ROOTSTOWN ELEMENTARY SCHOOL

Student and Parent/Guardian Handbook

2022-23 School Year

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www.rootstown.sparcc.org

Elementary School Office

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Mission Statement:

Rootstown Schools, in collaboration with the community, will provide a quality education in a safe environment for students to become productive, life-long learners.
"Building Futures ... One Child at a Time"

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Dear Parents/Guardians and Students:

On behalf of the entire Rootstown Elementary staff, I would like to extend a warm welcome to Rootstown Elementary School students and their parents. We are committed to working with you and providing a quality education for all children in our district.

Our goal is to have open and ongoing communication and cooperation between home and school. We welcome the opportunity to team with you to make the elementary years as pleasant and productive as possible for our students. This handbook has been prepared to assist you in better understanding the policies of Rootstown Elementary School. We encourage each family to review the handbook together.

If any questions arise during the year that are not answered in this book, please feel free to contact me. I will be happy to answer any of your questions.

Sincerely,
Mr. Jeffrey Turner, Principal

GENERAL INFORMATION

EQUAL EDUCATION OPPORTUNITY
It is the policy of this district to provide an equal education opportunity for all students.

SCHOOL DAY
The school day begins at 8:20 a.m. and ends at 3:00 p.m. Students are not permitted to enter the building until 8:00 a.m. All students must be in their homeroom by 8:20 a.m. or they will be marked tardy.

DISMISSAL
For the safety of all of our students, all visitors must be buzzed in by the secretaries during school hours at the main entrance to the building.

At the end of the day, those students who are picked up or walk home will be called to the computer lab/cafeteria by 2:45 p.m. The buses will be loaded after the car riders and walkers have been released.

If you need to pick up your child during the school day, please send a note to your child's teacher. Please be prepared to show identification when signing your child out of the building. Children are not released from classrooms without office clearance.

For your child's safety, we ask that you do not allow your child to walk the halls after school hours without an adult.

END-OF-THE-DAY CAR RIDER PROCEDURES

At Open House, parents will receive a colored placard. You must display the colored placard in your passenger-side window at dismissal. You will need to wait in your car until after the parents pick up their child(ren) to enter the building for your child if you do not have a placard. Please do not arrive to the parking lot until 2:45 p.m. Please make sure your child's teacher receives a note if your child(ren) will be picked up on a particular day. If you pick your child up from latchkey, please arrive to the elementary after 3 p.m. If you need to pick your child up for an appointment, please arrange for a time before 2:30 p.m. to avoid the end of the day dismissal procedures.

ACCEPTABLE USE AGREEMENT FOR TECHNOLOGY

Every student enrolled in the Rootstown Local Schools will have an Acceptable Use Agreement form on file at his/her school. The form will be given to parents each year and will remain on file throughout the year. The form is also available on the school website. This form allows permission from parents for students to have access to Rootstown's computer network, internet, and distance learning. Parents will be given an opportunity to make changes to the forms on file at the beginning of every school year. This form will also authorize parents to give consent for their child's picture, sketches, essays, short stories, and poems, together with the student's first name and last initial and his/her grade for identification purposes for inclusion and display in the school's website/Facebook/Twitter.

ALERTNOW NOTIFICATION SERVICE (Emergency Closings and Delays, and Other Important Messages)

The ALERTNOW notification service will notify you of school cancellations due to inclement weather, as well as to remind you about various events that occur during the school year. In the event of an emergency at school, you will be informed immediately by phone. Please keep your telephone number up-to-date with the elementary school office. The school will also notify the following radio and TV stations: WNIR and Channels 3, 5, 8, 19, and 43.

VISITORS/VOLUNTEERS Visitors/volunteers are welcome at the school. In order to keep everyone safe and secure, each visitor/volunteer must report to the office and sign in at the office. The secretary reserves the right to check driver's licenses as needed. VISITORS ARE NOT TO GO DIRECTLY TO A CLASSROOM. All visitors/volunteers must wear a badge/sticker. Any visitor/volunteer in the building without a badge/sticker will be reported to the office.

If a person wishes to meet with a member of the staff, he/she should call for an appointment prior to coming to the school, as our teachers' schedules do not allow time for drop-in conferences. *Students may not bring visitors to school.*

ROOTSTOWN ELEMENTARY FACEBOOK and TWITTER

Parents are encouraged to follow school events on our Rootstown Elementary page and Twitter @rootstownelem.

