

# Claymont Intermediate School

## *Student Handbook*



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

**Claymont Intermediate School**

220 North Third St.

Dennison, OH 44621

740-922-1901

# Claymont Intermediate School Information

**Principal** - Mrs. Jessica Marsh

**Administrative Assistant** - Mrs. Amanda Douglas

**School Counselor** - Mrs. Trudy Tuttle

## Vision

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

## Mission

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



## **Dress Code**

Claymont Intermediate students have considerable choice in their style of dress and appearance. Student appearance reflects an attitude of pride in self, school, and community. However, there are some parameters we expect our students to follow:

1. Clothing should be neat, clean, and modest.
2. Low-cut tops, see-through blouses, midriff tops, tank tops, spaghetti straps, very short skirts/shorts should be avoided.
3. Items that could be frightening, such as accessories including chains and/or studded accessories, are not permitted.
4. Clothing with writing and/or symbols that advertise or promote activities against school regulations is not permitted. For example, words or symbols that are obscene or suggestive of obscenity, alcohol, substance misuse or an unhealthy attitude toward school are not permitted.
5. Hats or other non-religious head coverings are not permitted to be worn in the building unless they are for a specific purpose approved by the principal.
6. Oversized clothing that is excessive or compromises the safety of students is not permitted.
7. Appropriate footwear will be worn at all times, i.e., no stacked heel shoes, no floppy sandals, no shoes with built in skates, etc.

In addition, it is very important that students are dressed appropriately for the weather. During the winter months, we do our best to continue with outdoor recess, but it is important that students come with the appropriate hats, coats, and gloves.

## **School Transportation and Bus Safety Rules**

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

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

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

The following regulations are in effect for transported students:

1. Pupils shall arrive at the bus stop five minutes before the bus arrives.
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 the 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 on the bus, except for approved 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 they have been assigned unless they have parental and administrative authorization to do otherwise.
13. Pupils must not put their heads 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 the 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.

### **Walking, riding bikes, or arriving/leaving by parent drop-off**

There are certain expectations for students who choose to walk, ride bikes, or be dropped off by a parent or guardian.

1. In the morning, students should not arrive before 7:30 a.m. Students will not be permitted to enter the building until 7:30 a.m.
2. Students should cross the street only at crosswalks and after looking both ways.
3. For safety reasons, students are not permitted to rollerblade, skateboard, or ride their bicycles on school property. Claymont City School District is not responsible for theft and loss.
4. Parents should take the time to review basic safety rules with their children, particularly regarding any interactions with strangers on their way to and from school.
5. Parents who chose to utilize the pick-up/drop-off lanes are requested to observe the bus loading areas where automobile pick-up and drop-off are restricted.
6. If a parent plans to bring a child to school, we encourage you to check with the school to determine drop-off procedures.

### **Breakfast/Lunch**

Claymont City Schools participate in the National School Lunch Program (NSLP) and the National School Breakfast Program (NSBP), which are governed by the USDA. The breakfast and lunch programs base choices on the 2010 Dietary Guidelines for Americans. The new Dietary Guidelines for Americans, 2010, focuses on balancing calories (fewer calories taken in and more burned with physical activity), and encourages Americans to consume more healthy foods like vegetables, fruits, whole grains, fat-free and low-fat dairy products, a variety of seafood, and to consume less sodium, saturated and trans-fats, added sugars, and refined grains. You can find further information on menu, nutrition, payment options, and free/reduced meals by

going to the Claymont City Schools home page and following the Departments link to Food Services.

If your child wishes to purchase lunch, you may put money on your child's lunch account online by going to our district web site ([www.claymontschools.org](http://www.claymontschools.org)) and clicking "Parent Resources" and then "Food Services." You may also send money into the school with your child, and it will be added to the account by the kitchen staff. Students may also pack a lunch and purchase milk from the cafeteria. Packed lunches should not include any outside food (ex. McDonald's, Burger King, etc.).

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

Claymont Intermediate 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.

### **Recess**

Decisions to have outside recess during cold weather depend upon the temperature, wind chill factor, and weather conditions. Therefore, it is very important that students are dressed appropriately for the weather. Supervised indoor recess will be given to students when weather prevents outside recess due to rain or when the wind chill is below 25 degrees.

