

# **RITTMAN ELEMENTARY SCHOOL**

## **STUDENT HANDBOOK**

**2015-2016**



**The Rittman Elementary  
community will work together to  
build responsible and respectful  
learners!**

## **WELCOME TO RITTMAN ELEMENTARY SCHOOL**

We welcome you to Rittman Elementary School. We are looking forward to a great year in our building and with your help Rittman Elementary will continue to be a tremendous educational facility.

This handbook has been developed to assist you and your parents in becoming better acquainted with the policies, rules, and regulations that affect each of you. Please read this handbook carefully with your child, and sign the form at the end of this packet.

The philosophy at Rittman Elementary School is student centered. In this regard, we will do whatever we can to help each student become academically, emotionally, and socially more mature. Parents and teachers working together will provide a successful framework for success.

Together we can accomplish so much more if we work as a community to provide the best educational experience for our young learners

Sincerely,  
Rittman Elementary Staff

# **RITTMAN ELEMENTARY SCHOOL**

## **IF YOU NEED ASSISTANCE...**

### **PRINCIPAL:**

The Principal is the legal administrative head of the school and is in direct charge of the organization, administration, supervision, and instruction of the school. The Principal will help you with any problem you may have. Parents are encouraged to contact the teacher first for any answers to questions, as they work with your child on a daily basis. Should you feel the need for further support; the principal will help facilitate answers to your questions. Students are encouraged to seek help from the teacher or the principal if they are experiencing any serious issues.

### **ASSISTANT PRINCIPAL:**

On a daily basis the Assistant Principal will be working with parents, students, and teachers on various academic, social, curricular, and behavioral issues. The Assistant Principal assumes all duties of the principal in her absence.

### **TEACHERS:**

The teachers are the professional specialists in the field in which they teach. They are the backbone of our school and work with the students daily. They are here to help you get the most out of your classes. They are also charged with carrying out the policies of the Rittman Board of Education. Conferences with students and parents may be set up with individual or teams of teachers at a time which is mutually agreeable by all.

### **OFFICE SECRETARY:**

When a student comes to the office, his/her first contact should be with the office secretary. She is here to answer a great many of the questions you may have. She will provide the student or parent with any forms that are required by the school.

### **GUIDANCE COUNSELOR:**

The guidance counselor is available to address student academic and personal/social development needs through programs and counseling that promote and enhance student success.

### **SPEECH AND HEARING PATHOLOGIST:**

Experts are available to students with speech and hearing problems. Questions relating to this area should be directed to the Special Services Director.

### **SCHOOL PSYCHOLOGIST:**

The school psychologist is available to all students for counseling and testing. She is helpful to students who are having a difficult time adjusting to school, or who have critical personal needs.

### **SCHOOL NURSE:**

The school nurse is available to offer first aid to students if accidents occur. If you need her services, report to the office.

Please use the following phone number to reach any of the staff members listed above.  
330-927-7460.

## **SCHOOL ATTENDANCE**

Good student attendance is a critical component for school success. Each student is expected to attend school, unless they are ill or have extenuating circumstances that have been discussed with the building principal. While it is evident that illnesses do occur, absences of over 20 days are considered excessive. Parents should contact the principal to discuss any unusual circumstances that may need exceptions to this. The State of Ohio requires the district to monitor attendance and act on cases where there are excessive absences or tardies. Students who miss an excessive amount of days will be required to provide a note from their physician in order to have this noted as an excused absence

If it is found that the student has accumulated an excessive amount of absences, the principal will follow up with phone calls and or letters. Parents may also be required to attend an "Attendance Intervention Team meeting." If no improvement is noted it is possible that unexcused absences may be referred to Wayne County Courts for future action.

Because of the large amount of academic content required by the State of Ohio, consistent attendance is critical for mastering concepts. Any student who accumulates 15 unexcused absences and fail two (2) or more subjects will be a candidate for retention.

