

PARENT/STUDENT INFORMATION



Parma City School District

www.parmacityschools.org

Board of Education

John Schweitzer, President
Steve Vaughn, Vice President
Cynthia Lee Bratz
Amanda Karpus
Jack C. Krise, Jr.

Administration

Charles Smialek, Ph.D., Superintendent
Sean Nuccio, Chief Financial Officer
LaShonda Abdussatar, Principal
Allie Baczkowski, Dean of Students



RENWOOD ELEMENTARY SCHOOL
HOME OF THE BEARS!



SCHOOL TELEPHONE NUMBERS

Principal	Mrs. LaShonda Abdussatar	(440) 885-2338
Dean of Students	Mrs. Allie Baczkowski	(440) 885-2391
Secretary	Mrs. Susie Lees	(440) 885-2338
Clerk	Mrs. Mary Ramirez	(440) 885-2339
Cafeteria	Mrs. Kathy Sambor	(440) 843-1502
Extended Day Care	Mrs. Jeannie Kesterson	(440) 885-2473
Nurse	Mrs. Carol Maitland	(440) 885-7092
Clinic Aide	Ms. Jessica Kmiecik	9:00 AM - 3:45 PM daily
Home Liaison	Mrs. Lisa Willman	(440) 885-8499

District Web Site - www.parmacityschools.org

Message from Mrs. Abdussatar, Principal

It is with great pride and pleasure that you are welcomed to the Parma City School District and to Renwood Elementary School.

We are pleased to provide this information for all students and parents. Whether you are a new student, or a returning student, this provides the relevant information needed to have a successful year. Included you will find Renwood's policies and procedures as well as our vision, mission and core beliefs about education. Please take the time to carefully read and review the appropriate information with your child.

Please retain this as a reference guide for any questions you may have throughout the school year. It is imperative that the school, district, and home, work together on behalf of our students to provide the best possible learning environment. The ultimate goal of our school is to equip our students with the necessary skills, to have lifelong success.

The staff at Renwood will be available to discuss concerns per your request. Please contact us if you have any questions, concerns, or comments. We are looking forward to our partnership on behalf of your child. Also, visit our building website at www.parmacityschools.org.

DAILY TIME SCHEDULE

7:00 - 9:15 AM	Extended Day Care
8:50 - 9:10 AM	Breakfast served to students in Cafeteria
9:10 AM	Students admitted into school building - ORGANIZE FOR DAY
9:20 AM	Tardy Bell - Grades K - 4 - SCHOOL DAY BEGINS!
11:40 - 12:40 PM	1 st Lunch for students and staff
12:40 - 1:40 PM	2 nd Lunch for students and staff
3:30 PM	Grades K-4 dismissed
3:30 - 6:00 PM	Extended Day Care

PARMA CITY SCHOOL DISTRICT
MISSION STATEMENT

The District will educate, nurture and graduate engaged students who are critical thinkers and problem solvers prepared to communicate, collaborate and contribute to a global society.

RENWOOD ELEMENTARY SCHOOL
PARMA CITY SCHOOL DISTRICT



VISION STATEMENT

At Renwood Elementary we will empower our students to be life-long learners and problem solvers.

MISSION STATEMENT

At Renwood Elementary we will partner with family and community to prepare our students for life-long learning and problem solving. We will challenge each student to achieve his or her fullest potential.

COLLECTIVE COMMITMENTS

- We will **foster** a nurturing environment where students feel safe, valued and confident.
- We will **establish** clear expectations with comprehensive positive behavior supports.
- We will **develop and maintain** positive relationships within our school community through collaboration and teamwork.
- We will **provide** diverse instructional strategies that increase learning by promoting collaboration, communication, creativity and critical thinking for all students.
- We will **create** engaging activities that encourage and motivate students and staff.
- We will **empower** students to set academic and behavioral goals and monitor their growth.
- We will **use** data to reflect on the effectiveness of our teaching strategies based upon students' overall performance.

KNOW THE SCHOOL DISTRICT

The roles of the school personnel are provided to help you direct questions and comments to the proper member of the educational team.

The Teacher: *is the first contact for information about your child's progress or classroom concern.* Many times questions can be answered quickly and conveniently if the teacher is the first person you contact. He or she is the expert in curriculum and your child's instruction and can best speak of what takes place in the classroom.

