



Buckeye Local School District

Elementary

Student Handbook **2024-2025**

School Website
www.buckeyelocal.net

The information in this handbook is important. Please read each page carefully and follow the rules and regulations set for your school.

This handbook is the property of:

Name: _____

Address: _____

Phone: _____

Homeroom Teacher: _____

Grade: _____

Mission Statement

Educating young people is the number one priority of Buckeye Local Schools. The District's mission is used to guide the educational programs at the district and building levels and reads as follows:

The Mission of the Buckeye Local School District is to educate its students at all levels through an educational process that will allow our children to possess the skills and knowledge which will enable them to enjoy learning and encourage the continuation of this process throughout their lives, while maintaining the traditions and values of the diverse communities in which they live.

We believe that students must be prepared to live in an ever-changing technological society, where learning is a lifelong necessity allowing individuals to become effective contributors to families and communities.

Vision Statement

Our vision is for all students to reach their full potential in academics and careers. Our vision will be supported by a competent, caring, and highly-qualified staff. We will provide an environment rich in technology that fosters partnerships linking family, community, higher education, and businesses which develop independent lifelong learners.

The Buckeye Local School District hereby gives notice that it does not discriminate on the basis of race, color, national origin, sex and disability in the educational programs, employment practices and activities operated by the district.

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Buckeye Local School District
2024-2025 School Calendar

Monday	August 19	Teacher Workday
Tuesday	August 20	Professional Meeting
Wednesday	August 21	Teacher Workday
Thursday	August 22	School Opens (Testing for PK/K on the 22nd-23rd)
Monday	August 26	First day for K
Wednesday	August 28	First day for PK
Monday	September 2	No School - Labor Day
Wednesday	September 25	No School - Professional Development for Staff
Friday	October 18	End First Grading Period.....240 Instructional Hours(40 days)
Thursday	October 24	Parent Teacher Conferences - HS & JH 3:00-6:00 Elementary 4:00-7:00
Friday	October 25	No School- Professional Development HS & JH 7:30-11:00 Elementary 8:30-12:00
Wednesday	November 6	No School - Professional Development for Staff
Tuesday	November 26	2-Hour Early Dismissal
Wednesday	November 27	No School - Thanksgiving Break
Tuesday	December 3	School Resumes
Friday	December 20	2-Hour Early Dismissal
Friday	December 20	End Second Grading Period...234 Instructional Hrs (39 days)

End of First Semester474 Instructional Hours(79 days)

Monday	December 23	No School - Christmas Break
Monday	January 6	School Resumes
Monday	January 20	No School - MLK Day
Monday	February 17	No School - Presidents' Day
Tuesday	March 4	Parent Teacher Conferences - HS & JH 3:00-6:00 Elementary 4:00-7:00
Wednesday	March 5	No School - Professional Development for Staff
Friday	March 14	End Third Grading Period.....282 Instructional Hours (47 days)
Tuesday	April 15	2-Hour Early Dismissal
Wednesday	April 16	No School - Easter Break
Tuesday	April 22	School Resumes
Friday	May 23	Graduation
Monday	May 26	No School - Memorial Day
Friday	May 30	Last Day for Students (2 hour Early Dismissal for students) End Fourth Grading Period.....294 Instructional Hours (50 days)

*Possible Make-up Days February 17, April 16, April 22

End of Second Semester 582 Instructional Hours (97 days)

+++++		
TOTAL INSTRUCTIONAL HOURS	1056	(176 Days)
PARENT TEACHER CONFERENCE HOURS	6	(1 Day)
PROFESSIONAL MEETINGS (BEGINNING)	18	(3 Days)
TOTAL SCHOOL CALENDAR HOURS	1080	(180 Days)
TOTAL SCHOOL CALENDAR DAYS FOR STAFF	182.5 days	

* September 25, October 25(.5), November 6, March 5 (183.5 days - 3 days with a 2 hour early dismissal = 182.5 days)

Scheduled School Day

1. The school day for elementary students, grades K-5 begins at 9:00 A.M. daily.
2. No student should be on the school grounds prior to 8:20 A.M. each day. Sometimes buses will arrive early, which cannot be prevented, but walkers should never be on the grounds earlier than 8:20 A.M. The building will open at 8:20 A.M. daily.
3. Early Childhood Education ½ day & full day classes will operate Monday - Friday. The day for grades K-5 ends at 3:30 P.M. All elementary students will attend school for a full scheduled day to receive credit for courses on each grade level.

Reporting to the Office

Whether you are bringing your child to school or visiting the school for any reason, YOU MUST ENTER THROUGH THE MAIN DOOR AND STAY IN THE HOLDING AREA UNTIL SOMEONE FROM THE OFFICE COMES OUT TO HELP. This policy has been adopted by the board for the protection of all children in the Buckeye Local School District. No one will be permitted to visit a classroom without making prior arrangements with the office and/or teacher. ALL VISITORS IN THE BUILDING MUST WEAR A BADGE PROVIDED BY THE OFFICE. PLEASE HELP US TO PROTECT YOUR CHILD.

Lunch Time

1. Cafeteria services are available to all pupils in attendance.
2. The cost will be approved by the board.
3. If a child desires to carry his/her own lunch, milk may be purchased. The 2024-2025 cost will be approved by the board.
4. Free and reduced lunches are available. Application forms must be completed at the beginning of each school year on the Oneview site.
5. Students are responsible for pre-purchasing lunches. Money may be deposited each morning in the cafeteria. Students can charge up to two lunches before being notified by the cafeteria.
6. All students are responsible to the adult supervisor on duty in the lunchroom and on the playground.
7. The lunch period is closed. Students are not permitted to leave the school grounds at lunchtime.
8. No glass containers are to be brought into the school, for safety purposes. Pop/Red Bull or any High Energy Drinks are not permitted to be brought in for lunch.

School Bus Transportation

Transporting students to and from our schools throughout the District each day is a big responsibility. The task of the bus driver and the administration can be much easier if students know and follow the rules of safety at the bus stops and when riding on the bus each day.

Please review the following regulations carefully with your child and should a problem arise at sometime during the school year, please work with your school in seeing that adjustments are made so that we can continue to provide safe transportation for your child.

Regulations at the Bus Stop

- Students should arrive at the bus stop no more than 10 minutes before scheduled pickup.
- Absolutely no fighting, hitting, or shoving while waiting to be transported on the school bus.
- Stand in an orderly way and wait for the bus to arrive.
- Conversations are not to be unnecessarily loud, nor shall improper language be used at anytime.
- Private property around the bus stop shall not be violated in any way.
- The grounds around the bus stop are to be kept free of litter.
- Students should board the bus in an orderly and courteous manner.
- Behaviors listed on the disciplinary school code will not be tolerated at the bus stop.
- Pupils shall not stand in the road while waiting for the bus.

Regulations on the School Bus

The bus driver is responsible for the orderly conduct of pupils while on the bus, pupils are under his/her authority. Bus drivers will assign bus seats and may change these assignments as needed to maintain control on the bus.

- Students shall take their seats immediately upon entering the bus.
- Students shall obey instructions and requests of the driver without question.
- Students shall remain in their seats until time to leave the bus.
- Students shall conduct themselves in an orderly manner.
- Students shall not be loud or use improper language at any time.
- Students must refrain from eating and drinking on the bus except as required for medical reasons.
- Windows shall not be adjusted without permission of the driver.
- Students will wait until the bus is at a complete stop prior to attempting to get on or off.
- Waste paper and rubbish must not be dropped on the floor of the bus.
- Pupils shall never throw any object while inside the bus.
- No one will be permitted to smoke, vape or use tobacco on the bus.

