

Claymont Primary School



Parent-Student Handbook with Preschool Addendum 2023-2024

Claymont Primary School

1200 Eastport Avenue

Uhrichsville, OH 44683-2100

Phone 740-922-4641

www.claymontschools.org

Dear Parents/Guardians:

The Claymont Primary Parent-Student Handbook with the Preschool Addendum was developed to answer many commonly asked questions that you may have. Please read it carefully and discuss it with your child(ren). The school rules and procedures are designed to allow students to be educated in a safe and orderly environment. Students are expected to obey all school rules and respect the authority of all staff members.

Students, with parental support, are expected to arrive at school on time and be prepared to participate fully in the educational program.

Ongoing communication between home and school is necessary to keep parents informed of their child's progress in school. Parents will be provided information on a regular basis through school newsletters, the All-Call system, and the district website. Many teachers also utilize Class Dojo.

The staff and I look forward to working with you and your child to make this school year a positive learning experience. If you have any questions about this handbook, or if I can be of any assistance to you anytime throughout the year, do not hesitate to call me at (740) 922-4641.

Welcome to Claymont Primary!

Sincerely,

Kelly Cook
Principal

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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.

ASSEMBLIES

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

ATTENDANCE

Excused/Unexcused absences: It is important that students attend school each day. School attendance has a direct effect on academic achievement. The Compulsory School Attendance Law (Ohio Revised Code 3321) requires all students to be in attendance. If a student must be absent, it is the parent's responsibility to call the school (**740-922-4641**) to report the student off school. Absences should be reported by 8:45 a.m. All absences that are not reported by that time will receive a phone call from the school office to ensure the safety of the child.

Any student from kindergarten through grade eight (K-8) who misses twenty-one (21) days of school throughout the year WITHOUT a doctor's excuse, documentation from legal counsel, death notice of a relative, or documentation of a religious holiday will be referred to juvenile court regarding possible attendance charges being brought against the student and/or parent/guardian. Letters will be sent after five (5) days absence; ten (10) days absence; fourteen (14) days absence; and twenty-one (21) days of absence.

Claymont City School Policy requires a doctor's excuse after a pattern of absences has been identified.

Pursuant to Ohio Law, five (5) consecutive days of unexcused absence, seven (7) or more unexcused absences within a school month or twelve (12) unexcused absences within a school year CAN have truancy charges filed.

Absences occurring due to OUT of School Suspension (OSS) will not be counted toward the twenty-one (21) days of absences.

REPORTING ABSENCES

Parents are to telephone the school at 740-922-4641 each morning by 8:45 a.m. when their child is absent (voice mail is available). Please leave information including your child's name, grade level, teacher's name, and the reason for the absence. Excessive unexcused absences may lead to legal action against the parents under the truancy laws.

STUDENT VACATIONS

Students at Claymont are permitted to go on vacation during the school year without penalty to their academic standing. The purpose of this policy is to accommodate parents who must take their vacations during the school year because of company (industry) policies. The intention of this policy is to permit families to be together. A parent must notify the school regarding the length of the absence. This is considered an excused absence and will NOT COUNT toward the twenty-one (21) days of unexcused absences with pre approval from the principal.

DEFINITION OF EXCUSED ABSENCE

3301-51-13 of the Ohio Administrative Code

Personal Illness- The Principal may require the certificate of a doctor at any time if he/she deems it advisable.

Illness in the Family (Including quarantine of the home)- The absence of a student from school under this condition is limited to the length of the quarantine as fixed by the proper health officials.

Death of a Relative- The absence arising from this reasonable cause is limited to a period of three (3) days unless a reasonable cause may be shown for a longer period.

Home due to absence of Parents/Guardians- Any absence arising because of this condition shall not extend for a period longer than that for which the parents or guardians were absent from the home due to hardship. Extended absences will result in social workers being called into the home.

