

Claymont Intermediate School

Student Handbook



**Claymont City School District will provide each student
an opportunity for a lifetime of success.**

Claymont Intermediate School

220 North Third St.

Dennison, OH 44621

740-922-1901

Claymont Intermediate School Information

Principal - Mrs. Jessica Marsh

Administrative Assistant - Mrs. Amanda Douglas

School Counselor - Miss. Kelli Carroll

Student Arrival and Dismissal

Students may arrive at Claymont Intermediate School between 7:30 AM and 7:55 AM. Our dismissal procedures will begin at 2:45 PM to ensure a safe and orderly end to the school day.

Claymont Intermediate School Bell Schedule

- 7:30 AM – 7:55 AM — Student Arrival
- 7:55 AM — Tardy Bell Rings (*students must be in class*)
- 11:30 AM – 12:30 PM — Lunch and Recess
- 2:45 PM — Dismissal Procedures Begin

Claymont City School District creates an environment that nurtures, develops, and empowers each student.



Sunshine Statement

This handbook replaces all prior handbooks and prior written materials on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student but only reflects the current status of the board's policies and school rules. If any policy or administrative guidelines referenced herein are revised, the language and the most current policy or administrative guideline prevail. Copies of the current board policy and administrative procedures are available on the district website.

Academics

Grading Scale

The following will be used to determine letter grades and quality points to calculate the grade point average (GPA).

| | | |
|------------|---|------|
| 90% - 100% | A | 4.00 |
| 80% - 89% | B | 3.00 |
| 70% - 79% | C | 2.00 |
| 60% - 69% | D | 1.00 |
| 0% - 59% | F | 0.00 |

Academic Expectations

Student academic progress is communicated to parents consistently throughout the school year. Report cards and midterm progress reports provide regular updates, and parent-teacher conferences offer additional opportunities to discuss student achievement. Parents are always encouraged to contact their child's teacher with any questions or concerns regarding academic performance.

- **Grades K - 5:** Report cards for the first three nine-week grading periods will be viewable through ProgressBook. Printed report cards will only be provided at the end of the school year. Every effort will be made to have grades entered and report cards printed in time to send home with students. Parents will be notified through an all-call when report cards are distributed.

Incomplete Grades

In certain cases, due to excused absences or other approved circumstances, a student may be unable to complete all required work by the end of a nine-week grading period. In such instances, the teacher may assign an incomplete ("I") as a temporary grade, indicating that some assignments remain unfinished.

It is the student's responsibility to communicate with their teacher and complete all outstanding work. Incomplete assignments must be submitted within **two (2) weeks** following the end of the grading period.

- If the missing work is not completed by this deadline, any unfinished assignments will be given a grade of zero (0) and factored into the final nine-week grade.
- If the teacher determines that the incomplete work prevents the student from meeting the minimum course requirements, a final grade of "NC" (No Credit) will be assigned, and no credit will be awarded for the course.

Students are encouraged to work closely with their teachers to resolve incomplete grades promptly.

ProgressBook

ProgressBook is a web-based platform that allows parents to monitor their child's academic progress in real time. This tool provides a clear and comprehensive view of grades,

assignments, and teacher feedback. One of the key benefits of ProgressBook is its ability to strengthen communication between parents and teachers.

For easy-to-follow video tutorials on how to access and navigate ProgressBook, please visit [Claymont ProgressBook Support](#).

Parent-Teacher Conferences

Parent-teacher conferences are a valuable opportunity to discuss your child's academic progress, strengths, and areas for growth. While district-wide conferences are scheduled twice a year—once each semester—parents are encouraged to request a conference at any time if they have concerns about their child's education. Please contact your child's teacher directly to schedule a meeting outside of the regular conference dates.

Promotion, Placement, and Retention

The decision to promote or retain a student is always made after consideration of what is best for the student. Promotion, placement, or retention of students will be based on the student's academic progress, mental ability, social and emotional growth, chronological age, testing information, and teacher recommendation. The professional staff and parents will carefully weigh these factors. Retention shall occur only if it is viewed as an opportunity for student growth. If deemed necessary, it should occur as early as possible in a student's educational program.

Equal Education Opportunity

The Claymont Board of Education upholds a policy of equal opportunity, ensuring all students can reach their full potential regardless of race, color, creed, disability, religion, sex, ancestry, national origin, residence, or socioeconomic background.

Cheating and Plagiarism

Claymont City Schools is committed to fostering a culture of honesty and integrity in all academic work. To protect the efforts of honest students and maintain a fair learning environment, the district has adopted a clear policy against cheating and plagiarism.

Cheating includes, but is not limited to:

- Obtaining or retaining partial or complete copies of tests or quizzes without teacher's permission.
- Using notes, textbooks, or other resources during tests or quizzes without teacher authorization.
- Sharing or receiving information during tests or quizzes.
- Copying homework assignments.
- Taking pictures of tests or assignments and sharing them with others.
- Using artificial intelligence (AI) software in any way not explicitly permitted by the teacher, including completing assignments with AI assistance without authorization or presenting AI-generated work as your own without proper acknowledgment.
- Any additional actions deemed inappropriate by the teacher.

Plagiarism includes, but is not limited to:

- Copying words, sentences, or paragraphs from another's work without proper credit.
- Using illustrations, figures, photographs, drawings, models, or other materials from another source without proper credit.
- Submitting work prepared by someone else — either in draft or final form — as one's own.

- Utilizing AI software without teacher approval, such as using AI to complete an assignment without acknowledgment or misrepresenting AI-generated content as personal work.

Consequences:

If a student is found guilty of cheating or plagiarism:

- The teacher will collect the student's work, assign a grade of zero (0), and notify the parent or guardian immediately.
- Parents will be informed that a second offense will result in further disciplinary action per school policies.

Maintaining academic integrity is a shared responsibility. We encourage all students to take pride in their work and seek support from their teachers when needed.