**Parents must telephone the school by 8:30 a.m. on the day of the absence.** Parents may call 927-7460 to report their child's absence from school. If you need to call before school opens you may leave your message on the school Voice Mail. Students are considered unexcused until the office receives notice from the parent. If the student becomes ill at school, the student should report to the office. If the student is too ill to remain at school the nurse or school secretary will call to make arrangements for pick-up.

Students may be sent home if they have conditions that are contagious to other students. Conditions such as conjunctivitis (pink eye) and head lice are contagious, and we would ask that students be treated at home before coming back to school.

## **TARDY**

It is important for students to be at school on time each day. This allows your child time to get organized for the day, listen to announcements and instructions from teachers and to get ready for their instructional day. Any student arriving at school after 8:30 a.m. is considered tardy. Students who are tardy must report to the office before going to their class to get an admit slip. Please plan appropriately for weather, driving and drop off time so that students can enter the building and arrive on time.

## **SCHOOL DAY**

State attendance is taken during the first class, and should be accurate. The announcements will be read during this time. Students should not enter the building prior to 8:00 a.m. unless directed so by a staff member. The building will be open at 8:00 a.m. on days where there is inclement weather. Students are not to leave school grounds during the day for any reason.

**Our official dismissal time is 3:00. Students will be released at that time.**

Parents: Please plan on allowing extra time for morning drop off or afternoon pick up if you are driving. Although school starts at 8:30, students may arrive any time from 8:00-8:30. It is suggested that you plan on extra time so that you do not get caught in traffic, especially in the morning. **Please do not drop students any earlier than 8:00 as there is no staff supervision before 8:00.**

## **LEAVING SCHOOL EARLY**

All requests to leave school before the close of the day must be made in writing by a parent or guardian to the principal. Students are required to be signed out and signed in when they return to school. The school reserves the right to determine whether or not the reason is to be excused or unexcused. Students will be charged with a half day absence from school if they leave with more than 30 minutes in the school day remaining.

## **VACATIONS AND PLANNED ABSENCE FROM SCHOOL**

Students will be permitted to participate in family vacations during the school year. Students will be granted five (5) days of excused absence. **Parents who wish to take their children out for vacation must obtain and return a completed vacation request form, at least one week prior to the absence.** When students are aware of a pending absence from school, they should make the office aware of the date(s). All work must be made up when the student returns to school. Only vacations taken with the **FAMILY** will be approved.

## **VISITING SCHOOL**

Visitors during the school day are discouraged so that the educational process will not be disrupted. School age visitors may be permitted with prior approval of the principal and accompanied by their parent or guardian. Visitors must make arrangements with the principal at least 24 hours in advance and the decision to allow the visitor will rest solely with the principal.

The safety of our staff and students is a priority at all times. Anytime you are visiting the school, you must enter through the main office doors and be admitted by the secretary. All doors in the building are locked at all times. The main office doors are the only place where you will be allowed to enter and exit the school building. We thank you for your assistance in helping maintain a safe learning environment for our staff and students.

## **MEDICATIONS**

Dispensing of medication during school hours should be limited to those situations in which not dispensing the medication may prove to jeopardize the child's health or hinder school attendance.

Please note that the guidelines listed below must be followed:

1. A written permission form must be filled out and placed on file in the principal's office prior to dispensing the medication. The form should include the prescription and be signed by a physician as well as the parent.
2. Only the original container labeled with the date of the prescription, student's name, and **EXACT** dosage will be administered. This must be done in the presence of an adult.

## **LUNCH**

Lunch purchases can be made by sending money in to the school, or by purchasing meals on line. Each student has a finger image (unless parents request otherwise) which provides lunch purchases specific to that particular student. Menus are sent home each month, and they are also available on the district web page. (Lunch menus are subject to change due to unforeseen circumstances). Lunch fees are the responsibility of the parent, and excessive overdue funds may require that an alternate, basic lunch is provided. Parents who qualify for free or reduced pricing will need to complete a new form each year in order to qualify.

