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# Claymont City Schools

## 2018-2019

### EQUAL EDUCATION OPPORTUNITY

*The Claymont Board of Education declares it to be policy of this District to provide an equal opportunity for all students to achieve their maximum potential throughout the classroom and extracurricular programs offered in this District regardless of race, color, creed, handicap, religion, sex, ancestry, national origin, place of residence, or social or economic background.*

### ABSENTEEISM

Absenteeism may be defined as the continued absence or repeated absences, over a period of time, by an individual or group of individuals.

It is important to note that we do not speak here of continued absence due to hospitalization or caused by extended physician care. It should be understood that a student absent without an excusable reason, as defined in the attendance policy, will be held accountable by the administration and/or attendance officer and may face disciplinary action, either within the school or from juvenile authorities.

### LICE POLICY

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 recurring lice-related absences develop, the matter will be brought to the attention of the Attendance Officer/administration.

### ANNOUNCEMENTS

Daily announcements about general activities, clubs and assemblies will be broadcast to all classrooms in the morning. **Much important information is passed along in this manner and the undivided attention of students and teachers is essential.** All announcements must be approved by the Principal and signed by the teacher requesting the announcement.

### ATHLETIC PARTICIPATION

As a member of the Ohio High School Athletic Association, Claymont Middle School encourages the participation of young men and women in a number of interscholastic sporting activities. The following is the philosophy of the OHSAA regarding interscholastic athletics at the 7<sup>th</sup> and 8<sup>th</sup> grade level:

The purpose of seventh and eighth grade education-based athletics is to provide rich and wholesome activities for as many students as possible. As a result, students will develop to the greatest degree talents and skills such as leadership, teamwork and discipline, which will enable them to become responsible citizens in our society while demonstrating good sporting conduct.

We believe in interscholastic athletics as an integral part of the total school program reflecting the needs of the school, the community and the student.

We believe the potential values to the student and coaches to be very essential. Competition under prescribed regulations and policies provides adolescents with the opportunity to develop ideas and habits of health, fair play, initiative, achievement, emotional control, good sporting conduct, social adaptability and good citizenship. Athletics foster team and school spirit and a sense of community.



We believe each coach should make every effort to provide an opportunity for participation for all students involved in a sport. The students shall be taught the fundamental skills necessary for further growth and improvement in their respective sports. These skills are to be taught by an educated/trained coach. We believe that high quality skill development for students at the seventh and eighth grade level is of utmost importance.

### **ATHLETIC ELIGIBILITY**

The Claymont City School District is a member of The Ohio High School Athletic Association and will follow OHSAA guidelines pertaining to student eligibility and transfer requirements for all athletes and cheerleaders who participate in interscholastic athletics. The standards are established by the Ohio High School Athletic Association and may be changed by them at any time. The Ohio High School Athletic Association provides minimum requirements, however, will allow school districts to set more stringent guidelines. The OHSAA constantly reviews and revises policies and procedures regarding student eligibility and transfer requirements. Please refer to those policies by visiting [www.ohsaa.org](http://www.ohsaa.org) to find the most up to date information.

Before an athlete may practice or participate in any athletic program, he or she must have a doctor's physical, a signed copy of the Athletic Regulations against smoking, drinking, drugs, and tobacco usage, and an insurance coverage form filed with the Athletic Director. The physicals are good for one (1) year only. This rule will be strictly followed.

Any student absent from school for more than half a day because of illness or unexcused absence shall not participate in a practice or game on the day of that absence.

In addition to the rules established by the Ohio High School Athletic Association, Claymont Middle School requires that in order to be eligible for athletics, a student:

- 1. Students must maintain at least a 1.50 grade point average prior to the beginning of each competitive season and maintain it throughout.**
- 2. Two 'F's' make the student-athlete automatically ineligible.**
- 3. Must be passing FIVE credits each grading period.**

**\*\*THE FOLLOWING CONDUCT AGREEMENT WILL BE IN EFFECT FOR ALL ATHLETES YEAR-ROUND THROUGHOUT THEIR ATHLETIC CAREER (Middle School and High School)**

### **OUT OF SCHOOL SUSPENSION**

**If a student athlete is placed on out of school suspension, he/she will be athletically suspended for one sanctioned, regular season event. If an event does not take place over the duration of the school suspension, the said athlete will serve his/her athletic suspension during the next sanctioned, regular season event.**

### **CAFETERIA**

Students should assemble in the lunch line in an orderly manner at the time specified. The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price

The cafeteria workers, custodians, and your fellow students will appreciate your cooperation in:

- A. Depositing all lunch litter in waste containers,**



- B. Leaving the table and floor around your eating area in a clean condition for others,
  - C. Maintaining a reasonable level (as defined by the supervisors) of talking.
- Breakfast and Lunch are free of charge to all students.

### **CLOSED LUNCH POLICY**

Claymont Middle School has a closed lunch policy. **No one is permitted to leave the building for lunch unless signed out by a person listed on the emergency medical form.** Students are to remain in the cafeteria during the lunch period, except as excused by the teacher(s) on duty. Lunch is a closed period and any student leaving school during this time, without prior written permission, will be subject to disciplinary action.

Food may not be brought into the building unless it is approved by the principal and/or teacher in charge of an activity. No food or other items are to be taken from the cafeteria.

### **BUILDING 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. **NO STUDENT IS TO OPEN ANY EXTERIOR DOOR AND/OR ALLOW ANY PERSON TO ENTER THE BUILDING AT ANY TIME.**

Claymont Middle School is equipped with a video surveillance system that will be referred to in investigation of inappropriate school activity.

### **CALENDAR OF EVENTS**

The calendar in the principal's office contains dates and times of the year's events. This is to be considered the official calendar. If you want a date reserved for a school function, please make sure that you speak with the school principal so that the date can be placed on the calendar.

