

RAVENNA ELEMENTARY SCHOOLS - STUDENT/PARENT HANDBOOK – 2022-2023

MISSION STATEMENT

The Ravenna School District, in partnership with the community, is dedicated to providing an enriching educational experience to all students, within a safe stimulating environment; and to promoting the ideals of individual responsibility, civility and academic excellence as the foundation for both personal growth and honorable citizenship.

ATTENDANCE

Your child needs to be in school on a regular basis unless he or she is truly ill.

According to House Bill 410, Habitual truant refers to a child of compulsory school age who is absent from school without legitimate excuse for the following number of hours (RC 2151.011):

- 30 or more consecutive hours or
- 42 or more hours in one school month or
- 72 or more hours in a school year.

Excessive absences refers to a child of compulsory school age who is absent from school with or without an excuse for the following number of hours:

- 38 or more hours in one school month with or without a legitimate excuse; or
- 65 or more hours in one school year with or without a legitimate excuse.

If your child is to be absent, please telephone the school prior to 9:00 a.m. on each and every day he/she is absent. A written note explaining the absence or lateness is required on return to school.

If your child arrives late to school, please escort your child to the office to obtain a tardy slip. Homework requests must be made by 10:00 a.m. in order for them to be ready by the end of the day (at dismissal).

EARLY DISMISSAL

An early dismissal request to have a student excused, including the time and reason, should be sent with the student the morning of the dismissal. Medical and dental appointments should be made outside of school hours. The student will remain in the classroom until the teacher is notified by the office to release the student. The parent, or authorized person, must report to the office and sign the child out and in upon return.

RAVENNA SCHOOLS REGISTRATION AND MEDICAL EMERGENCY CARD

Final Forms, an electronic form service, will be used to collect all student contact information and medical emergency information. All telephone numbers and addresses must be accurate and up-to-date.

Each student is required to have on file the following information:

- | | |
|---|--|
| 1. Parent(s) or guardian(s) name(s) | 6. Physician's name and phone |
| 2. Complete and up-to-date address | 7. Medical alert information |
| 3. Home phone and parent(s) work phone | 8. Authorized person(s) allowed to pick up child |
| 4. Emergency phone number of friend or relative | 9. Current custody papers on file if applicable |
| 5. Any medical problems of students | |

HOMEWORK

Students are introduced to the responsibility of homework in the elementary grades. Most educators suggest the following minimum daily times: ten (10) minutes per grade level; i.e., kindergarten and 1st grade at 10 minutes, 2nd grade at 20 minutes, etc.

MEDICATION

Students who need to take prescribed medication must have a form signed by the physician and parent before medication can be brought to school. The medication, in its original container, and the form must be left in the office. The parent or guardian must bring in any medication to the school.

LICE

If your child has lice, you will be called to come and pick him/her up from school. You will need to treat your child for lice and remove as many nits as possible. You will need to accompany your child to school upon his/her return in order for school personnel to check your child's hair. School nurses can be contacted for assistance. Several types of treatment are available without prescription.

STUDENT ILLNESS

If your child is sick and has a temperature of 100 degrees or higher he or she needs to stay home to prevent others from getting sick. If your child becomes ill at school and reaches a temperature of 100 degrees or higher he or she needs to be picked up from school immediately to prevent others from getting sick.

PERSONAL PROPERTY

Toys and electronic/entertainment systems are not permitted in school. The school is not responsible for any loss of personal property. These items will be confiscated if brought to school, and returned only to the parent. Any other personal belongings should be clearly marked with the student's name.

VIDEO SURVEILLANCE/ELECTRONIC MONITORING

The buildings, grounds, and vehicles of the Ravenna School District may be under video surveillance at any time. The purpose of video surveillance is to protect Board property and assets from theft and vandalism, through deterrence and video documentation. The system is not designed nor intended to protect individuals from being victims of violent or property crimes, not to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases. The Board recognizes that the use of a video surveillance/electronic monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school. Rather, the video surveillance/electronic monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. Questions about surveillance can be addressed by the building principal or Mr. Stephen York, Director of Business Operations at 330-296-7159.

REPORT CARDS

Our Progress Report reflects progress toward the Ohio Learning Standards as well as academic growth. Interim Progress Reports will be issued half-way through each grading period. All progress reports will be posted on the Home Access Center, located on the District Website, and updated regularly throughout the school year. Report Cards will be issued at the end of each nine (9) weeks. Passwords will be sent to parent(s)/legal guardian(s) at the beginning of the year. Hard copies of the report cards will also be sent home at the end of each grading period.

PARENT/TEACHER CONFERENCES

Conferences are an important part of your child's educational experience. This gives you an opportunity to discuss your child's progress with his or her teacher in detail. We have two sets of conferences per school year; one per semester. Your child's teacher will contact you in regards to setting up a conference.

RAVENNA ELEMENTARY PTO

The Ravenna Elementary PTO is a wonderful organization to join. We have one PTO that serves all three elementary schools grades K-4. The Ravenna Elementary PTO meets once a month in the evenings. The Ravenna Elementary PTO meeting dates can be found on Final Forms as well as on each school webpage.

