

Claymont Elementary School



THE CLAYMONT COMMUNITY...
Preparing Every Child for a Lifetime of Success

Claymont Elementary School

320 Trenton Avenue
Uhrichsville, OH 44683-2188
Phone 740-922-5641
www.claymontschools.org

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School Administration

Superintendent	Mr. Brian Rentsch
Superintendent Office	(740)922-5478
Claymont Elementary Principal	Mrs. Heather Whipkey
Claymont Elementary Secretary	Mrs. Shannon Tarbert
Claymont Elementary Office	Phone: (740) 922-5641

School Mascot: Mustang
School Colors: Brown, White & Orange

School Hours: 8:05AM-2:50PM

CLAYMONT HIGH SCHOOL FIGHT SONG

Hey, look us over. We are the best.
Mighty Claymont Mustangs...better than the rest!
We've got the pep and we've got the stuff.
We've got the greatest coaches and our teams are really tough,
Of course, we've all got the spirit. Never are we down,
Always up and cheering for the White and Brown.
Oh our players are the greatest and they're always on the beam
That's our Claymont Mustang Team....FIGHT!

CLAYMONT ALMA MATER

Oh, Claymont High, To Thee We Sing;
Our Voices With Proud Homage Ring;
Lead Thou Thy Students on to Truth;
That Gives to Them A Glorious Youth
And As Our Goals Reach To the Sky,
We'll Always Cherish Claymont High.

This handbook replaces all prior handbooks and other written materials on the same subjects. This Handbook doesn't create a contract between the school and the student and /or parent, only reflects the current status of the Board's policies and School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. While every effort is made to ensure the accuracy of the information provided, the School reserves the right to make changes at any time without prior notice. Copies of current Board policies are available on the District's website.

SCHOOL ADMINISTRATION (continued)

2025-2026 School Calendar

2025

August

20 First Day Classes

September

1 Labor Day - No School

October

24 No Classes Students

23 End 1st Grade Period

November

5 PreK-5th - Conference Night

6 PreK-5th – Conferences -No School Students

7 No School Students

27th -1st Thanksgiving Break – No School

December

2 Classes Resume

22nd -2nd Christmas Break – No School

2026

January

5 Classes Resume

15 End 1st Grade Period

16 No School Students

19 MLK Day – No School

20 MLK Day – No School

24 Report Cards Home With Students

February

12 Conference Night

16 Presidents' Day – No Classes Students

March

9 No School Students

19 End 3rd Grade Period

30th – 3rd Spring Break – No School

April

6 Classes Resume

May

25 Memorial Day – No School

28 Last Day for students

29 Graduation

29 No Classes Students

SCHOOL ADMINISTRATION (continued)

VISION, MISSION, & CORE BELIEFS

VISION

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

MISSION

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

CORE BELIEFS

C.A.R.E. - Cooperation, Accountable, Respectful and Effort

SCHOOL SCHEDULE FOR STUDENTS

Claymont Elementary School Day: 8:05AM-2:50PM

7:45AM-8:05AM Students Arrive / Breakfast

8:05AM Tardy Bell / Official Start Time

10:50AM 1st Grade Lunch*

11:20AM 2nd Grade Lunch*

2:50PM Dismissal begins / Official End Time

* Students will always have 30 minutes for lunch, but listed time could alter.

ARRIVAL AND DISMISSAL

Elementary students can arrive at school beginning at 7:45AM each day (unless they ride the bus). They are not to arrive before that time. The school cannot be responsible for the supervision of non-bussed children before those times.

ARRIVAL/DISMISSAL OPTIONS

There are three ways students arrive to and dismiss from Claymont Elementary:

1. Bus Rider
2. Car Rider
3. Parent Pick-Up

Before or on the 1st day of school, parents must communicate to Claymont Elementary how each student will typically arrive and be dismissed from school. As a rule, this should be the same way daily. If an exception is needed, please make sure the request is made to the school prior to the needed day.

BUSES and VISITOR PARKING

Walnut Street has 2 entrances - which DO NOT connect to the NW Trenton Avenue Parking Lot and BOTH are ONE WAY. The 1st Walnut Street entrance is for buses only. The 2nd entrance has several parking spots in a single row, across from the bus canopy. This single lane has 1 designated handicap spot and 2 visitor spots. The unmarked spots are for parents/visitors arriving for meetings. This single lane of parking is not for drop-off/pick-up traffic.

