

Claymont Intermediate School
Parent-Student Handbook
2018 - 2019



**The school where children learn by working
together and respecting each other!**

Claymont Intermediate School
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<http://www.claymontschools.org>

Dear Parents;

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

Student Handbook

The student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Become familiar with the following information as you are expected to understand and adhere to the responsibilities and expectations contained within the handbook. Keep the handbook available for easy reference by you and your parents. You are encouraged to ask questions of your teachers or building principal of items not addressed in this handbook.

The school rules and procedures are designed to allow students to be educated in a safe and orderly environment. Students are expected to obey all school rules and respect the authority of all staff members.

Students, with parental support, are expected to arrive at school on time and prepared to participate fully in the educational program.

Ongoing communication between home and school is necessary to keep parents informed of their child's progress in school. Parents will be provided information on a regular basis through school newsletters, informational flyers, and the Claymont Intermediate website. Phone calls, letters or email will be used in cases where parent notification is vital. The student planner is an efficient tool parents can use to communicate with teachers when necessary. Parents are encouraged to work with the teachers and support staff to ensure their child's success.

Welcome to Claymont Intermediate!

Elizabeth DiDonato
Principal

VISION STATEMENT

Preparing each child for a Lifetime of Success.

MISSION STATEMENT

The mission of Claymont Intermediate School is to have students that Want to Learn, Are Respectful, and Show Compassion

ACADEMIC ACHIEVEMENT

A well-developed partnership between parents and teachers will improve the likelihood for student academic success. Parent support is needed to encourage students to do their best in the academic subject areas.

Students receiving a 3.2 Grade Point Average or higher in academic subjects will be listed as achieving Honor Roll status and will be recognized each nine week period.

All academic subjects will receive a letter grade (A, B, C, D, F) and the related arts subjects (Music, Art, Computer, and Physical Education) will use an E, S, MP, HD, or U to demonstrate progress. The following is an explanation of the marking system:

A	92 – 100	Excellent	3.6 – 4.0	E	Excellent
B	83 – 91	Above Average	2.6 – 3.5	S	Satisfactory
C	74 – 82	Average	1.6 – 2.5	MP	Moderate Progress
D	65 – 73	Barely Passing	.6 – 1.5	HD	Having Difficulty
F	0 – 64	Failing	.0 – 0.5	U	Unsatisfactory
I		Incomplete			

An “Incomplete” becomes a failing grade if the work is not made up in a reasonable length of time (see homework).

RETENTION: A student completing the year with an “F” average in any two (2) major subject areas [Reading, Math, and/or Language Arts] may be retained.

ARRIVAL/DISMISSALS

Students that are not transported by bus to Claymont Intermediate School should NOT arrive before 7:20 a.m. each day. The school cannot be responsible for the supervision of non-bussed children before these times. Students arriving after 7:40 a.m. should report directly to their homeroom classes. The tardy bell will ring at 7:55 a.m.

Walkers:

*The school is directly responsible for the supervision of students only while they are on school property. Once students leave the school property they become the responsibility of the parents. The school will cooperate with parents in stressing the rules of safety to and from school. However, misbehavior that occurs off school property is generally a police matter.

*Claymont Intermediate School, for the purpose of supervision on the way home from school, includes the sidewalks immediately adjacent to the school and cannot be responsible for the supervision of children beyond these limits.

Drop-offs/Pick-ups:

*All students being dropped off and picked up from school will use Third Street directly in front of the former Northside Preschool Building.

*When picking up students at the end of the day, parents should use Third Street pick up lane, from 2:40 p.m. to 3:00 p.m. to ensure the safety of our students.

*CAR TAGS will be issued to each parent picking up his/her children to ensure safety.

ATTENDANCE POLICY

Excused/Unexcused absences:

It is important that students attend school each day. School attendance has a direct affect on academic achievement. The Compulsory School Attendance Law (Ohio Revised Code 3321) requires all students to be in attendance. If a student must be absent, it is the parent’s responsibility to call the school (922-1901) to report the student off school. Absences should be reported by 8:30 a.m. All absences that are not reported by that time will receive a phone call from the school office to ensure the safety of the child. Within two days of each absence, parents are to send a written excuse for the absence. Unexcused absences may lead to legal action against the parents under truancy laws. Any student grades K – 8 that misses twenty-one (21) days of school throughout the school 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 unless the child attends summer school.

Claymont City School policy requires a doctor's excuse upon the 7th day of absence in a semester or upon the 10th day of absence in a school year. Absences after this point will be considered unexcused for students not turning in a doctor's excuse.

- A) When absences reach five (5 days) a letter will be sent to the home.
- B) When absences reach ten (10) days, a letter will be mailed to the parents, and the principal will make a home visit.
- C) When absences reach fourteen (14) days, a letter will be mailed to the parents and a conference will be held with the principal and parents.
- D) When absences reach eighteen (18) days, a letter will be mailed to the parents (receipt requested). A meeting will be held with the superintendent, principal and parents.
- E) When absences reach twenty (20) days, a letter will be mailed to the parents (receipt requested).
- F) When absences reach twenty-one (21) days, a letter will be mailed to the parents advising them that no credit will be given for the school year, even with eligible grades, unless the child attends summer school.

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

Pursuant to Ohio Law: 5 consecutive days of unexcused absences, 7 or more unexcused absences within a school month or 12 unexcused absences within a school year will result in truancy charges filed.

Truancy consequences:

- First Offense: Notify parent, one day in-school suspension
- Second Offense: Conference with 1) parent, 2) student and three (3) days in-school suspension
- Continued Offenses: Consequences determined by principal; possible truancy charges filed

Definitions of excused absence
Section 3301-51-13 of the Ohio Administrative Code

Personal Illness- The Principal may require the certificate of a doctor at any time if he/she deems it advisable.

Illness in the Family (Quarantine of the Home)- The absence of a student from school under this condition is limited to the length of the quarantine as fixed by the proper health officials.