- Pupils must not extend arms or head outside of the bus window.
- Pupils shall not show inappropriate behavior as indicated on the school district disciplinary code.
- Any person who attempts to interfere with the safe transportation of the students will be turned over to authorities and charges filed.
- **Students are not permitted to use electronic devices on the school bus.**

Abuse of the rules and regulations set for bus transportation will result in disciplinary measures being taken. Continued abuse of the regulations may result in temporary or permanent suspension from being transported to and from school on a public school bus.

All bus rules apply to regular school days and extracurricular activities. Any person who attempts to interfere with the safe transportation of students will be turned over to the authorities and charges filed.

Transportation to and from school

1. Bus transportation is provided for K-5 students who live a long distance from the school. Morning Early Childhood Education students will be provided transportation to school and afternoon Early Childhood Education students will be provided transportation home.
2. Riding a bus is a privilege provided by the school district. There are rules and regulations that must be followed by every student. Should a student CONTINUOUSLY abuse the rules of the bus, he/she may be suspended from riding the bus for a period of time and may eventually be refused riding privileges.
3. Students should not litter the bus, nor mark the seats in any way.
4. Please refer to the bus rules and regulations listed in this booklet.
5. Sometimes a bus breakdown or bad weather may slow us down. Please be patient in these cases. We will make every effort to get your child home from school at a reasonable time.
6. Students walking home from school are to go directly home.
7. **ALL REQUESTS FOR CHANGE IN TRANSPORTATION MUST BE IN WRITING AND SUBMITTED UPON STUDENT ARRIVAL AT SCHOOL OR PRIOR TO NOON. NO PHONE REQUEST WILL BE TAKEN, NO EXCEPTIONS!**

Student Appearance

1. Students need to dress for comfort when coming to school. Parents please make sure that your child is dressed appropriately for the weather.
2. All students are expected to be clean and neat.
3. The school will not permit any child to wear halter tops, T-shirts depicting vulgar expressions or pajama bottoms. **Shorts and skirts must be fingertip length or longer.**

Any pants with cuts or slashes in them may not be higher than their knees. If so, they must wear something underneath the pants. No bear skin showing.

4. Shoes and socks must be worn at all times. Sandals (with heel straps) are permitted with or without socks. NO flip-flops or high heeled shoes or pumps. Tennis shoes must be worn for gym or the students can not participate. Crocs are discouraged due to safety issues.
5. Any form of dress or grooming that attracts undue attention or violates the previous statement is obviously unacceptable (**ex.Un-natural hair color, Mohawks, makeup, tattoos**)

Specifically, the following rules shall apply:

1. Tank tops and mesh or see-through tops will be permitted only when worn over or under a blouse or shirt, no spaghetti straps.
2. Bare midriffs will not be permitted.
3. Shoes must be worn at all times.
4. Suggestive or profane pictures or slogans on wearing apparel are not permitted.
5. No visible body piercing, other than the ears, will be permitted.
6. Hair must be clean and well groomed.
7. Hats are not permitted without permission of the building principal.
8. Shorts are permissible for Grades K-5 beginning May 1st or at the discretion of the building principal – weather permitting.
9. Backpacks must be left in lockers with coats.

Valuables

Students are not to bring money, cameras, cell phones, toys (stuffed animals, pokemon cards, popits, fidgets, etc.), iPods or other valuables to school. The school district **will not be held responsible for lost, broken or stolen items**. This includes both in school and on the school bus.

All children's clothing, boots, lunchbox, etc. **must be clearly marked with the child's first and last name.**

When it is necessary that money be brought to school, place it in a sealed envelope with your child's name, homeroom teacher's name, amount of money enclosed and the purpose of the money clearly marked.

Chewing Gum

Students are not permitted to use chewing gum at school. This includes in the classroom, school grounds, and the school bus.

Use of the School Telephone

The telephone in the principal's office is for official school business. The lines need to stay open as much as possible so that emergency situations can be handled.

No student or teacher will be called to the telephone during class hours. When phoning a teacher, please leave a message with the school secretary so that the party you are calling can return the phone call during their planning time or before/after school .

K-12 Attendance / Absence Policy

Ohio Law requires all children between the ages of six and eighteen to attend school. Except in cases where a pupil has been properly excused, his/her parent or guardian has the primary responsibility for requiring school attendance and the failure to send a child to school may result in a fine of up to \$500, community service of up to 70 hours, or, if repeated, a jail sentence for the offending parent. School attendance officers also have broad authority to compel school attendance.

When a student is absent from school, the student's parent/guardian must call the school by 10:00 a.m. to verify the absence and the child's whereabouts.

Excused Absence

An excuse from school may be approved for:

1. Illness of the child - a parent phone call does not excuse a child from school. A statement from a health professional should be presented upon returning to school. If you were not seen by a health professional, a written note from the parent is required. Parent notes will be accepted to excuse a child from a total of 120 hours of school per year. Notes must be submitted within 5 days of the absence. After 120 hours, parent notes will not be accepted and any absences not accompanied by a health care excuse will be marked unexcused.
2. Death of a relative – Immediate family members only. Students should provide a copy of the obituary upon return.
3. Medical or dental appointment (a statement from a health professional must be presented upon returning to school)
4. A family emergency or other circumstance may constitute an excused absence determined by the building principal.

Attendance (Absent/Unexcused Absence) and Incompletes

When a student returns to school following an absence, he/she **must** have a written excuse from the parent/guardian stating the length of time and reason for the absence. A student having an absence shall be required to make up lost work. Work not made up will be handled according to the following guidelines:

1. A student shall receive an incomplete (I) when all assigned course work is not completed by the end of the 9-week period. Failure to complete the assigned work from a grade

period by the second week of the preceding 9-week period, the incomplete will change to an "F" grade. During the last 9-week period of the term, no incompletes will be given. Anyone who has unfinished work at the end of the final 9-week period, unless under a doctor's care which has been documented by the Building Principal, will fail a student for the year in the course.

2. The attendance/absence policy provides for the Building Principal to review other absences on an individual basis to excuse or exempt absence.
3. A student with excessive absence from school may be considered for retention based on the recommendation of the administration.

Each student who is absent must immediately upon return to school make arrangements with his/her teacher(s) to make up work. Students are entitled to the number of days missed, plus one additional school day to complete and submit the missing work. Students who are absent from school for reasons not permitted by Ohio Law may or may not be permitted to make up work. Each case will be reviewed on its merits by the Building Principal and the respective teacher(s). Students will be requested to bring a note from their parent/guardian to school after each absence explaining the reason for the absence or tardiness.

The Buckeye Local Board of Education does not believe that students should be excused from school for non-emergency trips out of the District. Students who are taken out of school for trips or vacations will not be given permission to do so by the school. The responsibility for this will rest with the parent(s) / guardian(s) and they must not expect any work missed by their child to be re-taught by the teacher. However, if the school is notified in advance (Two Week Written Notice Required) of such a trip, every effort will be made to prepare a general list of assignments for the student to do while he/she is absent. (Exceptions to this rule, such as emergency situations, will be left to the discretion of the Building Principal).