Observance of a Religious Holiday

Health Reasons- Students who have health-related appointments shall be excused for a portion of the day provided (A) the student has a statement from his/her parents or guardians, (B) the student brings to the school a statement from the doctor or dentist, and (C) the student reports back to school immediately after his/her appointment if school is still in session.

Legal reasons- A student may be excused from school if his/her presence is required in a court of law. Parental documentation and documentation from the court is required.

Others as determined by and with prior approval of the principal.

TARDIES

When a student receives four (4) tardies per year:

Parent notified by letter

When a student receives eight (8) tardies per year:

Parent notified by letter

Parent will be contacted by attendance officer, social worker and/or principal

When a student receives twelve (12) tardies per year:

Parent notified by letter

Conference scheduled between parent and attendance office, social worker and/or principal

When a student receives sixteen (16) tardies per year:

Charges may be filed in juvenile court

A referral may be made to the Department of Job and Family Services claiming Educational Neglect.

BACKPACKS

All students need a backpack to carry their materials back and forth to school. Backpacks with wheels are not permitted.

BUS TRANSPORTATION for K-12

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

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

BUS GUIDELINES AND RULES:

1. Arrive at the bus stop at least five (5) minutes prior to the scheduled stop.
2. Stay off the road at all times.
3. Wait until the bus is completely stopped before moving forward to enter. Do not cross a highway until the bus driver signals that it is safe.
4. Enter the bus single file and go immediately to a seat. Keep head, hands, and arms inside at all times and remain seated while the bus is in motion.

5. The driver is in complete charge and must be obeyed.
6. Keep all objects out of the aisle.
7. Do not litter on the bus or throw anything from the bus.
8. Students are to be courteous to the driver, other bus riders, chaperones, and all other persons.
9. Smoking and eating are not permitted on the bus.
10. Any damage done to the bus equipment will be paid for by the student offender and/or parent/legal guardian.
11. Students must not tamper with the bus or any of its equipment.
12. Yelling, cursing, obscene language, scuffling, and fighting are forbidden on the bus.
13. Any action, loud talking, or horseplay that might distract the driver is forbidden.
14. In case of an emergency, the directions of the bus driver are to be followed.

PENALTIES FOR INFRACTIONS:

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

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

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

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

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

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

CARE OF PROPERTY

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

CLASSROOM PARTIES and BIRTHDAY TREATS

Classroom teachers will organize their own room's party and will notify families for donations or assistance. Pre-packaged treats may be brought in for student birthdays when cleared with the classroom teacher.

DAILY 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
11:00-11:40	Preschool Lunch
11:10-12:10	Kindergarten Lunch/Recess
2:45-3:00	Preschool Dismissal
2:55	Dismiss Kindergarten Walkers and Car Pick-ups
3:05	Dismiss Bus Students

DETENTION

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

DRESS CODE

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

Students should always be dressed appropriately for the weather conditions. Shoes must tie and/or have backs or straps across the heels. (No Flip Flops) Objects that protrude, can protrude, or are otherwise attached to the shoe or sole of the shoe are forbidden (ex. roller skate shoes; cleats). No hats, headbands, bandannas, sunglasses, kerchiefs or dyed hair that is a disruption to the classroom environment. If the above rules are not followed, the parents will be contacted to bring a change of clothing to school.

ELECTRONIC DEVICES and CELL PHONES

Individual video or audio listening devices and cell phones may not be used during school hours, must be stored in the students' bookbag and must be set to the off/quiet position. Any device which is found to be on, make a noise, vibrate, or otherwise call attention to itself will be deemed to be creating a disruption. Any device found to be in violation of these rules will be confiscated and turned in to the school administration.

First Offense: The student may retrieve the item from the administration that day after-school.

Second Offense: The item will be returned only to a parent/guardian who comes in to retrieve it from the administration.

Continued Offenses: The student will receive disciplinary action up to and/or including in-school suspension.

EMERGENCY PLANS

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

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.