WELLNESS STATEMENT

Rootstown Elementary School aligns with NEOLA policies regarding wellness in schools. These policies can be found at http://www.neola.com/rootstown-oh/

MEDICATION

It will be an ongoing objective to promote cooperation between the home and Rootstown Local Schools concerning student

medication. It may be necessary for medications to be administered during the school day. If so, please adhere to the following guidelines to avoid a disruption in administering medications:

- The school nurse or other school employees designated by the school administration may administer medications pursuant of written permission from the student's parent, guardian and/or physician.
- A Prescription Medication Administered at School form must be completed and signed by the student's physician and parent or guardian and returned to the school nurse before the prescription medication will be administered by the nurse or school personnel. A NEW FORM MUST BE COMPLETED AT THE START OF EVERY SCHOOL YEAR and must include the student's name, the name of the medication, the dosage, the time to be administered, the route of administration and the reason for the medication.
- A Non-Prescription Medication Administered at School form must be completed and signed by a parent or guardian before an over-the-counter medication will be administered. If your student needs non-prescription meds 3 days in a row, a physician's note will be required. Over- the- counter- medications are to be used "as needed."
- All medications to be administered at school, both prescription and non-prescription, must be in the original container with the student's name specified. This includes pain relievers, cough drops, lotions or creams, drops, herbal supplements, etc.
- It may be necessary and appropriate for a parent or guardian to administer medication to his/her child. The parent or guardian is asked to contact the nurse or office to make arrangements as necessary
- All medications **must** be brought to school by the parent or guardian. For the safety of all students, please DO NOT send medications to school on the bus with your child. AT NO TIME WILL IT BE APPROPRIATE FOR A STUDENT TO POSSESS MEDICATION IN SCHOOL.

ILLNESS AT SCHOOL

Please be sure your child is not ill before you send him/her to school. This prevents spreading illness to others and maintains the health and well-being of all students and staff. When a student is sick or injured during school hours, the parents will be contacted to arrange for their child's care. In the event that the parents cannot be reached, the school will call a person designated on the student's Emergency Medical Authorization form to pick up the child. **Do not send your child to school if any of the following symptoms or conditions were present in the last 24 hours.** You will be asked to take your child home if he/she: **Has a fever of 100 degrees or higher.** Your child may return to school when his/her temperature has been normal (98.6) for 24 hours (except in a COVID situation-see below). **Has been vomiting and/or has diarrhea.** If your child has two or more episodes during the previous evening or night, he/she may not attend school. **Has bacterial infection.** Your child may return to school after taking prescribed antibiotics for 24 hours. **Has live lice** (see Head Lice and Communicable Diseases section, to follow). **Has symptoms that prevent him/her from participating in school, such as:**

- Excessive tiredness, pale, difficult to wake, confused or irritable, lack of appetite
- Productive coughing, sneezing
- Continuous coughing
- Headache, body aches, earache
- Sore throat (severe)
- COVID-19 symptoms (see chart below)

When should I stay home during the COVID-19 outbreak?

Akron Children's Hospital

If I have any of the following symptoms of COVID-19:

FEVER OF 100 DEGREES OR HIGHER	COUGH	SHORTNESS OF BREATH	CHILLS	FATIGUE	MUSCLE PAIN	HEADACHE	SORE THROAT	NEW LOSS OF TASTE OR SMELL	NAUSEA OR VOMITING	DIARRHEA	CONGES-TION OR RUNNY NOSE
											

I can return to school when:

If fever is only symptom, can return if 24 hours fever free without the help of medicine	 Evaluation by my doctor with a note that I can safely return to school **OR** For students not evaluated by a doctor, students can only return if ALL of the following has occurred: 1. At least 1 day (24 hours) fever free without the use of fever-reducing medications; **AND** 2. Improvement in respiratory symptoms (e.g., cough, shortness of breath); **AND** 3. At least 10 days have passed since symptoms first appeared 

For a student with another diagnosis for symptom-based school exclusion (i.e. allergies), health care provider clearance is required and should include clinical evaluation but does not require SARS-CoV-2 testing.

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If you are unsure about whether or not to send your child to school, please contact the District nurse with any questions you may have.

A student who becomes ill during the school day must request permission from the teacher to go to the clinic. The nurse or school office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission, and they must be signed out in the office.

HEAD LICE AND COMMUNICABLE DISEASES

Parents are asked to report to the school any time they find head lice on their children in order for the school to take appropriate measures. Keeping the condition secretive can lead to more cases or re-infestations. Children will be examined upon return to school and MUST HAVE NO LIVE LICE in order to remain in school. Head lice treatment information is available in the clinic or on the nurse web page. After treatment, parents must come to the clinic with their child to be examined to make sure there are NO LIVE LICE.

The school staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease. Specific diseases include Diphtheria, Scarlet Fever, Strep infections, Whooping Cough, Mumps, Measles, Rubella, and other conditions indicated by the Local and State Health Departments.

IMMUNIZATIONS

Each student must have all the immunizations required by law or have an authorized waiver in order to attend school. If a student does not have the necessary immunizations or waivers, the principal and/or nurse will remove the student if compliance is not obtained by a set deadline. This policy is put in place for the safety and well-being of all students and staff, in accordance with Ohio State Law. Any questions about immunizations or waivers should be directed to the District nurse. Complete immunization summary can be found on the Ohio Department of Health website.

