

Claymont Primary School



Parent-Student Handbook with Preschool Addendum 2025-2026

Claymont Primary School

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Claymont Primary Information

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Secretary - Mrs. McKell Dupuis

Address: 1200 Eastport Ave. Uhrichsville, OH 44683

Phone: 740-922-4641

CLAYMONT HIGH SCHOOL FIGHT SONG

Hey, look us over. We are the best.

Mighty Claymont Mustangs...better than the rest!

We've got the pep and we've got the stuff.

We've got the greatest coaches and our teams are really tough,

Of course, we've all got the spirit. Never are we down,

Always up and cheering for the White and Brown.

Oh our players are the greatest and they're always on the beam

That's our Claymont Mustang Team....FIGHT!

CLAYMONT ALMA MATER

Oh, Claymont High, To Thee We Sing;

Our Voices With Proud Homage Ring;

Lead Thou Thy Students on to Truth;

That Gives to Them A Glorious Youth

And As Our Goals Reach To the Sky,

We'll Always Cherish Claymont High.

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

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VISION, MISSION, & CORE BELIEFS

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

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

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

ARRIVAL AND DISMISSAL

Kindergarten students can arrive at school beginning at 7:45 each day (unless they ride the bus). They are not to arrive before that time. Preschool students can arrive at school beginning at 8:05. They are not to arrive before that time. The school cannot be responsible for the supervision of non-bussed children before those times.

TO AND FROM SCHOOL:

- The school is directly responsible for supervision of students while they are on school property only. Once they leave school property this becomes the responsibility of the parents. The school will cooperate with parents in stressing the rules of safety to and from school and will assist with discipline problems that occur between home and school.
- Generally, misbehavior that occurs off school property is a police matter.
- Claymont Primary, for the purpose of supervision on the way to and from school, includes the sidewalks immediately adjacent to the school. The school cannot be responsible for the supervision of the children beyond these limits.
- Kindergarten students being dropped off or picked up from school MUST USE the 12th Street entrance. STUDENTS ARE NOT TO BE DROPPED OFF ON EASTPORT AVENUE.
- Preschool students will be dropped off at the Bus Canopy area.
- Students who are arriving at school after the Tardy Bell rings should ring the buzzer at the Bus Canopy doors.

DROP-OFF AND PICK-UP PROCEDURES

- Kindergarten students who are brought to school in the morning shall be dropped off at the curb on 12th Street.
- A line of cars forms and as a student is dropped off, the car pulls away and the next car pulls up. Please do not block the entrances of the parking lot.
- IF you MUST BRING your child into the school, please park in the parking lot and walk your child into the school through the bus canopy doors. At the end of the day, a similar procedure will be followed.
- While parked in the curb lane, YOU MUST REMAIN IN YOUR CAR!
- A placard with the name of the child MUST be visible on the dashboard (closest to the school) or your child will not be released. We know that there may be more than one (1) car and/or more than one person who could pick up your child. You can get as many placards as needed. At the end of the day, the kindergarten students will be brought out to the sidewalk on 12th street. Preschool students will be picked up at the bus canopy doors.
- Two adults will be there to put students in the first two cars. After those students are in those cars, the next cars should pull up.
- This procedure ensures protection for your child and enables the teachers on duty to KNOW who is there for each child.

DO NOT PARK AT THE WATER PARK AREA AND WALK DOWN THE STREET TO RETRIEVE YOUR CHILD/REN. CHILDREN WILL NOT BE RELEASED TO YOU UNTIL ALL OTHERS HAVE BEEN DISMISSED.

BELL SCHEDULE FOR STUDENTS

Kindergarten School Day: 8:05-3:05

Preschool School Day: 8:05-2:45

7:45-8:05	Kindergarten student Drop Off
8:05	Tardy Bell rings for Kindergarten
8:05-8:20	Preschool Student Drop Off
11:00-11:30	Preschool Lunch
11:15-12:15	Kindergarten Lunch/Recess
2:45-3:00	Preschool Dismissal
2:55	Dismiss Kindergarten Walkers and Car Pick-ups
3:05	Dismiss Bus Students

ACADEMICS

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

KINDERGARTEN GRADING SCALE:

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

3 - Mastered

2 - Making progress

1 - Limited progress

0 - No progress

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

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

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

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

- If the missing work is not completed by this deadline, any unfinished assignments will be given a grade of zero (0) and factored into the final nine-week grade.

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

ProgressBook: ProgressBook is a web-based platform that allows parents to monitor their child's academic progress in real-time. This tool provides a clear and comprehensive view of grades, assignments, and teacher feedback. One of the key benefits of ProgressBook is its ability to strengthen communication between parents and teachers.

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

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

Promotion, Placement 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.

TRANSPORTATION

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

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

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

Bus Rider Rules:

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

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

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

DRESS AND GROOMING Students' appearances reflect pride in self, family, and school. While personal style and individual preference are respected, students are reminded that inappropriate dress or grooming can disrupt the educational process and compromise safety. It is the responsibility of parents/guardians to ensure students adhere to these expectations.

