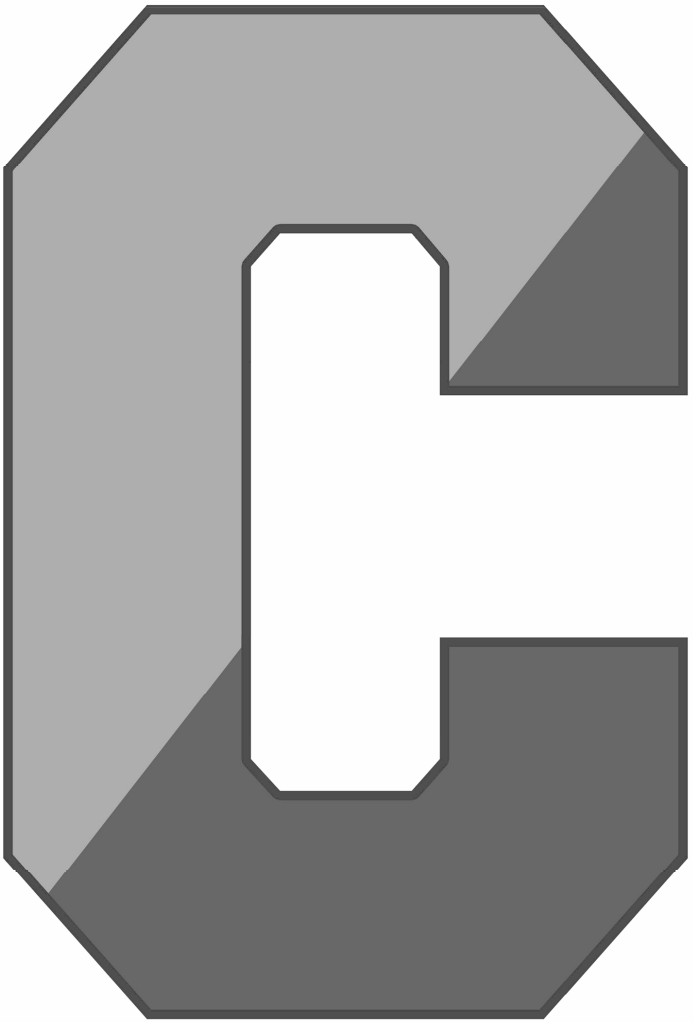


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Clayton High School/ Clayton Middle School 55 Pop Kramer Blvd., Clayton, NJ 08312 Phone# (856) 881-8701 Fax# (856) 863-0808

CLAYTON HIGH SCHOOL/MIDDLE SCHOOL MISSION STATEMENT

MISSION STATEMENT:
Clayton Public School District will collaborate with parents and the community to provide a safe, caring, and engaging learning environment where all students achieve the New Jersey Student Learning Standards along with the knowledge, skills, and experiences to succeed in a global society.

Welcome to Clayton High School/Clayton Middle School

*Home of the **"Clippers"***

We are a comprehensive high school and middle school serving grades 6-12 in a safe and challenging learning environment. Our staff is dedicated to providing a quality education that will help students learn the knowledge and skills necessary for success in life. The small size of our school allows students the opportunity to get to know one another as well as their teachers. Students are encouraged to get involved in our many school activities and athletic programs.

The information in this student planner has been prepared to help you succeed in your high school/middle school experience and serve as a quick reference for school rules and procedures. Students should take care of this planner and keep it with them at all times since it includes hall passes, daily assignment organizer and other helpful information. Students should print their name on the front, back, edge, and at the top of each hall pass page in their student planner. **Information in this planner is accurate at the time of printing. Some information is subject to change.** All our students are expected to respect each other, to respect their teachers and to respect our school as good citizens. We hope you will value your education and enjoy your high school/ middle school experience. Remember that the things you do now and the activities you are involved in will determine the memories you will have of your school days throughout the rest of your life.

Affirmative Action

The Clayton Public School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:
Greg Esposito, Affirmative Action Officer, 55 Pop Kramer Blvd., Clayton, NJ 08312, Phone 856-881-8701, Ext. 3007.

Emergency School Closing Information

Clayton Public Schools closing number –**809**
GCIT closing number - **833**
Cooperating radio stations – **KYW, WDEL** and **WPEN** Cooperating TV stations – **KYW**, **WPVI** and **WCAU**
Additional information at our website **(www.claytonps.org)**

District Administration

Mr. Nikolaos Koutsogiannis, *Superintendent*
Ms. Fran Adler, *School BusinessAdministrator*
Mr. Charles Schriver, *Facilities Coordinator*
Mrs. Taryn Simmons*, District Supervisor of Curriculum and Instruction*
Ms. Kathryn Hallinan, *Supervisor of Guidance and Counseling* Mr. Gregory Esposito, *Supervisor of Child Study Team*

CHS and CMS Administration

Mr. Matt Slater, *High School Principal*
Mr. Marvin Tucker, *Middle School Principal*
Mr. Frank Venuto, *Director of Athletics and Activities*
Ms. Tisa-Nicole Caltabiano, *Assistant Principal of Middle School* Ms. Vanessa Ovalle, Assistant Principal of High Schoool

Parent Access to Student Progress

Parents/Guardians may access their child's grades and attendance online through our website, parent link. Parents must visit the Guidance Office and show proper ID in order to obtain their child's username and password.

Role of Parents/Guardians

The Board believes that the education of children is a joint responsibility, one it shares with parents/guardians and the school community. To ensure the best interests of the child are served in this process, a strong program of communication between home and school must be maintained, and parental involvement in District concerns is encouraged.

The Board recognizes the vital role of parents/guardians in the welfare and education of their children and the pivotal part they play in shaping character and values. Because parents/guardians are familiar with the needs, problems, gifts, and abilities of their children, staff should seek to involve parents/guardians as much as possible in the planning of their individual program. Parents/guardians must, by law, be included in the development of certain educational programs for their children.

The Board believes a parent/guardian can contribute immeasurably toward his or her child's success by keeping the school apprised of changes in the home situation that may affect pupil conduct or performance, especially changes in legal custody of the child.

The Board believes the parents/guardians are responsible for their child's punctuality, attendance, cleanliness, and propriety of dress.

The Superintendent or his or her designee shall develop procedures and regulations to implement this policy. These regulations shall include the use of parent/guardian's native language when necessary.

Guidance and Counseling Services

The Guidance and Counseling Office is next to the Main Office. Guidance and counseling services are available to every student. These services include:

- Assistance with adolescent problems and issues with peers
- Help with concerns involving peers, parents and teachers
- Career information, planning and occupational assessments
- College information, planning and assistance with applications
- Scholarship information and application
- Course selection information and assistance with scheduling classes
- Academic conferences, interventions and peer tutoring
- Conflict resolution, anger management and substance abuse counseling

Guidance and counseling staff:

Ms. Kathryn Hallinan – Supervisor of Guidance and Counseling
Ms. Lisa Atanasio – School Counselor
Mr. Tyler Fruits – School Counselor
Ms. Ashley Smith – School Counselor
Mrs. Jessica Meccariello - School Counselor

Students or parents who would like to speak with a counselor or arrange for a conference should contact the Guidance Secretary, at (856) 881-8701, Ext. 1005. Students must stop by the Guidance Office and make an appointment to see their counselor. A pass will be issued to excuse a student from class in order for a guidance appointment to be counted as an excused absence from class.