Death of a Relative- The absence arising from this reasonable cause is limited to a period of three (3) days unless a reasonable cause may be shown for a longer period.

Home Work due to absence of Parents/Guardians- Any absence arising because of this condition shall not extend for a period longer than that for which the parents or guardians were absent from the home due to hardship. Extended absences will result in social workers being called into the home.

Observance of a Religious Holiday

Health Reasons- Students who have health-related appointments shall be excused for a portion of the day provided (A) the students has a statement from his/her parents or guardians, (B) the student brings to the school a statement from the doctor or dentist, and (C) the student reports back to school immediately after his/her appointment if school is still in session.

Legal reasons- A student may be excused from school if his/her presence is required in a court of law. Parental documentation and documentation from the court is required.

Others as determined by and with prior approval of the attendance officer and principal.

ANY ABSENCE BEYOND 60 MINUTES IN A ½ DAY SESSION WILL RESULT IN THE STUDENT BEING CONSIDERED ABSENT ½ DAY.

Tardiness

A student is considered tardy if they do not report to the homeroom by the 7:55 a.m. tardy bell. Any student arriving late for school must report to the office to **sign-in** and receive an admission slip to class.

The tardy mark is removed if the tardiness is due to a late bus. Students who sign-in after 9:30 a.m. will be considered absent and marked as ½ day attendance.

Consequences for accumulated tardiness:

- A) When a student is tardy four (4) times in a year, a letter will be sent home and the student will serve a detention.
- B) When a student is tardy eight (8) times in a year, a letter will be sent home and the student will serve an in-school suspension.
- C) When a student is tardy twelve (12) times in a year, a letter will be sent home and the student will serve two days of in-school suspension.
- D) When a student is tardy sixteen (16) times in a year, charges will be filed in Juvenile Court and a referral will be made to the Department of Job and Family Services.

Vacations

A student may be excused, upon written request of parents/guardians, to accompany immediate family on a vacation or trip during the school year without penalty (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. A WRITTEN REQUEST MUST BE PRESENTED TO THE PRINCIPAL AT LEAST THREE (3) SCHOOL DAYS BEFORE LEAVING, UNLESS EMERGENCY CIRCUMSTANCES ARISE. The student is responsible for acquiring the assignments ahead of time and completing all work on time. Remember, however, that the number of days absent for vacation DO COUNT toward the twenty-one (21) days of absences.

BICYCLES

Students are permitted to ride bicycles to and from school. Bicycles are to be parked in the designated area upon arriving to school. Students are not permitted to ride bicycles on the school grounds or on the street directly in front of the building. Immediately after dismissal, students riding bicycles must leave the school grounds.

BOOK BAGS, BACK PACKS, GYM BAGS, COATS, ETC

Book bags, back packs, gym bags, winter coats, and similar items will not be permitted to be taken to classrooms. They may be brought to school; however, the items must remain in the student's locker. Small cinch sacks may be used to carry students' school supplies from class to class. Locks can be used on lockers only if the combination or extra key is provided to the teacher/office.

BULLYING/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 email, 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 to 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. Bus students are not permitted to ride any bus other than their assigned route unless special permission is obtained from the principal. For a non-bus student needing to ride a bus, the parent must fill out the proper paperwork at the school office. **Verbal or handwritten requests will not be accepted.**

Please refer to the Student Code of Conduct at the end of the student handbook for specific bus rules, regulations, and consequences.

CAFETERIA

All food will be consumed in the school cafeteria unless prior approval has been granted by the principal. Under the direction of a staff member, students will proceed through the lunch line, pick up a tray and promptly choose a seat. Students must remain seated until the conclusion of the lunch period. At that time, they will be instructed to deposit lunch litter in the waste containers. Student cooperation is appreciated in maintaining an appropriate level of talking (as defined by the supervisors) and leaving the table and floor around your eating area in a clean condition for others.

CONFERENCES

Conferences are scheduled for the purpose of allowing the parents and the teacher to speak directly about the progress of the student. (See District calendar for set dates) Appointment notices are sent home prior

to the conference date. We encourage all parents to attend and help facilitate their child's education. If parents wish to have a conference during the school year they should:

- 1) Call the office and/or leave a voicemail for the teacher to return the call, or 2) Send a note to the teacher requesting a conference. **Impromptu conferences are not encouraged as the interruption of classroom instruction is to be avoided.**
- 2) **Conferences are Nov. 19th and 20th. A conference must be scheduled in order to get grade card.**
Spring Conferences are February 13, 2019

DISCIPLINE

Effective discipline is an important and necessary prerequisite for effective learning. The intent of rules and regulations is to create a positive educational environment, which hold students accountable for their behavior and teaches them to live with the consequences of their decisions. Violations of the Student Code of Conduct will result in consequences. These consequences range from verbal warnings, time-out, lunch detentions, after school detentions, in-school and out-of school suspension. Flagrant violations may result in expulsion.

Please refer to the official Student Code of Conduct at the end of this student handbook for a complete description of student expectations.

DRESS CODE

The appearance of the student is the responsibility of that individual's parent/guardian. A student's appearance is a source of pride not only to the individual, but to the family and school as well. It is recognized that a student's style of dress reflects the individual's personality and personal preference; however, inappropriate dress and appearance may distract or become a detriment to the educational process, and therefore, will not be tolerated.

