

CLAYPIT HILL SCHOOL

STUDENT HANDBOOK



Our Core Values

- C Claypit is safe and welcoming.
- R Respect strengthens our community.
- E Effort equals success.
- A All children can achieve.
- T Teaching and learning is our responsibility
- E Everyone is included

My name is _____ and I
promise that I will work my hardest to follow the Claypit Hill School rules.

MISSION STATEMENT

Children deserve an opportunity to learn and to develop to their maximum potential. We at Claypit Hill School provide each student with a challenging educational program in a supportive environment in order to inspire a life-long love of learning, foster creativity, nurture self-confidence, and encourage personal achievement.

We develop a sense of community where all members are invested in the school and committed to each other. We promote an awareness of social and global responsibility while understanding and celebrating our community and its diversity.

VISION STATEMENT

We, the Claypit Hill School community, are committed to creating an inclusive, safe, cooperative environment, centered on excitement, joy, and enthusiasm, which:

- Encourages respect and caring within our diverse school community
- Celebrates the unique talents, strengths, and differences of all
- Empowers all to reach their fullest potential and feel successful
- Challenges all to become creative problem-solvers and responsible decision-makers
- Promotes self-esteem, self-discipline, and teamwork
- Supports the risk-taking necessary for personal and academic growth
- Fosters a sense of responsibility for self, community, and environment
- Nurtures a lifelong love of learning
- Values honesty, trust, and hard work
- Has high expectations for continued commitment to academic and professional excellence

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Letter from the Principal

Dear Students of Claypit Hill School,

Welcome to our school community! School life at Claypit Hill is a wonderful journey from kindergarten through grade five. Together we will work to CREATE an atmosphere where all people are valued with the highest level of respect and caring. This student handbook is very important because it provides some guidelines that will help everyone feel safe.

The teachers will talk about this booklet with you at school and model the guidelines. Be sure to talk to your parents about the handbook too!

It's going to be a terrific school year! You are always welcome to come talk to me if you have a problem or just want to chat.

Sincerely,

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Rights and Responsibilities

Every student at Claypit Hill School has certain *rights and responsibilities*. If a student violates someone else's rights or if a student does not take care of his or her responsibilities, there are *consequences*.

Rights: a right is something you deserve that no one is allowed to take away from you. At Claypit Hill School, you have the *right to be safe, the right to be treated with respect, and the right to be able to learn*.

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Responsibilities: a responsibility is something you are expected to do because it is the right way to behave. No one should have to ask you or make special rules about it. At Claypit Hill School, you are responsible *for acting in a manner that keeps you and others safe, you are responsible for treating yourself, others, and the environment and materials with respect, and you are responsible for acting in a way that makes it possible for you and others to learn*.

This is what being a responsible citizen looks like:

1. In the classroom, I will

- follow directions.
- pay attention.
- listen to others' ideas.
- am serious and hardworking about learning.
- ask for help when I need it.
- act in a way so that everyone can learn.
- follow the classroom rules and routines.

2. In the hallways, I will

- always walk.
- stay quiet and respect others' learning.
- stay in line.
- wave silently if I see someone I know.
- keep the hallways clean and attractive.
- leave others' belongings alone.



3. On the bus, I will

- stay in my seat until the bus arrives at my bus stop or school.
- keep my hands, feet, and backpacks, etc., in my own space.
- keep everything inside the bus.
- use a quiet voice and talk only to people beside me.
- keep the bus clean and attractive.
- take turns being first in line at my bus stop.

"Safety is the number one thing! The bus driver is in charge at all times."

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4. In the bathroom, I will

- use a quiet voice.
- respect others' privacy.
- flush toilets and wash hands.
- place towels or other paper in trash cans.
- not climb or play.
- keep sinks clean.
- report problems to my teacher.

5. In the cafeteria, I will

- use a quiet voice.

- keep my body in my own space at the table.
- talk only to the people sitting close to me.
- keep the content of my conversations appropriate.
- include other students.
- raise my hand if I need help.
- show good manners to others and to all adults.
- recycle and compost properly.
- clean up if I drop or spill something.
- ask for permission to leave the cafeteria and sign out if the teacher says I can go.
- stop talking and use my good listening look when the bell rings.

