

# Claymont High School Student Handbook



2023- 2024

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

# Claymont High School Information

**Principal-** Ms. Amy Conn

**Assistant Principal-** Mrs. Kelsi Barnhart

## **School Counselors**

9th and 11th grade- Mrs. Stephanie Crone

10th and 12th grade- Mrs. Kristin Trimmer

## **Attendance Secretary**

Brenda Seibert

## **Records Secretary**

Lorrie Rummell

## **Athletic Director**

Justin Jones

## **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.

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# ACADEMIC POLICIES

The process of selecting and enrolling in specific courses is required of each student yearly. Any student failing to return a class registration form to their school counselor in a timely manner will have their courses selected for the following year as determined by the counselor and/or principal. For complete information about academics, please see the [Academic Planning Guide and Course Catalog](#). If you have questions about your classes or your pathway to graduation, talk to your school counselor.

## CLASS (COURSE) LOAD

1. Each student is required to enroll in no fewer than six (6) credits per semester per year. **(According to Ohio High School Athletic Association policy, a student must have passed five (5) credits or the equivalent in the preceding grading policy in order to be academically eligible to participate on an athletic team.)**
2. Students should select classes so that their schedule will include no more than one (1) study hall per day, per semester.
3. Students are expected to be in school the full school day.

## SUGGESTED CREDIT PROGRESSION FOR GRADUATION

Credits earned by the end of each year:

Freshman	At least five (5) credits
Sophomore	At least ten (10) credits
Junior	At least fifteen (15) credits
Senior	At least twenty one (21) credits

All students, along with their parent/guardian, will work with a school counselor to create a Graduation Plan.

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## CLASS CHANGE POLICY

The purpose of registration is to gather relevant information to serve as a basis for planning the master schedule. Once registration is completed, schedule changes will be permitted only in extreme circumstances. Before any change may take place, it must be approved by the student's counselor and the principal.

Schedule changes will be made only due to:

- Clerical errors by the office
- Program changes such as moving from the district.
- Buckeye students wishing to transfer back to Claymont High School
- Documented health concerns
- Adding a class in place of a study hall

Other than the above, the following policy will govern all schedule changes:

- No course may be added after five class days
- A course dropped after the tenth day of class may result in a grade of WITHDRAWN FAILING (WF) and is at the discretion of the principal.
- Required courses may not be dropped
- Extenuating circumstances will be reviewed by the counselor and principal on an

individual basis.

### **COLLEGE CREDIT PLUS (CCP) ENROLLMENT OPTIONS**

This program permits high school students to enroll in a participating Ohio college either on a full or part-time basis. Completed courses will earn high school and/or college credit.

To be eligible to participate, the student and his/her parents/guardians must attend an informational session and express their intentions to participate by April 1st. The student must also have been admitted by a participating Ohio college for enrollment in this program.

Courses taken under the CCP program will be placed on the student's transcript and counted toward graduation requirements. All students must take a minimum of (6) credits each semester between the two schools.

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### **CREDIT REQUIREMENTS**

All courses are assigned credit based upon the number of hours the courses are in session. Academic classes must meet 120 clock hours to earn one (1) full credit. Physical education classes must meet a minimum of 60 hours for ¼ credit and 120 hours for ½ credit.

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### **EARLY GRADUATION**

Any student wishing to complete the formal high school education in less than four (4) years may do so by meeting the following procedural and educational requirements:

#### PROCEDURAL STEPS REQUIRED

1. A written request from parents or guardians to the principal must be received no later than June 1 of the year preceding the anticipated early graduation (after sophomore year).
2. A conference between the parents or guardians, the student, and the early graduation committee will take place once the principal has reviewed the case and given tentative approval of the request.
3. After these two (2) steps have been completed, a formal application form will be completed and signed by the student, parents or guardians, and the building principal.

#### EDUCATIONAL STEPS REQUIRED

1. A maximum of one (1) course may be taken outside the regular school program. This may be completed through an approved correspondence school or an approved and accredited summer school program on the high school or college level.
2. All graduation requirements of the Claymont Board of Education and the Ohio Department of Education must be completed. Failure to meet any graduation requirements will result in the termination of the early graduation agreement.
3. All applicants must have attained a 3.00 grade point average and maintain it until the completion of the early graduation agreement.

4. The student's attendance record and behavior record will be given strong consideration before the early graduation committee grants approval.
  5. A student who opts for early graduation forfeits all eligibility for class and school honors, in addition to waiving the right to take part in any senior activities scheduled during the senior year (i.e. homecoming, prom, commencement, etc.).
  6. A student who successfully completes the early graduation program will receive a diploma.
  7. The early graduation committee shall consist of both guidance counselors and high school principal. They shall make recommendations to the Superintendent of Schools.
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### **GRADE CARDS**

Grade cards will be issued approximately 10 days following the end of each nine-weeks grading period. Parents and students may access grade cards using Progress Book and hard copies will be mailed. You may contact the main office if you need assistance with logging in. Any student wishing to discuss a grade with a teacher must make an appointment at the teacher's convenience.

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### **GRADING SCALE AND QUALITY POINTS**

The following will be used to determine letter grades and quality points for calculation of grade point average (GPA).

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

### Semester Course Grades

The semester grade is the average of the first 9 weeks grade and the second 9 weeks final grade. Credit will be awarded for a semester class if a student receives a passing grade of 60% or better at the end of the semester in which the class was taken.

### Year Long Course Grades

The final yearly grade is the average of the first and second semesters. Credit will be awarded for a year course if a student receives a passing grade of 60% or better each semester.

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## GRADUATION REQUIREMENTS

To meet the requirements for graduation, a student must successfully earn a minimum of twenty-one (21) credits. The following are mandatory for all students graduating from Claymont High School, including those students attending Buckeye Career Center. Please see the [Academic Planning Guide and Course Catalog](#) for a complete list of graduation requirements and graduation pathways.

Content	Credits Required	Courses Required
English	4	English 9, 10, 11 and 12 or equivalent
Social Studies	3	World History American History Government or equivalent
Personal Finance	½	Personal Finance
Science	3	Physical Science, Biology, advanced science or equivalent
Mathematics	4	Algebra I, Geometry, Algebra II, Advanced Math or equivalent
Health	½	1 semester of Health
Physical Education	½ *one semester of PE equals ¼ credit	Two semesters of Physical Education
Fine Art	1	Art, Band, Choir, Industrial Arts
Electives	5	

## GRADUATION CEREMONY AND DRESS

Graduation at Claymont High School is a formal and dignified event. Graduation practice is part of making this event special for graduates and parents. **ALL STUDENTS ARE EXPECTED TO BE PRESENT AND PARTICIPATE IN GRADUATION PRACTICE.** In order to be eligible to participate in graduation, students must meet all requirements as set forth by the Claymont City Schools Board of Education and the State Board of Education. Diplomas will be withheld for any student who has not paid all fees or has not returned all supplies, uniforms, books, etc. belonging to the Claymont Board of Education



Appropriate dress for graduation includes:

Men:

Dress Shoes  
Long dress pants  
Shirts with collars

Women:

Dress shoes or sandals  
Skirts, dresses or dress pants  
Blouse or shirt with collar

**PLEASE NOTE:** *Graduating seniors may not wear work boots, casual sandals, flip-flops, shorts, or sunglasses. Participation in the graduation ceremony is a privilege, not a right. Those not adhering to the graduation dress code will be asked to change clothing if they desire to join the others in the commencement procession.*

**Graduating seniors may not modify their gown in any fashion, but caps may be decorated following the guidelines below.**

Failure to follow these rules will result in your dismissal from the graduation ceremony.

