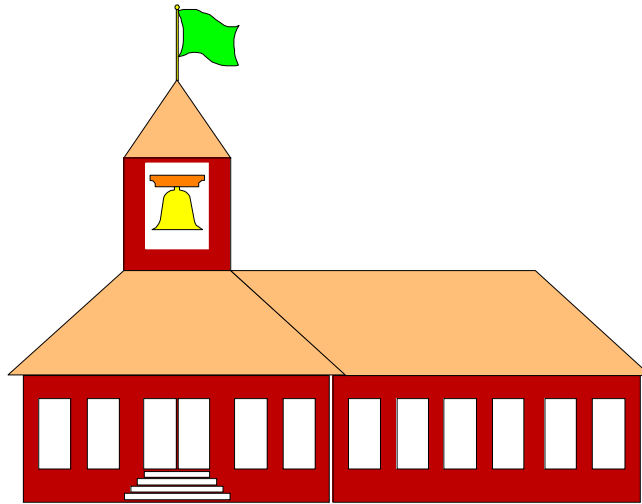


# PARENT & STUDENT HANDBOOK

2011 - 2012



## Buckeye Local Elementary Schools

Ms. Hartwell, Principal  
Buckeye Primary  
3180 Columbia Road  
Medina, OH 44256  
330/722-8257

Mr. Finley, Principal  
Buckeye Intermediate  
3140 Columbia Road  
Medina, OH 44256  
330/722-8257

# NO SCHOOL FOR STUDENTS 2011 - 2012

The 2011-2012 school year for students will begin Wednesday, August 24, 2011 for Grades 1 – 12. Kindergarten students will begin on Friday, August 26, 2011. Pre-School students will begin on Monday, August 29, 2011. Students are NOT to report to school on the following days.

Monday	Sept. 5	Labor Day
Friday	Oct. 14	Staff Development Day
Wednesday	Nov. 23	Conference Make-Up Day
Thurs. – Fri.	Nov. 24 – 25	Thanksgiving Break
Wed. – Fri.	Dec. 21 – Jan. 2	Winter Break
Friday	Jan. 13	Staff Development ½ Day
Monday	Jan. 16	Martin Luther King Day
Monday	Feb. 20	Presidents' Day
Friday	Mar. 2	Staff Development Day
Mon. – Fri.	Apr. 2 - 6	Spring Break
Monday	Apr. 9	Conference Make-Up Day
Monday	May 28	Memorial Day

The LAST day for students is Thursday May 30, 2012.

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**ADDENDUM: (Perforated in the middle of the handbook)**

**Vacation Request Form**  
**Emergency Dismissal Form**  
**Medication Prescribed By A Physician Form**  
**Over The Counter Medication Form**

August 2011

Dear Parents/Guardians and Students:

This booklet of school information is sent with the best wishes of the staff at your child's school.

Our successes in the past are due in a large part to the great sense of cooperation we have had between the home, school, and community. In order to help you better understand the workings of our school, we have developed this **Parent/Student Handbook**. We feel it will provide a quick and handy reference to questions you may have concerning the operation of the school. Please familiarize yourself and your child with its contents. If you have any questions or concerns about this handbook or any other aspect of our school, please feel free to call us.

Our teachers are happy to discuss your child's academic or social progress. Should you have any questions or concerns please contact the teacher or school office to schedule an appointment. This will help maximize instructional time. When parents and teachers work together, the child receives all the benefits of an elementary school education.

We are looking forward to an exciting year - one, which we are sure, will truly benefit each child.

Please complete the **Parent/Student Handbook form** included with your packet of information. This will assure us that you have had time to share this handbook with your child and discussed its contents.

Thank you for taking the time to read this handbook.

Buckeye Elementary Principals,  
Ms. Dawn Hartwell, Buckeye Primary  
Mr. Rich Finley, Buckeye Intermediate



## BOARD OF EDUCATION

BOARD PRESIDENT:	Mr. Tracy Mattern
BOARD VICE-PRESIDENT:	Mr. Dennis Matson
BOARD MEMBER:	Mr. Gary Horton
BOARD MEMBER:	Mr. John Stahl
BOARD MEMBER:	Mr. Ken Barco

## DISTRICT CENTRAL OFFICE STAFF (330) 722-8257

SUPERINTENDENT:	
SUPERINTENDENT'S SECRETARY:	Mrs. Denise Piovarchy
TREASURER:	Mrs. Carolyn Weglewski
DIRECTOR of CURRICULUM:	Mrs. Barb Gunkelman
DIRECTOR of SPECIAL EDUCATION:	Mr. Larry Taylor
TECHNOLOGY RESOURCE COORDINATOR:	Mrs. Deb Muccio
TECHNOLOGY COORDINATOR:	Mr. Jim Kerns
TRANSPORTATION:	Mr. Roger Nowell
FOOD SERVICE:	Mrs. Gale Luther
MAINTENANCE:	Mr. Jim Tighe

## BUCKEYE LOCAL SCHOOL'S MISSION STATEMENT

The mission of the Buckeye Local Schools is to be a premier school district that educates all students to reach their fullest potential to become life long learners and productive citizens. We will accomplish our mission by providing a vigorous curriculum which actively engages students and is implemented by a high quality, compassionate, dedicated, staff, while creatively and effectively utilizing all resources and maintaining a safe, nurturing environment with the support and involvement of parents and community.

## VISITORS

Parents and other visitors are required to report to, sign-in, and obtain a **VISITORS BADGE** from the school office before going to a classroom (*Ohio Revised Code 2917.211*). This is for the protection of our children.

Any items brought to school for your child (i.e. forgotten books, lunch, money, homework, etc.) should be brought to the school office. The office will see that items are delivered to students. Parents are to meet their child at the designated area in the school. Please **DO NOT** go to the classroom unless you have received the proper authorization from the school office. Remember, class does not end until 3:20 p.m.

If parents wish to visit in a specific class, they must first make an appointment with the teacher.

## **EQUAL EDUCATIONAL OPPORTUNITY (TITLE IX)**

It is the policy of this district to provide equal educational opportunities. No student in Buckeye shall on the basis of race, gender, disability, religion, ancestry, national origin, social/economic background or marital/parent status be excluded from or denied enrollment in any academic activities or course offerings.

Any person who believes he has been discriminated against has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

### *Superintendent*

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The Compliance Officer can provide additional information concerning access to equal educational opportunities. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

## **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the district's program and facilities.

The Buckeye Local School District provides a variety of Special Education programs and services. The Individuals with Disabilities Education Act (IDEA) Amendments of 1997 gives each eligible student with a disability the right to a free, appropriate public education with an individualized education program (IEP) developed with the parent(s) as part of the IEP team.

