

# Claymont Preschool

## Family Handbook

2020-2021



*Claymont Preschool*

*“Changing The World, One Child At A Time!”*

**740-922-5888**

## PHILOSOPHY

Our philosophy at Claymont City Schools Preschool is based on the belief that all children benefit from developmentally appropriate practice. Developmentally Appropriate Practice (DAP) includes the following – Creating a caring community of learners; Teaching to enhance development and learning; Planning curriculum to achieve important goals; Assessing children's development and learning; and Establishing reciprocal relationships with families. We believe that the four basic areas of development - social/emotional, physical, cognitive, and language - are closely related and often overlap. Each child is unique with specific interests, experiences and learning styles. Understanding these individual differences allows us to provide different strategies so that all children will succeed as learners.

The learning environment is designed so that children feel a sense of safety and belonging. The space is created so that children may explore, make things, experiment and pursue individual interests. The structure of the day is established so that there is a predictable use of time so that children feel security and reliability.

We believe that children use process skills to master content knowledge in areas such as literacy, math, science, social studies, the arts and technology. These process skills involve observing and exploring the environment and manipulating objects to understand how things work. Using these skills allows children to make connections linking new learning to prior experiences.

The teacher's role in the preschool environment is to observe children, guide learning and assess progress. This is an ongoing process in which teachers interact with children continuously and make decisions about when and how to respond to meet individual and group needs.

We feel strongly that home and school are a preschooler's two most important worlds. If home and school are connected in positive and respectful ways, children feel secure. At Claymont Preschool, we strive to develop a relationship with every family so that we may focus on children's healthy development and learning.

## CURRICULUM

Our curriculum's foundational base is derived from Assessment, Evaluation and Programming System (AEPS) and World of Wonders coupled with Kristie Pretti-Frontczak's Big Ideas and alignment to the Ohio Early Learning and Development Standards. These form our blueprint for planning and implementing a developmentally appropriate program based on theory and research. We use this program as a guide in developing the structure of our day, which includes a balance of quiet/active, small/large group, and child-initiated/teacher-directed activities. What remains consistent is our philosophy and decision making structure and our knowledge of how and what children learn, the importance of the learning environment, and the role of the teacher and family. This research-based curriculum also focuses on several interest areas (learning centers), such as blocks, dramatic play, toys & games, art, library, discovery, sand & water, music & movement, cooking, computers, and outdoors. These centers are incorporated into our daily schedule and meet children's developmental needs so that they may become independent and confident learners.

## GOALS

- To provide a quality program using developmentally appropriate practices that meet the individual needs of each child
- To provide a safe and predictable environment that allows each child to develop a positive self-image, a love of learning, and acceptance for individual differences
- To develop a positive relationship with families to extend learning at home

## DAILY SCHEDULE

7:35-7:50	<b>Arrival</b>	
7:50-8:10	<b>Breakfast/ Rest Room</b>	
8:10-8:30	<b>Circle Time</b>	This is a more structured setting where children are asked to practice self-regulation, increase attention span, and develop listening skills. The children discuss the calendar, record the weather, sing songs, listen to stories, and share experiences.
8:30-9:30	<b>Learning Centers</b>	Interest Areas Include: Blocks, Dramatic Play, Toys & Games, Art, Library, Discovery, Sand & Water, Music & Movement, Math, Writing, and Listening. Specific skill checks are facilitated by the teacher at this time.
9:30-9:45	<b>Cleanup</b>	
9:45-10:00	<b>Group Time</b>	Children are invited to share what they did, lead music/movement activity, participate in cooking experience or enjoy a story.
10:00-10:30	<b>Gross Motor (Indoor/Outdoor)</b>	
10:30-10:45	<b>Restroom/Wash Hands</b>	
10:45-11:15	<b>Lunch</b>	
11:15-11:45	<b>Journal Writing/Computer</b>	Journal Writing: Stories, conversations, and observations are recorded by the children. Written words in scribble form are the beginning of a positive attitude toward language. Computer: Children may use technology to investigate questions, solve problems, and explore and manipulate objects on a screen. This work supports development in all areas.
11:45-12:45	<b>Restroom/Rest Time</b>	
12:45-1:20	<b>Snack/Learning Centers</b>	
1:20-1:45	<b>Group Time (Theme)</b>	Children will participate in a project that corresponds with our monthly theme. This may be creating a class book, math graph, art project, show and tell, or participating in a science experiment.
1:45-2:15	<b>Gross Motor (Indoor/Outdoor)</b>	
2:30-2:45	<b>Closing and Departures</b>	