General Guidelines

1. **Neatness and Modesty:**
 - Clothing must be neat, clean, and modest.
 - Revealing clothing, including bare backs, bare midriffs, low-cut tops, tank tops, spaghetti straps, and racer-back tops, are not permitted.
2. **Length and Fit:**
 - Dresses, shorts, and skirts must be at least mid-thigh in length.
 - Volleyball/athletic spandex shorts are not permitted during the school day.
 - Oversized clothing compromising safety is not allowed.
 - Holes in jeans are not permitted above mid-thigh.
3. **Footwear:**
 - Appropriate footwear must be worn at all times. Prohibited items include stacked/platform heels, floppy sandals, and shoes with built-in skates.
4. **Seasonal Dress:**
 - Students must dress appropriately for the weather, particularly in winter. Hats, gloves, and coats are recommended for outdoor recess.
5. **Prohibited Accessories and Items:**
 - Jewelry or accessories with spikes or studs that could be used as weapons.
 - Chains and studded accessories deemed unsafe.
6. **Prohibited Content on Clothing:**
 - Clothing that depicts or promotes:
 - Violent acts.
 - Alcohol, tobacco, or drug use.
 - Vulgar, obscene, or implied sexual content or preferences.
 - Discrimination, prejudice, bigotry, hatred, cults, and/or gang affiliation.
7. **Headwear:**
 - Hats, hoods, bandannas, and sunglasses are not permitted during the school day unless approved by the school administration for religious or special purposes.
8. **Technology Use:**

- Headphones, AirPods, and other devices may only be used for approved assignments or activities in class.
9. **Bags and Outerwear:**
- Book bags, large purses (large enough to carry a Chromebook), coats, and jackets are not allowed in the classroom. Cinch sacks/drawstring bags (Intermediate & Middle School only) and small purses are permitted.

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

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

ATTENDANCE

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

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

Absence Procedure

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

- A **parent or guardian must call the school by 8:30 a.m. at (740) 922-4641** on the day of the absence.
- Upon returning to school, the student must submit a **written excuse** to the office before the start of the school day, including:
 - The **date(s) of absence or tardy**
 - The **specific reason** from the district's approved list
 - The **signature of the parent or guardian**
- If an excuse is not submitted within **five (5) school days** of the student's return, the absence or tardy will be marked **unexcused**.

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

Excused & Unexcused Absences

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

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

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

1. **Personal Illness** – For absences or tardiness due to **medical reasons**, a **doctor's note** must be provided within **five (5) school days**. Without proper documentation, the absence or tardy will no longer be excused for medical reasons.
2. **Serious Illness or Death of a Family Member/Funeral** - Limited to three (3) days unless additional time is approved by the school.
3. **Medical, Behavioral and Dental Appointments** - that can not be arranged during non-school hours. Court appearances require parental and court documentation. Students must provide documentation from the doctor/dentist and return to school promptly if school is still in session.
4. **Unusual or Emergency Situations at Home**
5. Authorized School Sponsored Events
6. Approved College Visits
7. Acts of God
8. **Quarantine** - The absence of a student from school under this condition is limited to the length of the quarantine as fixed by the proper health officials.
9. Out of State Travel
10. Visiting Immediate Family in the Military
11. Religious Expression Day(s)

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

TARDY POLICY

Morning Tardy to School

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

- **Claymont Primary School:** 8:05 a.m.

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

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

CHRONIC ABSENTEEISM

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

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

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

Excessive Absences

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

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

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

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

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

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

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

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

Habitually Truant

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

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

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

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

- To provide early intervention, a written notification will be sent to the parent/guardian when a student has missed **5 consecutive days** or accumulated **36 hours** of unexcused absences.
- The school will create an absence intervention team, develop an attendance plan, and invite a parent/guardian to attend an absence intervention meeting.

Absence Intervention Team

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

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

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

The Absence Intervention Team may also include:

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

Religion Expression Days

In accordance with O.R.C. §3320.04, the Board will accommodate students' sincerely held religious beliefs by allowing up to three religious expression days each school year for students in grades K-12. These days can be used for religious holidays or activities without academic penalties. A form is available in district offices that needs to be completed in the first 14 days of school for the absences to be considered excused.

Vacation Requests

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

STUDENT CODE OF CONDUCT

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

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

Applicability of the Code

This Code applies to student behavior:

- On school property.
- At school activities, functions, and events (on or off school grounds).
- While using school transportation.

- In areas adjacent to school property.
- Off school grounds if misconduct impacts school activities or personnel.

Authority of School Personnel

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

Disciplinary Procedures

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

Zero Tolerance Policy

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

Suspended/Expelled Students

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

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

STUDENT CONDUCT of CODE

- ASSAULT, ASSAULT and BATTERY** or threat thereof to any school personnel, other student, or visitor.
- FALSE ALARMS** - including fire and/or bomb threats.
- Use, possession, concealment, transmitting, or being under the influence of **ALCOHOLIC BEVERAGES, or LOW ALCOHOL BEER**, that being a brewed or fermented malt product containing either no alcohol or not more than 0.5% of alcohol by volume.
- Use, possession, concealment, buying, selling, transmitting, or being under the influence of any substance containing betel nut or any **NARCOTIC DRUG or OTHER CONTROLLED SUBSTANCE**, including, but not limited to marijuana, hemp and hemp products, as defined in R.C. 928.01, as well as any counterfeit or "look alike" controlled substance or any prescription drug or medication which is not in its original container and prescribed for the student.

