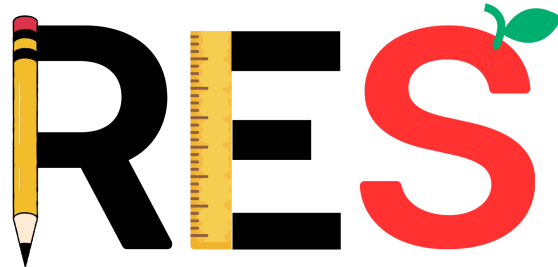


# **RITTMAN ELEMENTARY SCHOOL**

## **STUDENT HANDBOOK**

### **2026-2027**



Rittman Elementary School

*Respect Yourself, Respect Others, Respect Our School*

## **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 successful. Parents and teachers working together will provide a positive 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

*Items in this document are subject to change in accordance with State, Ohio Department of Health, CDC, and Ohio Department of Education regulations.*

## **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 encounter. 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:**

The Assistant Principal supports the Principal in the organization, administration, supervision, and instruction of the school and community. The assistant principal will be able to help students and families with any issues or questions as they arise.

#### **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 students reach their full potential. Teachers 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/parent/visitor comes to the office, his/her first contact should be with the office secretary. She will provide the student or parent with an answer, or direct you to someone who can answer your questions.

#### **SCHOOL COUNSELOR:**

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

#### **SCHOOL SOCIAL WORKER:**

The school social worker is a licensed mental health professional who can assist students and families with their personal and social developmental needs. She works directly with parents and students to assist them in accessing and utilizing school and community resources.

#### **SPEECH AND LANGUAGE 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 assist with student academic, behavioral, and emotional needs. She is a critical member of our Multi-Tiered Systems of Support (MTSS) Team.

## **SCHOOL NURSE/SCHOOL HEALTH:**

The school nurse/health aide is available to offer first aid to students if accidents occur. Health plans are also available to students with medical needs.

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

## **KINDERGARTEN REGISTRATION**

Beginning with the 2026–2027 school year, Ohio law (HB 114) requires children to be 5 years old on or before the first day of instruction to enroll in kindergarten, or for a student who has not completed first grade, six years of age by the first day of instruction of the school year.

## **SCHOOL ATTENDANCE**

Ohio's 2025 Budget bill has shifted Ohio's Attendance Law from focusing almost solely on truancy to supporting students at risk of becoming chronically absent. According to Ohio Law, a chronically absent student is "missing at least ten percent of the minimum number of hours required in the school year." The minimum number of hours referenced in Ohio Law for K-6 students is 910 hours. Time missed from school for any reason, including excused and unexcused absences will contribute to chronic absenteeism. Students only need to miss 2-3 days per month to be chronically absent by the end of the year.

Rittman Elementary has established the following procedures to notify parents/guardians of attendance/truancy issues.

| <b>Levels of Attendance Intervention</b> | <b>Tier 1</b>                                                                                                                                                                            | <b>Tier 2</b>                                                                                                      | <b>Tier 3</b>                                                                                                                                               |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Thresholds for Tiers</b>              | All students who attend school who do not meet hourly attendance thresholds.                                                                                                             | Students who have reached 45.5 hours of absences with or without legitimate excuse.                                | Students who have missed at least 68 hours with or without legitimate excuse.                                                                               |
| <b>School Action Plan</b>                | No notice provided to parents until the student misses 3 days in one month with or without legitimate excuse. The school will send you a letter to notify you of this attendance policy. | Parents will receive a letter indicating the student has missed at least half of the hours of Chronic Absenteeism. | Parents will be invited to an Absence Intervention Meeting to improve student attendance. If satisfactory improvement is not reached, truancy can be filed. |

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 18 hours per month or more per school month 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.

State Attendance Laws require schools to file a complaint against the student in juvenile court when the child is considered habitual truancy for any of the following reasons:

|                                   | <b><i>Consecutive Hours</i></b>             | <b><i>Hours per school month</i></b> | <b><i>Hours per school year</i></b>         |
|-----------------------------------|---------------------------------------------|--------------------------------------|---------------------------------------------|
| <b><i>Habitual Truancy</i></b>    | 30 without legitimate excuse (per handbook) | 40 without legitimate excuse         | 72 without legitimate excuse                |
| <b><i>Chronic Absenteeism</i></b> |                                             |                                      | 10% or 92 with or without legitimate excuse |

A *Habitual Truant* student may be adjudicated as an unruly child. A student may be adjudicated as a delinquent child if the child violates a prior court order as an unruly child for habitual truancy. In addition, the parent/guardian of a *Habitual Truant* may be prosecuted. If the Juvenile Court adjudicates the child as an unruly or delinquent, a subsequent adjudication of that nature may result in criminal prosecution for non-support of dependents or contributing to the unruliness/delinquency of a child.