CAR RIDERS - TRAFFIC PATTERNS & PROCEDURES

Come down W. 1st St. and turn onto S. Romig St. From S. Romig St. you will turn left onto Trenton Avenue and then turn right into Trenton Ave Parking Lot SW **as space becomes available to pull in**. By order of the city, parents are not permitted to line up on or block Trenton Ave. During arrival/dismissal there are no left turns into our parking lot.

ARRIVAL AND DISMISSAL (continued)

CAR RIDERS - TRAFFIC PATTERNS & PROCEDURES (continued)

The SW Trenton Ave Parking Lot is on the side of the building, closest to Save-A-Lot. It is the drop off and pick up area for students during arrival and dismissal. Please do not block our parking lot entrance so that staff may still access this parking lot. Cars may not park in the drop-off /pick-up zone. Students should enter/exit out of the passenger side of the car. Drivers and other passengers must remain in the car. The traffic flow is one-way during active pick-up & drop off.

Before and after school hours, elementary students being dropped off or picked up from school MUST USE the Trenton Ave entrance. STUDENTS ARE NOT TO BE DROPPED OFF UNDER THE BUS CANOPY / MAIN OFFICE DOOR.

CAR RIDERS - TIMES

Morning - Car Rider Drop-Off starts at 7:45AM. Cars may enter the Drop-Off area no earlier than 7:40AM.

Afternoon - Car Rider Pick-Up starts at 2:50PM. Cars may enter the Drop-Off area no earlier than 2:50PM.

CAR RIDERS - CAR SIGNS

On the 1st day of school, Car Riders will be given Car Signs with his/her name(s). This should be hung on the rear-view mirror, visible to staff so that staff will know which student(s) go to which car. If families need additional Car Signs, please let the teacher or office know. With a Car Sign, the student(s) will be brought to your car. Please have an ID ready. Drivers may not park or get out of the car. Students won't be released through the Car Rider line without a Car Rider sign. If a car doesn't have a car sign, the driver will be directed to park, walk to the front Bus Port Door/Main Office to show proof of identity.

NON CAR RIDER - DROP-OFF AND PICK-UP PROCEDURES

If not walking, parents may park in the NW Trenton Ave Parking Lot which is near the corner of Walnut Street. This parking lot is for staff, visitors, and Parent Pick-Ups/Drop-Offs. Parents are not permitted to park at the businesses across the street. Only students who live within the walking range (1 mile) will be allowed to exit from Trenton Road Front Double Doors. All other students must be picked up from the car line.

PARENT DROP-OFF

Students must be escorted and supervised by parents until the building opens. Students may enter the SW Trenton Avenue Parking Lot double doors starting at 7:45AM.

PARENT PICK-UP

Students must be escorted at dismissal. Students are not permitted to walk by themselves away from the school, across the road, and/or into or through any of our parking lots. Parent Pick-Up begins at 2:50PM and is located at our front double doors that face Trenton Avenue.

PARENT PICK-UP TAGS

On the 1st day of school, designated Parent Pick-Up students will be given a Parent Pick-Up tag. Parent Pick-Up Tags have the student's name and the names of those permitted by the parent to pick up the student. We only release students to adults with Parent Pick-Up tags and a valid picture ID. If an adult comes to pick up a student without the Pick-Up tag, they will be directed to the front Bus Port Door/Main Office to show proof of identity and to check permissions.

TARDY DROP-OFF (ARRIVAL AFTER 8:05AM)

Students who are arriving at school after the Tardy Bell rings must be accompanied by an adult, entering the Bus Canopy/Main Office doors. The adult should sign the student in using our digital system and talk with the

building secretary. The student will be buzzed into the building after the secretary confirms the student is signed in.

ARRIVAL AND DISMISSAL (continued)

CONCERNS/ISSUES OUTSIDE OFF SCHOOL PROPERTY

- The school is directly responsible for supervision of students while they are on school property only. Once they leave school property this becomes the responsibility of the parents. The school will cooperate with parents in stressing the rules of safety to and from school and will assist with discipline problems that occur between home and school.
- Generally, misbehavior that occurs off school property is a police matter.
- Claymont Elementary, for the purpose of supervision on the way to and from school, includes the sidewalks immediately adjacent to the school. The school cannot be responsible for the supervision of the children beyond these limits.