- 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. 19
- N. **USE OF PROFANE, INDECENT, or OBSCENE LANGUAGE** written or verbal; directed toward school personnel or students. This shall include use of obscene gestures, pictures, or signs.
- O. **INSUBORDINATION and/or DISOBEDIENCE** in refusing to comply with directions of school personnel.
- P. **TRUANCY** from school; including study hall, class, or any other assigned activity for class, or any other assigned activity for part or all of a day, without school authorization.
- Q. **REPEATED TARDINESS** to class or school.
- R. Being under the influence of **ALCOHOLIC BEVERAGES or MIND ALTERING SUBSTANCES** while on school property; (including buses) or at any school-sponsored activities.
- S. **THEFT** of school property or equipment, of personal property of any school personnel, or of another student or visitor, including property at school-sponsored activities.
- T. **FIGHTING** among two or more students on school property; (including buses) or at any school-sponsored activity. This shall include inciting and/or encouraging others to fight.
- U. The act of **EXTORTION** from any person on school property; (including buses) or at any school-sponsored activity.
- V. **GAMBLING** for money or valuables on school property (including buses) or at any school-sponsored activity.
- W. **THE ACT OF FALSELY REPORTING INCIDENTS**, making accusations, or giving testimony to school personnel.
- X. **FALSIFYING** in writing the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.
- Y. **CHEATING**
- Z. **PLAGIARISM**
- AA. **TRESPASSING or LOITERING**
- BB. **HAZING and INTIMIDATION**, subjecting other students to pranks or humiliation causing mental or physical harm.
- CC. **POSSESSION OF A FIREARM:** Firearm has the same meaning as provided pursuant to the "Gun-Free Schools Act of 1994." At the time this policy was adopted, the above referenced statute defined a firearm as any weapon (including a starter's gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. A firearm does not include: an antique firearm; a rifle that the owner intends to use

solely for sporting and recreational or cultural purposes; any device that is neither designed or redesigned for use as a weapon; any device, although originally designed as a weapon, redesigned as a signaling, pyrotechnic, line throwing, safety or like device, surplus ordnance, sold, loaned or given by the Secretary of the Army or Class C common fireworks. If the definition of a firearm as provided by the "Gun Free Schools Act of 1994" changes, then the definition set forth in this policy shall automatically change to conform to it.

- DD. **POSSESSION OF A KNIFE:** Knife, for the purposes of this policy, is defined as a cutting instrument consisting of a sharp blade or edge.
- EE. Leaving school property or assigned area prior to specified dismissal time without official permission.
- FF. Open displays of affection between members of the same or opposite sex.
- GG. Unauthorized throwing of any object including, but not limited to, snowballs.
- HH. Commission of an immoral act.
- II. Failure to pay tuition or other approved charges.
- JJ. Violation of state student mandates, including, but not limited to, required immunization.
- KK. Loitering, littering, or causing a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities.
- LL. Violation of school policies pertaining to dress and appearance.
- MM. Misuse of school property.
- NN. Violation of school policy prohibiting electronic communications devices.
- OO. The Superintendent may prohibit a student from attending and/or participating in the District's graduation ceremonies as part of a student's suspension, expulsion, or removal from school.
- PP. Those acts or violations listed in the permanent exclusion portion of the Board policy on student disciplinary procedures.
- QQ. Violation of policies governing internet usage.
- RR. Driving in an unsafe manner.
- SS. Collusion, complicity, or aiding and abetting anyone in the commission of conduct prohibited by Board policy, or state or federal law.
- TT. Any attempts to engage in conduct prohibited by this policy.
- UU. Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the Administration and as outlined in the student/parent handbook for the building in which the student is enrolled.
- VV. Gang membership and/or gang activity. For purposes of this policy, a gang is an organization, association, or group of three (3) or more people, using a common name or one or more common identifying signs, symbols, or colors, whose members individually or collectively engage in criminal activity.
- WW. Violation of any Executive Orders or laws, or policies, rules, regulations or directives concerning social distancing, hand washing, wearing of masks, or other health and safety protocols generated by the District in response to the COVID-19 pandemic
- XX. Bullying, as defined in Board Policy 9.29. Such conduct is marked by the intent to ridicule, humiliate, or intimidate the victim.

Harassment Policy

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

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

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

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

1. Sexual Harassment

- Verbal: Unwelcome sexual comments/remarks, including written or unwritten, suggestive comments, jokes, sexual propositions, or threats directed at another individual
- Non-Verbal: Displaying sexually suggestive objects, pictures, or graphic materials, or making inappropriate gestures, sounds, leering, or whistling.
- Physical: Unwanted physical contact, like patting or pinching, or any form of coerced sexual interaction.

2. Harassment Based on Gender, Sexual Orientation, Ethnicity, Religion, Disability, Height, or Weight

- Verbal: Derogatory remarks, jokes, insults, threats, or comments about a person's gender, national origin, religious beliefs, or other protected characteristics. This includes engaging in a "campaign of silence" by deliberately excluding someone from social interactions.
- Non-Verbal: Displaying offensive objects or images, or making threatening gestures.
- Physical: Acts of intimidation or violence, such as hitting, hissing, or spitting.

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

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

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

100% Tobacco-Free Policy

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

- The use, possession, or distribution of tobacco products—including e-cigarettes and any substance containing tobacco—is strictly prohibited for all students, faculty, staff, visitors, and

volunteers. This policy applies at all times, including non-school hours, and covers all school grounds, buildings, athletic facilities, parking lots, and vehicles owned, leased, rented, chartered, or otherwise under the control or supervision of the District.

- Furthermore, students, faculty, staff, and volunteers are prohibited from using, possessing, or distributing tobacco products at any school-sponsored event, whether held on or off school property. Visitors are strongly encouraged to refrain from using tobacco products at off-campus school-related events.
- Students are not permitted to possess tobacco products (including e-cigarettes), rolling papers, lighters, or any related paraphernalia at any time.
- The District reserves the right to use marijuana test kits to determine whether confiscated substances contain THC.

