

# Claymont Intermediate School Parent-Student Handbook 2021 - 2022



**The school where children learn by working  
together and respecting each other!**

Claymont Intermediate School  
220 North Third St.  
Dennison, Ohio 44621

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# Welcome to Claymont Intermediate School!!!

Dear Parents, Grandparents and Guardians;

This student handbook was developed to answer many of the commonly asked questions that you may have during the school year. Please, become familiar with the information contained in it and share it with your children. You are encouraged to ask questions of your teachers or building principal if you are unsure about something not addressed in this handbook.

The school rules and procedures are designed to allow students to be educated in a safe and orderly environment. These rules and procedures are designed specifically for Claymont Intermediate School. 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 to be prepared to participate fully in the educational program.

Ongoing communication between your home and the school is necessary so you can keep current with your child's academic progress and behavior. General information will be provided on a regular basis through school newsletters, classroom newsletters, informational flyers, and the Claymont Intermediate School/Claymont City Schools website. Phone calls or letters sent in the mail will be used in cases where parent notification is vital. The student planner is also an efficient tool you can use to communicate (on a daily basis) with teachers. Parents, we encourage you to work with the teachers and support staff to ensure your child's success.

We look forward to working with you and your child as we seek to get your child ready for his/her future endeavors.

Sincerely,

*Elizabeth DiDonato*  
*Principal*



## **CLAYMONT CITY SCHOOL EXPECTATIONS AND REGULATIONS**

### **STUDENT GUIDELINES FOR REASONABLE SCHOOL CONDUCT**

1. Students are expected to be respectful and courteous to staff, bus drivers, volunteers and other students at all times. Any form of bullying, harassment, or disrespect will not be tolerated.
2. Students should maintain good attendance and punctuality.
3. Students should employ good study habits and develop a productive homework routine.
4. Students will sustain good health habits and monitor one's personal appearance ensuring adherence to the student dress code found in the handbook.
5. Students will refrain from the use/abuse of tobacco, alcohol, or drugs not prescribed by a medical practitioner with permission granted by the Principal.
6. Students at no time will be permitted to leave school grounds without the accompaniment of an authorized adult.
7. Students will be expected to respect school property and the property of others. Any disfigurement or destruction of school property or the property of others is strictly prohibited.
8. Students will obey classroom rules and procedures at all times.
9. Students will refrain from using abusive or inappropriate language.
10. Students will demonstrate honesty and integrity. Cheating at no time is permissible.
11. Students at Claymont Intermediate are not permitted to chew gum while at school or while using school transportation.
12. Students shall not exhibit violent or sexually inappropriate behaviors toward self, staff or other students. Any physical or sexual acts of violence, panic-inducing behavior (bomb threats, 911 calls, unauthorized fire drills, possession of a concealed weapon, etc.) or evidence suggesting the intent to harm any member of the school population will be considered a level IV violation.

### **BUS RULES AND REGULATIONS**

The bus driver is in full charge of the bus at all times and shall be responsible for order. The same regulations regarding care of property in the classroom or on school grounds apply to students who ride the school bus. Rules specific to bus riders include:

1. Arrive at the bus stop at least five minutes prior to the scheduled stop.
2. Wait in a location clear of traffic.
3. Behavior at school bus stops must not threaten life, limb or property of the individual.
4. Enter the bus in single file and go immediately to a seat.
5. Keep head, hands and arms inside the bus at all times.
6. Remain seated, keeping aisles and exits clear while the bus is in motion.
7. Students are to obey the driver promptly and respectfully.

8. Possession or use of tobacco, alcohol or drugs on the bus is prohibited.
9. Refrain from eating and drinking on the bus, except as required for medical reasons.
10. No objects are to be thrown or passed on, from or into the bus.
11. Yelling, cursing, obscene language, scuffling and fighting are forbidden on the bus.
12. Students may leave/board the bus ONLY at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
13. Vandalism to bus property will result in the student and parent compensating for the repairs/replacement of destroyed property.
14. Any student riding a school bus who refused to identify himself will lose bus transportation privileges for one (1) calendar year.
15. Students who threaten or swear at the bus driver may also lose bus transportation privileges for up to one (1) calendar year.

#### **Penalties for Bus Infractions**

Students choosing to violate the school transportation safety rules may have their bus-riding privileges revoked for a period of time. Continued violation of safety rules may result in a student's bus-riding privileges being revoked for the remainder of the school year.

**Any flagrant offense will result in suspension at the decision of the principal.** All parents are to be notified of a ruling. *If a student is suspended from the bus, his/her parent(s) will be required to furnish transportation to and from the school during the entire period of suspension.*

#### **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:

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

#### **NOTIFICATION OF SAFETY DRILLS**

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

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

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

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

Various scenarios using the PA system will alert the students and staff of the drill.