Immunization Requirements: Unless given a waiver, students must meet the following requirements:

Vaccines	Immunizations for School Attendance
DTap/DT; Tdap/Td	Minimum of four (4) or more doses are required, grades K-12. If the fourth dose was given before the fourth birthday, a fifth is required.
Polio; IPV/OPV	Three (3) or more doses are required, grades K-12. The FINAL dose must be administered on or after the 4th birthday, regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
MMR, Measles, Mumps, Rubella	Two (2) doses are required, grades K- 12.
HEPB; Hepatitis B	Three (3) doses are required, grades K- 12
Varicella (Chickenpox)	Two (2) doses are required, grades K- 12

SUSPICION OF ABUSE OR NEGLECT OF CHILDREN

Ohio law requires any staff member having reasonable cause to suspect that a student has been physically or emotionally abused or neglected to IMMEDIATELY REPORT this to Job & Family Services via the "CARES" hotline at 330-296-CARE (2273). The law stipulates that staff members are not to conduct an investigation or determine the reliability of the reasonable cause.

STUDENT RECORDS

Student records are kept and utilized in accordance with state and federal laws.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer out of the Rootstown School District, the parents must notify the school office and fill out a withdrawal form. School records shall be transferred within fourteen days to the new school district (14 days is required by The Missing Children Act).

INDIVIDUALS WITH DISABILITIES

IDEIA, No Child Left Behind, The Americans with Disabilities Act (A.D.A.), and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities. The Rootstown School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEIA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement is required. To inquire about the procedure or programs, a parent should contact the Director of Special Services at (330) 325-4144.

STUDENT FEES, FINES AND CHARGES

Rootstown charges specific fees for each grade level. Such fees are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. Students receive notice of fees at the beginning of the

school year. Fees may be waived in situations where there is financial hardship. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. **A student who does not pay his/her school fees will not be permitted to attend his/her class field trip.**

In the lunchroom students are expected to follow the 3 R's: Respectful, Responsible and Role Models:

- Listen to and respect staff members.
- Always walk when entering or leaving the lunchroom.
- Stay in their seats during lunch.
- Raise their hand if they need assistance.
- Speak to their neighbors in a classroom voice.
- Always clean up their own area.
- Keep hands, feet, and objects to themselves.
- Help to make lunch time a pleasant experience for all.

FIRE DRILLS

The school complies with all fire safety laws and conducts fire drills in accordance with State Law. Specific instructions on how to proceed are provided to students by their teachers who are responsible for safe, prompt, and orderly evacuation of the building.

TORNADO DRILL

A tornado drill is conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires. Tornado alarms will consist of a whistle blown or an announcement over the intercom.

LOCK DOWN DRILL

All districts in the state of Ohio are required to have procedures in place in case of an intruder. Rootstown Local Schools utilize "A.L.I.C.E" (Alert, Lockdown, Inform, Counter, Evacuate) procedures. Students will practice barricading and/or evacuation procedures at least twice during the school year.

USE OF THE LIBRARY

Books on the shelves may be checked out for a period of one week. In order to avoid late fees, all materials checked out of the library must be returned to the librarian within one week.

USE OF SCHOOL EQUIPMENT

Students must receive permission by a staff member before using any equipment in the classroom. Students will be held responsible for the proper use and safekeeping of any equipment or facility they receive permission to use.

FACILITIES USAGE

Proper building use forms must be completed and approved by the principal for outside groups to use the building.

LOST AND FOUND

The lost and found area is outside the main office (blue container). Students who have lost items should check

there and may retrieve their items. Proper description may be required for some items. Unclaimed items will be given to charity at the close of each grading period.

STUDENT BIRTHDAY PARTY INVITATIONS

The school asks that invitations to parties are delivered to students outside of school hours unless the entire class is invited. Please understand that inviting only certain students in a classroom may cause hurt feelings.

STUDENT SALES

No student is permitted to sell any item(s) at school.

ADVERTISING OUTSIDE ACTIVITIES

Announcements or posting of outside activities will be permitted with the approval of the principal. The requesting group must remove postings no later than the day following the event.

K-2nd Achievement Indicators:

(M) Meets grade-level expectations independently.

(P) Progressing towards grade-level expectations.

(B) Below grade-level expectations.

(*) Denotes modified instruction and/or assessments.

GRADES

Rootstown Elementary School has a standard grading procedure. Students are assigned grades/marks based upon assessment results, homework, projects, classroom participation, and class work. Parents of students in grades 3-5 can view their child's grades throughout each nine weeks on Progressbook, including nine week report cards. Parents in grades K-2 can view their child's report card grades each nine weeks on Progressbook. The school uses the following grading system:

3rd, 4th and 5th grades:

90% to 100% = A	Excellent Achievement
80% to 89%= B	Good Achievement
70% to 79%= C	Satisfactory Achievement
60% to 69%= D	Minimum Acceptable Achievement
0% to 59%= F	Failure

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

RETAKE POLICY

- ➢ All reassessments are to be completed at school.
- ➢ Students can receive up to a 100% on the reassessment.