The Buckeye Local Board of Education (after consulting with the Jefferson County Juvenile Court, parents, guardians, or other persons having care of the students attending school in the District, and appropriate State and Local Agencies) has established this policy in order to provide guidance to employees in addressing and improving the attendance practice of any student who is habitual truant. *According to the House Bill 410*

1. Definition of 'Habitual Truant' Changed from days to hours. The new definition is :
 1. Absent 30 or more consecutive hours without a legitimate excuse;
 2. Absent 42 or more hours in one month without a legitimate
 3. Absent 72 or more hours in one year without a legitimate excuse.
2. Includes 'excessive absences'
 1. Absent 38 or more hours in one school month with or without a legitimate excuse; or
 2. Absent 65 or more hours in one school year with or without a legitimate excuse

The Superintendent or designee is authorized and directed to take all appropriate action to ensure that all children of compulsory school age, residing within the Buckeye Local School District, attend school on a regular basis. The Superintendent or designee may utilize various intervention strategies to deal with a habitual truant.

Make-Up Time

A student will begin to make-up time after:

- 5 consecutive days of absence, or
- 7 days of absence in a month, or
- 12 days of absence in a school year.

An Attendance Intervention Team meeting will take place. After that meeting occurs, the school may file Mediation and/or Truancy Charges with the Jefferson County Juvenile Court, if the excused / unexcused absences show a pattern of excess.

Make-up time may be arranged during the regularly scheduled work hours of the Building Principal, with the following possible options available:

1. before school hours
2. after school hours
3. at the end of the school year, (1) week directly following the close of the school
4. at the discretion of the Building Principal

The above regulations will apply to make-up or required course time only. Students who are failing subjects due to other reasons may make arrangements for summer school classes in other districts or at-home tutoring. Both options are financially the responsibility of the parent or guardian and must have prior approval of the building principal and superintendent and meet all state and local guidelines.

Homework / Make up work

Homework assignments are necessary both for practice of skills and for teaching work responsibility. Parents are to call for homework assignments only if a student will be absent two (2) or more days. If the parent wishes to obtain homework assignments they must call before noon and homework can be picked up at the end of the day.

Early Dismissals – Emergency School Closings

****Anyone picking up a child MUST be listed on the Oneview emergency papers.**

The Buckeye Local School District Administration will make every effort to notify parents and students of school closing, late openings or early dismissals as soon as possible. Dismissals or

cancellations of schools due to bad weather conditions or other unforeseen emergencies will be broadcast over the following radio or TV stations, or visit their respective websites:

TV: WTRF - CHANNEL 7 WTOV - CHANNEL 9

One Call phone call or Buckeye Local School District App

Please arrange for your child to go to a relative or friend's house if you will not be at home during the day. Please review these plans with your child so that he/she will know what to do in the event we should have to dismiss school early. Also, please inform your child's classroom teacher of the arrangements, so they may also remind your child on that day.

A two hour DELAY means that the buses will run 2 hours later than usual. This will only be used when circumstances such as weather prevent the safe transportation of all students.

Please be sure to make all emergency contact information is "up to date" and current. Changes must be made on the Oneview system .

Student Progress Reports

During the 4th or 5th week of a 9-week period, interim reports will be posted in Progress Book. These reports are sent out so that you will know that your child is experiencing difficulty in a particular subject or subjects. Since it is sent at about the mid-point of the 9-weeks, the student, with some assistance at home, may still be able to improve prior to the end of the grading period.

Student progress reports are posted on Progress Book. We hope that they will be viewed in a positive way so that you, your child and the child's teacher can work together.

Report Cards

- Report cards are posted on a 9-week basis and available on Progress Book at all times.
- Please review the report card with your child. Should you have questions concerning your child's progress, please arrange for a conference with the teacher.

Conferences

- Formal parent-teacher conferences are scheduled twice each year. Parents are urged to visit the school and discuss their child's progress with the teachers.
- Should a child be experiencing difficulty in school, other conferences may be necessary during the year. Please do not hesitate to call the school and make arrangements for a meeting with your child's teacher or other specialists who are available in the system to work with you.

- **DO NOT COME TO SCHOOL FOR A CONFERENCE WITHOUT MAKING AN APPOINTMENT FIRST.**
- The principal and/or teachers will be most accessible during the school day to receive telephone calls or conduct conferences during their planning period. Other times may be arranged by appointment.

Grades and Grading

Student work will be graded according to the following scale:

A	100-95
A-	94
B+	93

A	100 - 95	C	82 - 74
A-	94	C-	73
B+	93	D	72
		+	
B	92 - 85	D	71 - 65
B -	84	F	64 & Below
C+	83		

Grades of A+, D- and F- are not used

End of grade period averages will be taken from the following scale:

A	3.76 - 4.00	C+	2.26 - 2.50
A-	3.51 - 3.75	C	1.76 - 2.25
B+	3.26 - 3.50	C-	1.51 - 1.75
B	2.76 - 3.25	D+	1.26 - 1.50
B-	2.51 - 2.75	D	.65 - 1.25
		F	.64 or below is an F

In averaging grades for ranking, carry to three decimal places disregarding the remainder.

Final yearly averages in all subjects for grades K-5 will be determined by averaging all grades.

The following grades shall be given to students in grades K-5:

<u>Subject</u>	<u>Grade</u>	<u>Grade to be given</u>
Instrumental Music	5-6	S, N or U

Music	K-5	S, N or U
Handwriting	K-2	S, N or U
Physical Education	K-5	S, N or U
Art	K-5	S, N or U
Science / Health	K-2	S, N or U
	3-5	Letter Grade
Social Studies	K-2	S, N or U
	3-5	Letter Grade
Math	K-5	Letter Grade
ELA		
(English, Reading, Spelling & Writing)	K-5	Letter Grade
Technology	K-5	S,N, U

S=Satisfactory; N=Needs Improvement; U=Unsatisfactory

The final yearly averages for all subjects that use S, N, or U will be graded as follows:

- If you have 3 or 4 letters the same, use the letter that you have 3 of as the average.
Ex: U S U U = U; S S S U = S; U N N N = N; N N S N = N
- If you have 2 of one letter and 2 of another, use the last nine week's letter as the average.
Ex: N S N S = S; S N S N = N; S S U U = U; U U S S = S
- If you have 3 different letters, use the last nine week's letter as the average.
Ex: U N S N = N; S N U S = S; N U N S = S; S N S U = U
- A+ and F- will not be used.
- A Panther Honor Club list will be posted for grades **K-5**.

Panther Honors Club

Students must make all A's and/or B's (**3.00 average or better**) with no C's or U's on their report cards for the 9 weeks grading period. The students will be recognized following report cards each 9-week period. It is possible that a student can have all B's and still not qualify for the Panther Honor Club.

Promotion and Retention

1. Retention in grades K-5 is the decision of the teaching staff and administration. School attendance, completion of work, and final yearly averages will affect the decision to promote or retain a child.
2. Holding a child back in school is not an easy decision for any of us to make. The final decision is made only after conferences have been held and all available information on the child has been considered. Both promotion and retention are means of placing a student where he/she will do the best work and profit the most from the experiences provided.
3. A student, even though low in academic achievement, may be assigned at the end of the school year to the next grade level after careful consideration of all factors outlined, if in the opinion of the teacher, principal and assistant superintendent, this is the best for the child as an individual and the student does not qualify for special class placement.
4. Third Grade Reading Guarantee revolves around current 3rd grade students reading proficiently before being promoted to 4th grade. Students are assessed throughout the year to monitor if they are "on/off track". Students who are assessed and identified as "off track" receive a targeted Reading Improvement Plan to give additional support. The following assessments were used to gauge 3rd grade reading proficiency:
 - Diagnostic Assessment - Given at the beginning of the school year to assess fluency and comprehension.
 - Third Grade English Language Arts Assessment- Taken in the fall and spring monitors student growth and retention of grade level material. A cut-score which is released by the Ohio Department of Education to identify students meeting "on-track"

A student needs to obtain "on-track" status on at least one of the above assessments to be promoted to 4th grade. A spring assessment will be given to again attempt to meet "on-track" status. If you have any additional questions please contact your building principal. This wording may need changed

School Behavior

The following discipline code has been adopted by the Board of Education and is in effect for the K-5 programs of the school district.