### **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**

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.

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.

Parents may request policies regarding student participation in state mandated assessments. All students are expected to participate in each state mandated test. Information regarding each state required assessments can be found on the district website.

### **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)



## Student Handbook

### VISION STATEMENT

*Preparing each child for a Lifetime of Success.*

### MISSION STATEMENT

*The mission of Claymont Intermediate School is to have students that Want to Learn, Are Respectful, and Show Compassion*

### ACADEMIC ACHIEVEMENT

A well-developed partnership between parents and teachers will improve the likelihood for student academic success. Parent support is needed to encourage students to do their best in the academic subject areas.

The grading scale used by Claymont City Schools is as follows:

A= 90-100

B= 80-89

C=70-79

D=60-69

F= anything below 59

**RETENTION:** A student completing the year with an "F" average in any two (2) major subject areas [Reading, Math, and/or Language Arts] may be retained.

### ARRIVAL/DISMISSALS

Students that are not transported by bus to Claymont Intermediate School should NOT arrive before 7:20 a.m. each day. The school cannot be responsible for the supervision of non-bussed children before these times. Students arriving after 7:40 a.m. should come in through the front door and report directly to the office. The tardy bell will ring at 7:55 a.m.

As students arrive at the school, whether by drop-off, walking or bus, students should go through the brown gym doors and go straight to the gym. Fourth graders should sit on the right side as you face the bleachers and Fifth graders should on the left side. Students will be instructed to leave by the teacher on duty.

Walkers:

\*The school is directly responsible for the supervision of students only while they are on school property. Once students leave the school property they become the responsibility of the parents. The school will cooperate with parents in stressing the rules of safety to and from school. However, misbehavior that occurs off school property is generally a police matter.

\*Claymont Intermediate School, for the purpose of supervision on the way home from school, includes the sidewalks immediately adjacent to the school and cannot be responsible for the supervision of children beyond these limits.

Drop-offs/Pick-ups:

\*All students who are to be dropped off at school will use Welch Street. Drop-off for students is at the brown gym doors.

- \*When picking up students at the end of the day, parents should use Third Street across from the school - in front of Central Office. Students being picked-up will be dismissed at 2:45.
- \*CAR TAGS will be issued to each parent picking up his/her children to ensure safety.

### **ATTENDANCE POLICY**

It is important that students attend school each day. School attendance has a direct affect 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 (922-1901) to report the student off school. Absences should be reported by 8:30 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. Within two days of each absence, parents are to send a written excuse for the absence. Unexcused absences may lead to legal action against the parents under truancy laws.

The State of Ohio has gone to counting hours for student attendance and House Bill 410 has certain requirements to ensure that students attend school regularly. According to House Bill 410, students who are Excessive in their absences (more than 65 hours in a school year) will receive a letter.

Habitually truant students will be required to have an Attendance Intervention Plan. Habitually Truant is defined as a student missing 30 or more consecutive hours (five (5) days in a row); a student who misses 42 or more hours in one month (seven (7) days); or a student who misses 72 hours (12 days) in one year.

Students who are late to school (tardy) or who are signed out early will have that time counted against them.

### **Definitions of excused absence**

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

**Illness in the Family (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.

**Observance of a Religious Holiday**

**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 attendance officer and principal.**

### **Tardiness**

A student is considered tardy if they do not report to the homeroom by the 7:50 a.m. tardy bell. Any student arriving late for school must report to the office to **sign-in**. The tardy mark is removed if the tardiness is due to a late bus.

### **Vacations**

A student may be excused, upon written request of parents/guardians, to accompany immediate family on a vacation or trip during the school year without penalty (except the week ending each semester). The purpose of this policy is to accommodate parents who must take their vacations during the school year because of company (industry) policies. A WRITTEN REQUEST MUST BE PRESENTED TO THE PRINCIPAL AT LEAST THREE (3) SCHOOL DAYS BEFORE LEAVING, UNLESS EMERGENCY

CIRCUMSTANCES ARISE. The student is responsible for acquiring the assignments ahead of time and completing all work on time.

### **BICYCLES**

Students are discouraged from riding bicycles to and from school. If bicycles must be ridden to school, bicycles are to be parked in the designated area on the hill by the gym doors upon arriving at school. Students are not permitted to ride bicycles on the school grounds or on the street directly in front of the building. Immediately after dismissal, students riding bicycles must leave the school grounds.

### **BULLYING/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 impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

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

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

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

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

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

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

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

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

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

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. ""Cyberbullying" – the use of information and communication technologies such as email, 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:

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

Cyberbullying includes, but is not limited to the following:

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

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of 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 on the basis of race, color, religion, national origin or sexual orientation.