STUDENT ACADEMICS

The Claymont Board of Education recognizes that a system of grading student achievement can help the students, teacher, and parents to better assess the student's progress toward personal educational goals and to assist the student in the implementation of that progress.

ELEMENTARY GRADING SCALE:

All standards are expected to be mastered by the end of the school year.

3 - Mastered

2 - Making progress

1 - Limited progress

0 - No progress

REPORT CARDS & PROGRESS REPORTS

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 reach out to 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.

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

STUDENT ACADEMICS (continued)

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. To schedule a meeting outside of the regular conference dates, please contact your child's teacher directly.

PROMOTION, PLACEMENT, & 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. These factors will be carefully weighed by the professional staff and parents. 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.

TRANSPORTATION

DIRECTOR OF 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.

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.

TRANSPORTATION (continued)

BUS RIDER RULES (continued)

- **On the Bus (continued)**
 - 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 allowed.
 - No loud or profane language.
 - No fighting, hitting, or pushing—this may result in immediate suspension.
 - No destruction or vandalism of bus property—parents may be held responsible for damages.
- **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 loss of bus privileges for the rest of the school year. For more information please refer to Board Policy 6.41.

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. To support student success, the school and families must work together to 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.

TARDY POLICY

Morning Tardy to School

Students must report to their classroom by 8:05AM to be considered on time (not tardy). 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.
- Even missing a few minutes of instructional time can negatively impact student learning and disrupt the classroom environment.

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

ATTENDANCE (continued)

ALL 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 teacher. Students are given **one (1) day per consecutive absence** to complete assignments.

EXCUSED / AUTHORIZED ABSENCES

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

1. **Personal Illness** – For absences or tardiness due to **medical reasons**, a **doctor's note** must be provided within **five (5) school days**. Without proper documentation, the absence or tardy will no longer be excused for medical reasons.
2. **Serious Illness or Death of a Family Member/Funeral** - Limited to three (3) days unless additional time is approved by the school.
3. **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.
4. **Unusual or Emergency Situations at Home**
5. Authorized School Sponsored Events
6. Approved College Visits
7. Acts of God
8. **Quarantine** - The absence of a student from school under this condition is limited to the length of the quarantine as fixed by the proper health officials.
9. Out of State Travel
10. Visiting Immediate Family in the Military
11. Religious Expression Day(s)

UNEXCUSED / UNAUTHORIZED ABSENCES

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

CHRONIC ABSENTEEISM

At Claymont City Schools, we believe that 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.

ATTENDANCE (continued)

EXCESSIVE ABSENCES

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** of absence.

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 result in increased 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 **5 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 (AIT)

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 absence intervention plan by identifying specific barriers and solutions to attendance problems.

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

1. School or District Representative
2. General Education Teacher
3. Parent, guardian, or custodian

ATTENDANCE (continued)

ABSENCE INTERVENTION TEAM (AIT) continued

The Absence Intervention Team may also include:

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

RELIGIOUS EXPRESSION DAYS

In accordance with 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 students in 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 at least 10 days before the requested absence.

STUDENT CODE OF CONDUCT

The Claymont City School District Student Code of Conduct establishes clear expectations for student behavior and the consequences for misconduct. Our goal is 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 are required to 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.

APPLICABILITY OF THE CODE

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, have the right to enforce rules and maintain order. Failure to comply with school rules or reasonable requests from school personnel may result in disciplinary action.

STUDENT CODE OF CONDUCT (continued)

DISCIPLINARY PROCEDURES

- **Office Referrals:** Students engaging in misconduct may be referred to the administration for disciplinary action.
- **Due Process:** Before suspension or expulsion, students are entitled to an informal hearing (a discussion to listen to the student, inform the student of allegation, share findings/investigation, & share disciplinary decisions/actions)
- **Emergency Removal:** A student posing immediate danger or disruption may be removed from school premises.
- **Suspension:** ISS. (In School Study)/OSS (Out of School Study). ranges from 1-10 days. Students may complete missed assignments for credit.
- **Expulsion:** Removal for over 10 days; students receive failing grades for courses.
- **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.

