

Buckeye Local School District

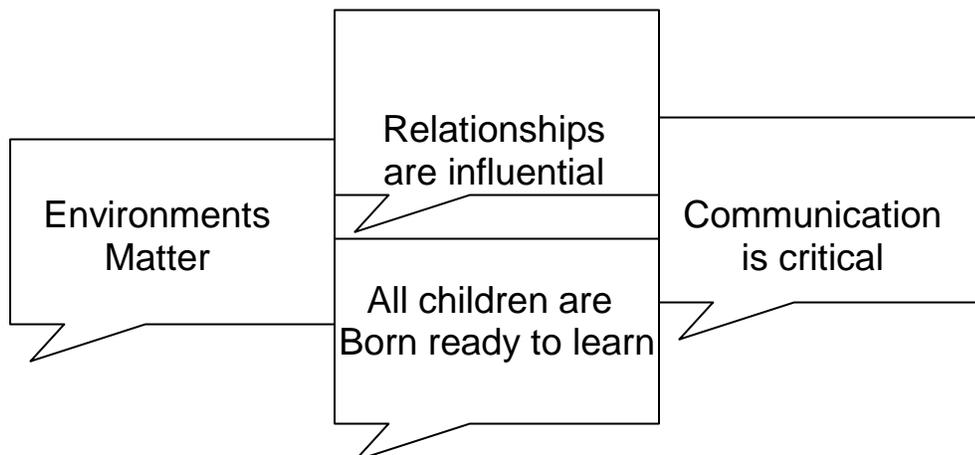
Early Childhood Learning Centers

HANDBOOK 2018-2019

North Elementary
1004 Third Street
Brilliant, Ohio 43913
740 598-4589
Principal: Susan Nolan

South Elementary
100 Walden Ave.
Tiltonville, Ohio 43963
740 859-2800
Principal: Julie Packer

West Elementary
243 N. Mill Street
Adena, Ohio 43901
740-546-3331
Principal: Lucas Parsons



THIS HANDBOOK IS THE PROPERTY OF:

Name _____

Address _____

Phone _____

School Colors: Navy Blue and Silver
with Red and White Accents

Mascot: Panther

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

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PREFACE

Development and learning are tied to the health and well-being of children. Quality early learning experiences are a source of promoting self-confident children which enhances their future achievement in elementary and secondary opportunities.

Buckeye Local School District Early Childhood Education Programs, in particular, are operated under rules required by the Ohio Department of Education, Office of Early Learning and School Readiness Center. Program students, licensing and oversight are provided by the State, Region, and local Board of Education.

A copy of state license inspection reports are posted at each classroom entrance and a copy may be obtained from the building Principal's Office upon request.

INTRODUCTION

Dear Students and Parents:

Welcome to Buckeye Local School District. Our vision is to provide all students with the knowledge and skills to reach their potential and to become responsible citizens through effective programs and community involvement. As the school year progresses, you may have concerns and questions that you will need to direct to the appropriate school personnel. Please observe the following procedure.

- 1). If an issue concerns the classroom please contact the teacher and she/he will schedule an appointment with you.
- 2). If an issue concerns the school building, please contact the Building Principal and he/she will schedule an appointment with you.
- 3). If an issue concerns the entire school district, please contact the Superintendent's Office at (740) 769-7395. He will address your concerns with you in an appropriate manner.
- 4). All transportation matters will be addressed by contacting the Transportation Supervisor at (740) 769-7395.

It is important to follow this proper chain of command in order to have your concern or issue addressed by the proper person and in a timely manner.

This handbook is intended to help you understand and become familiar with some of the school policies and procedures. The effectiveness of the total school program will be determined by how we carry out these procedures.

Students must assume duties and responsibilities in the school organization. This is all part of the educational process they need. Parents can help by becoming familiar with the information in this handbook.

We must remember that cooperation among students, parents, and staff is the key to a successful school year.