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

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

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

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

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

For a definition of and instances that could possibly be construed as **hazing**, consult Policy 5516.

#### **Privacy/Confidentiality**

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

### **Notification**

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

### **Education and Training**

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

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

### **BUS TRANSPORTATION**

The Claymont Board of Education provides transportation for students in accordance with the rules and regulations of the State of Ohio. All schedules, routes and stops are under the direction of Mr. Eric Henry, Transportation Director. Bus students are not permitted to ride any bus other than their assigned route unless special permission is obtained from the Transportation Coordinator. For a non-bus student needing to ride a bus, the parent must speak directly with the Transportation Coordinator as well-, Eric Henry (922-5478 ext. 12004).

**Please refer to specific rules and regulations at the end of this handbook.**

### **CONFERENCES**

Conferences are scheduled for the purpose of allowing the parents and the teacher to speak directly about the progress of the student. (See District calendar for set dates) Appointment notices are sent home prior to the conference date. We encourage all parents to attend and help facilitate their child's education.

If parents wish to have a conference during the school year they should:

- 1) Call the office and/or leave a voicemail for the teacher to return the call, or
- 2) Send a note to the teacher requesting a conference.

**Impromptu conferences are not encouraged as the interruption of classroom instruction is to be avoided.**

### **DOJO**

The following monitoring system is currently in place; however CIS is participating in the "Leader in Me Program" being instituted district-wide. The DOJO System along with these rules are subject to change.

You will be notified when this occurs.

The method that Claymont Intermediate School uses to monitor behavior is called DOJO. Points are given for positive behavior. When poor behavior occurs, negative points are given. NO points are lost and NO points are taken away.

Goals are set and encompass behavior - both for the overall behavior of the kids as well as their classroom skills (i.e. missing homework).

Each nine (9) weeks goals are set. The goal percentage must be met for the students to participate in the nine weeks celebration:

FIRST NINE WEEKS = 92%  
SECOND NINE WEEKS = 93%  
THIRD NINE WEEKS = 94%  
FOURTH NINE WEEKS = 95%

Students should try to amass at least five (5) points each class period as positive points are given for:

above and beyond  
completed homework  
following directions  
helping others  
participating in class  
coming to class prepared,  
working hard

Students can receive negative points as well for:

disrupting class  
missing homework  
missing supplies  
being off task  
minor disrespect (-2)  
major disrespect (-4)  
major infraction (-5; this also results in a visit to the office)

SHOULD students receive negative points, the consequences are as follows:

Three (3) negative points accumulated in one day = 15 minutes on the wall at recess

Major infraction = 30 minutes on the wall

NO HOMEWORK = 15 minutes on the wall or until homework is done or passing grade on assignment

SHOULD a student end up in the office for a major infraction, the consequence is at the discretion of the principal.

### **DISCIPLINE**

Effective discipline is an important and necessary prerequisite for effective learning. The intent of rules and regulations is to create a positive educational environment, which hold students accountable for their behavior and teaches them to live with the consequences of their decisions. Violations of the Student Code

of Conduct will result in consequences. These consequences range from verbal warnings, time-out, lunch detentions, after school detentions, in-school and out-of school suspension. Flagrant violations may result in expulsion.

**Please refer to specific rules and regulations at the end of this handbook.**

### **DRESS CODE**

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

Dress will be judged in regards to its potential disruption in the learning process, safety and moral content, health and well-being of the student. If the principal finds the student's appearance to be inappropriate, the student will be asked to alter it. The following items are NOT permitted to be worn in school or at school sponsored events:

- Clothing deemed too revealing. Bare backs and bare midriffs are **NOT** permitted.
- Tank top shirts must have straps two (2) inches in width.
- Visible undergarments
- Cut-off shorts, sweats, jeans, or tops
- Hats, headbands, bandannas, sunglasses, kerchiefs
- Jewelry with studs, spikes, rivets, or pocket chains (No earrings that "dangle")
- Facial jewelry
- Boxer, biker, or mesh shorts worn as shorts on the outside of clothing
- Jewelry or clothing bearing patches, drawings, or sayings (stated or implied), which refer to drugs, violence, death, alcohol or tobacco, sexual content, gang affiliation, or discrimination of any kind
- Pajama tops or bottoms
- "Sag" pants
- No Unusual hair coloring that would distract or interrupt the educational process.
- Inappropriate footwear – Flip flops or shoes with objects that protrude, can protrude, or are otherwise attached to the shoe or sole of the shoe are forbidden (ex. roller skate shoes; cleats, Heelies).