The Principal: facilitates the education of the students enrolled in the school. Her duties include:

- Overseeing an effective instructional program that meets curriculum needs.
- Developing and maintaining a rapport with students, parents and teachers.
- Helping to solve school-related problems among students, staff, parents and community members that are not able to be solved with teachers directly or that are broader than a single classroom.
- Communicating school news to the community.

The Superintendent: and his team of Central Office Administrators manage the day to day operations of the schools.

Their responsibilities include:

- Planning curricula that meet the needs of all students.
- Providing materials, personnel and facilities necessary to carry out effective educational programs.
- Establishing policies and rules of attendance and behavior that create an atmosphere conducive to learning.
- Making future plans based on the needs of the student.

The School Board: sets the general philosophy and overall policies for the school corporation. The Board's duties include:

- Setting policies, rules, regulations that provide an effective educational atmosphere.
- Providing a budget to assure a quality education for all students.
- Enforcing state and federal laws.



RENWOOD ELEMENTARY - STAFF ROSTER - 2020 - 2021



Principal	Dr. LaShonda Abdussatar	Office
Dean of Students	Mrs. Allie Baczkowski	Office
Secretary	Mrs. Susie Lees	Office
Clerk	Mrs. Mary Ramirez	Office
Kindergarten	Mrs. Ashley Banes	101
	Mrs. Rebecca Midea	103
Grade One	Mrs. Susan Chema	105
	Mrs. Patty Martonchik	114
Grade Two	Mrs. Patricia Gainer	117
	Mrs. Kim Karaffa	119
Grade Three	Mrs. Mary Stewart	120
	Mrs. Melissa Fifer	123
	Mrs. Stefanie Albright	125
Grade Four	Mrs. Ann Scott	122
	Mrs. Terry Caskey	124
Inclusive Teacher	Dr. Carol Carrig	116
Inclusive Teacher	Mrs. Dawn Cucci	100
Speech Pathologist	Mrs. Vanessa Spring	108
Psychologist	Mrs. Elizabeth Chech	108
Title I Teacher	Ms. Jelena Akovic	115
Title I Teacher	Mrs. Lauren Watson	115
TGG/Literacy Building Specialist	Mrs. Rebecca Loyd	118
Physical Ed	Mrs. Peggy Clark	115
Vocal Music	Mr. Steve Smith	107
Art	Mrs. Nancy Conlon	102
Gifted Teacher		

Occupational Therapist	Mrs. Julie Peacock	111
ELL Teacher	Mrs. Renata Jenkins	Showcase
Special Ed. Asst.	Mrs. Deanne Csuti	100
Special Ed. Asst.	Ms. Donna Richardson	116
AM Hall Monitor	Mrs. Dana Claudio	
PM Hall Monitor	Mrs. Valerie Coyle	
Student Support Specialist	Mrs. Lisa Willman	Conf. Room
Guidestone Counselor	Ms. Liz Marconi	Conf. Room
Media Specialist	Mrs. Stephanie Mohler	Media Center
Media Asst.	Mrs. Rosemary Bogdas	Media Center
Nurse	Mrs. Carol Maitland	Clinic
Medical Asst.	Ms. Jessica Kmiecik	Clinic
Café Manager	Mrs. Kathy Sambor	Kitchen
Café Asst.	Mrs. Sandy DiNapoli	Kitchen
Custodian	Mr. Dave Brow	
Cleaner	Ms. Marissa Ponsford	
Breakfast Monitor	Mrs. Valerie Coyle	MP Room
Noon Monitors	Mrs. Cyndi Fenohr	
	Mrs. Jessica Fitzpatrick	
	Mrs. Kelly Kazimore	
	Mrs. Shannon Robertson	
	Mrs. Sharon Stricko	
EDC	Mrs. Jeannie Kesterson	AM/PM
		AM
	Mrs. Tracy Palazzo	PM