If you need information not found in this handbook, feel free to call the Principal's Office for further assistance.

BUCKEYE LOCAL SCHOOL DISTRICT
2018-2019 SCHOOL CALENDAR

Monday	August 20	Teacher Workday	
Tuesday	August 21	Building Conferences	
Wednesday	August 22	School Opens	
Monday	Sept. 3	No School – Labor Day	
Wednesday	Sept. 12	No School – Professional Development Day	
Wednesday	October 17	2 Hour Early Dismissal – Professional Development for Teachers	
Friday	October 26	End First Grading Period.....	274 Instructional Hours (46 days)
Tuesday	November 6	Parent Teacher Conferences – HS & JH 3:30 pm – 7:00 pm Elem – 4:30 pm – 8:00 pm	
Wednesday	November 7	No School - Professional Development Day	
Wednesday	November 21	No School – Thanksgiving Break	
Tuesday	November 27	School Resumes	
Friday	December 21	No School – Christmas Break	
Monday	January 7	School Resumes	
Friday	January 18	End Second Grading Period.....	264 Instructional Hours (44 days)
End of First Semester			538 Instructional Hours (90 days)
Monday	January 21	No School – MLK Day	
Monday	February 18	No School – President’s Day	
Wednesday	February 20	2 Hour Early Dismissal – Professional Development for Teachers	
Wednesday	March 6	No School – Professional Development Day	
Friday	March 22	End Third Grading Period.....	250 Instructional Hours (42 Days)
Wednesday	April 10	2 Hour Early Dismissal – Professional Development for Teachers	
Tuesday	April 16	Parent/Teacher Conference - HS & JH 3:30 pm – 7:00 pm Elem – 4:30 pm – 8:00 pm	
Wednesday	April 17	No School – Easter Break	
Tuesday	April 23	School Resumes	
Monday	May 27	No School – Memorial Day	
Thursday	May 30	Last Day for Students	264 Instructional Hours (44 Days)
		(Possible Make-up Days February 18, March 6, April 17	
End of Second Semester			516 Instructional Hours (86 Days)
Friday	May 31	Teacher Workday	

		TOTAL INSTRUCTIONAL HOURS	1050 (175 Days)
		CONFERENCE HOURS	12 (2 Days)
		PROFESSIONAL DEVELOPMENT HOURS	24 (4 Days)
		TEACHER WORKDAY HOURS	12 (2 Days)
		TOTAL SCHOOL CALENDAR HOURS	1098 (183 Days)

		Buckeye Local High School Graduation	Sunday, May 26, 2019 @ 6:00 PM*

*Graduation Date would be moved to June 2, 2019 if school year were extended due to make up days.

VISION

This vision focuses on the future. What will students need to focus on over time so they can live a successful life in society?

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.

MISSION

The mission statement expresses the unique purpose for which the organization exists and the specific function which it performs

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.

BELIEFS

Belief statements express our fundamental convictions, our values and character.

We believe that:

- Family is a major influence in a student's school success.
- Teachers make a difference in the lives of students.
- Education is a partnership between home, school, and community.
- Schools should provide a safe and secure environment for students, staff and community.
- All students are unique and will be provided with appropriate opportunities to learn.
- The school district will provide students with the skills needed to pursue their educational and career goals upon graduation.
- Lifelong learning for students, staff, and community is necessary and will be promoted throughout the school district.

I. WRITTEN CURRICULUM

The Creative Curriculum for Early Childhood Education (ECE) is used to meet the state adopted Early Learning Content Standards Program Rules and Guidelines.