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

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

- **Alcoholic beverages** of any kind.
- **Dangerous controlled substances** as defined and prohibited by Ohio law.
- **Inhalants or chemicals** that release toxic vapors, including but not limited to glue, gasoline, cleaning fluids, and whiteout.
- **Prescription drugs** unless used in compliance with Board policy regarding medication administration at school.
- **Unmarked or unlabeled substances** that are represented to be controlled substances.
- **Imitation substances** that a reasonable person would believe to be a controlled substance due to their shape, size, color, markings, packaging, distribution, or the price for which they are sold.
- **Misrepresented substances** claimed to be controlled substances, whether or not they are.
- **Vapes, inhalants, and drug paraphernalia** of any kind.

BULLYING POLICY

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

Definition

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

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

Reporting and Investigation

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

Support and Prevention

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

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

Dangerous Weapons

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

This prohibition shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely cause a dangerous condition. See Board Policy 6.25 for further information.

Property Searches

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

GENERAL INFORMATION

Technology Use and Misuse

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

Cell Phone/Electronic Communication Device (ECD) Policy

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

Due to the significant disruption to the educational experience that ECDs cause, we are implementing a new policy. Ohio HB 250 requires all districts to emphasize limiting ECD use and reducing cell phone-related distractions in classrooms. It is our hope that these changes will increase student engagement in class and reduce disruptions during the day caused by social media, texting, and other forms of digital media.

The following rules will be enforced:

- ECDs must be placed in a student’s locker before the start of the school day or left at home unless the student has an IEP or 504 plan and needs access for learning or to monitor and

address health issues. (If there is a medical reason for ECD use, the school must receive notice from the parent/guardian.)

- No earbuds, AirPods, or headphones are allowed in class or hallways for any reason unless a teacher specifically requests their use for an educational activity. These may be confiscated like cell phones.
- ECD use is restricted to educational purposes only and must comply with state and federal laws as well as the Student Code of Conduct.
- Students are prohibited from using ECDs to facilitate academic dishonesty by recording and/or transmitting test materials or information.
- ECDs may not be used to record images, videos, or audio in areas where privacy is expected, such as locker rooms, bathrooms, or any place where individuals may be in a state of undress. Please refer to Board Policy 6.51 for more information.

Field Trip

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

FERPA Directory & Information

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

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

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

Student Records Policy

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

What Are Student Records?

- **Education Records:** Files containing personal and academic information.
- **Personally Identifiable Information (PII):** Includes names, addresses, student ID numbers, and any details that can identify a student.

- **School Officials & Personnel:** Individuals such as teachers and administrators who may access records for educational purposes.

Who Can Access Student Records?

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

Privacy & Directory Information

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

Amending Records

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

Record Maintenance

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

Title IX Grievance Procedure

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

Filing a Complaint

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

Title I Schoolwide Building

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

Notice of Parents' Right to Know

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

ESSA also requires that parents be notified if a student is taught for four or more consecutive weeks by a teacher who does not meet state certification requirements. All Claymont City School District teachers and paraprofessionals currently meet certification standards.

Parents may request policies on student participation in state-mandated assessments. All students must participate in required statewide assessments at designated grade levels. Information about state assessments is available on the district website.

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

Parent Involvement in Title I Schools

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

Parents can support their child's education by:

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

In accordance with Title I, Part A, the district provides:

- District and school-level parent involvement policies.
- Parent/Student/Teacher Compacts.
- Materials and resources to assist parents in supporting their child's education.

Equal Education Opportunity

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

Student Registration for Kindergarten

When enrolling in Claymont City Schools, students must provide:

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

Enrollment Process

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

Grade Placement

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

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

Fundraising

Any school group or organization, which plans to conduct a fundraising activity, must have that activity approved by the advisor and principal before the activity may be held. Refer to Board Policy 6.39 for more information.

Food Service

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

Additionally, the district adheres to strict nutrition standards for food and beverages sold on school premises, aligning with federal guidelines to promote student health and combat obesity. Meals must meet USDA criteria, and vending machines are restricted to approved locations. Free and reduced-price meals are available for eligible students, ensuring that no child goes without a nutritious meal during the school day. For more information refer to Board Policy 9.15 and 9.40

Student Lunch

Claymont Schools have a closed lunch policy. **No student is permitted to leave the building for lunch unless signed out by a person listed on the emergency medical form.** Students are to remain in the auditoria/cafeteria during the lunch period, except as excused by the teacher(s) on duty. Other than packed lunches, **NO food may not be brought into the building or delivered unless it is approved by the principal and/or teacher in charge of an activity.** If food is brought in or delivered without permission, it will be held in the office until the end of the day. No food or other items are to be taken from the cafeteria without permission.

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

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.

For more information refer to Board Policy 9.02

School Volunteers

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

Library Books

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 for covering the replacement cost of the book(s) or magazine.
4. No students are permitted in the library without adult supervision.

School Fees 6.26 - Student Fees and Fines

School Supplies

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

Building Security

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

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

Counseling Services

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

Program Goals:

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

Services & Support:

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

For more information please refer to Board Policy 7.28.

Notification of Safety Drills

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

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

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

Safety Drills: *Three functional*

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

CARE OF PROPERTY

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

CHANGE OF ADDRESS OR TELEPHONE NUMBER

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

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

all necessary paperwork can be completed before the date of the move.

EMERGENCY PLANS

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

Listen and/or watch the following stations for information:

RADIO:

WJER 1450 AM

WBTC 1540 AM

WTUZ 99.9 FM

TELEVISION

WTOV 9

FOX 8

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

Lice Policy

Claymont City Schools has a no-nit policy. Students found with head lice (live or nits) will be sent home. The student must be checked by the nurse, with a parent and siblings (if within the district) present, before returning to school. The nurse will clear the student lice free/nit free. One day's absence for lice removal is excused. Any additional absences are unexcused. If a pattern of recurring lice-related absences develop, the matter will be brought to the attention of the Attendance Officer/administration.