Homebound Instruction

If a student is going to be absent from school for an extended period of time due to a medical condition, the parents/guardians must contact the Guidance Office and submit a physician's note requesting homebound instruction. Before a student who has been on homebound instruction returns to school the Guidance Office should be contacted and a re-entry conference arranged with the parents/guardians, student and counselor to assist the student in coming back to school.

Intervention & Referral Service

When a student is experiencing learning, behavior or health difficulties in school, parents/guardians, teachers or the guidance counselor may request an I&RS conference to set up an intervention plan.

Health Office Services

Our school nurse is a licensed registered nurse and certified school nurse. Health services at Clayton are available to any student who becomes ill or injured during school hours. Students who are ill and wish to see the nurse must have a pass from their classroom teacher. In the event that the nurse is not available, students who need

services should report to the Main Office with a pass. School nurse will screen students for vision, hearing and scoliosis.

- Parents/guardians are required to fill out the student health history form and emergency contact card that is mailed home prior to the opening of school. Students should turn this information into their first period teacher or the Main Office during the first week of school. Any time there is a change in a student's medical status the nurse should be notified immediately in writing so their health records can be brought up to date.

Students sent home due to illness

When the nurse determines that a student is ill and should be sent home, the nurse will contact the parents/guardians or the designated emergency contact. Students sent home by the nurse will have an excused absence. Parents/guardians or designated emergency contacts must report to the Main Office and sign the child out. Students who are sick or injured and who are being sent home by the nurse may not walk or drive themselves home even if they are 18 years old. Parents /guardians who are unable to pick their child up at school must contact the administration to make alternative arrangements. A faxed or emailed parent permission note must be sent to the administration in order for alternative transportation to be obtained.

Medication procedures during school hours

1. All medications students bring to school must be registered with the nurse in the Health Office. Medicines must be properly labeled, in the original container and **accompanied by a doctor's note** when they are brought to the nurse.
2. Parents/guardians must send to the nurse a letter of authorization along with the physician's directions for administering medication to their child.
3. The school nurse can give acetaminophen or ibuprofen with written parental permission.

Medical excuses from Physical Education

Physical education is a state required course each year a student attends a public school. A parent note is not sufficient for students to be medically excused from Phys. Ed. In order to medically excuse a student from Phys. Ed., a physician's certificate must be submitted to the Health Office. All medical excuses are subject to review after 30 days and may require an updated physician's certificate for a continuation of the excused nonparticipation in physical education. Students need a clearance note from the doctor to return to gym activities or sports.

SCHOOL POLICIES and PROCEDURES

Arrival, Departure and Early Dismissals from school

Arrival to school: 7:20 AM – 7:39 AM

1. Students are to report to their HR/1st period class upon arrival
2. Parents/guardians driving students to school should drop them off no earlier than 7:20 AM.
3. The school building is not open to students until 7:20 AM. All middle school students should enter the building through the cafeteria entrance. All high school students should enter the through the HS main entrance if arriving on bus and PAC if walking or being dropped off.

4. Breakfast is served from 7:20 to 7:35 AM daily in the cafeteria/lobby.
5. Students are expected to throw their breakfast trash away and not take food or beverages out of the cafeteria.
6. Students who drive their own vehicle to school must obtain a parking permit from the Assistant Principal's Office. Student drivers must park in the front of the school in the designated student parking area.
7. Students who arrive late to school must sign in and obtain a late pass.

Departure from school: 2:18 PM HS/MS

1. School ends on a regular school day at 2:18 PM for HS/MS. When the bell rings at the end of 8th period, students should go to their lockers, get their belongings and any books or materials they will need for homework.
2. All students who are not with their coaches, advisors or a teacher they are seeing for extra help should leave the building by 2:40 PM.
3. Students participating in sports or other supervised activities should be with their coaches or advisors after 2:40 PM. Students participating in after school activities must go to their lockers before they go to their activity, practice or game. Middle School bus students can exit the building through the Cafeteria or 300 Hall exit doors.
4. High School students should exit the school through the main entrance. Parents/guardians picking up HS/MS students should park in front of the school or on the Gymnasium side of the parking lot. **Parents cannot park in the bus loop**.

Early dismissal from school:

1. Parents/guardians who want their child dismissed early from school to attend a doctor's appointment, court date, driver's test or because of a family emergency must send a written request in with their child. The written request note must state the reason for the early dismissal, the date/time of the dismissal, who will sign the student out in the Main Office, the phone number where the parent/guardian can be reached to verify the note and the signature of the parent/guardian writing the note.
2. Students should hand the request for early dismissal note into their first period teacher or the Main Office before the beginning of first period.
3. The Main Office must verify early dismissal notes. Without verification, early dismissal requests will not be honored.
4. Parents/guardians or their verified designee must sign out their student at the Main Office. Students cannot sign themselves out of school unless parents have made arrangements with the school administration.

Attendance and Lateness Policy

The Clayton Board of Education believes that for a student to receive a thorough and efficient education, regular attendance at school is essential. Attendance requirements will be enforced to ensure that every student is present to receive the best education the district has to offer.

A. Excused Absence

The following are the only acceptable reasons for an excused absence: verified illness, official college visitation, approved religious observance, court appearance, death in the immediate family, extreme emergency (at administrative discretion) or early dismissal granted through the Health Office.

B. Early release from school

Early release from school may be granted for the following reasons: Health Office recommendation, medical appointment, driver's test, court appearance and family emergency. Parents/guardians must follow the procedures outlined in the **"Early Dismissal"** procedures.

C. Full Day Credit

A student must be in attendance for a period of four continuous hours of instruction to receive full attendance credit for a school day.

1. Students must be present for at least **four** hours to participate in athletics or extra-curricular activities at the end of that school day.
2. Students who start school on time must be in school until 12:30 PM in order to get credit for a full school day.
3. Students who sign in late must sign in no later than 9:43 AM to get credit for a full school day.

D. Excessive Absence

1. Excessive absence shall be referred to the parent or guardian. After the 4th, 8th and 12th unexcused absence, a letter of notification will be sent to the parent/guardian.
2. Students who accumulate more than (12) unexcused absences will lose credit for the school year. Students must attend Credit Completion to regain credit.
3. Students, who lose credit in accordance with this policy, may request an appeal hearing.
4. Absences due to out of school suspension are considered excused for attendance purposes; however, days absent in excess of the assigned suspension are unexcused for attendance purposes.

E. Lateness to School

1. The administration reserves the right to determine justification of lateness.
2. Excused lateness will follow the same guidelines established for excused absence.

   For the purpose of attendance, A student will receive **ONE** unexcused absence for every **fourth** unexcused lateness to school during the year.