Buckeye Local School District
Discipline Code
(Reasons for Taking Disciplinary Action)

- a) Stealing, causing damage to or destroying school property or private property if done on school grounds or during a school function or event.

- b) Causing or attempting to cause physical injury or harm to any student, teacher or other school employee or visitor on school grounds or during a school function or event.
- c) Threatening or intimidating any student, teacher or other school employee or visitor by written, verbal or gestural means.
- d) Interfering with school purposes or with the orderly operation of the school by using, threatening to use or counseling other persons to use violence, force, coercion, threats, intimidation, fear or disruptive means.
- e) Possessing, using, transmitting or concealing any object which might be considered a dangerous weapon or instrument of violence.
- f) Possessing, using, selling, buying, transmitting, secreting or being under the influence of any alcoholic beverage, narcotic or hallucinogenic drug, marijuana, amphetamine, or intoxicant on school premises, including school buses, or at school sponsored functions such as field trips and building activities or prior to attending a school activity or function. The office and teachers must be informed in regard to prescription medication.
- g) Involvement in any conduct on school premises or during a school function or event which violates a local, state or federal law, where such conduct or the likelihood of engaging in such conduct poses danger to the health, welfare or safety of other students, teachers, other employees or visitors.
- h) Refusal or failure to comply with state and local attendance laws.
- i) Smoking/vaping or the use of tobacco products or vaping products, on school premises, including school buses, or at school sponsored functions.
- j) Gambling on school premises or at school events.
- k) Failure to comply with the directions of teachers, student teachers, aides, bus drivers, principals or other authorized personnel.
- l) An infraction or refusal to comply with the rules and regulations of the school.
- m) Persistent disobedience, insubordination or other misconduct pertaining to any rules or regulations governing student conduct.

- n) Use of profane or obscene language, written or verbal, phrases or partial phrases including obscene gestures, signs, pictures or publications and disrespect toward school authorities.
- o) Conduct of the parents when they interfere with school discipline or where parents refuse to submit themselves to board rules.
- p) Engaging in any conduct which causes or which creates a likelihood that it will cause a disruption in or material interference with any school function, activity or purpose or that interferes with the health, safety or well-being of the rights of other students.
- q) Possessing, using, selling, buying, transmitting or secreting any of the following
 1. Materials which appeal predominately to base or other prurient sexual interests, which are potentially offensive to prevailing standards in the community and which are without redeeming social value.
 2. Materials which contain language potently offensive.
 3. Materials which are libelous or slanderous of any person, institution, or which are intended to hold any student, teacher or other employee, race, ethnic group or religion as such up to scorn, ridicule or contempt.
 4. Materials which pose a clear and present danger to the health or safety of other students, teachers, employees or visitors.
- s) Illegal or unauthorized entry to school facilities.
- t) Fighting.
- u) Tardiness - late arrival to school or class
- v) Truancy
- w) Skipping or cutting class
- x) Improper use of vehicles on school days and at school events.
- y) Drugs, look-alike drugs and alcoholic beverages
 - Possessing, selling, offering to sell, giving, packaging or delivering a counterfeit controlled substance.
 - representing, directly or indirectly, a counterfeit controlled substance as a controlled substance by describing, in words or conduct, its effects as being the same or similar to the physical or mental effects associated with use of a controlled substance.

- directly or indirectly falsely representing a counterfeit controlled substance as a controlled substance

z) PDA – Public Display of Affection

K-5 Discipline Regulations

The following discipline procedures are adopted for District-Wide use throughout the Buckeye Local School District. The process requires a team approach on the part of the administration and the classroom teacher.

The instrument is not designed to have the administrator inherit the disciplinary responsibilities of the classroom teacher nor is it the intention to remove any authority from the teacher. It is an attempt to provide the teacher and administrator with an instrument that will assist them in maintaining control in the educational setting.

Each teacher is expected to maintain control in his/her classroom. Teachers facing problems which exhaust their ability to effectively respond or problems that exist outside of their direct authority can make referrals to the building principal. Such problems will then be managed according to the regulations outlined below. Any referral to the principal is to be made on the standard form provided at each school office.

Should a situation arise that is not covered in the procedures below, it will be handled by the administration. The building principal or designee has the authority to alter discipline procedures if necessary.

Instructional Interventions (Non-tiered behavior)

- 1) Incomplete classroom assignment: Student does not complete assigned work in allotted time. If a student refuses to complete work, move to Level I Discipline Procedures.
Example: work not complete at the end of class due to inattention to the task, frequent breaks, or any other activity that is not disruptive to the classroom environment.
- 2) Incomplete homework: Student returns to school without homework complete.

Instructional Intervention Procedures

- 1) Assign student to Intervention Room (in lieu of recess) until work is complete.
- 2) If student refuses to complete work in the Intervention Room, move to Level I Discipline Procedures.

Level 1 Behaviors

Not Prepared for Class - Doesn't have appropriate materials

Out of Seat - Failure to remain in assigned area

Physical Disruption - Running, pounding, destroying, touching, horseplay

Verbal Disruption - Talking out, tantrums, crying yelling, making noise

Non-Compliance - Doing opposite of asked, refusal to follow directions

Tardy - Entering class without a pass

Level 1 Possible Outcomes

Verbal Warning

Advance to Yellow

Advance to Red

Detention (1-2 Days)

Parent Contact

Refer to Office

Level 2 Behaviors

*Can also be due to repetition of level 1 offenses

Continuous Non-Compliance - Not following directions being insubordinate

Dishonesty - Deliberate misrepresentation of facts, cheating, lying

Verbal Aggression - Profanity, obscene gestures, threats, intimidation, bullying

Physical Aggression - Hitting, biting, kicking, grabbing, physical bullying

Use or Possession of Tobacco - Cigarettes, snuff, chew tobacco, e-cigarettes

Inappropriate Use of Technology - Pictures

Level 2 Possible Outcomes

Advance to Yellow

Detention (2-3 Days)

Advance to Red

Parent Contact

Advance to Blue

In-School Suspension

After School Detention

Out-of-School Suspension

Level 3 Behaviors

Physical Aggression - Willfully inflicting pain, destroying property, fighting

Verbal Aggression to School Staff - Profanity, obscene gestures, threats

Possession of Banned Paraphernalia - Weapons, explosives, alcohol, drugs

Unauthorized Entry to School - Trespassing, entering while suspended

Theft - Personal items, school property, identities

Inappropriate Use of Technology - Inappropriate non-academic websites, sexting

Inducing General Panic - Causing unnecessary stress within the school

Level 3 Outcomes

Advance to Blue

Detention (3 Days or more)

Parent Contact

In-School Suspension

After School Detention

Saturday School

Out-of-School Suspension

Notify parent/Authority

Assigned to Jefferson County Alternative School

Referral to Central Office

Expulsion

*The above listed outcomes are at the discretion of the administration.

Discipline - Grades 4-5

Philosophy: It is considered a fundamental understanding to each student and his/her parents/guardian that any teacher or school official has not only the right, but the duty, to insist on good behavior. THE RIGHT OF DISCIPLINE EXTENDS TO ALL AREAS OF THE SCHOOL PROGRAM.