FIELD TRIPS

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

FUNDRAISING

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

GRADING

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

KINDERGARTEN GRADES ARE BASED ON THE FOLLOWING 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

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

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

HEAD LICE

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

What to do if lice or nits are found:

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

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

HOMEWORK

Homework is an extension of the learning that takes place in school. Homework can provide practice and reinforces classroom learning. Parents can help their children by arranging a quiet, comfortable place for the students to work and monitoring that assignments are completed. Reading daily with your child is recommended.

ILLNESS/INJURY

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

IMMUNIZATION

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

INSURANCE

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

LEAVING SCHOOL GROUNDS

Students will not be permitted to leave the school grounds without the knowledge and approval of the parent/guardian **IN WRITING**. **Verbal approval will not be accepted.** Parents or an approved person

must sign the student out in the school office. The approved person should be prepared to present identification such as a driver's license. No student will be removed from the building by law officials without the prior knowledge of the parents unless a statement of arrest is made or a warrant for arrest is presented. EXCEPTION: Representatives from the Department of Job and Family Services may remove a child from the school who is believed to have been physically or sexually abused.

LIBRARY BOOKS

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

MEDICATION

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

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

PARENT/TEACHER CONFERENCES

Parent-Teacher conferences are always welcome. Parent(s) should arrange conferences in advance at a time when the teacher does not have a child or children in the room. Visits with teachers should be by appointment. District Parent-Teacher conferences are scheduled twice a year. These conference times are very valuable to the overall education program.

Some parents are hesitant about participating in conferences, but our teachers can do a much better job with students if they can share their understanding of the student directly with the parent. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged with the teacher at any time during the school year.

PLAYGROUND GUIDELINES

SWINGS:

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

SLIDING BOARDS:

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

MONKEY BARS:

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

SPORTS:

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

RUNNING:

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

MISCELLANEOUS:

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

SCHOOL FEES FOR K-8

There is a charge for student fees and supplies for the school year. **Fees for the year are \$5.00 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.

SCHOOL HOURS

Student School Day: Kindergarten: 8:05-3:05 Preschool: 8:05-2:45

SCHOOL LUNCH PROGRAM

Claymont Schools offer Free Breakfast and Free Lunch for the students every day. Lunch will be served each day school is in session. Breakfast is served each day except on 2hr delays. Claymont Primary is fortunate to provide a point of sale system for our families in which every student keys in their personal 6-digit identification number every time they go through the meal line (breakfast and/or lunch). This system is used when students want to purchase an extra item at lunch/breakfast. All money deposits are made before school starts and should be sent in a sealed envelope with the child's name clearly written on the envelope. Students are strongly encouraged **NOT** to bring pop to school. **NO STUDENT WILL BE PERMITTED TO LEAVE SCHOOL GROUNDS UNLESS A WRITTEN REQUEST HAS BEEN MADE BY THE PARENT AND APPROVED BY THE PRINCIPAL.** If a student is to go with another student to lunch, notes must be received from the parents of **BOTH** students. All students leaving the building at lunch (or any time) prior to dismissal are to sign out in the office.

School Lunch: Free School Breakfast: Free Milk: \$0.55

SCHOOL RULES

- Students are not to chew gum or eat candy at school, unless authorized by school personnel.
- Students are not to make or throw snowballs or deliberately slide on ice at school.
- Students are not to bring toys or athletic balls to school unless authorized by school personnel.
- Students are to realize that they are accepting the risk and responsibility for breakage and/or

theft of anything they bring to school.

- Students are not to buy items from, sell items to, or trade items with other students while at school.
- Students must keep their hands and feet to themselves at all times to avoid unnecessary trouble.
- Students are not to play games involving “pretend” hitting, kicking or shooting.
- Students are not to wear hats in the building, unless authorized by school personnel

SCHOOL RECORDS

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

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

SEARCH AND SEIZURE

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

STUDENT CONDUCT

Statement of Purpose:

The following regulations define in detail how the Board of Education expects students to conduct themselves in the Claymont City School District.