- ➢ Reassessments will be encouraged/initiated by teachers if the student scores less than 70%, but open to anyone who wants to reassess.
- ➢ Teachers will determine a reassessment date based on when the intervention concludes. This date will be communicated to parents so they know as well.
    - An exception to this would be for students who are either absent or need more time to master the content. In these cases the teacher will still determine the reassessment date and communicate it to the parent(s).

PROMOTION, PLACEMENT, AND RETENTION

Promotion is based on the following criteria:

- Mastering of skills from the grade level courses of study.
- Potential for success at the next level (emotional, physical, social maturity).
- The State-mandated criteria (i.e. achievement testing as part of the Third Grade Guarantee Law).

Placement
When staff feels a student hasn't fully mastered the needed skills for the next level.

Retention
When a student needs more time to mature and master needed skills for the next grade.

Per Board policy, the final decision for placement, promotion, or retention is made by the building principal, superintendent and/or the Third Grade Guarantee.

HOMEWORK
If your child will be absent two or more days, you may request homework by 9 a.m. and it will be available for pick-up after 2 p.m. If you cannot pick up homework by 3:30 p.m., it will be located at the office window. The child is given one day to complete the assignment for each day of absence.

STUDENT ASSESSMENT
To measure student progress, students will be tested in accordance with State Standards and District policy. Group assessments are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

RECOGNITION OF STUDENT ACHIEVEMENT
At the elementary school level, students are recognized often by teachers for improved grades or behavior, citizenship, effort, and demonstrating school pride. School-wide recognition includes areas of citizenship, academics, Principal's Math Club, Accelerated Reader, 5th grade Presidential Awards, and perfect attendance.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. No student may participate in any school sponsored trip without parental consent. A charge may be assessed and applied toward the cost of a field trip. **If the student has not paid his/her school fees by the time of the trip, he/she may not attend the class field trip.** If there are extenuating circumstances, please contact the building principal.

PTA
The Elementary PTA is an adult group recognized by the school as a support group for school and student activities. This group works in conjunction with the school and consults with the administration about activities. The Elementary PTA sponsors special events and activities that are age-appropriate.

ATTENDANCE
Attending school is both necessary and required by law. State law requires school attendance until the age of eighteen. Students that do not maintain good attendance may lose certain privileges, and/or have their parents taken to court. Rootstown has an attendance policy to avoid these negative consequences.

TAKE YOUR CHILD TO WORK DAY
This day, though fun and informative for students, is not a school-sponsored event. Should you and your child choose to participate in the "Take Your Child to Work Day," it is imperative that you understand the expectations and procedures for participating. The day will be considered an excused absence from school as long as the following guidelines are met; otherwise, your child's absence from school will be unexcused. The parent/guardian of any student participating in "Take Your Child to Work Day" should follow district attendance procedures and notify the office prior to the morning of the designated day that the student will be out of school and will be participating in "Take Your Child to Work Day." **The day will count against the student for attendance purposes (i.e. perfect attendance) as "Take Your Child to Work Day" is not a school-sponsored event.** The student is responsible for any work that is missed as a result of the absence. Upon returning to school, the student must submit a written paper to the office describing his/her day.

ABSENCES ON DAYS OF SCHOOL-SPONSORED ACTIVITIES
If a student is not in school for any portion of the day on the same day of an extracurricular activity (dance, concert, club, etc.), the child may not attend that event. If there are unusual circumstances related to the absence, this can be discussed with the principal prior to the event.

TRUANCY

Unexcused absence from school (truancy) is not acceptable. A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in 1 month, or for seventy-two (72) or more hours in 1 school year.
If a student is habitually truant and the student's parent fails to correct the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200.

EXCUSED ABSENCES

The Board considers the following factors to be reasonable excuses for time missed at school:

- Illness
- Recovery from an accident
- Required court attendance
- Death in the family
- Observation or celebration of a bona fide religious holiday
- Such good cause as may be acceptable to the Superintendent

Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible.

If absences become excessive, a doctor's note may be required. If the school does not receive a doctor's note, it will become unexcused.

NOTIFICATION OF ABSENCE
Parents must contact the school at 330-325-7971 by 9:00 a.m. and provide an explanation. When no contact with the school is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may impact a student's grade. If the absence is unauthorized by the principal, a student may not make up the work.