- A review of current research and learning theory.
- An overview of child development knowledge and the many ways that children are unique, including temperament, learning styles, interests, life experiences, culture, and special needs.
- Strategies for setting up a learning environment--the context for teaching. It shows teachers how to select and organize materials and to arrange a classroom; how to create a balanced schedule and routines; and how to build a classroom community, teach social skills and conflict-resolution strategies, and handle challenging behaviors.
- The content to be taught--the knowledge and skills children are expected to learn in literacy, math, science, social studies, the arts, and technology. The content is based on standards in each subject area and correlates with elementary school curricula and state early learning standards.
- A wide range of instructional strategies so that teachers can take full advantage of multiple opportunities for intentional teaching during large and small-group times, teachable moments, and long-term studies.
- An assessment system defines the scope of what children are expected to learn for each of the 50 Creative Curriculum objectives and the sequence in which children are likely to progress.
- Guidance and resources to help teachers build a true partnership with families--one that is based on respect for differences and for the value that each partner brings to supporting children's learning and their success in school.

II. BEHAVIOR MANAGEMENT/DISCIPLINE PLAN

In addition to Buckeye Local Board of Education adopted policy the following guidelines will be used specifically for ECE Behavior Management/Discipline.

A. The ECE teacher will identify and evaluate the need and degree of intervention required.

B. Philosophy

Discipline is a key component in developing a safe and orderly environment conducive to education. Discipline must also be corrective and a learning experience for students. Our goal cannot be to just punish. We must also correct and improve. With this in mind, the ECE staff will be working as a team in setting a positive behavior approach in the classroom. The staff will be fair, caring and firm, while at the same time treating all students as individuals. Positive behavior supports will focus on constructive, developmentally appropriate child guidance and management techniques. Incorporated in these techniques will be such measures as redirection, separation from problem situations, talking with the child about the situation and praise for socially appropriate behavior.

C. The school's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
- (2) No discipline shall be delegated to any other child.
- (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.

- (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
- (5) No child shall be subjected or profane language, threats, or derogatory remarks about himself or his family, or other verbal abuse.
- (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- (7) Techniques of discipline shall not humiliate, shame or frighten a child.
- (8) Discipline shall not include withholding food, rest or toilet use.
- (9) Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of an ECE staff member in a safe, lighted, and well-ventilated space.
- (10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the ECE program.

III. DUE PROCESS

Students will be given every opportunity to behave as responsible, contributing individuals. All students will receive the following due process in dealing with misconduct:

- A. Awareness of school rules - procedures - policies: via handbook, newsletter, intercom messages, teacher's orientation, web site, etc.
- B. Warning Level
- C. Milder consequences: Probable denial of privileges
- D. Parents contacted: Stricter consequences
- E. Principal intervention
- F. Severe consequence - suspension, expulsion, emergency removal; suspension and emergency removal require parent/guardian to conference with Principal upon student's reinstatement to classes; expulsion requires hearing with Superintendent

IV. IMAGES

During the course of the school year, we have many performances, assemblies, and classroom projects for which publicity occurs or is needed. We like to get our students the positive accolades that they deserve. In order to do this, we must have a written signature on hand giving us permission to allow your child to be videotaped for television or photographed for print or electronic media. The form will be sent home with each child during the first days of the new school year. Look for it, complete it, and return it with the other documents for which return to school is requested.

V. MANAGEMENT OF COMMUNICABLE DISEASES

In cases where a student has a health condition, diagnosed by a health department nurse or by a qualified physician as a communicable disease or condition posing a threat to the health of other students or employees, the building principal, may, on behalf of the Board of Education exclude such student from school and may require the parent or guardian of the student to provide a doctor's statement that the communicable condition no longer exists and that there is no danger to other students, before permitting the student to return to school.