A student can access special education services through the differential referral process including interventions to address the academic or behavioral concerns provided prior to conducting a full or individual evaluation. Data from the interventions is used to determine eligibility for special education services, appropriate instructional practices and access to the general curriculum. Parent involvement in the process is encouraged and required. To inquire about the process or special education and related services, a parent should contact the student's principal, guidance counselor, or Mr. Larry Taylor, Director of Special Education (330) 722-8257 x 1004. An Intervention Assistance Team (IAT) can be assembled to discuss options and possibly provide accommodations for a student who is struggling with his/her academic program.

Parents who believe their child(ren) may have a disability that substantially limits major life activities should contact the principal, guidance counselor, or Mr. Larry Taylor, Director of Special Education (330) 722-8257 x 1004.

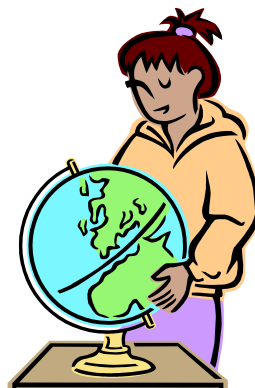
## **SCHOOL BEGINS AT HOME**

*Steps to Start a Great School Day*

We want every child to experience success at school and you can help your child do so. Getting your child's day off to a good start is one of the best things you can do for him/her. You can make sure your child starts each day on a positive note by cooperating with and supporting our efforts in the following ways:

1. Send your child to school on time according to the schedule below.
2. Teach your child to respect and obey **ALL** school adults. All teachers and other adults (including secretary, custodian, aides, and cooks) have authority and are responsible for the safety of children and general building order.
3. Talk with your child about treating other children in the same manner as he/she wishes to be treated.
4. Send your child to school properly washed and dressed, using the dress code and weather conditions as guides.
5. Discuss with your child all the information in this handbook so that he/she clearly understands what is expected from him/her at school.
6. Become actively involved in your school. You can do so by participating in the PTO or by volunteering to assist with special school projects. To find out how you can help, contact your building principal.
7. Above all else, tell your child when he/she is doing a good job in school - praise him/her for good efforts and good behavior at school. We will do the same at school.

This can be a successful learning experience for your child, but it will take a lot of hard work on his/her part as well as your cooperation as parents. It's worth everyone's best effort and we guarantee to give each child our very best.



## DAILY TIME SCHEDULE

When students arrive at school in the morning they are to stay outside with their parent. The school building will open at 8:45 a.m. Students not riding a bus to school should not arrive at school before 8:45 a.m. Bus stops are the parent's responsibility and problems should be reported to the local law enforcement agency.

8:30 a.m.	Teachers are on duty
8:45 a.m.	Buses unload, students to classrooms
9:00 a.m.	Start of class
11:30 a.m.	A.M. Kindergarten dismissed
12:50 p.m.	P.M. Kindergarten begins
3:15 p.m.	Car dismissal
3:20 p.m.	Bus dismissal
3:45 p.m.	Teachers are off duty

Your child is considered tardy if he/she arrives at school after the scheduled time for morning or afternoon sessions. Students who arrive after 10:45 a.m. or leave before 1:50 p.m. will be considered absent for one-half day. Students leaving after 1:45 p.m. or before 3:20 p.m. will be counted tardy.

All students released during the day must be checked out in the office. Children will be released only to the custodial parent or guardian, or to an adult designated by the custodial parent or guardian.

## SCHOOL ATTENDANCE

**Attendance is one of the most important parts of your child's education, since learning cannot take place if the child is not at school. Poor attendance patterns in the early grades continue through middle school, high school and eventually employment. Children should not be kept home for minor ailments (headache, stomachache, etc.).**

The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school. The Ohio Revised Code classifies absence from school as excused or unexcused. The following conditions constitute reasons for excused absence from school:

- (1) Personal Illness
- (2) Illness in the Family
- (3) Quarantine of the Home
- (4) Death of a Relative
- (5) Observance of Religious Holiday
- (6) Family Emergency
- (7) Doctors or Dentist Appointments.

Make-up work (for credit) will be given to all students who have excused absences. Students who have unexcused absences, unexcused tardies, out-of-school suspension, or expulsion will be

expected to complete all work, but will receive **NO** credit. The length of time for completion of make-up work shall be commensurate with the length of the absence plus one additional day.

### **ABSENCE (STEPS TO FOLLOW WHEN YOUR CHILD IS)**

1. The parent or guardian should contact the school regarding the absence by calling the school no later than 8:45 a.m. The parent may also send a written excuse with a sibling or neighbor on the day of the absence. We will attempt to call you at home or work if you do not notify us.
2. Students are expected to ask the teacher for make-up assignments the day they return to class. Students are responsible for making up work in a timely manner. Assignments that are not made up will be reflected in the grade.
3. In case of extended illness (2 or more days), assignments may be requested through the main office. These materials will be available at the end of the school day. It is the responsibility of the parent to make arrangements to get these materials. Please **DO NOT** request work if the absence is for only one day (refer to number 2 above).
4. A doctor's excuse may be required to exempt a student from, but not limited to, outside recess, physical education classes, or special dietary considerations.

**NOTE:** Because of the "Missing Children" Law, we strongly urge you to notify us as stated above.

### **AFTER SCHOOL PICKUP OF STUDENTS**

Unless a note is sent, all students will go home as usual. **All pickup calls to the office should be made prior to 2:00 pm, please.**

Parents of car riders should get a placard from the school office to display when picking up students. Pick up is behind the school buildings at the Intermediate School play ground. Students will only be allowed to be picked up in the office at the end of the day for occasional appointments.

**If a note is NOT sent or phone call received**, but your child claims you are picking him/her up, he/she will be placed on the bus.

### **VACATION WITH FAMILY**

**Such absences are not encouraged or condoned.** Parents should call the school **one-week prior** to the date of the vacation and ask for a **Vacation Form**. The decision as to how much of the work the student will be held responsible for will rest with the teacher(s). Five school days prior to leaving for vacation, the vacation form that is included in this handbook (or another copy that can be obtained in the school office) must be completed.

See the *Vacation with Family* form in the Addendum.

## **DISCIPLINE**

It is expected that parents will support the teacher and reinforce the classroom/school rules and procedures.

Each teacher will have consequences for classroom misbehavior as outlined in his/her classroom management plan. If a student's behavior does not meet the expectations of the teacher, the teacher will attempt to enlist the help of the parent. If a student's misbehavior continues, he/she may be referred to the building principal.

## **STUDENT CONDUCT**

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the district must conform to school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations that establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct, which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

# BUCKEYE LOCAL SCHOOLS CODE OF CONDUCT

JEH

ADOPTED: 7/10/2001

The Buckeye Board of Education has adopted the following policy of student conduct. Our ultimate goal is to provide a safe and secure atmosphere that is conducive to the educational process. This code of conduct applies to all school activities on or off school grounds and transportation.

A Progressive Discipline structure will be used. Progressive Discipline entails levels of penalties for reoccurrence of the same or similar infractions. The Progressive Discipline system penalties are clearly explained in each Student/Parent Handbook. Consistent application of the rules and communication with those involved is essential for appropriate behavior to be maintained.