Lunch is a social time of the day. Students should enjoy their interactions with peers in the cafeteria, using the following guidelines.

- Stay in line.
- Talk quietly and enter the cafeteria in an orderly fashion.

- Use a conversational tone when talking and talk only to those next to you.
- Use the restrooms on the way to and/or from the cafeteria.
- Due to illness and food allergies, do not share food with other students.
- Place all trash in the proper place.
- Follow the directions of the adults who are supervising the cafeteria.
- Remain seated until dismissed by an adult

## **PLAYGROUND**

Students are encouraged to have recess during the school day. They are to follow the rules and directions given to them by school personnel. Students will have outdoor recess when the temperature is above 20 degrees and there is no rain at that time. Please see that your child is dressed appropriately for the weather conditions. A current physicians' note must be provided for students with medical conditions which prohibit them from participating in recess.

## **BUS STUDENTS**

Bus transportation is a privilege and our main concern is on the safe transportation of all riders. If you ride the bus you must follow these simple guidelines.

- Ride only your assigned bus.
- Sit in your assigned seat.
- Remain seated.
- Loud talking, shouting, or vulgar language is not permitted.
- Keep all body parts inside of the bus, no hands outside of the window.
- No trash on the floor.
- Leave all electronic devices at home.
- Parents are responsible for the safety of students while going to and from the pickup points and for meeting the bus on time.
- Load and unload in an orderly manner. Do not cross the road until a signal has been given by the bus driver.

Failure to follow these guidelines or school rules while on the bus will result in disciplinary action which may include removal from the bus. If a student loses bus privileges they will still be expected to attend school.

## **DRESS CODE**

We take pride in the appearance of our students. Your dress reflects the quality of your conduct and of your school work. **“Dress for success”** are not just meaningless words but a way of showing those around you that you want to be successful and take school seriously. All students are to be neatly dressed in clothes that are suitable and appropriate for school activities. **Hair, jewelry, or clothes should not attract undue attention or cause interruptions in the school or classroom.** **Hair of various colors (example: pink, blue, red, etc.) and facial make-up are not acceptable at the elementary level and are not permitted because of the distraction it causes in the classroom.**

**Good grooming habits are encouraged and cleanliness is expected!** Any wearing apparel that advertises any item of merchandise which makes reference to alcoholic beverages, illegal substances, or other inappropriate references is not permitted. Shorts are permitted when the weather and temperature is appropriate. **The principal will have the final decision as to the appropriateness of the attire worn to school. Tank tops and baggy pants which drop below the waistline are not permitted. Shorts should only be worn when the temperature is above 60**

**degrees.** Students that wear items deemed inappropriate will be asked to call their parents for a change of clothing. Repeated violations of the dress code may result in further disciplinary action.

## **TELEPHONE USE**

Students will not be called to the phone. Office personnel will take and deliver any Emergency message received. School phones are for school business only. The school does not encourage students to call their parents for things they have forgotten to bring to school. Each student should work to become responsible for themselves and their belongings. **Cell phones, MP3 players or other electronic devices are not to be used during the school day. Parents calling in to speak with staff should expect to leave a message on the teacher's voice mail. Teachers are instructed not to take phone calls when instruction should be taking place. Teachers will return phone calls as soon as possible.**

## **TEXTBOOKS**

Textbooks, library books, headphones, and library materials are the property of the Rittman Board of Education. These materials are loaned to you to enhance your academics. Books and materials, loaned to you the student, are entirely your responsibility. Lost or damaged books or headphones will result in the assessment of a fee or fine. Student transcripts will be held if there are outstanding fees for lost textbooks or textbook damages. The student is responsible for the safe keeping of loaned items.

## **WITHDRAWAL FROM SCHOOL**

Withdrawal from school should be done in the following manner. Parents should notify the office and sign the school withdrawal form. Students must pay all fines, fees, and turn in books and materials that are the property of the school. If school fees or fines are not paid, records will not be released to the new school until fees are received. Please check in the office before withdrawing your child to make sure there are not outstanding fees which may delay the release of records.