2021-2022 SCHOOL YEAR CALENDAR - Subject to Change



August 18	Class Lists posted on front doors - grades 1 - 4
August 19	Open House - 4:00 - 6:00 PM
August 23	First Day of School for Students - grades 1-4 + K Testing
August 24	Kindergarten Testing
August 25	Kindergarten Testing
August 26	K Class Lists posted on Door 6 - Kindergarten First Day - Last Name A - L
August 27	Kindergarten First Day - Last Name M - Z
August 30	All Kindergarten Students attend together
September 06	Labor Day - No School for Students
October 08	NEOEA Day - No School for Students
October 20	School Picture Day
October 22	End of 1 st Grading Period - NO SCHOOL - TEACHER INSERVICE
November 02	ELECTION DAY - NO SCHOOL FOR STUDENTS - PROFESSIONAL LEARNING DAY FOR TEACHERS AND STAFF
November 04	Evening Parent/Teacher Conferences - 5:00 - 7:45 PM
November 24 - 26	Thanksgiving Recess - No School for Students
November 29	Classes Resume
December 20- January 02	Winter Recess
January 03	Classes Resume
January 14	End of 2 nd Grading Period - NO SCHOOL - TEACHER INSERVICE
January 17	Dr. Martin Luther King Day - No School for Students
January 20	Evening Parent/Teacher Conferences - 5:00 - 7:45 PM
February 21	Presidents' Day - No School for Students
March 18	End of 3 rd Grading Period - NO SCHOOL - TEACHER INSERVICE
March 21 - 25	Spring Break - NO SCHOOL FOR STUDENT
March 28	Classes Resume
April 06	Spring Picture Day
April 15	Good Friday - NO SCHOOL FOR STUDENTS
April 18	Easter Monday - NO SCHOOL FOR STUDENTS
May 03	ELECTION DAY - TEACHER LEARNING DAY - NO SCHOOL FOR STUDENTS
May 19	COSI ON WHEELS - Uncovering the Universe
May 30	Memorial Day - NO SCHOOL
June 03	Last Day of School for Students - Report Cards - K - 4

2021-2022 TESTING DATES

Fall

2nd CoGat - 10/12 - 10/15
3rd ELA - 10/24 & 10/26

Spring

4th ELA - 4/5 & 4/6
3rd ELA - 4/7 & 4/8
3rd Math - 4/20 & 4/21
4th Math - 4/27 & 4/28

PTA Meetings

All meetings begin at
6:00 PM
Location - TBA

CONTENTS - SCHOOL PROCEDURES

Absence Reporting	8
Annual Refresh Forms	8
Appointments During the School Day	8
Arrival at School	8
Assemblies	9
Assignment Notebooks	9
Bicycles	9
Birthdays and Other Special Events	9
Care of Materials	9
Chewing Gum	9
Choir	9
Dismissal of Students	9
Fees	9
Field Trips	10
Fire, Tornado, and Safety Drills.....	10
Illness and Accidents	10
Lost and Found	10
Media Center	10
Parent Teacher Association - (PTA)	10
Photo Refusal Form	10
Physical Education Participation and Dress	10
Prohibited Items	11
Recess	11
Returning to Building After School.....	11
Safety Patrol	12
Student Incentives	12
Telephone Usage	12
Testing	12
Withdrawal from School	12

ABSENCE REPORTING

Parents must notify the school office when their children are absent from school. The procedures for reporting children absent from school are as follows:

- A parent/guardian must call the school office and report a child's absence by 9:30 a.m. The school telephone number is (440) 885-2338. School office hours begin at 8:00 a.m. The student's name, teacher, reason for absence, and length of absence must be given. If a child is reported absent for more than one day, only the initial call is necessary, unless the length of absence extends beyond the duration stated in the first call.
- The office voice mail may be called after school hours, from 4:15 p.m. to 8:00 a.m., to record student absences. To reach voice mail, dial (440) 885-2338 and wait for the recorded message.
- In the event that the school has not received absence notification, office personnel will attempt to contact the home or workplace to confirm the student's absence.
- Any request for missed work must be made at the time of the absence call. A morning call by 11:00 a.m. will result in homework being ready for pick up at 3:30 p.m. Any request made **after 11:30 a.m. will result in homework being available the following day at 3:30 p.m.** All work must be picked up in the office after school or may be sent home with a sibling.
- Students are responsible for making up all work missed during an absence. Other than for a planned absence, the number of days allowed to make up work will be equal to the number of days absent.
- Requests for planned absences must be submitted five (5) days prior to the absence in order to receive work ahead of time. All assignments will be sent home on the last day of attendance prior to the planned absence. Teacher discretion will be used in determining the appropriateness of any assignment. All completed work is due on the day of return to school. No make up work will be provided without prior notice from parents.
- Students must have no tardies or early dismissals to qualify for perfect attendance recognition in any month or quarter.

