

Buckeye Local School District

Early Childhood Learning Centers

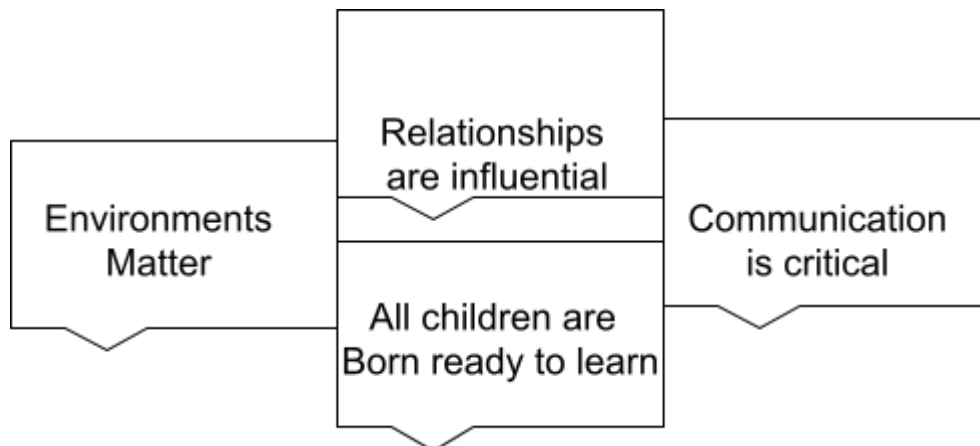
HANDBOOK

2022-2023

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: Lori Roberts

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



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/she 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
2022-2023 SCHOOL CALENDAR

Monday	August 22	In-service Meetings/Training	
Tuesday	August 23	Professional Meeting	
Wednesday	August 24	School Opens	
Monday	Sept. 5	No School – Labor Day	
Wednesday	Sept. 14	2 hour delay – Professional Development	
Wednesday	October 12	2 hour delay – Professional Development	
Friday	October 21	End First Grading Period.....	252 Instructional Hours (42 days)
Tuesday	November 1	Parent Teacher Conferences – HS & JH	3:30 pm – 7:00 pm
		Elem – 4:30 pm – 8:00 pm	
Wednesday	November 2	2 hour delay – Professional Development	
Wednesday	November 23	No School – Thanksgiving Break	
Monday	November 28	School Resumes	
Thursday	December 22	No School – Christmas Break	
Wednesday	January 4	School Resumes	
Friday	January 13	End Second Grading Period.....	288 Instructional Hours (48 days)
End of First Semester			540 Instructional Hours (90 days)
Monday	January 16	No School – MLK Day	
Wednesday	February 8	2 hour delay – Professional Development	
Monday	February 20	No School – Presidents’ Day	
Friday	March 17	End Third Grading Period.....	258 Instructional Hours (43 Days)
Tuesday	March 28	Parent/Teacher Conference - HS & JH	3:30 pm – 7:00 pm
		Elem – 4:30 pm – 8:00 pm	
Wednesday	March 29	2 hour delay – Professional Development	
Thursday	April 6	No School – Easter Break	
Tuesday	April 11	School Resumes	
Wednesday	May 17	2 hour delay – Professional Development	
Thursday	May 25	Last Day for Students	276 Instructional Hours
		(Possible Make-up Days	(46 Days)
		February 20, April 6, April 10)	
End of Second Semester			534 Instructional Hours (89 Days)
Friday	May 26	Teacher Workday	

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TOTAL INSTRUCTIONAL HOURS		1074	(179 Days)
PARENT CONFERENCE HOURS		7	(1 Day)
TEACHER IN-SERVICE		7	(1 Day)
PROFESSIONAL MEETING (BEGINNING)		6	(1 Day)
TEACHER WORKDAY HOURS		6	(1 Day)
TOTAL SCHOOL CALENDAR HOURS		1100	(183 Days)
.....			

Buckeye Local High School Graduation Friday, May 26, 2023 @ 6:00 PM*

*Graduation Date would be moved to June 2, 2023 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.