Dress will be judged in regards to its potential disruption in the learning process, safety and moral content, health and well-being of the student. If the principal finds the student's appearance to be inappropriate, the student will be asked to alter it. The following items are NOT permitted to be worn in school or at school sponsored events:

- Clothing deemed too revealing. Bare backs and bare midriffs are not permitted. Tank top shirts must have straps two (2) inches in width.
- Visible undergarments
- Cut-off shorts, sweats, jeans, or tops
- Hats, headbands, bandannas, sunglasses, kerchiefs
- Jewelry with studs, spikes, rivets, or pocket chains
- Facial jewelry
- Boxer, biker, or mesh shorts worn as shorts on the outside of clothing
- Ripped or torn clothing
- Jewelry or clothing bearing patches, drawings, or sayings (stated or implied), which refer to drugs, violence, death, alcohol or tobacco, sexual content, gang affiliation, or discrimination of any kind
- Pajama tops or bottoms
- Winter or trench coats
- "Sag" pants
- Hairstyles or clothing that is considered a safety hazard, or causes interference, a classroom disturbance or can cause excessive wear or damage to school property.
- No Unusual hair coloring that would distract or interrupt the educational process.
- Inappropriate footwear – Flip flops or shoes with objects that protrude, can protrude, or are otherwise attached to the shoe or sole of the shoe are forbidden (ex. roller skate shoes; cleats, Heelies).

Please refer to the Student Code of Conduct at the end of the student handbook for specific

disciplinary actions resulting from violation of dress code standards.

****The student will not be permitted to return to class until necessary actions have been taken to ensure clothing meets dress code standards. Any class time missed will be considered unexcused and missed work will not be permitted to be made up****

ELECTRONIC DEVICES

Personally owned electronic devices are now permitted to be used in school, accessing the school’s wireless network, to support education at the decision of the teacher. 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. Use of any electronic device for non-scholastic communication during school hours is strictly prohibited. The individual owner of such devices is personally responsible for the equipment and must follow the guidelines outlined in Claymont City Schools Acceptable Use Policy. Consequences for misuse of electronic devices or inappropriate internet/network behavior will be determined by the severity of the infraction.

The use of cell phones is strictly prohibited at our school. IF you need to contact your child during school hours, you need to call the school directly. If your child is caught with a cell phone, the following procedure/consequence will occur:

1st Offense: verbal warning

2nd Offense: cell phone goes to the office; recess lost; parent called

3rd Offense: cell phone goes to the office; two recesses lost and parent must pick-up cell phone

4th Offense: cell phone goes to the office; three recesses lost; parent must pick-up cell phone; phone no longer allowed at school the remainder of the year.

Please refer to the Student Code of Conduct at the end of this handbook for specific disciplinary actions from violations of other parts of the Acceptable Use Policy.

Please refer to the Student Code of Conduct at the end of the student handbook for specific disciplinary actions resulting from violations of the Acceptable Use Policy.

EMERGENCY DRILLS

Emergency drills will be conducted periodically throughout the school year for the purpose of planning/preparing for an emergency situation, should one ever arise. Routes and procedures are posted in each classroom and should be reviewed. Follow the directions of the teacher **QUICKLY** and **QUIETLY**.

Due to inclement weather or at the time of special emergencies it may be necessary to call a 2 hour delay, close school, modify bus routes, or dismiss school early.

Do not telephone the school but listen to the following stations for information:

WJER 1450 AM WJER 101.7 FM WBTC 1540 AM

WTUZ 99.9 FM WTOV CHAN. 9 Ohio News ONN WKYC TV3

PARENTS SHOULD MAKE ARRANGEMENTS WITH THEIR CHILD ABOUT WHERE THEY ARE TO GO IN THE EVENT OF AN EARLY DISMISSAL AND IN CASE OF A 2-HOUR DELAY.

In the event of a true emergency or change in the normal school day due to weather, Claymont will use the phone notification system. Please ensure that the office has your current phone numbers so you may obtain these messages.

EMERGENCY MEDICAL AUTHORIZATION

Ohio State Law requires an Emergency Medical Authorization form from each student. This form authorizes the school personnel to provide emergency treatment for a student in case of an accident or sudden illness, while under school authority. It also alerts school personnel to medical problems that may require special treatment or consideration. **Only persons listed on this form may be contacted or authorized to release the student from school. Students will not be permitted to participate in any extra-curricular activities, field trips, etc. unless this form is on file in the school office.** Please notify the school, in writing, should any change take place during the course of the school year.

FIELD TRIPS

Field trips may be conducted throughout the school year and are correlated with educational experiences of the student in the classroom. To help make this activity worthwhile and positive for our students the following rules prevail:

1. Parents will be asked to sign permission slips. 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 purposes.
2. The school reserves the right to deny individual student participation in a field trip due to the student's record of misconduct.
3. Parents asked to chaperone may not bring younger children.

FUND RAISING

Claymont Intermediate School will conduct a fundraising campaign each year. Selling will be voluntary and no minimum sales will be required. Profits will be used for monthly programs, materials, and supplies needed throughout the school year. A form will be sent home with students requesting parent permission to participate in the fund raiser.

HOMEWORK

Homework will be assigned by teachers to provide practice of a skill, a 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 the assigned work. When calling for homework for a student who is absent from school please call by 9:00 a.m. (922-1901), this will allow the teachers to compile the homework during their planning periods. If the request is made later in the day, 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 will not be interrupted during the school hours.

Students are responsible to ask/request the work missed from teachers when they return to school. Students will have one day for every day missed to make up missing assignments. **HOMEWORK WILL BE POSTED DAILY THROUGH PROGRESSBOOK, PLEASE CHECK ASSIGNMENTS WHEN YOUR CHILD IS ABSENT.**

Students will be responsible to make up any previously announced quizzes or tests on the day of his/her return.

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 phone numbers or information about where they can be reached in case your child becomes ill or injured. If parents are not available, the school will contact who the parents have listed on the Emergency Medical form to assist with your child.

Sick/injured children will only be released to the child's custodial parent or a person identified by the custodial parents.

INTERNET

Please read the enclosed Acceptable Use Policy found in back of this handbook. The parent permission form enclosed in this handbook must be on file for students to have internet access at school. If your child is new to the district, please complete the enclosed form and return it to your child's teacher.

Please refer to the Student Code of Conduct at the end of the student handbook for specific disciplinary actions from violations in the Internet Acceptable Use policy.