**NO EVENT MAY BE HELD UNLESS IT IS PLACED ON THE OFFICIAL SCHOOL CALENDAR AND PROPER ARRANGEMENTS HAVE BEEN MADE AT LEAST TWO (2) WEEKS PRIOR TO THE EVENT.**

### **CLASS CUTTING**

CUTTING may be defined as an unacceptable absence from school or class (es) and /or assigned location as a result of a deliberate and willful action on the part of the student.

Students found to be cutting an assigned location (that is, class, lunch, study hall, etc.) are subject to disciplinary action on the part of the school. This disciplinary action may include, but will not be limited to, notification of parents, assignment of detention, and, in repeated cases, suspension and/or referral to juvenile authorities.

### **ELECTRONIC DEVICES**

According to the Claymont City School Acceptable Use 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.** Any device found to be in violation of these rules will be confiscated and turned it to the school administrator. Note: school district officials reserve the right to review material, including text and pictures, on confiscated items. The District assumes no liability if these devices are broken, lost or stolen.





**Students will not be permitted to carry their cell phones with them throughout the school day. Cell phones are to be kept in lockers with a lock; or not brought to school.**

**1st Offense:** Documented warning.

**2nd Offense:** Cell phone goes to the office for the remainder of the day, a common detention will be assigned.

**3rd Offense:** Cell phone goes to the office for the remainder of the day, two common lunch detentions will be assigned, a parent/guardian must pick the phone up from the office.

**4th Offense:** One day of ISS will be assigned, and a parent/guardian must pick the phone up from the office.

**5th Offense:** Two days of ISS will be assigned, cell phone restriction will be issued(phone is no longer allowed in the building for the remainder of the semester).

**(Offenses start over per semester)**

### **EMERGENCY DRILLS**

We conduct various emergency drills for the purpose of planning for an emergency situation, should one ever arise. Routes and procedures are posted in each classroom and should be reviewed. Follow the directions of your teacher QUIETLY and QUICKLY.

### **FAMILY VACATIONS AND TRIPS**

While we do not encourage student absence from school for family vacations, we may excuse the absence if prior approval is obtained. Students and parents should be aware that any reduction in grades resulting from the time missed is solely the responsibility of the family. The student is responsible for acquiring the assignments ahead of time and completing all work on time.

A student may be excused, upon written request of parents/guardians prior to the date of departure, in order to accompany parents, guardians, or immediate family members on a vacation or trip. **THIS WRITTEN REQUEST MUST BE PRESENTED TO THE ATTENDANCE OFFICE AT LEAST THREE (3) SCHOOL DAYS BEFORE LEAVING, UNLESS EMERGENCY CIRCUMSTANCES ARISE.** For purposes of this policy, immediate family will be defined as mother, father, grandmother, grandfather, or legal guardian. The student will be held accountable for any work missed.

*Students will NOT be excused for vacations or trips during the last week of each semester* and the days will be considered unexcused absences. Vacations taken not in the company of the immediate family are NOT considered approved trips and will be considered unexcused absences.

### **FUNDRAISERS**

Any school group or organization, which plans to conduct a fundraising activity, must have that activity approved by the advisor and principal **before** the activity may be held.

### **GRADE CARDS**

Grade cards will be issued approximately one (1) week following the end of each nine-weeks grading period. Any student wishing to discuss a grade with a teacher must make an appointment at the teacher's convenience.

Grade cards may be held for the following reasons:

1. Money owed for bills or fines,
2. Overdue library books,
3. Failure to return athletic equipment and/or uniform,



4. Money owed for activity sales projects,
5. Failure to pay school fees by the end of the first 9-weeks.

### **GRADING SCALE**

The following will be used to determine letter grades and quality points for cumulative average for all courses that receive letter grades:

A	92 - 100	4.00
B	83 - 91	3.00
C	74 - 82	2.00
D	65 - 73	1.00
F	00 - 64	0.00
NC		0.00

The grade “NC” will be given when a student has exceeded the number of days absent which is permissible by the attendance policy or when the minimum course requirements have not been met.

### **HONOR ROLL**

Students are selected for the Honor Roll based on their grade point average for the nine-weeks grading period.

#### **Principal’s List**

The Principal’s List is the highest of the academic honor rolls. To be eligible for the Principal’s List a student must have a nine-week grade point average of 4.00.

### **HALL PASSES**

Students are expected to be in class at all times class is in session. Students are not to be in the halls, at their lockers, or in the restrooms during class time.

Any student who is in the hall during class time **MUST** have a hall pass properly issued by a faculty member. IF A STUDENTS IS IN THE HALL WITHOUT A PASS DISCIPLINARY ACTIONS MAY BE TAKEN.

### **HONESTY**

Teachers can frequently see the difference between a student’s usual work and work that is not his/her own. Protecting honest students from unfair competition requires that teachers take care in looking for and acting against dishonest practices.

Claymont City Schools has adopted a policy against cheating and plagiarism

#### **Cheating includes, but is not limited to:**

1. Obtaining or keeping partial or whole copies of tests or quizzes, except as allowed by the teacher.
2. Using notes, textbooks, or other information during tests and/or quizzes, except as allowed by the teacher.
3. Obtaining or exchanging information during tests.
4. Copying homework assignments.
5. Additional actions as set by teachers.

#### **Plagiarism includes, but is not limited to:**

1. Copying words, sentences, and/or paragraphs directly from the work of another without proper credit.
2. Copying illustrations, figures, photographs, drawings, models, or other visual or non-visual materials of another without proper credit.
3. Presenting work prepared by someone else in final or draft form as one’s own.



Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero (0) for the work, and notify the parent immediately as to the action taken. In this notification, the parent shall be informed that a second offense will bring disciplinary action.

### **ILLNESS AT SCHOOL**

If a student becomes ill during the day, he/she should obtain permission to go to the office. No student will be permitted to leave school to go home unless a parent or guardian or someone else listed on the Emergency Medical Authorization form is notified and gives permission for the student to leave school.