Immunizations

The board policy on immunization requires students to provide written proof of immunization against several diseases, including diphtheria, tetanus, polio, and more, within 14 days of starting school. Students are not permitted to remain in school after 14 days unless the student presents satisfactory written evidence that he/she has been immunized by a Department of Health-approved method or is in the process of being immunized against hepatitis B and chickenpox.

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

Administration of Medication

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

Asthma Medication and Epinephrine Auto Injectors

Students are permitted to possess and use asthma inhalers or epinephrine auto-injectors at school or during school-sponsored events to manage asthma or severe allergic reactions. To do so, written approval from both the student's physician and parent/guardian is required, detailing the medication

and its administration. School personnel will be notified and a backup dose of the medication must be provided to the school. For more information on the requirements and procedures, please refer to Board Policy 6.34: Asthma Medication and Epinephrine Auto Injectors.

Medical Forms

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

Illness at School

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

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

Claymont City Schools Student Accident Insurance Policy

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

Telehealth and Aultman Health Clinic

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

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

School Fees

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

Technology, Computer Network and Internet User Acceptable Use Policy (AUP)

Claymont City Schools is pleased to make available access to interconnected computer systems within the district and the worldwide network to provide various means of accessing educational materials. The following Responsible Use Policy (RUP) is created to ensure that the technology available through Claymont City Schools provides a safe learning environment for our staff and students. This policy is

reviewed and updated yearly to remain current with changes in federal and state legislation as well as technology enhancements and is reviewed with students as part of the student handbook. A signed application is required for the use of the school's computer and networking equipment. If you do not want your student to have access to these resources, you must submit in writing a request for no computer privileges. Please be sure to read and review the Claymont City Schools Technology, Computer Network, and Internet Responsible Use Policy found in this link.

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

Claymont City Schools Preschool Addendum

Claymont Preschool

“Changing The World, One Child At A Time!”

PHILOSOPHY

Our philosophy at Claymont City Schools Preschool is based on the belief that all children benefit from developmentally appropriate practice. Developmentally Appropriate Practice (DAP) includes the following – Creating a caring community of learners; Teaching to enhance development and learning; Planning curriculum to achieve important goals; Assessing children’s development and learning; and Establishing reciprocal relationships with families. We believe that the four basic areas of development - social/emotional, physical, cognitive, and language - are closely related and often overlap. Each child is unique with specific interests, experiences and learning styles. Understanding these individual differences allows us to provide different strategies so that all children will succeed as learners.

The learning environment is designed so that children feel a sense of safety and belonging. The space is created so that children may explore, make things, experiment and pursue individual interests. The structure of the day is established so that there is a predictable use of time so that children feel security and reliability.

We believe that children use process skills to master content knowledge in areas such as literacy, math, science, social studies, the arts and technology. These process skills involve observing and exploring the environment and manipulating objects to understand how things work. Using these skills allows children to make connections linking new learning to prior experiences.

The teacher’s role in the preschool environment is to observe children, guide learning and assess progress. This is an ongoing process in which teachers interact with children continuously and make decisions about when and how to respond to meet individual and group needs.

We feel strongly that home and school are a preschooler’s two most important worlds. If home and school are connected in positive and respectful ways, children feel secure. At Claymont Preschool, we strive to develop a relationship with every family so that we may focus on children’s healthy development and learning.

CURRICULUM

Our curriculum's foundational base is derived from Assessment, Evaluation and Programming System (AEPS), Scholastic Pre K On My Way and alignment to the Ohio Early Learning and Development Standards. These form our blueprint for planning and implementing a developmentally appropriate program based on theory and research. We use this program as a guide in developing the structure of our day, which includes a balance of quiet/active, small/ large group, and child-initiated/teacher-directed activities. What remains consistent is our philosophy and decision making structure and our knowledge of how and what children learn, the importance of the learning environment, and the role of the teacher and family. This research-based curriculum also focuses on several interest areas (learning centers), such as blocks, dramatic play, toys & games, art, library, discovery, sand & water, music & movement, cooking, computers, and outdoors. These centers are

incorporated into our daily schedule and meet children's developmental needs so that they may become independent and confident learners.

GOALS

- To provide a quality program using developmentally appropriate practices that meet the individual needs of each child
- To provide a safe and predictable environment that allows each child to develop a positive self-image, a love of learning, and acceptance for individual differences
- To develop a positive relationship with families to extend learning at home

DAILY SCHEDULE SAMPLE

8:05-8:20	Arrival	
8:20-8:45	Breakfast/Restroom	
8:45 -9:00	Circle Time	This is a more structured setting where children are asked to practice self-regulation, increase attention span, and develop listening skills. The children discuss the calendar, record the weather, sing songs, listen to stories, and share experiences.
9:00-9:25	Learning Centers	Interest Areas Include: Blocks, Dramatic Play, Toys & Games, Art, Library, Discovery, Sand & Water, Music & Movement, Math, Writing, and Listening. Specific skill checks are facilitated by the teacher at this time.
9:25 -9:30	Clean-up	
9:30 -9:50	Gross Motor (Indoor/Outdoor)	
9:50-10:05	Restroom/Wash Hands	
10:05- 10:25	Group Time	Children are invited to share what they did, lead music/movement activity, participate in cooking experience or enjoy a story.
10:25-10:50	Journal Writing/Computer	Journal Writing: Stories, conversations, and observations are recorded by the children. Written words in scribble form are the beginning of a positive attitude toward language. Computer: Children may use technology to investigate questions, solve problems, and explore and manipulate objects on a screen. This work supports development in all areas.
10:50-11:00	Restroom/Wash Hands	
11:00-11:40	Lunch	
11:40-12:40	Restroom/Rest Time	
12:40 -1:10	Group Time (Theme)	Children will participate in a project that corresponds with our monthly theme. This may be creating a class book, math graph, art project, show and tell, or participating in a science experiment.
1:10- 1:40	Learning Centers	
1:40- 1:55	Snack	
1:55-2:25	Gross Motor (IClassroom/Outdoor)	
2:25-2:45	Closing and Departures	