TARDINESS
A student is considered tardy if she/he arrives after 8:20 a.m. but before 9:30 a.m. Chronic tardiness can be a serious problem. When children arrive at school late, we are concerned about their safety, how they feel entering the classroom when activities have already started, the disruption this causes the rest of the students, and the fact that they are not learning or displaying a responsible attitude about arriving on time. Please help your child develop the personal habit of being on time. If a child demonstrates excessive tardiness to school, disciplinary action may take place. Students who arrive after 9:30 a.m. will be considered absent for one-half of a day. A student with an early dismissal time prior to 1:30 p.m. will be marked absent one-half a day.

ARRIVAL AND DISMISSAL
Parents of children who are dropped off or walking to school should arrange to have them arrive no earlier than 8:00 a.m. There is no supervision for students before or after school. Students will be dismissed at 3:00 p.m. and are expected to take the bus home.

For the protection of all students, parents are not to go to the classrooms to pick up a student. They are to wait in the office lobby.

A child is to be picked up from school in a timely manner if the child is not utilizing bus transportation. If a child is not picked up by the close of the main office and his/her parents/guardians cannot be located, the persons listed on the emergency medical form will be contacted. If none of the persons listed can be contacted, he/she WILL BE SENT TO **LATCHKEY** WHERE YOU MAY BE FINANCIALLY RESPONSIBLE.

VACATIONS DURING THE SCHOOL YEAR
Parents are discouraged from taking their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should notify the principal in writing. It may be possible for the student to receive certain assignments that are to be completed during the trip. A note or personal contact with the teacher in advance is encouraged. State tests (grades 3-5) are given in March-April. Please avoid choosing these weeks for vacations or other appointments.

MAKE-UP OF TESTS AND OTHER SCHOOLWORK
Students who have an excused absence from school shall be given the opportunity to make up work that has been missed. Students who have been suspended will be given missed work. Students must contact their teachers as soon as possible to obtain assignments. Make-up work due to suspension must be completed by the time the student returns to school. If students miss a teacher's test due to an excused absence, they must make arrangements with the teacher to take the test.

DRESS AND GROOMING
Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that is disruptive or a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students are expected to keep themselves well-groomed and neatly dressed at all times. In addition:

- Clothing cannot have any alcohol, drug, or tobacco messages/advertisements, obscene phrases stated or implied, or sexually explicit material.
- See-through, mesh, low cut, bare midriff, backless or otherwise revealing clothing, halters, tube tops, tank tops (must have thick straps in order to be worn).
- Pants must be worn appropriately at the waist and cannot drag on the floor.
- Spandex, excessively tight-fitting, racing style, or shorter than mid-thigh shorts, skirts, or dresses, clothing with large tears/holes, or cutoffs or other ragged edged clothing is not permitted.
- Hair must be of natural colors, except on days specified as exceptions by the administration (spirit days, etc.).
- Chains, collars, and clothing with spikes are not appropriate.
- Outdoor jackets and coats are not to be worn during the school day unless extreme temperatures exist in the classroom.
- Headwear, bandanas, baseball hats, and sunglasses cannot be worn inside the building.
- Footwear must be worn. Flip flops, slippers, and high heels are not permitted.
- Visible body piercing, except ears, is not acceptable. Ear piercings are limited to three per ear. No earring is to exceed 1" in diameter.
- Outerwear must cover underwear at all times.
- **Shorts can be worn until Thanksgiving break and then again after spring break.**

This is not an all-inclusive list. Final determination of appropriate school attire rests with the school administrator. Teachers will enforce the dress standards.

Students who are representing Rootstown Elementary School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to choral performances, D.A.R.E. or any other type of presentations.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the parents. Toys should be kept at home unless the teacher permits them to be brought to school for an activity.

If a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

ELECTRONIC DEVICES

Students may not carry electronic communication devices such as computer games, pagers, hand-held computing devices, or cellular phones on school grounds unless permitted by the teacher/principal for academic reasons. Any other possessions not needed as a regular part of the school day, unless approval is granted by the principal/teacher, are also not permitted at school. Items listed above that cause a disruption at school will be kept by the teacher or principal until arrangements at home have been made to pick up the item(s). Students that receive permission to bring electronic devices to school are responsible for their safekeeping during the day. The school will not be responsible for any damaged, stolen, or lost electronic devices.

RECESS

All children will go outside for recess, weather permitting. On cold days, we use the wind chill index to decide if recess will be indoors or outside. It is the elementary school's practice that elementary school students will remain indoors when the temperature with the wind chill falls below 20 degrees Fahrenheit. Please send your child appropriately dressed for outside recess each day. All children must remain on the playground during recess activities.

We ask parents to avoid requesting to keep your child in for recess unless a doctor's note is presented.

Outdoor Recess Rules

On the playground

- Do not interfere with others' activities.
- Keep hands, feet, and objects to yourself.
- Use appropriate language.
- Students must remain on the playground where they can be seen by the adults on duty.
- If the equipment is used, the student(s) must put it back.

On the Slides

- Only one person at a time should be on the slide.
- Children should slide in a seated position.
- Children should clear the area at the bottom of the slide.