The Buckeye Local Discipline Code appears in the District Policy Manual. A discipline demerit system has been developed from the discipline code which includes the following:

A PARENT CONFERENCE (phone or school conference) MUST BE HELD BEFORE A STUDENT SUSPENDED WILL BE PERMITTED TO RE-ENTER AFTER THE SUSPENSION.

IMMEDIATE SUSPENSION OF UP TO TEN (10) DAYS WILL BE ISSUED FOR EACH OF THE FOLLOWING OFFENSES. THE STUDENT MAY BE REFERRED TO CIVIL AUTHORITIES AND MAY BE SUBJECT TO POSSIBLE EXPULSION FOR THE OFFENSE:

Misuse of Social Media

Any misuse of social media (facebook, twitter, instagram, etc) or text messaging that creates a substantial disruption at school may result in disciplinary action
Drugs, Look-Alike Drugs and Alcoholic Beverages

Up to Ten day suspension

A student shall not possess, use, transmit, secrete, sell or be under the influence of any drug, look-alike drugs, or alcoholic beverage of any kind with the exception of the student who is taking prescription medicine under the direction of a physician. The office and teachers must be informed in regard to prescription medication. This restriction shall refer to:

- the school grounds; during, before or after school hours
- off school grounds at a school activity
- on school buses or rented carriers
- use prior to attending a school activity, function or event
- a student shall not knowingly possess, sell, make offer to sell, give, package or deliver a counterfeit controlled substance; nor shall he/she represent a counterfeit controlled substance by describing it as being the same as or having the same physical or mental effect associated with use of a controlled substance, nor shall a student falsely represent a counterfeit controlled substance.

The suspension will be reduced if the student voluntarily enters an approved drug and alcohol assessment-counseling program.

Repeated offenses would result in possible expulsion or entering an approved alcohol-drug rehab center for the 35 days or a full term rehab period. The student would be readmitted to school if counseling continues for the period mandated by the rehab center.

Assault

Up to Ten day suspension

A student shall not cause physical injury to any student, teacher or other school employee or visitor on school grounds or during a school function or event. Expulsion may be considered. This is not the same as fighting. An assault would be decided at the discretion of the principal or adult staff present based on gathered evidence.

Dangerous Weapons or Instruments

Includes Firecrackers

Up to Ten day suspension

A student shall not possess, use, transmit or conceal any object which might be considered a dangerous weapon or instrument of violence. This list is not totally inclusive, but some examples are: firecrackers, sharp instruments, pipes, guns, knives, ice picks, switchblades, brass knuckles, chemicals and gases, including mace.

Minor Theft

A student shall not possess an item that belongs to another student without permission.

Breaking and Entering and / or Major Theft

Up to Ten day suspension

Illegal or unauthorized entry to school facilities, theft of items belonging to the school.

The following incidents call for the assignment of up to fifteen (15) demerits and possible recommendation for suspension or expulsion from school:

Disruption of School and / or Class

A student shall not engage in conduct that interferes with the health, safety, well-being or rights of others.

Damage to Private or School Property

A student shall not steal, cause damage to or destroy school property or private property if on school grounds or during a school function.

Use of Profanity and / or Obscene Gestures

USE OF PROFANITY AND/OR OBSCENE LANGUAGE PARTIAL PHRASES THAT CAN BE IMPLIED AS OBSCENE OR GESTURES OR RACIAL SLURS:

A student shall not use any form of profanity, written or verbal or racial slurs. Included in this prohibition would be the use of obscene gestures, signs, pictures or publications, obscene phrases or partial phrases.
Directed toward the faculty

Insubordination

A student shall not fail to comply with the directions of teachers, student teachers, aides, bus drivers, principals or other authorized school personnel. He/she shall not fail to comply with the rules and regulations of the school.

School Safety

Three day-Ten Day suspension or Expulsion

Any behavior that puts students, staff or administrators in an unsafe situation will be held accountable. This would include propping doors open and opening doors for any visitor or student without administrative permission.

Gang Activity

Three day-Ten Day suspension or Expulsion

Students are not permitted to engage in gang-like behaviors. A gang shall mean two or more students or persons not associated with school-sponsored activities whose purpose include the disruption of the learning environment or who associate with each other primarily for criminal, and/or activities prohibited by law and/or the district's policies. Buckeye Local School District prohibits the presence of gangs and gang-like activities. Not students on school Property or attending school activity shall engage in following:

1. Wear, Possess, use, display, give or sell any clothing, jewelry, emblem badge, symbol, sign or other item which is an indication of membership or affiliation in any gang.
2. communicate, either verbally or nonverbally(handshakes, slogans, drawings, Marking, etc.)membership in or affiliation with gang.

Fighting

(3 day suspension)

Suspension depends on total offenses accumulated.

Intimidating, Threatening, Degrading, Disgraceful or Sexual Acts

A student shall not engage in any act which intimidates, threatens, degrades or disgraces a teacher, a fellow student, visitor, administrator, school employee or member of Board of Education by written, verbal or gestural means. A student shall not engage in any sexual act or act which incites a panic. (Expulsion may be considered.)

Smoking / Use of Smokeless Tobacco / Vapes and Jules

Up to 3 day suspension)

USE OF TOBACCO/VAPE PRODUCTS

Students shall not be permitted to use tobacco/vapes of any kind in the school building or on school property or within direct view of the school, including on

school buses, at school sponsored functions and during field trips and other scheduled activities of the school.

POSSESSION OF TOBACCO/VAPE PRODUCTS

Students shall not bring tobacco/vape products to school. Tobacco products are not to be carried on a student nor stored in lockers. Tobacco and vape products brought to school will be confiscated and will not be returned.

Truancy

The Buckeye Local School District believes that all students benefit by consistent attendance therefore truancy will not be tolerated. Students who are found to be truant may be subject to Truancy Intervention plans and/or juvenile justice proceedings.

PDA – Public Display of Affection

Engaging in display of affection in school, on school grounds or at a school event.

The school has the authority to take corrective disciplinary action against any behavior, whether covered specifically in this written code or not, which is found to be disruptive of the educational process of the school.

IN ADDITION TO THE ABOVE SYSTEM, DISCIPLINE MAY BE ASSIGNED BY THE PRINCIPAL AS JUDGED NECESSARY, IN HANDLING DISCIPLINE PROBLEMS IN THE SCHOOL, WHICH HAVE NOT BEEN ADDRESSED IN THE DISCIPLINE CODE.

Disciplinary Measures

Should a child behave in the unacceptable ways indicated in the Discipline Code, any of the following disciplinary measures may be enforced by the school:

1. Student conference
2. Parent phone call - parent conference - we will often ask that you come to school to work with us prior to a problem becoming quite serious. Many times a student will begin to show progress once the parent is involved in the problem.
3. Assignment to Detention - This may be assigned before, during, or after school. Parents will be notified a day in advance when after school detention is assigned so that they can arrange for transportation.
4. Work assignments beyond the regular course load when determined to be appropriate and practical.

5. Suspension of specific privileges at school.
6. In-school suspension - Building principal may assign students to in-school suspension, which allows a student to remain in school, but isolates the student from the rest of the students in attendance. This includes the lunch period.
7. Serious violations and continued offenses may lead to a suspension from school, or assignment to Saturday school. Unless it involves an emergency removal, parents are notified in advance that the child is being removed from the classroom.
8. Referral to juvenile authorities or police - When a serious offense is involved, outside authorities may be called for assistance.
9. Removal from school by the parents on a temporary basis for the protection of the children involved, pending investigation of a situation which may be disruptive to the school program - This allows us to solve a potentially serious problem with the least amount of confusion.
10. Recommendation of the Superintendent for expulsion - Although expulsion in our schools is rare, the possibility of expulsion must be taken very seriously by students and parents. Students cannot remain in our schools if they are a continuous threat to the health and safety of the other students and staff.