Academic Recognition

Academic achievement is recognized each grading period through the following honor rolls:

- **Principal's List:** The highest academic distinction. To qualify, a student must earn a grade point average of 4.00 or higher.
- **Honor Roll:** Open to students with a grade point average ranging from 3.20 to 3.90 for each nine-week grading period.

These recognitions celebrate the hard work and dedication of our students. We encourage all students to strive for their personal best!

Academic Support Services

Title I Schoolwide Building

Claymont Intermediate School has been designated as a Title I school. Schools with at least 40% of students from low-income families qualify for Title I funds. This program supports all students, helping raise achievement levels and ensuring all meet state academic standards. Title I funds provide additional resources, encourage data-driven decision-making, and align instructional practices with state curriculum standards.

Parent Involvement in Title I Schools

Claymont City School District values parent involvement, recognizing its impact on student success. Research shows that engaged parents contribute to better attendance, higher achievement, stronger social skills, and continued education beyond high school.

Parents can support their child's education by:

- Communicating with teachers via email, phone, or meetings.
- Reviewing progress reports and midterm grades.
- Attending parent-teacher conferences.
- Monitoring attendance and tardiness.
- Establishing a time and place for homework.
- Supporting the school's discipline policies.

Under Title I, Part A, the district provides:

- District and school-level parent involvement policies.
- Parent/Student/Teacher Compacts

- Materials and resources to assist parents in supporting their child's education.

Notice of Parents' Right to Know

Under the Every Student Succeeds Act (ESSA), parents may request information regarding the professional qualifications of their child's teachers. To obtain this information, contact the building administrator.

ESSA also requires that parents be notified if a student is taught for four or more consecutive weeks by a teacher who does not meet state certification requirements. All Claymont City School District teachers and paraprofessionals currently meet certification standards. Parents may request policies on student participation in state-mandated assessments. All students must participate in required statewide assessments at designated grade levels. Information about state assessments is available on the district website.

For students placed in a language instruction program, parents must receive notification regarding services and participation within 30 days of the school year or two weeks after placement. Notifications will be provided in an understandable format.

Equal Education Opportunity

The Claymont Board of Education upholds a policy of equal opportunity, ensuring all students can reach their full potential regardless of race, color, creed, disability, religion, sex, ancestry, national origin, residence, or socioeconomic background.

Registration for School

When enrolling in Claymont City School District, students must provide:

- A birth certificate or equivalent documentation (passport, hospital record, or affidavit).
- Custody documents, if applicable.
- Previous school records (report cards, transcripts)

Enrollment Process

- The school will request official records from the previous school within 24 hours.
- If records for students from military families are unavailable, placement will be based on unofficial records until verification.
- If no records are received within 14 days, law enforcement may be notified to check for missing child status.
- Students in domestic violence shelters should inform the principal for confidentiality.

Grade Placement

- Kindergarten students cannot be denied admission due to age after enrollment.
- Grade placement is determined by the principal based on academic records and assessments.

For more information, contact the school office or refer to Board Policy 6.02.

Student Code of Conduct

Behavioral Expectations

The Claymont City School District Student Code of Conduct establishes clear expectations for student behavior and the consequences for misconduct. We aim to create a safe, respectful, and supportive learning environment where all students can succeed. By adhering to this Code, students contribute to a positive school community built on responsibility and respect.

To uphold our educational mission, students must follow school rules and comply with reasonable requests from staff, in alignment with Board of Education policies. The district enforces a ****zero-tolerance policy**** for violent, disruptive, or inappropriate behavior and is committed to proactive strategies that promote a safe and productive learning atmosphere.

- A. **ASSAULT, ASSAULT, and BATTERY** or threat thereof to any school personnel, other student, or visitor.
- B. **FALSE ALARMS** - including fire and/or bomb threats.
- C. Use, possession, concealment, transmitting, or being under the influence of **ALCOHOLIC BEVERAGES, or LOW ALCOHOL BEER**, that being a brewed or fermented malt product containing either no alcohol or not more than 0.5% of alcohol by volume.
- D. Use, possession, concealment, buying, selling, transmitting, or being under the influence of any substance containing betel nut or any **NARCOTIC DRUG or OTHER CONTROLLED SUBSTANCE**, including, but not limited to marijuana, hemp and hemp products, as defined in R.C. 928.01, as well as any counterfeit or “look alike” controlled substance or any prescription drug or medication which is not in its original container and prescribed for the student.
- E. **DISRUPTION OF SCHOOL** by use of violence, force, coercion, threat, harassment, noise, or disorderly conduct. This shall include using the same to incite others toward acts of disruption.
- F. **ARSON or ATTEMPTED ARSON, and RELATED OFFENSES.**
- G. **POSSESSION, USE, or THREATENED USE OF FIREWORKS, EXPLOSIVES, OR OTHER SUCH INSTRUMENTS** capable of inflicting bodily injury or disrupting the operation of the schools.
- H. **POSSESSION, USE, or THREATENED USE OF WEAPONS**, or any object which might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons.
- I. **REPEATED OFFENSES or FLAGRANT VIOLATIONS** of any school rules or accepted school behavior standards.
- J. **VIOLATION OF FEDERAL or STATE STATUTES** on school premises or involving school activities.
- K. **VIOLATION OF TERMS OF SUSPENSION EXPULSION, or OTHER FORMS OF DISCIPLINE.**
- L. **DAMAGE, DESTRUCTION, DEFACEMENT, or VANDALISM** of school property or private property on school premises (including buses) or at any school.
- M. **TOBACCO/NICOTINE.** A student shall not possess, use, transmit, or conceal any tobacco product, any alternative nicotine product or device, including electronic, vapor, or other substitute forms of cigarettes, or any tobacco or nicotine cessation product on school premises, during school activities, or events off school grounds. 19