Climbing Bars

- All children should go in the same direction.
- Children should not climb or sit on the top bars (especially the monkey bars).
- Pushing and shoving are not allowed.

Swings

- One child per swing.
- Twisting or jumping off swings is not permitted.
- Swing only in a seated position.

Other Equipment

- Use only for the designated purpose.

Indoor Recess Rules

- Students are to remain in the classroom and out of the doorway during indoor recess.
- Students are to remain seated, unless given permission by the adult on duty to be out of their seats.
- Students are to be engaged in a productive activity during recess.
- Students are expected to act in an orderly manner.

PHYSICAL EDUCATION CLASS PARTICIPATION

Children with casts, slings, crutches or any other medical apparatus (such as splints or braces) MAY NOT participate in physical education class. Documentation from a physician must be sent to school detailing any restrictions to physical activity, as well as a release to participate once the injury has healed.

PBIS STATEMENT

Rootstown Elementary School's Code of Conduct aligns with the Ohio Department of Education's philosophies of Positive Behavioral Interventions & Supports (PBIS) and the correlating policies. In the elementary, PBIS focuses on the expected behaviors listed in the matrix below. The principle of PBIS is to reward positive and expected behaviors in an effort to diminish negative or problem behaviors. When negative or problem behaviors arise, it is the goal to address these concerns in the least punitive manner as possible. This may include aspects such as natural consequences, reflection logs, and/or additional assignments. Through the positive reinforcement of desired behaviors, students have the ability to earn "R-Cards" to redeem for prizes/rewards. Each week, students may have the opportunity to exchange R-Cards for rewards. Classroom teachers also utilize various classroom management and discipline plans that align with the district and elementary school PBIS goals. A copy of the Building Principal Referral Form can be found in Appendix A on pages 22 and 23. Through the use of the various action steps listed on this form, all students and staff work toward a common goal of displaying the expected behaviors throughout the school day and extinguishing problematic behaviors.

Location	Responsible	Role Model	Respect
Restroom 	• Throw your paper towels in the garbage after you wash your hands.	• Use the restroom • Wash your hands • Leave/get back to line/class quickly	• Use quiet voices • Keep the bathroom walls and stalls clean. 3 pushes of the paper dispenser.
Playground 	• Keep your hands, feet and objects to yourself • Follow directions	• Include others in your activities • Be kind - treat others how you would like to be treated. • Go to an adult when needed.	• Share and take turns • Use the equipment safely. • Use noncompetitive behavior when playing games.
Cafeteria 	• Clean up all of your wrappers off the table and floor. • Line up quietly for recess.	• Use quiet voices. • Stay in your seat unless given permission.	• Become silent when a teacher puts a thumb up.

STUDENT CODE OF CONDUCT

The Rootstown Board of Education has adopted the following Student Discipline Code. It is the staff's and student's responsibility to provide a safe and secure learning environment. Discipline is within the sound discretion of the staff and administration. The elementary school works to provide consistent and timely feedback related to the expectations set forth in the district aligned PBIS matrix. Disciplinary actions may vary based on the incident and the severity. Disciplinary actions will make every effort to reflect restorative and positive based principals. This may include times of reflection, the use of think sheets to review the issue(s) and how to change actions, and modeling sessions with peers and/or adults. There may be times, however, that punitive actions may be implemented as listed below. In these instances, due process ensures that punitive disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. During these situations, it is at the discretion of the principal and/or superintendent to determine the necessary disciplinary action.

<u>Two types of discipline are possible: Informal and Formal</u>

Informal Discipline: Informal discipline takes place within the school. It includes the following: change of seating or location, lunchtime or after-school detention, in-school suspension (including Saturday detention), or community service.

Formal Discipline: Formal discipline removes the student from school. It includes emergency removal for up to 72 hours, suspension for up to 10 school days, or expulsion for up to 180 school days. Suspension, expulsion and permanent exclusion may be appealed. Suspension from co-curricular and extra curricular activities may not be appealed.

Students being considered for suspension, expulsion, or permanent exclusion are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the charges and given an opportunity to make a defense.

If a student commits a crime while under the school's jurisdiction, he/she may be subject to school disciplinary action as well as to action by the legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

Due Process Rights: Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

Suspension from School: When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the principal will make a decision whether or not to suspend.
If a student is suspended, he/she and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension. The suspension may be appealed, within ten days after receipt of the suspension notice, to the school superintendent. The request for an appeal must be by phone, in writing, via email and/or via U.S. mail.

During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented by his/her parent(s). Sworn, recorded testimony shall be given. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

When a student is suspended, he/she will make up for class work missed during the suspension. The work is due upon his/her return to school from the days of suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned.

Expulsion from School: When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents. Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the school superintendent during which the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice.