### **INCOMPLETE GRADES**

In some cases, due to excused absences, it may be impossible to have all work finished by the end of the nine-weeks grading period. The teacher may then record an incomplete ("I") for a grade. The "I" indicates that all work has not been completed. If a student receives an incomplete, he must see his teacher about any assignments missed. An incomplete must be made up within two (2) weeks after the end of the grading period. If incomplete work is not turned in by this deadline, all work not finished will be assigned a value of "0" and averaged in with the remaining grades to determine the nine-week grade.

If the teacher determines that the nature of the incomplete work is such that failure to satisfactorily complete this work results in the minimum course requirements not being met, a final grade of "NC" will be assigned in the course and no credit will be awarded.

### **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. It is the student's responsibility to ensure that his locker is kept locked and in order at all times. Damage to a locker must be paid for by the student.

If your lock or locker does not operate properly, please notify the GUIDANCE COUNSELOR immediately. THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

1. Students are allowed to use locks that are not issued by the school. The combination and/or a key to the lock must be given to their homeroom teacher.
2. The locker is to be used by one person ONLY. **Sharing lockers is not permitted.**
3. A student may ONLY use the locker assigned to him/her.
4. Report any malfunctions to the custodian. A student is not permitted to alter any part of a locker or permit it to be altered.
5. Keep the locker neat, orderly, and clean. Decorations MUST be in good taste and easily removable.
6. Any personally owned locks or items left in lockers after the conclusion of the school year will be removed and discarded.
7. If a student fails to turn in a school issued lock at the end of the year, a \$5.00 fee will be assessed.

### **LRC (Library)**

1. The new SIRSI library catalog for locating library materials is now online and available anywhere there is Internet access. While at school, click on the "cat"



- icon to pull up the catalog. The librarian has information regarding home access.
2. Books and magazines circulate for 2 weeks, with renewal privileges. Students will not be permitted to check new books out until all late materials are returned.
  3. Failure to adhere to LRC policies may result in office referral, detention, or long-term removal from the library.
  4. If a student checks out a book and does not return it, he/she is responsible to cover the replacement cost of the book(s) or magazine.
  5. **No students are permitted in the library without adult supervision.**

### MEDICAL FORMS

Each student is REQUIRED to have his parent/guardian complete an "Emergency Medical Form" for school use. These forms are extremely important as they give the school direction and authorization, if necessary, to provide for emergency treatment for the student in case of an accident or sudden illness. **Only persons listed on this form may be contacted or authorized to release the student from school.** Please notify the school, in writing, should any change take place during the course of the school year. All forms are available on under the parent tab on the district website.

### MEDICATION AT SCHOOL

- In those unique circumstances where a student must take prescribed or over the counter medication during the school day, the following procedures will be observed:
- A. Parents should cooperatively determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
  - B. Appropriate request and release forms must be filed with the respective building principal or school nurse **before** the student will be allowed to begin taking any medication during school hours. This includes both prescription and non-prescription medications.
  - C. This release form shall be written and signed by the parent(s) and physician and shall include:
    6. Authorization for school personnel to administer the prescribed medication;
    7. Agreement/satisfactory arrangement to deliver medication to/from school;
    8. Agreement to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated. A new request form must be submitted each school year.
  - D. All medication to be administered during school hours must be registered with the respective principal's office.
  - E. Medication that is brought to the office will be secured.
  - F. For each prescribed medication, and over the counter medication (aspirin, cough syrup, etc.) the container shall have pharmacist's label with the following information:
    - Student's Name
    - Physician's Name
    - Date
    - Pharmacy Name and Telephone
    - Name of medication
    - Prescribed dosage
    - Frequency and special handling and storage directions
  - G. It is the parent's/guardian's responsibility to provide the school with the adequate supply of medication. Long-term daily medication may be brought by the parent on a monthly basis.





- H. Any unused medication unclaimed by the parent will be destroyed by school personnel, when a prescription is no longer to be administered, or at the end of a school year.
- I. The parents/guardians have sole responsibility to instruct their child to present himself/herself for taking the medication at the scheduled time, and the child has the responsibility for presenting himself/herself to take the prescribed medication. Efforts will be made by school personnel to communicate a student's medication needs to all.
- J. Students are permitted to carry and use an epinephrine autoinjector (epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epi-pen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.
- K. Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal, and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.
- L. If it is necessary to administer the Epi-Pen to a student who has a life-threatening reaction from a bee sting, the procedure will be to then transport the student by ambulance to the hospital, as the Epi-Pen provides only temporary treatment until medical help can be obtained.

### **OFFICE**

The school office exists for service and for the conducting of official school business. NO STUDENT IS TO BE BEHIND THE OFFICE COUNTER EXCEPT BY PERMISSION OF THE OFFICE SECRETARY. Should you have a problem, please notify the secretary, and she will gladly assist you. The telephone in the office is for official business. EXCEPT IN CASES OF ILLNESS OR EMERGENCY AND WITH PERMISSION OF THE OFFICE SECRETARY, THE OFFICE TELEPHONE IS NOT FOR STUDENT USE

### **SCHOOL FEES AND MATERIALS**

Most textbooks are furnished by the Claymont Board of Education. They are not to be marked in, torn, or damaged in any way. If a book is damaged or lost, the student to whom the book was issued is charged a fine to cover the cost of replacement. All fees must be paid by the end of the nine weeks or report cards will be for a student to receive a diploma at graduation. All fees must be paid by the end of the year.

#### **Chromebook fee:**

If a student chooses to use a school issued Chromebook, there will be a \$30 Technology fee.

#### **Return from digital or online school:**

A \$40 fee will be assessed to reenroll from any digital learning academy or online school.

#### **Lost books:**

- a. If the book is less than one (1) year old; the student shall pay a replacement cost as reflected in the current publisher's catalogue.
- b. If the book is between one (1) and two (2) years old, the student shall pay fifty percent (50%) of the current catalogue cost.
  - If two (2) or three (3) years old – 40%
  - If three (3) or four (4) years old – 30%
  - If more than four (4) years old – 20%



### **Damaged books:**

If, in the opinion of the teacher, the book is not usable as a result of carelessness or deliberate act, the student shall be required to pay the same as a lost book.