### **ELECTRONIC DEVICES**

Personally owned electronic devices are permitted to be used in school (**other than cell phones**), accessing the school's wireless network, to support education at the decision of the teacher. 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. Use of any electronic device for non-scholastic communication during school hours is strictly prohibited. The individual owner of such devices is personally responsible for the equipment and must follow the guidelines outlined in Claymont City Schools Acceptable Use Policy. Consequences for misuse of electronic devices or inappropriate internet/network behavior will be determined by the severity of the infraction.

**The use of cell phones is strictly prohibited at our school. IF you need to contact your child during school hours, you need to call the school directly. If your child is caught with**



a cell phone, the following procedure/consequence will occur:

**1<sup>st</sup> Offense:** verbal warning; cell phone to the office until the end of the day

**2<sup>nd</sup> Offense:** cell phone goes to the office; parent called and must pick-up phone

**3<sup>rd</sup> Offense:** cell phone goes to the office; two recesses lost and parent must pick-up cell phone and phone not allowed at school

### **EMERGENCY DRILLS**

Emergency drills will be conducted periodically throughout the school year for the purpose of planning/preparing for an emergency situation, should one ever arise. We routinely practice for Fires, Tornadoes and Intruders. If you have questions about any of these drills, please, contact the school.

### **EMERGENCY MEDICAL AUTHORIZATION**

Ohio State Law requires an Emergency Medical Authorization form from each student. This form authorizes the school personnel to provide emergency treatment for a student in case of an accident or sudden illness, while under school authority. It also alerts school personnel to medical problems that may require special treatment or consideration. **Only persons listed on this form may be contacted or authorized to release the student from school. Students will not be permitted to participate in any extra-curricular activities, field trips, etc. unless this form is filled out on-line. PLEASE, be sure to keep this form updated with contact persons and correct telephone numbers.**

### **FIELD TRIPS**

Field trips may be conducted throughout the school year and are correlated with educational experiences of the student in the classroom. To help make this activity worthwhile and positive for our students the following rules prevail:

1. The Emergency Medical Form contains a section where permission is given for field trips. Parents will be notified when a field trip will occur.
2. The school reserves the right to deny individual student participation in a field trip due to the student's record of misconduct.
3. Walking Field Trips

### **HOMEWORK**

Homework will be assigned by teachers to provide practice of a skill, a review of material covered in class or to otherwise enhance the learning process. It is not intended as "busy work". Therefore, we encourage parents to see that the student has a place to work, proper books, papers, dictionary, etc., to complete the assigned work. When calling for homework for a student who is absent from school please call by 9:00 a.m. (922-1901), this will allow the teachers to compile the homework during their planning periods. If the request is made later in the day, the homework may not be available until the following day. Homework may be sent home with a brother, sister or neighbor; however, it is best that the parents come to the school office at the end of the day so that other classrooms will not be interrupted during the school hours.

Students are responsible to ask/request the work missed from teachers when they return to school. Students will have one day for every day missed to make up missing assignments.

### **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 phone numbers or information about where they can be reached in case your child becomes ill or injured. If parents are not available, the school will contact who the parents have listed on the Emergency Medical form to assist with your child.

Sick/injured children will only be released to the child's custodial parent or a person identified by the custodial parents.

**IF a child is running a fever, vomiting or has bowel problems, he/she is to be free of those symptoms for 24 hours before coming back to school. This is to ensure the health of everyone.**

### **INTERNET**

Please read the enclosed Acceptable Use Policy found in back of this handbook.

### **LIBRARY**

The purpose of the library program at Claymont City Schools is to provide materials, both print and non-print for educational purposes. The library is open on a regularly scheduled basis and is supervised by the library aide. Library classes are held for all fourth and fifth graders. These classes are held for the purpose of library instruction as well as for the enjoyment of the materials and books. Students are responsible for any lost or damaged books that are in their possession.

### **LEAVING SCHOOL GROUNDS**

Students will not be permitted to leave the school grounds after arriving for school without the knowledge and approval of school personnel or the parent/guardian in writing. **Verbal approval will not be accepted.** Parents/guardians or an approved person must sign the student out in the school office. No student will be removed from the building by law officials without parent notification, unless a statement of arrest is made or a warrant for arrest is presented.

**EXCEPTION:** Representatives from the Department of Human Services may remove a child from the school who is believed to have been physically or sexually abused.

### **LICE**

Claymont City Schools has a no-nit policy. Students found with head lice (live or nits) will be sent home. Whenever a student is found to be infested with head lice, s/he is to be sent home for treatment and must be checked by the school nurse upon return to school, with a parent present. Any siblings (if within the district) must also be checked before returning to school. The nurse will clear the students to come back to school. One day's absence for lice removal will be 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 for possible further action.