- A. The following precautions shall be taken for children suspected of having a communicable
- (1) The program shall immediately notify the parent or guardian of the child's condition when
 - (2) A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
 - (a) Diarrhea
 - (b) Severe coughing
 - (c) Difficult or rapid breathing
 - (d) Yellowish skin or eyes
 - (e) Conjunctivitis
 - (f) Temperature of one hundred degrees fahrenheit taken by the auxiliary method when in combination with other signs of illness
 - (g) untreated infected skin patch(es)
 - (h) Unusually dark urine and/or gray or white stool
 - (i) Stiff neck
 - (j) Evidence of lice, scabies or other parasitic infestation
- B. A child with any of the following signs or symptoms of illness shall be immediately isolated from
- (1) Unusual spots or rashes
 - (2) Sore throat or difficulty in swallowing
 - (3) Elevated temperature
 - (4) Vomiting
- C. Programs shall follow the Department of Health "child day care communicable disease chart" for
- D. A child isolated due to suspected communicable disease shall be:
- (1) Cared for in a room or portion of a room not being used in the ECE program
 - (2) Within sight and hearing of an adult at all times. No child shall ever be left alone or
 - (3) Made comfortable and provided with a cot. All linens and blankets used by the ill child body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent
 - (4) Observed carefully for worsening conditions; and
 - (5) Discharged to parent, guardian, or person designated by the parent or guardian as soon

The following exclusion guide will be used in handling communicable diseases:

Legal Reference: Fourth Amendment to the U.S. Constitution (ORC 3313.20; 3313.661)

VI. BUILDING POLICY

- A. Address/Custody Change: Please notify the school of any changes in address/telephone
- B. Visitors: All visitors must report to the school office first before going to any part of the school
- C. Non-Bus Students: No students are permitted to enter the building earlier than 30 minutes prior to opening time unless approval of building principal is obtained in advance.
- D. Student Responsibility:
 - (1) Students are responsible for care of school property as well as materials issued to them.
 - (2) Students are responsible for all books or articles issued and belonging to the school
- E. Class Parties: All parties are sponsored by the PTA/PTO/Home & School homeroom parents for Halloween, Christmas, and Valentine's Day.
- F. Early Dismissal Requests: Any parent, guardian, etc., wishing to pick up child for any reason, must come to the principal's office to "sign-out" child. The child will be called to the office at that time.
- G. Illness During the Day:
 - (1) If a student becomes ill or injured during the course of the school day, he or she shall
 - (2) He/she should advise his/her teacher who will follow proper procedure.
 - (3) A student should never take it upon him/herself to go home if he/she becomes ill during
- H. Conference Planning Periods: Each teacher is assigned a conference planning period. If you
- I. Phone Calls: Teachers will not be called from the classroom to answer the telephone unless an emergency arises. Students should not expect to use the office phone for calling home because books, etc. were left at home.
- J. Forgotten Items:
 - (1) Parents are not expected to make special trips to school because a son or daughter
 - (2) The office may call home under special circumstances, but students will usually not be
- K. Health Problems: Parents are asked to inform the Principal's Office if you son or daughter has a particular health problem (weather physical or any type). This awareness on our part may enable us to make necessary decisions to help a child through the school day in emergency situations.
- L. Outside Play Policy:
 - (1) It is determined not to be too cold
 - (2) It is not raining or snowing
 - (3) The playground is conducive to play (i.e.; too wet, sloppy snow, or ice)
 - (4) The student has not been denied this privilege due to misconduct

Students should be dressed for the weather each day, as they will be expected to participate in all the activities of the school day.

Should you feel your child is unable to take part in the recess activities, a note stating such should be sent to the teacher on the specific day you wish your child to stay in. **NOTES WILL NOT BE HONORED FOR MORE THAN ONE DAY!** If you child will be absent from outside play or more than three days, a physician's request is needed.

When a student brings a note to stay in during recess, parents are advised that the student assume responsibility to remain seated in the classroom or to remain in an assigned area. He/she must refrain from causing behavior or safety problems. If a student chooses to behave inappropriately, disciplinary measures will be followed.

Your cooperation in limiting requests for your child to stay in will be appreciated.

M. Early Childhood Education Testing Program

Program	When Given
Brigance Screener	Summer
Early Learning Assessment (ELA)	Fall/Spring
ASQ: SE	Fall/Spring

N. Lost and Found: Parents are encouraged to print names in coats, hats, sweaters, lunch boxes, boots, etc. Occasionally such items find their way to the "Lost and Found" which is located in the office.