### **SCHOOL INSURANCE**

An accident insurance policy is available to students desiring coverage. The cost of the policy will be announced or given to the student. The policy offers insurance protection to pupils on their way to and from school, and while participating in most school-organized activity. This policy takes care of expenses not covered by other valid and collectible insurance covering the injury. Twenty-four hour insurance is also available.

Students participating in interscholastic sports are required by Board Policy to have an adequate insurance plan or waiver form on file in the athletic office. Participants in football will be under a different coverage of this policy.

### **STUDENT DAILY SCHEDULE**

Students are urged to plan their daily schedule such that, upon arrival, they go to their lockers and get the books needed for their morning classes, then report to their class/homeroom before the tardy bell rings.

### **STUDENTS ARE NOT TO LEAVE THE SCHOOL BUILDING AT ANY TIME DURING SCHOOL HOURS EXCEPT BY SPECIAL PERMISSION OF THE PRINCIPAL.**

Except in the case of scheduled activities supervised by members of the staff, or their authorized representatives, no student is to remain in the building more than fifteen (15) minutes after the conclusion of the school day.

### **STUDENT FIELD TRIPS**

Field trips taken by a class must be approved in advance by the school administration. In order for a student to participate in a field trip or other activity requiring early release, excluding participating in scheduled sports activities, a student must have turned in a permission slip and emergency medical form, signed by the parent/guardian and have an acceptable attendance record. Teachers always reserve the right to deny a student's participation on a field trip.

### **STUDY HALLS/Academic Assist Period**

Students should report to study halls prepared to work. Talking and unnecessary noise will not be tolerated.

Specific study hall guidelines are as follows:

1. Students assigned to study hall must report with texts and materials to study or read.
2. Students must be in their assigned seat by the bell. When the bell rings and students are not in their seat, they will be considered tardy.
3. Quiet must be maintained at all times. No talking is permitted except with permission of the study hall teacher.
4. No student may leave the study hall without the permission of the teacher.
5. One (1) student at a time may be permitted to go to the drinking fountain, restroom, or locker.
6. One (1) person at a time may be permitted to go to the guidance office, the main office, or the attendance office.
7. Only those students who need to use the library for research, reference work, class work, etc. will be permitted to go to the library if the library is open.
8. Other rules may be established by the teacher.



## TARDY TO CLASS

Students are expected to be in class and ready to begin when the tardy bell sounds. Students should not be in the halls, restroom, or anywhere except in their assigned location. **Once a student accumulates 4 tardies to a class in a semester, he/she will receive a Friday School.**

## TELEPHONE CALLS

Students will not be called from class to answer the telephone, except in urgent cases. Messages will be taken and delivered to students.

All telephone calls should be confined to school business, except in an emergency. ALL LONG DISTANCE TELEPHONE CALLS MUST BE MADE "COLLECT" OR WITH A CALLING CARD. Students should plan so that they will seldom need to use the telephone. However, if an urgent need arises, office permission may be granted to use the office telephone.

## 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. Visitors must make arrangements with the principal in advance of the visit, if possible.

ALL VISITORS MUST REPORT TO THE OFFICE UPON ARRIVAL, and those who are permitted to visit must sign in and will be given an office pass.

The following will normally be approved:

1. Parents,
2. People on official business,
3. Former students who wish to visit teachers during their conference or lunch periods.
4. Others as determined by the principal.

## WITHDRAWAL FROM SCHOOL

Students are required by state law to be in attendance at school until they reach the age of eighteen (18) or have received a diploma.

Whenever a student withdraws from school without meeting these requirements, moving out of the school district, or enrolling in and attending another approved program, the Superintendent is required to notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court.

Such notification is to be given within two (2) weeks after the Superintendent confirms the student is not meeting one of these requirements.

## SCHOOL TRANSPORTATION SAFETY RULES

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 or transportation supervisor.

The bus driver is in full charge of the bus at all times and shall be responsible for order. The driver may assign each pupil a seat.

The following regulations are in effect for transported students:

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stops.
3. Behavior at school bus stops must not threaten life, limb, or property of any individual.



4. Pupils must go directly to an available or assigned seat.
5. Pupils must remain seated, keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating and drinking on the bus, except as required for medical reasons.
9. Pupils must not possess or use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus, except for prescription medication being brought for administration at school.
11. Pupils must not throw or pass objects on, from, or into the bus.
12. Pupils may leave or board the bus ONLY at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
13. Pupils must not put head or arms out of the bus windows.
14. Pupils must not deface, damage, or destroy bus property.
15. Any student riding a school bus who refuses to identify themselves to the bus driver may lose their bus transportation privileges for one (1) calendar year. Also, students who threaten the bus driver or swear at them will receive the same punishment.

Students choosing to violate the school transportation safety rules may have their bus-riding privilege revoked for a period of time. (Further consequences may also occur at the building that could result in detention, suspension, etc.) 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**

**\*Student pick ups and drop offs are permitted on Uhrich Street ONLY. It is a safety hazard for students, bus drivers, and parents to be picked up on Main Street.**

### **STUDENT CONDUCT CODE**

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 holds students accountable for their behavior and teaches them to live with the consequences of their decisions.

### **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. In light of these orderly procedures for dealing with student concerns, no student shall disrupt any school-related activity.
4. Every member of the school community, including students, parents, and the school staff, has the responsibility to promote regular attendance at school, 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 CONDUCT AND RESPONSIBILITY**

The Board of Education and School Administration recognize 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 right to a good education because of the disruptive actions of another student. In general, we all must consider the rights of others and assume the responsibilities that our rights place upon us.

In order that this may be accomplished, the following student conduct code for Claymont Jr. High School is established.

### **DEFINITION OF TERMS**

**DETENTION:** The holding of a student in a specified limited area during lunch or 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 STUDY:** 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.