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6. During assemblies and All School Meetings, I will

- enter and exit in a quiet, orderly way.
- use good listening looks.
- listen respectfully to the presentation.
- sit in my own space.
- stay sitting flat so that the people behind me can see.

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- raise my hand if I need something.
- clap politely when appropriate.



7. On field trips, I will

- move in a quiet and orderly way.
- use good listening looks.
- listen respectfully to the presentation.
- raise my hand if I need something or have a question.
- use an appropriate voice and appropriate language.
- clap politely when a presentation ends.
- finish any work that I am supposed to do.
- am a good ambassador to the community for Claypit Hill School.
- act appropriately so that everyone there can learn and enjoy the event.

"Safety is the number one thing. My chaperone is in charge at all times."



8. On the playground, I will

- stay on the playground where teachers can see me, will not go past the picnic tables by the parking lot, not go down the hill behind the structure or fence, not go into the woods.
- get permission to enter the building for bathroom use or to see the nurse.

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- not climb fences, hang on nets, hang or sit on tree limbs, rip limbs or leaves off trees.
- play traditional four-square rules.
- follow the **Rules of Fairness**
 - balance teams with all level of players
 - pick teams fairly
 - stay in kicking order
 - change pitchers after 5 pitches
 - accept defeat
 - allow people to join the game
- follow the **Rules of Respect**
 - DO NOT**
 - boast
 - hit
 - push or pull

argue
say "good team" "bad team"
play games involving violence
tease or bully



GAMES I will not play for the safety of my classmates:

- Bunyon
- tackle football
- baseball games without designated adult supervision
- games that use hard balls

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- lacrosse
- tag games on structures
- Red Rover
- chasing games (without agreed upon rules)

On the STRUCTURES & SWINGS, I will not:

- run on structures
- sit on the top of structures
- walk or run UP the slide
- stand on swings
- jump off swings
- loop swings
- run under swings
- hang upside down
- tandem swing
- have more than 3 on tire swing
- push too high or stand on tire swing
- hang from chains

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9. I am respectful when I use technology. I understand the following:

- The Wayland Public Schools has an Acceptable Use/ Internet Safety Policy (AUP/ISP). It is called LARK and each letter stands for something important.

Legal
Appropriate
Responsible
Kind

Legal - I will respect copyright laws

- by copying text, pictures and video only with permission.
- by showing where I found information (text, pictures, videos).
- by getting permission to take pictures or video of others.

Appropriate - I will

- use the internet and computers with the teacher's permission and for the purpose that the teacher has requested.

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- use the internet and computers as a tool for learning.
- follow online safety guidelines that my teacher has taught me.

Responsible - I will

- keep all personal information private, including passwords, user ID's, home address, and phone numbers.
- respect and care for all school computer equipment.
- tell an adult if I see anything on the computer or internet that is inappropriate or that makes me feel uncomfortable.

Kind - I will

- be kind to others who I communicate with using the computer or internet.
- use appropriate language at all times, when writing or communicating with others.
- tell an adult if I see, read or hear others being unkind.
- *I understand that I will only be able to use school technology if I follow these rules.*

10. Cell Phones and Electronic Devices



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- I never use cell phones on school property without asking permission.
- If my mom or dad want me to have them at school, I will store them in my back pack or book bag.
- I will never keep them in any of my pockets and never in my desk.

11. Bullying

Bullying is repeatedly making someone a target and include:

- Physical harm
- Emotional harm such as; name calling or excluding verbally, in a written way or with pictures, by using the computer or by using any electronic device (texting, cell phones, email, etc.)
- Damage to the target's property
- Threats

- Making someone feel unsafe at school such as; in the cafeteria, on the playground, in the bathroom, or hallway, in any classroom, on the bus or on a field trip
- Preventing someone from learning his/her best

If you falsely accuse someone of bullying or you "get back" at someone for reporting bullying behavior, or get a friend to get at someone, there will be serious consequences, which may include:

- Parent conference with student, teacher and/or principal or guidance counselor
- Loss of privileges such as walking independently to and from the areas of the building
- Suspension from school for a period of time
- Fulfill a Claypit Hill community service project at a time before or after school.