## PRESCHOOL OPERATIONS

### GENERAL INFORMATION

#### OUR SCHEDULE

Students will attend preschool Monday-Thursday according to the Claymont City School District Calendar. In addition, all holidays will be observed in accordance with the school calendar unless otherwise stated. Please refer to the schedule of preschool activities under the Daily Schedule. The preschool day will begin at 8:00. Beginning at 7:35, you may drop off your child at the designated drop off area (door at Ohio Avenue). Staff will come to your vehicle to get your child. Your child will need to be signed in at the office if arrival is after 8:00 am, this will be considered a tardy.

At the end of the day, all students will be dismissed between 2:15 until 2:40. Picking up of children will be at the same designated locations for drop-off (Ohio Ave). For children needing to leave early, please pick up before 2:00 p.m. using the McCrea Ave entrance. **It is important and necessary for you to pick up your child/and or carpool on time.** A child whose ride is late experiences great anxiety and worries. It is difficult for the child/children and for the teacher who often needs to prepare for the next day's class. We understand that emergencies happen. If an emergency occurs, please give us a call. Please do not make late pick up a habit.

#### DISMISSAL

All children are required by law to be placed in a correctly installed child safety seat. If a child safety seat is not with the child or in the vehicle at dismissal, by law, we cannot place the child in the vehicle. You will need to park and pick the child up at the door. Please refer to the brochure provided at enrollment for more information.

### **PARENT/CHILD SEPARATION**

It is not unusual for a child to become teary when separating from a parent in an unfamiliar situation. Remember, this is a new environment with new faces. A child is bound to feel a little uncomfortable. Adults often have similar experiences when put in a like situation. Be encouraging. Your smile, eyes and body language communicate a lot. If a child senses any type of apprehension on your part, this enhances their own feeling of uncertainty. Separation is often harder on the parents than the child. Please be aware, staff may ask you to leave or may take your child from you. Usually once you are gone, the child recovers much faster. You are encouraged to call the office to check on your child's status after your departure.

### **ABSENCES/TARDINESS**

Regular and punctual attendance is extremely important to a child's success at school. If your child is going to be absent, you must phone Northside Elementary (740-922-5888) to notify the school. A child returning to school shall be requested to present a note signed by his/her parent explaining the reason for the absence. Absent days cannot be subtracted from monthly fees. If your child has five days of unexcused absences in a nine week period, he/she could be withdrawn from the program. Your child is tardy if he/she arrives after 8:00 am. A note or verbal explanation from the parents is expected to clarify the situation. Again, if your child has more than seven unexcused tardies per nine week period, he/she may be withdrawn from the program.

### **CONFLICT RESOLUTION**

Because preschool is not mandatory unreasonable conflicts with the family may result in the termination of your child's preschool "spot". This is at the discretion of the Claymont Preschool Director/Principal. Further action may be taken by the Superintendent as needed.

### **HOME VISITS / PARENT PARTICIATION**

The home-school relationship is crucial to student success. At least two times per year, your child's teacher will come into your home (or other designated meeting place) to discuss your child's progress. Students often look forward to "their turn" to share the teacher with their loved ones. You will be notified well in advance of your lucky day! Parents are encouraged to actively participate in their child's learning. We will have many special days that volunteers will be needed. (Please check the weekly newsletter for information concerning special days.) If you should need to contact your child or observe the care your child is receiving, please feel free to visit our school. You will need to check in at the office upon arrival. Any parent or other individual that is seen as disrupting the learning environment of the staff and students may, at any time, be asked to leave the building. Further action may be taken by the Superintendent as needed.

### **PARENT TEACHER CONFERENCES/REPORT CARDS**

Report cards will be sent home every 9 weeks. In addition to this, we will have parent-teacher conferences twice a year. Please check the Claymont City Schools Calendar for these special dates.

### **SCHOOL CLOSURES**

If bad weather forces the Claymont School District to close schools, then our preschool will be closed. Please keep your child's phone number updated to receive school closure or late start notices automatically. If the Claymont schools are delayed for two hours, the morning session will be delayed by two hours. Please keep in mind that it is your choice to have your child attend school on these days. The conditions of rural roads can be very hazardous. The safety of both you and your child far surpass the risk that may be involved in transporting for one day of preschool. School closures due to inclement weather and/or other programmatic reasons, Claymont Preschool will make up missed days according to the district's Emergency Closings policy and procedures.