The Buckeye Board of Education has adopted a zero tolerance policy. Zero tolerance shall be applied to any misconduct that is connected to activities or incidents that have occurred on property owned or controlled by the board of education. Misconduct, regardless of where it occurs, shall not be tolerated. This shall also include any misconduct directed at a district official or employee, or the property of such official or employee.

The following types of offenses by students of the Buckeye Local School District may lead to disciplinary action, which may include, but is not limited to, detention; in-school restriction; out-of-school suspension; referral to local law enforcement; expulsion; or permanent exclusion.

## Offenses that could result in suspension/expulsion:

1. Loitering
2. Excessive and/or Repeated Display of Affection
3. Disrespect
4. Cheating
5. Truancy and/or Repeated Tardiness
6. Profanity
7. Disruption of School
8. Insubordination
9. Smoking
10. Misuse of Vehicles on School Property
11. Accomplices, Accessories, Attempt, and/or Conspiracy
12. Dangerous Objects
13. Hazing
14. Harassment
15. Threats
16. Vandalism and/or Destruction of Property
17. Falsification or Misstatement of Facts or Other Information
18. Extortion
19. Distribution and/or Sale of Unauthorized Material
20. Drugs, Alcohol, and/or Narcotics

21. Leaving School Property
22. False Alarms
23. Physical Violence and/or Harm to Others
24. Theft
25. Arson
26. Repeated Violations

**Note: The Buckeye Local School District agrees to work in conjunction with local, state, and federal authorities when any outside misconduct occurs.**

**DEFINITIONS:**

1. **Loitering** – lingering in a way that will cause disruption to some activity or function
2. **Excessive and/or Repeated Display of Affection** – public demonstration of a romantic or sexual nature
3. **Disrespect** - insult or abuse in any manner to a member of the school staff or student body
4. **Cheating** – giving/receiving information on work meant for individual completion regardless of the time or place of the exchange
5. **Truancy and/or Repeated Tardiness** – unauthorized absence or repeated late arrival or early departure
6. **Profanity** – swearing; using abusive, vulgar language/gestures
7. **Disruption of School** – interfering with the normal operation of school by his/her actions, dress or appearance
8. **Insubordination** – refusing to comply with a reasonable request or follow the directions of any school personnel
9. **Smoking** – having or using tobacco or tobacco products
10. **Misuse of Vehicles on School Property** – violating the prescribed rules and regulations for the use of vehicles on school property
11. **Accomplices, Accessories, Attempt, and/or Conspiracy** – helping another student by planning or participating in any activity that violates this Code of Conduct
12. **Dangerous Objects** – bringing, having, or obtaining any dangerous object that may cause harm to himself/herself or another; this includes, but is not limited to guns, knives, matches, lighters, firecrackers, snowballs, stones and other similar objects
13. **Hazing** – coercing another student to participate in any act of initiation which causes or creates a substantial risk of mental, physical, or emotional harm
14. **Harassment** – verbal, physical, mental or emotional cause of harm, humiliation or embarrassment to another

15. **Threats** – written or verbal torment of another person
16. **Vandalism and/or Destruction of Property** –causing, contributing or attempting to damage school property or private property on school grounds
17. **Falsification or Misstatement of Facts or Other Information** – forging or falsifying information about times, dates, places or people on any form or school-related correspondence
18. **Extortion** – demanding money or other articles of value with the threat of force
19. **Distribution and/or Sale of Unauthorized Material** – giving, selling, or trading of unapproved articles
20. **Drugs, Alcohol and/or Narcotics** – any unauthorized physical or mood-altering substance, material, or paraphernalia
21. **Leaving School Property Without Proper Authority** – leaving school grounds without permission from the school office
22. **False Alarms** – falsely reporting a fire, bomb, or other emergency situation
23. **Physical Violence and/or Harm to Others** - causing or contributing to the harm of another person
24. **Theft** - taking or acquiring the property of others without consent
25. **Arson** -involvement in the setting of an unauthorized fire

**Repeated Violations** – failing to comply with any of the items in the disciplinary

## **FIGHTING**

Fighting at school cannot be tolerated. Fighting usually stems from rough play that gets out of hand, some misunderstanding or miscommunication between students, or instigation by a third party. When a fight occurs, almost always, both fighters are at fault. Any form of fighting can result in suspension from school.

Students are expected to communicate problems with any staff member to defuse their anger, work out their differences, and to find ways to avoid fighting.

## **HARASSMENT**

The Board of Education recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has

the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age, and/or disability.

The harassment by a student toward a staff member or fellow student of this District is strictly forbidden. Any student who is found to have harassed a staff member or student will be subject to discipline in accordance with law and the Code of Conduct.

**Students have a right** to be treated with respect, courtesy, and kindness, to be regarded as individuals and accepted and valued as such, to be able to express opinions without fear, and to be safe and secure in school and between home and school.

**Students have a responsibility** to treat others with respect, courtesy and kindness, to respect each other's individuality, to express their opinions in a manner, which does not harm others, and to behave in a manner, which is not threatening.

## **HAZING AND BULLYING**

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior causes both mental or 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.

Permission, consent or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy.

Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing and/or bullying. If hazing and/or bullying or planned hazing and/or bullying is discovered, involving students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing and/or bullying activities immediately. All hazing and/or bullying incidents are reported immediately to the Superintendent and the appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all reported incidents of bullying and post the report on the District's website.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers are provided with qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State law.

No one shall retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

## **BUS TRANSPORTATION TO SCHOOL**

The bus schedule and route is available by contacting the Transportation Supervisor, Mr. Roger Nowell at (330) 722-8257 x 1019.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency.

### ***Regulations for Riding Buses***

In order to ensure the safety of all students, who ride the school bus, it is necessary to have regulations regarding the conduct of bus riders. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. Anything that distracts the attention of the bus driver endangers the lives of all students on the bus. The bus is a classroom on wheels; therefore, students must respect the driver as they would a teacher.

**It is the parent's responsibility to see that their child gets to the correct stop on schedule and that their child acts responsibly to and from the pick-up points, as well as while waiting for the bus.**

Students are permitted to ride the school bus daily. In return for this privilege, students will respect all rules and regulations of the Board of Education and instructions of the driver in charge of the bus. Parents and students must expect the privilege of riding on the school bus to be withdrawn if the student finds it impossible to obey these simple rules and his/her conduct is unacceptable.

1. All sections of the Student Conduct Code as listed in this Handbook are in effect while on the bus, and during loading and unloading.
2. Students will ride on assigned buses. Pick-up and drop-off can be two separate locations, but those locations cannot change during the school year unless it is a permanent change. For example, a student cannot be dropped off at one address 2 days a week in the afternoon and another address for 3 days a week in the afternoon. Drop-off must be at the same address five days a week.

