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**Andrew J. Rickoff School**

2022-2023

**Parent Handbook**

**School Year 2022 – 2023**

**Ms. Shelby Schutt, Principal**

**Ms. Jennifer McDade, Assistant Principal**

**Mrs. Kim Smith-Elder, Secretary**

**Mr. Farrell Thomas, Dean of Student Engagement**

**Welcome**

The Andrew J. Rickoff School administration, faculty, and staff would like to welcome you and your family to our school and to another productive and successful school year. Studies show that parent support is essential in the development of students and makes a tremendous difference on how successful students will be in school and in life. This handbook will highlight important information for parents and students, various dates and school events, and contains contact information for Andrew J. Rickoff. If at any point in the year you have a question, please call the school at *216-838-4150* or come to the school and talk to a school administrator. We are here to help serve you and your student(s).

**Registration**

In CMSD, all regular education students may be registered at any CMSD school of their choice. The building secretary will help assist any parent with new enrollment and relocation of a student. Enrolling students can be a long process but there are some things that can help expedite the process. If you have the items listed below, it will go a long way in speeding the enrollment and transfer process.

* Rent/mortgage deed
* Utility bill (water, electric, gas)
* Immunization record

If you have a student that is in special education, you must report to ***1111 E. Superior Ave., Office of Special Education***, to enroll your student.

**Hours of Operation**

* School Hours: 7:15am-2:05pm
* Office Hours: 7:30am-3:00pm

**Important Numbers**

* School: 216-838-4150
* Transportation: 216-838-4287
* Student Registration: 216-838-5437
* Special Education: 216-838-7733

**Attendance**

* Attendance every day is important for **ALL** students between the ages of 5-18.
* Parents/Guardians need to encourage their student(s) to attend school every weekday. In case of an absence, provide the school with a written explanation as to why, meet with your student’s teacher to receive and submit all missed work.
* An excused absence is defined as: personal illness, illness in the family, quarantine of the home, death of a relative, observance of a religious holiday, medical/dental appointments, college visit, and emergency circumstances. Any other absences are considered **UNEXCUSED**.
* Teachers are not required to provide work for students who have an **UNEXCUSED** absence; Suspended students are considered **ENEXCUSED.**
* Students with severe health impairments may qualify for home instruction (contact **Special Education Department**)
* Making up class work, homework, quizzes/tests when a student is absent is essential. Contact your student’s teacher.

**Morning Arrival**

* The doors to AJ Rickoff will open at 7:15 am for bus riders and cab services. We are

asking all car riders to plan to arrive by 7:35am. Upon entry, students will receive a

temperature scan and proceed through the security checkpoint. Students must stand at least 3

feet apart on the markers outside of the far-right entry door, closest to the metal

detector.

* Doors open at 7:15am and students report directly to the cafeteria. Pre-K students report to their classrooms.
* K-4th grade students will remain in the cafeteria until their teacher comes to pick them up; 5th-8th grade students must remain in the gym until their teacher picks them up.
* **\*\*\*\*PARENTS WILL NOT BE ABLE TO WALK THEIR STUDENT TO CLASS AND WILL NOT PERMITTED TO SIT WITH THEIR SCHOLAR AT BREAKFAST. PARENTS WILL BE STOPPED AT THE FRONT OF THE SCHOOL.\*\*\*\***
* Students that arrive after 7:55am are considered tardy and must receive a tardy pass.
* **\*Excessive tardiness will warrant a phone call home and possibly written communication/visit from a district attendance liaison\***
* Once a student arrives on school property, that student must remain on school grounds; otherwise, that student will be considered TRUANT from school and could face serious consequences from the 4th District Police Department
* **ONCE ON SCHOOL PROPERTY, STUDENTS WILL NOT BE PERMITTED TO GO TO THE GAS STATION NEXT TO THE SCHOOL FOR ANY REASON.**

**Dismissal**

* Between 1:40pm-2:05pm, no student will be permitted to be picked up early. If there is an emergency, please call the school beforehand.
* Pre-K students that are getting picked up, will be able to pick up their student in the classroom.
* Yellow bus riders will be dismissed at 2:05pm.
* Parents that pick up student(s) will be at Door 6 (parking lot on E. 147th Street).
* Day care students will be at dismissed from the back doors of gym (E. 146th Street parking lot).
* **\*Parents, we ask that you make every effort to schedule doctors’ appointments after school hours\***
* This year, we will have volunteers that are part of the “Safe Street, Safe School” initiative that will help ensure your student gets to and from school safely, every day.