## **Academic Policies**

### **Grade Cards & Midterms**

Student academic progress will be reported to parents on a consistent interval throughout the year. Parent conferences and progress reports will serve to keep parents informed of pupil progress as well. Parents are urged to contact their child's teacher if concerns arise.

ProgressBook is a web-based program that is available to keep parents informed on their child's academic progress. It provides a comprehensive approach to monitoring student progress. One of the most powerful features of ProgressBook is its ability to enhance ongoing communication between parents and teachers. To learn more about ProgressBook, please speak to your child's teacher.

Parent-teacher conferences are scheduled twice each year to provide the staff with time to meet with parents after school and in the evening.

### **Grading Scale**

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

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

## **Promotion, Placement and Retention**

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

## **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 a release from school property a student must have turned in a permission slip signed by the parent or guardian and completed the Annual Online Forms. Students may be charged a reasonable fee for field trips, but no child shall be denied participation for financial inability. Teachers and staff always reserve the right to deny a student's participation in a field trip.

## **Personal Property at School**

At times, a student may bring personal property to school to share with friends or to use in the classroom. The Board assumes no responsibility for any personal property brought to school. Each school has a Lost and Found that students and parents should check for any lost items. Unclaimed items are given to charity on a regular basis. Parents are encouraged to clearly mark their children's coats, rainwear, sweaters, hats, gloves, boots, lunch boxes, backpacks, and other personal items so that they may be easily identified and may be easily returned if they are, in fact, misplaced.

## **Technology Electronic Communication Devices**

Possession and/or use of a electronic communication device (ECD) by a student while at school during the school day is a privilege that may be forfeited by any student who fails to abide by the terms of [Policy 6.51](#), or otherwise engages in abuse of this privilege. The following items are considered electronic communication devices: Computers, Tablets, Electronic readers, Cell phones and smartphones, Pagers, Various web-enabled devices.

Because the elementary years are a crucial time for students to develop important social skills that will allow them to interact with peers and adults, we limit use of ECDs at school. Unless approved by a supervising teacher, an administrator, or an IEP team, students are prohibited from using ECDs or having them powered on during the school day. The device must be turned completely off and thus unable to receive, send, capture, or record any communication, visual image, sound, text message or other information. This includes lunch periods, transition periods, and recess.

Students may use ECDs while riding to and from school on a school bus or other Board-provided vehicle if permitted by the bus driver, classroom teacher, or school support staff. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, ECDs brought onto its District grounds.

Using a ECD in an unauthorized manner or in violation of [Policy 6.51](#) or this guideline may result in additional disciplinary action (e.g., warnings, parental notification and conferences, suspension, expulsion), confiscation of the ECD (in which case, the device will only be released/returned to the student's parent/guardian, unless the violation involves potentially illegal activity, in which case the ECD may be turned-over to law enforcement.)

## **Attendance**

### **Daily Student Attendance**

Claymont City Schools have a commitment to provide a formal quality education to its students. To achieve this goal, students must consistently be in attendance at school. Absences or tardiness disrupt the learning process, and makeup work is not a sufficient substitute for physical attendance at school. For that reason, it is important that the school and home come together as partners to assure students achieve high attendance.

House Bill 410 classifies absence from school as excused or unexcused. The statutes governing school attendance are very specific and leave limited options for school authorities to excuse children from school. 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 may face disciplinary action, either within the school or from juvenile authorities.

Excused absences are those authorized and permitted by the school. Make-up work for excused absences will be arranged between the student and the teacher. The student must take the initiative in the make-up procedure. All make-up work shall be completed within a reasonable time following the excused absence. Students shall receive full credit for work following an excused absence.

The following conditions constitute reasons for **excused absence** from school:

1. Personal illness
  - a. Medical documentation may be required.
2. Serious illness or death of a family member/funeral
  - a. Medical documentation may be required
  - b. 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.
3. Unusual or emergency situations at home.
4. Quarantine
  - a. 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.
5. Medical and dental appointments that cannot be arranged during non-school hours.
6. Other circumstances which, in the judgement of the Superintendent, constitute a good and sufficient cause for absence from school. See [Board Policy 6.08](#) - Student Absences

It is the responsibility of the school, not the parent, guardian, or custodian to determine whether an absence is excused or unexcused. All other conditions for absence are considered unexcused.