- *No offensive language, sayings, pictures, nicknames or lyrics on cap.*
- *No objects such as signs, stuffed animals, bells, flowers, or any 3D object may rest on the cap.*
- *ALL decorations must lay flat on the cap.*
- *Your cap cannot make noise. No bells, horns, or anything that makes noise.*

*Claymont High School will not furnish a new cap if you damage yours.*

*You must bring your cap to graduation practice to be approved by the principal or assistant principal. Once approved, you CANNOT make any changes to your cap. If you change your cap or add anything inappropriate as listed above, you will not be allowed to participate in the graduation ceremony.*

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## **HONOR ROLL**

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

### Principal's List

The Principal's List is the highest of the academic honor rolls. To be eligible for the Principal's List a student must have a semester grade point average of 4.00 or above, with no grade below a "C" including CCP courses.

### High Honors

To be eligible for the High Honors List, a student must have a semester grade point average ranging from 3.75– 3.99 with no grade below a "C."

### Honors

In order to be selected for the Honors List, a student must have attained a semester grade point average ranging from 3.50 – 3.749 with no grade below "C"

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## **HONESTY IN ACADEMICS**

Teachers can frequently see the difference between a student's usual work and work that is not his/her own. Protecting honest students from unfair competition requires that teachers take care in looking for and acting against dishonest practices. Claymont City Schools has adopted a policy against cheating and plagiarism.

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

1. Obtaining or keeping partial or whole copies of tests or quizzes, except as allowed by the teacher.
2. Using notes, textbooks, or other information during tests and/or quizzes, except as allowed by the teacher.
3. Obtaining or exchanging information during tests.
4. Copying homework assignments.
5. Taking a picture of a test or assignment and sharing it with other students.
6. Using artificial intelligence ("AI") software in any manner not explicitly permitted or authorized by a classroom teacher, including but not limited to completing an academic assignment with the assistance of AI software when not permitted, or misrepresenting a portion or whole academic assignment as your own without proper acknowledgment of the use of AI software.
7. Additional actions as set by teachers.

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

1. Copying words, sentences, and/or paragraphs directly from the work of another without proper credit.
2. Copying illustrations, figures, photographs, drawings, models, or other visual or non-visual materials of another without proper credit.
3. Presenting work prepared by someone else in final or draft form as one's own.
4. Using artificial intelligence ("AI") software in any manner not explicitly permitted or authorized by a classroom teacher, including but not limited to completing an academic assignment with the assistance of AI software when not permitted, or misrepresenting a portion or whole academic assignment as your own without proper acknowledgment of the use of AI software.

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

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## **INCOMPLETE GRADES**

In some cases, due to excused absences, it may be impossible to have all work finished by the end of the nine-weeks grading period. The teacher may then record an incomplete ("I") for a grade. The "I" indicates that all work has not been completed. If a student receives an incomplete, he must see his teacher about any assignments missed. An incomplete must be made up within two (2) weeks after the end of the grading

period. If incomplete work is not turned in by this deadline, all work not finished will be assigned a value of “0” and averaged in with the remaining grades to determine the nine-week grade.

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

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### **PROGRESSIVE ACADEMIC AWARDS**

Whereas honor roll awards recognize students based solely on grades, students may qualify for Progressive Academic Awards by displaying excellence in attendance, academics, and behavior. Students will receive an academic award for meeting the following criteria through the first three grading periods:

1. No unexcused absences.
2. No Suspensions (ISS or OSS)
3. GPA of 3.5 through the first three 9 weeks
4. No grade below “C”

Students who meet these criteria will receive the following awards:

- Year 1: Academic Letter
  - Year 2: Academic Pin
  - Year 3: Academic Medal
  - Year 4: Academic Plaque
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### **STUDENT DAILY SCHEDULE**

Students are expected to be in school the whole day except in the following circumstances:

- 1) They are enrolled in CCP classes
- 2) They are enrolled in a Pre-apprenticeship or Capstone program through our Career Tech graduation pathway.

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

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

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

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### **STUDENT FIELD TRIPS**

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

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### **TARDY TO CLASS**

Students are expected to be in class and ready to begin at the start time of each class period. Students should not be in the halls, restroom, or anywhere except in their assigned location. Once a student accumulates 4 tardies to class in a semester, the teacher will assign them a common lunch detention.

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### **VALEDICTORIAN, SALUTATORIAN and CLASS RANK (classes 2024 and 2025)**

GPA to determine Valedictorian, Salutatorian and Class Rank will be calculated at the end of the 7th semester of high school.. The administration reserves the right to limit the number of graduation speeches delivered and will approve speech content before graduation.

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### **ACADEMIC HONORS RECOGNITION AT GRADUATION (class of 2026 and beyond)**

Beginning with the Class of 2026, CHS will recognize students at graduation using the Latin Honors System. ***The graduating class of 2026 will be the first to earn recognition through the Latin Honors System.***

The Latin System provides a means of honoring students within a 3-tiered system comprised of: Cum Laude (with Honor), Magna Cum Laude (with High Honor), Summa Cum Laude (with the Highest Honor)

<b>Level of Honor</b>	<b>GPA</b>	<b>Specific Seals Required</b>	<b>Distinction</b>	<b>Award to be worn at graduation</b>
<b>Summa Cum Laude</b>	4.0 and above	Honors Diploma or Industry Credential Readiness	Graduating with the Highest Honor	Gold Medal

		Seal		
<b>Magna Cum Laude</b>	3.750 - 3.999	Honors Diploma or Industry Credential or Ohio Means Jobs Readiness Seal	Graduating with High Honor	Silver Medal
<b>Cum Laude</b>	3.500 and above	None beyond those required for graduation	Graduating with Honor	White cord

Graduation speeches will be made by the Class President.

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**WEIGHTED GRADES ( classes of 2024 and 2025)**

Advanced Placement and College Credit Plus courses will be weighted on a 5.0 scale. In addition, all Enriched courses and the following upper level courses will be weighted on a 4.5 scale:

- Trigonometry
- Physics
- Anatomy and Physiology
- PLTW-Comp Sci Essentials
- Spanish III

Weighted Grades - Class of 2026 and Beyond

College Credit Plus courses will be weighted on a 4.5 scale. All enriched courses will be weighted on a 4.5 scale, as will the following courses:

- Trigonometry
- Physics
- Anatomy & Physiology
- PLTW Computer Science
- Band
- Choir
- Art 3
- Ceramics 3
- All 3rd and 4th year CTE courses

# ATTENDANCE

## **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).

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## **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. .