What to do if head lice is found:

1. Treat all individuals found with an anti-lice shampoo.
2. Soak all combs and brushes in an anti-lice shampoo solution for ten 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 2-3 weeks.
4. **IMPORTANT - ALL INDIVIDUALS' HAIR NEEDS TREATED AGAIN IN 8-10 DAYS. WASH BEDDING, PAJAMAS AND SOAK COMBS AND BRUSHES AGAIN.**
5. Check individuals' hair nightly for one week and weekly for at least 3 weeks. (Re-infestation can occur in 2-3 weeks and treatment will need to be repeated.)

### **LOCKERS**

Lockers are assigned at the beginning of the school year. They remain the property of the Board of Education and are subject to inspection or search by authorized school personnel at any time. Students are responsible for maintaining an orderly locker. Decorations **MUST** be in good taste and easily removable. No stickers are to be placed inside/outside of the locker. Any personal items left in lockers at the conclusion of the school year will be removed and discarded.

**Claymont Intermediate School does NOT permit locks to be used.**

### **LOST & FOUND**

Please mark items with the student's full name to simplify the return should the item become lost. Items will be kept in the Lost & Found box for one month. After this time, unclaimed items will be donated to charity. Encourage your child to be responsible for his/her belongings.

### **LUNCH/BREAKFAST PROGRAM**

Claymont City Schools provide students with a well-rounded lunch each day. Lunch is free to ALL students attending any of the buildings in Claymont City Schools.

Students not wishing to eat the offered lunch can have the option of a peanut butter sandwich or the "munchable" of the month.

Students are always welcome to bring a sack lunch from home. Milk may be purchased for \$0.50. The lunch period is closed. Students who go home occasionally must bring a note indicating they are going home. **No student will be permitted to leave the school grounds for lunch unless a written request has been made by the parent.** All students leaving the building at lunchtime or any other time prior to dismissal are to be signed out by a parent/guardian.

Breakfast is also provided to students and is free as well.

### **MEDICATION**

It is strongly recommended that required medication be administered at 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 school to administer medication to their children. If this cannot be done, any pupil who is required by a physician's order to take medication during the school day must comply with the following policy:

1. **A release form from the parent/guardian of the student and the physician requesting that medication given during school hours must be presented.** These forms may be obtained through the school office.
2. **Medication must be brought to school by the parent** in a container appropriately labeled by the pharmacy or physician. Long-term medications may be brought in a one-month supply.
3. New request forms must be submitted each year and as necessary for changes in a medication order.
4. Prescription medication will be locked, out of view, in the school office.
5. Prescription and non-prescription drugs must be a doctor's order, labeled with all necessary information including the student's name, the date, the name of the drug and time intervals to be taken.
6. Any unused medication unclaimed by the parent will be destroyed by school personnel, when a prescription is no longer to be administered or at the end of the school year.

### **PTO**

A parent teacher organization is established for the Claymont Intermediate School. The purpose is to involve parents in helping to provide a comprehensive education for our students. Fundraisers are held to help pay for programs, certain field trips, the Water Park and to help the 5th graders pay for 6th grade camp. Volunteers are frequently needed to help. If you are willing to volunteer, please, notify the school office.

### **RECESS**

Decisions to have outside recess during cold weather depend upon the temperature, wind chill factor, and weather conditions. Students should always dress for outside recess. All students eligible for recess must be on the playground during outside recess. Supervised free time in the classroom/gym will be given to students when weather prevents outside recess.

### **SCHOOL CANCELLATIONS AND DELAYS**

Due to inclement weather or at the time of special emergencies it may be necessary to call a 2 hour delay, close school, modify bus routes, or dismiss school early.

Do not telephone the school but listen to the following stations for information:

WJER 1450 AM

WBTC 1540 AM

WTUZ 99.9 FM

WTOV CHAN. 9

CHANNEL 8- FOX NEWS

**PARENTS SHOULD MAKE ARRANGEMENTS WITH THEIR CHILD ABOUT WHERE THEY ARE TO GO IN THE EVENT OF AN EARLY DISMISSAL AND IN CASE OF A 2-HOUR DELAY.**

**AN ALL-CALL/TEXT WILL BE SENT BY THE SUPERINTENDENT IN THE EVENT OF A DELAY OR CANCELLATION. PLEASE, BE SURE TO KEEP YOUR PRIMARY TELEPHONE NUMBER(S) UPDATED IN PROGRESS BOOK.**

### **SCHOOL FEES & SUPPLIES**

There is a charge for student fees and supplies for the school year. This charge covers math workbooks, science materials, art supplies, and other needed materials. Fees for the year are \$25.00. **An additional fee of \$30.00 will be charged for the use of Chromebooks. If your child has his/her own Chromebook that fee will be waived once our Technology Department has installed the software needed for the device to be used at school.** Checks can be made payable to the Claymont Board of Education. Please contact the office for information if needed.