Students are required to be present in school for half of the school day in order to participate in

any school-sponsored activity that is conducted on that day; in cases of emergency the principal may grant and exception to this limit.

### **Absences**

If a student is absent from school, a parent must call the school office (740-922-1901) by 9:00 a.m. to report his/her child's absence from school. If the parent does not contact the school, the school will make every reasonable attempt to contact parents.

Additionally, students must bring written notification of the absence from the parent on the day of his/her return. Failure to supply written documentation of the absence will result in an unexcused absence and the student may be considered truant.

### **Tardy to School**

Students at Claymont Intermediate School must report to their homeroom by 7:55 a.m. or they will be marked tardy. Students arriving to school after 7:55 a.m. must check in at the office immediately upon entering the building.

### **Vacations**

While we do not encourage student absence from school for family vacations, we may excuse the absence if prior approval is obtained. A student may be excluded, upon written request of parents/guardians prior to the date of departure, in order to accompany immediate family (mother, father, grandmother, grandfather or legal guardian). The written request must be presented to the office at least **three (3) days before** leaving, unless emergency circumstances arise. All make-up work shall be completed within a reasonable time following the excused absence.

## **Chronic Absentism**

Attendance matters. Consistently attending school matters. Chronic absenteeism is a leading indicator that predicts success for both literacy and workforce outcomes of students. It is also an early warning sign that students are at risk of not reading proficiently by the end of third grade.

It is our goal to implement prevention and early intervention efforts before absences add up, rather than only focusing on the truancy parameters set forth in Ohio law, which could result in decreasing the number of students with significant learning loss.

**Excessively Absent:** A student who is absent **with or without a legitimate excuse.**

- 38 or more hours in one school month
- 65 or more hours in one school year

For students determined to be **excessively absent:**

1. Written notice will be provided to the parent/guardian
2. The student will follow the district's plan for absence intervention
3. The student and family may be referred to community resources

**Habitually Truant:** A student who is absent:

- 30 or more consecutive hours without a legitimate excuse

- 42 or more hours in one month without a legitimate excuse
- 72 or more hours in one year without a legitimate excuse

For students determined to be **habitually truant**:

1. Written notice will be provided to the parent/guardian.
2. Student will be assigned to an absence intervention team.
3. If the child fails to make progress after 61 days on the personalized absence intervention plan, the district will file a complaint in juvenile court.
4. Counseling may be provided.
5. The student's parent or guardian may be asked to attend parental involvement programs or truancy prevention mediation programs.
6. Department of Job and Family Services will be notified as deemed necessary.

### **Absence Intervention Team**

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

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

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

The Absence Intervention Team may also include:

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

### **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.

## **Health & Safety**

### **Notification of Safety Drills**

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

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

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

**Safety Drills:** *Three functional*

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

## **Illness at School**

If a student becomes ill during the day, he/she should obtain permission to go to the office. No student will be permitted to leave school to go home unless a parent or guardian or someone else listed on the Emergency Medical Authorization form is notified and gives permission for the student to leave school.

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

## **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.

## **Medical Forms**

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

Parents/guardians are encouraged to contact the school nurse prior to the first day of attendance with any health concerns or conditions that could affect their child's learning, attendance, or safety at school. It is also recommended that parents/guardians list their child's health concerns and medications on the district's electronic health record. This is especially important if a child has life-threatening allergies, seizures, diabetes, or concerns. The school nurse will work with the parents/guardians to develop a health care plan for students who require preventative or medical interventions at school when appropriate. This plan will be shared with school staff that work with or supervise the student.

## **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.

### **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.

## **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

### **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.

### **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:

1. Inspect and review the student's education records
2. Request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law
4. Challenge District noncompliance with a parent's request to amend the records through a hearing
5. File a complaint with the Department of Education
6. Obtain a copy of the District's policy and administrative guidelines on student record

### **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.

### **Title I SchoolWide Building**

Claymont Intermediate School has been identified as a Title I school building. Schools in which children from low-income families make up at least 40 percent of enrollment are eligible for Title I funds. This schoolwide program serves all children in the school in order to raise the achievement of the lowest-achieving students and helps ensure that all children meet the challenging state academic standards. Title I funds provide support and resources to schools; encourages the use of ongoing assessment and data-driven educational decision-making; and assists schools in creating the alignment of teacher training, evidence-based practices and instructional materials with the State curriculum standards.