STUDENT RECORDS

Parents have the right to inspect and review any and all school files directly relating to their child. Requests must be made in writing to the building principal. He/she shall make an appointment for the parent to view the record within 45-days of the receipt of the request. Parents may request a hearing to challenge any information contained in the student's record that is inaccurate, misleading, or in violation of the student's rights.

OPEN DIRECTORY INFORMATION

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to: companies that manufacture class rings or publish yearbooks. If you do not want the Ravenna School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within 10 days of receipt of this handbook by sending your statement of refusal to the Ravenna School District, ATTN: Ben Ribelin, Assistant Superintendent, 534 Summit Street, Ravenna, OH 44266.

The Ravenna School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance

TEXTBOOKS AND LIBRARY BOOKS

It is the responsibility of the Ravenna Board of Education to provide textbooks. It is the responsibility of the students to properly care for textbooks and library books. Students will be fined for lost or damaged textbooks.

SCHOOL VOLUNTEERS

If you are interested in becoming a school volunteer, please call the school office. Your interest and involvement is always appreciated. All volunteers in Ravenna Schools are subject to fingerprinting and a background check.

VISITOR PROCEDURE

Any individual visiting the school must report to the main office, sign the visitor registration sheet, and obtain a visitor's pass. Classroom visitations may be arranged by contacting the teacher. Classroom instruction cannot be interrupted.

EMERGENCY NOTIFICATION

In the event of a school emergency or closing due to hazardous weather conditions or any other emergency situation, the rapid notification system will be used to contact parents/guardians. The message will come to the phone number provided on the registration card at the beginning of the year. If your phone number changes, please notify the school secretary. The following radio and TV stations will also carry information on the closings:

RADIO STATIONS		TV STATIONS	
WNIR 100 FM	MIX 94.1 FM	Channel 3 WKYC (NBC)	Channel 5 WEWS (ABC)
		Channel 8 WJW (Fox)	Channel 19 WOIO (CBS)

SAFETY DRILLS: FIRE, TORNADO, LOCKDOWN

Drills are prescribed as per the Ohio Revised Code and practiced throughout the year. Students are to conduct themselves in an appropriate manner, walking quickly and responding immediately to any directions given by their teachers or other school personnel. All staff, volunteers, and visitors to the building must observe all safety drills taking place while they are in the building.

TRANSPORTATION

Children should be reminded frequently about behavior and safety on the bus:

- Follow the directions of the bus driver at all times
- Keep the aisles clear
- No glass containers allowed
- Use quiet voices, silent a RR crossing
- Remain seated until the bus stops
- Eating and drinking are not permitted on the bus
- Use caution when entering and exiting the bus

Students are not allowed to ride a bus other than their assigned bus route, or to get on or off at a different house. Approval from the Office of Transportation must be obtained for regular pickup and drop-off at stops other than the student's home. A form will need to be completed and returned to the school for approval of changes to bus stops. Please allow 48 hours for processing. This form can be found on the district website under the "Transportation Forms" tab.

Bus drop off and pick up times at each school are as follows: Willyard 8:35 a.m./3:30 p.m., West Main 8:25 a.m./3:20 p.m., and West Park 8:50 a.m./3:10 p.m.

If a student is requesting transportation, parents will need to complete the transportation request form located in Final Forms. If a request is not made, transportation will not be provided.

Students on a bus or other authorized Board of Education transportation vehicle are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student. A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

FOOD PROGRAM

Free breakfast and lunch is available and offered to all students. The cost of milk is \$ 0.50 if a child packs a lunch, but is free if the child receives a free lunch.

ALLERGY FRIENDLY

Our three elementary schools are allergy friendly buildings which means we are a nut and peanut free school. Our Food Service Department will NOT serve anything that contains nuts or peanuts. It is important that there is a strict avoidance to this food at school in order to keep all students safe. We ask that you DO NOT send food items that contain nuts or peanuts.

POSITIVE BEHAVIOR INTERVENTION SUPPORTS

PBIS (Positive Behavioral Intervention Supports) is an approach the Ravenna School District uses to establish the behavioral supports and social culture needed for all students to achieve social, emotional and academic success. The three behavior expectations are (The Raven Way):

- Be Respectful
- Be Responsible
- Be In-Control

These expectations are taught to students throughout the school year. Students and staff will all be participating in this initiative together. In addition to PBIS, all elementary students are expected to follow the district “code of conduct” guidelines.

ELEMENTARY DRESS CODE

The Ravenna School District is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a pride in self, school, and the community. Students are required to wear appropriate, comfortable, and safe clothing that is neat, clean, and in good taste. No article of clothing shall be worn that distracts from the educational process. The Ravenna School District views the Dress Code as a serious issue and expects parents to promote the observance of this policy. Building administrators have the final decision as to the appropriateness of all clothing, accessories, and hairstyles.