Your child will be expected to maintain the following personal supplies at school: notebook paper, folder, pencils and/or pens. Refer to the school supply list for additional requirements from the teachers.

### **Lost or damaged books**

Students are responsible to adequately maintain books that are the property of the school. Should a book become lost or damaged beyond repair, the student shall be required to pay for the replacement of the book at the following fee schedule:

Less than one (1) year old:	current replacement cost
Two (2) years old:	50% of replacement cost
Three (3) years old:	40% of replacement cost
Four (4) years old:	30 % of replacement cost

Five (5) or more years old: 20% of replacement cost

IF you do not pay your child's school fees by the end of the school year, those fees remain on your child's record and accumulate throughout his/her school career. The total amount in fees **MUST BE PAID** prior to your child's graduation, or the diploma could be held.

### **SCHOOL HOURS**

7:20	Students may enter the building
7:50	Tardy Bell
2:40	Student Dismissal begins

**Children not riding a bus should not arrive at the Intermediate building before 7:20 AM.** The school cannot be responsible for the supervision of non-bussed children before this time.

### **SCHOOL PICTURES**

School pictures are taken by Photographs by Sarah in both the Fall and Spring. Fall pictures are ordered in prepaid packages. Envelopes will be sent home prior to picture day. Fall pictures will be used in the yearbook and for student records. Students will receive the proof of the Spring picture and will have the opportunity to place orders from the proof. Prepaid packages are available, as well. Class pictures are also taken and available for purchase.

### **SECURITY**

In order to provide a safe environment for students, all doors to the building will be locked at the beginning of the school day every day and will remain locked until school is dismissed. Anyone entering the building after the tardy bell at the beginning of the school day will need to use the main entrance and will need to identify himself/herself to the school office prior to entering the building.

### **STUDENT RECORDS**

School records are confidential and are protected by the "Privacy Act". Only authorized school personnel and the child's custodial parents or legal guardian have access to these records. Information is only given to others after permission has been granted by the student's parents. 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 may request copies of the records and they 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. Records, reports or conferences will not be granted to step-parents without express permission of the custodial parents.

### **SUBSTANCE ABUSE & TOBACCO USE**

No student shall use, exhibit the signs of being under the influence, sell, attempt to sell, possess, give, package, or deliver any prohibited substance while on the way to school, on school property or while involved in a school event. **The odor of a prohibited substance is sufficient to constitute possession.**

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

1. All alcoholic beverages.
2. All dangerous controlled substances as so designated and prohibited by Ohio statute.
3. All chemicals that release toxic vapors (i.e. glue, gasoline, cleaning fluids, white out, etc.)
4. Any prescription or patent drug except those for which permission has been granted pursuant to Board policy.
5. Any drug that bears, or whose container or label bears a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade

- name or identifying mark.
6. Any unmarked or unlabeled substance that is represented to be a controlled substance.
  7. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, color, markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
  8. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
  9. The use or possession of inhalants or of drug paraphernalia.

#### **TELEPHONE**

Students should plan so that they seldom need to use the telephone. However, if an urgent need arises, office permission may be granted to use the telephone. Students will not be called from class to answer the telephone, except in urgent cases. Messages will be taken and delivered to the student.

#### **VISITORS**

The Board of Education and school administration encourage visits to our school by parents, adult residents of the community, and others on official school business. We request visitors make advance arrangements with the principal. ALL VISITORS MUST SIGN IN AT THE OFFICE UPON ENTERING THE BUILDING.

#### **WEAPONS**

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

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

## **CLAYMONT INTERMEDIATE SCHOOL RULES AND REGULATIONS**

- 1. The student will be responsible for his/her actions and the consequences of those actions.*
- 2. The behavior expected from a student will be consistent throughout the building.*
- 3. Students who have broken rules will be disciplined in a fair and consistent manner.*
- 4. Good behavior will be encouraged and rewarded.*

### **BATHROOM EXPECTATIONS**

1. Quiet voices should be used in the bathrooms at all times.
2. Only four (4) students should be in the bathroom at one time.
3. Students are expected to flush the toilet when they are finished.
4. Students are also expected to wash their hands with soap and water when finished. Students are expected to clean up after themselves.
5. IF a paper towel is dropped, the student should pick it up.
6. Students are to refrain from writing on the walls or "carving" into the paint. This is considered defacing school property.