F. Make-up Work – Absences

Parents must contact the guidance for work if a student is to be absent for more than 2 consecutive days. Teachers have 24 hours to submit work. Students who are absent are afforded a period of time equivalent to the duration of their absence to make up missed work. Example: A student who is absent for six (6) school days has six (6) school days to upon his/her return to school to complete the missed work. If a student was present when the course content was taught and/or tests/projects were announced, the student is expected to take the test or submit the project immediately upon their return to school. Make-up work requiring supervision of a teacher must be completed at the discretion of the teacher within the time frame defined above. Students are responsible for securing make-up work with the assistance of teachers and/or guidance counselors.

Bus Conduct

Students are expected to conduct themselves in an appropriate and respectful manner while riding on a bus. Safety procedures and rules established by transportation should be followed at all times. Disciplinary action for misconduct in transportation situations will be subject to the "Code of Conduct" and District Transportation Policy.

Cafeteria Procedures and Rules

1. Students should enter the cafeteria through the doors and take a seat at their assigned table.
2. Students are to wait until their table or grade level is called before getting into a serving line.
3. There is no butting up, pushing or shoving in the serving lines.
4. Cafeteria supervisors and staff are to be treated in a respectful manner.
5. Bullying, fooling around and throwing food will not be tolerated. Violators will have their seat moved or be written up for a cafeteria misconduct.
6. Students are expected to clean up their own trash and place it in a garbage can or recycling can.
7. Students who need a pass for the lavatory, nurse or to go to the Main Office must see the cafeteria supervisor in charge of passes.
8. No food or beverage is to leave the cafeteria at the end of the lunch period.
9. Cafeteria supervisors will dismiss students when their table is clean and they are seated quietly.
10. Students are not permitted to order food from outside vendors.
11. Students cannot have a negative lunch balance. Any student with a negative balance will receive an alternative lunch until balance is paid.
12. **Meal Prices:** MS Student Breakfast is free,
    HS Student Breakfast **$1.50**, Student HS & MS Lunch **$3.25**

Closed Campus

Clayton High School/Middle School is a closed campus which requires all students to remain on the school grounds from the time of arrival until dismissal, unless officially excused. Students who leave the school without permission will be in violation of the Code of Conduct. **All visitors to the school must sign in at the Main Office and obtain a visitor's pass.**

Code of Conduct

The goal of Clayton High School/Middle School is to educate each individual to the best of his/her ability. To achieve this goal, it is necessary that our school is a safe and disruption-free environment. Providing a safe and orderly learning environment requires the cooperation and support of all students. Our philosophy of discipline is to be positive and preventive in nature. In this approach, efforts will be attempted to identify the social, emotional and academic problems that underlie a student's poor attitude or misconduct. All school and outside resources, such as the Child Study Team, Guidance Counselors, the Intervention & Referral Services (I&RS), Clayton Place, Peer Mediation and appropriate out of district network services will be used to help remedy the disciplinary concern.

The purpose of our **Code of Conduct** is to provide a framework, which establishes consistent, fair and clearly understandable disciplinary procedures. The **Code of Conduct** is divided into 4 levels. Levels are determined by the severity of the behavior. Level I offenses for example would include: disrupting class, inappropriate dress, littering, unprepared for class, late to class/school, obligations to class/library/school not being met and failure to report to attendance officer when arriving late to school. Level IV offenses are the most serious which include: assault, fighting, vandalism, threats or use of bombs or explosives, terrorist threats, aggravated assault of a staff member, substance abuse, theft, criminal trespassing, bias incidents, harassment, sexual harassment, disruption of the school, weapons violations and disregard for consequences imposed by the administration for **Code of Conduct** violations. Each level has appropriate consequences. Possible consequences include, but are not limited to, reprimand, parent/guardian conferences, counseling, mediation, detention, class restriction, internal suspension, external suspension, Vice Principal or Principal's probation, school/community service hours, appropriate legal action and expulsion hearing.

To resolve incidents or disputes without resorting to fighting or acts of violence which have severe consequences, report problems to teachers, counselors or the administration so they can be addressed in an appropriate manner.

A complete copy of the Discipline Grid is available online and in the Main Office.

Fines and Obligations

According to Board policy, the Board authorizes the imposition of a fine for the loss, damage, or defacement of a textbook, electronic equipment or Yondr Pouch, and student will be unable to participate in any class trips and school dances until fine is paid and reserves the right to withhold a report card or diploma from any pupil whose payment of a fine is in arrears.

Student Dress Code

Proper dress and attire are important parts of the school program. Students should not wear items that disrupt the school environment, have offensive displays or draw undue attention to them. **The following items are considered inappropriate:**

1. Apparel that is open beyond the mid-point of the chest, exposes the lower torso, or is excessively tight, revealing or immodest.
2. Undergarments worn as outer garments, sleepwear, bonnets and bedroom slippers.
3. Transparent, frayed, dirty or tattered clothing whether by design or disrepair.
4. Shorts, skirts, dresses, etc. that are inappropriate in length or style. The administration determines appropriate length and style.
5. Clothing that is printed with inappropriate words, phrases, messages, images, and/or double meanings.
6. The wearing of bandannas of any kind that is not a hair accessory.
7. Sunglasses, visors, and other items that are normally protective in nature and intended to be worn outdoors.
8. Heavy chains, choker chains, spikes and other chains without breakaway links or catches are not to be worn in school.
9. Any attire that reflects racial and/or ethnic bias or gang affiliation such as "colors" or bandanas.

10. Clothing which reflects any alcoholic beverage and/or drug paraphernalia.
11. FACE MASKS are optional* depending on CDC, State and local DOH guidelines.

The following guidelines must be followed:

1. Proper footwear must be worn on school premises at all times for safety purposes.
2. Wearing protective clothing and devices as required for courses.

The administration has the authority to determine which modes of attire will be permitted in school. A student who refuses to remedy a violation of inappropriate attire will be subject to disciplinary action as outlined in our Code of Conduct.

Acceptable Use Policy (AUP) for computers and technologies

The Clayton Board of Education believes computers and other instructional technologies can positively assist students and staff in learning and productivity. As educational tools, computers and other technologies in the school are to be used in a responsible manner for approved educational purposes only. All students and staff have the privilege to access the Internet and use the various technologies within the school as long as they follow operational, safety and security procedures.

Internet use is to support research and other approved educational purposes. Transmission of any material in violation of any national or state regulation is prohibited. This includes but is not limited to: plagiarism, copyrighted material, threatening or obscene material and material protected by trade secrets. The school district reserves the right to monitor computer and Internet usage to ensure all users are adhering to this policy. The school district further reserves the right to take appropriate disciplinary actions against any individuals who fail to comply with the Acceptable Use Policy. Penalties for students are outlined in the Code of Conduct Policy and may include a loss of privileges for using computers and other technologies.