The expulsion can be appealed to the superintendent within ten (10) days after receipt of the expulsion notification. The request for an appeal must be made by phone, in writing, via email and/or via U.S. mail. The appeal will also be formal in nature with sworn testimony before an official(s) designated by the Board of Education. Again, the right to representation is available. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

Rootstown Elementary School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it cannot be appealed. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, he/she should contact the building principal.

Listed below are examples of minor behaviors that may result in actions such as reflection time and/or a think sheet. Major problems are also listed that may result in extreme disciplinary actions such as suspension, expulsion, and/or criminal charges being filed where applicable.

Minor Problem Behavior	Major Problem Behavior
● Inappropriate language ● Physical contact ● Defiance ● Disruption ● Dress Code ● Property misuse ● Tardy ● Electronic violation ● Displays of affection ● Gum chewing ● Lying/cheating ● Violation of bus rules	● Abusive language ● Fighting/Physical aggression ● Extreme insubordination ● Harassment/Bullying* ● Criminal acts* ● Inappropriate use of electronic devices/internet ● Lying/cheating ● Verbally/physically threatening or assaulting a staff member, student, person associated with the district ● Student disorder/demonstration ● Falsification of school work, identification, forgery ● Aiding or abetting violation of school rules ● Displays of affection ● Violation of bus rules ● Unauthorized use of school or private property ● Disruption of the educational process ● Use of drugs, alcohol, or tobacco*

*Criminal acts include, but are not limited to: theft, gambling, extortion, false alarms, false reports, damaging property, possessing/using explosives or fireworks, purposely setting a fire, possession of a weapon or a “look alike toy,” trespassing, use of (or possession of) drugs, alcohol, or tobacco, etc.

Use of Drugs/Alcohol or Tobacco: A student shall not manufacture, sell, possess, use or deliver any drugs, narcotics, marijuana, alcohol, or other controlled substance nor be under the influence of drugs, narcotics, marijuana, or other controlled substance. A student shall not represent a legal substance as an illegal or controlled substance, i.e., dried parsley as marijuana. Subject to discretionary discipline, suspension or expulsion.

Possession of a Weapon/or a toy "look alike" (ex: switch-blade combs): Criminal charges may be filed for this violation. As per state law, possession of a weapon is not allowed at school. **Use of an Object** Any object that is used to threaten or harm another may be considered a weapon.

Trespassing: Schools are public facilities, but the law allows the school to restrict access on school property. When a student has been removed, suspended, expelled or permanently excluded, the student is not allowed on school property without authorization of the principal.

Disobedience/Insubordination: A student shall not fail to comply with instructions and directions of teachers, student teachers, substitute teachers, paraprofessionals, principals, other school personnel, or persons acting in a chaperone or supervisory capacity. Penalty could range from loss of recess to suspension.

Harassment: The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Discipline will be involved. Subject to discretionary discipline, suspension or expulsion. Conduct constituting harassment may take different forms, including but not limited to the following:

Bullying: Bullying offenses are not subject to discretionary discipline. They are against the law. A proven violation will result in suspension and/or expulsion.

Harassment, intimidation, or bullying in accordance with House Bill 276, means any intentional, written, verbal, graphic, or physical acts including an electronically transmitted act. Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, email, cellular telephone, personal digital assistant [PDA] or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). It can be overt or covert by a student or a group of students toward other students/school personnel with intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Any student who is a victim of bullying should immediately report the situation to the principal.

Sexual Harassment
Verbal: The making of written or spoken sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member or other person associated with the District.

Non-Verbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District. Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

Physical Contact: Threatening or causing unwanted touching, contact, or attempts at the same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

Gender/Ethnic/Religious/Disability Harassment
Verbal: Written or spoken innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.

Conducting a campaign of silence toward a fellow student, staff member or other person associated with the District by refusing to have any form of social interaction with the person.

Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member or other person associated with the District. Students who believe that they are the victims of any of the above actions or have observed such actions taken by another student, staff member or other person associated with the District should immediately take the following steps:

- If the alleged harasser is a student, staff member, or other person associated with the District other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal.
- If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the school superintendent.
- If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.
- Hazing by any school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participants may be.

Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

Notice of this policy will be annually circulated and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/ guardian handbooks.

Criminal Acts

Any criminal act will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated. Certain criminal acts may result in permanent exclusion.

SEARCH AND SEIZURE

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are not permitted. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated.

STUDENT RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. All items must meet school guidelines. Material cannot be displayed if it

- is obscene to minors, libelous, indecent or vulgar;
- advertises any product or service not permitted to minors by law;
- intends to be insulting or harassing;
- intends to incite fighting or presents a likelihood of disrupting school or a school event.

STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student or parent has suggestions that could improve the school, he/she should feel free to offer them. Written suggestions may be presented directly to the principal.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the principal.