3. School buses must operate on a time schedule as outlined by the transportation supervisor. Students shall arrive at the bus stop **10 MINUTES BEFORE** the bus is scheduled to arrive.
4. Students must wait for the school bus in a proper location clear of traffic and **AT LEAST TEN (10) FEET BACK** from the bus stop.
5. Students must get on the bus, single file, in an orderly manner, without pushing or shoving, immediately after the bus arrives. Students are to go directly to their assigned seats. The bus driver assigns the seat.
6. Students must remain seated while on the bus keeping the **AISLE** and **EXITS CLEAR**. When leaving the bus, students must remain seated until the bus completely stops. Students are to depart the bus in an orderly fashion without shoving or pushing.
7. Students must never experiment or tamper with the bus or any of its equipment.
8. Students must not use inappropriate language. Noise on the bus shall be kept to a minimum at all times. Refrain from loud talking, whistling, annoying others, and causing a disturbance or distraction while on the bus.
9. **AT RAILROAD CROSSINGS AND OTHER DANGEROUS AREAS STUDENTS MUST BE QUIET.**
10. Students will not be permitted to eat or drink on the bus. Students are not permitted to chew gum on the bus.
11. Students must not throw or pass object(s) on, from or into the bus. Littering will not be tolerated.
12. Students may carry on the bus only objects that can be held in their laps. Students may transport musical instruments when space is available.
13. Parents will be responsible for any damage to a bus by their child.
14. All parts of the students' body shall be kept inside the bus at all times.
15. Obey the school bus driver and in case of emergency remain on the bus unless otherwise instructed by the individual in authority.

The school bus driver has the authority to enforce the above stated rules and regulations. The students shall conduct themselves on the bus as they would in a classroom.

See the *Buckeye Local Schools Bus Discipline Notice* in the Addendum for an overview of the progression of consequences.



## **TELEPHONE MESSAGES**

The office phones are not to be used by students except for school business or for an emergency. In cases of illness or emergency, the office personnel will make the necessary calls. Children are discouraged from calling home for forgotten items, unless directed to do so by a teacher. We appreciate your support in helping your child accept responsibility for their work and supplies.

## **VALUABLES**

Costly or valuable items such as Ipods and DSIs should not be brought to school. The school will **NOT** assume any responsibility for such items.

## **PET POLICY**

Pets are not allowed in the building at any time.

## **DELIVERIES FOR STUDENTS**

Deliveries made to school for students (such as birthday balloons, flowers, etc.) will be held in the office until later in the school day. At that time they will be given to the student. Birthday balloons **MAY NOT** be taken home on the bus.

## **BIRTHDAY PARTIES**

Although not required, some children have enjoyed celebrating their birthdays by bringing a treat to school for their classmates. The treats should be kept simple, healthy and easily passed out by the teacher. Treats are to be eaten in the classrooms. Please check with your child's teacher before bringing or sending such treats. Invitation to home birthday parties can only be handed out at school if the entire class is being invited. If only part of the class is being invited you will need to use the U. S. mail to deliver the invitations.

## **FIRE DRILL - MONTHLY**

At the sound of the fire alarm, each student is to leave the building quietly by following the directions of the staff. All doors and windows should be closed and lights turned off before leaving the room. Students should leave quietly and stay in their own group, so that attendance can be taken. Everyone will return to the building when the "all clear" signal is given. Procedural information is posted in each classroom.

## **TORNADO DRILL - DURING TORNADO SEASON**

At the sound of the tornado alarm, each student is to go quietly to the designated area of the building as directed by the staff. Everyone will assume a crouching position with hands and arms protecting the back of the head. The teacher will stay with his/her group of students until the "all clear" signal is given. Procedural information is posted in each classroom.

## EMERGENCY CLOSINGS, DELAYS, EARLY DISMISSALS

In the event of inclement weather or other emergencies that may necessitate a school closing, delay, or early dismissal, Buckeye Local School officials will communicate with parents and students using **ALERTNOW**, the Buckeye broadcasting system. TV channels 3, 5, 8, 43, 19 and most major radio stations will carry school-closing information. If at all possible a decision will be made prior to the 11 p.m. news.

Arrangements must be made in advance for students in case of early dismissal. **Please make sure your child knows what to do if they get home and NO ONE is there.** Students will not be permitted to call home in most cases, and parents may not be able to reach the school because of a busy phone line.

See the *Emergency Dismissal Form* in the Addendum.

## ILLNESS/ACCIDENT

If your child becomes ill or an accident occurs making it necessary for the child to go home, you will be called. If you cannot be reached, we will call the person you designated on your Pupil Information Card. Please list two different numbers at which you or a designated person can be reached. Please designate an alternate who is accessible to the school in a short amount of time not someone a great distance away. Please keep the office informed of any changes to be noted on your child's Pupil Information Card.

Aside from the Pupil Information Card every parent must fill out an Emergency Medical Form for each child as required by state law. We will seek immediate medical attention; the rescue squad will be called, if needed.

Exclusion of sick children from school is the responsibility of the school administration. Transportation of sick children to their home is the responsibility of the parents or their alternate. Any child with the following symptoms should not remain at school:

1. elevation of temperature
2. diarrhea
3. vomiting
4. severe colds and cough
5. unexplained rash
6. head lice and/or nits
7. pink eye
8. ring worm
9. scabies

## UPDATING FAMILY AND MEDICAL INFORMATION

Parents should immediately notify the school when there are any changes in a student's address, phone number, cell phone, pager, or any other information that is included on the Pupil Information Card or the Emergency Medical Form.

If the family situation changes because of divorce or legal separation, or if the child lives with someone other than his/her natural mother and father, proof of custody or guardianship must be provided to the school office.

## MEDICATION AND DRUG POLICY

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office. **All medications, prescribed and non-prescribed, are to be delivered to the school office in their original container.** Medication is to be taken only with adult supervision.

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The **ADMINISTERING MEDICATION FORMS** (*copies of these forms are included in the Addendum*) must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- **All medications must be registered with the school office.**
- Medication that is brought to the office will be properly secured. **Medication should be brought to school directly by the parent in the original container.** If this is not possible please contact the school office. A two to four (2-4) week supply of medication is recommended. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.
- No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student without the proper paperwork.

## STUDENT RECORDS

The teachers, counselors and administrative staff keep many student records. There are two basic kinds of records -- directory information and confidential records.

**Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing, to the Principal.** Directory information includes:

1. A student's name; address; telephone number; date of birth; photograph; weight; height and other statistics related to the student.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential record may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The school must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as to enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addenda to records, and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is wanted, please contact the school principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.

(Reference: Buckeye Local Schools Policies and Procedures JO-R)

### **CHILD ABUSE**

School personnel are required by law to report any evidence/suspicion of child abuse or neglect to Medina County Job and Family Services. The school is required to, and will cooperate 100% with law enforcement officials and Job and Family Services.