**** A complete copy of the Acceptable Use Policy (AUP) is available in the Main office of the school.***

High and Middle School Code of Conduct

The Clayton Board of Education recognizes that providing a safe and orderly learning environment requires the cooperation and support of all students, teachers and parents. Just as laws are made in society to protect the rights of citizens, school rules and regulations are established to secure a safe and orderly school environment. Students who are unable to follow the established Code of Conduct deprive other students of educational opportunities and interfere with the school mission of providing a thorough and efficient educational program. Clayton High/Middle School operates under the premise that students are responsible for their own behavior and understand the disciplinary consequences for any action that is a violation of the Code of Conduct.

The goal of Clayton High/Middle School is to educate each individual to the best of his/her ability. To achieve this goal, it is necessary that the school function within a disruptive free environment. This environment operates with a Code of Conduct that is fair and consistently enforced.

Students are expected to respect each other, respect their teachers and our school staff, respect school property and to respect themselves.

13 Points of the Code of Conduct

The students at Clayton Middle/High School will:

1. Respect the opinions, views and cultural diversity of others
2. Interact with peers, teachers, staff, and the administration in a polite and respectful manner
3. Respect school property and the property of others
4. Come to school ready to learn and prepared for class
5. Dress in an appropriate manner, which is reflective of an educational setting
6. Be on time to school and their classes
7. Attend school on a regular basis to take full advantage of their education
8. Resolve disagreements and disputes in a non-threatening manner
9. Seek the assistance of teachers, counselors and the administration in addressing arguments or conflicts with others
10. Express themselves appropriately without using profanity, insults or put-downs
11. Put forth their best efforts in all courses and take credit for their own work
12. Follow classroom rules and comply with the directions of teachers, staff and administration
13. Work with their peers and teachers to establish a positive learning environment

Refusal to submit electronic devices in school issued Yondr Pouch:
The deliberate act of not placing a personal electronic device (such as a cellphone, smartwatch, or airpods) into a school-issued Yondr Pouch as required by school policy. This includes any attempt to hide, bypass, or otherwise avoid compliance with the Yondr system intended to create a distraction-free learning environment.
Examples:

- Keeping a device outside of the pouch during school hours.
- Refusing to turn over a device when requested by staff
- Tampering with or disabling the Yondr Pouch.
- Using a second, undisclosed device to bypass the policy.

A complete copy of code of conduct is available online or in the Main Office.

Definition of Terms

- **Aggravated Assault**: A person attempts to cause ***serious*** bodily injury to another, or causes such injury purposely or knowingly, or under circumstances manifesting indifference to human life, recklessly causes such injury. (e.g., injury which creates a substantial risk of death, or which causes permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ).
- **Arson**: Purposely setting fire to school district property or someone's personal property.
- **Assault with a Firearm**: Attacking or physically harming someone by threatening with or shooting a handgun or rifle. The firearm need not be loaded.
- **Assault with Other Weapon (physical instruments):** Attacking or physically harming someone with a knife, club, stun gun, chain, Mace, pepper spray, or other instruments other than a firearm.
- **Bias Incident:** An act directed against a person, private property, or public property where the motive for the commission of the act is racial, religious, ethnic, or sexually oriented in nature.

- **Bomb Offense and/or Use of an Explosive Device**: Most commonly, greater in size than a "firework", usually encased in a wax substance, fabric, or metal canister or container and generally electrically fused or self-fusing.
- **Burglary**: An individual entering, or surreptitiously remaining in, a school district facility or property, or someone's property, (e.g., automobile) with the purpose to commit an offense therein.
- **Damage to Property**: Purposely, knowingly or recklessly destroying or defacing school, contracted or personal property, causing economic loss due to repair or replacement. Damage to property occurring during an act of violence should be reported.
- **Disruption of School:** A student shall not use, threaten to use or urge others to use violence, force, noise, coercion, intimidation, fear, passive resistance, or any other conduct which is reasonably certain to result in the substantial and material disruption or obstruction of any lawful mission, process or function of the school. Disruption of School includes student refusal to comply with a lawful and reasonable request to participate in a simple search conducted by school administrators or other authorized school personnel when there is reasonable suspicion and the search is conducted in accordance with school board policy and applicable law.
- **Extortion**: Obtaining money or other material things (regardless of value) from another by means of stated or implied threat of future violence.
- **Fight**: Mutual participation in an aggressive action involving physical violence, where there is no one main offender. Does not include verbal confrontations or minor confrontations such as a shoving match. All participants may be classified as offenders, or the incident may entail offender and victim.
- **Fireworks Offense**: The possession, selling/distribution, or detonating of a self-fusing explosive device, no greater in size than two inches, and commercially sold as fireworks.
- **Gang Fight/Assault**: A fight between, or an assault by, two or more members of identified groups.
- **Harassment**: Subjecting another person to continuous or persistent physical contact, unwelcome comments, or attempting/threatening to do same, or engaging in conduct that causes alarm or seriously annoys others but serves no legitimate purpose.
- **Possession of a Firearm:** Having on one's person or in one's locker or vehicle, a handgun or rifle. The firearm need not be loaded. Included are air guns or look alike fire arms that can be converted into a firearm.
- **Possession of Other Weapon**: Having on one's person or in one's locker or vehicle, a knife, club, stun gun, chain, Mace, pepper spray, or other instrument of violence, which is intended for use to cause physical injury, harm, or destruction to another person or property.
- **Robbery:** Obtaining money or other material things (regardless of value) from another by means of violence or threat of immediate violence.
- **Sale or Transfer of Weapons**: Selling or giving or having in one's possession with the intent to distribute or sell a weapon of any kind.
- **Smart Pass Violation:** Any misuse, abuse, or unauthorized use of the SmartPass system that goes against school guidelines for student movement and accountability. This includes actions that undermine the purpose of digital hall passes, which are designed to maintain safety, reduce classroom disruptions, and monitor student whereabouts during the school day.
  Examples:
    - Leaving class or designated areas without an active or approved SmartPass
    - Not going to the destination your Smart Pass says you are going
    - Extending time on a pass without permission.

- **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any members of the school staff to a student, when made by any member of the school staff to another staff member, or when made by any student to another student/staff member. (Complete definition found in the Sexual Harassment Policy, Section II A and B)
- **Sex Offense**: Subjecting another to sexual contact or exposure without consent
- **Simple Assault**: A person attempts to cause, or purposely, knowingly or recklessly causes bodily injury to another.
- **Substance Abuse: Use:** In accordance with N.J.A.C. 6:29-6.5(a), an incident is reported for a student for whom a positive diagnosis from a medical examination or drug test indicates that the student is under the influence of alcoholic beverages, marijuana, and/or other drug (controlled dangerous substance but not including cigarettes, or indicates that the pupil has used anabolic steroids.) The student need not be caught in the act of using to be recorded as use.

  Possession: Student is found with alcohol, marijuana and/or any other drug (controlled dangerous substance, including anabolic steroids, but not including cigarettes) in his/her locker or vehicle or on his/her person. Includes possession of unauthorized prescription drugs and drug paraphernalia.