### **Notice of Parents Right to Know**

1. According to the federal Every Student Succeeds Act (ESSA), any school receiving Title I funds must notify parents that they may request information regarding the professional qualifications of their child's classroom teachers. Should you wish to receive this information, contact the building administrator.
2. In addition, the ESSA requires timely notification to the parents of each student in a Title I school should a student be taught for 4 or more consecutive weeks by a teacher that

does not meet state certification requirements. For the current school year, all teachers and paraprofessionals in Claymont City School District have met the state certification requirements.

3. Parents may request policies regarding student participation in state mandated assessments. All students are expected to participate in required statewide assessments at designated grades. Information regarding each state required
4. assessments can be found on the district website.
5. Within 30 days after the beginning of the school year, or within two weeks of a child being placed in a language instruction program, notifications regarding service and parent participation must be provided in an understandable language and format to parents of an identified Limited English Proficient student eligible for Title I participation.

### **Parent Involvement in Title I Schools**

Claymont City School District values and recognizes that parents are an important part of their child's academic success. Research indicates that when parents are involved in their child's education, children have better attendance, achieve better grades, learn strong social and behavioral skills that help them throughout life, and continue their education beyond high school.

Parents can support their child's academic and personal growth through the following efforts:

1. Keeping open communication via email, phone, and in-person appointments
2. Reviewing quarterly progress and midterm reports
3. Participation in parent-teacher conferences
4. Monitoring attendance and tardiness
5. Establishing a time and place for homework
6. Supporting the school in its efforts to maintain proper discipline
7. Respecting each other and any cultural differences

In accordance with Title I, Part A, Claymont City School District offers parents:

1. District and School-level parent involvement policies
2. Parent/Student/Teacher Compacts
3. Materials and/or resources to help parents assist their child(ren)

### **Technology, Computer Network and Internet**

#### **Responsibility Use Policy (RUP)**

Claymont City Schools is pleased to provide access to computing devices within the School District and outside access to the world wide web as a means of enhancing the traditional classroom environment by:

- Allowing teachers to use technology in new and innovative ways
- Preparing our students for college and career readiness by teaching them the skills and behaviors necessary to succeed
- Enabling our faculty to provide district-critical functions in a timely manner

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, students, and community. This policy is reviewed and updated yearly to remain current with changes in federal

and state legislation, as well as technology innovations, and is reviewed with students as part of the student handbook. A signed application is required by staff and students for use of the school's computer and networking equipment. If you do not want your student to have access to any school technology resources, you must submit this request in writing to the attention of the technology department.

### **Policy Purpose and Scope**

The purpose of this policy is to ensure school-level compliance with policies and guidelines concerning the use of Claymont's technology equipment for educational purposes. All activities that use Claymont computer accounts or computer systems, whether they are during or after school, or even off school property, are covered by this policy. Use of a personally owned computing device follows the same guidelines as a school computer when using Claymont's network or accounts.

### **Policy Changes**

The RUP may be altered by action of the Claymont Technology Department and with approval of the Claymont City School Board of Education at any of its regular monthly meetings.

### **Network and Internet Rules & Conditions**

Claymont City Schools is granting you access to its network and technology resources. The network and technology resources are one way of enhancing our mission to teach the skills, knowledge, and behaviors our students will need for college and career readiness. These technologies may include but are not limited to, district-provided equipment as well as personal devices (computers, tablets, laptops, e-readers, etc.).

As a Claymont City Schools user, you are expected to use technology in a meaningful, safe, and responsible way. Technology is to be used as a tool to expand learning. Furthermore, as a user of the district's network and technology resources, you are expected to use the system with courtesy, respect, and integrity. You are to practice and maintain safe, secure measures regarding data and privacy.

