

# **Claymont Elementary**

## *Parent/Student Handbook*

### 2024-2025



The Claymont City School District will PROVIDE EACH STUDENT  
AN OPPORTUNITY FOR A LIFETIME OF SUCCESS.

### **Claymont Elementary School**

*320 Trenton Avenue  
Uhrichsville, OH 44683-2100  
Phone 740-922-5641  
Fax 740-922-7427  
[www.claymontschools.org](http://www.claymontschools.org)*

**Claymont Elementary School**  
**320 Trenton Avenue, Uhrichsville, Ohio 44683**  
**Phone - 740-922-5641 Fax - 740-922-7427**  
[www.claymontschools.org](http://www.claymontschools.org)  
**Principal - Nicholas Wright**  
**Administrative Assistant- Shannon Tarbert**



---

Dear Parents and Students:

Welcome to Claymont Elementary School. It is my hope that you and your student will have a rewarding experience as a Mustang. The staff and I look forward to a successful year filled with learning, growth, and development.

In order for school to be a place for children to learn and grow, it is essential to create an environment of mutual respect. We want school to be a place to experience the excitement of learning, a place where the students, parents and school staff form a partnership. Working together, there is no limit to what we and our children can achieve.

This parent/student handbook is only the introduction to your student's school program. After reviewing it for general information, I encourage all parents and students to become actively involved in the Mustang experience.

If you have any questions, or if I can be of any assistance to you anytime throughout the year, do not hesitate to call me at (740) 922-5641 or email me at [nwright@claymontschools.org](mailto:nwright@claymontschools.org) .

Best wishes for an exciting and rewarding school year.

Sincerely,  
Nicholas Wright  
Principal

**Go Mustangs!**

# TABLE OF CONTENTS

## 2024-2025 STUDENT HANDBOOK

Assemblies	4
Attendance*	4
Tardies	7
Bus Transportation*	7
Bus Guidelines and Rules	8
Penalties for Infractions	8
Care of Property	8
Change of Address or Telephone Number	8
Classroom Parties	8
Daily Schedule for Students & Drop Off/Pick Up	9
Dress Code*	9
Electronic Devices	10
Emergency Plans*	10
Field Trips	10
Fundraising	10
Grading*	11
Head Lice*	11
Homework	12
Illness/Injury*	12
Immunization	12
Insurance	12
Leaving School Grounds*	12
Library Books	12
Medication*	13
Parent/Teacher Conferences	13
Playground Guidelines	14
School Fees*	14
School Lunch Program*	14
School Records	14
Search and seizure	14
Student Code of Conduct & School Rules*	15
Student(s) Leaving School	21
Substance Abuse, Tobacco Use & Weapons*	21
Telephone*	21
Visitors*	21
Directory Information*	22
Notification of Rights	22
Safety Drills*	22
Title I	23
Notice of Child Sexual Abuse/Viulence Prevention Instruction	24
Building Matrix (C.A.R.E.)/Leader in Me Habits	25
Acceptable Use Policy - Internet and Network Use and Safety Agreement*	26
Parent Signature Page*	26

## **ASSEMBLIES**

Assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include athletics, cultural presentations, academic areas, and professional speakers. There is often a significant investment in time and money in preparation for any assembly program. Student attendance is a privilege and must be earned through appropriate behavior. Special attention to etiquette and good citizenship is expected of all students.

## **ATTENDANCE\* Please call the school for every absence.**

### **ATTENDANCE PROCEDURES**

Regular school attendance is extremely important to the student's educational experience. Poor attendance often results in poor schoolwork and poor attitude towards education. The law requires that students attend school every day school is in session. Daily classroom participation is crucial to the student's education and good grades. A student must be in attendance to participate in the classroom. There will be times, however, when it is necessary for students to be absent from school. All student absences are classified as either **Excused or Unexcused** (truant).

---

### **ABSENTEEISM**

Absenteeism may be defined as the continued absence or repeated absences, over a period of time, by an individual or group of individuals. We realize sometime there are extenuating circumstances such as hospitalization or extended physician care. Should these things occur, please stay in contact with the school and let us know of the situation. It should be understood that a student absent without an excusable reason, as defined in the attendance policy, will be held accountable by the administration and/or attendance officer and may face disciplinary action, either within the school or from juvenile authorities. .

---

### **EXCUSED ABSENCES**

Excused absences are those authorized and permitted by the school.

