay the fees must be made by the end of the first nine-week grading period or your child’s report card will not be issued. Please understand that unpaid school fees accumulate from year to year.

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 are encouraged to pay in advance for their meals (breakfast/lunch). Trenton Avenue is fortunate to provide a point of sale system for our families in which every student keys in their personal 6-digit identification number every time they go through the meal line (breakfast and/or lunch). All money deposits are made before school starts and should be sent in a sealed envelope with the child’s name clearly written on the envelope. 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.

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

SCHOOL RULES

- Students are not to chew gum or eat candy at school, unless authorized by school personnel.
- Students are not to make or throw snowballs or deliberately slide on ice at school.
- Students are not to bring toys or athletic balls to school unless authorized by school personnel.
- Students are not to bring ‘boom boxes’ or personal media players to school.
- Students are to realize that they are accepting the risk and responsibility for breakage and/or theft of anything they bring to school.

- Students are not to buy items from, sell items to, or trade items with other students while at school.
- Students must keep their hands and feet to themselves at all times to avoid unnecessary trouble.
- Students are not to play games involving “pretend” hitting, kicking or shooting.
- Students are not to wear hats in the building, unless authorized by school personnel.

SCHOOL SUPPLIES

KINDERGARTEN*

2 boxes of 24 count Crayola crayons
 1 bottles of Elmers glue
 Box of 10 broad tip Crayola markers – classic colors
 1 box of No. 2 pencils
 3 boxes of tissues & 1 roll paper towel
 A 1.5” three ring hard cover binder
 4 black fine point dry erase markers
 1 bottle of hand sanitizer
 1 container baby or Clorox wipes
 6 glue sticks
 Scissors
 1 highlighter
 Pencil box (8x5)
 2-70ct spiral notebooks

FIRST GRADE

2 boxes of 48 or 64 count Crayola crayons
 2 bottles of Elmers white school glue
 1 pair of Fiskar scissors
 3 boxes of tissues & 1 roll paper towels
 10 No. 2 pencils
 2 large eraser
 1 school box
 1 3-prong pocket folder
 1 box ziplock bags
 1 pack black dry erase markers

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 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 and attendance.

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)

STUDENT CONDUCT

Statement of Purpose

The following regulations define in detail how the Board of Education expects students to conduct themselves in the Claymont City School District.

Student Conduct

- Eating of food will be confined to the cafeteria without prior approval of the principal.
- Use of tobacco in any form is not permitted in the school building or on the grounds.
- Student should not write on public property. Any disfigurement or destruction of our building will be considered as a serious violation that will result in “cost” to the parents.
- Use of alcoholic beverages or drugs, not prescribed by a medical practitioner, are not permitted on school property.
- Courtesy and good sportsmanship should prevail at all times.
- Students should maintain good attendance and punctuality.
- Students’ grades will be the result of their own efforts.
- Good health habits should apply to one’s personal appearance.
- Suspended students cannot participate or attend any extra-curricular activities during the period of their suspension.
- Maintenance of an academic standing and a sound working relationship with teachers will increase student opportunities for the future.
- During the regular school day, all students must be accounted for.

The District and the Law

RIOTS - The district will not tolerate mass disruption by the student body in any form or for any reason. If such a situation does occur, the individual student will obey the class teacher, hall monitor, or anyone in authority. Failure to do so may result in suspension.

Student Behavior

All teachers have been requested to be on the alert for any student behavior which is in violation of school regulations. Students should behave in a manner that will be a credit to our school.

Students should refrain from the following:

- Fighting on or near school property.
- Disrespect of school personnel.
- Loitering in the areas of heavy traffic.
- Rowdy behavior or running in the building.
- Littering in the building or on school grounds.
- Possessing inappropriate reading material in school.
- Leaving school without permission.

Classroom Behavior

- Generally, standards throughout the school will be the same. However, each teacher is expected to specify particular rules and procedures suited to the particular needs of the class.

- Disturbances which interrupt the learning process cannot be permitted by any teacher. When a student feels an issue is very important and a difference of opinion has come about, the student, unless it pertains to the lesson, should wait until the end of the period or seek a mutually convenient time to discuss the problem with the teacher.
- The teacher has the responsibility and authority to maintain order anywhere in the school, particularly, of course, in the classroom. When a student repeatedly disrupts a class or refuses to accept the teacher's authority, that student will be referred to an administrator for appropriate action.
- A rule of reason, restraint and understanding, applied to any difficult situation, will go further in resolving existing differences.

Cheating

Whether students give or receive information during an examination or in certain assignments, the offense is the same. Students will receive a zero (0) for the work.

Extortion

Threatening other students or extorting money or property from them is prohibited. Disciplinary action will be imposed upon those who attempt this. Students who are victims of such acts are asked and encouraged to report to teachers or the office so that definite action can be taken. This is the only way to insure that incidents will not be repeated and that all such acts may be curtailed.

Gambling

Playing cards, flipping or matching coins, rolling dice for money or any other form of gambling will not be permitted. Teachers will confiscate any money or material. Repeated violations will be cause for referral to the office.

Stealing

Any student who commits or attempts to commit a theft or breaking and entering at school will be disciplined accordingly and/or referred to the authorities. Theft includes stealing school property from faculty, school employees, or other students. Breaking and entering includes the school building, lockers, locked rooms, or other areas prohibited to students because of time or specific reasons. Stolen or lost property should be reported to the office promptly.

Student Valuables

Students are cautioned not to bring extra money or electronic devices to school, and if they wear glasses or watches, to keep track of them at all times. Students, not the school, are responsible for their personal property.

DEFINITION OF TERMS

DETENTION: The holding of a student in a specified limited area before or after school.