Student Conduct

- Eating of food will be confined to the cafeteria without prior approval of the principal.
- Use of tobacco in any form is not permitted in the school building or on the grounds.
- Students should not write on public property. Any disfigurement or destruction of our building will be considered as a serious violation that will result in “cost” to the parents.
- Use of alcoholic beverages or drugs, not prescribed by a medical practitioner, are not permitted on school property.
- Courtesy and good sportsmanship should prevail at all times.
- Students should maintain good attendance and punctuality.
- Students’ grades will be the result of their own efforts.
- Good health habits should apply to one’s personal appearance.

- Suspended students cannot participate or attend any extra-curricular activities during the period of their suspension.
- Maintenance of an academic standing and a sound working relationship with teachers will increase student opportunities for the future.
- During the regular school day, all students must be accounted for.
- Fighting on or near school property is not permitted.

The District and the Law

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

Classroom Behavior

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

Stealing

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

Student Valuables

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

DEFINITION OF TERMS

DETENTION: The holding of a student in a specified limited area before or after school.

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

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

IN SCHOOL SUSPENSION: The placement of a student in a place isolated from the rest (ISS) of the students. Assignments will be required to be completed during this time. Following the ISS days, a

student may return to regular classes, provided that all assignments have been completed.

OUT-OF-SCHOOL SUSPENSION: The removal of school attendance and all school activity (OSS) privileges for a period of from one (1) to ten (10) days. A student suspended from school may not participate or practice in any school event for the duration of that suspension. Students are able to make up all tests, quizzes and missing assignments for one-half credit.

EXPULSION: The removal of school attendance and all school activity privileges for a specified period of time in excess of ten (10) days. Failing grades for all subjects taken are given if a student is expelled. A student expelled from school may not participate in any school event for the duration of that expulsion.

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

CONSEQUENCES OF BEHAVIOR

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

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

CONSEQUENCES FOR SEVERE BEHAVIOR:

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

STUDENT(S) LEAVING SCHOOL

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

SUBSTANCE ABUSE, TOBACCO USE, & WEAPONS

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

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

SUSPENSION

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

The length of suspension will be determined by school authorities and will reflect the offense committed. Parents or guardians will be notified in writing of the action taken, and will have the complete custody and jurisdiction of the child during the suspension. A suspended student may not loiter or appear on school property or at any school sponsored activity at or away from the school. He/she will be required to make up all work and tests missed with one half (1/2) credit given for work completed properly. It is his/her responsibility to arrange with individual teachers to do so. If no graded work was due then a 2% reduction for each day missed will be made to the student's final nine-week grade. The principal may request a reentry conference in which a parent/guardian must attend with their child before the child will be readmitted to school. A student will be readmitted to school after a satisfactory solution to his/her conduct is agreed upon by the administration.

TELEPHONE

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

VISITORS

All visitors must sign in at the office upon entering the building. (This is a state law.) When signing a student out of the building, adults are asked to remain in the office until the student comes to the office from their location.

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

DIRECTORY INFORMATION

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

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

Parents and adult students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within twenty (20) days after

receipt of the District's notice. The District will not release directory information that alone or in combination can be used as personally identifiable information to identify a student.

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

NOTIFICATION OF RIGHTS UNDER FERPA

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

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

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, drills will be conducted during the school year. Students and staff will be alerted of the drill through the fire alarm.

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

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

Title I SchoolWide Building

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

Notice of Parents Right to Know

- a) According to the federal Every Student Succeeds Act (ESSA), any school receiving Title I funds must notify parents that they may request information regarding the professional qualifications of their child's classroom teachers. Should you wish to receive this information, contact the building administrator.
- b) In addition, the ESSA requires timely notification to the parents of each student in a Title I school should a student be taught for 4 or more consecutive weeks by a teacher that does not meet state certification requirements. For the current school year, all teachers and paraprofessionals in Claymont City School District have met the state certification requirements.
- c) Parents may request policies regarding student participation in state mandated assessments. All students are expected to participate in required statewide assessments at designated grades. Information regarding each state required assessments can be found on the district website.
- d) Within 30 days after the beginning of the school year, or within two weeks of a child being placed in a language instruction program, notifications regarding service and parent participation must be provided in an understandable language and format to parents of an identified Limited English Proficient student eligible for Title I participation.