## **EMERGENCY PROCEDURES**

The following procedures are in place in case of an emergency. The drills below are practiced often so that students know what to do in case an emergency does occur.

### **Fire Drill:**

Students are to locate all fire exits and familiarize themselves with the safe areas of the building in case of tornado alerts. The fire alarm will be sounded in case of a fire in the building. Students are expected to be quiet during the alarm and follow all directions given by their teacher. Students are not to re-enter the building as long as any lights are still flashing. Fire drills will be practiced in accordance with Ohio Revised Code.

### **Tornado Drill:**

In the case of a tornado alert, the warning will be given over the PA system. Students are instructed to remain quiet and follow all directions given by their teacher.

### **Lockdown Drill:**

Lockdown drills will be practiced throughout the school year, and by state law, one drill will include local law enforcement officials. All doors will remain locked until the completion of the drill. Students will remain quiet at all times. Only directions given by school personnel and/or safety forces will be followed.

**All emergency drills will be practiced at various times throughout the year!**

## EMERGENCY CONTACT FORMS

Please take great care when filling out the Emergency Contact Form. This form is used to reach parents or parent suggested contacts in the case of an emergency. (Illness, parent pick up after school etc.) If you place a number on this form, you are then indicating that we may contact them if we cannot reach you. In the case of custody issues, court documents dictate who may or may not have parental rights, such as school notification etc. Please make sure the most current court documents are provided to the school so that they can be followed.

## GRADING, GRADE REPORTING, AND DATA FOLDERS

The environment of the school should provide an opportunity for each child to progress and succeed at a rate and depth commensurate with their abilities, needs, and interests.

- Grade cards and Data folders (Kindergarten) will be sent home at the end of each nine week grading period.
- Data Folders for Kindergarten are to be returned to the school the following school day after they are sent home.
- Grading Policy

<b>Kindergarten</b> 80-100 = MET (M) 60-80 = MAKING PROGRESS (P) 60- below = NEEDS IMPROVEMENT	<b>Grades 1-2</b> 80-100 = MET (M) 60-80 = MAKING PROGRESS (P) 60- below = NEEDS IMPROVEMENT
<b>Grades 3-5</b> 90-100= A 80-89= B 70-79=C 60-69=D 59-0=F	<b>Music, Art, PE</b> O-Outstanding S=Satisfactory U=Unsatisfactory

## INCOMPLETE WORK

- When a student is absent from school for excused reasons, he/she will be allowed to make up all missed assignments.
- Students will be given one day for each day of excused absence missed.
- Pre-assigned work is due the day the student returns.
- All make-up work must be completed by the end of the grading period.

## PROMOTION AND RETENTION

Students will be promoted to the next grade level when they have completed the following:

1. The student must successfully complete the course requirements at the present grade.
2. The student must achieve the instructional objectives set for the present grade.
3. The student must demonstrate sufficient proficiency to permit advancement to the next grade.

Students not meeting the above requirements may be retained. Parents will be notified of the possibility of retention by February. It is hoped that parents and school personnel will agree upon the benefits of the possible retention however if an impasse occurs, **the final decision will be made by the building administrator.**

## **STUDENT BEHAVIOR CODE (CODE OF CONDUCT)**

Students are expected to maintain self-control within the school setting. To ensure a safe and effective learning environment, classroom rules and behavioral expectations will be in place in each of our classrooms.

The exercise of self-control, self-discipline, and self-direction is essential to a positive school experience and success in the future. As with any organization, cooperation and the observance of the rights of others is essential if the goal of the organization are to be met. To this end each pupil must be responsible for their behavior and respect the rights of others. Most often, individual discipline issues are handled in the classroom with the teacher. If classroom efforts are not successful in correcting behavior, an office referral may be made to the principal. If there is a repeated pattern of office referrals, the principal will call home to talk to parents about your child's behavior.