### **Regulations for Friday School**

The rules governing Friday School will be consistent with the rules in the high school handbook. In addition, students will be expected to observe the following:

1. It is the responsibility of the parent/student to arrange transportation for student drop-off (if needed) and pick-up.
2. Students are expected to be in the assigned room prior to the start of Friday School. Students arriving late will not be permitted to attend and will be counted as absent. One day of ISS will be assigned.



3. Students must bring work. Only school work and appropriate material are permitted.
4. If it is determined by the monitor that the student is disruptive or has failed to follow Friday School guidelines, the student will be dismissed and assigned 3 school days of ISS.
5. Students are not permitted to talk or sleep or pass notes in Friday School.
6. No cell phones are permitted.
7. Students are not permitted to eat or drink in Friday School.
8. Absence on the school day of the assigned Friday School does NOT excuse the student's absence from Friday School. Students are expected to be in attendance of an assigned Friday School.
9. Students who do not show for their Friday School that was assigned due to attendance issues, will be assigned 3 days of ISS.
10. Students who do not show for their Friday School that was assigned due to behavior will be assigned 1 day of ISS.

### **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 is dependent on the severity of the offense committed. However, the progression from least severe to most severe is as follows.

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



## Claymont Middle School Disciplinary Code – Level I

Description	Examples	Disciplinary Options/Responses
<p><u>Misbehavior</u> on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.</p>	<ul style="list-style-type: none"> <li>- Disruption of educational environment</li> <li>- Violation of electronic device policy</li> </ul>	<ul style="list-style-type: none"> <li>- Verbal reprimand</li> <li>- Personal talk</li> <li>- Special seating within the classroom</li> </ul>
<p><b><u>PROCEDURES</u></b> There is immediate and consistent intervention by the <u>teacher</u> who is supervising the student or observes the misbehavior.</p> <p>The teacher maintains an anecdotal record of the offenses and disciplinary action.</p> <p>The teacher may wish to discuss misbehavior with the parent, administrator, and/or support personnel.</p> <p>The teacher is notified of the administrator's actions</p> <p>Parents are notified of the student's misbehavior</p> <p>A proper and accurate record of the offenses and disciplinary action is maintained by the administrator.</p>	<ul style="list-style-type: none"> <li>- Cheating or lying</li> <li>- Eating in unauthorized areas</li> <li>- Horseplay or scuffling</li> <li>- Inappropriate wearing apparel (hats, shorts, thin strapped tops, etc.)</li> <li>- Loud, boisterous noise</li> <li>- Minor defacing of school property (Writing on desks, walls, books, etc.)</li> <li>- Public display of emotion or affection</li> <li>- Tardiness to class or study hall</li> <li>- Throwing objects (pencils, erasers, snowballs, etc.)</li> <li>- Sleeping in class/study hall</li> <li>- Violation of classroom procedures established by the teacher</li> <li>- Harassment of fellow students</li> <li>- Use of inappropriate language / gestures</li> </ul>	<ul style="list-style-type: none"> <li>- Withdraw of privileges</li> <li>- Teacher detention</li> <li>- Special assignment</li> <li>- Telephone call to parent(s)</li> <li>- Written letter or email communication with parent(s)</li> <li>- Parental conference</li> <li>- Guidance referral</li> <li>- Device restriction</li> </ul>
<p><b><u>NOTE: LEVEL I EXAMPLES AND DISCIPLINARY OPTIONS/ RESPONSES ARE NOT LIMITED TO THOSE PROVIDED IN THE STUDENT HANDBOOK</u></b></p>		



## Claymont Middle School Disciplinary Code – Level II

Description	Examples	Disciplinary Options/Responses
<p>Often result from the <u>continuation</u> of Level 1 misbehavior(s) and require the intervention of personnel because the use of level 1 disciplinary responses/options has failed to correct the situation.</p> <p>Also included in this level are misbehavior(s) which tend to disrupt the orderly climate and conduct of the school.</p> <p>They are serious enough to require the corrective action on the part of administrative personnel.</p>	<ul style="list-style-type: none"> <li>- Continuation of Level 1 misbehavior(s)</li> <li>- Disruption of educational environment</li> <li>- Violation of electronic device policy</li> <li>- Acting in an insubordinate manner</li> <li>- Bus disturbance</li> <li>- Cafeteria disturbance</li> <li>- Cutting class/study hall</li> <li>- Gambling</li> <li>- Dress that causes disruption to the educational process</li> <li>- Failure to complete assigned detentions</li> <li>- Falsification of records, excuses, passes, schedules, etc.</li> <li>- Leaving school without permission</li> <li>- Loitering in unauthorized areas</li> <li>- Misbehavior at school-sponsored activities</li> <li>- Possession of obscene materials</li> <li>- Flagrant disrespect to school personnel/students in word or gesture</li> <li>- Truancy</li> <li>- Possession and/or use of tobacco products</li> <li>- Dissemination of unauthorized materials that violate school rules, e.g.-printed materials, buttons, etc.</li> <li>- Internet/Technology violations</li> <li>- Tardiness to school</li> <li>- Blatant use of inappropriate language</li> </ul>	<ul style="list-style-type: none"> <li>- Warning</li> <li>- Office Detention</li> <li>- Withdraw of privilege</li> <li>- Out-of-school suspension of one to ten days</li> <li>- Parental conference</li> <li>- Referral to an outside agency</li> <li>- Confiscation of objectionable items</li> <li>- District attendance policy</li> <li>- In-school-study of one to three days</li> <li>- Emergency Removal</li> <li>- Device restriction</li> </ul>
<p><b><u>PROCEDURES</u></b></p> <ul style="list-style-type: none"> <li>-Referral to administrator</li> <li>-Administrator meets with student and/or teacher to determine the most appropriate responses</li> <li>-The teacher is notified of the administrator's actions</li> <li>-Parents are notified of the student's misbehavior</li> <li>-A proper and accurate record of the offenses and disciplinary action is maintained by the administrator.</li> </ul>		<p><b><u>NOTE: LEVEL II EXAMPLES AND DISCIPLINARY OPTIONS / RESPONSES ARE NOT LIMITED TO THOSE PROVIDED IN THE STUDENT HANDBOOK.</u></b></p> <p><b><u>NOTE: REPEATED OFFENSES OF A PARTICULAR INFRACTION MAY RESULT IN MORE SEVERE THOSE PROVIDED IN THE STUDENT HANDBOOK.</u></b></p>