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

1. Personal Illness – The school may require medical documentation.
2. Illness in the Family- Absence required per doctor's orders or parent needs the student to remain at home.
3. Quarantine of the Home – The absence of a student from school under this condition is limited to the length of the quarantine as fixed by the proper health officials.
4. Death of a Relative – The absence arising from this reasonable cause is limited to a period of three (3) days unless a reasonable cause may be shown by the applicant student for a longer absence.
5. Observance of Religious Holidays.

6. Absence during Part of the School Day for Health Reasons – Because of the importance attached to good health, students who have appointments for health reasons shall be excused for that purpose, provided (A) the student brings in a signed statement from the doctor or dentist to the effect that he/she reported promptly for such service, and (B) the student reports back to school immediately after his/her appointment if school is still in session.
7. Absence during Part of the School Day for Legal Reasons – a student may be excused from school if his/her presence is required in a court of law. Parental documentation or documentation from the court is required.
8. Others as determined by and with prior approval of a principal.

#### Procedure for Excused Absence/Tardy

If a student must be absent, the parent/guardian is asked to telephone the school by 9:00 AM at (740) 922-5641 on the day of the absence. The student, upon his/her return to school, must present a written excuse for the absence. The excuse must contain the following:

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

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

For an absence to be excused for a medical reason, a note from the doctor, dentist, etc. must be presented to the office upon the student's return to school. Upon the beginning of the **5TH** school day after the student returns to school, without the medical excuse being presented, the absence will no longer qualify to be excused for medical reasons.

---

#### **EXCESSIVE ABSENCES**

There is a positive correlation between a child's attendance and achievement. Class attendance is important because it is not possible to completely make up what is missed. Each classroom experience is important.

The law requires that parent notification is made when a student accumulates 38 or more hours in one school month or 65 hours or more hours in a school year of absences, regardless of the reason. The primary responsibility for school attendance is placed with the parent. They are responsible for only permitting absences that can be excused under the recommendations of the State Department of Education.

---

## **UNEXCUSED ABSENCES (TRUANCY)**

**Truancy** is when a student deliberately misses school or class without an excusable reason. Students are truant if they are absent from school without an excusable reason. The attendance laws of the State of Ohio (HB 410) shall be enforced.

Habitual truancy is defined as

- 30 consecutive hours of unexcused absence
- 42 or more hours of unexcused absence in a month
- 72 or more hours of unexcused absences in a year

Truancy will result in disciplinary action, the student being put on an Absence Intervention Plan, notification will be made to the Department of Job and Family Services and possible charges filed with juvenile court. Parents or guardians who knowingly permit their child to be truant will be liable for prosecution.

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

### Unexcused absences (truancy) consequences:

1. After 8 days (52 hours) of unexcused absence, a referral will be made to the Principal and the Absence Intervention Team.
2. After 11 days (72 hours) of unexcused absence, an Absence Intervention Plan will be written and JFS will be notified if the plan is not followed. The Absence Intervention Plan team will consist of at least two staff members and the child's parent/guardian. The team will develop a plan to get the student to school consistently/keep the student in school. If progress is not made after 60 calendar days, the district may file a complaint with the juvenile court.

---

## **PARTIAL UNEXCUSED ABSENCES/TARDY TO SCHOOL**

Students at Claymont Elementary School must report to school by 8:15 AM or they will be marked tardy. Arriving after 8:30 AM is considered a "partial excused" or "partial unexcused" absence. Even missing 5 or 10 minutes of the school day is detrimental to the education of the student. It directly impacts their success and disrupts the learning environment for all students. If a student provides an excuse from the list of reasonable excuses, it is considered "partially excused". Students must be signed in by the adult bringing them to school immediately upon entering the building.

### Tardies and Partial Unexcused Absence Consequences

Tardiness to school may be excused under the same conditions as an absence.

- After **four (4)** unexcused tardies/partial unexcused absences per semester, a letter will be sent to parents.
- After **eight (8)** unexcused tardies/partial unexcused absences per semester a letter will be sent to parents and a phone conference with the principal will be scheduled.
- After **twelve (12)** unexcused tardies/partial unexcused absences per semester a letter will be sent to the parents and an in person conference will be scheduled with the Principal and Social Worker. At this time there may be a disciplinary action taken.
- After **sixteen (16)** unexcused tardies/partial unexcused absences, a referral will be made to the Department of Job and Family Services and disciplinary action will follow.

---

### **PRINCIPAL'S DISCRETION**

It is understood that each situation is unique due to varying circumstances. The principal shall have full discretionary ability to deal with student attendance cases on an individual basis.