### **REPORTING STUDENT PROGRESS**

**Report cards** are issued at nine (9) week intervals during the school year. The district grading scale is as follows:

100 to 90%	A	Excellent achievement
89 to 80%	B	Good achievement
79 to 70%	C	Satisfactory achievement
69 to 60%	D	Minimum-acceptable achievement
59% or below	F	Failure
100 to 98%	O	Outstanding
97 to 90%	S+	Satisfactory
89 to 80%	S	Satisfactory
79 to 70%	S-	Satisfactory
69 to 60%	N	Needs Improvement
59 or below	U	Unsatisfactory

**Interim reports** will be sent to parents at the mid-point of each nine-week grading period. If a student is failing any subject, it is recommended that parents schedule a conference with the teacher. Parent/teacher conferences can be scheduled through the school office.

Interim reports will be sent on the following dates:

Interim #1	September 30, 2011
Interim #2	December 9, 2011
Interim #3	February 24, 2012
Interim #4	May 04, 2012

Grading Periods for 2011-2012:

Quarter 1	August 24 – October 28, 2011
Quarter 2	October 31 – January 12, 2012
Quarter 3	January 17 - March 23, 2012
Quarter 4	March 26 - May 30 , 2012

At the elementary level, Principal List (4.0), Honor Roll (3.6 – 3.9), Merit Roll (3.0 – 3.5) will be distributed to students in **grades three through six** every nine weeks. ALL letter grades will be part of the determination; this includes grades in art, music and physical education, which will carry a ¼ credit.

If you are concerned about your child's progress at any time, please contact your child's teacher at school to arrange a conference.



## **PROMOTION AND RETENTION**

Retention of students is most effective when students are retained in early school years, kindergarten through grade three.

A pupil may be retained in kindergarten if he/she has made unsatisfactory progress in acquiring mathematics and/or language readiness skills. In grades one and two being significantly below grade level in reading shall constitute sufficient reason for retention. In grades three through eight failure in any two academic areas shall constitute sufficient reason for retention.

Documents supporting education deficiencies shall be maintained for all retentions/assignments.

The physical, social, mental, and emotional growth of the student along with chronological age is factors that should be considered whenever a student is to be retained.

If all records indicate that a student should be retained, but parents after conferring with the principal and teacher refuse to allow said retention, an appeal may be made to the local superintendent of schools who can assign a student to any grade.

(Reference: Buckeye Local Schools Policies and Procedures IKE)

## **ARRANGING A CONFERENCE**

Parents are encouraged to attend the regularly scheduled Parent-Teacher Conferences.

If you need to talk to a teacher, please call or send a note to the teacher to schedule an appointment. This method will allow the teacher to set aside an appropriate amount of time to meet with you and will avoid interrupting classroom instruction time.

## **HOMEWORK**

### **1<sup>st</sup> Grade Homework Policy**

For your child to be successful with homework, he/she needs:

- **A place to do homework.** If possible, your child should do his/her homework in the same place (an uncluttered, quiet space to study).
- **A schedule for completing homework.** Set a homework schedule that fits in with each week's particular activities.
- **Encouragement, motivation, and prompting.** We recommend that you be available to read directions and assist with homework as necessary, but your child should be able to complete all or most of his/her homework assignments independently.
- **Reasonable time expectations.** In the first grade your child should be doing approximately 15-20 minutes of uninterrupted homework. This will generally include, but will not be limited to: Math Homelinks, Oral/Silent Reading Practice, Sight Word Practice and Weekly Spelling Word List. If your child seems to be spending too much time each night completing his/her homework, please contact your child's teacher.
- **Homework completion expectations.** All homework should be completed *in pencil* and returned the very next school day, unless otherwise noted.

### **Second Grade Homework Policy**

Second grade homework will generally consist of language arts and/or math nightly. Typically, these activities should take NO LONGER THAN 20 minutes of being actively engaged. There may be special projects assigned throughout the year as well.

### **3<sup>rd</sup> Grade Homework Policy**

For your child to be successful with homework, he/she needs:

- **A place to do homework.** If possible, your child should do his/her homework in the same place (an uncluttered, quiet place to study.)
- **A schedule for completing homework.** Set a homework schedule that fits in with each week's particular activities.
- **Encouragement, motivation, and prompting.** Your child needs to practice independently and to apply what he/she has learned in class. If your child consistently cannot complete homework assignments alone, please contact me. Please check your child's work after completion for mistakes and work together to make corrections.
- **Understanding of the knowledge.** When your child is practicing a skill, ask which steps he/she finds difficult and easy and how he/she plans to improve speed and accuracy with the skill. If your child is working on a project, ask what knowledge he/she is using to complete the work. If your child consistently cannot answer these questions, please contact me.
- **Reasonable time expectations.** Homework will generally not exceed 30 minutes per day. If your child seems to be spending too much time each night on homework, please contact me.
- **Grading.** I will check each homework assignment for content and timeliness. If your child turns in an assignment late, the score for "timeliness" will reflect the lateness.

### **4<sup>th</sup> Grade Homework Policy**

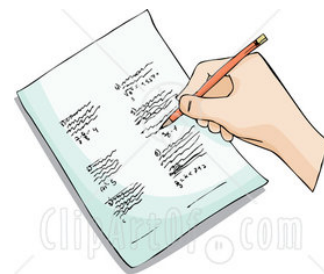
Homework is an extension of our school day; your child should be expected to complete the homework independently at home.

#### **Parent/Guardian Homework Responsibilities:**

- Parents/guardians are the key to making homework a positive experience for their children.
- Parents should review assignment notebook nightly to check for completion of work. By signing the assignment notebook you have acknowledged that the homework has been reviewed.

#### **Place/Schedule for Completing Homework:**

- Make homework a top priority for your child.
- Provide necessary supplies and a quiet work space.



- Set aside a time everyday for the homework to be completed. If your child seems to be spending too much time each night on homework, please contact me.

### **Expectations for the student:**

- Write down assignments from the assignment board accurately
- Bring all necessary materials home to complete the homework.
- Return assignments and materials to school the next day completed.

\*If a student chooses not to do the homework, privileges may be taken away or consequences given.

### **Time expectations:**

- Students will have an average of 40 minutes of homework a night.
- On nights when there is minimal homework assigned, students are expected to read from chapter books, and practice math facts.

An effort will be made by the 4<sup>th</sup> grade team to ensure that test days do not overlap; however, there may be occasions when this cannot be avoided.

## **5<sup>th</sup> Grade Homework Policy**

### **Why do we assign homework?**

- It is a valuable tool that helps students make most of their experience in school.
- It reinforces what has been learned in class
- It prepares students for upcoming lessons
- It teaches responsibility and helps students develop positive study habits.

### **What are your child's homework responsibilities?**

- Students are expected to write all homework assignments and due dates in their Agenda Book (the assignments are also written on a board in each classroom as a reminder for the students)
- Students are expected to do their best on each homework assignment.
- Homework is to be carefully done, accurate and neat
- It is also to be completely finished by the due date

### **What are the teachers' responsibilities?**

- We will clearly communicate our homework expectations.
- We will check all homework assignments and grade or mark them.
- We will support good homework habits by giving praise.