HEARING: When a student is sent to the office for disciplinary action, the student will be given an informal hearing by the administration. The hearing process and any forms which a student is requested to complete are designed to assure his/her of the due process to which they are entitled by law. If prior to or during the hearing, the hearing officer decides that the student may be subject to suspension or expulsion because of the nature of the infraction, he will so advise the student at that time.

EMERGENCY

REMOVAL: Removal of a student whose presence poses a continuing danger to persons or property or an on-going threat of disruption to the academic process.

IN-SCHOOL

SUSPENSION: The placement of a student in a place isolated from the rest (ISS) of the students. Assignments will be required to be completed during this time. Following the ISS days, a student may return to regular classes, provided that all assignments have been completed.

OUT-OF-SCHOOL

SUSPENSION: The removal of school attendance and all school activity (OSS) privileges for a period of from one (1) to ten (10) days. A student suspended from school may not participate or practice in any school event for the duration of that suspension. Students are able to make up all tests, quizzes and missing assignments for one-half credit.

EXPULSION: The removal of school attendance and all school activity privileges for a specified period of time in excess of ten (10) days. Failing grades for all subjects taken are given if a student is expelled. A student expelled from school may not participate in any school event for the duration of that expulsion.

PERMANENT

EXCLUSION: The student is banned forever from attending a public school in the State of Ohio.

CONSEQUENCES FOR SEVERE BEHAVIOR

1. Recommend expulsion to the Superintendent.
2. Remove student from an activity or school organization or remove student privileges.
3. Require restitution (in cases of stealing or property damage)
4. Notify police and/or court authorities.
5. Move to cite student in court.
6. Refer student to Children's Services.

The severity of disciplinary measures taken are dependent on the severity of the offense committed. However, the progression from least severe to most severe is as follows.

Detention
In-School Suspension (ISS)
Friday School
Out-of-School Suspension (OSS)
Recommendation for Expulsion

STUDENT(S) LEAVING SCHOOL

- A PHONE CALL requesting that a student's dismissal routine be changed WILL NOT BE ACCEPTED. Such requests will be honored only when made in person and/or made in writing.
- Students must have a written notice to request that the student(s) be released from school in any manner other than the student's assigned release. If no note has been received, the student(s) will be dismissed in their normal routine.
- Elementary schools have a closed lunch period and students are not released from the school grounds during lunch unless the student has a written note to request that the student be excused during the lunch period.

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 for work completed properly. It is his/her responsibility to make arrangements with individual teachers to do so. If no graded work was due then a 2% reduction for each day missed will be made to the student's final nine-week grade. A reentry conference may be requested by the principal in which a parent/guardian must attend with their child before the child will be readmitted to school. A student will be readmitted to school after a satisfactory solution to his/her conduct is agreed upon by the administration.

TELEPHONE*

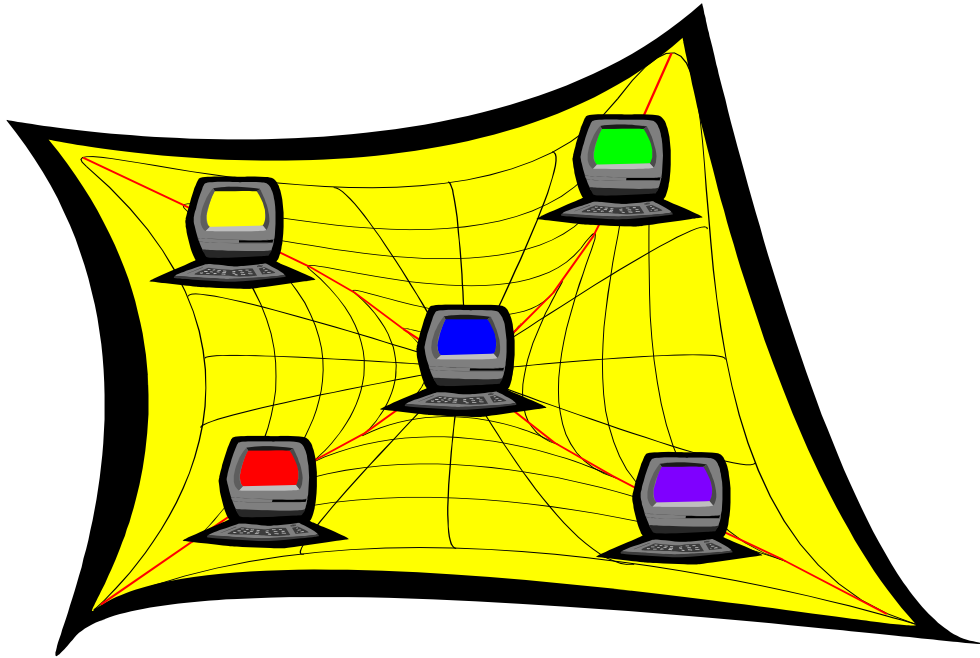
Students are not permitted to use the school phone except in approved emergencies. Please help your child learn responsibility in remembering necessary items. The office will relay a message from a parent to a child in the event of an emergency. **Altering dismissal times or walking/bus procedures will 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.**

VISITORS*

All visitors must sign in at the office upon entering the building. (This is a state law.) When signing a student out of the building, adults are asked to remain in the office until the student comes to the office from their location.

Adults who arrive at the end of the day to walk home with their child are asked to **remain outside the building to meet their child.** This avoids distracting students and relieves congestion in the hallways at dismissal.

Claymont City Schools



Acceptable Use Policy - Internet & Network Use and Safety Agreement



Claymont City Schools

Technology, Computer Network and Internet User Acceptable Use Policy (AUP)

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
1 st accidental breakage	All costs will be covered by the district
2 nd 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

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Version 13.0

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.