By accepting this agreement, users acknowledge the following rules and conditions:

- Users will use technology in a meaningful, safe, and responsible way
- Users will use technology resources productively, appropriately, and primarily for school-related purposes
- Users understand that all district owned equipment, the district network, and their district account are the property of Claymont City Schools. Their use can be monitored at any time without their knowledge or consent
- Users will avoid using any technology resource in such a way that would disrupt the activities of other users
- Users will use email and other means of communications (e.g. blogs, wikis, podcasting, social media, chat, instant messaging, discussion boards, virtual learning environments, websites, etc.) responsibly
- Users will not use any type of electronic or internet capable device to post any negative comments or engage in cyberbullying of staff or students. This includes, but is not limited to, posting or sending both threatening and non-threatening messages, pictures, videos, etc. via electronic message or through the access of any type of social media

- Users will protect their personal data as well as the data of their peers. Users will abide by all confidentiality requirements in federal and state law, including but not limited to the Family Educational Rights and Privacy Act
  - Users understand that all externally published content including photographs and information about a student must abide by Board Policy 6.15 - Student Records
- Users understand that the district resources should not be used for the promotion of commercial goods or services for personal gain
  - Users will respect the political views of others by not using district resources for political advertising, lobbying, or campaigning
- Users will conserve district resources through the proper use of printers, server space, video or audio streaming, and network bandwidth. Using the school network to provide any hosted service without prior approval is prohibited. This applies to services such as but not limited to hosting web sites, file servers, gaming servers, SSH, FTP, IRC, email systems, private VPN, etc.
- Users will use technology in accordance with the laws of the United States and the State of Ohio, including but not limited to laws governing the following:
  - Criminal acts – that include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberbullying (Board Policy 9.29 - Harassment), cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems
  - Libel which includes publicly defaming people through published material on the Internet or in email, etc.
  - Copyright protections that prohibit copying, selling or distributing copyrighted material without the express written permission of the author or publisher or engaging in plagiarism (i.e., using others' words or ideas as your own). Users should assume that all materials available on the Internet are protected by copyright
- Users will use the account assigned to them. Users will not share their password with other persons or use another person's account for any reason
- Users will obtain permission from each individual staff or student before posting any picture, video, or audio of that individual online
  - Students are prohibited from recording staff members and other students in any manner, unless permission is given and it relates to the educational process
- Users will not use technology resources to access inappropriate content. This includes, but is not limited to, content related to pornography, weapons, hate speech, and academic dishonesty
- Users understand that district administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement

Users understand and will abide by the above Responsible Use Policy. Should a user commit a violation, they understand that the consequences of their actions could include suspension of computer privileges, disciplinary action up to and including expulsion, and/or referral to law enforcement.

### **Consequences of Inappropriate Internet & Network Behavior**

The staff or student's building principal, in conjunction with the District's Technology Coordinator, will reprimand any staff or student who does not comply with Policies and Guidelines accordingly. User infractions may result in appropriate disciplinary action as outlined

in the disciplinary policy for the building. Unauthorized use of the network, intentional deletion or damage to files and data belonging to other users, or copyright violations may be termed theft or destruction of school property. In addition to appropriate disciplinary actions, the user may be responsible for any charges, costs, liabilities or damages incurred by Claymont City Schools. This includes (but is not limited to) the cost of time to repair the damaged component, cost of parts to repair the component, or the cost of outside companies to repair damaged components. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted using the school's technology. Penalties imposed under applicable federal, state, or local laws will supersede any local penalties.

If a student is found to have visited inappropriate content on their school-issued device or account, Claymont reserves the right to place the student's device in a restricted browsing mode where they may access only whitelisted sites. Repeated access to inappropriate content will result in the following disciplinary actions:

<b>Incident</b>	<b>Action</b>
First	14 days of restricted access
Second	30 days of restricted access and possible disciplinary action
Third	Restricted access for the remainder of the year and possible disciplinary action
Fourth	Collection of school-issued device for the remainder of the year and possible disciplinary action

### **Use of Personal Electronic Devices**

If they choose, students and staff are allowed to use personally owned devices to access the school's wireless network to support education. Anyone who brings their own electronic device is personally responsible for the equipment and must follow guidelines outlined in Appendix D.

It is strongly recommended that staff use the district's wireless access when educating students, keeping in compliance with the Children's Internet Protection Act.

Student use of the devices in the classroom is based on the teacher's decision on each given day. The administration reserves the right to determine if the device is being used inappropriately and may take disciplinary action, including but not limited to, confiscation of the device. For this policy, a personal electronic device is defined as a device capable of communication with other electronic devices.