### **What are parents'/guardians' homework responsibilities?**

- **You** are the key to making homework a positive experience for your children.
- Please make homework a top priority at home
- Provide necessary supplies, a quiet homework environment, and set aside a time everyday when homework should be done
- Provide praise and support
- Do not allow your child to avoid doing homework
- Please contact your child's teacher if you notice a problem.

### **What will happen if a student does not complete their homework assignments or turns an assignment in late?**

- Assignments turned in on time will receive the full credit; one day late, 25% will be deducted from their score.
- Assignments turned in within 2-7 days of the due date will receive a 50% deduction
- **No** work will be accepted more than 1 week late.

### **What about a student who was absent?**

- The fifth grade teachers follow the **Buckeye School Board Policy** for absent work.
- "The student will have the number of days equal to the number of days missed to complete missed work."

## **6<sup>th</sup> Grade Homework Policy**

Throughout the school year, students can expect to complete homework as part of the learning process. Homework assignments can include worksheets, reading, research, writing, studying for a test and various types of projects. Homework is a valuable tool that helps students make the most of their experience in school. Sixth Grade students should have an average of 60 minutes of homework a night.

Student responsibilities include:

- Using assignment notebooks to write ALL assignments and to keep schoolwork organized.
- Completing assignments neatly to the best of his/her ability.
- Turning in work on time.

Parent responsibilities include:

- Providing a quiet place to work.
- Checking assignment notebook to make sure homework is completed.
- Lending assistance when their child is confused about an assignment.
- Showing support for their child's academic success.

Teacher responsibilities include:

- Clearly communicating our homework expectations.
- Review all homework for completion and accuracy.
- Supporting good homework habits with praise and rewards.

Late Policy:

- All homework should be completed and turned in on time.
- Incentive programs will be in place in each classroom to encourage students to turn in homework on time.
- If homework is one day late, it will be worth 50% of the original grade.
- Homework received after this time will receive no credit.
- At the discretion of the teacher, unfinished homework may result in a lunch detention.

Absent Work:

- Vacation – If provided by the teacher, daily homework should be turned in and completed when the student returns to school.
- Illness – Students will have one extra day to complete homework for every day absent due to illness.

- Students are responsible to ask for any make-up work from their teachers.

Breakdown of Subject Grade:

- Daily Homework 20%
- Tests and Major Projects 50%
- Quizzes and Classwork 30%

### **CUSTODIAL / NONCUSTODIAL PARENTS**

All students not living with their two biological parents are required to have a custody sheet on file in their permanent record. If there has been legal action, such as divorce or separation, a copy of that record showing custody must be provided to the school. Unless this legal record stated otherwise the noncustodial parent does have the same legal right as the custodial parent. These rights include visiting the school for information about how the student is doing, the right to a teacher conference, and the right to copies of student reports.

A noncustodial parent can request that material be mailed to them. In order for this to be done, the noncustodial parent will need to provide self addressed, stamped, envelopes for the records to be mailed. This request will need to be made to the principal who will inform the teacher(s).

It is extremely important that we have the above information on file in the school office. This information will assure that we are releasing a child to the proper person. All custody information will be kept confidential. If there are changes in custody or visitation it is the parent's responsibility to notify the principal.

### **NO CHILD LEFT BEHIND**

Parents Right to Review Teacher Qualifications:

As a parent of a student at Buckeye Local School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Ohio Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and if so, the subject(s) of the degrees.
- Whether any teacher's aides or similar para-professionals provide services to your child, and if they do, their qualifications.

If you would like to receive any information, please call the principal of your school

## DRESS AND GROOMING

Students are expected to come to school clean and well groomed. We encourage all parents to make sure that students' clothes are neat, clean, and appropriate for an educational setting and the weather conditions.

Your cooperation is needed with the following:

1. **Footwear** should meet the following criteria: **closed** shoes are preferred; sandal-style shoes **must** have a heel-strap; heel height should not exceed one inch. Roller skate shoes are for home use. At Buckeye Elementary Schools a separate pair of non-marking gym shoes are to be kept at school.
2. Sleepwear; bathing suits; halters; low-cut tops; midriff blouses; tank tops; sleeveless tops with large armholes; see-through clothing; fishnet or mesh tops; clothing decorated with sexual or obscene language/ pictures/gestures; clothing showing symbols or messages for drug/alcohol/smoking products; or that which encourages/condones violent or crude behaviors **ARE NOT PERMITTED**.
3. **NO** headgear or hats, coats, heavy chains, or sunglasses are to be worn in the building or carried to classes by any student (male or female).
4. Tight-fitting or excessively short shirts/skirts/shorts; spandex or athletic wear; tattered, torn, or unhemmed clothing are not permitted. **Shorts/skirts need to be closer to the knee than the hip area. Shorts can be worn during the months of August, September, October, April, May, and June.**
5. **Students' shoulders should be covered at all times.** Armholes should not expose undergarments. **NO** spaghetti straps are allowed.
6. Any garment specifically made to be worn, as an undergarment may not be visible.
7. Clothing associated with gangs will not be permitted (i.e., bandannas, low-hanging and/or baggy pants, certain designated shirts).
8. **NO makeup** is to be worn or brought to school by elementary students. This shall include, but not be limited to: glitter, eye shadow, mascara, foundation or blush, lipstick or lip-gloss.
9. **NO** student is to wear bright, distracting hair color or hair cut such as a mohawk. Exceptions may be made, with principal permission, on special occasions **ONLY** (Halloween, Spirit Week, etc.)
10. **NO** large purses or book bags are to be carried throughout the day.
11. **IPods, Cell Phones and Electronic Video Games** are to be left at home. Phones are located throughout the building and in the office should a student have a situation where a parent needs to be contacted.

It is our aim to maintain an excellent standard for the personal appearance of our student body. Please be reminded that our mission is to educate your child. With your cooperation we can continue to administer and maintain high standards.

### **LOST AND FOUND**

Each year many articles are lost and unclaimed by children. It is important that children learn to value and care for all property. A "Lost and Found" box is kept at school. Encourage your child to check for lost articles. You are also welcome to come in and check. Also, students finding textbooks or other valuables at school should turn them into the office where they can be claimed. Unclaimed articles are sent to charitable organizations at the end of the school year.

### **ENROLLING IN SCHOOL**

Students are expected to enroll in the attendance district in which they live.

If open enrollment is an option or other arrangements need to be made to attend a school outside the student's home district, it should be done through the home school.

Students that are new to school are required to enroll with their parents or legal guardian. When enrolling, parents will need to bring the following:

- a. A birth certificate or similar document
- b. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- c. Proof of residency
- d. Proof of immunizations

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

### **IMMUNIZATION REQUIREMENTS**

In compliance with the Ohio Compulsory Immunization Law, no pupil shall be admitted to school unless such pupil presents written evidence that he or she has received the required immunization by such means as may be approved by the Department of Health, pursuant to the powers granted by 3701.13 of the Ohio Revised Code or unless such pupil presents a written statement of his parents or guardian objecting to such immunization because of medical or religious grounds and substantiated by the physician, minister or practitioner of their faith.