- N. **USE OF PROFANE, INDECENT, or OBSCENE LANGUAGE**, written or verbal, directed toward school personnel or students. This shall include the use of obscene gestures, pictures, or signs.
- O. **INSUBORDINATION and/or DISOBEDIENCE** in refusing to comply with the directions of school personnel.
- P. **TRUANCY** from school, including study hall, class, or any other assigned activity for class, or any other assigned activity for part or all of a day, without school authorization.
- Q. **REPEATED TARDINESS** to class or school.
- R. Being under the influence of **ALCOHOLIC BEVERAGES or mind-altering substances** while on school property (including buses) or at any school-sponsored activities.
- S. **THEFT** of school property or equipment, personal property of any school personnel, another student, or visitor, including property at school-sponsored activities.
- T. **FIGHTING** among two or more students on school property (including buses) or at any school-sponsored activity. This shall include inciting and/or encouraging others to fight.
- U. The act of **EXTORTION** from any person on school property (including buses) or at any school-sponsored activity.
- V. **GAMBLING** for money or valuables on school property (including buses) or at any school-sponsored activity.
- W. **THE ACT OF FALSELY REPORTING INCIDENTS**, making accusations, or giving testimony to school personnel.
- X. **FALSIFYING** in writing the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.
- Y. **CHEATING**
- Z. **PLAGIARISM**
- AA. **TRESPASSING or LOITERING**
- BB. **HAZING and INTIMIDATION**, subjecting other students to pranks or humiliation, causing mental or physical harm.
- CC. **POSSESSION OF A FIREARM**: Firearm has the same meaning as provided pursuant to the "Gun-Free Schools Act of 1994." At the time this policy was adopted, the above referenced statute defined a firearm as any weapon (including a starter's gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. A firearm does not include: an antique firearm; a rifle that the owner intends to use solely for sporting and recreational or cultural purposes; any device that is neither designed or redesigned for use as a weapon; any device, although initially designed as a weapon, redesigned as a signaling, pyrotechnic, line throwing, safety or like device, surplus ordnance, sold, loaned or given by the Secretary of the Army or Class C common fireworks. If the definition of a firearm as provided by the "Gun Free Schools Act of 1994 changes, then the definition outlined in this policy shall automatically change to conform to it.
- DD. **POSSESSION OF A KNIFE**: This policy defines a cutting instrument as having a sharp blade or edge.
- EE. Leaving school property or assigned area before specified dismissal time without official permission.
- FF. Open displays of affection between members of the same or opposite sex.
- GG. Unauthorized throwing of any object including but not limited to snowballs.
- HH. Commission of an immoral act.
- II. Failure to pay tuition or other approved charges.
- JJ. Violation of state student mandates, including, but not limited to, required immunization.

- KK. Loitering, littering, or causing a disturbance on public or private property adjacent to, across from, or near a school site while coming to and from school or school activities or during the school day or activities.
- LL. Violation of school policies of dress and appearance.
- MM. Misuse of school property.
- NN. Violation of school policy prohibiting electronic communications devices.
- OO. The Superintendent may prohibit a student from attending and/or participating in the District's graduation ceremonies as part of a student's suspension, expulsion, or removal from school.
- PP. Those acts or violations are listed in the permanent exclusion portion of the Board policy on student disciplinary procedures.
- QQ. Violation of policies governing internet usage.
- RR. Driving in an unsafe manner.
- SS. Collusion, complicity, or aiding and abetting anyone in the commission of conduct prohibited by Board policy or state or federal law.
- TT. Any attempts to engage in conduct prohibited by this policy.
- UU. Any other form of behavior detrimental to a proper school and/or school activity atmosphere as prescribed by the Administration and as outlined in the student/parent handbook for the building in which the student
- VV. Gang membership and/or gang activity. For this policy, a gang is an organization, association, or group of three (3) or more people, using a common name or one or more common identifying signs, symbols, or colors, whose members individually or collectively engage in criminal activity.
- WW. Violation of any Executive Orders or laws, policies, rules, regulations, or directives concerning social distancing, hand washing, wearing of masks, or other health and safety protocols generated by the District in response to the COVID-19 pandemic.
- XX. Bullying, as defined in Board Policy 9.29. Such conduct is marked by the intent to ridicule, humiliate, or intimidate the victim.

Applicability of the Code of Conduct

This Code applies to student behavior:

- On school property.
- At school activities, functions, and events (on or off school grounds).
- While using school transportation.
- In areas adjacent to school property.
- Off school grounds if misconduct impacts school activities or personnel.

Authority of School Personnel

All school staff, including administrators, teachers, aides, volunteers, custodians, and bus drivers, can enforce rules and maintain order. Failure to comply with school rules or reasonable requests from school personnel may result in disciplinary action.

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 cause a dangerous condition falsely. See Board Policy 6.25 for further information.

Property Searches

School administrators or their designees may search students, their belongings, lockers, and electronic devices when necessary to maintain a safe and orderly learning environment. Random searches of school property, including lockers and surrounding areas, may be conducted with police and search dogs. For more details, see Board Policy 6.27.

Zero Tolerance Policy

Students and parents will receive written information on the Student Code of Conduct at the beginning of each school year. The Board mandates that all violations of the Student Code of Conduct be addressed appropriately, and the administration will ensure that students are aware of potential disciplinary consequences. Any violations may be reported to the appropriate principal, and the school will cooperate with law enforcement when necessary.

Dress and Grooming

Students' appearances reflect pride in self, family, and school. While personal style and individual preference are respected, students are reminded that inappropriate dress or grooming can disrupt the educational process and compromise safety. It is the responsibility of parents/guardians to ensure students adhere to these expectations. Students are held to the same dress code standards when representing the school in extracurricular activities, including College & Career Prep (CCP.).