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.

SUSPENDED / EXPELLED STUDENTS

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

By following these expectations, students contribute to a safe and productive school environment.

STUDENT CONDUCT of CODE

- ASSAULT, ASSAULT and BATTERY** or threat thereof to any school personnel, other student, or visitor.
- FALSE ALARMS** - including fire and/or bomb threats.
- 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.
- 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.
- DISRUPTION OF SCHOOL** by use of violence, force, coercion, threat, harassment, noise, or disorderly conduct. This shall include use of the same to incite others toward acts of disruption.
- ARSON or ATTEMPTED ARSON, and RELATED OFFENSES.**
- POSSESSION, USE or THREATENED USE OF FIREWORKS, EXPLOSIVES, OR OTHER SUCH INSTRUMENTS** capable of inflicting bodily injury or disrupting the operation of the schools.
- 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 standards of school behavior.

STUDENT CODE OF CONDUCT (continued)

STUDENT CONDUCT of CODE (continued)

- 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 use of obscene gestures, pictures, or signs.
- O. **INSUBORDINATION and/or DISOBEDIENCE** in refusing to comply with 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, of personal property of any school personnel, or of 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 originally 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 set forth in this policy shall automatically change to conform to it.

STUDENT CODE OF CONDUCT (continued)

STUDENT CONDUCT of CODE (continued)

- DD. **POSSESSION OF A KNIFE:** Knife, for the purposes of this policy, is defined as a cutting instrument consisting of a sharp blade or edge.
- EE. Leaving school property or assigned area prior to 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 in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities.
- LL. Violation of school policies pertaining to 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 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 which is 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 is enrolled.
- VV. Gang membership and/or gang activity. For purposes of 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, or 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.

STUDENT CODE OF CONDUCT (continued)

100% 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 held 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 presence of the odor of a prohibited substance is considered sufficient evidence of possession.

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

- **Alcoholic beverages** of any kind.
- **Dangerous controlled substances** as 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** that a reasonable person would believe to be a controlled substance due to their shape, size, color, markings, packaging, distribution, or price for which they are sold.
- **Misrepresented substances** claimed to be controlled substances, whether or not they are.
- **Vapes, inhalants, and drug paraphernalia** of any kind.

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

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

Definition of Harassment Harassment means repeated actions — written, spoken, or physical — that hurt someone mentally or physically. It is serious enough to make school feel unsafe or threatening. 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.

STUDENT CODE OF CONDUCT (continued)

HARASSMENT POLICY (continued)

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

1. 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.

2. 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 thoroughly investigated by the building principal or designated staff member in a timely manner. 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:

1. Cause mental or physical harm to another student.
2. Create an intimidating, threatening, or abusive school environment, including violence within dating relationships.

REPORTING & INVESTIGATING

- **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.

STUDENT CODE OF CONDUCT (continued)

BULLYING POLICY (continued)

REPORTING & INVESTIGATING

- **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

DANGEROUS WEAPONS

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

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

TECHNOLOGY

TECHNOLOGY & 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 access has been terminated by the District, or when the parent or guardian revoke 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.

Cell Phone/Electronic Communication Device (ECD) Policy (continued)

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. It is our hope that 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 for any reason unless a teacher specifically 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 as well as 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.

TECHNOLOGY, COMPUTER NETWORK & INTERNET USER ACCEPTABLE USE POLICY (AUP)

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 Responsible Use Policy (RUP) 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 the use of the school's computer and networking equipment. If you do not want your student to have access to these resources, you must submit in writing a request for no computer privileges. Please be sure to read and review the Claymont City Schools Technology, Computer Network, and Internet Responsible Use Policy found in this link.

<https://www.claymontschools.org/Downloads/ResponsibleUsePolicy.pdf?v=0>

BEHAVIOR POLICIES

SCHOOL-WIDE BEHAVIOR PLAN

Maintaining a safe, orderly environment for our students is an important part of providing quality education. The classroom teacher will maintain classroom discipline. Teachers will inform students of classroom rules and the consequences. Our behavior goals are:

Our Claymont Care Promise:

- C - Cooperate
- A - Accountable
- R - Respectful
- E - Effort

Children progress through the behavior system and this year the school is differentiating minor and major violations in the behavior policy.