### **TUITION**

At the start of the school year, tuition for the first and last month is due by September 14 otherwise tuition is due on the last day of each month **prior** to attendance. See pay schedule provided to school starting. For example, the tuition for November would be due no later than October 31<sup>st</sup>. If your tuition payment is received late 2 months during the school year, your child will be immediately withdrawn from the program. If your child misses preschool because of a trip, illness, etc. the tuition fee still must be paid to cover that period of time. We view registration as a contract or pact between parents and the school.

The Claymont Preschool is provided at no cost to those who meet income requirements. The following scale shall be utilized when determining tuition costs per family:

101-115% FPL: \$10.00 per week	116-125% FPL: \$15.00 per week
126-150% FPL: \$20.00 per week	151-175% FPL: \$25.00 per week
176-185% FPL: \$30.00 per week	186-200% FPL: \$35.00 per week

*Over Income Sliding Fee:*

201-215%: \$40.00 per week	216-230%: \$45.00 per week
231-245%: \$50.00 per week	246-250%: \$55.00 per week

- If the district would fall under a state closure and/or be mandated to provide services remotely, tuition will still be applied. The teachers are continuing to teach and provide preschool education.

### **ADMISSION, PLACEMENT, AND WITHDRAWAL**

Admission of students into the Preschool classroom is dependent upon proof of Claymont District residency as well as meeting the income eligibility guidelines and available space in the classroom. Applications and income verification for the current school year will continue through April. Beginning January 1, Claymont Preschool will start accepting applications and complete income verification (must be dated **two consecutive** pay stubs for February or later) for the upcoming school year. Parents wishing to re-enroll their students for the upcoming school year will be required to complete a letter of intent for placement into Claymont Preschool Program and income verification process for the new school year.

Withdrawal of a student from the program by either the district or a parent results in loss of placement for the student. However the student may be added to the bottom of the waiting list if mutually agreed upon by the parent and the district. Siblings of students attending the preschool must be put on the waiting list, no special circumstances are taken into account due to the fact a sibling attended the preschool during a previous year.

*Placement Consideration pending status of the waiting list and availability of slots:*

- Beginning June 1<sup>st</sup>, students not residing in the district and do not have a disability (IEP), may attend. Availability of Open Enrollment slots not to exceed 10% of program slots.
- Beginning June 1<sup>st</sup>, students who are determined to be under income may attend as a tuition paying student based on over income rates. Parents must complete a waiver outlining fees that would apply through the end of the school year. Income eligibility would be re-determined for students returning the following year.
- In the event a student moves into the district, they will receive priority placement pending eligibility requirements.
- In the event a student with an IEP moves out of district after April 1, the new school district will be contacted. As long as the new district agrees, the student will remain in the current placement for the remainder of the school year.

### **BREAKFAST/LUNCH**

Claymont Preschool students will receive breakfast and lunch at no cost to the family. The preschool will follow the district breakfast and lunch menu.

### **SNACKS**

Your child will be provided with an afternoon snack. Many times the snack will coincide with our monthly themes or learning centers. There will be times when we cook or create our own snack! If your child has a food allergy or cannot eat a particular food for religious reasons, please be sure to notify the preschool teacher. Provisions will be made to accommodate your child's special needs.

### **CLASSROOM TEACHER**

All students will be assigned a classroom teacher prior to the start of school. However situations may arise which require the movement of students within Claymont Preschool classrooms to better meet the needs of all Claymont Preschool students. These decisions will be made with input from staff and families. However, the final decision will be the responsibility of the Preschool director/principal.

### **MORE INFORMATION**

In the event additional information about the preschool is needed, there is a need to express concerns or a need to discuss rules and regulations as stipulated by the State Department of Education, please contact your child's teacher or Preschool Director/Principal at 740-922-5888.

### **CHECK ACCEPTANCE POLICY**

Your Check is Welcome. By paying for your purchase with your check, you are accepting our check acceptance policy. In the unlikely event your check is returned unpaid, you understand and agree that your check may be electronically re-deposited or if necessary re-deposited by paper draft. You understand and agree that we may collect a return check processing charge of \$30.00 by the same means and allowable by state law.