## Claymont Middle School Disciplinary Code – Level III

Description	Examples	Disciplinary Options/Responses
<p>These infractions sometimes result from the <u>continuation</u> of Level II misbehaviors.</p>	<ul style="list-style-type: none"> <li>- Continuation of unmodified Level II behaviors</li> </ul>	<ul style="list-style-type: none"> <li>- Temporary removal from class</li> </ul>
<p>These acts are more serious because their consequences have a lasting and detrimental effect on an individual or may pose a threat to the health and safety of others in the school.</p>	<ul style="list-style-type: none"> <li>- Disruption of educational environment</li> <li>- Violation of electronic device policy</li> <li>- Attempting to break into secured areas or actually doing so</li> <li>- Assault and/or battery of another student</li> <li>- Dissemination or display of unauthorized inflammatory/inappropriate materials that are in violation of school policy</li> <li>- Fighting (regardless of who started the fight)</li> <li>- Indecent exposure</li> <li>- Sexting from any electronic device during the school day</li> </ul>	<ul style="list-style-type: none"> <li>- In-school-study of one to five days</li> <li>- Out-of-school suspension of one to five days</li> <li>- Parental conference</li> <li>- Withdraw of privileges</li> <li>- Restitution of property and damages</li> <li>- Referral to outside agency</li> <li>- Contact law enforcement officials</li> <li>- Assignment to an alternative educational setting</li> <li>- Device restriction</li> </ul>
<p>While some acts may be considered criminal acts, most can be handled by responses available to school personnel.</p>		
<p><b><u>PROCEDURES</u></b></p> <p>The administrator initiates disciplinary action by investigating the infraction, and if necessary, conferring with the teacher about the consequences.</p>		
<p>The administrator meets with the student and confers with the parent about the student's misconduct and appropriate disciplinary responses. The administrator maintains an accurate record of the offenses and disciplinary actions.</p>	<ul style="list-style-type: none"> <li>- Threatening Harm: verbal or physical threat to student(s) and/or school personnel</li> <li>- Theft, possession, or sale of another's property or possessions</li> <li>- Unauthorized Fire</li> <li>- F word used in open forum/ toward staff</li> <li>- profanity used in a disruptive manner</li> </ul>	<p><b><u>NOTE: LEVEL III EXAMPLES AND DISCIPLINARY OPTIONS /RESPONSES ARE NOT LIMITED TO THOSE PROVIDED IN THE STUDENT HANDBOOK.</u></b></p> <p><b><u>NOTE: REPORTED OFFENSES OF A PARTICULAR INFRACTION MAY RESULT IN A MORE SEVERE DISCIPLINARY RESPONSE.</u></b></p>
<p>If appropriate the principal or assistant principal contacts law enforcement officials.</p>		



# Claymont Middle School Disciplinary Code – Level IV

Description	Examples	Disciplinary Options/Responses
Disciplinary action under Level IV could result from <u>continuation</u> of lower level offenses.	<ul style="list-style-type: none"> <li>- Continuation of Level III misbehaviors</li> <li>- Disruption of educational environment</li> </ul>	<ul style="list-style-type: none"> <li>- Maximum ten days out-of-school suspension with an informal due process hearing</li> </ul>
Also included: acts resulting in <u>violence to person(s) or property</u> , which pose a direct <u>threat to the safety and welfare</u> of others in school.	<ul style="list-style-type: none"> <li>- Violation of cell phone policy</li> <li>- Assault and/or battery on school personnel</li> <li>- Arson</li> </ul>	<ul style="list-style-type: none"> <li>- Referral to appropriate law enforcement agencies</li> <li>- Referral for psychological services</li> </ul>
These acts are criminal in nature, are so serious that they always require administrative action resulting in the immediate removal from the school.	<ul style="list-style-type: none"> <li>- Bomb threat</li> <li>- Engaging in conduct prohibited by the criminal code or ordinances of the State or community while on school grounds or at school activities</li> </ul>	<ul style="list-style-type: none"> <li>- Referral for alcohol/drug rehabilitation</li> <li>- Restitution for damages or property</li> <li>- Emergency Removal</li> </ul>
The intervention of law enforcement authorities and/or action by the Superintendent may also be required.	<ul style="list-style-type: none"> <li>- Engaging in conduct so disruptive as to interfere with the orderly operation of school, or which creates a clear and present danger to the health and welfare of the school or community</li> </ul>	<ul style="list-style-type: none"> <li>- Expulsion</li> </ul>
<b><u>PROCEDURES</u></b>		
The administrator verifies the offense, and if necessary, confers with the teacher involved before meeting with the student.	<ul style="list-style-type: none"> <li>- Harassment of school personnel</li> <li>- Possession/use/furnishing/selling controlled substances (alcohol or drugs)</li> </ul>	<p><b><u>NOTE:</u> LEVEL IV EXAMPLES AND DISCIPLINARY RESPONSES ARE NOT LIMITED TO THOSE PROVIDED IN THE STUDENT HANDBOOK</b></p>
The student is immediately removed from school on an emergency basis and parents are notified.	<ul style="list-style-type: none"> <li>- Possession/use/transfer of dangerous weapons pr explosives</li> <li>- Setting off incendiary devices (firecrackers, smoke bombs, etc)</li> </ul>	
Informal due process for suspension takes place during the time of the emergency removal.	<ul style="list-style-type: none"> <li>- Unwarranted pulling of a fire alarm</li> <li>- Major vandalism on school property or personal property of school personnel</li> </ul>	
In the event of expulsion, the student receives a due process hearing before the Superintendent.	<ul style="list-style-type: none"> <li>- Sexual and other forms of harassment</li> </ul>	
<p>- Any disciplinary infraction listed in levels I-IV can also result in the withdrawal of privileges from school-sponsored activities.</p>		