General Guidelines

Neatness and Modesty:

- Clothing must be neat, clean, and modest.
- Revealing clothing, including bare backs, bare midriffs, low-cut tops, tank tops, spaghetti straps, and racer-back tops, is not permitted.

Length and Fit:

- Dresses, shorts, and skirts must be at least mid-thigh in length.
- Volleyball/athletic spandex shorts are not permitted during the school day.
- Oversized clothing compromising safety is not allowed.
- Holes in jeans are not permitted above mid-thigh.

Footwear:

- Appropriate footwear must be worn at all times. Prohibited items include stacked/platform heels, floppy sandals, and shoes with built-in skates.

Seasonal Dress:

- Students must dress appropriately for the weather, particularly in winter. Hats, gloves, and coats are recommended for outdoor recess.

Prohibited Accessories and Items:

- Jewelry or accessories with spikes or studs that could be used as weapons.
- Chains and studded accessories are deemed unsafe.

Prohibited Content on Clothing:

- Clothing that depicts or promotes:
 - Violent acts.
 - Alcohol, tobacco, or drug use.
 - Vulgar, obscene, or implied sexual content or preferences.
 - Discrimination, prejudice, bigotry, hatred, cults, and/or gang affiliation.

Headwear:

- Hats, hoods, bandannas, and sunglasses are not permitted during the school day unless approved by the school administration for religious or special purposes.

Technology Use:

- Headphones, AirPods, and other devices may only be used for approved assignments or activities in class.

Bags and Outerwear:

- Book bags, large purses (large enough to carry a Chromebook), coats, and jackets are not allowed in the classroom. Cinch sacks/drawstring bags (Intermediate & Middle School only) and small purses are permitted.

Students violating the dress code who cannot immediately correct the issue will not be permitted to return to class until appropriate adjustments are made.

Final Authority

Dress and grooming standards will be evaluated regarding their potential disruption to the learning environment, student health, safety, and moral standards. All interpretations and judgments regarding this policy are at the discretion of the school administration and are final.

Suspended/Expelled Students

Students under suspension or expulsion may not be on school property or participate in activities unless they attend an approved meeting with school officials.

Disciplinary Procedures

- **Office Referrals:** Students engaging in misconduct may be referred to the administration for disciplinary action.
- **Due Process Hearing:** Before suspension or expulsion, students are entitled to an informal hearing.
- **Emergency Removal:** A student posing immediate danger or disruption may be removed from school premises.
- **Saturday School:** Held from 8:30 AM - 11:30 AM. Failure to attend may result in suspension.
- **Suspension:** I.S.S. (In School Study)/O.S.S (Out of School Study). range from 1 to 10 days. Students may complete missed assignments for credit.
- **Expulsion:** Removal for over 10 days; students receive failing course grades.
- **Permanent Exclusion:** A student may be permanently banned from public schools in Ohio.
- **Counseling-Based Alternative:** Some students may complete a counseling program instead of suspension.
- **Referral to Law Enforcement:** Criminal violations may be reported to local authorities.

Bullying and Harassment Policy

The Board of Education is committed to providing a safe and respectful learning environment, free from harassment, hazing, intimidation, and bullying. Every student has the right to learn in an atmosphere that promotes dignity and respect, without fear of discrimination or harassment. Any conduct that interferes with a student's educational experience or creates an intimidating, hostile, or offensive environment undermines the educational mission of the District and will not be tolerated.

Student Conduct Harassment by any student directed toward another student, staff member, or individual associated with the District is strictly prohibited. Students who have engaged in such behavior will be subject to disciplinary action as outlined in the District's Code of Conduct and applicable laws.

Harassment means repeated actions — written, spoken, or physical — that hurt someone mentally or physically. It is serious enough to make the school feel unsafe or threatened. Directed at an individual, occurring more than once, that causes mental or physical harm and is sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment.

Forms of Harassment Harassment can take various forms, including but not limited to the following:

- Sexual Harassment
 - Verbal: Unwelcome sexual comments/remarks, including written or unwritten, suggestive comments, jokes, sexual propositions, or threats directed at another individual
 - Non-Verbal: Displaying sexually suggestive objects, pictures, or graphic materials, or making inappropriate gestures, sounds, leering, or whistling.
 - Physical: Unwanted physical contact, like patting or pinching, or any form of coerced sexual interaction.
- Harassment Based on Gender, Sexual Orientation, Ethnicity, Religion, Disability, Height, or Weight
 - Verbal: Derogatory remarks, jokes, insults, threats, or comments about a person's gender, national origin, religious beliefs, or other protected characteristics. This includes engaging in a "campaign of silence" by deliberately excluding someone from social interactions.
 - Non-Verbal: Displaying offensive objects or images, or making threatening gestures.
 - Physical: Acts of intimidation or violence, such as hitting, hissing, or spitting.

Reporting Harassment If you experience or see harassment, tell a staff member you trust — like a teacher, counselor, or principal. The District will handle all reports quickly and keep the matter private. Students who believe they have experienced or witnessed harassment are encouraged to report the incident to a trusted staff member, such as a guidance counselor, assistant principal, or building principal. The District is committed to handling all reports promptly and confidentially.

Investigation Process All reported incidents of harassment will be promptly and thoroughly investigated by the building principal or designated staff member. Appropriate corrective action will be taken based on the findings of the investigation.

The Board of Education remains steadfast in fostering a school culture where all individuals feel safe, respected, and supported. See Board Policy 9.29 for further information.

Bullying Policy

Harassment, intimidation, and bullying (including cyberbullying) are strictly prohibited in all school-related settings. These behaviors interfere with students' well-being and learning and will result in disciplinary action, including suspension or expulsion.

Definition

Harassment, intimidation, or bullying includes repeated verbal, physical, electronic, or written acts that:

- Cause mental or physical harm to another student.
- Create an intimidating, threatening, or abusive school environment. This also includes violence within dating relationships.