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## **ATTENDANCE REQUIREMENT FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

Students are required to be present in school in order to participate in any school activity. This especially applies to after school activities, such as athletic events, band, choir, drama, cheerleading, dances, etc. Students who are absent due to illness or truancy the last half of the day (after 10:55) may not participate in any school related activities or extracurricular events held after the day is over, unless there was a scheduled appointment.

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## **EXCUSED ABSENCES**

Excused absences are those authorized and permitted by the school. Make-up work, including tests, for excused absences will be arranged between the student and the teacher. *The student must take the initiative in the make-up procedure.* Except for

extended illness, students will have one (1) day for each consecutive day's absence to complete the make-up work.

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

1. Personal Illness – The school may require 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 has a statement to that effect from his/her parents or guardians, (B) the student brings to the attendance officer a signed statement from the doctor or dentist to the effect that he/she reported promptly for such service, and (C) the student reports back to school immediately after his/her appointment if school is still in session.
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 8:15 AM at (740) 922-3471 on the day of the absence. The student, upon his/her return to school, must present a written excuse for the absence. The excuse must contain the following:

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

This excuse must be presented to the attendance officer before school on the day the student returns. Upon the beginning of school on the **5TH** day of his/her return, without an excuse being presented to the 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 attendance officer upon the student's return to school. Upon the beginning of the **5TH** school day after the student returns to school, without the medical excuse being presented, the absence will no longer qualify to be excused for medical reasons.

## **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.

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## **UNEXCUSED ABSENCES (TRUANCY)**

**Truancy** is when a student deliberately misses school or class without an excusable reason. Often the parents are unaware of the student's absence during this time. Students are truant if they are absent from school without an excusable reason, leave school without permission of their parents, come to school but do not attend classes or obtain permission to go to a certain place but do not report there. 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, the students will be assigned an In School Suspension or a Friday School. A referral will be made to the Absence Intervention Team.
  2. After 11 days (72 hours) of unexcused absence, the student will be assigned an In School Suspension or a Friday School. An Absence Intervention Plan will be written and JFS will be notified. 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.
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## **PARTIAL UNEXCUSED ABSENCES/TARDY TO SCHOOL**

Students at Claymont High School must report to their homerooms by 7:40 AM or they will be marked tardy. Arriving after 7:55 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”.

1. Students must check in at the attendance office immediately upon entering the building.
2. A pass with arrival time will be given to the student to be admitted to class.

## Tardies and Partial Unexcused Absence Consequences

Any student late to school will report to the attendance office. 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 and a common lunch detention assigned.
- After **eight (8)** unexcused tardies/partial unexcused absences per semester a letter will be sent to parents and one day of In School Suspension or Friday School will be assigned.
- After **twelve (12)** unexcused tardies/partial unexcused absences per semester a letter will be sent to the parents and two days of In School Suspension or two Friday Schools will be assigned.
- After **sixteen (16)** unexcused tardies/partial unexcused absences , charges will be filed in Juvenile Court. A referral will be made to the Department of Job and Family Services.

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## **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.

# CODE OF CONDUCT

Effective discipline is an important and necessary prerequisite for effective learning. The intent of rules and regulations is to create a positive educational environment, which holds students accountable for their behavior and teaches them that there are consequences to their decisions.

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## **STUDENT GUIDELINES FOR REASONABLE CONDUCT AND RESPONSIBILITY**

The Board of Education and School Administration recognize the rights of students as individuals. It is also recognized that these rights must be balanced with the interests of an orderly and effective educational process in a school environment conducive to the healthy growth and development of all students. Teachers must be able to teach, supervise, and conduct their educational program. Students should not lose their right to a good education because of the disruptive actions of another student. In general, we all must consider the rights of others and assume the responsibilities that our rights place upon us.

### Expected Behaviors

Students are Expected to:

1. Be courteous and respectful to adults and fellow students
2. Be on time to school and class
3. Be attentive in class
4. Work cooperatively with others regardless of the other's ability, gender, race, or ethnic background
5. Complete assigned tasks on time as directed
6. Help maintain a school environment that is safe, friendly, and productive.
7. Act at all times in a manner that reflects pride in self, family, and in the school.

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## **STUDENT CONDUCT CODE**

In order that the educational mission of the district may be accomplished, the following student Conduct Code for Claymont High School is established.

The items in this Code are applicable to misconduct by a student that occurs on property owned or controlled by the District and off of property owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District and misconduct by a student that, regardless of where it occurs, is directed at a District official or employee or the property of such official or employee and all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.

This Code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians, or clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel. Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include detention, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

- A. ASSAULT, ASSAULT AND BATTERY or threat thereof to any school personnel, other student, or visitor.
- B. FALSE ALARMS - including fire and/or bomb threats.
- C. Use, possession, concealment, transmitting, or being under the influence of ALCOHOLIC BEVERAGES, or LOW ALCOHOL BEER, that being a brewed or fermented malt product containing either no alcohol or not more than 0.5% of alcohol by volume.
- D. Use, possession, concealment, buying, selling, transmitting, or being under the influence of any substance containing betel nut or any NARCOTIC DRUG OR OTHER CONTROLLED SUBSTANCE, including, but not limited to marijuana, hemp and hemp products, as defined in R.C. 928.01, as well as any counterfeit or “look alike” controlled substance or any prescription drug or medication which is not in its original container and prescribed for the student.
- E. DISRUPTION OF SCHOOL by use of violence, force, coercion, threat, harassment, noise, or disorderly conduct. This shall include use of the same to incite others toward acts of disruption.
- F. ARSON OR ATTEMPTED ARSON, AND RELATED OFFENSES.
- G. POSSESSION, USE OR THREATENED USE OF FIREWORKS, EXPLOSIVES, OR OTHER SUCH INSTRUMENTS capable of inflicting bodily injury or disrupting the operation of the schools.
- H. POSSESSION, USE, OR THREATENED USE OF WEAPONS, or any object which might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons.
- I. REPEATED OFFENSES OR FLAGRANT VIOLATIONS of any school rules or accepted standards of school behavior.
- 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.

- 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 starters 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.

- 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 pocket pagers and other 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
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## **DEFINITION OF DISCIPLINARY TERMS**

### **Detention:**

The holding of a student in a specified limited area during lunch or before or after school. Failure to report to detention or not following detention rules may result in a Friday School or In School Suspension.

### **Detention Rules:**

- 1) Cell Phones must be given to the detention monitor.
- 2) Students should bring work to complete during detention.
- 3) Students are not permitted to go to their lockers- they must arrive with all needed materials.
- 4) No talking, or sleeping.
- 5) No playing games or watching movies. Technology may only be used for school work.
- 6) Students will get their lunch at the beginning of 5B and report directly to the detention room.
- 7) If the monitor determines that a student is disruptive or has failed to follow guidelines, they will be dismissed and counted as absent.

### **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 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, the student will be advised 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. This student will be removed from school for the day.