### **CAFETERIA EXPECTATIONS**

All food will be consumed in the school cafeteria unless prior approval has been granted by the principal. Under the direction of a staff member, students will proceed through the lunch line, pick up a tray and sit as directed by the teacher on duty. The following rules will be followed:

1. Students must remain seated until the conclusion of the lunch period. At that time, they will be instructed to deposit lunch litter in the waste containers. IF something is needed (i.e. spork), they raise their hand and it will be brought to them.
2. Student cooperation is expected in maintaining an appropriate level of talking as defined by the supervisors. Students are also expected to leave their eating area free of litter.
3. The last ten (10) minutes of lunch time, students will be silent so they can finish eating.
4. There is to be no "food fights" or throwing of food for ANY reason.
5. It is preferred that students packing a lunch refrain from bringing any kind of pop for lunch.
6. Unless a doctor note is brought in, a separate drink cannot be brought in when a student gets a tray.

### **BATHROOM EXPECTATIONS**

7. Quiet voices should be used in the bathrooms at all times.
8. Only four (4) students should be in the bathroom at one time.
9. Students are expected to flush the toilet when they are finished.
10. Students are also expected to wash their hands with soap and water when finished. Students are expected to clean up after themselves.
11. IF a paper towel is dropped, the student should pick it up.
12. Students are to refrain from writing on the walls or "carving" into the paint. This is considered defacing school property.

### **HALLWAY EXPECTATIONS**

13. Students are to refrain from visiting lockers between classes. Time is provided before school, during the lunch hour and prior to dismissal to organize class supplies.
14. Transition between classes is to be an orderly, efficient occurrence. Once dismissed from one class, students are to report directly to the next class as quietly as possible, respecting the educational rights of classes still in session.
15. To use the restroom, students are expected to obtain permission from the classroom teacher and also sign out on the class exit registry.
16. Students should not be found in the hallway during class time unless absolutely necessary. Restroom privileges will be revoked for students frequently spotted in the hallway during class time.

### **PLAYGROUND RULES**

17. During lunch recess, students must stay in front of the building within the confines of the gates on the street and/or the fenced in area across the street.
18. Candy, gum, food or drink is not permitted on the playground.
19. Excessive rough play, tackle football, pogo sticks, skates or skateboards are not permitted.
20. Students are not permitted to leave the playground area. (Retrieval of balls permitted only with
21. permission from the teacher(s) on duty.
22. Misused or destruction of playground equipment will not be tolerated.
23. Students are not to enter the building without the permission of the teacher on duty.
24. All students are to stay off the wall.
25. Conventional regulations and procedures of games should be followed ensuring fair and consistent play for all participants.
26. Attempts should be made to include any student wishing to participate in an activity.
27. Respond promptly to the signal at the conclusion of lunch recess. Follow directions quickly and
28. quietly for entering the building.





## Claymont City Schools

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

#### Introduction

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

This policy is reviewed and updated yearly to remain current with changes in federal and state legislation as well as technology enhancements and is reviewed with students as part of the student handbook.

A signed application is required for use of the schools computer and networking equipment. If you do not want your student to have access to these resources, you must submit in writing a request for no computer privileges.

#### 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 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 school policies may be altered by action of the Claymont Technology Steering Committee and with approval of the Claymont City School Board of Education at any of its regular meetings.

#### Network & Internet Use Agreement

Network and Internet access is coordinated through a complex association of government agencies, regional, and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must take responsibility for appropriate ethical and legal use of this access. Internet access for *Claymont City Schools* is a privilege, not a right. The signatures on the student handbook are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance. The user consents to the terms of this policy whenever they access the network. Users are bound to the terms whether they received and/or signed a copy of this Policy.

#### Network and Internet Terms & Conditions

1. Respect and protect your privacy and the privacy of others.
  - a. Use only assigned accounts.
  - b. Avoid sharing of account information and/or passwords to others or leaving an account logged in for others to access.
  - c. Do not reveal or distribute private information about yourself or that of others.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - a. Report security risks or violations to a teacher or technology coordinator.
  - b. Any files introduced into the network must be for educational assignments and approved by staff. This includes but is not limited to downloads, CDs, flash drives, cell phones, or videotapes.