LIBRARY

The purpose of the library program at Claymont City Schools is to provide materials, both print and non-print for educational purposes. The library is open on a regularly scheduled basis and is supervised by the library aide. Library classes are held for all fourth and fifth graders. These classes are held for the purpose of library instruction as well as for the enjoyment of the materials and books. Students are responsible for any lost or damaged books that are in their possession.

LEAVING SCHOOL GROUNDS

Students will not be permitted to leave the school grounds after arriving for school without the knowledge and approval of school personnel or the parent/guardian in writing. **Verbal approval will not be accepted.** Parents/guardian or an approved person must sign the student out in the school office. No student will be removed from the building by law officials without parent notification, unless a statement of arrest is made or a warrant for arrest is presented.

EXCEPTION: Representatives from the Department of Human Services may remove a child from the school who is believed to have been physically or sexually abused.

LICE

Claymont City Schools has a no-nit policy. Students found with head lice (live or nits) will be sent home. Whenever a student is found to be infested with head lice, s/he is to be sent home for treatment and must be checked by the school nurse upon return to school, with a parent present. Any siblings (if within the district) must also be checked before returning to school. The nurse will clear the students to come back to school. One day's absence for lice removal will be excused. Any additional absences are unexcused. If of pattern of recurring lice-related absences develop, the matter will be brought to the attention of the Attendance Officer for possible further action.

What to do if head lice is found:

1. Treat all individuals found with an anti-lice shampoo.
2. Soak all combs and brushes in an anti-lice shampoo solution for ten 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 2-3 weeks.
4. **IMPORTANT - ALL INDIVIDUALS' HAIR NEEDS TREATED AGAIN IN 8-10 DAYS. WASH BEDDING, PAJAMAS AND SOAK COMBS AND BRUSHES AGAIN.**
5. Check individuals' hair nightly for one week and weekly for at least 3 weeks. (Re-infestation can occur in 2-3 weeks and treatment will need to be repeated.)

LOCKERS

Lockers are assigned at the beginning of the school year. They remain the property of the Board of Education and are subject to inspection or search by authorized school personnel at any time. Students are responsible for maintaining an orderly locker. Decorations MUST be in good taste and easily removable. No stickers are to be placed inside/outside of the locker. The placing of locks on lockers is the responsibility of the student. **If a student chooses to place a lock on the locker, the combination/key must be kept in the school office or with the teacher. Failure to remember the combination or key will result in the lock being cut off.** **No phone calls will be permitted for parents to bring in a forgotten key.** Any personal items left in lockers at the conclusion of the school year will be removed and discarded.

LOST & FOUND

Please mark items with the student's full name to simplify the return should the item becomes lost. Items will be kept in the Lost & Found box for one month. After this time, unclaimed items will be donated to charity. Encourage your child to be responsible for his/her belongings.

LUNCH/BREAKFAST PROGRAM

Claymont City Schools provide students with a well-rounded lunch each day. A cafeteria lunch can be purchased for \$2.60. Reduced lunch (\$0.40) and Free 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. A single lunch charge may be made with repayment expected the next day. If the student needs to charge more than 1 day, they will be offered a peanut butter lunch rather than the regular main course item.

Students are always welcome to bring a sack lunch from home. Milk may be purchased for \$0.50. The lunch period is closed. Students who go home occasionally must bring a note indicating they are going home. **No student will be permitted to leave the school grounds for lunch unless a written request has been made by the parent and approved by the principal.** All students leaving the building at lunchtime or any other time prior to dismissal are to be signed out by a parent/guardian.

Breakfast will be available for students at a cost of \$.40 each day. Students that are eligible for Free and Reduced lunches will receive breakfast at NO COST.

MEDICATION

It is strongly recommended that required medication be administered at 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 school to administer medication to their children. If this cannot be done, any pupil who is required by a physician's order to take medication during the school day must comply with the following policy:

1. **A release form from the parent/guardian of the student and the physician requesting that medication be given during school hours must be presented.** These forms may be obtained through the school office.
2. **Medication must be brought to school by the parent** in a container appropriately labeled by the pharmacy or physician. Long-term medications may be brought in a one-month supply.
3. New request forms must be submitted each year and as necessary for changes in a medication order.
4. Prescription medication will be locked, out of view, in the school office.
5. Prescription and non-prescription drugs must be a doctor's order, labeled with all necessary information including student's name, the date, the name of the drug and time intervals to be taken.
6. Any unused medication unclaimed by the parent will be destroyed by school personnel, when a

prescription is not longer to be administered or at the end of the school year.

Home & School

A parent teacher organization is established for the Claymont Intermediate School and Claymont Middle School. The purpose is to involve parents in helping to provide a comprehensive education for our students. All parents are urged to participate in the many activities throughout the year. Meetings will be held on various dates throughout the year. These are open meetings and all who are interested are welcome to attend. Please, watch for these dates in your monthly newsletters and reminder notes. You are encouraged to join a committee and become a part of your child's education. A signup sheet will be sent home with your child. If you do not receive this paper, please feel free to call the school for information.

Officers for 2018-2019 School Year are as follows:

President: Amanda Douglas

Vice President: Sarah McPherson

Secretary: Heather Fair

Treasurer: Nicolle Aul

RECESS

Decisions to have outside recess during cold weather depend upon the temperature, wind chill factor, and weather conditions. Students should always dress for outside recess. All students eligible for recess must be on the playground during outside recess. Supervised free time in the classroom/gym will be given to students when weather prevents outside recess.

SCHOOL FEES & SUPPLIES

There is a charge for student fees and supplies for the school year. This charge covers math workbooks, science materials, art supplies, and other needed materials. Fees for the year are \$25.00. **An additional fee of \$30.00 will be charged to 5th Grade for the use of Chromebooks. If your 5th Grade child has their own Chromebook that fee will be waived once our Technology Department has installed the software needed for the device to be used at school.** Checks can be made payable to the Claymont Board of Education. Please contact the office for information if needed. **SCHOOL FEES MUST BE PAID OR ARRANGEMENTS TO PAY THE FEES MUST BE MADE BY THE END OF THE SECOND NINE WEEKS, OR REPORT CARDS WILL NOT BE ISSUED.**

Your child will be expected to maintain the following personal supplies at school: notebook paper, folder, pencils and/or pens. Refer to the school supply list for additional requirements from the teachers.