Reporting and Investigation

- **Students** should report bullying to a teacher, staff member, or administrator.
- **Parents/guardians** may file written reports with the school principal.
- **School staff** must report and document incidents they witness or receive.
- **Administrators** will investigate all reports, notify parents/guardians, and take appropriate action.

Support and Prevention

- Schools will educate students on recognizing and preventing bullying.
- Staff will intervene promptly when bullying is observed.
- Strategies, including supervision, counseling, and peer support, will be used to protect victims.

This policy is available in student handbooks and on the school district website. A summary of reported incidents will be provided to the Board of Education semi-annually. For more details, see Board Policy 9.29

Technology and Internet Use Policy

Technology Use and Misuse

A student who submits to the school, as directed, a properly signed policy and follows the policy to which he or she has agreed will have a computer network and Internet access. Access to the computer network and the Internet will expire when the student is no longer enrolled in the District, when the District has terminated access, or when the parent or guardian revokes their agreement in writing.

Cell Phone/Electronic Communication Device (ECD) Policy

For this policy, "Cell Phone" refers to any Electronic Communication Device or ECD, including smartwatches and any device powered by batteries or electricity capable of receiving/transmitting communication from or to another ECD or person. An ECD includes, but is not limited to, a cellular device.

Due to the significant disruption to the educational experience that ECDs cause, we are implementing a new policy. Ohio HB 250 requires all districts to emphasize limiting ECD use

and reducing cell phone-related distractions in classrooms. These changes will increase student engagement in class and reduce disruptions during the day caused by social media, texting, and other forms of digital media.

The following rules will be enforced:

- ECDs must be placed in a student's locker before the start of the school day or left at home unless the student has an IEP or 504 plan and needs access for learning or to monitor and address health issues. (If there is a medical reason for ECD use, the school must receive notice from the parent/guardian.)
- No earbuds, AirPods, or headphones are allowed in class or hallways unless a teacher explicitly requests their use for an educational activity. These may be confiscated like cell phones.
- ECD use is restricted to educational purposes only and must comply with state and federal laws and the Student Code of Conduct.
- Students are prohibited from using ECDs to facilitate academic dishonesty by recording and/or transmitting test materials or information.
- ECDs may not be used to record images, videos, or audio in areas where privacy is expected, such as locker rooms, bathrooms, or any place where individuals may be in a state of undress. Please refer to Board Policy 6.51 for more information.

Tobacco-Free Policy

The District is dedicated to providing a safe, healthy, and supportive environment for all students, staff, and visitors. As such:

- The use, possession, or distribution of tobacco products—including e-cigarettes and any substance containing tobacco—is strictly prohibited for all students, faculty, staff, visitors, and volunteers. This policy applies at all times, including non-school hours, and covers all school grounds, buildings, athletic facilities, parking lots, and vehicles owned, leased, rented, chartered, or otherwise under the control or supervision of the District.
- Furthermore, students, faculty, staff, and volunteers are prohibited from using, possessing, or distributing tobacco products at any school-sponsored event, whether on or off school property. Visitors are strongly encouraged to refrain from using tobacco products at off-campus school-related events.
- Students are not permitted to possess tobacco products (including e-cigarettes), rolling papers, lighters, or any related paraphernalia at any time.
- The District reserves the right to use marijuana test kits to determine whether confiscated substances contain THC.

The odor of a prohibited substance is considered sufficient evidence of possession.

For this policy, a **prohibited substance** is defined as:

- **Alcoholic beverages** of any kind.
- **Dangerous controlled substances** are defined and prohibited by Ohio law.
- **Inhalants or chemicals** that release toxic vapors, including but not limited to glue, gasoline, cleaning fluids, and whiteout.
- **Prescription drugs**, unless used in compliance with Board policy regarding medication administration at school.
- **Unmarked or unlabeled substances** that are represented to be controlled substances.

- **Imitation substances are substances a reasonable person would believe to be controlled** due to their shape, size, color, markings, packaging, distribution, or the price at which they are sold.
- **Misrepresenting substances** claimed to be controlled substances, whether or not they are.
- **Vapes, inhalants, and drug paraphernalia** of any kind.

Attendance Policies

Commitment to Attendance

Claymont City Schools are committed to providing a high-quality education. Regular school attendance is essential for academic success, as absences and tardiness disrupt the learning process. Makeup work is not a substitute for in-person instruction. The school and families must collaborate to support student success and maintain strong attendance.

The Ohio Compulsory School Attendance Law (Ohio Revised Code 3321) requires all students to attend school regularly. House Bill 410 classifies absences as excused or unexcused, with limited discretion for schools to excuse students. Any student absent without an excusable reason will be held accountable and may face disciplinary action within the school or from juvenile authorities.

Absence Procedure

If a student must be absent or tardy for an excusable reason:

- **A parent or guardian must call the school by 8:30 a.m. at (740) 922-1901 on the day of the absence.**
- Upon returning to school, the student must submit a **written excuse** to the attendance officer before the start of the school day, including:
 - The **date(s) of absence or tardy**
 - The **specific reason** from the district's approved list
 - The **signature of the parent or guardian**
- If an excuse is not submitted within **five (5) school days** of the student's return, the absence or tardiness will be marked **unexcused**.

A **doctor's note** must be provided within **five (5) school days for absences or tardiness due to medical reasons**. Without proper documentation, absences or tardiness will no longer be excused for medical reasons.

Excused and Unexcused Absences

All student absences are classified as **excused or unexcused** based on the criteria established by state law and district policy. It is the responsibility of the school, not the parent, guardian, or custodian, to determine whether an absence is excused or unexcused. All other conditions for absence are considered unexcused.

Make-up work for excused absences must be arranged between the student and the teacher. Students are given **one (1) day per consecutive absence** to complete assignments.