### **DISCIPLINE POLICY AND TECHNIQUES**

#### **CLAYMONT CITY SCHOOLS DISCIPLINE POLICY**

- (A) A preschool staff member in charge of a child or a group shall be responsible for their discipline.
- (B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
- (C) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
  - a. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
  - b. No discipline shall be delegated to any other child.
  - c. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
  - d. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
  - e. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
  - f. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
  - g. Techniques of discipline shall not humiliate shame or frighten a child.
  - h. Discipline shall not include withholding food, rest or toilet use.
  - i. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
  - j. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- (D) The parent of a child enrolled in a center shall receive the center's written discipline policy.
- (E) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

#### **DISCIPLINE TECHNIQUES**

Discipline techniques will be positive and emphasize the development of self-discipline. School-wide Positive Behavior Intervention and Support (PBIS) and Crisis Prevention Intervention (CPI) provide a framework and strategies for helping students. Redirection, verbal prompts, visual prompts, modeling, and when needed, physical prompts will be used for teaching skills as well as discipline programs. It is our goal to give the child effective techniques to develop self-control. They include:

- Guiding the child before the problem develops
- Offering reasonable choices to the child
- Ignoring inappropriate behavior whenever possible (not when instances of safety are questionable)
- Redirecting the child to more appropriate activities
- Reminding the child of the rules and consequences when needed; to allow the child to choose the way he/she will handle the situation
- Discussing with the child privately about his/her actions and feelings, and other ways he/she could have handled the situation

- Providing an opportunity for "time out" away from the group or situation
- Consulting with the parent or supervisor to discuss alternatives which may involve the development of an individual behavior management program
- Holding children, not with anger, but with care for their bodies and feelings until they have regained self-control

The purpose of these programs is to empower adults to consciously respond to daily conflict, transforming it into an opportunity to teach critical life skills to children. Conscious Discipline has been a longtime leader in the integration of classroom management with social-emotional learning, utilizing everyday events as the curriculum and addressing the adult's emotional intelligence as well as the child's.

## MANAGEMENT OF HEALTH RELATED ISSUES

### ADMINISTRATION OF MEDICATION

Rule 3301-37-04 of the Ohio Administrative Code specifies the requirements for administering medication to children in preschool programs, in public school or chartered non-public schools:

1. The principal and his/her designees are all authorized to administer the medication at school when deemed necessary.
2. Written orders must be obtained from a physician detailing the name of the drug, dosage and the time interval the medication is to be taken. A copy shall be on file in the Main Office or the Nurse's Office.
3. Written permission must be received from the parent or guardian of the pupil requesting the school comply with the doctor's orders, with a statement clearly stating that the school or its personnel will not be held responsible for administering any of the prescribed drugs.
4. Medication must be brought to school in a labeled container, and preferably, only enough medicine for one day's dosage.  
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5. Liquid medication shall be the responsibility of the parent and will be administered only at the director's discretion.
6. The Board of Education shall provide secure, lockable storage facilities in each building.
7. The school nurse will inform school personnel of potential benefits and side effects of the drug being administered.
8. Teachers should make a note in their daily lesson plans which pupils are to take medication and might accept the responsibility to remind the child should he/she forget to administer the medication.
9. The employee responsible for administering the medication shall keep a daily record.

Schools may not administer over-the-counter medicines unless the AUTHORIZATION FOR MEDICATION ADMINISTRATION BY SCHOOL PERSONNEL AND SELF-ADMINISTRATION FOR PRESCRIPTION AND OVER-THE-COUNTER MEDICATIONS form is completed and signed by the physician and parent. Medication must be brought to school by an adult.

### COMMUNICABLE DISEASE

Preschool staff has been trained to recognize signs and symptoms of communicable disease. Should an illness arise, we follow the Department of Health "child day care communicable disease chart" for the appropriate management of suspected illness.

A child with the following signs or symptoms of illness shall be **immediately isolated** from other children:

- Unusual spots or rashes
- Sore throat or difficulty swallowing
- Elevated temperature

The child will be carefully watched for symptoms of illness listed below and decisions regarding whether a child should be discharged will be made by the director and parent.