### **Privacy**

Network and Internet access is provided as a tool for your education. Claymont City Schools reserves the right to monitor, inspect, copy, review and store any and all usage of the computer network and Internet access and any information created, transmitted or received in connection with such usage. All such information files shall be and remain the property of Claymont City Schools and no user shall have any expectation of privacy regarding such materials.

Any sensitive information should be kept on district provided encrypted cloud storage. Staff

should refrain from copying this information directly to district computers or removable media.

A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

**Student Safety and Children’s Internet Protection Act**

Each year the District provides education for students regarding online safety and appropriate use within the District’s board-approved curriculum which includes, but is not limited to, appropriate online behavior, interacting with other individuals on social networking sites and cyber bullying awareness and response. In compliance with the Children’s Internet Protection Act, Claymont City Schools employs the use of filtering software to prevent children from accessing offensive sites. (See Appendix C for Filtering Guidelines) Yet in a global network, there is the potential to access controversial materials. If a person finds an offensive site, he or she should report this to a teacher or the technology department. The district can then prevent this site from being accessed again. In the event the filtering software is unsuccessful, the District will not be held liable for access to inappropriate content.

**Third-party Tools for Education**

Claymont Schools utilizes many different computer software applications and web-based services operated by third parties such as Google, Adobe, etc. In order for our students to utilize these services, the service provider often requests the student’s personal information in the form of their name and email address. Under the federal Children’s Online Privacy Protection Act (COPPA), these services must provide parents with notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits Claymont to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent to be given for each website requesting a student’s personal information. The Responsible Use Policy (RUP) will constitute consent for our schools to provide a student’s personal information, consisting of his or her first and last name, email address, and username to the services on file at the District office.

**Important User Information**

Staff and student accounts, including data and email addresses will be removed upon separation from the district. Staff and students planning on leaving the district should migrate any data they want to keep to a personal account before they do so.

**Student Tech Fees**

Each year, students will be charged a \$30 technology fee that goes towards repairing accidental breaks of school-issued devices. This fee can be waived if a student brings their own personal device into school each day, surrendering their school-issued device.

In addition to this \$30 fee, students will be charged the following in the event an accidental break occurs to a school-owned device:

Situation	Fee
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1st accidental breakage	All costs covered by the district
2nd accidental breakage	Student will incur a \$10 co-payment
Any additional accidental breakage	Student will incur a \$20 co-payment
Breakage requiring complete replacement	Student will incur a \$50 co-payment
Vandalism	Student will incur full cost to repair/replace device
Lost computer/charger	Student will incur full cost to repair/replace device

The fees in the chart above reset every three (3) years

*If damages occur to school-owned devices while school-supplied cases are not on the device, the damage will be categorized as vandalism and the student will be solely responsible for any charges and costs associated with the damage.*

### **District Liabilities**

Claymont City Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Claymont City Schools will not be responsible for any damage's users may suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. Claymont City Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services. The user and parent(s) or guardian(s) agree to cooperate with the school in the event of an investigation of a person's use of computer access to the network, whether that use is on a school computer or on another's outside the district's network.

A copy of these forms can be found at: <https://www.claymontschools.org/Technology.aspx>  
Version 18 Revised 11/30/2022

## **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.

### **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.

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students are expected to follow teacher directions and obey all school rules.

Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his or her behavior. Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis, and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his or her educational goals. The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the school counselor or principal.

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.

### **Disciplinary Procedures**

A violation of any rule may result in disciplinary action including assigned work; promotion or retention or credit penalties; detention; loss of privileges; written notice to or conference with parents; compensatory payment of damages; out-of-school suspension; in-school monitoring program; expulsion; emergency removal; or referral to Tuscarawas County Children's Services and/or Juvenile Court and other appropriate agencies. A student shall not, in any way, aid or abet another student in violating the rules of conduct. Students behaving in this manner will be disciplined according to the severity and circumstances surrounding the rule being violated. If the disciplinary action includes an out-of-school suspension, a student is eligible to earn credit for the work missed while on a suspension. When disciplinary action takes place, all adopted Board of Education due process procedures will be followed.

### **Student Office Referrals**

Students exhibiting minor/major misconduct during school hours and/or at school sponsored activities will be referred to the administration on a student referral form from staff or school officials. Students receiving a referral to the principal's office will be dealt with according to the policies/procedures outlined in the [Student Code of Conduct](#) (Board Policy 6.18) and on Student Referral Form.