Excused Absence - An absence is considered excused if it meets one of the following criteria:

- **Personal Illness** – A doctor's note must be provided within five (5) school days for absences or tardiness due to medical reasons. Without proper documentation, absences or tardiness will no longer be excused for medical reasons.
- **Serious Illness or Death of a Family Member/Funeral** - Limited to three (3) days unless the school approves additional time.
- **Medical, Behavioral, and Dental Appointments** that can not be arranged during non-school hours. Court appearances require parental and court documentation. Students must provide documentation from the doctor/dentist and return to school promptly if school is still in session.
- **Unusual or Emergency Situations at Home**

- Authorized School Sponsored Events
- Approved College Visits
- Acts of God
- **Quarantine** - The absence of a student from school under this condition is limited to the length of the quarantine fixed by the proper health officials.
- Out of State Travel
- Visiting Immediate Family in the Military
- Religious Expression Day(s)

Unexcused Absences - An absence is **unexcused** when it does not meet the criteria outlined in the attendance policy.

Students must be **present for at least half the school day (11:18 am)** to participate in extracurricular activities or school events. The principal may grant exceptions in emergencies.

Chronic Absenteeism

At Claymont City Schools, consistent school attendance is essential for student success. Chronic absenteeism is a key predictor of literacy achievement, long-term workforce outcomes, and high school graduation. Research shows that students who are frequently absent are at higher risk of falling behind academically, particularly in reading proficiency by the end of third grade, and are less likely to graduate on time.

In Ohio, chronic absenteeism is defined as missing 10% or more of the school year for any reason—excused, medically excused, unexcused, or suspensions. As part of Ohio’s Every Student Succeeds Act (ESSA) Plan, chronic absenteeism is also a component of our state report card.

At Claymont, we are committed to implementing prevention and early intervention strategies to support students before absences accumulate. By focusing on proactive measures rather than solely on truancy enforcement, we aim to reduce significant learning loss, improve graduation rates, and ensure every student has the opportunity to succeed beyond high school.

Excessive Absences at Claymont City Schools

At Claymont City Schools, we understand the critical role that regular attendance plays in a student's academic success. Missing school disrupts the learning process, and we are committed to addressing attendance concerns early to ensure that students remain engaged and on track.

According to both Claymont’s policy and the State of Ohio guidelines, a student is considered excessively absent if they meet any of the following criteria:

- Absent **38 or more hours in one month** with or without a legitimate excuse.
- Absent **65 or more hours in one school year** with or without a legitimate excuse.

When a student reaches any of these thresholds, Claymont City Schools will take the following steps:

- A **courtesy notification** will be provided in writing to the parent/guardian when a student reaches **30 hours of absence**.
- Notification will be sent to the parent/guardian when a student becomes **excessively** absent at **65 hours**.

Additionally, if a student accumulates **65 hours of absences in a school year**, regardless of the reason, a **doctor's note** will be required for all further absences. If the doctor's note is not received, the absence will be considered **unexcused**, which may lead to a designation of **truancy**.

It is the responsibility of the **parent/guardian** to ensure that students are attending school regularly and to only allow absences that are excused under the guidelines set by the State Department of Education.

We encourage parents and guardians to reach out to the school if they have concerns about their child's attendance, as we work together to maintain a positive and successful educational experience for every student.

Habitually Truant

Truancy occurs when a student misses school or class without an excusable reason. Parents or guardians may be unaware of the absence, which can increase academic challenges for the student.

Under Ohio law (HB 410), **habitual truancy** is defined as:

- **30 or more consecutive hours** of unexcused absence,
- **42 or more hours in one month** of unexcused absence,
- **72 or more hours in one year** of unexcused absence.

When a student is determined to be **habitually truant**, the following actions will be taken:

- To provide early intervention, a written notification will be sent to the parent/guardian when a student has missed five consecutive days or accumulated 36 hours of unexcused absences.
- The school will create an absence intervention team, develop an attendance plan, and invite a parent/guardian to attend an absence intervention meeting.

Absence Intervention Team

State law requires districts to establish an Absence Intervention Team for students who are habitually absent from school. The school-based absence intervention team will establish a student-centered intervention plan by identifying specific barriers and solutions to attendance problems.

Membership of each team should vary based on the needs of each student, but each team is required to include:

- School or District Representative
- General Education Teacher
- Parent, guardian, or custodian

The Absence Intervention Team may also include:

- School psychologist, guidance counselor, or social worker
- Representatives from a public or non-profit agency
- A case worker from the Department of Job and Family Services will be assigned if there is an open case or the child is in foster care.

Religion Expression Days

Under O.R.C. §3320.04, the Board will accommodate students' sincerely held religious beliefs by allowing up to three religious expression days each school year for grades K-12. These days

can be used for religious holidays or activities without academic penalties. A form is available in district offices that needs to be completed in the first 14 days of school for the absences to be considered excused.

Vacation Requests

While we discourage student absences for family vacations during the academic year, they may be excused if prior approval is obtained. Families should understand that any impact on grades due to missed time is their responsibility. Students must obtain assignments in advance and ensure all work is completed on time. Per Board Policy, only the first 26 hours (4 days) of a vacation-related absence will be considered excused. Please submit this form to the school office 10 days before the requested absence.

Tardiness Policy

Students must report to their homeroom by the designated start time to be considered on time:

- Claymont Intermediate School: 7:55 a.m.

Any student arriving **after the designated start time** will be marked **tardy** and must **check in at the office immediately** upon entering the building.

- Students arriving 15 minutes **after their building's tardy time** may be classified as having a **partial excused or partial unexcused absence**, depending on whether they provide an acceptable excuse from the district's approved list.
- Missing a few minutes of instructional time can negatively impact student learning and disrupt the classroom environment.

Early Dismissal Procedures

Guidelines for early student dismissal, including parent authorization requirements.