**Parents must notify the school by 9:00 a.m. on the day of an absence.** Parents may call 927-7460 or email the school secretary to report their child's absence from school. If the school does not hear from the parent by 9:00am, attendance personnel will call by phone to verify the student's absence. If you need to call before school opens you may leave your message on the school voicemail. With the "Missing Children's" law, all parents are required to notify the school the same day their child is absent. If we do not receive notification, we attempt to contact the parent. Attendance is the legal responsibility of the parents. O.R.C. 3321.04.

Students are considered *unexcused until the office receives notice from the parent*, then a determination will be made as to excused or unexcused absence based on Ohio Attendance Laws.

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work. All students will be advised to make doctor's appointments, do personal errands, etc., outside the school day. The State of Ohio permits schools to issue excused absences for:

1. Personal illness: The school may require the certificate of a doctor upon your return to school.
2. Illness in the family: An excused absence may be granted when the student's presence at home is necessary for family stability. This provision does not extend to long term or chronic illnesses.
3. Death of a relative: An absence for this reason is generally limited to three days. Special consideration will be given in extenuating circumstances.
4. Observance of a religious holiday: Any student of any religion shall be excused from classes if the absences are for the purpose of observing a religious holiday.

5. Acts of God: Floods, tornadoes, etc.
6. Other Reasons: The school principal must be notified PRIOR to the absence to determine excusal.

**Attendance is an expectation to participate in various privileges (field trips, assemblies, special activities, etc.). Student participation in these privileges may be revoked if attendance is poor.**

Unexcused absences include, but are not limited to (Ohio Attendance Laws):

- 1) Oversleeping
- 2) Birthday
- 3) Hunting/Fishing
- 4) Shopping
- 5) Missed bus/car trouble
- 6) Out of town (all vacations require prior approval)
- 7) Hair appointments
- 8) Weather
- 9) No Reason Provided

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. Students are required to remain out of school for 24 hours after a fever or vomiting.

## **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 in their classrooms 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, walk to their classrooms, and arrive on time.

## **SCHOOL DAY**

State attendance is taken during the first class, and should be accurate. Students should not enter the building prior to 8:00 a.m. unless directed to do so by a staff member. The building will be open at 8:00 am and students are not supervised prior to this time. If your child is dropped off at school prior to this time, they will be taken to our before school program and parents will be billed accordingly. 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.

## **ARRIVAL/DISMISSAL**

Students should be dropped off in the rear of the building along the sidewalk to enter the rear doors at the beginning of the day. School personnel will supervise students beginning at 8:00am. At the end of the day, students with last names A-H will be picked up on the side of the school by the front playground. Students with last names I-Z will be picked up in the rear of the school. Walkers exit the front doors.

The front lot by the office is not to be used for student pick-up, with the exception of appointments during school hours and students with exceptional needs. If you park in this lot you will be asked to park elsewhere to ensure the safety of our students.

## **LEAVING SCHOOL EARLY**

All requests to leave school before the close of the day must be made by the parent/guardian to the teacher/school office. Students are required to be signed out and signed in when they return to school in the office (parent/guardian should accompany child). The school reserves the right to determine whether or not the reason is to be excused or unexcused based on Ohio Attendance Laws. Attendance is now calculated in hours. When a student arrives late or leaves early, those hours/minutes will be listed as an absence.

## **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, per board policy. 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). Vacation approval will also be based on student attendance. If a student has received a letter for poor attendance, approval may not be granted. Although the school makes every effort to provide some work prior to vacation, it is not possible to have all work outlined ahead of time. All work must be made up when the student returns to school, with the same amount of time to make up the work as days missed. There may not be credit granted for work completed outside this window. 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. 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 prescription medication and/or over the counter medication during school hours should be limited to those situations where 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 medication form must be filled out and placed on file in the health clinic 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 into the school, or by purchasing meals online. 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. Parents will be notified of negative balances via letters and phone calls. Once a student has reached the charge limit, an alternate, basic lunch is provided until the balance is paid in full (Charge Limits: \$25 full pay, \$5 reduced lunch). Additionally, excessive lunch fees will result in students not receiving breakfast. Parents who qualify for free or reduced pricing will need to complete a new lunch application each year in order to qualify. To view a full copy of the Meal Charge Policy, please visit the Rittman Schools' webpage.