If you have any questions regarding proper immunization requirements, please contact the school office.



## **WITHDRAWAL OR TRANSFER OF STUDENTS**

It is important that a parent notify the school as soon as possible when you decide to move. A parent should be sure upon leaving for the new school that all obligations with your present school have been taken care of. You need to return all schoolbooks, pay any fees due, and pick up all personal belongings of your child. If possible, we need to know the location of your new school. The school in which your child enrolls will send a request for his/her records.

As soon as we receive this request, we will forward school records immediately. According to Ohio Revised Code 3313.64 all fee obligations must be taken care of BEFORE release of grades. This would include classroom fees.

## **SCHOOL SUPPLIES AND FEES**

The Buckeye Local Board of Education provides all basic texts at no cost to the children of our school. The condition of books will be recorded at the beginning of the school year. It is suggested that you encourage your child to make a special effort to point out any book damage to the teacher at the time of receipt so there will be no questions of responsibility at the end of the year. All books, including ones from the library, lost or damaged during the year must be paid for according to the nature of the loss.

A fee is charged each year to partially cover the cost of workbooks and consumable supplies used in the classroom. You will receive a notice of this fee at the beginning of each school year. Fees for the 2011 – 2012 school year are kindergarten - \$50.00, grades 1-6 - \$75.00. Please pay this fee as promptly as you can. Payments can be made if needed, contact the school office to make arrangements. If you think you qualify for a fee waiver, contact the office.

Report cards will be held for failure to pay school fees, fundraiser, lost or damaged books and/or lunch charges. These charges will continue to accumulate from year to year until paid.

## **LUNCH**

Lunch will be served each day school is in session. No student will be permitted to leave the school grounds unless a written request has been made by the parent and approved by the teacher/principal. The charge for a hot lunch (milk included) is \$3.00 per day. The charge for a half-pint of milk is \$.45 cents per day for those students who prefer to bring a packed lunch from home. No high energy drinks are to be brought in for lunch or snack.

Free lunches, or lunches at reduced cost of \$.40 cents, are available to students who qualify. Applications will be made available to families and must be returned to the school to determine eligibility. If after approval your income changes, you must notify the school office.

## **MONEY**

If you give your child money for book payments, lunch, classroom books, etc. please put it in an envelope and write on the envelope your child's name and the purpose for which the money is sent. Encourage your child to give any money, except daily lunch money, to their teacher as soon as they get to the classroom. Please make sure your child is NOT carrying large amounts of money. Remember, we have no way of securing their money unless they give it to the teacher or the school office. We cannot be held responsible for lost or stolen money.



## **BUCKEYE BASICS**

### **CAFETERIA EXPECTATIONS**

#### Be Respectful

- Use good table manners
- Stay in your space
- Use indoor voices

#### Be Responsible

- Clean up your space (above and below)
- Have all of your belongings
- Eat only your own food
- Line up in a single line
- Silence in line

#### Be a Problem Solver

- Be a good example
- Worry about yourself

### **PLAYGROUND EXECTIONS**

#### Be Respectful

- Stay in your space
- Use kind words
- Share Equipment

#### Be Responsible

- Line up when the whistle blows
- Silence in line and when entering the building
- Return equipment to its proper place

#### Be a Problem Solver

- Be a good example
- Play fair and use good sportsmanship
- Use “I” statements
- Talk first, then go to an adult if needed

### **HALLWAY EXPECTATIONS**

#### Be Respectful

- Stay in your space
- Walk in single file on the right side
- Silence in the hallway

#### Be Responsible

- Carry a pass when going to the restroom, office or media center
- Go directly to your destination

Be a Problem Solver

- Be a good example
- Worry about yourself

### **BUS EXPECTATIONS**

Be Respectful

- Indoor voices
- Stay in your space
- Listen to the driver directions
- Show respect to others and school property(No gum or food)

Be Responsible

- Seat to seat, back to back
- Bookbag on lap
- Know the bus rules

Be a Problem Solver

- Be a good example
- Report Vandalism

### **MEDIA CENTER EXPECATIONS**

Be Respectful

- Whisper to communicate
- Treat books and equipment with care
- Wait patiently in line

Be Responsible

- Follow directions
- Listen to the Librarian
- Return books on time
- Push in your chair

Be a Problem Solver

- Be a good example

### **ASSEMBLY EXPECTATIONS**

Be Respectful

- Sit on your bottom
- Stay in your space
- Listen quietly
- Clap for the performance

Be Responsible

- Enter and leave quietly
- Be a kind audience
- Listen for instructions

Be a Problem Solver

- Be a good example

## **RESTROOM EXPECTATIONS**

### Be Respectful

- Give people privacy
- Whisper voices
- Respect property

### Be Responsible

- Use facilities correctly
- Only two clicks for paper towels
- Return to line/class promptly
- No paper towels anywhere but in the trash can

### Be a Problem Solver

- Be a good example
- Report Vandalism

## **ENTER AND EXIT EXPECTATIONS**

### Be Respectful

- Enter and leave quietly
- Walk
- Stay in your own space

### Be Responsible

- Go to your room first, unpack, and then go to your locker
- Keep your own items in your own locker

### Be a Problem Solver

- Be a good example
- Remind others of correct behavior

## **OFFICE EXPECTATIONS**

### Be Respectful

- Be Courteous
- Wait your turn
- State your purpose politely and quietly

### Be Responsible

- Have a pass
- Return directly to class

### Be a Problem Solver

- Be a good example

## **CLASSROOM EXPECTATIONS**

### Be Respectful

- Use appropriate voices
- Follow directions the first time they are given
- Be a good listener
- Respect each other/property

### Be Responsible

- Keep your classroom neat and clean

- Be prepared
  - Stay on task
  - Do your homework
- Be a Problem Solver
- Be a good example
  - Be a good team player
  - Use “I” statements

### **PHOTO DISCLAIMER**

Occasions may arise throughout the school year in which school personnel, photographer, or news media might photograph your child. Such photos, slides, or videotapes might be used at the building level, such as in a memory book or newsletter; at the district level, such as in *Buckeye Pride*, district or building web site, cable television; or in local media, such as an article for the *Gazette* or *Rural Urban*, or for a television feature.

**If you, as a parent, have any objection to your child's identified photo or name being used in this way, it is your responsibility to contact your child's teacher and the principal in writing.**

Please see *Parent Permission for Internet Use*, which includes permission for use of student photo and/or written work on the district/school/classroom web pages.

### **DISCLAIMER**

Because a handbook of this nature cannot cover every possible item or incident that may arise, final resolution of each of these situations will be made by the school administration.