Health and Safety

Medication Policy

At the beginning of each school year, parents and guardians are required by law (ORC 3313.712) to complete an Emergency Medical Authorization Form for each student. This form enables parents and guardians to authorize emergency treatment for children who become ill or injured while under school authority when a parent or guardian cannot be reached. All forms are available under the parent tab on the district website under OneView. Throughout the school year, please remember to update your student's Emergency Medical Authorization Form if there are changes to phone numbers or your child's healthcare information. Students will be excluded from participating in field trips, school-sponsored athletics, and extracurricular activities until this requirement has been met. Please note: If a student becomes ill or is injured during normal school hours, they will only be released to individuals listed on the Emergency Medical Authorization Form. Contact the school of attendance health clinic with questions.

Parents and guardians are encouraged to contact the school nurse before the first day of attendance regarding any health concerns or conditions that may affect their child's learning, attendance, or safety at school. It is also advisable for parents and guardians to list their child's health concerns and medications in the district's electronic health record. This is particularly important if the child has life-threatening allergies, seizures, diabetes, or other medical concerns. The school nurse will collaborate with the parents and guardians to develop a healthcare plan for students who require preventive or medical interventions at school when necessary. This plan will be shared with school staff who work with or supervise the student.

Administration of Medication

In accordance with the Board policy on administering medication, students who require medication during the school day must follow specific procedures to ensure safety. Parents are encouraged to administer medication before or after school when possible. If medication must be given during school hours, it can only be done by authorized personnel, such as the school nurse, following a written request from the parent and instructions from the healthcare provider. All medications, including over-the-counter drugs, must be delivered to the school by the parent in their original containers, and proper documentation must be completed. For further details, please refer to Board Policy 6.33: Administration of Medication.

Asthma Medication and Epinephrine Auto Injectors

Students are permitted to possess and use asthma inhalers or epinephrine auto-injectors at school or during school-sponsored events to manage asthma or severe allergic reactions. To do so, written approval from both the student's physician and parent/guardian is required, detailing the medication and its administration. School personnel will be notified and a backup dose of the medication must be provided to the school. For more information on the requirements and procedures, please refer to Board Policy 6.34: Asthma Medication and Epinephrine Auto Injectors.

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:

- Parents should cooperatively determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.

- 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.
- This release form shall be written and signed by the parent(s) and physician and shall include:
 - Authorization for school personnel to administer the prescribed medication;
 - Agreement/satisfactory arrangement to deliver medication to/from school;
 - 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.
- All medication to be administered during school hours must be registered with the respective principal's office.
- Medication that is brought to the office will be secured.
- 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
- 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.
- 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.
- 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.
- Students are permitted to carry and use an epinephrine auto injector (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.
- 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 parents. 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.
- 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.

Emergency Procedures

Notification of Safety Drills

Prior to the opening day of each school year, the administrator shall inform each student enrolled in the school and the student's parent or legal guardian of the parental notification procedures included in the plan. Any student and their parent or legal guardian enrolled in the school after the annual notification, shall be notified upon enrollment.

Rapid Dismissal (Fire) Drills: All classrooms have either sprinklers or smoke detectors, 6, drills will be conducted during the school year. Students and staff will be alerted of the drill through the fire alarm.

Tornado Drills: One per month April - July for months when school is in session. Alarms will sound to alert the students and staff of the drill.

Safety Drills: *Three functional*

- May not be combined with Rapid Dismissal or Tornado Drills
- Must involve students
- Must be coordinated with law enforcement
- One of the three must involve being secured in the building and reported to Local law enforcement by December 5th of each year.

Claymont City Schools Student Accident Insurance Policy

The Claymont City School District recognizes that students may experience injuries while attending school or participating in athletic and extracurricular activities. To support student well-being, an accident insurance policy is available for those who wish to obtain coverage.

Student Illness and Health Services

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.

If a child is running a fever, vomiting or has bowel problems, he/she is to be free of those symptoms for 24 hours before coming back to school.

Telehealth and Aultman Health Clinic

The Board offers telehealth services to students through a partnership with Aultman Orrville Hospital and the Aultman Orrville Carrollton Health Center.

Students are allowed to have telehealth appointments on school premises as long as they and their parents or guardians complete and submit all required forms to the District and Aultman. For more information refer to Board Policy 6.57.

Immunizations

The board policy on immunization requires students to provide written proof of immunization against several diseases, including diphtheria, tetanus, polio, and more, within 14 days of starting school. Students are not permitted to remain in school after 14 days unless the student

presents satisfactory written evidence that a Department of Health-approved method has immunized him/her or is in the process of being immunized against hepatitis B and chickenpox.

Exemptions are permitted for medical, religious, or conscientious reasons. However, during a chickenpox epidemic, students lacking the required immunization may be denied entry to school until the epidemic subsides. Please consult Board Policy 6.29 for further information.

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.

Extracurricular Activities

Fundraising

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. Refer to Board Policy 6.39 for more information.

Participation in Extracurricular Activities

Participation in extracurricular activities is a privilege, not a right. Students must follow school and district rules, demonstrate good sportsmanship, and respectfully represent Claymont. All students involved in extracurricular activities must meet the same GPA, attendance, and credit requirements as athletes.

Student Trips

Trips taken by a class must be approved in advance by the school administration. For a student to participate in a trip or other activity requiring early release, excluding participating in scheduled sports activities, a student must have turned in a permission slip signed by the parent/guardian, must have completed their back-to-school online forms, and have an acceptable attendance record. Teachers always reserve the right to deny a student's participation in a school trip. Refer to Board Policy 7.21 for more information.

Transportation

Students are eligible for busing if they live one mile beyond the location of the child's school. All schedules and bus routes are under Mr. Eric Henry, Transportation Director. Should you need additional support, please contact Mr. Henry at 740-922-5478.

Bus Conduct

The same regulations regarding the care of the 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 the order. The driver may assign each pupil a seat.