2 PROGRAMS TO DEVELOP BEHAVIORS

- **LEADER IN ME - INTRINSIC MOTIVATION**

Leader in Me is a whole-school transformation model and process developed in partnership with educators that empowers students with the leadership and life skills they need to thrive in the 21st century. It is based on principles and practices of personal, interpersonal and organizational effectiveness, and upon the powerful premise that every child possesses unique strengths and has the ability to be a leader.

Leader in Me helps students learn how to become self-reliant, take initiative, plan ahead, set and track goals, do their homework, prioritize their time, manage their emotions, be considerate of others, express their viewpoint persuasively, resolve conflicts, find creative solutions, value differences, and live a balanced life. The process helps students develop the skills and self-confidence they need to lead their lives and succeed in school and beyond

- **PBIS (POSITIVE BEHAVIORS AND SUPPORT SYSTEMS) - EXTRINSIC MOTIVATION**

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based three-tiered framework to improve and integrate all of the data, systems, and practices affecting student outcomes every day. PBIS creates schools where all students succeed.



C.A.R.E.

The Mustang Way

Claymont Elementary School

	Classroom	Hallway	Restroom	Cafeteria	Bus	Recess	Assemblies
C Cooperation Habit #6, #4	Follow expectations Work together to keep the classroom clean and organized Use walking feet and an inside voice Keep your body to yourself	Walk in a straight line on the right side of the hall Keep your body to yourself	Wait for a turn Go directly to the bathroom and return to class quickly Keep your body to yourself	Stay in a single file line while waiting Wait quietly Sit with your feet under the table Keep your body to yourself	Report problems immediately & accurately Stay seated at all times No eating or drinking on the bus Keep your body to yourself	Share the playground equipment Include others in activities and take turns Keep your body to yourself	Sit in your assigned area Keep your body to yourself
A Accountability Habit #3, #7	Complete assignments Be prepared for class Stay in seat with feet under the desk Use classroom supplies appropriately	Take a direct route and walk quickly Think for yourself and make proactive choices	Keep area clean Put paper towels in the trash Flush toilet	Walk while in the cafeteria Clean up the area you sit in before leaving	Follow driver's instructions and bus rules Keep aisles clear of your belongings	Walk on the blacktop Return equipment to the proper location. Decide what you can solve and what your teacher needs to solve for you	Pick up trash and belongings Make decisions for yourself
R Respect Habit #5	Listen with a closed mouth while others are talking Raise hand to speak Keep personal items and supplies off the floor	Stay quiet Use appropriate language Keep hands off of bulletin boards, walls and windows	Keep my body in my own stall Mind others' personal space and desire for privacy	Use inside voices Keep your own place in line Use manners	Quiet voices Be kind to your bus driver and students on the bus Use appropriate language	Use playground equipment as it is intended to be used while following rules of games	Clap and cheer at appropriate times and volume Be attentive to the speaker
E Effort Habit #1, #2	Ask for help when needed Keep trying even when things are challenging	Keep the hallway clean Allow personal space	Problem solve when appropriate and ask for assistance from an adult when needed	Keep track of personal belongings Try to open containers before asking for assistance	Keep your space clean	Line up quickly, quietly, and carefully when the whistle blows	Do your best if you are a participant Be involved

BEHAVIOR POLICIES (continued)

INCENTIVES AND REWARDS

Daily/Weekly Student Incentives and Rewards

- Teacher Shout Outs on Morning Announcements
- Classroom positives (green sticks, warm fuzzies, DOJO points)
- Mustang Store

Monthly Incentives/Rewards

- KPG (Kids Going Places) – Students earn a monthly membership card allowing them weekly privileges/rewards

Monthly KGP Criteria:

- * No more than 2-3 yellow / Minor Office Referrals (depends on the month)
- * No Red Sticks / Major Office Referrals
- * No missed work/tests (everything made up)
- * No more than 2 unexcused absence days and/or 13 unexcused absent hours