## **CONTROLLED SUBSTANCE AND SUBSTANCE ABUSE**

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 activity or function. **THE ODOR OF A PROHIBITED SUBSTANCE IS SUFFICIENT TO CONSTITUTE POSSESSION.**

For purposes of this policy, a prohibited substance is defines 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 to use in school 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.
10. Rub/snuff/chewing tobacco/cigarettes/e-cigarettes

**1st Violation**

**3 – 5 days OSS**

**2nd Violation**

**10 days OSS, with possible recommendation for expulsion and counseling**

## **DANGEROUS 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-related 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.

1st Violation 5–10 day OSS with possible recommendation for expulsion

*ANY STUDENT WHO BRINGS A FIREARM ONTO SCHOOL PROPERTY SHALL BE EXPELLED FOR AT LEAST ONE (1) YEAR (365 DAYS) UNLESS THE SUPERINTENDENT REDUCES THE PUNISHMENT FOR REASONS JUSTIFIED BY THE PARTICULAR CIRCUMSTANCES OF THE INCIDENT.*

## **HARASSMENT ISSUES**

The Board of Education recognizes that a student has a right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the District.

The harassment by a student of a staff member or fellow student of this District is forbidden. Any student who is found to have harassed a staff member or student will be subject to discipline in accordance with law and the Code of Conduct.



## **Definition of Harassment**

Harassment is “intentional written, verbal, or physical acts” exhibited by one student toward another, more than one time, if it both causes mental or physical harm and is “sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment.”

Conduct constituting harassment may take different forms, including, but not limited to the following.

### **Sexual Harassment**

- A. Verbal: The making of written or oral sexual innuendoes, suggestive comments, and jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District
- B. Non-Verbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.
- C. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

### **Gender/Ethnic/Religious/Disability/Height/Weight Harassment**

- A. Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person’s gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District. It also includes conducting a “campaign of silence” toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.
- B. Non-Verbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.
- C. Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member or other person associated with the district.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should make contact with a guidance counselor, assistant principal or building principal with whom the student would most likely be comfortable in discussing a matter of this kind.

Each report received by the principal shall be investigated in a timely and confidential manner.

## **SCHOOL DRESS AND GROOMING**

The appearance of any young person 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 mode of dress reflects personal style and individual 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, health, and well-being of the student, safety and moral content. If the student’s appearance is considered by the principal, assistant principal, or the guidance counselor





to be inappropriate he/she will be asked to alter it. The following dress items are NOT permitted to be worn in school and/or at school related events:

1. Clothing that is deemed too revealing – i.e. “racerback” tank tops – tank tops that are cut low – “cutoff shirts”
2. Visible undergarments
3. Clothing that depicts:
  - a. Violent acts
  - b. Alcohol/alcohol usage
  - c. Tobacco/tobacco usage
  - d. Vulgar, obscene, or implied sexual content or sexual preference
  - e. Drugs/drug usage
  - f. Discrimination, prejudice, bigotry, hatred, cults, and/or gang affiliation
4. Hats, headbands, bandannas, sunglasses, kerchiefs
5. All dresses/skirts must be at least mid-thigh in length. However, all dress wear is up to the administrator’s discretion.
6. Jewelry with spikes or rivets
7. Facial jewelry-spacers not permitted.
8. Pajama tops or bottoms
9. Winter or trench coats worn during the school day
10. Tops that expose midriff or cleavage
11. “Sag” pants
12. Improper footwear that creates a safety issue – cleats/spike/wheelies
13. Boxer shorts, spandex, lycra, or similar materials worn as shorts on the outside of clothing
14. Ripped or torn clothing that is disruptive to the school learning environment
15. No holes in jeans from mid-thigh up. Any hole above mid-thigh must have a patch or leggings underneath.
16. Yoga/running/stretch pants may only be worn with shorts/skirts/shirts that reach mid-thigh length.
17. All shorts must be mid-thigh length.
18. Extreme hair coloring is not permitted. Bright or unusual colors are not acceptable..

**1<sup>st</sup> Violation** -The student will receive a warning and must get a change of clothes

**2<sup>nd</sup> Violation** -The student will receive one day of ISS

**3<sup>rd</sup> Violation** -The student will receive two days of ISS

**4<sup>th</sup> and subsequent violations** will result in OSS or more days of ISS.

If a student is in violation of the dress code when ISS is not offered, the student will not be permitted to return to class until appropriate clothing is obtained.

### **ATTENDANCE PROCEDURES**

Regular school attendance is extremely important to the student’s educational experience. Poor attendance often results in poor schoolwork and poor attitude towards education. The law requires that students attend school every day school is in session. Daily classroom participation is crucial to the student’s education and good grades. A student must be in attendance to participate in the classroom.



There will be times, however, when it is necessary for students to be absent from school. All student absences are classified as either Excused or Unexcused.

### **EXCUSED ABSENCE**

Excused absences are those authorized and permitted by the school. Make-up work, including tests, for excused absences will be arranged between the student and the teacher. *The student must take the initiative in the make-up procedure.* Except for extended illness, students will have one (1) day for each consecutive day's absence to complete the make-up work.