### **Friday School:**

This is held from 3pm to 6pm on Fridays at the Middle School. Students may ride the bus to the middle school, but will need transportation home at the conclusion of the 3 hours.

### **Rules for Friday School**

- 1) No Cell Phones- it must be turned over to the FRiday School Monitor
- 2) No Talking or sleeping.
- 3) No playing games or watching movies. Technology may only be used for school work.
- 4) Students must bring work to complete during this time. Only schoolwork and appropriate recreational reading are permitted.
- 5) If the monitor determines that a student is disruptive or has failed to follow guidelines, they will be dismissed and counted as absent.
- 6) Friday School is an alternative to suspension. Failure to attend, late arrival or dismissal may result in suspension.

- 7) Absence on the school day of the assigned Friday School does not excuse the student's absence from Friday School. Absence due to illness or extreme emergency requires a note from the parent detailing the reason for the absence. A second consecutive miss requires a doctor's statement in order to excuse the miss. Any note to excuse a Friday School absence should be given directly to the assistant principal upon return to school.

### **In-School Suspension (ISS):**

The placement of a student for an entire day in a place isolated from the rest of the students. Assignments will be required to be completed during this time.

#### **Rules for In School Suspension**

- 1) Phones will be collected and held in the office until the end of the day. If it is discovered that you have your phone after 7:40, a parent will have to come and pick it up.
- 2) Join the ISS Google Classroom- class code will be displayed in the ISS room
- 3) No Talking
- 4) You are not permitted to leave the room to get anything from a teacher or your locker.
- 5) Bring your water bottle.
- 6) No Sleeping- if you sleep in ISS you will be given Friday School to make up the time.
- 7) No watching movies or videos that are not assigned by your teacher or found in Google Classroom.
- 8) No games on your chromebook- Chromebooks are for educational purposes only.
- 9) If you do not complete the work the teachers send for you that day, you will be given a zero for the assignment. (some assignments may be multiple day assignments, so it is up to the teacher to decide if you completed enough during the day). Another day of ISS may also be given.
- 10) Stay busy with something- read a book, write a story, draw a picture, do a puzzle, etc.
- 11) If you don't have something to do, it is expected that you look on the ISS Google Classroom and do one of those assignments.

#### **What to bring to ISS:**

- Your chromebook, fully charged
- Your chromebook charger
- Work from your teachers
- Something else to accomplish in ISS
- Headphones or earbuds (for completing assignments ONLY)

### What not to bring to ISS:

- Your phone- it needs to be in the main office. You will get it back at the end of the day.
- Disrespectful attitude
- Anything that is against school rules

### **Office Referral:**

If a student poses a threat to the academic process in a classroom such that other students are continually unable to learn, a student may be sent directly to the main office. The result of this could be detention, Friday School, In School Suspension, or Friday School.

### **Out-of-school Suspension:**

The removal of school attendance and all school activity (OSS) privileges for a period of one (1) to ten (10) days. The student will be given the opportunity to explain their side of the incident. If a student is suspended, they will receive a statement of the suspension, an attempt to contact the parent will be made and an official letter will be mailed home. A student suspended from school may not participate or practice in any school event for the duration of that suspension. They are not permitted on ANY school property until the suspension is over. Students are able to make up all tests, quizzes and missing assignments for a passing grade, provided the work is acceptable.

### **Counseling Based Suspension Alternative:**

Upon agreement of the school, parent, and the student, a student may be offered a counseling-based suspension alternative for some violations that otherwise result in an OSS or ISS. The suspension would be deferred pending successful completion of the offered course. The course must be completed in a reasonable time frame. Failure to successfully complete the course will result in the student serving the original suspension. A student will only be offered this alternative to suspension one time per academic year.

### **Expulsion:**

The removal of school attendance and all school activity privileges for a specified period of time in excess of ten (10) days. Failing grades for all subjects taken are given if a student is expelled. A student expelled from school may not participate in any school event for the duration of that expulsion. Expulsions can be for a major rule violation, chronic misbehavior, or due to repeated offenses. If a student is considered a definite threat to other students or staff members, they may be immediately recommended for expulsion.

### **Permanent Exclusion:**

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

### **Referral to Local Police Authorities:**



Students who violate a criminal law may be referred to local authorities in addition to any action which may be taken by the school.

**Denial of Extracurricular/ Driving Privilege:**

Attendance at extracurricular activities whether as a participant or spectator and driving to school are privileges. Students may be denied these activities for violations of the Student Code of Conduct.

**Claymont High School Disciplinary Levels**

<p><b>Level 1 Classroom Managed</b></p>	<p><b>Level 2 Minor Violations Office Managed</b></p>	<p><b>Level 3 Major Violations Office Managed</b></p>	<p><b>Level 4 Criminal Violations</b></p>
<p>Misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.</p> <p>Teacher managed/ recorded</p>	<p>Use of Level 1 disciplinary responses has failed to correct the situation.</p> <p>Included in this level are misbehaviors which tend to disrupt the orderly climate and conduct of the school</p> <p>These are serious enough to require corrective action on the part of the administration.</p>	<p>Use of Level 2 disciplinary responses has failed to correct the situation.</p> <p>These acts are more serious because their consequences have a lasting and detrimental effect on an individual or may pose a threat to the health and safety of others in the school.</p> <p>While some acts may be considered criminal acts, most can be handled by responses available to school personnel.</p>	<p>Disciplinary action under Level 4 could result from continuation of lower level violations.</p> <p>There are acts resulting in violence to person or property, which pose a direct threat to the safety and welfare of others in school.</p> <p>These acts are criminal in nature, are so serious that they always require administrative action resulting in the immediate removal from the school.</p>

			The intervention of law enforcement authorities and/or action by the Superintendent may also be required.
<p><b>Examples</b></p> <ul style="list-style-type: none"> <li>• Disruption of the educational environment</li> <li>• Violation of electronic device policy</li> <li>• Cheating or lying</li> <li>• Dress code violation</li> <li>• Minor defacing of school property (writing on desks, walls, books, etc.)</li> <li>• Public displays of affection</li> <li>• Tardiness to class or study hall</li> <li>• Throwing objects (pencils, erasers, etc.)</li> <li>• Use of inappropriate language/gestures</li> </ul>	<p><b>Examples</b></p> <ul style="list-style-type: none"> <li>• Continuation of Level 1</li> <li>• Disrespect</li> <li>• Outside of class disruption</li> <li>• Cutting class/study hall</li> <li>• Failure to complete assigned detention</li> <li>• Leaving school without permission</li> <li>• Loitering in unauthorized areas</li> <li>• Misbehavior at school sponsored events</li> <li>• Possession and/or use of tobacco products/vapes of any kind</li> <li>• Dissemination of unauthorized materials that violate school rules (printed materials, buttons, etc.)</li> <li>• Harassment of</li> </ul>	<p><b>Examples</b></p> <ul style="list-style-type: none"> <li>• Continuation of Level 2</li> <li>• Attempting to or breaking into secured areas</li> <li>• Assault/Fighting (regardless of who started the fight)</li> <li>• Encouraging or recording a fight</li> <li>• Indecent exposure</li> <li>• Sexting from an electronic device during the school day</li> <li>• Threatening harm</li> <li>• Forgery/Theft</li> <li>• Profanity used in a disruptive manner (directed to</li> </ul>	<p><b>Examples</b></p> <ul style="list-style-type: none"> <li>• Continuation of Level 3</li> <li>• Assault and/or battery on school personnel</li> <li>• Arson</li> <li>• Bomb threat/False Alarm</li> <li>• Engaging in conduct prohibited by the criminal code or ordinances of the State or community while on school grounds or at school activities</li> <li>• Harassment (sexual and other) of school personnel or students</li> <li>• Possession/</li> </ul>

	students or school personnel	school personnel) <ul style="list-style-type: none"> <li>• Vandalism to school property</li> </ul>	use/ furnishing/ selling/ controlled substances (alcohol or drugs) <ul style="list-style-type: none"> <li>• Possession/ use of dangerous weapons or explosives</li> <li>• Major vandalism to school property or personal property of school personnel</li> </ul>
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### Options for Addressing the Violations