A student has the right to a hearing if the student believes he/she has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

BUS TRANSPORTATION TO SCHOOL

The school provides bus transportation. Bus information regarding the bus schedule and routes are available by contacting the transportation supervisor at 330-325-0189. Once students are placed on the bus, they will not be removed until arrival at school or home.

BUS CONDUCT

Transportation to and from the Rootstown Schools is a privilege. Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students

Prior to Loading (on the road and at school), students must:

- Be on time at the designated loading zone.
- Stay off the road at all times while walking to and waiting for the bus.
- Line up single file off the roadway to enter.
- Wait until the bus is completely stopped before moving forward to enter.
- Refrain from crossing a highway until the bus driver signals it is safe.
- Go immediately to a seat and be seated.

During the Trip, students are expected to do the following:

- Remain seated while the bus is in motion.
- Keep head, hands, arms, and legs inside the bus at all times.
- Not litter in the bus or throw anything from the bus.
- Keep books, packages, coats, and all other objects out of the aisle.
- We also ask our students to be courteous to the driver and to other bus riders.
- Not play games, cards, etc.
- Not tamper with the bus or any of its equipment.
- Sit straight and talk quietly.
- Refrain from eating or drinking on the bus, including chewing gum or candy.

Leaving the bus, students are expected to:

- Remain seated until the bus has stopped.
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe.
- Always be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless he/she has proper authorization from school officials.

Penalties for Infractions: A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus. Disciplinary actions for bus infractions will mirror those of school based disciplinary actions listed above. All staff will work to align his/her disciplinary actions to align with the district-wide PBIS matrix and system.

Rootstown Elementary and the bus drivers may include interventions to prevent bus suspension and/or expulsion such as:

- Conferences with driver, parent, principal, and/or student
- Think sheets
- Reflection time during lunch/recess
- Peer and/or adult modeling of appropriate behavior, etc.

Any severe behavior may result in the immediate removal from riding the bus as determined by the principal and/or superintendent.

SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES (BOARD POLICY)

Students on a bus or other authorized Board of Education transportation vehicles 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 for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the superintendent or designated District personnel.

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program will be made available upon request.

Appendix A

Rootstown Elementary Office Referral to the Principal

Name: _____

Date: _____ **Time:** _____ **Grade:** K 1 2 3 4 5

Referring Staff: _____

Teacher's Name: _____

Location:

Cafeteria Hallway Restroom Classroom Playground Other: _____

What happened? _____

_____

Who else was involved? _____

Is this the first offense?_____ **If not, how many times has this occurred?** _____

What PBIS interventions have you tried to improve the behavior? _____

_____

Minor Problem Behavior	Major Problem Behavior	Possible Motivation
Inappropriate language Physical contact Defiance Disruption Dress Code Property misuse Tardy Electronic Violation Other _____	Abusive language Fighting/ Physical aggression Defiance/insubordination Harassment/Bullying Electronic Violation Lying/ Cheating Skipping class Other _____	Obtain peer attention Obtain adult attention Obtain items/activities Avoid Peer(s) Avoid Adult Avoid task or activity Don't know Home issues Other _____

Administrative Decision

Modeling appropriate behavior Loss of privilege Time in office School Service Conference with student Parent Contact	Problem Solving Log In-school suspension (____hours/ days) Out of school suspension (_____ days) Other _____

Problem-Solving Log

Name: _____ Date: _____

Describe the problem in your own words. Remember, use an "I statement."

_____
_____
_____
_____

What happened?

- ❏ Somebody teased or hit me
- ❏ Somebody looked at me funny
- ❏ I did something wrong
- ❏ No one was listening to me
- ❏ I did not like something
- ❏ Somebody else started it
- ❏ Somebody took something of mine
- ❏ Someone told me to do something

Who was involved?

Friend Brother or Sister Classmate Teacher Another Adult Another Student

Extra Details:

1. Where did it happen?

   At home On the bus Hallway Classroom Playground Cafeteria
   Other_____

2. How did you feel? Angry Sad Scared Happy

3. What did you do to solve the problem?

- ❏ Hit or kicked
- ❏ Yelled
- ❏ Broke something
- ❏ Told an adult
- ❏ Ran away
- ❏ Stopped and thought about my choices
- ❏ Ignored it
- ❏ Refused to do my work
- ❏ Cried
- ❏ Used mean words
- ❏ Used inappropriate language

4. How well did it work?

Poorly Not So Well Okay Good Great

What could you do differently next time?

_____
_____
_____

_____ _____
Student signature Date

_____ _____
Principal signature Date

ACKNOWLEDGEMENT OF THE

2022-2023

Student and Parent/Guardian Handbook

Student Name:_____

Teacher:_____

Grade:_____

My child, _____, and I have reviewed and understand the Rootstown Elementary School Student/Parent/Guardian Handbook.

_____ _____

Signature of Parent/Guardian Date

Please return this signed form to your child's homeroom teacher by Friday, September 2, 2022