### **Due Process 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.

### **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 additional consequences.

### **Emergency Removal of a Student**

Emergency Removal is defined as the denial of permission to be on school premises or at curricular activities to a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises.

### **Disciplinary Removal**

Disciplinary removal is an action less severe than suspension, expulsion, or emergency removal and defined as the denial to a student of permission to attend the classes in which he/she is enrolled, or participate in an extracurricular activity in which he/she has been involved, for a period of less than one school day.

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

In-School Suspension means a suspension served in a supervised learning environment within a school setting in the District. Claymont Intermediate Students should arrive to In-School Suspension by 7:55 am.

### **Out-of-school Suspension - Grades Four & Five**

The removal of school attendance and all school activity (O.S.S.) privileges for a period of one (1) to ten (10) days. In the case of a student's intended removal from school for purposes of suspension the following procedure establish in [Board Policy 6.17](#) shall be enacted.

1. The Superintendent, principal, assistant principal, or Superintendent's designee are the only school administrators who may suspend a student.
2. Whenever an incident occurs that may lead to a suspension, an administrator shall investigate the nature of the alleged offense.
3. Prior to suspension or a hearing, the Superintendent or principal must give the student written notice of the intention to suspend. This notice must include the reason(s) for the intended suspension, and if the proposed suspension is based on a violation listed in [O.R.C. §3313.662\(A\)](#).
  - a. The student shall be provided an opportunity to appear at an informal hearing to challenge the reason(s) for the intended suspension or to otherwise explain his/her actions. This hearing may take place immediately upon notification of the intention to suspend.
  - b. The principal is not required to permit the presence of counsel or follow any prescribed judicial rules in conducting the hearing.
4. If the administrator decides to suspend, within one school day of the decision to suspend, the Superintendent, principal, assistant principal, or Superintendent's designee must notify the parent, guardian, or custodian of the student of the action to suspend in writing.

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.

### **Out of School Suspension - Grade Three**

The District shall not implement an out-of-school suspension or expulsion of a student in any of grades pre-kindergarten through three, except in accordance with the following:

1. The District may issue an out-of-school suspension or expulsion to a student who has engaged in any of the behaviors described in [O.R.C. §3313.66\(B\)\(2\) to \(5\)](#).
2. The District may issue an out-of-school suspension not to exceed ten days or an expulsion to a student who has not engaged in any of the behaviors described in [O.R.C. §3313.66\(B\)\(2\) to \(5\)](#) only as necessary to protect the immediate health and safety of the student, the student's fellow classmates, the classroom staff and teachers, or other school employees.
3. Whenever possible, the principal shall consult with a mental health professional under contract with the District prior to suspending or expelling a student in any of grades pre-kindergarten through three. If the events leading up to suspension or expulsion indicate a need for additional mental health services, the student's principal or the District's mental health professional shall, in any manner that does not result in a financial burden to the District, assist the student's parent or guardian with locating providers or obtaining those services, including referral to an independent mental health professional.
4. A student who is suspended or expelled shall be afforded the same notice and hearing, procedural, and educational opportunities as prescribed for a suspension or expulsion of District students in grades four through twelve.
5. Students in grades pre-kindergarten through three may be issued in-school suspensions, provided the in-school suspension is served in a supervised learning environment.

## **STUDENT CONDUCT of CODE**

In order that the educational mission of the district may be accomplished, the following student Conduct Code for Claymont Intermediate 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, DEFAACEMENT or VANDALISM** of school property or private property on school premises; (including buses) or at any school.
- M. **TOBACCO/NICOTINE.** A student shall not possess, use, transmit, or conceal any tobacco product, any alternative nicotine product or device, including electronic, vapor, or other substitute forms of cigarettes, or any tobacco or nicotine cessation product on school premises, during school activities, or events off school grounds. 19
- N. **USE OF PROFANE, INDECENT, or OBSCENE LANGUAGE** written or verbal; directed toward school personnel or students. This shall include use of obscene gestures, pictures, or signs.
- O. **INSUBORDINATION and/or DISOBEDIENCE** in refusing to comply with directions of school personnel.
- P. **TRUANCY** from school; including study hall, class, or any other assigned activity for class, or any other assigned activity for part or all of a day, without school authorization.
- Q. **REPEATED TARDINESS** to class or school.