**** Schedule is subject to change**

GENERAL INFORMATION

OUR SCHEDULE

Students will attend preschool **Monday-Thursday** according to the Claymont City School District Calendar. In addition, all holidays will be observed in accordance with the school calendar unless otherwise stated. Please refer to the schedule of preschool activities under the Daily Schedule. The preschool day will begin at 8:20. Beginning at 8:05, you may drop off your child at the designated drop off area. **Please do not line up before 8:00 am.** Staff will come to your vehicle to get your child. Your child will need to be signed in at the office if arrival is after 8:20 am, this will be considered tardy.

At the end of the day, all students will be dismissed beginning at 2:35 pm. Picking up children will be at the same designated locations for drop-off. **Please do not line up for pick up prior to 2:20 pm.** For children needing to leave early, please pick up before 2:15 pm by going to the office. **It is important and necessary for you to pick up your child/and or carpool on time.** A child whose ride is late experiences great anxiety and worries. It is difficult for the child/children and for the teacher who often needs to prepare for the next day's class. We understand that emergencies happen. If an emergency occurs, please give us a call. Please do not make late pick-up a habit.

DISMISSAL

All children are required by law to be placed in a correctly installed child safety seat. If a child safety seat is not with the child or in the vehicle at dismissal, by law, we cannot place the child in the vehicle. You will need to park and pick the child up at the door. Please refer to the brochure provided at enrollment for more information.

PARENT/CHILD SEPARATION

It is not unusual for a child to become teary when separating from a parent in an unfamiliar situation. Remember, this is a new environment with new faces. A child is bound to feel a little uncomfortable. Adults often have similar experiences when put in a similar situation. Be encouraging. Your smile, eyes and body language communicate a lot. If a child senses any type of apprehension on your part, this enhances their own feeling of uncertainty. Separation is often harder on the parents than the child. Please be aware, staff may ask you to leave or may take your child from you. Usually, once you are gone, the child recovers much faster. You are encouraged to call the office to check on your child's status after your departure.

ABSENCES/TARDINESS

Regular and punctual attendance is extremely important to a child's success at school. If your child is going to be absent, you must notify the school at 740-922-4641. A child returning to school shall be requested to present a note signed by his/her parent explaining the reason for the absence. Absent days cannot be subtracted from monthly fees. If your child has five days of unexcused absences in a nine week period, he/she could be withdrawn from the program. Your child is tardy if he/she arrives after 8:20 am. A note or verbal explanation from the parents is expected to clarify the situation. Again, if your child has more than seven unexcused tardies per nine week period, he/she may be withdrawn from the program.

CONFLICT RESOLUTION

Because preschool is not mandatory, unreasonable conflicts with the family may result in the termination of your child's preschool "spot". This is at the discretion of the Claymont Preschool Director/Principal. Further action may be taken by the Superintendent as needed.

PARENT PARTICIPATION

We will have many special days where volunteers will be needed. (Please check the weekly newsletter for information concerning special days.) If you need to contact your child or observe the care your child is receiving, please feel free to visit our school. You will need to check in at the office upon arrival. Any parent or other individual that is seen as disrupting the learning environment of the staff and students may, at any time, be asked to leave the building. Further action may be taken by the Superintendent as needed.

PARENT TEACHER CONFERENCES/REPORT CARDS

Report cards will be sent home every 9 weeks. In addition to this, we will have parent-teacher conferences twice a year. Please check the Claymont City Schools Calendar for these special dates.

SCHOOL CLOSURES

If bad weather forces the Claymont School District to close schools, then our preschool will be closed. The District will not make up the first five calamity days. In the event that the calamity days exceed five, Claymont Preschool will instruct the students through remote means on any additional calamity days. Please keep your child's phone number updated through SC VIEW and the school secretary to receive school closure or late start notices automatically. If Claymont schools are delayed for two hours, the morning session will be delayed by two hours. Please keep in mind that it is your choice to have your child attend school on these days. The conditions of rural roads can be very hazardous. The safety of both you and your child far surpasses the risk that may be involved in transporting for one day of preschool.

TUITION

Tuition will be due per signed tuition agreement. Tuition can be paid by cash, check or money order. **Checks can be made out to Claymont Preschool.** A receipt will be sent for all tuition payments. See pay schedule provided prior to school starting. If your tuition payment is not received or payment arrangement made with the principal, your child will not be able to attend until payment is received. If your tuition payment is received late twice during the school year, your child may be withdrawn from the program. If your child misses preschool because of a trip, illness, etc.; the tuition fee still must be paid to cover that period of time. We view registration as a contract or pact between parents and the school.

- If the district would fall under a state closure and/or be mandated to provide services remotely, tuition will still be applied. The teachers are continuing to teach and provide preschool education.

