



Heritage Hall  
100 Sauer Street  
Rittman, OH 44270

# Student Registration Packet

For a complete listing of all Rittman Academy information please go to the website at:

[www.RittmanAcademy.org](http://www.RittmanAcademy.org)

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## Key Contact Information:

- |                    |                                 |              |
|--------------------|---------------------------------|--------------|
| • Co-Director-     | Kent Smith                      | 330-927-7121 |
|                    | Orvl_ksmith@tccsa.net           |              |
| • Co-Director      | Jacqueline Flaker               | 330-927-7162 |
|                    | jaflaker@mail.rittman.k12.oh.us |              |
| • Lead Teacher     | Calvin Baird                    | 330-927-7162 |
|                    | Tesc_cbaird@tccsa.net           |              |
| • Admin. Assistant | Diane Shaum                     | 330-927-7162 |
|                    | Rdad_shaum@tccsa.net            |              |



## Rittman Academy Enrollment Procedure

Welcome to the Rittman Academy. The first step in the new-student registration is to obtain a registration packet. The packet includes the following:

1. New student registration form/Language Survey
2. District language survey
3. Consent for records release form
4. Emergency medical authorization form
5. Classroom rules and regulations form
6. Attendance policy/agreement statement
7. Cell phone policy/agreement
8. Student/Parent Contact Sheet
9. Laptop contract
10. Student Success Plan parent permission signature sheet
11. Free and reduced lunch form
12. Medicaid application form

In addition to these forms, the following documentation is required prior to the student's start date.

- Copy of the child's birth certificate\*
- Copy of the child's social security card\*
- Health/Immunization and shot records\*
- Custody papers- (if applicable)
- Foster child documentation- (if applicable)
- Copy of a student's IEP- (if applicable)
- PROOF OF RESIDENCY (This is required yearly)
  - "Proof of Residency" documentation must be turned in to the school. The most common ways to do this is by bringing a copy in of a utility bill, cell phone bill, rental/lease agreement, mortgage coupon, or a homeowner's insurance policy.

\*These are obtained through the records release form that is sent to the child's previous school.



## Rittman Academy New Student Registration Form

### Student Information

First Name- \_\_\_\_\_

Last Name- \_\_\_\_\_

Home Address- \_\_\_\_\_

City- \_\_\_\_\_ Zip- \_\_\_\_\_

Student Phone Number- \_\_\_\_\_

Date of Birth- \_\_\_\_\_

Previous School Attended- \_\_\_\_\_

### Parent/Guardian Information

The names of the legal guardian(s)- \_\_\_\_\_

\_\_\_\_\_

Relationship to Student- \_\_\_\_\_

Parent/Guardian Phone Numbers- \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**



## School District Language Survey

This information is required by Federal Law, this form must be completed for all students at the time of enrollment. Title VI Compliance.

Student Name- \_\_\_\_\_

Date- \_\_\_\_\_

School District- Rittman Academy

School Building- Rittman Academy, Heritage Hall

1. What language did your son/daughter speak when he/she first learned to talk?

English                      Other \_\_\_\_\_

2. What language does your son/daughter use most frequently at home today?

English                      Other \_\_\_\_\_

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3. What language do you use most often with your son/daughter?

English                      Other \_\_\_\_\_

4. What language do the adults at home most often speak?

English                      Other \_\_\_\_\_



## Parent/Guardian/Student - Consent For Records Release

TO: \_\_\_\_\_ RE: \_\_\_\_\_  
(Previous School Attended) Students Full Name

\_\_\_\_\_  
Address of previous school Age Date of Birth

\_\_\_\_\_  
City, State, and Zip Code Previous Grade Level

Please fax records to: Fax- 330-927-7405

Rittman Academy School  
Heritage Hall  
100 Saurer Street  
Rittman, OH 44270

If you have any questions, you may call the Rittman Academy director at 330-927-7162.  
We are requesting the following information/records for the above-named student.