Lost or damaged books

Students are responsible to adequately maintain books that are the property of the school. Should a book become lost or damaged beyond repair, the student shall be required to pay for the replacement of the book at the following fee schedule:

Less than one (1) year old:	current replacement cost
Two (2) years old:	50% of replacement cost
Three (3) years old:	40% of replacement cost
Four (4) years old:	30 % of replacement cost
Five (5) or more years old:	20% of replacement cost

SCHOOL HOURS

7:20

Students may enter the building

7:55
2:40

Tardy Bell
Student Dismissal begins

Children not riding a bus should not arrive at the Intermediate building before 7:20 AM. The school cannot be responsible for the supervision of non-bussed children before this time.

SCHOOL INSURANCE

Any medical costs for injuries received at school are the responsibility of the parents. An accident insurance policy is available to students desiring coverage to and from school, and while participating in school-organized activities. Forms are sent home at the beginning of each school year and are available in the office throughout the school year.

SCHOOL PICTURES

School pictures are taken by Ohio School Pictures/Lifetouch in both the Fall (October 12th) and Spring (March 28th). Fall pictures are ordered in prepaid packages. Envelopes will be sent home prior to picture day. Fall pictures will be used in the yearbook. Students will receive the proof of the Spring picture and will have the opportunity to place orders from the proof. All students will have a Spring portrait taken regardless of the intent to purchase.

SECURITY

In order to provide a safe environment for students, all doors to the building will be locked at the beginning of the school day every day and will remain locked until school is dismissed. Anyone entering the building after the tardy bell at the beginning of the school day will need to use the main entrance or elevator entrance (handicapped accessible) and will need to identify himself/herself to the school office prior to entering the building.

STUDENT RECORDS

School records are confidential and are protected by the "Privacy Act". Only authorized school personnel and the child's custodial parents or legal guardian have access to these records. Information is only given to others after 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. Records, reports or conferences will not be granted to step-parents without express permission of the custodial parents.

SUBSTANCE ABUSE & TOBACCO USE

No student shall use, exhibit the signs of being under the influence, sell, attempt to sell, possess, give, package, or deliver any prohibited substance while on the way to school, on school property or while involved in a school event. **The odor of a prohibited substance is sufficient to constitute possession.**

For purposes of this policy, a prohibited substance is defined as:

1. All alcoholic beverages.
2. All dangerous controlled substances as so designated and prohibited by Ohio statute.
3. All chemicals that release toxic vapors (i.e. glue, gasoline, cleaning fluids, white out, etc.)
4. Any prescription or patent drug except those for which permission has been granted pursuant to Board policy.
5. Any drug that bears, or whose container or label bears a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade

- name or identifying mark.
6. Any unmarked or unlabeled substance that is represented to be a controlled substance.
 7. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, color, markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
 8. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
 9. The use or possession of inhalants or of drug paraphernalia.

Please refer to the official Student Code of Conduct at the end of this student handbook for disciplinary actions resulting from substance & tobacco use and possession.

TELEPHONE

Students should plan so that they seldom need to use the telephone. However, if an urgent need arises, office permission may be granted to use the telephone. Students will not be called from class to answer the telephone, except in urgent cases. Messages will be taken and delivered to the student.

VISITORS

The Board of Education and school administration encourage visits to our school by parents, adult residents of the community, and others on official school business. If possible, we request visitors make advance arrangements with the principal. **ALL VISITORS MUST SIGN IN AT THE OFFICE UPON ENTERING THE BUILDING.**

VOLUNTEER PROGRAM

The Volunteer Program is an important part of Claymont Intermediate School. Without this help, a very important part of our educational program for our students would be lost. Help is needed in many of the following areas: tutoring, cutting, pasting, filing, computer assistance, library assistant, decorating, etc. If you would like to help in any of these or other areas, please contact the school office. We welcome you.

WEAPONS

The Board of Education will not tolerate the possession of weapons or other devices designed to inflict bodily harm by anyone while on district property or at a school sponsored event.

This prohibition shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely cause a dangerous condition.

ANY STUDENT WHO BRINGS A FIREARM ONTO SCHOOL PROPERTY SHALL BE EXPELLED FOR A LEAST ONE (1) CALENDAR YEAR UNLESS THE SUPERINTENDENT REDUCES THE PUNISHMENT FOR REASONS JUSTIFIED BY THE PARTICULAR CIRCUMSTANCES OF THE INCIDENT.

Please refer to the official Student Code of Conduct at the end of this student handbook for disciplinary actions resulting from look-alike items, firecrackers, smoke bombs, unwarranted fire alarms, bomb threats, etc.

CONCLUDING REMARKS

Every student is responsible for compliance with the rules, regulations, and/or guidelines contained in the student handbook. Steps have been taken to ensure the student handbook is as comprehensive as possible. However, students will also be held responsible for following policies/procedures initiated by classroom teachers. If you have any questions/concerns regarding the contents of the handbook, please contact the

school administrator at 922-1901.



CLAYMONT INTERMEDIATE STUDENT CODE OF CONDUCT

The student code of conduct has been created to inform students of Claymont Intermediate of their rights and responsibilities, behavior expectations and consequences for misbehavior while in school and at school sponsored events.