ADMISSION, PLACEMENT, AND WITHDRAWAL

Admission of students into the Preschool classroom is dependent upon proof of Claymont District residency as well as meeting the income eligibility guidelines and available space in the classroom. Applications and income verification for the current school year will continue through April. Beginning March 1, Claymont Preschool will start accepting applications and complete income verification (must be dated **two consecutive** pay stubs for February or later) for the upcoming school year. Parents wishing to re-enroll their student for the upcoming school year will be required to complete a letter of intent for placement into Claymont Preschool Program, submit income verification for the new school year and complete a new application form.

Withdrawal of a student from the program by either the district or a parent results in loss of placement for the student. However the student may be added to the bottom of the waiting list if mutually agreed upon by the parent and the district. Siblings of students attending the preschool must be put on the waiting list, no special circumstances are taken into account due to the fact a sibling attended the preschool during a previous year.

Placement Consideration pending status of the waiting list and availability of slots:

- Beginning June 1st, students not residing in the district and do not have a disability (IEP), may attend. Availability of Open Enrollment slots not to exceed 10% of program slots.
- Beginning June 1st, students who are determined to be under income may attend as a tuition paying student based on over income rates. Parents must complete a waiver outlining fees that would apply through the end of the school year. Income eligibility would be re-determined for students returning the following year.
- In the event a student moves into the district, they will receive priority placement pending eligibility requirements.
- In the event a student with an IEP moves out of the district after April 1, the new school district will be contacted. As long as the new district agrees, the student will remain in the current placement for the remainder of the school year.

ASSESSMENTS

In order to identify and support your child's learning needs, in addition to fulfilling the requirements of our Step Up to Quality program, Claymont Preschool students will participate in various assessments throughout the year. Parents will be asked to support this process by completing the Ages & Stages Questionnaire (ASQ3) at the start of the school year. Preschoolers with an IEP will be assessed using the Child Outcome Summary assessment. All Preschool students will participate in the state Early Learning Assessment (ELA) twice annually. These assessment opportunities are in addition to the daily classroom assessments that monitor progress of preschool appropriate skills.

BREAKFAST/LUNCH

Claymont Preschool students can receive breakfast and lunch at school. Breakfast and lunch prices will be set by the Claymont Board of Education prior to the start of each school year. The preschool will follow the district breakfast and lunch menu.

SNACKS

Your child will be provided with an afternoon snack. Many times the snack will coincide with our monthly themes or learning centers. There will be times when we cook or create our own snack! If your child has a food allergy or cannot eat a particular food for religious reasons, please be sure to notify the preschool teacher. Provisions will be made to accommodate your child's special needs.

CLASSROOM TEACHER

All students will be assigned a classroom teacher prior to the start of school. However situations may arise which require the movement of students within Claymont Preschool classrooms to better meet the needs of all Claymont Preschool students. These decisions will be made with input from staff and families. However, the final decision will be the responsibility of the Preschool director/principal.

MORE INFORMATION

In the event additional information about the preschool is needed, there is a need to express concerns or a need to discuss rules and regulations as stipulated by the State Department of Education, please contact your child's teacher or Preschool Director/Principal at 740-922-4641.

CHECK ACCEPTANCE POLICY

Your Check is Welcome. By paying for your tuition with your check, you are agreeing to our check acceptance policy. In the unlikely event your check is returned unpaid, you understand and agree that your check may be electronically re-deposited or if necessary re-deposited by paper draft. You understand and agree that we may collect a return check processing charge of \$30.00 by the same means and allowable by state law.

- (A) A preschool staff member in charge of a child or a group shall be responsible for their discipline.
- (B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
- (C) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
 - a. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
 - b. No discipline shall be delegated to any other child.
 - c. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
 - d. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
 - e. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
 - f. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
 - g. Techniques of discipline shall not humiliate shame or frighten a child.
 - h. Discipline shall not include withholding food, rest or toilet use.
 - i. Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
 - j. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- (D) The parent of a child enrolled in a center shall receive the center's written discipline policy.
- (E) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

DISCIPLINE TECHNIQUES

Discipline techniques will be positive and emphasize the development of self-discipline. School-wide Positive Behavior Intervention and Support (PBIS) and Crisis Prevention Intervention (CPI) provide a framework and strategies for helping students. Redirection, verbal prompts, visual prompts, modeling, and when needed, physical prompts will be used for teaching skills as well as discipline programs. It is our goal to give the child effective techniques to develop self-control. They include:

- Guiding the child before the problem develops
- Offering reasonable choices to the child
- Ignoring inappropriate behavior whenever possible (not when instances of safety are questionable)
- Redirecting the child to more appropriate activities

- Reminding the child of the rules and consequences when needed; to allow the child to choose the way he/she will handle the situation
- Discussing with the child privately about his/her actions and feelings, and other ways he/she could have handled the situation
- Providing an opportunity for "time out" away from the group or situation
- Consulting with the parent or supervisor to discuss alternatives which may involve the development of an individual behavior management program
- Holding children, not with anger, but with care for their bodies and feelings until they have regained self-control

The purpose of these programs is to empower adults to consciously respond to daily conflict, transforming it into an opportunity to teach critical life skills to children. Conscious Discipline has been a longtime leader in the integration of classroom management with social-emotional learning, utilizing everyday events as the curriculum and addressing the adult's emotional intelligence as well as the child's.