  Distribution: Student is selling, buying, or giving alcohol or other controlled dangerous substance (including anabolic steroids) to others or employs other to do same. The student need not be caught in the act of selling or giving. The term "distribution" includes having alcohol or drugs under circumstances where it may be inferred that the student would distribute to others. Therefore, possession of a large amount of drugs should be recorded as "distribution," not as "possession".

- **Threat:** Attempting by physical menace, e.g., verbal threats, to put another in fear of serious bodily injury.
- **Theft:** Taking of the district's or a person's belongings or property without consent.
- **Trespassing**: Entrance onto school property or into school by an individual without permission who knows she/he is not privileged to be on property.

Academic Honor Code

All students at Clayton High School/Middle School are encouraged to achieve at the highest level of their abilities with academic honesty and personal integrity. The Academic Honor Code has been created to establish a common understanding among staff, students, and parents as to what constitutes cheating. The High School/Middle School labels each of the following activities as academic misconduct:

* Cheating: Whether on exams, classwork or homework assignments, this includes copying the work of other students, and asking or allowing another student to do your work.
* Plagiarism: Also known as academic theft, it refers to the use of another's ideas or words without proper attribution or credit.
* Collusion: Any student who knowingly or intentionally helps another student to perform any of the above acts of cheating or plagiarism is subject to discipline for academic dishonesty. There is no distinction between those who cheat and plagiarize and those who willingly allow it to occur.

Academic honesty is a cornerstone of the high academic integrity established at Clayton High and Middle School. Violations of this code will result in the loss of credit for the assignment with a recorded failing grade. It may also entail the loss of credit for the course with a recorded failing grade, removal from the course with a failing grade, and/or additional appropriate disciplinary action.

Teacher Responsibility

The assigned teacher is the one primarily responsible for maintaining order in the classroom. In many instances good educational practice dictates that the teacher contact the parents of any student who causes problems not immediately solvable. Such conferences should bring about improvement in behavior. In some situations, an administrator may require that such contact be made.

Appeal

The student and/or his/her parent/guardian may appeal any ruling by a school official to that official's immediate supervisor. (See chain of command). Appeals to the Superintendent of Schools and the Board of Education must be made in writing and addressed to the Superintendent of Schools. Any appeal must be made within 24 hours. It must be pointed out that no student will be permitted to graduate while an appeal is in progress. **For discipline concerns, only student suspensions may be appealed to the Superintendent of Schools and the Board of Education.**

An appeal to the Superintendent will be heard within 15 days of receipt of the written appeal request. Should the parent/guardian be dissatisfied with the Superintendent's decision, they may present their appeal to the Board of Education. This appeal must be held at the next regularly scheduled board meeting unless other arrangements have been mutually agreed upon. Failure of the parent/guardian to present the appeal to the board within 45 days will nullify the appeal.

Chain of Command

Please follow the order noted below when filing an appeal. It is important that you adhere to the order given.

Academic concern:
1. Teacher
2. Guidance Counselor
3. Principal
4. Superintendent
5. Board of Education

Athletic concern:
1. Coach
2. Athletic Director/AP
3. Principal
4. Superintendent
5. Board of Education

Discipline concern:
1. Teacher
2. Assistant Principal
3. Principal
4. Superintendent
5. Board of Education

Activities concern:
1. Advisor
2. Assistant Principal
3. Principal
4. Superintendent
5. Board of Education

Informal Hearing (Due Process)

Any student subject to suspension will be given due process before an appropriate school official to explain the circumstances surrounding the events for which the student is being suspended or to show why the student should not be suspended. The following due process elements will always be observed:

1. Notification of the reasons for the suspension given to the student and/or parent or guardian.
2. The right to question any witnesses present at the hearing.
3. The student's right to speak on his/her own behalf.

Formal Hearing

Students facing expulsion from school must be afforded all appropriate elements of due process. Part of their due process rights is a formal hearing before the Board of Education or a duly authorized committee of the Board. The hearing committee's decision is advisory to the school board where expulsion is recommended. A majority vote of the entire school board is required to expel a student.

At the formal hearing, the following due process requirements are to be observed:

1. Notification of the charges in writing, sent to the student's parents or guardian by certified mail.
2. Sufficient notice of the time and place of the hearing.
3. The right to an impartial tribunal.
4. The right to be represented by counsel.
5. The right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
6. The right to request that any such witness appears in person and answer questions or be cross-examined.
7. The student's right to testify and produce witnesses on his/her own behalf.
8. A record must be kept of the hearing, either by tape recorder or stenographer. The student is entitled, at the student's expense, to a copy of the transcript.
9. The proceeding must be held with all reasonable speed.
10. The hearing will be held in private, unless the student or parents request a public hearing.

Disciplinary Actions

Teacher detention: The assignment of a student to a detention before or after school by a teacher. Students must receive one day's advanced notice for a teacher detention. Teachers will issue a detention notice to students to carry home for parent/guardian signature the day before the assigned detention. Failure to attend a teacher detention could result in an administrative detention being assigned.

Administrative detention: The assignment of a student to a one-hour, two-hour , or four-hour detention after the regular school day by an administrator. Students are provided a twenty-four hour notice prior to serving the detention in consideration of family commitments.

NOTE: *A student who cuts an Administrative Detention will be assigned small group instruction (SGI) or External Suspension*

Small Group Instruction/Detention (SGI/SGD) (3pm-7pm): The assignment of a student to a four-hour Small Group Detention by an administrator. Students are provided a twenty-four hour notice prior to serving the Small Group Detention in consideration of family commitments. Students will attend school in a special classroom with proper supervision for four hours on a previously designated day for (4) hours. Students are responsible for their own transportation to and from school. The student will be responsible for completing assignments for his/her classes while in SGD and writing a Self-Improvement Plan if assigned by administration. **Students assigned SGI/SGD may not participate in or attend school activities during the duration of their SGI/ SGD assignment.**

External suspension (OSS): The temporary denial of the student's right to attend Clayton High School/Middle School, and any other school activity, for a specified period of time. Suspension will result in the loss of all school activity privileges during the student's suspension. **Contact will be made with the parents of all suspended students for a conference before the student's return to school is permitted**. When a student is suspended near the end of a school year and the number of days of suspension is longer than the amount of days left in the school year, the suspension will be carried over into the next school term. A letter informing the parent/student of this action will be sent out in the month of August as a reminder. **Any student externally suspended will not be allowed to attend, practice, or participate in any extra curricular activities until the discipline penalty is served in its entirety.** Students are not permitted on school grounds during their suspension. Parents/Guardians must make arrangements with the Guidance Office for make-up work to be picked up.

Expulsion: The permanent denial of the student's right to attend Clayton High School/Middle School. Expulsion may be imposed only by the Board of Education upon completion of proper due process procedures.

Administrative staffing: A meeting of all individuals associated with the student including administrators, teachers, counselors, and parents to review and discuss the discipline record of the student. A written record of the meeting will be kept. Copies will be attached to the discipline record and presented to the parents of the student.