\_\_\_\_\_ SSID#

\_\_\_\_\_ All school records

\_\_\_\_\_ If applicable

\*Current IEP

\*ETR

\*504 plan

With the understanding that the district cannot assume responsibility for the confidentiality of educational information disclosed, I authorize you to release the student information indicated above.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code



Rittman Academy School

## EMERGENCY MEDICAL AUTHORIZATION

Student's Legal Name \_\_\_\_\_

Home Address \_\_\_\_\_

City, State & Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Grade \_\_\_\_\_

**RESIDENTIAL PARENT/GUARDIAN INFORMATION** (The purpose of this information is to enable parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parent or guardians cannot be reached.)

Mother \_\_\_\_\_ Daytime Phone ( \_\_\_\_ ) \_\_\_\_\_

Father \_\_\_\_\_ Daytime Phone ( \_\_\_\_ ) \_\_\_\_\_

Relative / Childcare Provider / \_\_\_\_\_ Relationship \_\_\_\_\_  
Or Other Contact

Phone ( \_\_\_\_ ) \_\_\_\_\_

**\*Either sign consent OR refusal to consent.**

### TO GRANT CONSENT\*

In the event reasonable attempts to contact me or the other parent or guardian have been unsuccessful, I hereby give my consent for (1) the administration of any treatment deemed necessary by the listed doctor, dentist, or medical professionals, or, in the event the designated preferred practitioner is not available, by a licensed physician or dentist; and (2) the transfer of the child to the above hospital or any hospital reasonably accessible.

This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

Facts concerning the child's medical history including allergies, medications being taken, and any physical impairments to which a physician should be alerted are:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

### REFUSAL TO GRANT CONSENT\*

I DO NOT give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take the following action:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian



## Rittman Academy Classroom Rules

1. All students must enter and exit the building through the front doors of Heritage Hall. All other doors are off limits.
2. Students are only allowed in the Rittman Academy classroom area unless accompanied by or given permission by the staff of the Rittman Academy.
3. Chrome books will be issued free of charge to students. Students can only use school issued computers while at school.
4. Headphones are provided but students may use their own headphones if desired.
5. Any school issued computer, whether at school or at home, can only be used for school related work. Gaming, social networking, blogging, and visiting websites that are not school related is NOT allowed.
6. Students are not allowed to sleep during academic time. Students are asked to sit up-right in their seats during academic time.
7. Proper school attire is required.
8. Students can wear hoodies but can't have the hoods up over their heads. Ball hats or head bands are acceptable. Stocking caps or any other garment that covers the face is not allowed.
9. Seats are assigned by the school staff. Students may be asked to change seats/rooms at the discretion of the school staff.
10. Students are asked to be respectful of other students and school staff at all times. Use of profanity, arguing, or refusing to follow school rules will not be tolerated.
11. Use of the rest rooms is for only going to the bathroom. This is not to be an area to congregate or hang out. Only one student is allowed in the rest room at a time. Students must sign out and use a hall pass to go to the rest room.
12. Students at the Rittman Academy have access to the school lunch program at Rittman High School. Any student that prefers to bring their own lunch is permitted to do this. The Rittman Academy has a refrigerator and microwave for student use.
13. Food or drink is not allowed to be consumed while actively working on a chrome book.
14. Cell phones are locked up during academic time and there is limited use during the school day. (Please see the separate policy related to cell phone use.)
15. Regular attendance is a must for significant academic progress. (Please see the separate policy for policies related to excused absences, unexcused absences, and how truancy is triggered.)
16. Additional school rules and policies can be found in the Parent/Student handbook, on the Rittman Academy website, or obtained in the director's office.

I have read these basic rules shown above. I have also received a copy of the Rittman Academy Parent/Student handbook. I agree to follow these basic rules and show good behavior while attending the Rittman Academy.

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Student Signature

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Date



ATTENDANCE POLICY/AGREEMENT STATEMENT  
(To be signed by both the student and the parent/guardian)

Dear Rittman Academy Student and Parent/Guardian,

Daily attendance at the Rittman Academy is essential for student success and academic achievement. All students and parents/guardians need to know that each day the Rittman Academy is in session our students are on a **six-hour school day**. The hours our classrooms are open are 7:45 a.m.-2:00 p.m.