Parent Involvement in Title I Schools

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

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

- Keeping open communication via email, phone, and in-person appointments

- Reviewing quarterly progress and midterm reports
- Participation in parent-teacher conferences
- Monitoring attendance and tardiness
- Establishing a time and place for homework
- Supporting the school in its efforts to maintain proper discipline
- Respecting each other and any cultural differences

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

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

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

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

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

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

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

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

If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from

any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

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

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

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

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

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

- Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." [Bill Belsey (<http://www.cyberbullying.ca>)]
- The Board recognizes that cyberbullying can be particularly devastating to young people because:
 - Cyberbullies more easily hide behind the anonymity that the Internet provides;
 - Cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
 - Cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
 - The reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity.

- Cyberbullying includes, but is not limited to the following:
 - Cyberbullies more easily hide behind the anonymity that the Internet provides;
 - Cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
 - Cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
 - The reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity.
- Cyberbullying includes, but is not limited to the following:
 - Posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
 - Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
 - Using a camera phone to take and send embarrassing photographs of students;
 - Posting misleading or fake photographs of students on web sites.

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

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

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

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

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

"Staff" includes all school employees and Board members.

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

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

Privacy/Confidentiality

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

Notification

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

Education and Training

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

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

CLAYMONT CITY SCHOOLS - Technology, Computer Network and Internet User Acceptable Use Policy (AUP)

Introduction

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

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

The following Responsible Use Policy (RUP) is created to ensure that the technology available through Claymont City Schools provides a safe learning environment for our staff, students, and community. This policy is reviewed and updated yearly to remain current with changes in federal and state legislation, as well as technology innovations, and is reviewed with students as part of the student handbook. A signed application is required by staff and students for use of the school's computer and networking equipment. If you do not want your student to have access to any school technology resources, you must submit this request in writing to the attention of the technology department.

Policy Purpose and Scope

The purpose of this policy is to ensure school-level compliance with policies and guidelines concerning the use of Claymont's technology equipment for educational purposes. All activities that use Claymont

computer accounts or computer systems, whether they are during or after school, or even off school property, are covered by this policy. Use of a personally owned computing device follows the same guidelines as a school computer when using Claymont's network or accounts.

Policy Changes

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

Network and Internet Rules & Conditions

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

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

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

- Users will use technology in a meaningful, safe, and responsible way
- Users will use technology resources productively, appropriately, and primarily for school-related purposes
- Users understand that all district owned equipment, the district network, and their district account are the property of Claymont City Schools. Their use can be monitored at any time without their knowledge or consent
- Users will avoid using any technology resource in such a way that would disrupt the activities of other users
- Users will use email and other means of communications (e.g. blogs, wikis, podcasting, social media, chat, instant messaging, discussion boards, virtual learning environments, websites, etc.) responsibly
- Users will not use any type of electronic or internet capable device to post any negative comments or engage in cyberbullying of staff or students. This includes, but is not limited to, posting or sending both threatening and non-threatening messages, pictures, videos, etc. via electronic message or through the access of any type of social media
- Users will protect their personal data as well as the data of their peers. Users will abide by all confidentiality requirements in federal and state law, including but not limited to the Family Educational Rights and Privacy Act
 - Users understand that all externally published content including photographs and information about a student must abide by Board Policy 6.15 - Student Records
- Users understand that the district resources should not be used for the promotion of commercial goods or services for personal gain
 - Users will respect the political views of others by not using district resources for political advertising, lobbying, or campaigning
- Users will conserve district resources through the proper use of printers, server space, video or audio streaming, and network bandwidth. Using the school network to provide any hosted service without prior approval is prohibited. This applies to services such as but not limited to hosting web sites, file servers, gaming servers, SSH, FTP, IRC, email systems, private VPN, etc.