O. Parent Participation: As parents you can understand the Buckeye Local elementary curriculum and organization through participation in these programs:

PTA/PTO/Home & School Meetings	Progress Reports
Parent Conferences	I.E.P.. Conferences
Student Programs	Bulletins/Newsletters
Principal Approved Volunteers	

VII. DISTRICT POLICIES

ATTENDANCE POLICIES:

Student Absence:

A. Parents are to notify the schools when their child is absent from school.

- (1) Telephone the elementary school office and report absence to the secretary or principal.
- (2) Telephone between 8:30 - 9:00 a.m. or 11:30 - 12:30 p.m.

B. The school will contact you should you not report child's absence.

- (1) Telephone home and work during day of child's absence, or
- (2) Send a written notice of absence should school not be able to reach parent or guardian.

C. A written note from the parent or guardian is required only if contact (phone or written) is not made between home and school.

D. Notes from Parents: Please include date written, specific reason and/or requests,

- (1) No communication has been made between home and school regarding student
- (2) Student must be dismissed early or from part of the school day.
- (3) Student is going home from school by other than the usual means (school bus, different
- (4) Student must "stay in" from outdoor recess (three-day limit, physician's note required for

E. Attendance Accounting:

- (1) For purpose of perfect attendance awards, a student is present for the whole school day if the student arrives before 10:00 a.m. or if they leave after 2:30 p.m. When leaving prior to 2:30 p.m. or arriving after 10:00 a.m., the student will be recorded for being present for half a day.
- (2) Tardiness: Students arriving after the tardy bell are late for opening of school. They must report to the office and provide written reason for tardiness.

F. Student Injury - Illness At School:

- (1) The home will be notified according to emergency procedure completed on student's
- (2) Administering aspirin or prescribed medication at school is discouraged. Medication

G. Parents in Building: Parents are welcome at any time as long as the Principal's Office is the first

- (1) In case of early dismissal - pick up student from the office.
- (2) To meet child's teacher - phone or write note in advance
- (3) Parents are not permitted to go directly to teacher's room or roam the building.

H. Notice of Access To Student Records: Your school maintains records of an educational nature regarding your child. These records include evaluation and other information necessary to provide the best education for your child.

These records are confidential. Only authorized personnel involved in the educational process relating to your child can use them. Your school district maintains a record of authorized persons having access to these records and their locations.

As the child's parent, you have the right to inspect and review your child's records, and you may have copies for the actual cost of reproduction. Your written request to review the records will be honored as soon as practicable, but within forty-five (45) days.

We will provide explanations and interpretations of the information at your written request, and if you disagree with any information contained in the records, you may request in writing that they be amended.

When a student leaves this school district, all appropriate educational records will be sent to the receiving school. Parents may review such records, indicating approval or disapproval for certain sections of records being sent, and may receive copies of records. Request forms are available from Principal's Office.

I. Directory Information: Public Law 93 - 380, Family Rights and Privacy, states that each school must provide parents of eligible students annual notification of their rights to inspect and review student educational records. In addition, parents of students in Buckeye Local Schools must be notified of the Directory Information regulations.

The Federal Law permits school systems to determine what brief student information may be designed as Directory Information. The Directory Information for Buckeye Local School District students may consist of the following information: Student Name, Student Address, Student Telephone Number, Student Date and Place of Birth.

ECE rosters will be prepared annually listing name and telephone number of the child and of the child's parent and, on request, furnishing the roster for each parent as follows:

- (1) Securing from each parent a signed statement indicating whether such individual desires

- (2) Ensuring that a roster is not furnished to any person other than a parent, guardian, or legal custodian of a student's absence. It is in the spirit of the law to help prevent missing

VIII. BOARD POLICIES

Missing Children's Act:

State Senate Bill No. 321 states that each school district shall notify the parents, guardian, or legal custodian of a student's absence. It is in the spirit of the law to help prevent missing children and to notify families quickly in order to apprehend child abductors. Parents are requested to call the school any day their child is absent.