#### **THE FOLLOWING ARE CLASSIFIED AS EXCUSED ABSENCES:**

1. **PERSONAL ILLNESS** – The school may require the certificate of a doctor if they deem it advisable.
2. **ILLNESS IN THE FAMILY.**
3. **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.
4. **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 by the applicant student for a longer absence.
5. **HOME WORK DUE TO ABSENCE OF PARENTS OR 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 absence will result in social workers being called into the home.
6. **OBSERVANCE OF RELIGIOUS HOLIDAYS.**
7. **ABSENCE DURING PART OF THE SCHOOL DAY FOR HEALTH REASONS** – Because of the importance attached to good health, students who have appointments for health reasons shall be excused for that purpose, provided (A) the student has a statement to that effect from his/her parents or guardians, (B) the student brings to the attendance officer a signed statement from the doctor or dentist to the effect that he/she reported promptly for such service, and (C) the student reports back to school immediately after his/her appointment if school is still in session.
8. **ABSENCE DURING PART OF THE SCHOOL DAY FOR LEGAL REASONS** – a student may be excused from school if his/her presence is required in a court of law. Parental documentation or documentation from the court is required.
9. **OTHERS AS DETERMINED BY AND WITH PRIOR APPROVAL OF THE ATTENDANCE OFFICER AND PRINCIPAL.**

### **UNEXCUSED ABSENCES**

A student absence that does not fall under one of the EXCUSED ABSENCES and/or when proper procedures are not followed is considered an UNEXCUSED ABSENCE.

Unexcused absences also carry the following penalties:

- A. Four (4) unexcused absences during the school year will result in one common lunch detention.
- B. Eight (8) unexcused absences during the school year will result in one day of ISS or one day of Friday School.

### **TARDY**



Students at Claymont Middle School must report to their homerooms by 7:45 AM or they will be marked tardy. Students arriving after 8:00 AM is considered a “partial excused” or “partial unexcused” absence. If a student provides an excuse from the list of reasonable excuses, it is considered “partial excused”.

### **HABITUALLY TRUANT**

Any student who is absent from school without an acceptable excuse for five or more consecutive days(30 hours), seven or more days(42 hours) in one school month, or twelve or more school days(72 hours) in a school year.

**A student who meets this definition of habitually truant, will be assigned to an attendance intervention team.** The team will consist of at least two staff members and the child’s parent/guardian. The team will develop a plan to get the student to school consistently/keep the student in school. If there is no progress after 60 calendar days, the district will be required to file a complaint with the juvenile court and potentially notify JFS. Three good faith attempts to meet with the parent/guardian(or parent designee) will be made. If there is no parent/guardian involvement after the three attempts have been made, a complaint will be filed with juvenile court.

### **EXCESSIVE ABSENCE/LOSS OF ACADEMIC CREDIT**

Any student who accumulates **fourteen days** of absence in a school year may receive no credit for that class. The fourteen days shall be calculated from missing one class or from all classes. Any absences due to school activities shall not count in the fourteen day total. Any student who receives no credit has the right to an appeal hearing with the Attendance Officer, Assistant Principal, and Principal.

### **PROCEDURE FOR EXCUSE OF ABSENCE/TARDY**

If a student must be absent, the parent/guardian is asked to telephone the school by 8:30 AM at (740) 922-5241 on the day of the absence. The student, upon his/her return to school, must present a written excuse for the absence. The excuse must contain the following:

1. **The date of the absence**
2. **The specific reason for the absence from the list of excusable reasons**
3. **Signature of parent or guardian.**

This excuse must be presented to the attendance officer before school on the day the student returns. Upon the beginning of school on the **5TH** day of his/her return, without an excuse being presented to the attendance officer, the absence will be **UNEXCUSED**.

For an absence to be excused for a medical reason, a note from the doctor, dentist, etc. must be presented to the attendance officer upon the student’s return to school. Upon the beginning of the **5TH** school day after the student returns to school, without the medical excuse being presented, the absence will no longer qualify to be excused for medical reasons. If a student followed proper procedure and timelines and has a note from the parent/guardian on file with the Attendance Officer, the absence will still be excused, but will count into the seven/twenty-one day limit.

Claymont City School Policy requires a doctor’s excuse upon the 7<sup>th</sup> day of absence in a semester or upon the 10<sup>th</sup> day of absence in a school year. Students not turning in a doctor’s excuse upon the 7<sup>th</sup> day or more in a semester or upon the 10<sup>th</sup> day or more in the school year will be given an unexcused absence.



## Technology Violations

**Chromebooks are used throughout the school day. Students must remember that they are for school purposes ONLY. If a student does not use their Chromebooks appropriately, the following disciplinary actions will occur:**

**1st Offense:** Documented warning.

**2nd Offense:** A common detention will be assigned.

**3rd Offense:** Two common lunch detentions will be assigned.

**4th Offense:** One day of ISS will be assigned.

**5th Offense:** Two days of ISS will be assigned.

**(Offenses accumulate per semester)**

## 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 school's 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**

Respect and protect your privacy and the privacy of others.

Use only assigned accounts.

Avoid sharing of account information and/or passwords to others or leaving an account logged in for others to access.

Do not reveal or distribute private information about yourself or that of others.

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

Report security risks or violations to a teacher or technology coordinator.

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.

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.

Any installation of software which introduces spyware or malware onto computers, or other software which reduces the efficiency of the computer is discouraged.

Intruding into the networks, computers or phones of others, without permission by the owner is discouraged.

Protect network use. Do not destroy, remove, or damage data, equipment, or resources not belonging to the owner.

Respect and protect the intellectual property of others.

Written permission of the copyright owner must be obtained if intellectual property is protected by copyright laws.



Plagiarizing in any form is prohibited.

Respect and practice the principles of community.

Avoid language that is offensive to others.

Streaming audio or video for non-educational purposes is prohibited.

The network or educational software cannot be used for commercial activities, entertainment, advertisement, or political lobbying.

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.

Avoid intentionally accessing, transmitting, copying or creating material that is illegal.

Avoid misrepresentation by impersonating anyone, such as, the creation of an online profile.

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.

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.

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.

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.

The District shall issue a password to each person authorized to use the E-mail system.





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 <sup>st</sup> accidental breakage	All costs will be covered by the district
2 <sup>nd</sup> 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 are 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:

<http://www.claymontschools.org/district/technology.html>

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