- Users will use technology in accordance with the laws of the United States and the State of Ohio, including but not limited to laws governing the following:
 - Criminal acts – that include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberbullying (Board Policy 9.29 - Harassment), cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems
 - Libel which includes publicly defaming people through published material on the Internet or in email, etc.
 - Copyright protections that prohibit copying, selling or distributing copyrighted material without the express written permission of the author or publisher or engaging in plagiarism (i.e., using others' words or ideas as your own). Users should assume that all materials available on the Internet are protected by copyright
- Users will use the account assigned to them. Users will not share their password with other persons or use another person's account for any reason
- Users will obtain permission from each individual staff or student before posting any picture, video, or audio of that individual online
 - Students are prohibited from recording staff members and other students in any manner, unless permission is given and it relates to the educational process
- Users will not use technology resources to access inappropriate content. This includes, but is not limited to, content related to pornography, weapons, hate speech, and academic dishonesty
- Users understand that district administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement

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

Consequences of Inappropriate Internet & Network Behavior

The staff or student's building principal, in conjunction with the District's Technology Coordinator, will reprimand any staff or student who does not comply with Policies and Guidelines accordingly. User infractions may result in appropriate disciplinary action as outlined in the disciplinary policy for the building. Unauthorized use of the network, intentional deletion or damage to files and data belonging to other users, or copyright violations may be termed theft or destruction of school property. In addition to appropriate disciplinary actions, the user may be responsible for any charges, costs, liabilities or damages incurred by Claymont City Schools.

This includes (but is not limited to) the cost of time to repair the damaged component, cost of parts to repair the component, or the cost of outside companies to repair damaged components. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted using the school's technology. Penalties imposed under applicable federal, state, or local laws will supersede any local penalties.

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

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

Use of Personal Electronic Devices

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

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

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

Privacy

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

Any sensitive information should be kept on district provided encrypted cloud storage. Staff should refrain from copying this information directly to district computers or removable media.

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

Student Safety and Children’s Internet Protection Act

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

Third-party Tools for Education

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

Important User Information

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

Student Tech Fees

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

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

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

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

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

District Liabilities

Claymont City Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Claymont City Schools will not be responsible for any damage’s users may suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user’s risk. Claymont City Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services. The user and parent(s) or guardian(s) agree to cooperate

with the school in the event of an investigation of a person's use of computer access to the network, whether that use is on a school computer or on another's outside the district's network.

A copy of these forms can be found at: <https://www.claymontschools.org/Technology.aspx>

Version 18 Revised 11/30/2022

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) and World of Wonders coupled with Kristie Pretti-Frontczak's Big Ideas 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/Breakfast	
8:20-8:30	Restroom	
8:30 -8:50	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.
8:50-9:20	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.
9:20 -9:30	Cleanup	
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 8:30. 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 8:30 am, this will be considered tardy.

At the end of the day, all students will be dismissed beginning at 2:30 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 using the bus canopy doors. **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 ONE 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

At the start of the school year, tuition for the first and last month is due by September 12th. 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. In subsequent months, tuition is due on the last day of each month **prior** to attendance. See pay schedule provided prior to school starting. For example, the tuition for November would be due no later than October 31st. If your tuition payment is not received for the next month 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 2 months 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.

The Claymont Preschool is provided at no cost to those who meet income requirements. The following scale shall be utilized when determining tuition costs per family:

101-115% FPL: \$10.00 per week	116-125% FPL: \$15.00 per week
126-150% FPL: \$20.00 per week	151-175% FPL: \$25.00 per week
176-185% FPL: \$30.00 per week	186-200% FPL: \$35.00 per week

Over Income Sliding Fee:

201-215%: \$40.00 per week	216-230%: \$45.00 per week
231-245%: \$50.00 per week	246-250%: \$55.00 per week

- 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 will receive breakfast and lunch at no cost to the family. 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.

CLAYMONT CITY SCHOOLS DISCIPLINE POLICY

- (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.

COMMUNICABLE DISEASE

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.