ANNUAL REFRESH FORMS (Formerly known as Blue Emergency Contact Cards)

Annual Refresh forms are required by law. Office procedures require that this form be filled out EACH YEAR. This must be filled out completely and include three (3) working telephone numbers and alternate persons to contact in the event parents/guardians cannot be reached first. Be sure to complete the entire form, electronically sign, and submit it to school promptly. Please keep the emergency information up to date by notifying the school of any changes.

Any medical concern for a student must be reported to the school via the Annual Refresh Form at the beginning of each school year.

APPOINTMENTS DURING THE SCHOOL DAY

All appointments made for students should be scheduled for after school. If it is necessary to pick up a child early from school, however, please note the following:

- All visitors must report to the office upon arrival for any reason.
- A note must be sent to the teacher specifying the time of departure.
- An adult must come into the office to sign the child out. The adult must meet the child in the office. Students may not leave the building alone.
- If the adult is not the parent, the note must indicate who will pick up the child. This person will be required to show identification in the office.
- If the child returns to school on the same day, the child **MUST** check in at the office upon returning.
- No child will be released to an unauthorized person.

ARRIVAL AT SCHOOL

Children should arrive at school no earlier than 9:00 a.m. Arrival for breakfast is permitted at 8:45 a.m. There is no supervision before these times as teachers present are responsible for lesson preparation and teacher meetings; therefore, students arriving early will remain outside until 9:10 a.m. Students are to be reminded that there is to be no use of playground equipment before school.

A student is considered tardy if he/she arrives after 9:20 a.m. Students who are tardy must report directly to the office upon entering the school. Excessive tardiness will result in required parent conferences and further school action.

ASSEMBLIES

A variety of assemblies and educational programs are scheduled each year for our students. During such assemblies, students are able to gain information, be entertained, and practice appropriate social skills through the demonstration of courteous behavior. Since these programs are considered supplemental to the regular instructional program, participation may be withheld for those students demonstrating inappropriate classroom or school behavior.

ASSIGNMENT NOTEBOOKS

Assignment notebooks are provided for all students in grades three and four. Lost notebooks will be replaced at the actual cost of \$5.00.

BICYCLES

Students are permitted to ride bicycles to and from school. Bicycles must be kept in the rack provided, and locks are recommended. All bicycles must be walked while on school property. Please note that all students riding bicycles to and from school should wear a protective helmet. Students are not permitted to use roller skates, rollerblades, skateboards, or scooters to travel to and from school. These items are not allowed at school at any time. Failure to follow all of the above rules will result in the loss of bicycle riding privileges.

BIRTHDAYS AND OTHER SPECIAL EVENTS

Gifts for students may not be delivered to school. Balloon deliveries, gift baskets, flowers, etc. disrupt the educational process for all students. Please check with the classroom teacher before sending to school any type of birthday or other treat for the class.

CARE OF MATERIALS

The Parma Board of Education provides many educational materials necessary for students, including textbooks, computers, and equipment. Students are responsible for the care and return of books and equipment used. Textbooks should not be covered prior to teacher directions. Replacement costs will be charged for lost or damaged materials, including textbooks and library books. Students are responsible for keeping their desks in good order, and for contributing to keeping classrooms, halls, and restrooms clean. Students will be fined for damages they cause to any school district property. The amount of the assessed fine will be equal to the amount necessary for repair or replacement of the property as determined by the school administration.

CHEWING GUM

Due to safety, hygiene, and cleanliness concerns, student gum chewing is prohibited at all times in the building.

CHOIR

The Renwood school choir is open to all third and fourth graders. Choir rehearses twice a week and will begin in September. There is a minimal \$10 fee for choir participation which is due by September 20th. Fees are non-refundable. The choir is directed by adult(s) paid through school district supplemental contract(s).