Bus Rider Rules:

- **At the Bus Stop:**
 - Arrive five minutes before the scheduled pickup time.
 - Stay off private property and do not damage lawns or belongings.
 - Do not fight, push, or throw objects at vehicles.
 - Remain out of the street and wait safely.
- **On the Bus:**
 - Board and exit only at assigned stops unless authorized.
 - Sit in assigned seats and remain seated while the bus is moving.
 - Keep aisles and exits clear.
 - Follow the driver's instructions and be respectful.
 - No eating, drinking (unless medically necessary), or tobacco use.
 - No alcohol, drugs (except prescription medication for school), firearms, weapons, or dangerous objects.

- No glass objects or live animals are allowed.
- No loud or profane language.
- No fighting, hitting, or pushing—this may result in immediate suspension.
- Parents may be liable for damages for no destruction or vandalism of bus property.
- **General Conduct:**
 - Students must board the bus immediately after the dismissal bell.
 - School rules apply to all bus-related trips, including field trips.
 - Students must respect chaperones and assist younger children when needed.
 - Any action endangering others is strictly prohibited.

Consequences for Violations:

Students who violate these rules may face disciplinary action, including detention, suspension, payment for damages, or revocation of bus privileges. Serious offenses—such as refusing to identify oneself, threatening the driver, or fighting—can result in suspension for up to a year or possible criminal charges. Repeated violations may lead to the loss of bus privileges for the rest of the school year. For more information, please refer to Board Policy 6.41.

School Volunteers

Claymont City School District values community involvement and encourages volunteers to support instructional programs and extracurricular activities. Volunteers assist under the supervision of school staff and must adhere to all district policies and legal requirements. While covered under the district's liability insurance, volunteers are not eligible for health benefits or workers' compensation. Background checks may be required. Volunteers play a vital role in strengthening school-community relations and enhancing students' educational experiences. For more information refer to Board Policy 9.25

School Policies and Updates

Food Service

Claymont City School District ensures that all students have access to nutritious meals while maintaining financial responsibility. Students may charge meals up to a negative balance of \$10, after which parents will be contacted, and an alternative meal with milk will be provided until the balance is cleared. The district actively communicates with families regarding unpaid meal balances and may take legal action if debts remain unpaid for four weeks.

Additionally, the district follows strict nutrition standards for food and beverages offered on school grounds, adhering to federal guidelines to promote student health and combat obesity. Meals must meet USDA criteria, and vending machines are limited to approved locations. Free and reduced-price meals are available for eligible students, ensuring that every child receives a nutritious meal during the school day. For more information, refer to Board Policy 9.15 and 9.40.

Student Lunch

Claymont Schools have a closed-lunch policy. No student is allowed to leave the building for lunch unless signed out by someone listed on the emergency medical form. Students must stay in the auditoria/cafeteria during the lunch period, except when excused by the teacher(s) on duty.

Except for packed lunches, no food may be brought into the building or delivered unless approved by the principal and/or the teacher in charge of an activity. If food is brought in or

delivered without permission, it will be kept in the office until the end of the day. No food or other items may be taken from the cafeteria without permission.

The Claymont Board of Education will set lunch prices before the start of each school year.

FERPA Directory & Information

Each year, the District will notify students and their parents of its intent to make certain information known as “directory information available upon request.” Directory information is: student’s name; Address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance at the District; grade level; date of graduation; degrees, honors and awards received; most previous educational agency or institution attended by the student; e-mail address or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

Directory information does not include a student’s Social Security number or the student’s identification number, user identification, or other unique personal identifier unless the identifier cannot be used to gain access to education records except when used in conjunction with authenticating information.

Parents and adult students may refuse to allow the District to disclose any or all of such “directory information” upon written notification to the District within twenty (20) days after receipt of the District’s notice. The District will not release directory information that alone or in combination can be used as personally identifiable information to identify a student.

Student Records Policy

The school district maintains student records to support education while ensuring privacy and compliance with legal requirements.

What Are Student Records?

- **Education Records:** Files containing personal and academic information.
- **Personal Identifiable Information (PII):** This includes names, addresses, student ID numbers, and any details that can identify a student.
- **School Officials & Personnel:** Individuals such as teachers and administrators who may access records for educational purposes.

Who Can Access Student Records?

- **Students & Parents:** May review records upon written request.
- **School Officials:** Access is permitted if there is a legitimate educational need.
- **Other Entities:** Access is granted only by law, such as in school transfers or government audits.

Privacy & Directory Information

Certain student information (name, grade, sports participation, honors, etc.) may be shared unless parents opt out in writing within 20 days of notice. Military and college recruiters may also request student contact information unless parents or students opt out.

Amending Records

If a student or parent believes there is an error in the record, they may request a correction. If the request is denied, an appeal can be made through a hearing process.

Record Maintenance

Records are securely stored and accessible only to authorized individuals. For full details or to request record changes, contact the school office. Refer to Board Policy 6.15 for more information.

Title IX Grievance Procedure

Claymont City School District does not discriminate based on sex in school programs or activities. If a student or employee believes they have experienced sex discrimination, they may follow the outlined steps to file a complaint.

Filing a Complaint

- **Report the Issue:**
 - Students should report concerns to the building principal.
 - Employees should report to their immediate supervisor.
 - If the principal or supervisor is involved, reports should be made directly to the Title IX Coordinator (Superintendent).
- **Formal Written Complaint:**
 - If the issue remains unresolved, a written complaint should be submitted to the Title IX Coordinator within 10 days.
 - An investigation will be conducted, with a decision provided within 10 days after the final meeting.
- **Appeal Process:**
 - If unsatisfied with the decision, an appeal may be submitted in writing to the Board of Education within 10 days.
 - The Board will review the complaint and issue a final decision.
 - If the issue remains unresolved, a complaint can be filed with the U.S. Department of Education's Office for Civil Rights.