**Early pick up of Students**

* Provide a written note to teacher or call the Main Office
* Report to Main office and inform the secretarial staff of the reason for visit
* Sign your student out on the “Early Dismissal” Log
* Wait for your student to be called down to the office

**Parent Visitation**

To avoid any interruption of the instructional day, please leave any forgotten items with the name of the student and his/her homeroom number and the items will be delivered to your student at an appropriate time. We encourage all parents to visit with their student’s teachers as possible; however, for the conference to be effective, the teacher should be given at least 24 hours’ notice to prepare and serve your needs for you and your student.

**Emergency School Closing**

CMSD has a phone system that will call each family’s home in the event of inclement weather or emergency situations due to technical problems at the school. Along with a call, on all major news stations there will be information regarding any school closures as well as on the district website. We encourage parents to always update any contact information in case of an emergency.

**Academic Culture**

One of the most important things that we all must remember as partners in your student’s education is that the building environment should be conducive for learning. In other words, there should be minimal disruptions during the school day that distracts students from focusing on their lessons. Parents, if your student has informed you any reason that disrupts their learning environment or is not able to concentrate in school, please contact a building administrator right away so that we can address the situation immediately.

**Cellphone/Smartphone/Electronic Device Policy**

Cellphones/smartphones and electronic devices are not permitted to be used in school or any school related functions.

Students will keep their phones in the locked cell phone storage bins during the school day. Please note that having the phone on vibrate or silent means the phone is on. In case of an emergency during the school day, the students can use the classroom phone with the teacher’s permission.

The principal or any other staff member has the right to confiscate these devices from any student who possesses or uses the device on school property which includes the school yard and parking lot and any school sponsored activity.

Please note that it is also against Cleveland Municipal School District policy for phones to be used on the bus and the use of a phone can lead to loss of bus privilege.

Please see the student code of conduct on p. 9, 10, and 11:

OPRIATE USE OF CELLULAR PHONES AND ELECTRONIC DEVICES

*“The District is committed to providing a safe, positive and productive learning environment*

*for its students. The District recognizes that, depending on how they are used, cellular phones*

*and other electronic devices can be either a valuable learning tool or a source of disruption*

*in the learning environment. In order to maintain a secure and orderly learning environment,*

*student use and possession of cellular phones and other electronic devices shall conform to*

*the appropriate use standards of this policy.*

*Students may possess cellular phones and other electronic devices on school property and*

*school-sponsored transportation, as long as the student’s use of the cell phone or electronic*

*device is limited to appropriate uses as defined by this policy. Any other use of cellular phones*

*and other electronic devices on school property, while on school-sponsored transportation,*

*or while engaging in school-sponsored activities is prohibited. When not using their cell phone*

*or other electronic device for an authorized, appropriate purpose, students are responsible for*

*keeping their cell phones and electronic devices powered completely off (not simply in a “vibrate,”*

*“silent,” or “airplane” mode) and stored securely in a purse, backpack or locker.*

***Authorized Uses of Cell Phones and Electronic Devices:***

*The District has determined that the following uses of cell phones or electronic devices by student*

*may be appropriate:*

*a) Appropriate use of cell phones and electronic devices as specifically authorized by a teacher*

*for the purpose of assisting in an educational process. A teacher’s authorization to use a*

*cell phone or electronic device is considered to cease upon notification by the teacher, a*

*student’s completion of the specifically authorized task or a student’s dismissal from the*

*classroom, whichever occurs first.*

*b) Appropriate use of cell phones and electronic devices before the beginning or after the end*

*of the instructional school day.*

*c) Communications with a student’s immediate family members in the event of a Districtwide*

*or schoolwide emergency as defined by the building administrator.*

*d) Communications with a student’s immediate family members authorized by a building staff*

*member and that take place under the supervision of the authorizing staff member.*

*e) Use of cell phones or electronic devices as authorized pursuant to an Individual Education*

*Plan (IEP), a Section 504 Accommodation Plan, or a Health Care/Medical Plan with*

*supportive documentation from the student›s physician.*

***Unauthorized Uses of Cell Phones and Electronic Devices***

*Although students are empowered to use cell phones and other electronic devices in specific,*

*appropriate ways as described above, students are never authorized to use a cell phone or*

*electronic device for the following purposes:*

*a) In violation of any other section of the Student Rights and Responsibilities, including, but not*

*limited to the District’s prohibitions against cheating, posting or distributing materials that*

*disrupt the educational process, intimidation, threatening to injure or harm others, use of*

*profane or abusive language, hazing, bullying, disrupting the school environment, and failure*

*to adhere to school culture or directives of school personnel.*

*b) In any manner that creates a disruption on or impacts the safe operation of school*

*transportation.*

*c) To commit a crime, under federal or state law.*

*d) To violate another person’s reasonable expectation of privacy by using cell phones or other*

*electronic devices in locker rooms, restrooms, or any other changing areas.*

*e) To take photographs, audio recordings, or video recordings of other individuals, including*