<b>Level 1 Classroom Managed</b>	<b>Level 2 Minor Violations Office Managed</b>	<b>Level 3 Major Violations Office Managed</b>	<b>Level 4 Criminal Violations</b>
<ul style="list-style-type: none"> <li>• Verbal reprimand</li> <li>• Personal talk</li> <li>• Special seating within the classroom</li> <li>• Withdrawal of privileges</li> <li>• Teacher-supervised detention</li> <li>• Common Lunch detention</li> <li>• Special assignment</li> </ul>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Lunch Detention</li> <li>• Withdrawal of privilege</li> <li>• Out-of-school suspension of one to ten days</li> <li>• Parental conference</li> <li>• Referral to an outside agency</li> <li>• Confiscation of objectionable items</li> <li>• Friday School</li> </ul>	<ul style="list-style-type: none"> <li>• Temporary removal from class</li> <li>• In-school-study of one to five days</li> <li>• Out-of-school suspension of one to ten days</li> <li>• Parental conference</li> <li>• Withdrawal of privileges</li> <li>• Restitution of property and damages</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum ten days out-of-school suspension with an informal due process hearing</li> <li>• Referral to appropriate law enforcement agencies</li> <li>• Referral for psychological services</li> <li>• Referral for alcohol/drug rehabilitation</li> <li>• Restitution for damages</li> </ul>

<ul style="list-style-type: none"> <li>• Written letter or email communication with parent(s)</li> <li>• Parental conference</li> <li>• Guidance referral</li> <li>• Device restriction</li> </ul>	<ul style="list-style-type: none"> <li>• In-school-study of one to three days</li> <li>• Device restriction</li> <li>• Restitution for damages</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to outside agency</li> <li>• Alternative to Suspension Referral</li> <li>• Contact law enforcement officials</li> <li>• Assignment to an alternative educational setting</li> <li>• Device restriction</li> <li>• Emergency Removal</li> </ul>	<ul style="list-style-type: none"> <li>• Alternative to Suspension Referral</li> <li>• Emergency Removal</li> <li>• Expulsion</li> </ul>
<p><b>Any disciplinary infractions listed in levels 1 - 4 can also result in the withdrawal of privileges from school-sponsored activities.</b></p>			
<p><b>These examples and disciplinary options/ responses are <u>NOT</u> limited to those provided in the student handbook.</b></p>			
<p><b>Repeated offenses of a particular violation may result in more severe consequences than those provided in the student handbook.</b></p>			

## **SPECIFIC CASES OF MISCONDUCT**

### **CHROMEBOOK VIOLATIONS**

Chromebooks are used throughout the school day. Students must remember that they are for school purposes ONLY. It is the responsibility of the student to make sure their Chromebook is charged and ready for each day. If there is occasionally a time when a student does not have their Chromebook, one may be borrowed from the LRC, provided it does not become a habit. **If a student does not use their Chromebooks appropriately, the following disciplinary actions may occur (as outlined in the Responsible Use Policy):**

**1st Offense:** 14 days of restricted access

**2nd Offense:** 30 days of restricted access and possible disciplinary action

**3rd Offense:** Restricted access for the remainder of the year and possible disciplinary action

**Additional Offenses:** Collection of school-issued device for the remainder of the year and possible disciplinary action.

The beginning steps may be skipped depending on the offense.

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### **CHROMEBOOK SIGN OUT**

Students may sign out a Chromebook from the LRC if they forgot their assigned Chromebook or their Chromebook is not charged. However, on the third (3rd) Chromebook sign out in a nine-week period, students will be assigned a lunch detention for each day a Chromebook is signed out during a nine week period.

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### **CONTROLLED SUBSTANCE AND SUBSTANCE ABUSE**

**\*\*The District may utilize marijuana test kits in order to verify whether confiscated contraband contains THC.**

No student shall use, exhibit the signs of being under the influence, sell, attempt to sell, possess, give, package, or deliver any prohibited substance while on the way to school, on school property or while involved in a school activity or function. **THE ODOR OF A PROHIBITED SUBSTANCE IS SUFFICIENT TO CONSTITUTE POSSESSION.**

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

1. All alcoholic beverages.
2. All dangerous controlled substances as so designated and prohibited by the Ohio statute.
3. All chemicals that release toxic vapors (i.e. glue, gasoline, cleaning fluids, white out, etc.)
4. Any prescription drug except those for which permission to use in school has been granted pursuant to Board policy.
5. Any unmarked or unlabeled substance that is represented to be a controlled substance.
6. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, color, markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
7. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
8. The use or possession of any type of vapes, inhalants or of drug paraphernalia.

**1st Violation- 3 – 5 days OSS or a combination of ISS and Friday School. Law enforcement will be called.**

**2nd Violation- 10 days OSS, with possible recommendation for expulsion and counseling. Law enforcement will be called.**

**\*\*Students may also be required to complete counseling, a drug test, or online assignments as determined by administration. The Department of Motor Vehicles may also be notified.**

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## **DANGEROUS WEAPONS**

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

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

**1st Violation 5–10 day OSS with possible recommendation for expulsion. Law enforcement will be called.**

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

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## **CELL PHONE POLICY**

**\*\* for this policy, “Cell Phone” refers to any Electronic Communication Device or ECD**

Due to the significant disruption to the educational experience that cell phones cause, student access to cell phones will be limited during school hours. This will take a joint effort of the school and the parents/guardians and will serve to increase student engagement in class and lessen disruptions during the day caused by social media, texting and other forms of digital media. See this [Teacher Cell Phone Experiment](#) for a good reason to not allow cell phones in class.

The following rules will be put in place:

1. Cell phones will be placed in a central location during class time and may not be accessed by students except in the case that the TEACHER allows the phone to be used for educational purposes. (if there is a medical reason to use a cell phone, the school must be given notice by the parent/guardian)
2. No earbuds, air pods or headphones will be allowed in class or hallways for ANY reason except in the case that the TEACHER requests the students use them. These can be confiscated in the same way that a cell phone can.
3. The use of cell phones should be restricted to educational purposes only and must comply with state and federal laws, as well as the Student Code of Conduct.
4. Phones can only be accessed before school, after school, or during lunch.
5. Phone calls, taking pictures, recording videos and accessing social media sites are **prohibited** at all times during the school day.