Principal's Probation (PP): Students placed on Principal's Probation are restricted or excluded from school activities as a participant or spectator for a period of 60 days. During the 60-day period the students will be permitted to receive help with assignments or tutoring with the permission of administration. Students on probation are to leave school immediately following dismissal. In addition, the student may be placed into supplementary services as identified at the Reinstatement Conference. Any additional disciplinary referrals during the probation period may result in out of school suspension and a mandatory parent/guardian conference with the Principal.

Vice Principal's Probation (VPP): Students placed on Vice Principal's Probation are restricted or excluded from school activities as a participant or spectator for a period of 30 days. During the 30-day period the students will be permitted to receive help with assignments or tutoring with the permission of administration. Students on probation are to leave school immediately following dismissal. In addition, the student may be placed into supplementary services as identified at the Reinstatement Conference. Any additional disciplinary referrals during the probation period may result in out of school suspension and a mandatory parent/guardian conference with the Assistant Principal.
Reinstatement Conference: A meeting with the school administration is mandatory *before* a student can return to school from suspension. The parent/guardian and student must attend the reinstatement conference as arranged with the school administration to review the incident and the next disciplinary action for a repeated offense, and to identify school resources to assist in correcting the misconduct.

Station House Adjustment: Disorderly Person charges filed with the Clayton Police Department over an incident of violence. The charges will be kept on file for 6 months. The offender is also assigned 8 hours of community/school service that will be arranged through the Assistant Principal's Office on Saturdays or after school. The intent of the Station House Adjustment is to record the incident with the police as an intermediary step before filing a formal complaint. The report regarding the incident may be formalized into a complaint should the offender violate the six month probation period. If no other incidents occur during the six-month probation period, the Station House Adjustment report will be removed from the police files.

Community/School Service Hours (CSSH): Student required to perform four to eight hours of service to the community/school assigned by the school Resource Officer or administration for violence or vandalism violations of the school Code of Conduct or offenses above Level 1.

Other Disciplinary Guidelines

1. Whenever the behavior of a student is a violation of the criminal code the police will be contacted. A complaint will be filed when appropriate.
2. Restitution must be made whenever property damage, vandalism, or theft takes place. A complaint will be filed with the police when appropriate.
3. The administration reserves the right to use discretion whenever there is a violation of the Code of Conduct. The discipline action that is listed with each violation is the minimum recommendation. If a violation is of an extreme nature, immediate long-term suspension and/or expulsion could occur.
4. The entire Code of Conduct applies anywhere on school district property (inside and outside of the building). It also applies to all school *& Clayton Place* activities (on or off school property). Examples include but are not limited to athletic events, field trips, proms, class trips, and dances.
5. The Clayton Middle/High School is a **closed campus,** which requires all students to remain on the school grounds from the time of arrival until dismissal unless officially excused.
6. All disciplinary action that results from end of the year violations of the Code of Conduct will be served on days following the close of school. Failure to appear will result in doubling of original penalties to be served at the beginning of the following school year.
7. Graduating seniors must satisfy all disciplinary obligations before final exams are taken.

CLAYTON HIGH SCHOOL/ CLAYTON MIDDLE SCHOOL
DISCIPLINE ACTIONS GUIDELINES

The complete grid for disciplinary violations and consequences is not contained in this planner, but can be found on our website at www.claytonps.org. The purpose of the grid is to provide guidelines for the administration to follow in assigning disciplinary actions that are consistent and fair in enforcing the **Code of Conduct** for our school. Since the intent of this policy is to help bring about a change in student behavior that enables students to succeed in the classroom and interact in an appropriate way with others, the administration reserves the right to exercise their judgment in the assignment of consequences for Code of Conduct infractions.

Academic Progress Information

A. **Grading System**

A 90-100
B 80-89 I-Incomplete
C 70-79 WF-Withdraw Fail
D 60-69 WP-Withdraw
Pass F 59 and below

Numerical grades are displayed on report cards and used in all class ranking processes. Students withdrawing from a course are not eligible for summer school. 50 is the lowest grade a student may receive for the 1st and 2nd marking period only (students in a semester class will receive a 50 for 1st and 3rd marking period only). The actual earned grade will be recorded for the other marking periods and exams.

B. **Marking Period Grades *(Subject to Change)**

The following percentages are to be used by teachers to determine a student's marking period grades.

		High School	
	*General	*College Prep	*Honors/AP
Level 3 Tasks	60%	60%	70%
Level 2 Tasks	30%	30%	30%
Level 1 Tasks	10%	10%	
	100%	100%	100%
Electives:			
All MS Cycles	100% Classwork/Homework/Participation/Projects		

C. **Marking Periods are as follows (dates are subject to change):**

Q1 9/2/26 to 10/30/26
S1 9/2/26 to 1/15/27
Q3 1/16/27 to 3/5/27
Q2 10/31/26 to 1/15/27
S2 1/16/27 to 6/9/27
Q4 3/26/27 to 6/9/27

Mid Marking Period Progress Report Dates (dates are subject to change):

Q1 10/1/26
Q3 2/26/27
Q2 12/8/26
Q4 5/4/27

D. **Final grade averages**

Final grades are averaged from the four components with the following weights:

1. Full year courses
   Each marking period = 25%

2. Semester courses
   Each marking period = 50%

3. Middle school cycle course-each cycle course=25% totaling 100%

E. **Marking period recognition**
   a. Students with A's in all subjects earn Principal's List recognition.
   b. Students with A's or B's in all subjects earn Honor Roll recognition.

F. **Graduation Requirements**
   1. Credits for graduation must include the following:
      a. Four years of English (20 credits)
      b. Three years of Social Studies including two years of U.S. History plus one year of World Cultures (15 credits)
      c. Three years of Mathematics (15 credits)
      d. Three years of Science (15 credits)
      e. Health and Physical Education in each year of high school attendance in the State of New Jersey.
      f. One year of fine and/or performing arts (5 credits)
      g. One year of World Languages (5 credits)
      h. One semester of financial literacy class (2.5 credits)
      i. One year of practical arts (5 credits)
   2. Successful performance on state approved standardized assessment.
   3. One hundred twenty (120) credits will be required to certify graduation.
   4. The credit requirements necessary for grade level status are as follows:
      a. To grade 10 30 cr.
      b. To grade 11 60 cr.
      c. To grade 12 90 cr.
      d. To graduate 120 cr.

G. **Middle School Promotion Policy**
   1. Students in 6th, 7th and 8th grade who earn a passing final average for each course taken will receive credit in this scenario:
      a. (2) Double period of Mathematics
      b. (2) Double period of Language Arts
      c. (1) Social Studies
      d. (1) Science
      e. Physical Education and Health grades will be averaged together to yield one final average. Student must receive a passing final average to earn (1) one credit
      f. All Cycle class grades will be averaged together to yield one final average. Student must receive a passing final average to earn (1) one credit.
   2. Students in 6th, 7th and 8th grade must earn (6) six credits to be considered for promotion to the following grade level. Credit must be earned in Math and

Language Arts. Students who fail Math, and Language Arts do not earn (6) six credits for the year must successfully complete these subjects in summer school in order to be promoted to the next grade level.