### **BUS TRANSPORTATION\***

The Claymont Board of Education provides transportation for students in accordance with the rules and regulations of the State of Ohio. All schedules, routes, and stops are under the direction of the district transportation coordinator. The same regulations regarding care of property in the classroom or on the school grounds apply to those pupils who ride the school bus. Bus students are not permitted to ride any bus other than their assigned route unless special permission is obtained from the principal. Any questions about transportation can be answered by the coordinator at (740) 922-5478 ext. 12004.

- If a student rides a regular route to and from school he/she must ride that bus. Students are not permitted to change buses once a regular route has been established.
- Any student who misses an afternoon bus is to report to the office so arrangements can be made for pick-up.

### **BUS GUIDELINES AND RULES:**

1. Arrive at the bus stop at least five (5) minutes prior to the scheduled stop.
2. Stay off the road at all times.
3. Wait until the bus is completely stopped before moving forward to enter. Do not cross a highway until the bus driver signals that it is safe.
4. Enter the bus single file and go immediately to a seat. Keep head, hands, and arms inside at all times and remain seated while the bus is in motion.
5. The driver is in complete charge and must be obeyed.
6. Keep all objects out of the aisle.
7. Do not litter on the bus or throw anything from the bus.
8. Students are to be courteous to the driver, other bus riders, chaperones, and all other persons.
9. Smoking and eating are not permitted on the bus.
10. Any damage done to the bus equipment will be paid for by the student offender and/or parent/legal guardian.
11. Students must not tamper with the bus or any of its equipment.

12. Yelling, cursing, obscene language, scuffling, and fighting are forbidden on the bus.
13. Any action, loud talking, or horseplay that might distract the driver is forbidden.
14. In case of an emergency, the directions of the bus driver are to be followed.

PENALTIES FOR INFRACTIONS:

A student who becomes a discipline problem on the bus may be deprived of the privilege of riding on the bus as determined by the Transportation Director and/or the building principal.

First Offense	Conference with principal/letter home
Second Offense	Suspension for one (1) school day from the bus
Third Offense	Suspension for three (3) school days from the bus
Fourth Offense	Suspension for five (5) school days from the bus
Fifth Offense	Suspension for ten (10) school days from the bus

Any student riding a bus who refuses to identify him/herself to the bus driver or swears at the bus driver will lose his/her bus transportation privileges for one calendar year.

**Any other flagrant offense will result in suspension at the discretion of the principal.**

*All parents will be notified if a student is suspended from the bus, the parents will be required to furnish transportation to and from the school during the entire period of the suspension.*

Students choosing to violate the school transportation safety rules may have their bus-riding privilege revoked for a period of time. Continued violation of transportation safety rules may result in a student’s bus-riding privilege being revoked for the remainder of the school year. **If a student has been denied the privilege of riding a school bus, this includes all school buses in the Claymont City School District**

**CARE OF PROPERTY**

The statues hold parent(s) 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 SCView form on-line to update any address or telephone changes to the emergency medical forms as well.**

If any move may result in a change of building within the district or 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.

**CLASSROOM PARTIES**

There will be classroom parties throughout the year to celebrate different occasions or holidays. Classroom teachers will organize their own room’s party.

**Pre-packaged** treats may be brought in for student birthdays when cleared with the classroom teacher.

## DAILY SCHEDULE FOR KINDERGARTEN & 1ST GRADE STUDENTS

**School Hours: 8:15 a.m. – 3:15 p.m.**

7:50	Students may enter the building, Breakfast begins
8:10	Breakfast ends
8:15	Class begins – Tardy Bell rings
11:45-12:15	1- Lunch, 2nd- Recess
12:15-12:45	1- Recess, 2nd Lunch
3:05	Dismissal: Walkers and Car Pick-Up
3:15	Dismissal: Bus Students

### DROP OFF/PICK-UP AREA

**Students may arrive at school beginning at 7:50 a.m.** Students should not be dropped off before that time as there will be no staff on duty and the doors will be locked until then. **First and Second Grade students need to be dropped off and/or picked up in the Trenton Avenue parking lot, not the bus canopy.** **The bus canopy entrance is designated for buses only.** It is also very important that students are not dropped off on Trenton Avenue (the street). It is extremely dangerous for students to be let out on Trenton Avenue and then walk across the parking lot to enter the building. This is for your child's safety as well as the safety of all students. **Please turn onto Lake Street, then turn right onto West 1st, then onto Romig, then turn left onto Trenton Ave. and right into the parking lot. When exiting our parking lot, please remember to turn tight.**

**When dropping your children off in the Trenton Avenue parking lot, three (3) cars can pull up at a time. Parents are to remain in the cars, drop the student/s off, and have them exit to the sidewalk near the school.** By doing this, it will allow the drop off lane to flow more efficiently.