These six hours of learning opportunities **MUST** be verified by the hours a student is physically in the classroom. Those hours are documented by signing in and out on a log sheet each day a student is in attendance.

All students are required to put in a 6 hour school day.

If a student does not complete the 6 hour school day as described, any hours short are then coded as unexcused time.

In December of 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. This legislation emphasizes parent/guardian engagement and accountability as part of the student's Absence Intervention Plan.

House Bill 410 categorizes absences and truancy to be based on instructional hours missed that are unexcused. The designation of "**Habitual Truant**" is defined as any child of compulsory school age who has been absent without an "Excused Absence" for:

- 
- Missing 30 consecutive hours of school unexcused.
  - Missing 42 or more hours of school unexcused in a calendar month.
  - Missing 72 or more hours of school in a school year unexcused.

If any of these "triggers" are reached, within 7 days the Absence Intervention Team will set up a time with the student and parent/guardian to develop an "Absence Intervention Plan". The purpose of this plan will be to reduce or eliminate future absences. The Absence Intervention Team will be comprised of the Rittman Academy Director, Head Teacher, and the EMIS Coordinator.



## How To Call Off A Student And How Absences Are Classified

If a student is NOT going to be in attendance on a regularly scheduled school day, a parent/guardian is asked to call in the absence at 330-927-7162 no later than 10:00 a.m. This call is to let the school know that the child will not be in attendance that day and the reason for the absence.

If a student does not show up for school, AND a call off has not been received, a member of the Rittman Academy staff will make an attempt to contact the parent/guardian to inform them of non-attendance and find out the reason for the absence.

Absences are classified as either "Excused" or "Unexcused". Reasons for "Excused Absences" are:

- Personal illness
- Medical appointment
- Illness of immediate family
- Death of a relative
- Quarantine for contagious disease
- Observance of religious holiday
- Acts of God such as floods, tornadoes, etc.
- Emergency deemed as sufficient cause by the administration (If possible, this should be approved in advance.)

A student may be called off for one of these "Excused Absences" by a parent/guardian 10 times in an academic school year. After 10 parent/guardian call offs, it will no longer be an excused absence, without a doctor's note or some other form of verification.

Unexcused absences include, but are not limited to:

- Over sleeping
- Shopping
- Babysitting
- Hunting/Fishing
- Haircut/beauty appointment
- Birthday
- Personal appointments (Non-medical)
- Attaining drivers permit/license

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These attendance policies come into effect the first day of enrollment for a new student or the first day of physical attendance for returning students. I have read the following attendance policies related to the Rittman Academy and understand the need for regular attendance at school and consequences for excessive unexcused absences from school.

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Student Signature

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Parent/Guardian Signature

---

Date

---

Date



## Cell Phone Policy

All schools are dealing with the issues that social media and cell phones present. The Rittman Academy does NOT allow cell phone usage during academic time.

Cell phones are a distraction to learning. We have purchased a lockable cabinet that cell phones are placed into upon arrival. Students can access their cell phones during their lunch time to respond to text messages or e-mails. After the lunch time is over the cell phones are to be returned to the lockers. Cell phones are then picked up at the time of departure from school.

As a parent/guardian, you can always get messages or contact your child in the case of an emergency by calling our school phone at 330-927-7162.

If a student refuses to lock up their phone they will be sent home for the day. Any missed time will be coded as un-excused absence hours. This is non-negotiable. Repeated offenders will be subject to removal from the Rittman Academy.

I have read the cell phone policy of the Rittman Academy. I agree to follow these rules while attending this school.