- R. Being under the influence of **ALCOHOLIC BEVERAGES or MIND ALTERING SUBSTANCES** while on school property; (including buses) or at any school-sponsored activities.
- S. **THEFT** of school property or equipment, of personal property of any school personnel, or of another student or visitor, including property at school-sponsored activities.
- T. **FIGHTING** among two or more students on school property; (including buses) or at any school-sponsored activity. This shall include inciting and/or encouraging others to fight.
- U. The act of **EXTORTION** from any person on school property; (including buses) or at any school-sponsored activity.
- V. **GAMBLING** for money or valuables on school property (including buses) or at any school-sponsored activity.
- W. **THE ACT OF FALSELY REPORTING INCIDENTS**, making accusations, or giving testimony to school personnel.
- X. **FALSIFYING** in writing the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.
- Y. **CHEATING**
- Z. **PLAGIARISM**
- AA. **TRESPASSING or LOITERING**
- BB. **HAZING and INTIMIDATION**, subjecting other students to pranks or humiliation causing mental or physical harm.
- CC. **POSSESSION OF A FIREARM**: Firearm has the same meaning as provided pursuant to the "Gun-Free Schools Act of 1994." At the time this policy was adopted, the above referenced statute defined a firearm as any weapon (including a 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 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

### **Specific Cases of Misconduct**

#### **100% Tobacco Free Policy**

No student, faculty member, staff member, visitor, or volunteer is permitted to smoke, use, or possess tobacco products (including e-cigarettes), or any substance containing tobacco, at any time, including non-school hours, on all school grounds, including in any building or facility, athletic grounds, parking lots, or vehicle owned, leased, rented, chartered, or under the control or supervision of the District.

No student, faculty member, staff member, or volunteer is permitted to smoke, use, or possess tobacco products (including e-cigarettes) at any school-sponsored event, whether such event occurs on campus or off campus. Visitors are encouraged to refrain from using tobacco products at school-related events off campus.

No student is permitted to possess tobacco products (including e-cigarettes), papers used to roll cigarettes, lighters, or other paraphernalia at any time.

#### **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 vapes, inhalants or of drug paraphernalia.

### **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.

### **Searches of School Property Assigned to a Student**

Students shall have no expectation of privacy in any in-school storage supplied by the Board of Education and in those areas and instances set forth in this policy.

The lockers supplied by the Board and used by the students are the property of the Board. Therefore, the lockers and the contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.

### **Positive Behavioral Interventions and Supports (PBIS)**

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

- **Tier 1** practices and systems establish a foundation of regular, proactive support while preventing unwanted behaviors. Schools provide these universal supports to all students, school-wide.
- **Tier 2** practices and systems support students who are at risk for developing more serious problem behaviors before those behaviors start. These supports help students develop the skills they need to benefit from core programs at the school.

- **At Tier 3**, students receive more intensive, individualized support to improve their behavioral and academic outcomes. At this level, schools rely on formal assessments to determine a student's need.

### Leader in Me

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

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



# C. A. R. E.

## The Mustang Way

	Leader In Me Habit	Portrait of a Graduate	What Does It Mean?	What Does It Look Like?
Cooperation	Synergize Think Win-Win	Communication	Being helpful.  Collaborating (working together) for a common purpose.	Follow directions and rules. Encourage and help others. Share, take turns and involve others. Listen to others ideas and opinions.
Accountability	Sharpen the Saw  Put First Things First	Responsibility  Integrity	Taking responsibility for one's actions and choices.  Doing the right thing when no one is looking.	Turn work in on time. Admit and accept the consequences of your actions. Do the right thing in all situations. Use electronics appropriately.
Respect	Seek First to Understand and then to be Understood	Empathy	Show kindness to others; treat others the way you want to be treated.  Take pride in your surroundings.  Honor boundaries.	Show kindness to others. Use good manners. Use appropriate language and gestures. Acknowledge individual differences. Take care of your

				belongings and other people's belongings.
<b>Effort</b>	Be Proactive Begin with the End in Mind	Perseverance Critical Thinking	Keep trying when things get hard. Set goals and develop a plan towards achieving them.	Use time wisely. Keep trying when things get hard. Work on tasks until finished. Be a problem-solver. Ask for help when needed.