- o A review of current research and learning theory.
- o 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.
- o 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.
- o 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.
- o 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.
- o 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.
- o 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 to 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, and 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 disease:
1. The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms.
 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 other children
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 appropriate management of suspected illnesses.
- 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 unsupervised
 3. Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomitus or other 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 as

practical

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 number without delay. This information is necessary in time of emergency. Also notify the school of any custody change with appropriate court documents.
- B. Visitors: All visitors must report to the school office first before going to any part of the school building.
- 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. Malicious damage will result in restitution (payment for damaged items).
 - 2. Students are responsible for all books or articles issued and belonging to the school district. The student will be required to make reimbursement for lost or damaged books.
- E. Class Parties: All parties are sponsored by the PTO 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 seek attention. At no time should a student hesitate to seek attention.
 - 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 the day. He/she should never call his/her parents to come for him/her on leave of his/her own accord. ALWAYS GO TO THE OFFICE FIRST.
- H. Conference Planning Periods: Each teacher is assigned a conference planning period. If you have any questions concerning your child, please call the school so the teacher may set up an appointment.

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 forgot his book, homework, tennis shoes, etc.

The office may call home under special circumstances, but students will usually not be permitted to call home.

K. Health Problems: Parents are asked to inform the Principal's Office if your son or daughter has a particular health problem (whether 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 your child will be absent from outside play for 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
Brigence Screener	Summer
Early Learning Assessment (ELA)	Fall/Spring
ASQ: SE	Fall/Spring
Child out Summary for Special Education for students with disabilities	Fall/Spring
Gold(Creative Curriculum)	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:

PTO

Progress Reports

Parent Conferences
Student Programs
Bulletins/Newsletters Principal Approved Volunteers

I.E.P.. Conferences

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 when students returns to school.
- D. Notes from Parents: Please include date written, specific reason and/or requests, parent/guardian signature. Notes need to be written when:
 - (1) No communication has been made between home and school regarding student absence
 - (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 bus, auto, etc.)
 - (4) Student must "stay in" from outdoor recess (three-day limit, physician's note required for more than three days or more).
- 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 registration card.
 - (2) Administering aspirin or prescribed medication at school is discouraged. Medication should be brought to school by a parent/guardian or medication forms should be completed in the event it is necessary to give medicines at school.
- G. Parents in Building: Parents are welcome at any time as long as the Principal's Office is the first stop!

- (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.

I. Directory Information: Public Law 93 - 380, Family Rights and Privacy, and 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 to be included in rosters prepared in accordance with this paragraph.
- (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 children and to notify families quickly in order to apprehend child abductors. Parents are required to call the school any day their child is absent.

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 administration to transact school business or to participate in a school activity shall not be considered as an absence from school.

(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 Schools, constitutes a good and sufficient cause for absence from school.

NOTE: For an absence to be considered as excused, parents must by written communication notify the school of the specific reason for their student's absence. This reason must meet the above criteria. The reason must be given within five (5) days of the absence.

- (g) Vacations - during the school year are definitely discouraged by the Board of Education. If no alternate arrangements can be made, parents are to make an appointment with the building principal at least one week in advance of the anticipated absence.

(2) Attendance Standard:

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

- (a) Habitual Truant is defined as a student accumulating: (a) 30 consecutive unexcused hours ; (b) 42 unexcused hours in one month; (c) 72 unexcused hours in one school year.

IX. SCHOOL FOOD SERVICES

A. 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. Department of Agriculture meal patterns.
- (2) Lunch will be available to an ECE child who is in attendance entirely through the hours of eleven a.m. and one-thirty p.m., inclusively, as long as supervision and space are available as set forth through District guidelines.
- (3) A snack shall be served during the longest period between meals for children attending four hours or longer.
- (4) Parents must provide a snack choosing from two of the groups listed below
 - Meat/meat-equivalent group
 - (a) Break/bread-alternatives group
 - (b) Milk group, or

(c) Fruit/vegetable group

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) Principal
- (3) Secretary to the 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 be administered to the student.
- B. The principal's office must receive a written statement, signed by the physician who prescribed the drug, that includes all of the following information:
 - (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 telephone numbers at which the physician can be reached in an emergency
 - (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 [a parent/guardian in its original container](#). Do not send medication in envelopes or unmarked bottles.
- 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 opportunities, and equal employment opportunities to all regardless of race, color, national origin, sex, or handicap, or any other basis of unlawful discrimination.