DISMISSAL OF STUDENTS

Any changes to a student's usual means of transportation home must be communicated to the office in writing. Dismissal will begin at 3:30 p.m. Parents picking up children should follow announced procedures. Please heed all safety precautions when picking up students. District security and/or local law enforcement may at times be on the premises to assist in traffic situations. **To ensure the safety of our children, caution and the adherence to our rules must be practiced at all times.** Student dismissal plans from parents to students should be made before the school day begins. In the event of a change of plans, we will try our best to relay messages to students, **but cannot guarantee they will be delivered.**

FEES

Each student will be assessed a school fee per the direction of the Board of Education. Fees are used to purchase consumable materials for student use, including but not limited to, art supplies, music supplies, workbooks, laminating materials, assignment books, student periodicals, computer supplies, and writing paper. The fee amount will be set each year and communicated to parents at the beginning of the school year. **Fee payments are due by November 2.** Parents with circumstances that prevent the payment of fees should contact the school as soon as possible to discuss the situation on an individual basis. This may include making arrangements for partial payments throughout the school year or securing a fee waiver. Unpaid school fees are cumulative year to year.

FIELD TRIPS

Students may be involved in one or more field trips in a school year. Permission slips are always required to participate. Fees for admission are generally collected and are non-refundable.

FIRE, TORNADO, AND SAFETY DRILLS

Fire, tornado, and safety drills will be conducted in accordance with Ohio law. Each teacher will provide students with specific instructions about procedures to follow during such drills. When the fire alarm sounds, students not in a classroom should exit through the nearest door. To ensure the safety of all students it is mandatory that order and silence be maintained throughout the drill procedures. In the event of a blocked exit, teachers will give students emergency instructions. During tornado or safety drills, students will take cover in assigned areas. Order and silence must be maintained at all times.

ILLNESS AND ACCIDENTS

Parents will be notified immediately of any accident and as soon as possible of any illness. The school is permitted to administer minimal first aid for minor injuries only. Serious injury/illness situations will be immediately referred to emergency health personnel for further care. A student that displays a temperature of one hundred (100) degrees or higher and/or becomes ill will be referred to the office/clinic and sent home as soon as possible with the parent or emergency contact card designee. Under no circumstance will sick children be allowed to return to class due to possible contagious condition. No child may come to school with a rash unless accompanied by a doctor diagnosis of it as non-communicable.

LOST AND FOUND

All clothing, book bags, lunch boxes, and other supplies must be labeled with the student's full name. Objects lost and turned in to the office will be placed in a "lost and found" area. Please have your child check or parents should arrange with the office to check for lost items. At the conclusion of the school year all unclaimed items will be donated to charity.

MEDIA CENTER

The media center has an open library policy. Students may come between 9:20 a.m. and 3:30 p.m. each day to exchange materials. Student loans are limited to one (1) book for Kindergarten, two (2) books for grades 1-2, and three (3) books for grades 3-4. All books may be kept for a period of up to two (2) weeks. Items should be returned as soon as possible to be available for others. An overdue list is compiled weekly and given to classroom teachers. Any child on the overdue list may not take out additional items until all materials are returned. Lost library books and materials shall be replaced at the actual cost and parents shall be responsible for payment for such lost item. Unpaid library debt can result in loss of library privileges.

PARENT TEACHER ASSOCIATION

The Renwood Elementary PTA is an active organization that works on behalf of all students, staff, and the community in general. By joining PTA, membership is automatically included for both Ohio and National PTA. Consider becoming a partner in supporting your child's school. Our membership goal is 100% of both parents and staff. Parental support is an integral part of maintaining a quality education for all children. Should you wish to become actively involved in our PTA, contact the office for the name of the president and/or membership chairperson. Important information regarding PTA can be found in the Renwood newsletter.

PHYSICAL EDUCATION PARTICIPATION AND DRESS

All students are required to actively participate in physical education activities with the following exceptions:

- A written request from parents is received for short-term (one class) non-participation due to illness or minor injury.
- A doctor's excuse is received for long-term (one week or longer) non-participation. The doctor's excuse must include the length of time to be excused from physical education and the reason. A note from the child's doctor is needed for reentry to physical education class. A parent note will not be accepted for this purpose.