---

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Rittman Academy  
Student Contact Sheet

Student Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, Zip \_\_\_\_\_

Student Cell \_\_\_\_\_

Student E-mail \_\_\_\_\_

Primary Parent/Guardian Contact

Parent/Guardian name \_\_\_\_\_

Cell \_\_\_\_\_

E-mail \_\_\_\_\_

Address (Only if different than that above)

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Secondary Parent/Guardian contact \_\_\_\_\_

Cell \_\_\_\_\_



# Rittman Academy Laptop Contract

## (If You Need To Borrow A Computer For At Home)

- The Rittman Academy will loan out chrome books for students to do school work at home.
- This loaner computer is free of charge under the following considerations.
  - It can only be used for educational purposes and school work. Use of the computer for other reasons may result in the loss of privileges.
  - Unethical use of the internet, e-mail, or any other media is prohibited. Violation of the policy may result in disciplinary action.
  - The configuration of the hardware and all accompanying software may not be altered.
- The student is responsible for any damage related costs due to purposeful action or negligence.
- The computer will be returned at the end of the school year, or if the student withdraws from the school, or if the student is not using the computer at home for extended periods of time.
- The cost to the student for a laptop that is lost, damaged, stolen, or for any reason that is not returned is \$325.00.
  - Failure to return a computer or pay the fee will result of holding all school records, diplomas, or other information that might be requested.

**Student Name** \_\_\_\_\_  
(Printed)

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



# Rittman Academy Student Success Plan Parent Permission/Acknowledgement



The Student Success Plan is a student-focused process that addresses academic and career goals and resources of individual students to assist in planning and preparing for their post-high school future. The Plan is designed to be a living document that is modified or adjusted quarterly as the student transitions through high school and considers post-high school opportunities. Plans are unique to the student and requires collaboration that includes student, parent/guardian and school guidance staff.

The Student Success Plan should include supports and counseling that meets the current needs of the student as well as prepares the student for post-high school transition. In addition, the plan must include the following items:

- tools and activities for career development such as OhioMeansJobs;
- coursework and, if applicable, work-based learning;
- tutoring or additional supports; and,
- any specific graduation requirements of the school.

To ensure a successful high-school to post-high school transition, school guidance teams should plan quarterly check-ins with their students.

**If your career goals have changed since your last meeting, please attach a new cover sheet to this career organizer.**

Approval of Student Success Plan

---

Student Signature

Date

---

Parent/Guardian Signature

Date

---

Teacher/Counselor Signature

Date

## Ohio School Report Cards

**F** Rittman Academy

School Grade

Districts and schools report information for the Ohio School Report Cards on specific marks of performance, called measures, within broad categories called components. They receive grades for up to ten measures and six components.

**Achievement**

The Achievement Component represents whether student performance on state tests met established thresholds and how well students performed on tests overall. A new indicator measures chronic absenteeism.

Performance Index

**56.2%**

Indicators Met

**100.0%****C**Component  
Grade**Progress**

The Progress component looks closely at the growth that all students are making based on their past performances.

Value-Added

**Overall****Gifted****Lowest 20% in Achievement****Students with Disabilities****NR**Component  
Grade**NR****NR****NR****NR****Gap Closing**

The Gap Closing component shows how well schools are meeting the performance expectations for our most vulnerable students in English language arts, math, graduation and English language proficiency.

Annual Measurable Objectives  
**0.0%****F**Component  
Grade**F****Graduation Rate**

The Graduation Rate component looks at the percent of students who are successfully finishing high school with a diploma in four or five years.

Graduation Rates

**60.7%** of students graduated in 4**26.1%** of students graduated in 5

years

**F**Component  
Grade**D****A****F****F****Improving At-Risk K-3 Readers**

This component looks at how successful the school is at improving at-risk K-3 readers.

Improving At-Risk K-3 Readers

**0.0%****NR**Component  
Grade**NR****Prepared for Success**

Whether training in a technical field or preparing for work or college, the Prepared for Success component looks at how well prepared Ohio's students are for all future opportunities.

**F**Component  
Grade

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# Ohio School Report Cards

## C Achievement

**Component Grade** The Achievement Component represents whether student performance on state tests met established thresholds and how well students performed on tests overall. A new indicator measures chronic absenteeism.

### Performance Index

The Performance Index measures the test results of every student, not just those who score proficient or higher. There are seven levels on the index and schools receive points for every student who takes a test. The higher the achievement level, the more points awarded in the schools's index. This rewards schools and districts for improving the performance of all students, regardless of achievement level.

### Indicators Met

Indicators Met measures the percent of students who have passed state tests. It also includes the gifted indicator and the chronic absenteeism indicator. Test results are reported for each student in a grade and subject. The passage rate for each test indicator is 80% and the End of Course (EOC) Improvement Indicator is 25%.