Nine-Weeks Incentives/Rewards

- 9-Weeks Mighty Mustang - 1 boy & 1 girl per classroom
- 9-Weeks Deputy Sheriff - 4 students - 2 students per grade level
- Perfect Attendance for the Quarter
- Perfect Attendance for the Year
- WIG Awards (Wildly Important Goal)

End-of-Year Awards/Rewards (Besides 4th Nine-Weeks incentives/Rewards)

- Most Improved Students
- Physical Education Awards
- Art Awards

GENERAL INFORMATION

SCHOOL FEES

There is a charge for student fees and supplies for the school year. **Fees for the year are \$55.00 for Claymont Elementary.** *Checks can be made payable to the Claymont Board of Education.* Please contact the office for information regarding creating a payment plan if necessary. School fees must be paid or arrangements to pay the fees must be made by the end of the first nine-week grading period or your child's report card will not be issued. Please understand that unpaid school fees accumulate from year to year.

FIELD TRIPS

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

STUDENT REGISTRATION/ENROLLMENT

WHEN ENROLLING IN CLAYMONT CITY SCHOOLS, STUDENTS MUST PROVIDE:

- A birth certificate or equivalent documentation (passport, hospital record, or affidavit).
- Custody documents, if applicable.
- Proof of residency (utility bill)

GENERAL INFORMATION (continued)

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.

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.

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 adheres to strict nutrition standards for food and beverages sold on school premises, aligning with federal guidelines to promote student health and combat obesity. Meals must meet USDA criteria, and vending machines are restricted to approved locations. Free and reduced-price meals are available for eligible students, ensuring that no child goes without 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 permitted to leave the building for lunch unless signed out by a person listed on the emergency medical form.** Students are to remain in the auditoria/cafeteria during the lunch period, except as excused by the teacher(s) on duty. Other than packed lunches, **NO food may not be brought into the building or delivered unless it is approved by the principal and/or teacher in charge of an activity.** If food is brought in or delivered without permission, it will be held in the office until the end of the day. No food or other items are to be taken from the cafeteria without permission.

Lunch prices will be set by the Claymont Board of Education prior to the start of each school year.

RECESS

Decisions to have outside recess during cold weather depend upon the temperature, wind chill factor, and weather conditions. Therefore, it is very important that students are dressed appropriately for the weather. Supervised indoor recess will be given to students when weather prevents outside recess due to rain or when the wind chill is below 32 degrees.

GENERAL INFORMATION (continued)

VISITORS

The Board of Education and school administration encourage visits to our school by parents, adult residents of the community, and others on official school business. Visitors must make arrangements with the principal in advance of the visit.

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

The following will normally be approved:

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

For more information refer to Board Policy 9.02

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

LIBRARY BOOKS

- Books and magazines circulate for 2 weeks, with renewal privileges. Students will not be permitted to check new books out until all late materials are returned.
- Failure to adhere to LRC policies may result in an office referral, detention, or long-term removal from the library.
- If a student checks out a book and does not return it, he/she is responsible for covering the replacement cost of the book(s) or magazine.
- No students are permitted in the library without adult supervision.
-

For more information refer to Board Policy 6.26 - Student Fees and Fines

SCHOOL SUPPLIES

Please view the school supply link on our website for this year's school supply list.

REQUESTS FOR TEACHERS

Requests for specific teachers are not accepted since our classes are formed using student data and teacher data. We want to make sure that our students and teachers have classrooms that are as fair and equal as possible. Often we also assess student relationships to determine if there is evidence that specific students may need separate learning environments. Educators and administrators use their professional judgement when placing students and designing classes.

GENERAL INFORMATION (continued)

COUNSELING SERVICES

The school's guidance program helps students make informed personal, educational, and career decisions. It provides resources, counseling, and support to develop decision-making skills and foster self-understanding, self-respect, and respect for others.

PROGRAM GOALS

- Assist students in making responsible life choices.
- Provide necessary information, including test scores, vocational guidance, and advice.
- Support personal, social, and academic development.

SERVICES & SUPPORT

- Guidance is available to all students, with collaboration from parents, teachers, and the community.
- Counselors offer a supportive environment to help students navigate challenges and plan for the future.
- Equal access to guidance services is ensured for all students, regardless of background or ability.