School Supplies

Please be sure that your child has notebook paper and pencils for use in school. All teachers will send a letter home indicating the specific items that will be needed during the school year.

Parent Volunteers

The Buckeye Local School District has had a parent volunteer program since 1976. We are very pleased with the cooperation received from the parents involved. Parents who are interested should speak with the building principal so that you can complete a volunteer application.

- **Parent Volunteers must have fingerprints (Both FBI and BCI background checks)**
- **Parent Volunteers are not permitted to take pictures or videos of students**

PTA / PTO Involvement

The PTA, Home and School Associations, and PTO groups in the various communities are organized to work with the schools to assist them in meeting their goals for the school during a specific year. It is very important that any group formed to work for the betterment of the school, work directly through the building principal. Goals set by the PTA/PTO group must match goals set for the building as a whole for a school year. The president of the group should

have continuous contact with the building principal. All fundraisers and projects must have prior approval from the principal. If members of the organization and/or parents are asked by the teacher to attend field trips off school property or be responsible for students without a licensed teacher both on or off school property will be required to complete a BCI/FBI background check.

Immunization

Any child entering school at any grade level in the Buckeye Local School District shall present, at the time of entry, proof of immunization. Any child not having proper immunization records will have 30 days after enrollment in the school district to present such records.

Diseases against which pupils in grades K-12 must be immunized against include the following: (consult school nurse regarding required dosages.)

(DTP)	Measles,	
Diphtheria	Mumps,	
Pertussis	Rubella	Hepatitis B
Tetanus	Varicella (Chicken	Hib
Polio	Pox Vaccine)	
	Menogoccal	
	((Mcv4)	

School Property

NO DOGS are permitted on school property per safety of all children.

Many items will be “loaned” to your child while attending Early Childhood Education and grades K-5. This includes desks assigned for the year, computers, textbooks and audio visual equipment. The school expects each child to care for the items used in school as he/she would items belonging to you in your home.

Items destroyed, disfigured or lost must be replaced by the student and any money owed from fundraisers must be paid..

All money owed to the school for the above reasons or other reasons must be paid in full prior to a student participating in extracurricular activities

Student Safety

Students participate in regularly scheduled fire, tornado, evacuations, and lock-down drills so that they will be prepared for emergency situations.

All playground and classroom activities are supervised by adult school personnel.

If an emergency or questionable situation exists and parents cannot be reached at numbers provided, an emergency squad may be called to transport the child to the hospital.

Please keep all contact information up to date and current in the Oneview system.

Interpreting the Situation

Please do not hesitate to contact your child's teacher or principal if he or she has encountered a concerning situation during the school day. There are times that a problem has occurred and the teacher or principal can help resolve the issue with a simple phone call. Other times, a phone call may identify a misinterpretation of the given situation and the problem becomes resolved. It is our goal to help you and your child to have a positive and productive school year.

Music Program

There will be times when the music teacher plans a special program which requires student participation. Some of these programs will be in the evening. It is very important that all students participate in a scheduled music program, since the success of the program depends on each student being there to say his/her part and add volume to the singing. Please encourage your child to attend these events. No children will be dismissed until the conclusion of the program. All students will have the opportunity to be in a program during the year. Students in Grades 4-5 will perform in November, Grades PK-1 will perform in December, Grades 2-3 and band in May.

Excuses from Events

When a student is unable to take part in physical education activities, he/she must have a written excuse from the parent/physician. Should a child be unable to participate on a regular basis, an excuse from a physician may be requested.

On days when the weather is not extremely cold or wet, all students will be expected to play outside. Should your child have a health problem which requires that he/she stay inside, a written note from you to the teacher will be necessary so that we will not permit the child to go outside.

Change of Address, Telephone number or Guardianship

It is important that all school records are kept up-to-date. Should you change your address or telephone number, please notify the school immediately in writing and update the information on Oneview.

If your child is under the guardianship of a parent and that guardianship changes during the year, school authorities must be notified immediately. We are permitted to release information

to the legal guardian ONLY. Any court orders that take away parents rights must be filed with the school.

Please be certain that your child has a social security number and that it is on file in the school office.

Students moving outside the district during the school year must withdraw; if returning to our district the parent must file an open enrollment application if not living within the district.

Solicitation of Funds

Solicitation of funds from children within the school will not be permitted. This applies to all non-school organizations not directly related or connected to the ongoing programs of the school.

A student or group of students shall not sell items, make collections, conduct membership drives or sell subscriptions on school property during the regular school day or at school events without the authorization of the building principal.

Emergency Forms

It is very important that each parent complete all information on the emergency medical form in the Oneview Portal. This information is very important should an emergency situation arise with your child. As information changes, updating the Oneview form must be completed. **A child cannot be dismissed to any person not listed on the emergency medical form - NO EXCEPTIONS!**

Field Trips

- Field trips are a part of the school program and must reflect objectives which center around the classroom curriculum.
- Although organizations and outside clubs may sponsor a field trip, the planning and initiation for the trip must come from the classroom teacher or administration.
- No one outside the school may apply for a field trip.
- Parental permission slips are required for each student taking part in a field trip.
- The school may deny participation in field trips if a student has a continuous record of poor behavior or outstanding fees.
- All school rules apply to every field trip.

Insurance

A student enrolled in the district is given the opportunity to purchase insurance coverage for injuries resulting from accidents which occur at school or while the student is coming to or going from school. The insurance is neither endorsed nor sold by the school, but is made available to parents who desire accident coverage on their child on a "group-plan" cost basis.

You should receive information on school insurance from your school at the beginning of each school year.

Medication

School officials are not permitted to disperse medication to any student without an authorization form on file completed by the doctor. Medication must be brought to the school by a parent in the original or unopened package.

Please do not send medication to school asking that a child take it at specific times. This includes cough medicine, aspirin or any over the counter medication.

Should your child have a serious illness which requires medication on a long term basis, please ask your building principal for a form to be completed by your physician.

Assessment Program

Standardized Assessments compare your child with hundreds of other students across the United States that are exactly your child's age and the results help identify your child's ability.

The following Assessments are given in the Buckeye Local Schools:

- Early Childhood – Early Learning Assessment (Fall and Spring); Ages & Stages Questionnaire: Social – Emotional (Oct 1/May 1)
- Kindergarten - The KRA (Kindergarten Readiness Assessment) Test will be administered in the fall. Reading, Math and Writing Diagnostic Tests will be administered in the spring.
- Grade 1: Reading, Math, Writing Diagnostic Tests
- Grade 2: Reading, Math, Writing Diagnostic Tests and Gifted Assessment
- Grade 3: Reading (Fall and Spring, and Math Achievement, Writing Diagnostic Test, and Terra Nova TCS.
- Grade 4 Reading, Math, and Social Studies Achievement
- Grade 5 Reading, Math, and Science Achievement and Gifted Assessment
- Enrichment students – TCS

Beginning School for the First Time

All pupils must be five (5) years of age on or before August 1st of a school year in order to enter Kindergarten in the Buckeye Local School District. All students must complete Kindergarten before being enrolled in Grade one unless exempted through the testing program.

All pupils must be six (6) years of age on or before August 1st of a school year in order to enter the First Grade.

Any new pupil who has been attending school in another school district, whose parents or guardian moves into the Buckeye Local School District, will be placed at the grade level suggested by the last school attended. All transfer students must have verification of grade level and grades from the last school attended.