The Ravenna School Board believes that the responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians and that appropriate dress and grooming contribute to a productive learning environment. Therefore, the Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. School-directed changes to a student’s attire or grooming should be the least restrictive and disruptive to the student’s school day. Any school dress code enforcement actions should minimize the potential loss of educational time. Administration and enforcement of the dress code shall be gender neutral and consistent. This policy applies to all individual schools. Schools may not enact more restrictive or less restrictive dress and grooming codes.

Minimum Safe Attire

Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel.

Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and footwear.

When the body is standing straight, clothing must cover the chest, back, torso, stomach, and lower extremities from armpit to armpit to mid-thigh. Tops must have a strap and at no time may any part of a student’s buttocks be exposed.

Clothing must cover all undergarments. No underwear or undergarments may be visible at any time. Clothing may not be see through.

Clothing must be suitable for all scheduled classroom activities including physical education, science labs, shop classes, field trips and other activities where unique hazards or specialized attire or safety gear is required. Bare feet are not permitted at any time.

Attire and/or grooming depicting or advocating violence, weapons, criminal activity, gang-related activity, use of tobacco, alcohol or drugs, pornography, foul language, hate speech, or clothing that could be considered dangerous or that could be used as a weapon are prohibited.

NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, or age in its program, activities, or employment. Further, it is the policy of the District to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

Any person that believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District’s Civil

Rights Coordinators, Assistant Superintendent and the Director of Curriculum and Instruction, Ravenna School District, 534 Summit Street, Ravenna, Ohio 44266. 330-296-9679. The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114.

COPYRIGHT OFFICER

The Ravenna School District's copyright officer is Mr. Jay Newcome, Ravenna School District Board of Education, 534 Summit Street, Ravenna, Ohio 44266. Phone: 330-296-9679; Fax: 330-297-4158; E-mail: jay.newcome@ravennaschools.us.

SPECIAL EDUCATION

Special education means specially designed instruction, at no cost to the parent, to meet the unique needs of a handicapped child. Special education programs are provided for all children who have a handicapping disability. A disability in this instance means such conditions as: hearing impairments, visual impairments, speech or language impairments, learning disabilities, multiple disabilities, mental retardation, or other health impairments, physical impairments, autism or traumatic brain injury. Every handicapped child in Ohio is entitled to services provided by the school district in which they reside. These services include: evaluation services, diagnostic services and educational programs for all children birth through twenty-one years of age. If you know of a child who is handicapped or at risk and not receiving services, please call the Ravenna School District's Special Services Office at 330-297-6708.

TITLE I

Title I, as amended by the Every Student Succeeds Act (ESEA), provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. Federal funds are currently allocated to all of our four elementary schools based on census poverty estimates and the cost of education in each state. The purpose of Title 1 funding is to ensure that all children have a fair, equal, and significant opportunity to obtain a high quality education and reach, at minimum, proficiency on challenging state academic achievement standards and state academic assessments. Ravenna School District uses these funds to provide supplemental tutoring, reduce class sizes, provide family nights, and purchase reading and math materials.

GIFTED EDUCATION

The Ravenna School District follows eligibility criteria as prescribed by the Ohio Revised Code and Ohio Department of Education to identify youngsters who are gifted. The District identifies students in grades kindergarten through twelve that may be gifted in one or more of these areas: superior cognitive ability, specific academic achievement, creative thinking ability, and/or the visual or performing arts. All students' standardized test scores and other school performance measures are reviewed to determine the need for gifted screening and identification. In addition, parents, students, and/or teachers may recommend students for screening for possible identification. If you have questions about the identification of youngsters as gifted in the Ravenna School District, please contact Robin Worges, Gifted Program Coordinator at West Main Elementary School, 330-296-6522, or e-mail: robin.worges@ravennaschools.us.

IMPORTANT SCHOOL CONTACTS

West Park Kindergarten
1071 Jones St.
330-297-1744
Frank Sciarabba - Principal

West Main Elementary
639 West Main St.
330-296-6522
Sean Daugherty - Principal

Willyard Elementary
680 Summit Road
330-296-6481
JT Kuzior - Principal

Transportation Offices
703 Oakwood St.
330-296-6828
Kim Isaman - Director

Central Registration
3590 St. Rt. 59
330-297-6708
Lori Bulkoski - Secretary

Integrated Preschool
531 Washington Ave
330-297-4139
Beth Coleman - Director

Special Services
531 Washington Ave
330-297-6708
Jessica Haynes - Director

www.ravennaschools.us

ADMINISTRATIVE OFFICES - 534 Summit Street – (330) 296-9679

Dr. Laura Hebert
Superintendent

Ben Ribelin
Assistant Superintendent

Lee Smith
Director of Curriculum and Instruction

Stephen York
Director of Business Operations

Jay Newcome
Director of Technology

BOARD OF EDUCATION

Joan Seman

Patricia Dennison

Mike Tontimonia

Mike Wisniewski

Pamela Nation-Calhoun

This folder/school handbook belongs to:

Student's Name

School

Grade

Room Number

Ravenna Schools supports safe, orderly and drug-free schools and communities with zero tolerance for alcohol, drugs or violence.

All Ravenna School Facilities are Smoke-Free

The Ravenna Schools District is an Equal Opportunity Employer