Because of Senate Bill No. 321, it is very important that the school have a telephone number where we can get in touch with a parent/guardian during the day. Keep in mind this number will be used to help protect your child. If your telephone number changes for any reason, please notify the office.

A. Student Absences and Excuses: Any absence of a pupil from class or school approved by the

(1) Pupil absence from school shall be classified as follows:

- (a) Personal illness
- (b) Illness in the family
- (c) Quarantine of the home
- (d) Death in the family
- (e) Observance of religious holidays with approval of administration
- (f) Emergency or circumstances, which in the judgment of the Superintendent of

NOTE: For an absence to be considered as excused parents must either verbally or by written

- (g) Vacations - during the school year are definitely discouraged by the Board of absence.

(2) Mandatory Attendance Standard:

In accordance with the Ohio Revised Code, the following definitions apply to unexcused

- (a) Habitual Truant is defined as a student accumulating: (a) 5 consecutive
- (b) Chronic Truant is defined as a student accumulating (a) 7 consecutive

(3) Ten (10) days shall be the maximum number of total days absence allowable per semester without intervention

IX. SCHOOL FOOD SERVICES

A. The program shall provide meals and snacks in accordance with all of the following:

- (1) Meals and snacks shall be of quantity and quality so that the daily nutritional needs of the child are met in accordance with required daily allowance as prescribed by the U.S.
- (2) A good source of vitamin C shall be served daily and a good source of vitamin A shall be
- (3) Fluid milk shall be vitamin D fortified. Low-fat, skim or dry powdered skim milk shall be
- (4) Lunch shall be provided to an ECE child who is in attendance entirely through the hours
- (5) The snack shall be served during the longest period between meals for children
- (6) A choice from two of the groups listed below must be served for a snack:

- (a) Meat/meat-equivalent group
- (b) Break/bread-alternatives group
- (c) Milk group, or
- (d) Fruit/vegetable group

(7) Parents providing snacks shall be provided information on nutritious snack choices.

X. ADMINISTRATION OF MEDICATION

The Board of Education assumes that the primary responsibility for the administration of prescription drugs and other medication to their children is with the parents, and the times for the administration of such medication should be arranged whenever possible to avoid school hours. However, when it becomes necessary to administer drugs prescribed by a physician to students, the following persons or their designees are authorized by the Board of Education to do so:

- (1) School Nurse
- (2) Secretary to the principal
- (3) Principal

Before any medication can be given at school, the following conditions must be met:

- A. The principal's office must receive a written request signed by the parent/guardian that the drug
- B. The principal's office must receive a written statement, signed by the physician who prescribed
 - (1) The name and address of the student
 - (2) The school and class in which the student is enrolled
 - (3) The name of the drug and the dosage to be administered
 - (4) The time or intervals at which each dosage of the drug is to be administered
 - (5) The date the administration of the drug is to begin
 - (6) The date the administration of the drug is to cease
 - (7) Any severe adverse reactions that should be reported to the physician and one or more
 - (8) Special instructions for administration of the drug, including sterile conditions and storage

THESE FORMS ARE AVAILABLE IN PRINCIPAL'S OFFICE

- C. Medication must be brought to the school by an adult and must be properly labeled. Do not send
- D. The school must be notified if any information provided by the physician changes.

XI. PUPIL RIGHTS PROTECTION

Prior written parental consent will be required should the school have need for conducting of surveys, collecting of marketing data, or conducting certain physical exams. The following areas are protected (parents will have option to choose): political beliefs, psychological problems, sex behaviors, appraisals of family, legally recognized privileges, religious practice/beliefs, and income unless required by program eligibility.

Printed documents will be available to accommodate this compliance to federal law from principal's office.

District schools are dedicated to providing equal admission opportunities, equal educational