All new students entering the Buckeye Local School District, whether just beginning school or transferring from another school district, must provide a copy of the child's birth certificate, immunization record, and social security card upon registration.

All students entering Kindergarten must take part in the annual Kindergarten Screening Program or have special arrangements for screening prior to entering school.

No student who qualifies for school entrance will be turned away. Following Kindergarten Screening we may suggest to a parent that a child enter Early Childhood Education instead of Kindergarten - but the decision rests with the parents.

Acceleration Policy

Academic acceleration may involve whole-grade acceleration or individual subject acceleration. Academic acceleration occurs when a student is not only doing the caliber of work necessary to be promoted to the next grade or enrolled in the next course in the academic sequence, but also demonstrates the ability to do the caliber of work required of students in that next grade level/subject/course. An acceleration evaluation committee will determine whether the student will be permitted to skip a grade level (i.e., whole-grade acceleration), or take a subject at a higher grade level or skip a course in the usual and customary academic sequence (i.e., individual subject acceleration).

Any student residing in the District may be referred by a staff member or a parent/guardian to the principal of his/her school for evaluation for possible accelerated placement. Copies of referral forms for evaluation for whole-grade or individual subject acceleration will be available at each school building. The principal of each school (or his/her designee) will solicit referrals of students for evaluation for accelerated placement, and notify all staff s/he supervises the referral process.

Students referred for accelerated placement will be evaluated in a prompt manner. The building principal will schedule the evaluations. Normally, changes in a student's schedule will occur only at the start of a semester.

Before a student is evaluated for accelerated placement, the principal (or his/her designee) shall obtain written permission from the student's parent/guardian.

Evaluations related to referrals that occur during the school year will ordinarily be completed and a written report issued within forty-five (45) calendar days. Evaluations related to referrals that occur at the end of a school year or during the summer will be completed and a written report issued either before the end of the school year, if possible, or within forty-five (45) calendar days of the start of the next school year.

Upon referral, the student's principal (or his/her designee) shall convene an acceleration evaluation committee to determine the appropriate learning environment for the referred student. This committee shall include the following:

- A. a parent/guardian, or a representative designated by that parent/guardian
- B. a gifted education coordinator or gifted intervention specialist, or if neither is available, a school psychologist or guidance counselor with expertise in the appropriate use of academic acceleration may be substituted
- C. a principal or assistant principal from the child's current school
- D. a current teacher of the referred student
- E. a teacher at the grade level or course to which the referred student may be accelerated

The acceleration evaluation committee shall be responsible for conducting a fair and thorough evaluation of the student. The acceleration evaluation committee will consider the student's own thoughts on possible accelerated placement in its deliberations. In the event that career-technical programs are considered for acceleration, a career-technical educator shall be consulted as a part of the evaluation.

Students considered for whole-grade acceleration will be evaluated using an acceleration assessment process approved by the Ohio Department of Education.

Students considered for individual subject acceleration will be evaluated using a variety of data sources, including measures of achievement based on State academic content standards (in subjects for which the State Board of Education has approved content standards) and consideration of the student's maturity and desire for accelerated placement.

The acceleration evaluation committee shall issue a written decision on the outcome of the evaluation process to the principal and the student's parent/guardian. This notification shall include instructions for appealing the decision.

Appeals must be made in writing to the Superintendent within thirty (30) calendar days of the parent/guardian receiving the committee's decision. The Superintendent or his/her designee shall review the appeal and notify the parent/guardian of his/her decision within thirty (30) calendar days of receiving the appeal. The Superintendent or his/her designee's decision shall be final.

If the student is recommended for whole-grade or individual subject acceleration, the acceleration evaluation committee will develop a written acceleration plan. The parent/guardian shall be provided with a copy of the plan. The plan shall specify:

- A. placement of the student in an accelerated setting;
- B. strategies to support a successful transition to the accelerated setting;
- C. requirements and procedures for earning high school credit prior to entering high school (if applicable); and,
- D. an appropriate transition period for accelerated students.

A school staff member will be assigned to oversee implementation of the acceleration plan and to monitor the adjustment of the student to the accelerated setting.

At any time during the transition period, a parent/guardian of the student may request in writing that the student be withdrawn from accelerated placement. In such cases the principal shall remove the student from the accelerated placement without repercussions.

At any time during the transition period, a parent/guardian may request in writing an alternative accelerated placement. In such cases, the principal shall direct the evaluation committee to consider other accelerative options and to issue a decision within thirty (30) calendar days of receiving the request. If the student will be placed in a different accelerated setting from that initially recommended, the student's acceleration plan shall be revised accordingly, and a new transition period shall be specified.

At the end of the transition period, the accelerated placement shall become permanent. The student's record shall be modified accordingly, and the acceleration implementation plan shall become part of the student's permanent record to facilitate continuous progress through the curriculum.

Early Childhood Education

An Early Childhood Education Program is available for students ages 3 years old on or before August 1st of each year. An Early Childhood Special Education Program is available for students with special needs between the ages of 3 to 5 years old.

Special Services

- A. The Buckeye Local Board of Education has adopted policies which assure every school age child living within the School District a free and appropriate education.
- B. The School District offers the following services to students who need more than just the general education program:
 - Specific Learning Disability

- Intellectual Disability
 - Speech and Hearing Therapy
 - Title I Services
 - Early Childhood Education Program
 - Early Childhood Special Education Program
 - Emotional Disturbance
 - Multiple Disabilities
 - Visual Impaired
 - Gifted/Enrichment Program
 - Occupational Therapy
 - Hearing Impaired
 - Other Health Impairment
 - Physical Therapy
- C. Special services for hearing impaired and orthopedically handicapped children are arranged outside the district.
- D. The Intervention Assistance Team/RTI process will be used before special services are requested.
- E. Prior to a student receiving any special service through the school, appropriate testing must be completed..
- F. IEP conferences must be held if a child is to receive services through special programs. This is an instructional plan which is individualized to meet the needs of each child while he/she attends special classes. This plan is updated each year and reviewed with the parent(s).
- G. Students who are ill and will be under a doctor's care and out of school for two weeks or more may qualify for homebound instruction. Contact the building principal immediately when this happens so that you can be sent the proper forms for a physician's signature.

Internet Access

Access to the Internet, offered as part of a collaborative project involving the Buckeye Local School District, OME-RESA, and the Jefferson County Board of Education, is now available to students and teachers in the Buckeye Local School District. We are pleased to bring this service to our district because the Buckeye Local School District NET offers vast, diverse, and unique resources to both students and teachers.

The student must understand that when using the Internet, or any other telecommunication environment he/she must adhere to all general rules of courtesy and etiquette; all Federal, State and local laws; laws regarding access and copying of information; and all rules and regulations

prescribed by the host environment and the Buckeye Local School District. In addition he/she agrees to the principles, procedures, and terms detailed within the Acceptable Use and Internet Safety Policy and the OME-RESA System User Application and Agreement.

Use of the Buckeye Local School District Net is a privilege, not a right; granting of this privilege is specifically conditioned upon following the policies set forth in this agreement. Therefore, the student must understand that he/she may have all network privileges, including the termination of his/her account, revoked at any time for abusive conduct or breach of guidelines from the Buckeye Local School District Net and/or the OME-RESA system. He/she further understands and specifically waives any expectation of privacy which he/she may have to any data transmission or other communication through use of the Buckeye Local School District Network. Such transmission and communication may be monitored at any time.

Buckeye Local School District will offer students a restricted menu choice which should confine student access to educational information that will not be objectionable. However, parents and teachers must understand that age inappropriate materials may be found on the Internet, which is beyond the responsibility and control of the Buckeye Local School District.