The following guidelines are the dress standards for elementary physical education. The purpose is to ensure active participation with maximum safety rather than to limit participation. Rationale include safety, or less chance of injury due to inappropriate dress; freedom of movement, or permitting children maximum participation; and economy, or prevention of damage and/or hard wear to school clothing.

The physical education dress code for students is as follows:

- Rubber-soled athletic shoes that are appropriate for indoor/outdoor use. Black-soled shoes are not permitted.
- Pants or shorts which are comfortable and provide freedom of movement. NO JEANS PLEASE.
- No jewelry which can cause injury to others or self.

PROHIBITED ITEMS

For the safety of all students as well as to avoid distractions to the learning process, the following items are not allowed at school unless specifically permitted /requested by the teacher:

- Water guns
- Toy or look-alike guns or weapons
- Trading cards
- Radios/headsets/electronic devices
- Pagers
- Cameras
- Toys/electronic games
- Laser pointers or pens
- Lotions
- Sprays/aerosols
- Hair products
- Nail polish/makeup
- Fireworks
- Gang-related paraphernalia
- Sporting equipment
- Wooden/metal bats and hard/softballs
- Skateboards, rollerblades, scooters, roller skates, shoes with wheels

The above list does not limit school personnel from restricting other items as necessary. Inappropriate items will be held in the office or classroom until picked up by parents.

RECESS

All students receive a scheduled recess period as part of the noon hour. Other than during inclement or extremely cold weather conditions, or if the playground has not been plowed, all students are expected to go outside for recess. A parent note citing illness or injury is required for a child to miss one outdoor recess. Requests for additional days require a doctor's note. Appropriate outdoor dress is required at all times. In winter weather, students are strongly encouraged to wear heavy coats, hats, gloves or mittens, and boots. Students are expected to follow basic rules of courtesy and behavior at both lunch and recess. Noon monitors will establish rules of behavior as well as consequences for misconduct. It is our intent to provide and support a pleasant and safe environment for all children during both lunch and recess. Please reinforce with your child(ren) the need to treat all students and adults with respect. Specific lunch/recess guidelines include:

- All general school rules of behavior must be followed.
- Hands and objects must be kept to oneself.
- Appropriate table manners must be used at all times.
- Walking at all times in the cafeteria and halls.
- Unwrapped food cannot be taken from the cafeteria
- All games must be appropriate. No snowballing or physical contact is permitted.
- Children may not leave the playground and/or lunchroom without adult permission.

Students that misbehave at lunch and/or recess will receive a discipline report. This must be signed by parent and returned to school the next day to avoid further consequences.

RETURNING TO BUILDING AFTER SCHOOL

Students are expected to leave the building with all items necessary for the completion of homework as well as all personal items. However, if items are forgotten, the student or family member should return to the office prior to 4:00 p.m. to make arrangements to obtain materials.

SAFETY PATROL

Students in fourth grade may apply to serve on the safety patrol. Students selected will be trained on guiding students to follow safe practices to and from school. Regular meetings will be held during the lunch hour. The safety patrol is supervised by adult(s) that are paid through school district supplemental contract(s).

STUDENT INCENTIVES

The following positive measures will be used to motivate and encourage our students to demonstrate good behavior and achieve academic progress. All of our awards are based upon satisfactory behavior.

- Clip Up Slips
- Positive verbal reinforcement
- Stickers, notes, letters, and certificates
- Rewards and treats
- Assemblies
- Special recognition of "Red Paw Print" for going above and beyond expectations

TELEPHONE USAGE

Students are not permitted to use school telephones without the permission of the teacher or office. Messages to students will only be allowed in **emergency situations**.

TESTING

Students will take part in standardized and/or achievement testing as follows:

- Kindergarten Readiness Assessment
- Grades K-4 District Diagnostic Testing
- Grade 2 CoGat Testing
- Grade 3 State of Ohio English Language and Math Assessments
- Grade 4 State of Ohio English Language and Math Assessments

WITHDRAWAL FROM SCHOOL

If you are withdrawing your child from school during the school year, please notify the school office of your circumstances. You will be advised regarding the procedures to follow. Please note that moving from Parma and not notifying school officials can result in the assessment of tuition bills should your child continue to attend a Parma school.