Office referrals will include the following, conferencing with a student, office detentions, or for extreme cases suspension or expulsion. Suspensions can result in removal from school for one to ten days. Expulsions are rare at the elementary level, but they can result in removal from school for up to 120 days.

The following items are district wide examples of the types of behavior by students of the Rittman Exempted Village School District that may lead to more severe penalties and they may include detention, suspension, or expulsion. These items would be listed on a district suspension form which will be discussed and given to the student and the parent.

Please read the following items carefully, especially the referral to weapons. Students are not permitted to have weapons, toy weapons, lighters, matches or any other item which could cause or imply physical harm to students.

1. Violation of federal, state, or local statutes on school grounds or at school activities
2. Possession, transmission, or use of narcotics counterfeit drugs, drug paraphernalia, alcohol, and other dangerous or illegal substances including authorized prescription medicine
3. Contributing to and encouraging disruptive behavior, including but not limited to fighting
4. Creating a disturbance
5. Disobedience, disrespect, and/or insubordination (not complying with a reasonable request) to employees of the district or visitors/volunteers
6. Intentional, negligent, or careless damaging of school property, another student's property, or school personnel's/visitor's private property (this includes graffiti anywhere inside or outside the building)
7. Intentionally giving false information to employees of the district
8. Gambling
9. Use, transmission, or possession of tobacco in any form, including imitation products.
10. Intimidation and/or threats toward students, visitors/volunteers, or employees of the district
11. (includes note-writing)
12. Use or display of vulgar language, gestures, pictures, gang-related activities, violence, or sexually suggestive materials to other students, visitors/volunteers, or employees of the district (includes note-writing)
13. Theft
14. Cheating or plagiarism
15. Truancy
16. Tardiness to school or class
17. Leaving school property or assigned educational location without permission
18. Inattention in class, assemblies, and study halls



19. Violation of Technology, Acceptable use and Internet Safety Policy
20. Throwing of food, liquids or unauthorized objects in the building or on school grounds (includes snowballs and spitting)
21. Possession, transmission, or use of weapons such as guns, knives, explosives, chains, or other tools which might be considered capable of inflicting harm to another person
22. Commission of an immoral act
23. Wrongfully discharging an alarm system
24. Willful violation of the student responsibilities as established by the Board of Education
25. Inappropriate use of prohibited electronic devices
26. Loitering, littering, or causing a disturbance on private or public property adjacent to or across from the school
27. Failure or refusal to serve assigned discipline (detentions)
28. Hazing or sexual harassment

The foregoing acts of misconduct are prohibited on all school property, school functions and activities, and on or off school property if such acts affect the operation of the school. In the event of negligent or willful property damage, reimbursement shall be borne by the student and his/her parent or guardian. The authority for suspension from class resides with the principal.

### **INAPPROPRIATE MATERIALS FOR SCHOOL**

In addition to the above mentioned items, it is important that students leave any materials that could cause harm, (or things that could be perceived to cause harm to others), at home. An example of this would be materials such as chemicals, toy weapons, "fake drugs". Students who bring these types of items to school will receive disciplinary consequences.

Additionally toys from home do not need to come to school. Legos, cards, miniature toys, etc. often result in disagreements over ownership issues with students. The classroom environment is structured for learning, and toys should be left at home. Recess toys are provided, some balls from home are allowed with permission from the principal.

### **ANTI-HARASSMENT**

It is a violation of school rules, and often of law, for any student to harass or intimidate another student or staff member. If a student is the victim of any unwanted sexual conduct or communication, derogatory language, or conduct concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the principal or teacher. All reports shall be kept confidential and will be investigated as soon as possible.

### **ANTI-HAZING/BULLYING**

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any students or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Bullying is an intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior causes mental or physical harm to the students and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Permission, consent, or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy.

Prohibited activities of any type including those activities engaged in via computer and/or electronic communication devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher, or employee of the District shall encourage, permit, condone, or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, may plan, encourage, or engage in any hazing and/or bullying.