3. Summer school classes may be taken for up to two (2) courses. Passing grades in courses sufficient to bring credits for the year to the required total will result in promotion to the following grade.
4. The Principal has the option of placing a student in the next grade if the child has been previously retained and such placement would be age appropriate according to the student's needs.

H. **Honors 7 & 8**

This program is offered to middle school students who met the varying criteria. Advanced courses are designed to challenge our accelerated learners with relevant activities to meet their academic needs. Courses are required for students and additional, more challenging work is provided for students to work beyond grade level expectations. To remain in the courses, students will have strict academic expectations and guidelines.

I. **Course Changes** ***("WP" or "WF" grade is not used to determine class rank, GPA, or become part of the student's permanent transcript***)

1. Students who wish to withdraw from a course after the Drop/Add period must have proper approvals.

   Year-Long and 1st Semester Courses – If a course withdrawal occurs before the issuance of the progress report for the 1st marking period, the course will be removed from the student's report card. If a course withdrawal occurs after the issuance of the progress report for the 1st marking period, a grade of "WF" ("Withdrew Failing") or "WP" ("Withdrew Passing") will be issued depending on the student's current grade in the course. Although a "WP" grade indicates that the student is passing, no credits will be awarded since the course was not completed.

   2nd Semester Courses – If a course withdrawal occurs before the issuance of the progress report for the 3rd marking for second semester courses, the course will be removed from the student's report card. If a course withdrawal occurs after the issuance of the progress report for the 3rd marking period, a grade of "WP" (Withdrew Passing) or "WF" (Withdrew Failing) will be issued depending on the student's grade in the course. Although a "WP" grade indicates that the student is passing, no credits will be awarded since the course was not completed.

Student Eligibility for Co-Curricular Participation

NOTE: Clayton High School/Middle School recognizes and accepts that certain national or state based activities will have more stringent requirements than those outlined below. In such cases, the stricter requirements will take precedence over locally developed requirements, examples include, but are not limited to NJSIAA & NHS.

A. **General Statements**

1. The basic role of the Clayton Schools is to provide a quality education for all students.

2. Emphasis must always be placed on academic excellence.
3. All students should have the opportunity to participate in athletic and co-curricular activities to ensure a well-rounded educational program.
4. The ability of students to handle a full educational program must be our major priority.

B. **Academic Requirements**

1. All athletic and co-curricular activities will be offered to all students who meet the basic minimum standards for participation. Eligibility for both athletics and co-curricular activities will be granted for a semester or two consecutive marking periods, whichever is applicable.
2. The NJSIAA guidelines to be eligible for the 1st semester (9/8-1/29) of the 10th grade or higher, a pupil must have passed 25% of the credits (30)required by the State of New Jersey for graduation (110) during the immediately preceding academic year for athletic competition. All first year incoming freshmen are eligible. To be eligible for the second semester (2/1-6/17) of the 9th grade or higher, a pupil must have passed the equivalent of 12.5% of the credits (15) required by the State of New Jersey for graduation at the close of the preceding semester. There is no academic probation granted if standards are not met by the state.
3. The coaches and advisors will be responsible to monitor academic progress of all students to maintain high academic standards.

C. **Citizenship Requirements**

1. Any student who is on Vice Principal's probation for 30 days or Principal's probation for 60 days will be declared ineligible to participate in any athletic or student activities, this includes dances, proms, and plays, etc.
2. Any student who is absent may not participate in the athletic program or activity that day unless it is an excused absence.
3. Any student who is suspended may not participate in the athletic program or activity (See #1 above) during the period of suspension, including the weekend if the suspension applies.

School Activities and Athletics:

We encourage our students to take pride in our school and get involved in the many co-curricular athletic programs and activities we have to offer. Mr. Antonelli is our Athletic Director and you should contact him if you have any questions about our sports programs. High School sports include: football, boys' and girls' soccer, field hockey, cross country, wrestling, winter track, boys and girls bowling, boys' tennis, boys' and girls' basketball, baseball, softball, golf, swimming, and spring track and field. Middle School sports include: field hockey, soccer, wrestling, cheerleading, boys' and girls' basketball, spring track, and intramurals. Physicals and parent/guardian permission forms are required for students to participate in athletic programs each year.

Clubs and Activities

Art Club	Environmental Club	Literary, HS
Band	FBLA	Robotic Team
Cheerleading, Fall	FCA	Student Council, HS
Cheerleading, Winter	Marching Band	Student Council, MS
Cheerleading, MS	Musical, HS	World Language
Chorus, MS	Musical, MS	
Chorus, HS	National Honor Society	
Drama Club	National Honor Society/Junior Yearbook	

National Honor Society Selection

Selection into Clayton High School's chapter of the National Honor Society is an honor and privilege that is granted by the Faculty Council for those juniors and seniors who demonstrate outstanding performance in all four criteria of scholarship, leadership, service and character. Students who apply for membership must complete an information form signed by the applicant and their leaders or advisors who support their candidacy for selection. The information that is provided to the Faculty Council from the student's application form, along with teacher evaluations, will assist the Council in determining which candidates meet the criteria of outstanding leadership, service and character in order to be selected. In determining selection, the Faculty Council will review whether or not a candidate meets the criteria in the following areas: **Leadership** – demonstrates leadership roles in both the school and community. Is a person who is resourceful, promotes school and community activities, contributes ideas, delegates responsibilities, has a positive attitude, inspires others, shows initiative, holds office or position of responsibility in an organization, is dependable in completing tasks, accepts responsibility, upholds scholarship and is loyal.
Service – is considered to be those actions undertaken by the student to help others without compensation. In considering service, the contributions the candidate has made to the school, classmates and community, as well as the student's attitude towards service will be considered. Aside from school sponsored service, the student must volunteer and take part in at least one community service.
Character – a person of character demonstrates the following qualities: respect, responsibility, trustworthiness, fairness, caring, good conduct, citizenship and has a positive influence on others.

Students who are inducted into the National Honor Society are required to provide service to the school and this organization. Application forms and additional information on the selection process may be obtained from the National Honor Society advisor.

Attendance and Tardy Policy

In accordance with **Clayton Public School District policy**, every **four (4) tardies** will be counted as **one (1) absence** for attendance purposes.

Students will be provided with an opportunity to **make up time accrued through tardiness on designated Fridays after school each month.** The following make-up schedule will apply:

- **First 4 tardies:** 1-hour Friday after-school make-up session
- **Next 4 tardies (8 total):** 2-hour Friday after-school make-up session
- **Each additional 4 tardies:** Additional make-up time may be assigned in accordance with the attendance policy.

Students are expected to complete assigned make-up time during the month in which the tardies are documented. **If the required make-up time is not completed within the designated month, the student may be required to make up the outstanding time through the district's summer Credit Completion program. Please note that make-up time does not replace or eliminate the district's standard attendance and truancy procedures.** Students who meet or exceed the district's established threshold for absences will continue to be subject to all applicable district attendance policies and procedures, including the submission of required documentation or referrals to the appropriate court authorities when applicable. All attendance concerns will be addressed in accordance with Clayton Public School District policy and applicable state requirements.