Parents will not be entering the building to drop off students. If you are planning to walk your child to the door after dropping them off, do not park/leave your vehicle in the flow of traffic. Park your vehicle in a parking space. This will allow those behind you to continue the traffic flow, helping to eliminate the build-up of cars on Trenton Avenue.

### DRESS CODE\*

Students shall not wear hair styles, make-up or clothing that is considered a safety hazard or causes interference, a classroom disturbance or can cause excessive wear or damage to school property. Obscene or distasteful words and /or pictures on clothing shall not be permitted. Hoop earrings of any kind propose a safety hazard and shall not be permitted.

The following clothes are NOT permitted:

- *MIDRIFF SHIRTS, MESH SHIRTS, SPANDEX SHORTS*

Jeans that students can walk on or have strings dragging on the ground cannot be worn. Students are permitted to wear finger-tip shorts during the school year; however students should always be dressed appropriately for the weather conditions. **Shoes must tie and/or have backs or straps across the heels. (No Flip Flops)** Objects that protrude, can protrude, or are otherwise attached to the shoe or sole of the shoe are forbidden (ex. roller skate shoes; cleats). If the above rules are not followed, the parents will be contacted to bring a change of clothing to school.

## **ELECTRONIC DEVICES**

Personal electronic devices such as cell phones, Kindles, iPads, CD/DVD players, etc., and other devices capable of transmitting or receiving signals may not be used during school hours, unless approved by the classroom teacher/principal. If brought to school, devices must be stored in the students' bookbag and must be set to the off/quiet position. Any device which is found to be on, make a noise, vibrate, or otherwise call attention to itself will be deemed to be creating a disruption. Any device found to be in violation of these rules will be confiscated and turned in to the school administration.

- First Offense:* The student may retrieve the item from the administration that day after-school.  
*Second Offense:* The item will be returned only to a parent/guardian who comes in to retrieve it from the administration.  
*Continued Offenses:* The student will receive disciplinary action up to and/or including in-school suspension.

## **EMERGENCY PLANS\***

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.

Refer to the school website or listen and/or watch the following stations for information:

<u>RADIO:</u>	<u>TELEVISION:</u>
WJER 1450 AM	WTOV
WBTC 1540 AM	FOX 8
WTUZ 99.9 FM	

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.

## **FIELD TRIPS**

Field trips within our city and to nearby points of interest may be scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Student attendance is a privilege and must be earned through appropriate behavior and payment of school fees. The appropriate forms must be filled out in order for students to attend. Parents will receive notices of field trips well in advance of the scheduled trip date. Sometimes a small amount of money may be requested from each student to help defray costs.

## **FUNDRAISING**

There will be various fund-raising campaigns during the year. Selling will be voluntary and no minimum sales will be required. Classroom or PTO fund-raising projects, organized by a teacher/parent, may occasionally be requested. These too will be voluntary and will be approved by the building principal and/or Board of Education.

## GRADING\*

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.

### **GRADES ARE BASED ON THE FOLLOWING SCALE:**

A = 90-100	Excellent	4.0 – 3.6	4 Points
B = 80-89	Above Average	3.5 – 2.6	3 Points
C = 70-79	Average	2.5 – 1.6	2 Points
D = 60-69	Barely Passing	1.5 – 0.6	1 Point
F = 0-59	Failure	0.5 - .0	0 Points

### **Grades 1 and 2:**

Students in Grade 1 and 2 will be using the new standard based report card with letter grades of 0-4.. The level of a student's academic achievements will determine his/her school placement for the next school year.

RETENTION: A student may be retained at his/her current grade level when he/she has:

1. In the opinion of the professional staff, failed to demonstrate proficiency in mathematics & reading;
2. In the opinion of the professional staff, they failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level.

## HEAD LICE\*

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.

What to do if lice or nits are found:

1. Treat ALL individuals with the lice or nits with an anti-lice shampoo.
2. Soak all combs and brushes in an anti-lice shampoo solution for ten (10) minutes.
3. Wash all bedding, pajamas, hats, coats, and any items that have had contact with the infested individual's head. Articles that cannot be washed can be stored in a plastic bag for two (2) to three (3) weeks.
4. IMPORTANT: Retreat all individual's hair in eight (8) to ten (10) days. Wash bedding, pajamas, and soak combs and brushes again.
5. Check the individual's hair nightly for one (1) week, and weekly for at least three (3) weeks.