GOALS FOR STUDENT CODE OF CONDUCT

- 1. The student will be responsible for his/her actions and the consequences of those actions.*
- 2. The behavior expected from a student will be consistent throughout the building.*
- 3. Students who have broken rules will be disciplined in a fair and consistent manner.*
- 4. Good behavior will be encouraged and rewarded.*

STUDENT RIGHTS AND RESPONSIBILITIES

1. The rights and limits of students respecting freedom of speech, press, and assembly shall be in accord with the First Amendment of the United States Constitution.
2. Students shall have the right of representation and due process procedures in matters of suspension, removal and expulsion.
3. Each student has the right to a free, public education that is uninhibited by disruptions from student misconduct.
4. Every member of the school community, including students, parents, and the school staff has the responsibility to promote regular attendance, orderly conduct and behavior, freedom from fear of insult or injury, and maximum opportunities for learning on the part of each student.

5. The privileges and rights for all students shall be guaranteed without regard to race, religion, sex, creed, or national origin.

STUDENT GUIDELINES FOR REASONABLE SCHOOL CONDUCT

The Board of Education and School Administration recognizes the rights of students as individuals. It is also recognized that these rights must be balanced with the interests of an orderly and effective educational process in a school environment conducive to the healthy growth and development of all students. Teachers must be able to teach, supervise, and conduct their educational program. Students should not lose their rights to a good education because of disruptive actions of another student. In general, we must all consider the rights of others and assume the responsibilities that our rights place upon us. In order that this may be accomplished, the following guidelines for acceptable student conduct have been established:

1. Students are expected to be respectful and courteous to staff, bus drivers, volunteers and other students at all times. Any form of bullying, harassment, or disrespect will not be tolerated and will immediately be considered a level III violation.
2. Students should maintain good attendance and punctuality.
3. Students should employ good study habits and develop a productive homework routine.
4. Students will sustain good health habits and monitor one's personal appearance ensuring adherence to the student dress code found in the handbook.
5. Students will refrain from the use/abuse of tobacco, alcohol, or drugs not prescribed by a medical practitioner with permission granted by the Principal.
6. Students at no time will be permitted to leave school grounds without the accompaniment of an authorized adult.
7. Students will be expected to respect school property and the property of others. Any disfigurement or destruction of school property or the property of others is strictly prohibited.
8. Students will obey classroom rules and procedures at all times.
9. Students will refrain from using abusive or inappropriate language.
10. Students will demonstrate honesty and integrity. Cheating at no time is permissible.
11. Students at Claymont Intermediate are not permitted to chew gum while at school or while using school transportation.
12. Students shall not exhibit violent or sexually inappropriate behaviors toward self, staff or other students. Any physical or sexual acts of violence, panic-inducing behavior (bomb threats, 911 calls, unauthorized fire drills, possession of a concealed weapon, etc.) or evidence suggesting the intent to harm any member of the school population will be considered a level IV violation.

BUS RULES AND REGULATIONS

The bus driver is in full charge of the bus at all times and shall be responsible for order. The same regulations regarding care of property in the classroom or on school grounds apply to students who ride the school bus. Rules specific to bus riders include:

1. Arrive at the bus stop at least five minutes prior to the scheduled stop.
2. Wait in a location clear of traffic.
3. Behavior at school bus stops must not threaten life, limb or property of the individual.
4. Enter the bus in single file and go immediately to a seat.
5. Keep head, hands and arms inside the bus at all times.
6. Remain seated, keeping aisles and exits clear while the bus is in motion.
7. Students are to observe classroom conduct and obey the driver promptly and respectfully.
8. Possession or use of tobacco, alcohol or drugs on the bus is prohibited.
9. Refrain from eating and drinking on the bus, except as required for medical reasons.
10. No objects are to be thrown or passed on, from or into the bus.
11. Yelling, cursing, obscene language, scuffling and fighting are forbidden on the bus.
12. Students may leave/board the bus ONLY at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
13. Vandalism to bus property will result in the student and parent compensating for the repairs/replacement of destroyed property.

14. Any student riding a school bus who refused to identify himself will lose bus transportation privileges for one (1) calendar year.
15. Students who threaten or swear at the bus driver may also lose bus transportation privileges for up to one (1) calendar year.

Penalties for Bus Infractions

Students choosing to violate the school transportation safety rules may have their bus-riding privileges revoked for a period of time. Continued violation of safety rules may result in a student's bus-riding privileges being revoked for the remainder of the school year.

Any flagrant offense will result in suspension at the decision of the principal. All parents are to be notified of a ruling. *If a student is suspended from the bus, his/her parent(s) will be required to furnish transportation to and from the school during the entire period of suspension.*

CAFETERIA RULES

1. Students will place lunch orders in their respective homerooms. Lunch money deposits may be turned in to the cash register before school begins or at lunch.
2. Students bringing lunches from home will not be permitted to place sack lunches or buckets in the school refrigerator or use the microwave ovens to heat any entrées.
3. Student will follow directions from the staff member and proceed through the lunch line in an orderly manner.
4. Once through the line, students are expected to choose a seat promptly and remain seated throughout the lunch period.
5. Students are requested to maintain a modest level of talking out of respect for other students in the cafeteria. The supervising staff member will determine if the noise level is unacceptable and will take action to correct the problem.
6. At no point during the lunch period is it appropriate to throw food or lunch litter at anyone or anything. Doing so will result in fitting consequences.
7. At the conclusion of lunch, a staff member will direct students to clean up the student's lunch area, discard lunch litter in waste containers, and report to homeroom classes.
8. Preferential seating is a privilege that can/will be revoked if the situation deems it necessary.

HALLWAY EXPECTATIONS

1. Students are to refrain from visiting lockers between classes. Time is provided before school, during the lunch hour and prior to dismissal to organize class supplies.
2. Transition between classes is to be an orderly, efficient occurrence. Once dismissed from one class, students are to report directly to the next class as quietly as possible, respecting the educational rights of classes still in session.
3. To use the restroom, students are expected to obtain permission from the classroom teacher and also sign out on the class exit registry.
4. Students should not be found in the hallway during class time unless absolutely necessary. Restroom privileges will be revoked for students frequently spotted in the hallway during class time.