*other students, teachers, administrators, staff members, or members of the community*

*without the explicit authorization of all individuals being photographed or recorded.*

***Corrective Action***

*Any student who chooses to possess or use a cell phone or electronic device in a matter that*

*does not conform to the appropriate use expectations of this policy may be subject to any of*

*the following:*

*a) A verbal reminder of expectations for appropriate use of cell phones and electronic devices*

*and a request that a student modify their cell phone or electronic device use to meet the*

*expectation of this policy.*

*b) Confiscation of the cell phone or electronic device by a teacher or administrator and return*

*or the cell phone or electronic device at the end of the class period.*

*c) Confiscation of the cell phone or electronic device by a building administrator to be identified*

*and stored in a safe location in the building’s main office until the end of the school day.*

*d) Written notification to the student’s parent, guardian, or legal custodian by the*

*building administrator.*

*e) Confiscation of the cell phone or electronic device by a building administrator to be identified*

*and stored in a safe location in the building’s main office until the student’s parent, guardian,*

*or legal custodian comes to the school to retrieve the cell phone or electronic device.*

*Repeated or chronic violations of the cell phone and electronic device acceptable use policy*

*constitute a Level 2Q offense.*

*Refusal to surrender a cellular phone or electronic device to a teacher or administrator attempting*

*to confiscate it pursuant to this policy constitutes a Level 2I offense.*

***Responsibility/Liability***

*Any student who chooses to bring a cellular phone or other electronic device to school shall do*

*so at his or her own risk and shall be personally responsible for the security of his or her cellular*

*phone or electronic device. The District and its employees will assume no responsibility or liability*

*for loss, theft, damage or vandalism to a cellular phone or other electronic device brought onto*

*school property, or for the unauthorized use of any such device.”*

**Emergency Card Information**

Every quarter, parents are going to be required to submit **CURRENT** information for emergency purposes. In case of an emergency, we need to be able to contact a parent or guardian. If there is a custody issue, the office **MUST** be provided with the legal documentation to prohibit certain people from picking up a student. If there is any concern, building administrators will make every effort to ensure that the person wanting to pick-up a student has the authorization of the parent.

**Dress Code Policy**

The guidelines are as follows:

Students may not wear:

clothing that is see-through

clothing where the buttocks or torso is exposed

clothing or accessories which show profanity, obscene words or pictures, sexually suggestive statements, violence, or incitement to violence

clothing representing gang-related activities

clothing where the entire thigh is exposed, such as micro minis or short shorts.

bathing suits or cut-offs

the wearing and carrying of tobacco promotional items, or items promoting controlled substances (drugs) and/or alcohol

clothing where undergarments are exposed

clothing that has text or visual images that is libelous, bullying, constitutes harassment or discrimination

hood of hooded shirt, hat/cap, or other head covering on or over student’s head

CMSD believes that wearing school uniforms is one way to create and maintain a positive learning environment, while keeping the ideas of safety, discipline, and school unity in mind. Therefore, we will enforce the district decision to enforce dress code. Attire that disrupts the learning environment, creates a potential safety hazard, or is not in compliance with the adopted district-wide policy is prohibited.

**Cyber Bullying Policy**

Cyber bullying of students or school personnel at any time and at any location by students is prohibited. Cyber bullying is defined as the use of information and communication technologies such as email, cell phone, text messages, instant messaging defamatory websites and defamatory online personal polling web sites, to support, deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others. Examples are as follows:

* Posting rumors/racial slurs, making threats, and discussing threats about students or school personnel on the web
* Sending an email or instant message that is intimidating or threatening or so numerous as to create an excessive cell phone bill
* Using a camera to take and send embarrassing photos
* Posting misleading or fake photos on websites

If cyber bullying, as determined by an administrator, has occurred, all District Safety and Security are alerted and the disciplinary action that may occur follows a Level III in the CMSD Student Code of Conduct book.

**Photography/Videotaping**

CMSD authorizes the use of video cameras on school property and transportation vehicles to ensure health, wealth, and safety of all staff, students, and visitors to the CMSD schools or property. Video recordings may become a part of a student’s educational record. The district shall comply with all state and federal laws related to record maintenance and retention of such equipment in the use of any legal investigation.

**Moving out of District**

If your family is moving, please notify the school one week prior to the student’s departure. This will ensure that all materials have returned to faculty members and the appropriate records have been prepared to forward to the next school of record.

**Parent Involvement**

We are encouraging parents to be part of our PAC (Parent Advisory Committee). Meetings will be held every third Thursday of each month from 9:30am-10:30am. PAC meetings help plan school events as well as receive information that is beneficial to parents and their families. There are many services that parents have access to by attending meetings.