*Parents are responsible for taking their child to the designated site for the re-entry exam.*

## HOMEWORK

Homework can provide skill practice that reinforces classroom learning. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed.

## **ILLNESS/INJURY\***

Sick children are the responsibility of the parent and can be better cared for at home. Parents are to provide the school with the phone numbers or information as to where they can be reached in case their child becomes ill or injured. Parents are to also provide information about someone else who can care for the sick or injured child. Sick/Injured children will be released ONLY to the child's custodial parent or person identified by the custodial parents on the registration cards or Emergency Medical Forms.

## **IMMUNIZATION**

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires all students to be immunized against poliomyelitis, rubeola, diphtheria, rubella (German measles), pertussis, tetanus, and mumps in accordance with State statutes, unless specifically exempt for medical or other reasons.

## **INSURANCE\***

Any medical costs for injuries received at school are the responsibility of the parents. There is reasonably priced insurance available through an area firm. Forms are sent home at the beginning of each school year and are available in the office throughout the school year.

## **LEAVING SCHOOL GROUNDS\***

Students will not be permitted to leave the school grounds without the knowledge and approval of the parent/guardian ***IN WRITING***. **Verbal approval will not be accepted.** Parents or an approved person must sign the student out in the school office. The approved person should be prepared to present identification such as a driver's license. No student will be removed from the building by law officials without the prior knowledge of the parents unless a statement of arrest is made or a warrant for arrest is presented. **EXCEPTION:** Representatives from the Department of Job and Family Services may remove a child from the school who is believed to have been physically or sexually abused.

## **LIBRARY BOOKS**

If a library book is damaged beyond repair, payment in full for the replacement cost of the book will be charged. No library loans will be made until payment has been received. If the replacement cost for a book is not available because the book is out of print, library personnel will determine a reasonable cost. Partial payment for books that are damaged by neglect or intent – but can still be cleaned and used again will be \$5.00 for hardback books and \$3.00 for paperback books. No library materials will be loaned until payment is received.

## **MEDICATION\***

It is strongly recommended that required medication be administered in the home. Parents should ask their doctor to arrange the time medication is given to avoid school hours if possible. If this is not possible, parents may come to the school to administer medication to their children. If this cannot be done, any student who is required by a physician's order to take medication during the day must comply with the following policy:

1. MEDICATION MUST BE BROUGHT TO SCHOOL BY THE PARENT. It must be in a container appropriately labeled by the pharmacy or physician. Long-term medications may be brought in a one (1) month supply.
2. A RELEASE FORM FROM THE PARENT/GUARDIAN OF THE STUDENT AND THE PHYSICIAN requesting the medication be given during school hours MUST BE PRESENTED. These forms may be obtained in the school office.
3. New request forms must be submitted EACH YEAR and for changes in medication.
4. Prescription medication will be locked, out of view, in the school office.
5. Prescription drugs must be accompanied by a doctor's order, labeled with all necessary information including the student's name, the date, and the name of the drug and time intervals to be taken.

## **PARENT/TEACHER CONFERENCES**

Parent-Teacher conferences are always welcome. District Parent-Teacher conferences are scheduled twice a year, however, if a parent has a special concern, a conference can be requested at any time by contacting the child's teacher.

## **PLAYGROUND GUIDELINES**

### **SWINGS:**

- Only one person at a time is to swing on a swing seat.
- Students are to sit on their bottom when using a swing.
- Let the swing stop swinging before getting off the swing.
- No running or playing behind the swings

### **SLIDING BOARDS:**

- Students should slide down the slide on their bottoms and feet first in a sitting position.

### **MONKEY BARS:**

- Play carefully on the monkey bars; climb carefully to the ground when leaving them.
- Students are not to hang solely by their legs or feet while playing on the monkey bars.

### **SPORTS:**

- Tackling or rough play is **NOT** permitted.

### **RUNNING:**

- Running is permitted if done in a safe, respectful manner.

### **MISCELLANEOUS:**

- If a ball or other playground items leave the playground area, tell the staff member on duty and ask for instructions on how to get the ball or item safely.
- No ball or other item shall be thrown at, thrown toward, or bounced from the building.
- If you must go into the building early, explain your reason to the staff member on duty and ask for permission; do not go into the building without the staff member's permission.
- When the staff member calls or signals, students are to stop playing at once and line up quietly at the designated spot, students are to keep quiet so they can hear the duty teacher.
- Students are to remain quiet as they enter the building and proceed through the hallways.