For more information please refer to Board Policy 7.28.

SNACKS & BIRTHDAY TREATS

When providing snacks and birthday treats, we request items are store or restaurant purchased and delivered in packaging. This ensures items are prepared and packaged following food/safety guidelines required for businesses that meet safety/health regulations.

FOOD ALLERGIES

We would like families to be aware that there may be food allergies, depending on the grade/class. We will make sure families know, by homeroom, about food allergies to respect medical concerns and to avoid accidental reactions.

CLAYMONT CITY SCHOOLS STUDENT ACCIDENT INSURANCE PROGRAM

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.

FERPA DIRECTORY & INFORMATION

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." 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.

GENERAL INFORMATION (continued)

STUDENT RECORDS POLICY

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

WHAT ARE RECORDS?

- **Education Records:** Files containing personal and academic information.
- **Personally Identifiable Information (PII):** 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 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 as allowed by law, such as in cases of 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.

NOTICE OF PARENTS RIGHTS 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.

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.

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, are 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 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 in violation of 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.

EMERGENCY / SAFETY

SAFETY DRILLS

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 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 (3 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.

BUILDING SECURITY

To provide a safe environment for students, all doors to the building will be locked at the beginning of the school day every day and will remain locked until school is dismissed. Anyone entering the building after the tardy bell at the beginning of the school day will need to use the main entrance and be buzzed in. If a student leaves during the day, they should only exit the building through the main entrance. NO STUDENT IS TO OPEN ANY EXTERIOR DOOR AND/OR ALLOW ANY PERSON TO ENTER THE BUILDING AT ANY TIME. Do not prop a door open for any reason.

Claymont Schools are equipped with a video surveillance system that will be referred to in the investigation of inappropriate school activity.

CARE OF PROPERTY

Parents will be held liable for any destruction to school property caused by their children.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Parents are to notify the school immediately if they move or change home or work numbers; the new address or telephone numbers are to be given to the school so the child's records can be kept up to date. You must complete the on-line forms to update any address or telephone changes to the emergency medical forms as well.

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

EMERGENCY / SAFETY (continued)

EMERGENCY PLANS / DELAYS / CLOSINGS

Our staff is prepared to take prudent actions should any emergency arise during the school day. Emergency evacuation drills are conducted periodically to give students an opportunity to practice procedures. Due to inclement weather or at the time of special emergencies, it may be necessary to call a two (2) hour delay, close school, modify bus routes or dismiss school early. Listen and/or watch the following stations for information:

RADIO:

WJER 1450 AM

WBTC 1540 AM

WTUZ 99.9 FM

TELEVISION

WTOV 9

FOX 8

Parents should arrange with their child(ren) as to where the child(ren) are to go in the event of an early dismissal. Telephone calls are not possible.

HEALTH / MEDICAL

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.

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 he/she has been immunized by a Department of Health-approved method or is in the process of being immunized against hepatitis B and chickenpox.

Exemptions are allowed for medical, religious, or conscientious reasons. However, in the event of a chickenpox epidemic, students without the required immunization may be denied school entry until the epidemic is over. Please refer to Board Policy 6.29 for additional information.

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 & 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.

HEALTH / MEDICAL (continued)

MEDICAL FORMS

Each student is REQUIRED to have his parent/guardian complete the online “Emergency Medical Form” for school use. These forms are extremely important as they give the school direction and authorization, if necessary, to provide emergency treatment for the student in case of an accident or sudden illness. **Only persons listed on this form may be contacted or authorized to release the student from school.** Please notify the school, in writing, should any change take place during the course of the school year. All forms are available under the parent tab on the district website under Final Forms. **Students may not participate in field trips, school activities (such as dances, club activities, school play, etc.), or athletics unless a completed Emergency Medical Form is on file. No schedule or Chromebook will be issued until a completed medical form is filled out. You cannot attend field trips, pep rallies, or school dances until a medical form is completed.**

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 & 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.

TITLE

TITLE IX GRIEVANCE PROCEDURE

Claymont City School District does not discriminate based on sex in any 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.

TITLE (continued)

FILING A COMPLAINT (continued)

- **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.

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 that 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.
- Respecting cultural differences.

In accordance with 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.

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.