**D**

67.4 of a possible  
120.0

**A**

**100.0%**

2 out of 2

Achievement Level	Pct of Students		Points for this Level	=	Points Received
Advanced Plus	0	X	1.3	=	0
Advanced	0	X	1.2	=	0
Accelerated	13	X	1.1	=	14.3
Proficient	21.7	X	1.0	=	21.7
Basic	39.1	X	0.6	=	23.5
Limited	26.1	X	0.3	=	7.8
Untested	0	X	0.0	=	0.0
					<b>67.4</b>

High School		
Algebra I		NC
American US Government		NC
American US History		NC
Biology		NC
English Language Arts I		NC
English Language Arts II		NC
EOC Improvement Indicator	55.0%	☑
Geometry		NC
Non-Test Indicators		
Gifted Indicator		NC
Chronic Absenteeism	89.4%	☑
High School		∨

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# Ohio School Report Cards

## F Graduation Rate

Component Grade The Graduation Rate component looks at the percent of students who are successfully finishing high school with a diploma in four or five years.

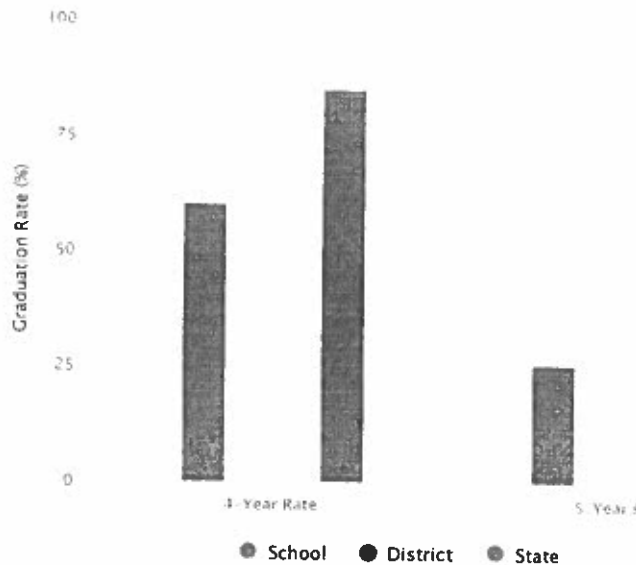
### 4-Year Graduation Rate

The 4-year graduation rate applies to the Class of 2018 who graduated within four years, i.e. students who entered the 9th grade in the fall of 2014 and graduated by summer of 2018.

**F 60.7%**

#### Grade Key

A = 93.0 - 100.0%	D = 79.0 - 83.9%
B = 89.0 - 92.9%	F = 0.0 - 78.9%
C = 84.0 - 88.9%	



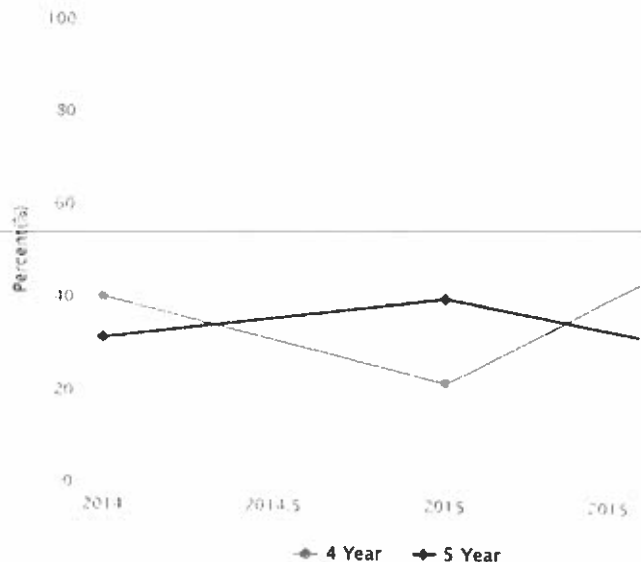
### 5-Year Graduation Rate

The 5-year graduation rate applies to the Class of 2017 who graduated within five years, i.e. students who entered the 9th grade in the fall of 2013 and graduated by the summer of 2018.