PLAYGROUND RULES

1. During lunch recess, students must stay in front of the building.
2. Candy, gum, food or drink is not permitted on the playground.
3. Excessive rough play, tackle football, pogo sticks, skates or skateboards are not permitted.
4. Students are not permitted to leave the playground area. (Retrieval of balls permitted only with duty person's permission.)
5. Misused or destruction of playground equipment will not be tolerated.
6. Students are not to enter the building without the permission of the duty teacher.
7. All students are to stay off the wall. Benches are provided for relaxing.

8. Conventional regulations and procedures of games should be followed ensuring fair and consistent play for all participants.
9. Attempts should be made to include any student wishing to participate in an activity.
10. Respond promptly to the signal at the conclusion of lunch recess. Follow directions quickly and quietly for entering the building.

CLAYMONT INTERMEDIATE DISCIPLINARY CODE

The following discipline code outlines the subsequent levels of school infractions, examples of offenses at each level, and the disciplinary outcomes that can be expected at each level.

LEVEL 1 INFRACTIONS

- A. Description: Misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.

- B. Procedures:
 1. Immediate/consistent intervention will be provided by the teacher/staff member who is supervising the student or observes the misbehavior.
 2. The teacher will maintain an accurate anecdotal record of the offense and disciplinary action.
 3. The teacher may wish to discuss misbehavior with the parent, administrator, and/or support personnel.
 4. The student will receive a mark on personal behavior chart.
 5. The teacher will briefly note infraction in student planner.

- C. Examples:
 1. Cheating/lying
 2. Horseplay or scuffling
 3. Dress code violation
 4. Loud, boisterous noise in classroom/hallway/cafeteria
 5. Minor defacing of school/student property (writing on desks, walls, books, etc)
 6. Public display of affection/emotion
 7. Throwing objects (pencils, erasers, snowballs, etc.)
 8. Violation of classroom procedures established by the teacher
 9. Bullying/harassment of fellow students
 10. Use of inappropriate language/gestures
 11. Misuse of an electronic device during school day

- D. Disciplinary Outcomes:
 1. Verbal reprimand
 2. Personal conference
 3. Special seating within the classroom
 4. Withdrawal of privileges
 5. Special assignment
 6. Telephone call to parent(s)
 7. Written communication with parent(s) – letter or email
 8. Teacher detention
 9. Parent/teacher conference
 10. Guidance referral

LEVEL II INFRACTIONS

- A. Description: Continuation of Level I misbehavior(s) that require administrator intervention when Level I disciplinary outcomes have failed to correct the behavior OR misbehavior(s) which tend to disrupt the orderly climate and conduct of the school and are serious enough to require the

corrective action of the Principal.

B. Procedures:

1. Referral to the Principal
2. The Principal will meet with the student and/or teacher to discuss prior incidences and previous disciplinary responses.
3. The Principal will determine the most appropriate response and administer the disciplinary outcome.
4. The Principal will notify the teacher and parent of the student's misbehavior.
5. The Principal will maintain an accurate anecdotal record of the offense and the disciplinary action.

C. Examples:

1. Continuation of Level I offenses
2. Insubordination
3. Bus disturbance
4. Cafeteria disturbance
5. Leaving school grounds without permission
6. Dress code violation that causes a disruption to the education process
7. Loitering in hallways
8. Possession of obscene material
9. Flagrant disrespect to school personnel in word or gesture
10. Internet/Technology violations
11. Tardiness to school
12. Blatant use of inappropriate language
13. Repeated misuse of electronic device/Inappropriate network/internet behavior
14. Continued bullying or cyber-bullying of fellow students

D. Disciplinary Outcomes:

1. Warning
2. Office Detention
3. Withdrawal of privilege
4. In-school study up to three (3) days
5. Out-of-school suspension for (1) day with Due Process proceedings
6. Parent/administrator conference
7. Referral to an outside agency
8. Confiscation of objectionable items
9. Friday school
10. Emergency removal

LEVEL III INFRACTIONS

A. Description: These infractions sometimes result from the continuation of Level II misbehaviors. These acts are more serious because they have a lasting and detrimental effect on an individual or may pose a threat to the health and safety of others in the school. While most misbehavior(s) can be handled by school personnel, some may be considered criminal offenses which may result in the involvement of outside agencies.

B. Procedures:

1. Referral to the Principal
2. The Principal will initiate an investigation of the infraction.
3. The Principal will meet with the student and supervising teacher, if necessary, to discuss the incident and the disciplinary response.
4. The Principal, with the student, will notify the parent about the student's misconduct and disciplinary response.

5. The Principal will maintain an accurate anecdotal record of the offense and the disciplinary action.
6. If appropriate, the Principal will contact law enforcement officials.
7. **In the event of a possible suspension/expulsion, Due Process proceedings will be followed.**

C. Examples:

1. Continuation of Level II offenses
2. Assault and/or battery of another student or school official
3. Breaking/entering, (or the attempt thereof) of secured areas
4. Indecent Exposure
5. Threatening harm: verbal or physical threat to student(s) and/or school personnel
6. Theft, possession, or sale of another's property
7. Harassment of school personnel
8. Sexual harassment
9. Possession or use of drug, tobacco or alcohol substances
10. Vandalism
11. Unauthorized use, damage to files, copyright violations of Internet or the school's Network

D. Disciplinary Outcomes:

1. Temporary removal from class
2. In-school study from one (1) to five (5) days
3. Out-of-school suspension up to five (5) days with Due Process proceedings
4. Parent/Administrator conference
5. Withdrawal of privileges
6. Restitution of property and damages
7. Referral to an outside agency
8. Friday school
9. Contact with law enforcement officials
10. Assignment to an alternative educational setting

LEVEL IV INFRACTIONS

A. Description: Disciplinary acts under Level IV could result from the continuation of lower level offenses. Also included are acts that are criminal in nature and pose a direct threat to the safety and welfare of the school population necessitating the immediate removal from school and the possibility of intervention of the Superintendent and/or law enforcement officials.