## **CYBERBULLYING**

*Cyber Bullying involves comments made via the use of cell phones, computer email and or social media accounts.* We suggest that parents limit access to these types of technology. If students are found to be harassing students which then cause issues to carry over to the school environment, there will be disciplinary consequences.

## **DETENTION**

Teachers, office, and administrative personnel may assign detentions to students. Generally students will receive at least one school day prior notice before they have to serve the detention. Generally, in school detentions will be assigned first, and after school detentions will be assigned for more serious issues. Detentions are to be served at the time and place designated. Students receiving an excessive number of detentions may be suspended from school. Failure to serve a detention assigned by the building principal may result in suspension.

## **CELL PHONES**

Cell Phone use at this age level is discouraged and we recommend that students not have them at school. If you need to get in touch with your child please call the school and we will get a message to them. Students who bring a cell phone to school **must** have them turned off during the school day while in the building. They must be kept in the child's backpack during the school day. **Please note that the school will not be held liable for lost or stolen cell phones. If the student has these devices in class they will be confiscated and kept in the principal's office. Parents will need to pick those up from the principal.**

## **TOYS**

Younger students like to bring toys from home, but we request that parents do not allow this. The majority of the day is focused on instruction and very often, toys tend to interfere with instruction. In addition to that, students often get into arguments as to who the owner is or in some instances "trades" are made which later cause problems. All toys are to be kept at home where they will be safe and sound.

## **IMMUNIZATIONS**

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of certain diseases, the Board of Education requires all students to be immunized against all diseases that are designated by Ohio state statutes unless specifically exempt for medical or other reasons. Exemptions will only be approved by the Superintendent of schools.

## **ILLNESS**

If a student becomes ill during school, the student, with permission of the teacher, should come to the office to see either the secretary or school nurse. No student will be permitted to go home when ill unless it can be verified that an adult is at home to care for him/her.

## **FIELD TRIPS**

As part of the school curriculum, students are offered the opportunity to expand their classroom experience through field trips. Field trips are journeys away from the school premises under the

supervision of school personnel. The purpose of the trip should be to provide students a first-hand educational experience not available in the traditional classroom setting. All school rules apply on field trips. Students are expected to follow all rules that apply toward them while on the trip.

**Attendance on the field trip is a privilege, not a right, and students who disregard school rules will not be permitted to attend the trip.** They will be expected to attend school that day and there will be instruction provided to them.

## **LIBRARY USE**

Students are encouraged to make use of the Rittman Elementary School library. In doing so, please follow these guidelines:

- Return all books promptly.
- Take care of the books as they are school property.
- If you cannot find the book you want, ask the librarian for assistance.
- Books that are damaged or lost will result in a fine which must be paid before any further library privileges are restored.

## **CLASSROOM PARTIES / BIRTHDAY TREATS**

Classroom parties are held two (2) times each year. The parties are supervised by teachers and parents and usually take place at the end of the school day. Students are permitted to bring in birthday treats to celebrate their special day. However, please be sensitive of students with food allergies when choosing treats. Check with the child's teacher ahead of time to see when it would be best to celebrate the birthday.

## **BICYCLES / SKATEBOARDS / ROLLER SKATES**

Students may ride a bicycle to school with parental permission. Bikes must be in the designated area in the front of the school. Bikes should be locked for safekeeping. They are left at the risk of the owner. Skateboards and roller skates are not permitted at the school or on the property during school hours.

# RITTMAN ELEMENTARY SCHOOL

To the Students and Parents:

In order to insure that there is communication and understanding between home and school it is vitally important that both parents and students are familiar with the rules and regulations.

The student/parent handbook is an excellent source of information about the school, school regulations, operations, etc. In order for you to become aware of these please read the handbook with your child and discuss all aspects of it with them.

Please complete the information below and return it to the student's homeroom teacher by the second week of school.

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We have read, discussed, and understand the information provided in the student handbook.

We acknowledge that we support the policies and procedures outlined in the handbook and will abide by them.

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_