## **SCHOOL FEES\***

There is a charge for student fees and supplies for the school year. Fees for the year are \$25.00 for all grades. *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.

## **SCHOOL LUNCH PROGRAM\***

Lunch will be served each day school is in session. Breakfast is served each day except on 2hr delays. Claymont Primary is fortunate to provide a point of sale system for our families in which every student keys in their personal 6-digit identification number every time they go through the meal line (breakfast and/or lunch). This system is used when students want to purchase an extra item at lunch/breakfast. All money deposits are made before school starts and should be sent in a sealed envelope with the child's name clearly written on the envelope. Students should NOT bring pop to school. If a student is to go with another student to lunch, notes must be received from the parents of BOTH students. All students leaving the building at lunch (or any time) prior to dismissal are to sign out in the office. All students may fill out a free and reduced lunch form. Only students who are eligible though will received the benefits. Please see the district website for more information. Lunch prices will be set by the Claymont Board of Education prior to the start of each school year.

## **SCHOOL RECORDS\***

School records are confidential and they are protected by the "Privacy Act". Only authorized school personnel and the child's natural parents or legal guardian have access to these records. Information is only given to others after the student's parents have granted written permission. Parents have the right to request access to their child's school records and the reasonable request of school officials to explain and/or interpret these records. Parents are afforded the opportunity for a hearing to challenge the contents of the records. School officials must grant access to these records within 45 days of the request. A divorce or change in custody does not change the right of a natural parent to have access to their child's records. A non-custodial parent may request and receive a copy of the child's records; however, step-parents have NO rights to records, reports, or conferences unless these rights are granted to them by the custodial parent.

The Claymont City School District has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the RECORDS CONTROL OFFICER (Superintendent) before the *end of September* that he/she will not permit distribution of any or all of such directory information. "Directory Information" is student's name, address, date of birth and attendance.

## **SEARCH AND SEIZURE\***

All persons are hereby put on notice that lockers, desks, and storage units provided for student use are, and remain at all times, the property of the Claymont Board of Education. In addition, all persons are hereby notified that lockers, desks, or storage places provided for student use and the contents thereof are subject to random search at any time without regard to whether there is reasonable suspicion that any locker, desk, or storage place and contents contain evidence of a violation of a criminal statute or school rule. (RC3313.20)

## **STUDENT CONDUCT and SCHOOL RULES**

*Be Respectful, Be Responsible, Be Safe*

Statement of Purpose:The following regulations define in detail how the Board of Education expects students to conduct themselves in the Claymont City School District. Please see the district Policy Manual for more information on student code of conduct. Chapter 6 Student Code of Conduct.

### Student Conduct

- Eating of food will be confined to the cafeteria without prior approval of the principal.
- Use of tobacco in any form is not permitted in the school building or on the grounds.
- Students should not write on public property. Any disfigurement or destruction of our building will be considered as a serious violation that will result in cost to the parents.
- Use of alcoholic beverages or drugs, not prescribed by a medical practitioner, are not permitted on school property.
- Courtesy and good sportsmanship should prevail at all times.
- Students should maintain good attendance and punctuality.
- Students' grades will be the result of their own efforts.
- Good health habits should apply to one's personal appearance.
- Suspended students cannot participate or attend any extra-curricular activities during the period of their suspension.
- During the regular school day, all students must be accounted for.

### Student Behavior

All teachers have been requested to be on the alert for any student behavior which is in violation of school regulations. Students should behave in a manner that will be a credit to our school.

Students should refrain from the following:

- Fighting on or near school property.
- Disrespect of school personnel.
- Loitering in the areas of heavy traffic.
- Rowdy behavior or running in the building.
- Littering in the building or on school grounds.
- Possessing inappropriate reading material in school.
- Leaving school without permission.
- Students are not to chew gum or eat candy at school, unless authorized by school personnel.
- Students are not to make or throw snowballs or deliberately slide on ice at school.
- Students are not to bring toys or athletic balls to school unless authorized by school personnel.
- Students are not to bring electronic devices unless authorized by school personnel.
- Students are to realize that they are accepting the risk and responsibility for breakage and/or theft of anything they bring to school.
- Students are not to buy items from, sell items to, or trade items with other students while at school.
- Students must keep their hands and feet to themselves at all times to avoid unnecessary trouble.
- Students are not to play games involving "pretend" hitting, kicking or shooting.
- Students are not to wear hats in the building, unless authorized by school personnel