B. Procedures:

1. Referral to the Principal
2. The Principal will verify the infraction.
3. The parent will be notified of the offense and required to remove the student from the school, which will be documented as an **Emergency Removal**.
4. Due process proceedings will begin at the time of the emergency removal.
5. The Principal will maintain an accurate anecdotal record of the offense and the disciplinary action.
6. If appropriate, the Principal will contact law enforcement officials.
7. **In the event of expulsion, the student will receive a formal due process hearing in front of the Superintendent.**

C. Examples:

1. Continuation of Level III offenses
2. Panic-inducing acts (Bomb threat, falsifying a 911 call, unwarranted activation of the

fire alarm, etc.)

3. Arson
4. Engaging in conduct prohibited by the criminal code or ordinances of the State or community while on school grounds or at school activities
5. Engaging in conduct so disruption as to interfere with the orderly operation of school or creates a clear and present danger to the health and welfare of the school population.
6. Possession/use/transfer of dangerous weapons or explosives (including firecrackers, smoke bombs, etc.)

D. Disciplinary Outcomes:

1. Maximum ten (10) days out-of-school suspension with Due Process proceedings
2. Contact with law enforcement officials
3. Parent/Administrator conferences
4. Referral for outside agencies for psychological services, alcohol/drug rehabilitation, etc.
5. Restitution for property and damages
6. Emergency Removal
7. Assignment to an alternative educational setting
8. Expulsion

DUE PROCESS PROCEDURES

(required for suspension/expulsion)

In the event an infraction occurs that could result in suspension/expulsion of the student, the following procedure will be followed by the Principal to ensure due process:

1. Informal hearing: The Principal shall investigate to the extent necessary to determine if an offense has occurred which is grounds for suspension. The infraction shall be discussed with the student so the student may have the opportunity to be heard with respect to the alleged offense unless the student is unavailable or unwilling to discuss the incident.
2. Notice of Intent to Suspend: Should the Principal determine the need for suspension/expulsion, the student shall be notified and will acknowledge understanding of this intent with a signature.
3. Parent Notification: The student's parent/guardian will receive formal notification of the suspension/expulsion through the mail. An initial attempt to contact parents via phone will also be made.
4. Right to Appeal: A parent/student has the right to appeal the suspension and must contact the principal within 24 hours of receipt of the suspension notice. The Principal will schedule a hearing among the parent, Superintendent, and Principal.
5. Parent will receive notice of the Superintendent's decision after the appeal is heard.
6. The school reserves the right to keep the students on OSS until the appeal officer's decision is made.

This policy is not in effect with normal disciplinary procedures in which a student is not subject to suspension or in the event of an emergency removal for a period of less than 24 hours.

The Principal or Superintendent (in the absence of the Principal) may suspend a student from school for not more than (10) days. Counting of such days shall begin with the date of the removal. The Superintendent may expel a student from school for a longer period of time based on the recommendation of the principal.

NOTE: Examples of unacceptable student misconduct and disciplinary responses are not limited to those provided in the student code of conduct.

NOTE: Repeated offenses of a particular infraction may result in more severe consequences than

those provided in each level of the student disciplinary code.

DEFINITION OF TERMS

Appeal:	The right to a hearing with the parent, Superintendent, and principal to review the allegations made toward a student, the evidence collected and the consequences assigned. After the hearing, the Superintendent will determine if Principal's actions were appropriate and just.
Bullying:	The willful and repeated exercising of power or control over another with hostile or malicious intent, either physically, verbally, psychologically, or a combination of all three. Physical actions include unwelcome physical contact hitting, kicking, spitting, pushing, pulling, damaging student property, extorting money, or blocking/impeding student movement. Verbal actions include taunting, malicious teasing, insults, name calling, and threats. Psychological actions include: spreading rumors, manipulating social relationships, coercion, extortion, intimidation or engaging in social exclusion.
Detention:	The holding of a student in a specified limited area before or after school or during recess.
Due Process:	Ensuring that the student receives fair and equal treatment in the event of a suspension or expulsion.
Harassment:	Unwanted verbal, non-verbal or physical actions that are discriminatory, intimidating, or sexual in nature. Verbal actions include: the making of written or oral innuendos, comments, jokes, insults, threats or disparaging remarks towards a person's gender, religious beliefs, ethnicity, or body size. Non-verbal actions include: placing objects, pictures, or graphic commentaries in the school environment or making suggestive, insulting or threatening gestures. Physical actions include: threatening or causing unwanted touching, patting, pinching, pushing the body or coerced sexual activity or disparaging actions such as hitting, hissing or spitting toward another person. Some forms of sexual harassment of a student by another student may be considered a form of child abuse which would require that the student-abuser be reported to the proper authorities in compliance with State law.
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 ongoing threat of disruption to the academic process.
In-School Suspension:	The placement of a student in a place isolated for the general population of students. Assignments will be required to be completed during this time. Following 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 privileges for a period of 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.
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 are given if a student is expelled. An expelled student may not participate in any school event for the duration of that expulsion.
Permanent Expulsion:	The student is forever banned from attending a public school in the state of Ohio.



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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Dear Parent/Guardian,

The handbook provided is your guide to frequently asked questions about various topics at the Claymont Intermediate School. You are asked to review the handbook with your child to ensure they understand the policies of our school.

In addition to the school handbook, you will find the district's technology policy. On the final page is a User Acceptable Use Policy Agreement that you and your child will need to sign in order to access the district's computer network, internet, and technology equipment.

Please complete the acknowledgement below that you and your child read the Student Handbook and return it to your child's teacher. It is recommended that you keep the handbook accessible for any questions that may arise through the school year.

_____ My child and I have read the Student Handbook and agree to abide by the policies of the school.

_____ (student's name) Grade: 4 or 5 (circle)

_____ (parent signature) _____ (date)