**F 26.1%**

#### Grade Key

A = 95.0 - 100.0%	C = 85.0 - 89.9%
B = 90.0 - 94.9%	D = 80.0 - 84.9%



Note: The 5-year graduation rate does not appear in the final year of this graph because the necessary data is not yet available to calculate the 5-year rate for that school year.



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## Ohio School Report Cards

Search for a school or district..

**F** Gap ClosingComponent  
Grade

The Gap Closing component shows how well schools are meeting the performance expectations for our most vulnerable populations of students in English language arts, math, and graduation. It also measures how schools are doing in helping English learners to become proficient in English.

**Annual Measurable Objectives**

Annual Measurable Objectives (AMOs) compare the performance of each student group to the expected performance goals for that group to determine if gaps exist. These charts show how well each group compares to the state average in ELA, math and graduation. A fourth AMO measures whether English Learners are making progress towards becoming proficient in English. The ultimate goal is for all groups to achieve at high levels.

This school does not have an Annual Measurable Objective for English Language Arts because there were not enough students to evaluate.

**F 0.0%**

## Grade Key

<b>A</b> = 90.0 - 100.0%	<b>D</b> = 60.0 - 69.9%
<b>B</b> = 80.0 - 89.9%	<b>F</b> = 0.0 - 59.9%
<b>C</b> = 70.0 - 79.9%	

This school does not have an Annual Measurable Objective for Math because there were not enough students to evaluate.

# Ohio School Report Cards

## F Prepared for Success

Component Grade

Whether training in a technical field or preparing for work or college, the Prepared for Success component looks at how well prepared Ohio's students are for all future opportunities.

	Number of Students	Point Value	Points Earned
Number of students that earned a remediation free score on all parts of the ACT or SAT, earned an honors diploma, and/or earned an industry-recognized credential.	1	1	1.0
The number of "bonus" students that count an additional 0.3 bonus points each, because they did the above and also earned a 3 or higher on at least one AP exam; earned a 4 or higher on at least one IB exam; and/or earned at least three college credits before leaving high school	0	0.3	0.0

### How Prepared were Your 2017 and 2018 Graduating Classes?

ACT Participation	
ACT Remediation Free	2.0
SAT Participation	0.0
SAT Remediation Free	0.0
Honors Diploma	0.0
Industry Recognized Credential	0.0
Advanced Placement Participation	2.0
AP Exam Score of 3 or Better	0.0
Dual Enrollment Credit	0.0
International Baccalaureate	0.0
IB Exam Score of 4 or Better	0.0

### Outcomes after High School Graduation

Districts and schools have long-term impacts on student outcomes. The Prepared for Success component provides information on how schools prepare students for different pathways of college and career success. It also provides insights on how those students do once they leave high school. What happens beyond the diploma is an important indicator of how well schools are preparing students.

The University System of Ohio provides [district reports \(https://www.ohiohighered.org/data-reports/college-readiness\)](https://www.ohiohighered.org/data-reports/college-readiness) on enrollment

Total Points **1.0**      Graduation Cohort **51**

**F 2.0%**

#### Grade Key

- A = 93% - 100%
- B = 75% -

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## Ohio School Report Cards



# Financial Data

These measures answer several questions about spending and performance. How much is spent on classroom instruction? How much, on average, is spent on each student? What is the source of the revenue? How do these measures compare to other districts and schools?

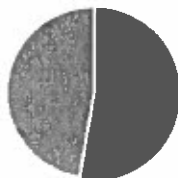
Comparison Group: **Community Schools with Enrollment less than 150**

### Classroom Spending Data

What percent of funds are spent on classroom instruction?

**52.5%**

School



State



Classroom Instruction    Non-Classroom  
Instruction

### Spending Per Pupil Data

	School	State
Operating Spending per Pupil	\$9,888	\$9,721
Classroom Instruction	\$5,186	\$6,583
Non-Classroom Spending	\$4,701	\$3,137
Federal Funds	\$276	\$687
State and Local Funds	\$9,612	\$9,034