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

- Focus on eating, instead of talking, to finish meals and return to class on time.
- 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.
- Pops/sodas are **NOT** permitted at lunch.
- 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

### **2026-2027 Prices**

Student Breakfast \$1.25

Student Reduced Price Breakfast \$0.30

Student Lunch \$2.75

Student Reduced Price Lunch \$0.40

Adult Breakfast \$2.50

Adult Lunch \$4.00

Milk \$0.75

Due to limited space and to maintain the safety of all of our students, parents/family members/friends are not permitted to eat lunch with students in the school building. If you would like to sign your child out for lunch for a special occasion, please contact the school/your child's teacher to make arrangements. For the safety of our students, we request that parents are not on the playground during recess time.

### **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 and Real Feel is 20 degrees and above 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 the safe transportation of all riders. If you ride the bus you must follow these guidelines.

- Ride only your assigned bus.
- Sit in your assigned seat and remain seated during bus travel.
- Loud talking, shouting, or vulgar language is not permitted.
- Keep all body parts inside of the bus, no hands outside of the window.

- Keep your hands to yourself.
- No eating on the bus.
- No trash on the floor.
- 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.
- Please be at the bus stop 5 minutes prior to pick up time.
- All students should be at their designated stop and not waiting inside their home.
- Do not leave your designated place of safety until the bus has pulled away.
- Any recess equipment needs to be kept inside of book bags. Ex: balls, jump ropes, etc.

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. 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.

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 (60 degrees or higher). The principal will have the final decision as to the appropriateness of the attire worn to school. Students who wear items deemed inappropriate will be asked to change their clothing with articles available at school or call their parents for a change of clothing. Repeated violations of the dress code may result in further disciplinary action.

## **SCHOOL ISSUED MATERIALS**

Textbooks, library books, headphones, Chromebooks and library materials are the property of the Rittman Board of Education. These materials are loaned to students to enhance their academics. Any materials, loaned to the student, are the responsibility of the student. Lost or damaged materials may 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 no 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, in accordance with Ohio law, so that students know what to do in case an emergency does occur.

### **Fire Drill:**

Students are to locate all fire exits. 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 should familiarize themselves with the safe areas of the building in case of tornado alerts. Students are instructed to remain quiet and follow all directions given by their teacher.

#### **Lockdown/Evacuation Drill:**

Lockdown drills and evacuation 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.

### **EMERGENCY CONTACT FORMS**

Please take great care when filling out the Emergency Contact Form and Final Forms. This information is used to reach parents or parent suggested contacts in the case of an emergency. (Illness, parent pick up after school etc.) In the case of custody issues, court documents dictate who may or may not have parental rights. Please make sure the most current court documents are provided to the school so that they can be followed. If phone numbers change during the school year, please contact the school office to update your child's records or update them online in FINAL FORMS.

### **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 will be sent home at the end of each nine-week grading period.
- Grading Policy

|                                                                                                                              |                                                                              |
|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <b>Kindergarten – 2<sup>nd</sup> Grade</b><br>90 -100 = MET (M)<br>60 - 89 = MAKING PROGRESS (P)<br>59 - below = NOT YET (N) | <b>Grades 3 - 5</b><br>90-100= A<br>80-89= B<br>70-79=C<br>60-69=D<br>59-0=F |
| <b>Music, Art, PE, Technology</b><br>O = Outstanding<br>S = Satisfactory<br>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 is 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 a child's behavior.

Office referrals will include the following, conferencing with a student, lunch/recess respect check, 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 respect check, 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, including, but not limited to, making threats in any form (verbal, written, or digital).
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 (includes note-writing)
11. 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)
12. Theft
13. Cheating or plagiarism
14. Truancy
15. Tardiness to school or class
16. Leaving school property or assigned educational location without permission
17. Inattention in class, assemblies, and study halls
18. Violation of Technology, Acceptable use and Internet Safety Policy
19. Throwing of food, liquids or unauthorized objects in the building or on school grounds (includes snowballs and spitting)
20. 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
21. Commission of an immoral act
22. Wrongfully discharging an alarm system
23. Willful violation of the student responsibilities as established by the Board of Education
24. Inappropriate use of prohibited electronic devices
25. Loitering, littering, or causing a disturbance on private or public property adjacent to or across from the school
26. Failure or refusal to serve assigned discipline (detentions)
27. Hazing or sexual harassment

The acts of misconduct listed above are prohibited on all school property, school functions, transportation 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. This code of conduct is enforceable as long as school is in session, at a school-sponsored event (field trip, athletic contest, performance, etc.), and as it pertains to school grounds. In certain cases where events during school lead to inappropriate actions before/after school, student offenses are punishable beyond the time and place definitions outlined above.

## **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, or “fake drugs”. Students who bring these types of items to school will receive disciplinary consequences.