### Classroom Behavior

- Generally, standards throughout the school will be the same. However, each teacher is expected to specify particular rules and procedures suited to the particular needs of the class.
- Disturbances which interrupt the learning process cannot be permitted by any teacher. When a student feels an issue is very important and a difference of opinion has come about, the student, unless it pertains to the lesson, should wait until the end of the period or seek a mutually convenient time to discuss the problem with the teacher.
- The teacher has the responsibility and authority to maintain order anywhere in the school, particularly, of course, in the classroom. When a student repeatedly disrupts a class or refuses to accept the teacher's authority, that student will be referred to an administrator for appropriate action.
- A rule of reason, restraint and understanding, applied to any difficult situation, will go further in resolving existing differences.

### Cheating

Whether students give or receive information during an examination or in certain assignments, the offense is the same. Students will receive a zero (0) for the work.

### Extortion

Threatening other students or extorting money or property from them is prohibited. Disciplinary action will be imposed upon those who attempt this. Students who are victims of such acts are asked and encouraged to report to teachers or the office so that definite action can be taken. This is the only way to ensure that incidents will not be repeated and that all such acts may be curtailed.

### Gambling

Playing cards, flipping or matching coins, rolling dice for money or any other form of gambling will not be permitted. Teachers will confiscate any money or material. Repeated violations will be cause for referral to the office.

### Stealing

Any student who commits or attempts to commit a theft or breaking and entering at school will be disciplined accordingly and/or referred to the authorities. Theft includes stealing school property from faculty, school employees, or other students. Breaking and entering includes the school building, lockers, locked rooms, or other areas prohibited to students because of time or specific reasons. Stolen or lost property should be reported to the office promptly.

### Student Valuables

Students are cautioned not to bring extra money or electronic devices to school, and if they wear glasses or watches, to keep track of them at all times. Students, not the school, are responsible for their personal property.

### The District and the Law

RIOTS - The district will not tolerate mass disruption by the student body in any form or for any reason. If such a situation does occur, the individual student will obey the class teacher, hall monitor, or anyone in authority. Failure to do so may result in suspension

### **BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively affect a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

**"Bullying"** is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal (oral or written), electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile

behavior by an individual or group, that is intended to harm others." [Bill Belsey (<http://www.cyberbullying.ca>) ]

The Board recognizes that cyberbullying can be particularly devastating to young people because:

1. Cyberbullies more easily hide behind the anonymity that the Internet provides;
2. Cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. Cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
4. The reflection time that once existed between the planning of a prank – or a serious stunt – and its commission is all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. Using a camera phone to take and send embarrassing photographs of students;
4. Posting misleading or fake photographs of students on web sites.

**"Harassment"** includes, but is not limited to, any act, which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature based on age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

**"Intimidation"** includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury based on race, color, religion, national origin or sexual orientation.

**"Menacing"** includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

**"Harassment, intimidation, or bullying"** means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. Physically harming a student or damaging a student's property;
- B. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- C. Creating a hostile educational environment.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as **hazing**, consult Policy [5516](#).

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general will be age and content appropriate.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

## **DEFINITION OF TERMS**

**DETENTION:** The holding of a student in a specified limited area before or after school. Reasonable detention may be assigned to a student before or after the school day but such detention shall not exceed thirty (30) minutes. In all cases where students are detained at the end of school, parents are to be notified in advance. In all cases involving a student who rides a bus, notification will be at least a day in advance so that transportation may be arranged.

**HEARING:** When a student is sent to the office for disciplinary action, the student will be given an informal hearing by the administration. The hearing process and any forms which a student is requested to complete are designed to assure his/her of the due process to which they are entitled by law. If prior to or during the hearing, the hearing officer decides that the student may be subject to suspension or expulsion because of the nature of the infraction, he will so advise the student at that time.

**EMERGENCY REMOVAL:**

Removal of a student whose presence poses a continuing danger to persons or property or an on-going threat of disruption to the academic process.

**IN SCHOOL SUSPENSION (ISS):**

The placement of a student in a place isolated from the rest of the students. Completed assignments will be required during this time. Following the ISS, a student may return to regular classes, provided that all assignments have been completed.