Parent/guardian will be required to sign the "Acceptable Use and Internet Safety Policy"

Computer Network / Internet Acceptable Use Guidelines

For students in the Buckeye Local School District

Explanation of Guidelines

The Buckeye Local School District (BLSD), in cooperation with the Ohio Mid-Eastern Regional Education Service Agency (OME-RESA), provides students access to its computer network and the Internet for **educational purposes only**. The Network has been created at public expense and exists for purposes relating to education and administration. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. If a student has doubts regarding whether an Internet site has educational merit, he/she should ask a staff member.

The BLSD network is available anywhere on school property throughout the District. Student access by any means (personal or school owned) constitutes network usage and binds the user to these guidelines.

In order for the BLSD to supervise student use of the computer network and the Internet, the Acceptable Use Guidelines must be read and the Guideline Agreement form must be signed annually by all students and parents/guardians to have access to educational resources from

school computers. Signing the document indicates that the student and parent/guardian have read and understand the expectations of the Buckeye Local School District.

BLS D Guidelines

All files remain the property of the BLS D, no one should have any expectation of privacy regarding such materials. At any time and without prior notice, the BLS D reserves the right to monitor, inspect, copy, review, and store any and all usage of the network and the Internet, as well as any information sent or received in connection with this usage.

Students who use the computer network or the Internet inappropriately may lose their access privileges and may also face additional disciplinary or legal action. The length of time for loss of privileges will be determined by building administrators and/or other staff members. If the user is guilty of multiple violations, privileges can be removed for one year or more.

Unacceptable computer use includes but is not limited to the following:

1. Offensive or Harassing Acts

2. Violations of Privacy

- Accessing, modifying, or deleting files that do not belong to you.

3. Creating Technical Problems

4. Use of Outside Services: All email, document storage, blogs or any and all other services while using the District network must be approved by the Buckeye Local Technology Committee and are subject to evaluations of student privacy and 21st Century skills development.

- Accessing inappropriate chat rooms or newsgroups

5. Violating Law

6. Violating Copyright

7. Personal Use

○ Using the Internet for personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity.

- The following activities are prohibited unless they are part of an educational project: Interacting with personal web sites or other social networking sites or tools, receiving or posting messages to web sites or other social networking or blog sites, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing.

8. Political Use

9. General Misconduct as addressed in the student conduct code

10. Giving your username or password to any other student and/or logging onto the network with

the username and password of someone else.

These general guidelines are appropriate to follow when using computers anytime anywhere.

Asbestos Management/Inspection Statement

It is the intention of the Buckeye Local School District to comply with the Federal Rules and Regulations dealing with the Asbestos Hazard Emergency Response Act, which required completion of an Asbestos Management Plan by October 12, 1988 and compliance with all rules pertaining to asbestos management. Inspections, reinspections, and assessment will be a continuous process in the Buckeye Local School District to insure the safety and well being of its students and employees.

Bullying and other Forms of Aggressive Behavior

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students and staff. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying either written, verbal, electronic, or physical toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated on school property, school buses or at school sponsored events. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e. internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless handheld 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).

Any student or student's parent/guardian who believes she/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal, or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is

similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e. to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by specific students are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such a student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and / or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Students who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The Buckeye Local School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witness as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligation. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirements

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the school district website. The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A school district employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy.

Notification

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. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general will be age and content appropriate.

To the extent that State or Federal funds are appropriated for these purposes, the District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667

State Board of Education Model Policy (2007)

Title I Parent Involvement Policy

It is the administrative policy of Buckeye Local School District to ensure that parents of all students have an opportunity to participate in the design and implementation of our Title I Schoolwide Program. All parents will be informed about the aspects of the Title I Schoolwide Program, including parent involvement requirements and other relevant program provisions, at an annual meeting or meetings to be held each year at the individual buildings. Parent Involvement activities may include, but are not limited to the following:

1. annual meetings to inform parents of their school's participation in the Title I Schoolwide and to give an overview of the program
2. nine week progress reports / report cards
3. parent / teacher conferences
4. parent workshops / training by building and/or district
5. providing timely information concerning Title I, such as plans/evaluations
6. parent surveys related to planning, development, and operation of the Title I Schoolwide Program and parent needs assessment.
7. responding to parent questions, concerns and recommendations
8. newsletters and other home/school communications

9. development of a School-Parent Compact
10. assisting parents with school improvement issues, if applicable
11. assuring that information related to school and parent programs, meetings, and other activities are sent to the parents in the language used at home.
12. coordinating and integrating Title I School wide Parent Involvement strategies with Head Start and Buckeye Local Early Childhood Educations
13. volunteer assistance based on teacher need
14. increased parent involvement activities in all buildings
15. providing information about the Ohio Parent Information Center (PIRC)
16. other activities, as appropriate

These ongoing activities and means of consultation will enable parents and staff members to work together in order to build a partnership between home and school.

An annual assessment of parent involvement effectiveness will be conducted by a spring survey and parent recommendations will receive a timely response. Reasonable support for parent involvement activities will be provided at parents request and staff members will be readily accessible to parents. This Title I Schoolwide Parent Involvement Policy was approved with consultation with, reviewed by, and made available to all parents.

What is Title I Schoolwide

Title I (part A of the elementary and secondary Education Act of 1965, Reauthorized by the No Child Left Behind Act of 2001) is a federal program that provides financial support to schools with a large population of students that come from low-income families.

If schools have 40% or more of children from low-income families, then they qualify for Schoolwide Title 1, which is a program that can be used to improve the whole school and offer added services and programs to all students. All buildings in the Buckeye Local School District qualify for Schoolwide Title I services.

Some of the programs and services available in these schools are: teacher and principal training through Professional Development; enhancement of education through technology; language instruction for students with limited English proficiency (LEP); on-going instruction for safe and drug free schools and communities; use of new methods and devices by teachers; early childhood education; strategies that enable all students to meet the academic standards; class reduction teachers to decrease class size; special education; in-classroom individual instruction; after school intervention; strategies to increase parental involvement; summer intervention; increase instruction in reading/math; counseling; speech therapy; referral to community services, such as adult literacy programs, social services, health services, GED adult career development; and parent and community volunteers. If you are interested in learning more about any of these programs, please contact the building principal.



Buckeye Local School District

6899 State Route 150
Dillonvale, Ohio 43917

Phone: (740) 769-7395 769-2234 598-4160 546-4900

Fax: (740) 769-2361

Web Address: www.omeresa.net/schools/buckeye

Re: **Parent Right to Know Teacher Qualifications**

Dear Parent / Guardian:

You have the right to know about the teaching qualifications of your child's classroom teacher. The federal law, No Child Left Behind, requires that any local school district receiving federal Title I, Improving the Academic Achievement of the Disadvantaged, must notify parents of each student attending any school receiving Title I that they may request information regarding the professional qualification of the student's classroom teacher, including the following:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction
2. Whether the teacher is teaching under emergency or temporary status that waives State licensing requirements.
3. The college degree major of the teacher and any other graduate degree or certification (such as National Board Certification).
4. Whether your child is provided services by instructional paraprofessionals (sometimes called teacher's aides) and their qualifications.

You may request this information by returning this letter with your identifying information to the address listed above. You may fax the request to the above listed fax number. Be sure to always give the full name of your child, your full name, your complete address including zip code, the name of your child's teacher and the school,

Sincerely,
Coy Sudvary
Superintendent

Child's Full Name: _____

Parent/Guardian Full Name: _____

Address: _____

City, State, Zip _____

Teacher's Name: _____ School: _____