- c. Any use of the network in such a way that would disrupt the uptime or speed of the network by other users, such as, intentional deletion of files, using bandwidth for non-educational purposes, or introduction of computer viruses, is prohibited.
  - d. Any installation of software which introduces spyware or malware onto computers, or other software which reduces the efficiency of the computer is discouraged.
  - e. Intruding into the networks, computers or phones of others, without permission by the owner is discouraged.
  - f. Protect network use. Do not destroy, remove, or damage data, equipment, or resources not belonging to the owner.
3. Respect and protect the intellectual property of others.
- a. Written permission of the copyright owner must be obtained if intellectual property is protected by copyright laws.
  - b. Plagiarizing in any form is prohibited.
4. Respect and practice the principles of community.
- a. Avoid language that is offensive to others.
  - b. Streaming audio or video for non-educational purposes is prohibited.
  - c. The network or educational software cannot be used for commercial activities, entertainment, advertisement, or political lobbying.
  - d. Avoid any use of messaging software that disrupts the classroom, including but not limited to, Instant Messaging, phone text messaging, or any other methods that send messages.
  - e. Avoid intentionally accessing, transmitting, copying or creating material that is illegal.
  - f. Avoid misrepresentation by impersonating anyone, such as, the creation of an online profile.
  - g. Ask permission to post photos or videos of faculty or fellow students.

### **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.

### **Websites Created at School**

The Board of Education authorizes the creation of web sites by employees and students of the School District to be published on the World Wide Web. School web sites must be located on the District-affiliated servers. The creation of web sites by students must be done under supervision of a professional staff member. These web sites must reflect the professional image of the District, its employees, and students. The content of all pages must be school appropriate and consistent with the School District's Mission Statement. Under no circumstances is a web site to be used for commercial purposes or to provide financial gains for any individual. All links included on the pages must also meet the above criteria.

When the website content includes a photograph or information relating to a student, the creator will abide by the provisions of the *Claymont Board of Education policy 6.15 – Student Records*.

### **Copyright- Multi-Media Material**

*Claymont City Schools* encourages the use of electronic media in student projects but the following guidelines must be followed to be acceptable.

- a. Any audio or video clip, whether downloaded or copied from home, must be limited to 10% or 30 seconds for music or 10% or 3 minutes for video, whichever is less. If a longer duration is needed, you must have permission by the owner to redistribute.
- b. Any inclusion of copied Internet material, such as, text, video, audio, or images, must include proper credit to the copyright holder or the work is subject to student rules regarding plagiarism.

### **Use of Email**

*Claymont City Schools* recognizes the efficiencies that can result from the use of technology and authorizes the establishment of an E-mail system for District use. Each person using email must read the following policy and agree, in writing, to the terms.

- a. System users shall have no expectation of privacy in their E-mail communications, and shall not have the ability to deny access to their E-mail by the Superintendent.
- b. The District shall issue a password to each person authorized to use the E-mail system.
- c. E-mail should only be used to support the goals of the district and carry out a person's job description. It should not be used for unsolicited mass mailings and personal opinions in a public forum.

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

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. Use of any of these devices for non-scholastic communication during school hours is strictly prohibited.

### **Use of Portable Equipment**

While we encourage equipment use, persons must take responsibility for the care of the equipment while in their possession. Equipment damaged or lost by students or staff could result in financial liability for the repair or replacement costs.

**Student Use-** Currently, no technology equipment is allowed to be taken home and must be returned to homeroom at the end of the day.

**Staff Use-** Staff may use school equipment outside of the building, after getting administrative approval, but must follow building check-out procedures. All portable equipment must be returned at the end of the school year for updates and inventory.

### **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.

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 in chat rooms, 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 Coordinator. 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.

## Online Communities and Cyber Bullying

Cyber bullying is the act of harassment that takes place via some method of technological media. It is unacceptable to use computing devices or services to propagate abuse that is insulting, rude, abusive, or offensive. Please refer to *Policy 9.29 Harassment, Intimidation and Bullying* for a complete definition of harassment. If a student is being harassed and the effect carries over into school, it does not matter where the offense originates, it is in our best interests to take appropriate action.

## Important User Information

Student accounts, data and email addresses will be automatically purged upon graduation. Seniors should migrate any data they want to keep to a personal account before graduation.

## Fees

A \$30.00 technology fee **is charged** per year for grades K-12. The fee covers repairs of accidental device breakage by students. This fee is waived if a student brings in his or her own Chromebook.

Students in 2<sup>nd</sup> and 7<sup>th</sup> grade are assigned a new computer and keep this for six years. Any repairs needed during the six years follow this structure and reset every three (3) years.

Situation	Outcome
1 <sup>st</sup> accidental breakage	All costs will be covered by the district
2 <sup>nd</sup> accidental breakage	Student will have to pay a \$10 co-payment
Any additional accidental breakage	Student will have to pay a \$20 co-payment
Vandalism of the computer	Student will pay full cost to repair/replace device

If damages occur while school supplied cases on not on, the damage will be categorized as vandalism. The user is solely responsible for any charges, costs, liabilities or damages for repair if the person vandalizes or uses their account inappropriately.

## 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 damages 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.