### OUT-OF-SCHOOL SUSPENSION (OSS):

The removal from school and all school activities for a period of one (1) to ten (10) days. A student suspended from school may not participate or practice in any school event for the duration of that suspension. Students are able to make up all tests, quizzes and missing assignments for one-half credit. If no graded work was due then a 2% reduction for each day missed will be made to the student's final nine-week grade. A student will be readmitted to school after a reentry conference and a satisfactory solution to his/her conduct is agreed upon by the administration.

- *Reasons for Suspension:* Continuous and willful refusal to accomplish school tasks even though able to do so; insubordination; disorderly, vicious, illegal, or immoral conduct; and persistent violation of school regulations are causes for suspension from school. This includes violation of narcotic laws, use of alcoholic beverages, use of weapons or fireworks, or violation of any local, state, or federal law.

EXPULSION: The removal from school and all school privileges, events, or activities for a specified period of time in excess of ten (10) days. Failing grades are given if a student is expelled.

### PERMANENT EXCLUSION:

The student is banned forever from attending a public school in the State of Ohio.

### **CONSEQUENCES FOR SEVERE BEHAVIOR:**

The severity of disciplinary measures taken are dependent on the severity of the offense committed. However, the progression from least severe to most severe is as follows.

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

Severe Behavioral Consequences Can Also Include:

- Remove student from an activity or school organization or remove student privileges.
- Require restitution (in cases of stealing or property damage)
- Notify police and/or court authorities.
- Move to cite student in court.
- Refer student to Children's Services.

### STUDENT(S) LEAVING SCHOOL

- **A PHONE CALL requesting that a student's dismissal routine be changed WILL NOT BE ACCEPTED. Such requests will be honored only when made in person and/or made in writing.**
- Students must have a written notice to request that the student(s) be released from school in any manner other than the student's assigned release. If no note has been received, the student(s) will be dismissed in their normal routine.
- Elementary schools have a closed lunch period and students are not released from the school grounds during lunch unless the student has a written note to request that the student be excused during the lunch period.

## **SUBSTANCE ABUSE, TOBACCO USE, & WEAPONS\***

Possession and /or use of alcoholic beverages, drugs, narcotics, and smoking or possession of smoking materials or “look-alike” materials by students during the school day, and at school related activities, is expressly forbidden. Violations of this rule may result in immediate suspension from school.

**Students are forbidden to have real or toy knives, guns, or any “look-alike” weapons during the school day or at a school related activity. Violations of this rule may result in immediate school suspension.**

## **TELEPHONE\***

Students are not permitted to use the school phone except in approved emergencies. Please help your child learn responsibility in remembering necessary items. The office will relay a message from a parent to a child in the event of an emergency. **Altering dismissal times or walking/bus procedures will NOT be honored with a phone request. The requests must be made in writing and signed by the parent/guardian. This is for the safety of your child.**

## **VISITORS\***

State law requires all visitors to sign in at the office upon entering the building. When signing a student out of the building, adults are asked to remain in the office until the student comes to the office from their location.

Adults who arrive at the end of the day to walk home with their child are asked to **remain outside the building to meet their child.** This avoids distracting students and relieves congestion in the hallways at dismissal.

## **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.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

The Superintendent annually shall provide notice to students and parents to ensure they are adequately informed regarding their rights to:

- A. inspect and review the student’s education records;

- B. request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- C. consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge District noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the Department of Education; and
- F. obtain a copy of the District's policy and administrative guidelines on student record

## **SAFETY DRILLS**

**Safety Drills** are crucial to the safety of our staff and students and are required by the State of Ohio. Claymont Primary will follow the rules and regulations established by Ohio Revised Code 3737.73. Rapid dismissal, fire drills, tornado drills, and drills involving students being secured in the building will all be practiced.

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.

**PARENT/GUARDIAN SIGNATURE PAGE**

**After reading and discussing the handbook with your child, please sign and return this entire page to your child's teacher.**

The Primary handbook can be found on line at claymontschools.org. Click on the Primary tab and then click on the student handbook. All students and their parents or guardians are to have read a copy of this handbook. By signing this form you are acknowledging your family has read the handbook. Compliance with its rules, regulations, and/or guidelines is mandatory. Although all areas concerning regulations have not been covered within the handbook, the student is responsible to follow all policies and procedures initiated by school personnel.

Students are urged to consult the counselor, the administration, and individual teachers about any problems which in any way affect their school work at any time. You as the parent or guardian are also urged to contact the school if you have any questions or concerns at any time.

I encourage you to print off the handbook to keep on file for future reference throughout the year.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

Name/s of child(ren) at Claymont Elementary	Grade	Teacher's Name