### Other things to know in regard to cell phones:

1. If a teacher requests that a student turns over their cell phone, the student must comply. If a student refuses to comply, they will be sent to the office for disciplinary action.
2. Your phone will not be searched by school officials and can be powered off when turned into the office.
3. Should any offense involve illegal activity, the matter will be referred to the police and the phone will not be released until all discipline has been served.
4. If it is discovered through an indirect investigation that a student did not comply with the cell phone policy, the student may be disciplined accordingly.
5. Possession of a cell phone is a privilege, which may be forfeited by a student who fails to abide by the terms of this policy, or who misuses this privilege.
6. Violation of this policy may result in disciplinary action, which could include detention, suspension, Friday School or confiscation of the cell phone.
7. The cell phone is the responsibility of the student. The Board is not responsible for preventing theft, loss, damage, or vandalism to cell phones brought onto school property.
8. Parents who need to get in touch with their child during the day should call the school. Students are permitted to use the office phone to contact parents during the day.

### Violations of the Cell Phone policy will be dealt with in the following way:

**1st Offense**- Cell phone goes to the office for the remainder of the day. The parent called.

**2nd Offense**- Cell phone goes to the office, detention is given and a parent must pick up the phone.

**3rd Offense**- Cell phone goes to the office, In School Suspension is given and a parent must pick up the phone.

**Additional Offenses**-Cell phone goes to the office, In School Detention/ OSS or Friday School is given and a permanent exclusion of carrying a cell phone at school.

**Offenses start over at the semester.**

### Area/Times of Use for Cell Phones

<b>Area/ Time of Use</b>	<b>Use permitted?</b>
Classrooms	Staff Discretion
Hallways/ class change	NO
Restrooms/Locker Rooms	NO
Lunch	YES
District Sponsored Extra Curricular	Staff Discretion
School Bus or other Transport	Staff Discretion
LRC/ Mustang Mugs Cafe	YES
Study Hall	Staff Discretion

### **HARASSMENT ISSUES**

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

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

### **Definition of Harassment**

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

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

#### **Sexual Harassment**

- 1) Verbal: The making of written or verbal sexual innuendos, suggestive comments, and jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District



- 2) Non-Verbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.
- 3) Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

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

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

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

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

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### **SCHOOL DRESS AND GROOMING**

The appearance of any young person is the responsibility of that individual's parent/guardian. A student's appearance is a source of pride not only to the individual, but to the family and school as well. It is recognized that a student's mode of dress reflects personal style and individual preference; however, inappropriate dress and appearance may distract or become a detriment to the educational process, and therefore, will not be tolerated.

Students are reminded that anytime they represent Claymont High School in extracurricular events, including CCP, the following rules apply.

Dress will be judged in regards to its potential disruption in the learning process, health, and well-being of the student, safety and moral content. The temperature in the building can vary, so students should dress accordingly. If the student's appearance is considered by the principal, assistant principal, or the guidance counselor to be inappropriate he/she will be asked to alter it. The interpretation and judgment relative

to the student dress and grooming code rests solely with school officials and is final. The following dress items are NOT permitted to be worn in school and/or at school related events:

- 1) Clothing that is deemed too revealing. Bare backs, bare midriffs, and low-cut tops are not permitted.
- 2) Clothing that depicts
  - a) Violent act
  - b) Alcohol/alcohol usage
  - c) Tobacco/tobacco usage
  - d) Vulgar, obscene, or implied sexual content or sexual preference
  - e) Drugs/drug usage
  - f) Discrimination, prejudice, bigotry, hatred, cults, and/or gang affiliation
- 3) Hats, hoods, (or other things worn on the head), bandannas, and sunglasses are not permitted to be worn during the school day.
- 4) All dresses, shorts, and skirts must be at least mid-thigh in length.
- 5) Jewelry with spikes or rivets that could be used as a weapon.
- 6) **Book bags are not permitted to be carried in the hallways or taken to class. The only bag that can be taken to class is a small purse.** Purses that are large enough to carry a chromebook must be stored in lockers.
- 7) Coats and jackets are not permitted in the classrooms.

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

**2<sup>nd</sup> Offense-** The student will receive one day of ISS or Friday School.

**3<sup>rd</sup> Offense-** The student will receive two days of ISS or 2 Friday Schools.

**Additional Offenses** will result in OSS, Friday School, or more days of ISS.

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

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## **SCHOOL TRANSPORTATION SAFETY RULES**

The same regulations regarding care of property in the classroom or on the school grounds apply to those pupils who ride the school bus. Bus students are not permitted to ride any bus other than their assigned route unless special permission is obtained from the principal or transportation supervisor.

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

The following regulations are in effect for transported students:

- 1) Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
- 2) Pupils must wait in a location clear of traffic and away from the bus stops.
- 3) Behavior at school bus stops must not threaten life, limb, or property of any individual.
- 4) Pupils must go directly to an available or assigned seat.
- 5) Pupils must remain seated keeping aisles and exits clear.
- 6) Pupils must observe classroom conduct and obey the driver promptly and respectfully.
- 7) Pupils must not use profane language.

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

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

# EXTRACURRICULAR ACTIVITIES

## EXTRACURRICULAR PARTICIPATION

Participation in extracurricular activities is a privilege, not a right. Students involved are expected to follow all school and district rules and represent Claymont with pride and good sportsmanship at all times. As representatives of Claymont, students become role models for students of all grade levels and play a vital role in how the community sees our school. They should be respectful of other students, other teams and other facilities.

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## ATHLETIC ELIGIBILITY

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

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

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

- 1. Students must maintain at least a 1.50 grade point average the 9 weeks prior to the beginning of each competitive season and maintain it throughout the season.**
- 2. Two 'F's' make the student-athlete automatically ineligible.**
- 3. Must be passing FIVE credits each grading period.**

**\*\*THESE RULES WILL BE IN EFFECT FOR ALL ATHLETES YEAR-ROUND THROUGHOUT THEIR ATHLETIC CAREER (Middle School and High School)**

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## OUT OF SCHOOL SUSPENSION

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

director and/ or school administrators have discretion to take further disciplinary action if the situation warrants it.

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### **ATTENDANCE REQUIREMENT FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

Students are required to be present in school in order to participate in any school activity. This especially applies to after school activities, such as athletic events, band, choir, drama, cheerleading, dances, etc. Students who are absent due to illness or truancy the last half of the day (after 10:55) may not participate in any school related activities or extracurricular events held after the day is over, unless there was a scheduled appointment.

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### **RULES FOR ALL EXTRACURRICULAR ACTIVITIES**

These rules are in effect at all times throughout the entire calendar year. Violations accumulate overtime, however the offenses start over one year after the last violation. Violations of the rules can lead to denial of participation in, or dismissal from the activity.