Students and families are encouraged to monitor attendance and tardiness throughout the school year and make every effort to arrive at school and class on time. Regular and punctual attendance is essential to student success.

EMERGENCY MANAGEMENT PLAN

Fire drills are conducted once a month in accordance with Clayton Fire Department recommendations. We will conduct emergency drills for these plans during the school year.

1. **Evacuation** is our plan for evacuating our school to a safe site designated by the Emergency Management Team. During an out-of-school evacuation, students will exit our building and line up at their fire drill/emergency evacuation stations and await instructions. If directed, teachers will escort classes to the transportation pick-up area which is the varsity soccer field. Students will then be transported to either Herma Simmons Elementary School or Total Turf in Pitman, NJ. Information as to which site our school is being evacuated to will be broadcast on radio stations KYW, WDEL, and WPEN. You can also tune to KYW, WPVI, and WCAU on your television for evacuation site information.

    a. It is very important that parents understand that we follow the directions of the Emergency Management Team and move students immediately to our designated evacuation site in a safe and orderly manner. It is essential that we have a full accounting of our student body. Students will not be released to parents until we are at the evacuation site and have taken attendance. Parents may sign out their students at the evacuation site with proper identification. Students and

staff will be held at the evacuation site until we receive approval from the Emergency Management Team that it is safe to return to the school building or the school day is terminated.

2. **A Hold** emergency will be announced over the PA/LENS system and direct teachers/students to Hold! Clear the Halls. During this time, no students/teachers are to leave the classroom until the announcement over the PA system says that the emergency has ended. Lights should remain on and instruction should continue. During a hold emergency, students and teacher remain in the classroom and do not change for classes until the emergency has ended.

3. **A Lock Down/Active Shooter** emergency is announced over the PA/LENS system with an automated message when an unauthorized visitor, hostage situation, weapon possession, or contraband search is taking place. When a **Lock Down/Active Shooter** emergency is announced through the LENS system, strobe lights will activate, and students are to remain in the room they are in away from the doors and windows and the room door is to be locked. Shades should be partially up and lights should be turned off if there are windows in the room. Students and staff must remain in the secured classroom and out of sight until your door is unlocked and you are told All Clear.

4. **A Secure** emergency is announced over the PA/LENS system with an automated message when intended to protect students and staff from potential dangers or threats located outside the building, and as a result, schools may go into a shelter in place or secure-perimeter situation if there are threats found to be credible **OUTSIDE** of the building. A message over the PA/LENS system will inform staff and students to secure the building, strobe lights will be activated. No visitors are permitted entrance into school while strobes are flashing. Only authorized emergency personnel are permitted entrance into school. No one is to leave the administrative offices until notified by the Principal. The Principal will maintain communication with the emergency personnel to monitor the status of the situation. All staff assigned to supervise students at time of the drill shall ensure that students remain under their supervision. Staff will lock all windows in the classroom. The normal daily routine can continue INSIDE the building, including use of hallways, restrooms, common areas, etc. If outside with students, the teacher will escort students inside the building.

5. **A Shelter** emergency is announced over the PA System for an impending severe weather emergency. All classrooms must evacuate to designated sites in hallways and away from windows**.**

IN AN EMERGENCY
TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS
Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS
Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS
Return to inside of building
Do business as usual

ADULTS
Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS
Move away from sight
Maintain silence
Do not open the door

ADULTS
Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS
Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS
Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS
Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS
Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

K12 2021

BELL SCHEDULE
Clayton HS/MS 26-27

REGULAR DAY – HIGH SCHOOL

Homeroom- 7:31-7:40
1st Period- 7:40-8:22
2nd Period- 8:26-9:08
3rd Period - 9:12-9:54

9:58 A 10:28	9:58 4th 10:40
10:32 4th 11:14	10:44 B 11:14

5th Period- 11:18-12:00
6th Period- 12:04-12:46
7th Period- 12:50-1:32
8th Period- 1:36-2:18

2 HOUR DELAY DAY – HIGH SCHOOL

Homeroom- 9:31 - 9:40
1st Period- 9:40 – 10:06
2nd Period- 10:10 – 10:37
3rd Period- 10:41 – 11:08

11:12 A 11:40	11:12 4th 11:40
11:44 4th 12:12	11:44 B 12:12

5th Period - 12:16 – 12:44
6th Period - 12:48 – 1:16
7th Period - - 1:20 – 1:47
8th Period - 1:51– 2:18

HALF DAY SCHEDULE – HIGH SCHOOL

Homeroom- 7:31-7:40
1st Period- 7:40-8:10
2nd Period- 8:14-8:44
3rd Period - 8:48-9:18

9:22 A 9:49	9:22 4th 9:49
9:53 4th 10:20	9:53 B 10:20

5th Period- 10:24-10:54
6th Period- 10:58-11:28
7th Period- 11:32-12:02
8th Period- 12:06-12:30

HALF DAY SCHEDULE – MIDDLE SCHOOL

Homeroom- 7:31-7:40
1st Period- 7:40-8:10
2nd Period- 8:14-8:44
3rd Period- 8:48-9:18
4th Period- 9:22-9:52
5th Period- 9:56-10:26

10:30 A 10:57	10:30 6th 10:57
11:01 4th 11:28	11:01 B 11:28

7th Period- 11:32-12:02
8th Period- 12:06-12:30

REGULAR DAY – MIDDLE SCHOOL

Homeroom- 7:31-7:40
1st Period- 7:40-8:22
2nd Period- 8:26-9:08
3rd Period- 9:12-9:54
4th Period- 9:58-10:40
5th Period- 10:44-11:26

11:30 C 12:00	11:30 6th 12:12
12:04 6th 12:46	12:16 D 12:46

7th Period- 12:50-1:32
8th Period- 1:36-2:18

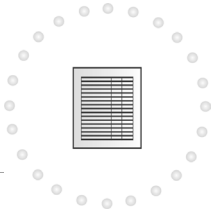
2 HOUR DELAY DAY – MIDDLE SCHOOL

Homeroom- 9:31 - 9:40
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2nd Period- 10:10 – 10:37
3rd Period- 10:41 – 11:08
4th Period- 11:12-11:40
5th Period- 11:44-12:12

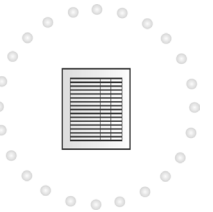
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12:48 6th 1:16	12:48 D 1:16

7th Period- 1:20-1:47
8th Period- 1:51-2:18

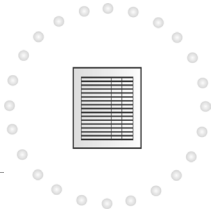
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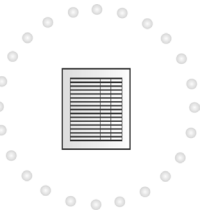
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