MANAGEMENT OF HEALTH RELATED ISSUES

ADMINISTRATION OF MEDICATION

Rule 3301-37-04 of the Ohio Administrative Code specifies the requirements for administering medication to children in preschool programs, in public school or chartered non-public schools:

1. The principal and his/her designees are all authorized to administer the medication at school when deemed necessary.
2. Written orders must be obtained from a physician detailing the name of the drug, dosage and the time interval the medication is to be taken. A copy shall be on file in the Main Office or the Nurse's Office.
3. Written permission must be received from the parent or guardian of the pupil requesting the school comply with the doctor's orders, with a statement clearly stating that the school or its personnel will not be held responsible for administering any of the prescribed drugs.
4. Medication must be brought to school in a labeled container, and preferably, only enough medicine for one day's dosage. *
5. Liquid medication shall be the responsibility of the parent and will be administered only at the director's discretion.
6. The Board of Education shall provide secure, lockable storage facilities in each building.
7. The school nurse will inform school personnel of potential benefits and side effects of the drug being administered.
8. Teachers should make a note in their daily lesson plans which pupils are to take medication and might accept the responsibility to remind the child should he/she forget to administer the medication.
9. The employee responsible for administering the medication shall keep a daily record.

Schools may not administer over-the-counter medicines unless the AUTHORIZATION FOR MEDICATION ADMINISTRATION BY SCHOOL PERSONNEL AND SELF-ADMINISTRATION FOR PRESCRIPTION AND OVER-THE-COUNTER MEDICATIONS form is completed and signed by the physician and parent. Medication must be brought to school by an adult.

Preschool staff has been trained to recognize signs and symptoms of communicable disease. Should an illness arise, we follow the Department of Health "child day care communicable disease chart" for the appropriate management of suspected illness.

A child with the following signs or symptoms of illness shall be **immediately isolated** from other children:

- Unusual spots or rashes
- Sore throat or difficulty swallowing
- Elevated temperature

The child will be carefully watched for symptoms of illness listed below and decisions regarding whether a child should be discharged will be made by the director and parent.

A child will be immediately isolated and parents will be contacted for the child to be discharged from school (or authorized individuals) when a child displays any of the following symptoms at school:

- Temperature of 100 degrees Fahrenheit
- Unusual spots or rashes
- Severe coughing and/or a whooping sound, causing the child to become red or blue in the face
- Difficult or rapid breathing
- Vomiting (child should remain home for 24 hours after the last episode)
- Diarrhea two or more times in the same day (child should remain home for 24 hours after the last episode)
- Yellowish skin or eyes
- Conjunctivitis (pink eye) (red, "crusty", itchy eyes conjunctivitis or pink eye is very contagious. The child must be kept at home for 48 hours while being treated with antibiotics and should only return to school if there is no discharge from the eyes.)
- Untreated infected skin patch(es)
- Unusually dark urine and/or gray or white stool
- Sore throat or difficulty swallowing
- Stiff neck
- Evidence of lice, scabies, or other parasitic infestation
- Fatigue (for any reason), lethargic behavior
- A runny nose if there is colored nasal mucus.

When a child becomes ill at school, he/she is isolated from the other children and made as comfortable as possible until parents arrive.

To return to school after an illness, a child should be free of the following symptoms for 24 hours:

- Vomiting
- Diarrhea
- Fever (*A child should remain at home for 24 hours after the fever is gone and/or prescribed medications have been administered for 24 hours before returning to school*).

Please call if your child has a communicable illness or infestation, such as chicken pox, conjunctivitis, pinworms, fifth's disease, mites or head lice, so we can exercise additional control methods and notify other parents. Your child's identity is protected. A notice to all parents or guardians will be provided when a child or children within a program is exhibiting signs or symptoms of illness or has been exposed to a communicable disease such as pink eye, ringworm, chicken pox or lice.

EMERGENCY CONTACT

A parent or person on the emergency contact list must always be available by phone during school hours. It is the parent's responsibility to have someone available who can come to the school for emergencies or for a sick child.

MILD ILLNESS

If your child is displaying mild illness (such as minor cold symptoms) we will practice and promote proper hand washing and implement disinfecting procedures.

Healthchek

Healthchek is Ohio's Early and Periodic Screening, Diagnostic and Treatment (EPSDT) Benefit. Individuals younger than 21 who are covered by Ohio Medicaid can receive important preventative services through Healthchek, including:

- Physicals
- Hearing, vision, and dental screenings
- Nutritional screenings
- Mental Health Screening
- Developmental Screenings
- Vaccinations, and
- Blood lead screenings

Any doctor that accepts Medicaid can provide Healthchek services. Ask your doctor to give your child a Healthchek exam. Healthchek support services are also available to help you with making appointments, transportation and referrals to community services for food, clothing and other needs.

For more information about Healthchek services:

- Contact your County Departments of Job and Family Services
- Go online at Medicaid.Ohio.Gov/Healthchek,
- Contact your Medicaid managed care plan, or
- Call the Ohio Medicaid Consumer Hotline (800)324-8680

A complete Healthchek brochure is included in the enrollment packet or available on the Claymont Preschool Website.

IMMUNIZATIONS

Ohio law requires all children to be immunized or in the process of receiving immunization before they enroll in school. Local Health Departments are responsible for inoculating children whose parents cannot afford to have vaccinations administered by a private physician. The following vaccinations are required for preschoolers:

- 4 doses of combination Diphtheria, Tetanus and Pertussis (DPT or DTAP)
- 3 doses of Polio (IPV) vaccine
- 1 dose of Measles, Mumps, Rubella (MMR)
- 1 dose of Haemophilus Influenzae/HIB (given after 15 months of age, given after 12 month if series of 4)
- 3 dose series of Hepatitis B/HepB
- Varicella/Chicken Pox

Parents may contact the Tuscarawas County Health Department to make arrangements for necessary immunization. If any parent would prefer a list of local physicians, please see the preschool teacher.