**\*\*these rules apply whether you are a participant or a spectator\*\***

- 1) When on school property or at any school event, the same rules apply as during the school day.
- 2) Can not use, sell, distribute, or possess any of the following
  - Any controlled substances
  - Any vapes or anything used in vaping
  - Any alcoholic beverages
  - Any prescription drugs except those that have proper documentation on file
  - Any drug paraphernalia
  - Any tobacco products
- 3) Admitting or being convicted of any misdemeanor or felony other than minor traffic violations or repeatedly violating the student Code of Conduct while at school.

# GENERAL INFORMATION

## **EQUAL EDUCATION OPPORTUNITY**

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

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## **FERPA DIRECTORY OF 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.

The District shall release the names, phone numbers and addresses of students in grades nine through twelve (9-12) to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education that requests such information. Such data shall not be released if the adult student or student’s parent submits a written request not to release such information. The notice to parents or eligible students shall inform the parent or eligible student that they have a right to prohibit all or a portion of the information to be released. The recruiting officer is to sign a form indicating that “any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces.” The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer. Notwithstanding the provisions set out above, no person shall release or permit access to the names or other personally identifiable information concerning any students attending a public school to any person or group for use in a profit making plan or activity.

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## **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
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## **STUDENT RIGHTS AND RESPONSIBILITIES**

1. The rights and limits of students respecting freedom of speech, press, and assembly shall be in accord with the First Amendment of the United States Constitution.
  2. Students shall have the right of representation and due process procedures in matters of suspension, removal, and expulsion.
  3. In light of these orderly procedures for dealing with student concerns, no student shall disrupt any school-related activity.
  4. Every member of the school community, including students, parents, and the school staff, has the responsibility to promote regular attendance at school, orderly conduct and behavior, freedom from fear of insult or injury, and maximum opportunities for learning on the part of each student.
  5. The privileges and rights for all students shall be guaranteed without regard to race, religion, sex, creed, or national origin.
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## **ANNOUNCEMENTS**

Daily announcements about general activities, clubs and assemblies will be broadcast to all classrooms at least once each day. A text copy of the announcements will be emailed to each student and posted on the High School webpage. It is especially important that students at Buckeye and Kent check their email for important announcements. **Much important information is passed along in this manner and the undivided attention of students and staff is essential.** All announcements must be typed into the shared Google Doc for approval by the Principal.

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## **BACKPACKS**

**Book bags are not permitted to be carried in the hallways or taken to class.** The only bag that can be taken to class is a small purse. Purses that are large enough to carry a chromebook must be stored in lockers.

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## **BUILDING SECURITY**

In order to provide a safe environment for students, all doors to the building will be locked at the beginning of the school day every day and will remain locked until school is dismissed. Anyone entering the building after the tardy bell at the beginning of the school day will need to use the main entrance 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 High School is equipped with a video surveillance system that will be referred to in investigation of inappropriate school activity.

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## **CALENDAR OF EVENTS**

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

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

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## **CLASS CUTTING**

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

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

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## **COLLEGE VISITATIONS**

Junior and senior students are permitted four (4) visits to a post-high school institution. One (1) of these may be taken as a junior and three (3) may be taken during the senior



year. We encourage students and parents to plan college visits during weekends, Christmas break, spring break, and summer break. The purpose of college visitation is to help the student narrow his/her college choice. In order to be approved for a college visit, the following criteria must be met:

1. The "College Visitation Form" must be completed and returned to the Guidance Office at least two (2) days before a scheduled college visit.
2. The student will be responsible for all missed classwork and assignments.
3. Students and/or parents/guardians will be responsible for transportation.
4. In the event of cancellation of the visit, the student is required to be in school and inform the School Counselor.
5. No college visit may be taken in May except under extreme circumstances and with PRIOR APPROVAL of the Counselor.

STUDENTS NOT FOLLOWING THIS PROCEDURE WILL BE SUBJECT TO ATTENDANCE POLICY RULES AND MAY BE CONSIDERED UNEXCUSED.

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### **DIGITAL HALL PASS**

Students are expected to be in class at all times while it is in session. Students should minimize their time out of class as much as possible. They should make an effort not to be in the halls, at their lockers, or in the restrooms during class time. Students MUST sign out using the digital hall pass system. If students are out of class excessively or if they do not use the digital hall pass, DISCIPLINARY ACTION MAY BE TAKEN. They should also have a physical pass from a teacher.

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### **EARLY DISMISSALS**

Early dismissals should be avoided. If at all possible, make doctor, dentist appointments, etc. for after school hours. Early dismissals for errands, tanning appointments, hair appointments, shopping or other frivolous reasons are not acceptable and will not be excused. REQUESTS FOR EARLY DISMISSAL SHOULD BE TURNED INTO THE ATTENDANCE BEFORE THE BEGINNING OF THE SCHOOL DAY. IN ORDER TO BE DISMISSED EARLY, A PARENT/GUARDIAN MUST ENTER THE BUILDING TO SIGN THE STUDENT OUT. IF FOR SOME REASON A PARENT OR GUARDIAN IS UNABLE TO SIGN A STUDENT OUT, IT MUST BE A PERSON LISTED ON THE EMERGENCY MEDICAL FORM. Students may be dismissed without a parental/guardian signature in an emergency situation. The administrators will determine what is deemed an emergency.

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### **EMERGENCY DRILLS**

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

#### Notification of Safety Drills

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

guardian enrolled in the school after the annual notification, shall be notified upon enrollment.

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

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

Safety Drills: 3 functional

- May not be combined with Rapid Dismissal or Tornado Drills
- Must involve students
- Must be coordinated with law enforcement
- 1 of the 3 must involve being secured in the building and reported to Local law enforcement by December 5th of each year. Various scenarios using the PA system will alert the students and staff of the drill.

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### **FAMILY VACATIONS AND TRIPS**

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

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

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### **FUNDRAISERS**

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

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### **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.

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### **LOCKERS**

Lockers and combination locks (if requested) are assigned at the beginning of the school year. They remain the property of the Board of Education and are subject to inspection or search by authorized school personnel at any time. It is the student's responsibility to

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

THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

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

1. 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.
  2. Failure to adhere to LRC policies may result in an office referral, detention, or long-term removal from the library.
  3. If a student checks out a book and does not return it, he/she is responsible to cover the replacement cost of the book(s) or magazine.
  4. **No students are permitted in the library without adult supervision.**
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### **MUSTANG MUGS CAFÉ**

The Mustang Mug Café is open several days a week, offering specialty drinks and snacks. It is a privilege to attend the cafe and students MUST have a pass from their teacher to enter. Once you are in the cafe, you must stay for the remainder of the time. Students should remain respectful and courteous in the café or their privilege to be there may be revoked.

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### **PARKING**

Students driving to school should understand that it is a privilege that can be revoked by school authorities in the event that the student violates the regulations pertaining to driving. The Claymont City School District assumes no liability or responsibility for injury to persons or for damage to or loss of contents from any vehicle while on school property. While the vehicle is parked on school property, it can be searched at any time.