A child will be immediately isolated and parents will be contacted for the child to be discharged from school (or authorized individuals) when a child displays any of the following symptoms at school:

- Temperature of 100 degrees Fahrenheit
- Unusual spots or rashes
- Severe coughing and/or a whooping sound, causing the child to become red or blue in the face
- Difficult or rapid breathing

- Vomiting (child should remain home for 24 hours after the last episode)
- Diarrhea two or more times in the same day (child should remain home for 24 hours after the last episode)
- Yellowish skin or eyes
- Conjunctivitis (pink eye) (red, "crusty", itchy eyes conjunctivitis or pink eye is very contagious. The child must be kept at home for 48 hours while being treated with antibiotics and should only return to school if there is no discharge from the eyes.)
- Untreated infected skin patch(es)
- Unusually dark urine and/or gray or white stool
- Sore throat or difficulty swallowing
- Stiff neck
- Evidence of lice, scabies, or other parasitic infestation
- Fatigue (for any reason), lethargic behavior
- A runny nose if there is colored nasal mucus.

When a child becomes ill at school, he/she is isolated from the other children and made as comfortable as possible until parents arrive.

To return to school after an illness, a child should be free of the following symptoms for 24 hours:

- Vomiting
- Diarrhea
- Fever (*A child should remain at home for 24 hours after the fever is gone and/or prescribed medications have been administered for 24 hours before returning to school*).

Please call if your child has a communicable illness or infestation, such as chicken pox, conjunctivitis, pin worms, fifth's disease, mites or head lice so we can exercise additional control methods and notify other parents. Your child's identity is protected. A notice to all parents or guardians will be provided when a child or children within a program is exhibiting signs or symptoms of illness or has been exposed to a communicable disease such as pink eye, ringworm, chicken pox or lice.

## 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 or by the Claymont Preschool Staff 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.

### Emergency Contact

A parent or person on the emergency contact list must always be available by phone during school hours. It is the parent's responsibility to have someone available who can come to the school for emergencies or for a sick child.

## MILD ILLNESS

If your child is displaying mild illness (such as minor cold symptoms) we will practice and promote proper hand washing and implement disinfecting procedures.

## IMMUNIZATIONS

Ohio law requires all children to be immunized or in the process of receiving immunization before they enroll in school. Local Health Departments are responsible for inoculating children whose parents cannot afford to have vaccinations administered by a private physician. The following vaccinations are required for preschoolers:

- 4 doses of combination Diphtheria, Tetanus and Pertussis (DPT or DTAP)

- 3 doses of Polio (IPV) vaccine
- 1 dose of Measles, Mumps, Rubella (MMR)
- 1 dose of Haemophilus Influenza/HIB (given after 15 months of age, given after 12 month if series of 4)
- 3 dose series of Hepatitis B/HepB
- Varicella/Chicken Pox

Parents may contact the Tuscarawas County Health Department to make arrangements for necessary immunization. If any parent would prefer a list of local physicians, please see the preschool teacher.

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## HARASSMENT AND VIOLENCE

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Harassment and violence by students or staff in the school environment can substantially interfere with their ability to learn, perform, work, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time, in any school, during transit to or from school, or during any school sponsored activity or event that constitutes harassment or violence involving either students or staff shall be strictly prohibited. Any such conduct, communication, activity, or practice should be immediately reported to the building principal or other appropriate administrator. All reports shall be investigated as soon as possible in accordance with the policies applicable to the harassment which is the subject of the complaint.

A copy of these forms can be found at:

[www.claymontschools.org/district/technology.htm](http://www.claymontschools.org/district/technology.htm)

Adopted: March  
22, 2017

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## TECHNOLOGY ACCEPTABLE USE POLICY

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### 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.

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 student handbook are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance. 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.

Avoid 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 6.15 – 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-** Currently, no technology equipment is allowed to be taken home and must be returned to homeroom at the end of the day.

**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.

### **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 9.29 Harassment, Intimidation and Bullying* 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.

### Fees

A \$30.00 technology fee **is charged** per year for grades 2-5. The fee covers repairs of accidental device breakage by students. In lieu of a fee, grades 6-12 are offered optional insurance coverage at a cost of \$30.00 per year. If insurance is not purchased, students will cover the full cost of the repair. This fee is waived if a student brings in his or her own Chromebook. Insurance is only offered for district purchased devices.

Students in 5<sup>th</sup> and 9<sup>th</sup> grade are assigned a new computer and keep this for four years. Any repairs needed during the four years (for grades 5-8) follow this structure. The fee structure is also used if insurance is purchased (grades 6-12).

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 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, 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](http://www.claymontschools.org/district/technology.html)  
Revised: 05/11/2020

Version 15.0