There will be an educational plan with action steps to follow, which will require regular

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conferences and or check-ins with a guidance counselor or principal. The plan will end when the guidance counselor or principal feels that the student has a clear understanding of appropriate behaviors concerning bullying, false accusations of bullying or retaliation (getting back at someone for reporting bullying.)

Do the right thing!

If a student violates someone else's rights, or if a student does not take care of his or her responsibilities, there are **consequences**.

Consequence: *A consequence is what happens when there is a problem with a student who violates someone's rights or his responsibilities.*

1. *Consequences may be different for different students.* For example, a First Grader who runs in the hall is probably just learning to be safe. A 5th Grader who runs in the hall knows it is not safe and is choosing to violate others' rights to be safe. The 5th Grader will have a more serious consequence than the First Grader in that situation.

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2. *Sometimes these problems are small, and the consequence is just to apologize and fix it.* A student can usually do this himself or herself without needing a teacher. For example, if you bump the table because you are moving too quickly or carelessly, and your friend's markers fall all over the floor, say you are sorry and help clean them up.

3. *If you cannot apologize and fix the problem, or if you break general rules or are disrespectful, you might have any of these consequences:*

- Have a private talk with the adult in charge.
- Have a phone call or letter about what you did made to your parents or guardians.
- Write an apology.
- Write a letter to your parents explaining what you did.

- Clean up a mess you made.
- Make an "apology of action"- Sorry is not enough. You need to do something to fix hurt feelings.

Lose privileges. This means for example that instead of getting to sit with your friends in class, you may have a private seat or sit with a teacher or it might mean that you are not allowed to go into the bathroom except when a teacher is with you. Or, you might have to sit out at recess time.

4. Sometimes the situation is more serious. If you intentionally hurt someone either physically or emotionally, if you are involved in bullying behaviors, if you destroy or

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steal property, if you leave school grounds without permission, or if you break a law, you might have the following serious consequences:

- Have your behavior reported to the principal.
- Have your behavior reported to your parents.
- Have a conference at school with your parents, teacher and the principal.
- Removal from the classroom.
- Suspension from participation in class activities for a set number of days in accordance with the Wayland School Policy.
- Lose the privilege to ride on the school bus for a set number of days.
- Having your behavior reported to the police.

Note- The principal or other person in charge has the right to

inspect a student's desk or personal belongings if he/she feels it is necessary in order to ensure the safety of any students or adults.

Homework Tips for Students:

- Always put forth your best effort.
- Understand assignments clearly before leaving class
- Bring home the proper materials to complete the assignments
- Talk with your parents and teacher if you have problems with homework
- Budget time properly for long-term assignments
- Complete any work missed due to absence from class
- Utilize classmates and/or class websites if available for assignment information

In our elementary schools, our goal is to make students aware that learning occurs in school, at home, and in the world around them. Homework should be the result of collaborative efforts, thoughtfully considered and coordinated to improve student learning. We strongly encourage that students and/or parents consult with the classroom teacher as soon as possible when there are questions regarding homework. We strive to make this a positive experience for our students.

These tips are a compilation of excerpts and ideas from the following Homework Guidelines/Policies: Wayland; Sudbury; Newton; Arlington; Medfield; Braintree; Hudson; Wellesley; Shrewsbury; Frederick County, Virginia; California Public School State Standards; Highlands, New Jersey

Congratulations!

Today is your day! You're off to great places!
You're off and away!

You have brains in your head.
You have feet in your shoes.
You can steer yourself any direction you choose.

Excerpt from "Oh the Places You'll Go"
Dr. Seuss

Note: Please refer to the family handbook for the district policies on concussions, sexual harassment and grievance procedures.

The Faculty at Claypit Hill School compiled this handbook.

WAYLAND PUBLIC SCHOOLS

CLAYPIT HILL SCHOOL
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