#### **Driving Regulations:**

- 1) Students must register their car in the high school office. Any student who drives without proper paperwork on file will be subject to disciplinary action.
- 2) Students will complete the Student Driving Permit Registration and Agreement form. Once this form is completed and the \$5.00 parking fee paid, a parking pass will be issued.

- 3) The parking pass must be displayed in the passenger side window, at the top.
- 4) Students may ONLY park in the designated area at the west side (gym side) of the building. This includes CCP students or those coming late to school. Vehicles parked in the wrong lot may receive a warning or be towed. Repeated violations will be towed at the owner's expense.
- 5) No cars should be there before 7:10 in the morning
- 6) Students are not to loiter in their cars. Once arriving at the parking lot, all students should exit their cars and enter the building through the doors nearest the gym (unless the tardy bell has rang, then students need to use the main entrance).
- 7) Student vehicles are off limits to students during the day unless the student has signed out in the office.
- 8) Vehicles must be operated in a safe and responsible manner.
- 9) School buses have the right-of-way at all times.**
- 10) Students who choose to violate these driving/ parking regulations may be subject to a fine, have their driving and parking privileges revoked for a specific period of time or the remainder of the year.

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### **PROM GUIDELINES**

The Claymont High School Prom is a Junior/Senior Prom. Students who are freshmen or sophomores (at Claymont High School or from other schools) are not permitted to attend the Prom. General Prom guidelines include, but are not limited to:

1. Students must be in attendance at the Prom by a certain time or they will not be admitted.
2. Once a student enters the Prom, he/she may not leave and then return, except by special written permission of the principal.
3. Student dress must be appropriate and be in good taste.
4. All school regulations are in effect for the duration of the event.
5. Only students eligible to attend the Prom may purchase tickets.

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### **PROPERTY SEARCHES**

The principal, assistant principal, or designee reserves the right to search students, their backpacks, their lockers and electronic devices when necessary for the maintenance of the educational process or to protect the health, safety, and welfare of other students and school personnel. The school, lockers, school grounds, and surrounding area will be randomly searched with the assistance of police and police search dogs.

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### **REVOCAION OF DRIVER'S LICENSE AND/OR WORK PERMIT**

When a student has been absent without legitimate excuse for more than 10 consecutive school days or for at least 15 total school days during any semester, the student may have his/her temporary permit, driver's license or work permit suspended

or denied until he/she is 18 years of age. The school will notify the Bureau of Motor Vehicles of these school absences or if a student withdraws from school before the age of 18.

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### **SCHOOL FEES AND MATERIALS**

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

Some classes have fees associated with them. These fees are used to purchase supplies utilized in the class. Science classes, art class shop classes typically have fees associated with them.

A \$10.00 fee will be added each year in order to support the activities that are done by the class- for example, freshman year, \$10.00 will be collected to go in the freshman class fund. These funds are used for things like Homecoming, Prom, graduation, etc.

#### **Lost books:**

- If the book is less than one (1) year old; the student shall pay a replacement cost as reflected in the current publisher's catalog.
- If the book is between one (1) and two (2) years old, the student shall pay fifty percent (50%) of the current catalog cost.

If two (2) or three (3) years old – 40%

If three (3) or four (4) years old – 30%

If more than four (4) years old – 20%

#### **Damaged books:**

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

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### **SIGNING OUT OF SCHOOL**

Students must sign out in the attendance office if they are leaving school for any reason, including CCP students. This reason must be documented with the attendance office.

No student is to leave the building without signing out. Every effort should be made to schedule appointments after school hours. When this is not possible, a parent should call or send in documentation regarding the appointment.

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### **STUDENT LUNCH**

Claymont High School has 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 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.

Students should assemble in the lunch line in an orderly manner at the time specified. The school cafeteria is maintained as a vital part of the health program of the school. The cafeteria workers, custodians, and your fellow students will appreciate your cooperation in:

- a) Depositing all lunch litter in waste containers,
- b) Leaving the table and floor around your eating area in a clean condition for others,
- c) Maintaining a reasonable level (as defined by the supervisors) of talking.
- d) Food and drinks may not be taken out of the cafeteria.
- e) Not throwing food

Breakfast and Lunch are free of charge to all students.

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### **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 ATTENDANCE/ GUIDANCE 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.
- 

### **WATER BOTTLES**

The high school is equipped with six filtered water bottle filling stations. There is no access to common water fountains. Students should bring a refillable water bottle to school for use during the day. The office will not be providing cups.

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### **WITHDRAWAL FROM SCHOOL**

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

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

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

# HEALTH

## 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.

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## 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 for emergency treatment for the student in case of an accident or sudden illness. **Only persons listed on this form may be contacted or authorized to release the student from school.** Please notify the school, in writing, should any change take place during the course of the school year. All forms are available under the parent tab on the district website under **OneView**. **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.**

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## MEDICATION AT SCHOOL

In those unique circumstances where a student must take prescribed or over the counter medication during the school day, the following procedures will be observed:

- 1) Parents should cooperatively determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- 2) Appropriate request and release forms must be filed with the respective building principal or school nurse **before** the student will be allowed to begin taking any medication during school hours. This includes both prescription and non-prescription medications.
- 3) This release form shall be written and signed by the parent(s) and physician and shall include:
  - a) Authorization for school personnel to administer the prescribed medication;
  - b) Agreement/satisfactory arrangement to deliver medication to/from school;
  - c) Agreement to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated. A new request form must be submitted each school year.
- 4) All medication to be administered during school hours must be registered with the respective principal's office.



- 5) Medication that is brought to the office will be secured.
- 6) For each prescribed medication, and over the counter medication (aspirin, cough syrup, etc.) the container shall have pharmacist's label with the following information:
  - a) Student's Name
  - b) Physician's Name
  - c) Date
  - d) Pharmacy Name and Telephone
  - e) Name of medication
  - f) Prescribed dosage
  - g) Frequency and special handling and storage directions
- 7) It is the parent's/guardian's responsibility to provide the school with the adequate supply of medication. Long-term daily medication may be brought by the parent on a monthly basis.
- 8) Any unused medication unclaimed by the parent will be destroyed by school personnel, when a prescription is no longer to be administered, or at the end of a school year.
- 9) The parents/guardians have sole responsibility to instruct their child to present himself/herself for taking the medication at the scheduled time, and the child has the responsibility for presenting himself/herself to take the prescribed medication. Efforts will be made by school personnel to communicate a student's medication needs to all.
- 10) Students are permitted to carry and use an epinephrine auto injector (epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epi-pen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.
- 11) Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parents. Written approval must be on file with the principal, and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.
- 12) If it is necessary to administer the Epi-Pen to a student who has a life-threatening reaction from a bee sting, the procedure will be to then transport the student by ambulance to the hospital, as the Epi-Pen provides only temporary treatment until medical help can be obtained.

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### **SCHOOL INSURANCE**

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

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

# TECHNOLOGY

## **Introduction**

Claymont City Schools is pleased to make available access to interconnected computer systems within the district and the worldwide network to provide various means of accessing educational materials. The following 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 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.