Cell phones, tablets, gaming systems, smart watches, or other electronic devices are not to be used during the school day. These devices may be kept in book bags in the off position. If they are heard, they will be taken to the office. The school is not responsible for devices that may go missing from the classroom.

Additionally, toys from home do not need to come to school. Legos, cards, miniature toys, trading cards, electronics, etc. often result in disagreements over ownership issues with students. The classroom environment is structured for learning, and toys should be left at home.

## **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. The Ohio School Safety Helpline is available 24/7 for students and adults to anonymously share information with school officials and law enforcement about threats to student safety—whether that involves a threatened mass incident or harm to a single student, 844-SaferOH (844-723-3764).

## **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.

## **RESPECT CHECK**

Teachers, office, and administrative personnel may assign respect checks to students. Generally, in school respect checks will be assigned when students do not follow the rules in the school and receive an office referral. Respect Checks are to be served at the time and place designated. Students receiving an excessive number of respect checks may be suspended from school. Failure to serve a respect check assigned by the building principal may result in additional disciplinary consequences, which could include suspension.

## **988 SUICIDE AND CRISIS LIFELINE**

The 988 Suicide and Crisis Lifeline provides 24/7 free, and confidential support to Ohioans in a mental health crisis. Ohioans can call or text “988” to reach a trained specialist for help and support. Contact [988ohio@mha.ohio.gov](mailto:988ohio@mha.ohio.gov) for questions about the Suicide and Crisis Lifeline.

## **CELL PHONES/ELECTRONIC DEVICES**

House Bill 250 prohibits students' use of electronic communications devices which includes cell phones, smart watches, and other devices that are powered by batteries or electricity and that are capable of receiving, transmitting, or receiving and transmitting communications in K-12 schools

during the instructional day. The instructional day includes any period of time in which a student is expected to be in attendance and includes not only formal instruction time but also supervised activities, such as transitioning between classes, recess, meal periods, and field trips.

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. Students wearing a smart watch must turn on quiet hours and not use the device other than the use of time during the school day. If you need to get in touch with your child, please call the school and we will get a message to your child. Please note that the school will not be held liable for lost or stolen devices. If the student has these devices in view during class or they are heard, they will be confiscated and kept in the principal's office. Parents will need to pick those up from the principal.

## **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 health clinic. 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. Chaperones may be requested to attend field trips for additional supervision. Teachers will make final decisions as to chaperones. All parents/volunteers assisting with student or building activities need to be approved by the teacher and principal, in addition to passing a district approved background check.

## **LIBRARY BOOKS**

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

- Return all books promptly.
- Take care of the books as they are school property.
- Books that are damaged or lost will result in a fine.

## **CLASSROOM PARTIES / BIRTHDAY TREATS**

Classroom parties are held two (2) times each year. The parties are supervised by teachers and usually take place at the end of the school day. All parents/volunteers assisting with student or building activities need to be approved by the teacher and principal, as well as passing a district approved background check. 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. Only

store packaged treats with food labels or non-food items will be accepted. Check with the child's teacher ahead of time to see when it would be best to celebrate the birthday.

### **MTSS: Multi-Tiered Systems of Support**

Students at Rittman Elementary School are closely monitored for academic and behavior progress. This is accomplished through formative and summative assessments, as well as anecdotal data collection. Teachers at all grade levels utilize iREADY (computer instructional and diagnostic testing) to identify student academic progress, in addition to other classroom assessments. The data collected from these assessments assist our Teacher Based Teams in identifying students who require additional academic or behavioral supports to be successful, as well as identify students who can benefit from academic enrichment. Students who are successful with core instruction and supports are considered on Tier 1. Students who require additional interventions are placed on Tier 2 or Tier 3 based on their individual needs. Parents are always informed and invited to attend meetings to determine best needs for each student.

### **PBIS**

Positive Behavioral Interventions and Supports (PBIS) is a school-wide framework designed to create a positive, safe, and respectful learning environment for all students. It focuses on teaching and reinforcing clear behavioral expectations to support academic and social success. PBIS uses a multi-tiered system of support, which includes universal strategies for all students (Tier 1), as well as more targeted interventions for students who need additional support (Tier 2), and individualized, intensive interventions for those with the highest needs (Tier 3). By involving students, staff, and families in the process, PBIS promotes a consistent, proactive approach to behavior that helps all students thrive.

### **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.

### **TITLE I**

Rittman Elementary School is a Title I building. Parents may request information regarding the professional qualifications of their student's classroom teacher at any time.

# RITTMAN ELEMENTARY SCHOOL

To the Students and Parents:

In order to ensure 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.

Sincerely,

Shawna DeVoe  
Principal

Alyssa Rahe  
Assistant Principal



Rittman Elementary School

Respect Yourself  
Respect Others  
Respect Our School