# **ADDENDUM**

**Buckeye Local Schools**  
**PARENT/STUDENT HANDBOOK**  
**CERTIFICATION**

We, \_\_\_\_\_ and \_\_\_\_\_  
Parent/Guardian Student

have received and read the Buckeye Local Schools Elementary Parent/Student Handbook.. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the Buckeye Local School District.

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

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

Date \_\_\_\_\_

# Buckeye Local Schools

## EMERGENCY DISMISSAL

In the event that school is dismissed at an unscheduled time due to unforeseen circumstances, the following directions have been given to my child. Please complete and return to school. **NOTE: no individual phone calls will be made due to limited phone lines and personnel.**

**STUDENT NAME** \_\_\_\_\_

**GRADE** \_\_\_\_\_ **TEACHER** \_\_\_\_\_

\_\_\_\_\_ My child is to go home by bus (or walk, if considered a "walker") as they normally do.

\_\_\_\_\_ My child is not enrolled in Latchkey but will remain there until picked up by family. I understand **THERE WILL BE A CHARGE** for this service.

Such closings are announced through local television and radio stations. It is imperative that your child is informed as to what he/she will do in such emergencies.

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

# BUCKEYE LOCAL SCHOOLS

## ADMINISTERING MEDICATION PRESCRIBED BY A PHYSICIAN

### STATEMENT OF PHYSICIAN FOR MEDICATION TO BE ADMINISTERED BY SCHOOL EMPLOYEES

(R.C. 3313.713)

(NOTE: all blanks MUST be filled in)

Name of student

---

Address of student

---

School and class in which  
the student is enrolled

---

Name of medication

---

Dosage to be administered

---

Time or intervals at which  
each dosage is to be  
administered

---

Date the administration of  
the medication is to begin

---

Date the administration of  
the medication is to cease

---

Any severe adverse reactions  
that should be reported to the  
physician

---

One or more telephone numbers  
at which the physician can be  
reached in an emergency

---

Special instructions for  
administration of the medication,  
including sterile conditions and  
storage

---

Name of physician

---

Address of physician

---

Date of this statement

---

Signature of physician

---

(Over)

# BUCKEYE LOCAL SCHOOLS

**ADMINISTERING MEDICATION  
PRESCRIBED BY A PHYSICIAN**

**STATEMENT OF PHYSICIAN  
FOR MEDICATION TO BE ADMINISTERED  
BY SCHOOL EMPLOYEES**

(R.C. 3313.713)

I am the parent, guardian, or other person having care or charge of

\_\_\_\_\_, who is a student assigned to  
\_\_\_\_\_ and request that the medication described on  
the attached statement of the prescribing physician be administered to him/her.

I specifically agree that if any information on the attached Physician's Statement changes I will immediately submit to the school nurse or building principal a revised statement completed and signed by the prescribing physician. Any school employee administering the medication described on the statement of the prescribing physician shall be entitled to rely upon the information therein contained until such time as a revised statement is submitted.

**DATE** \_\_\_\_\_

**NAME OF PARENT** \_\_\_\_\_

**SIGNATURE OF PARENT** \_\_\_\_\_

# BUCKEYE LOCAL SCHOOLS

## ADMINISTERING MEDICATION (Other than Medication Prescribed by a Physician)

### PARENT CONSENT AND INSTRUCTIONS FOR THE ADMINISTRATION OF MEDICATION AT SCHOOL

I am the parent, guardian, or other person having care or charge of

\_\_\_\_\_, who is a student assigned to  
\_\_\_\_\_ and request that the following medication  
(which has not been prescribed by a physician) be administered to him/her. **Medication should be brought to school directly by the parent in the original container.**

Name of medication

\_\_\_\_\_

Dosage to be administered

\_\_\_\_\_

Time or intervals at which  
each dosage is to be  
administered

\_\_\_\_\_

Date the administration of  
the medication is to begin

\_\_\_\_\_

Date the administration of  
the medication is to cease

\_\_\_\_\_

Any severe adverse reactions  
that should be reported to me

\_\_\_\_\_

One or more telephone numbers  
at which I can be reached in an  
emergency

\_\_\_\_\_

Special instructions for  
administration of the medication,  
including sterile conditions and  
storage

\_\_\_\_\_

NAME OF PARENT

\_\_\_\_\_

DATE

\_\_\_\_\_

(Please Print)

SIGNATURE OF PARENT

\_\_\_\_\_

# **Buckeye Local Schools VACATION REQUEST FORM For Students**

Buckeye Local Schools strongly discourages vacations during the school year. Daily lessons are teacher-directed and require teacher-student interaction. Concepts given as homework are not as valuable as teacher and student working together. Therefore, we ask parents to seriously consider the effect that extended absences may have on a student's school progress.

Please read the following then sign below.

1. ALL work missed during the vacation will be made up within one week of the students return to school. We suggest assignments be requested at least one week prior to the vacation.
  
2. It will be the Parent's responsibility to supervise the makeup work and to be certain it is returned to the teacher.

**STUDENT NAME:** \_\_\_\_\_

**DATE(s) OF ABSENCE:** \_\_\_\_\_

**REASON FOR ABSENCE:** \_\_\_\_\_

\_\_\_\_\_

**PARENT SIGNATURE:** \_\_\_\_\_

**TEACHER COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

**TEACHER SIGNATURE:** \_\_\_\_\_

**PRINCIPAL SIGNATURE:** \_\_\_\_\_

**BUCKEYE LOCAL SCHOOLS**  
**3044 Columbia Road**  
**Medina, OH 44256**

## **District Acceptable Use Policy**

Dear Parents,

Buckeye Local Schools is pleased to offer students and staff access to the district computer network for class projects, educational learning activities and the Internet.

The Internet is a global network that will provide your child with access to a wide range of information from throughout the world. Information from NASA, the US Library of Congress, museums, and other educational avenues is available through the network. Your child will also be able to communicate with other students, researchers, project managers and educational sites from throughout the world. Use of the Internet for educational projects will assist in preparing your child for success in life and work in the 21<sup>st</sup> Century.

The District Acceptable Use Policy restricts access to material that is inappropriate in the school environment. Although your student's use of the Internet is filtered through a professional filtering service called N2H2 or "Bess" and will be supervised by staff, we cannot guarantee that your child will not gain access to inappropriate material. There may also be additional kinds of materials that you believe are not a part of your family values. However, in the constantly changing environment of the World Wide Web, there is no filtering system that will guarantee complete blocking of all inappropriate sites. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectation about how these values should guide your child's activities while he or she is on the Internet.

The levels of access to the Internet provided your child will vary according to the educational purpose and your child's age. These access issues can be discussed with your child's teacher.

The District will also be developing teacher web pages where information regarding classroom activities, student work and student pictures may be posted. The Guidelines for these postings include:

1. ONLY first names be used in publishing student work
2. Pictures that are a part of student publishing should not include any identifying information
3. Under no circumstances should a student's home address or phone number be included
4. If replies to published student work are appropriate, the sponsoring teacher's address should be the email address displayed, not the student's

You have the option of requesting that your child NOT be provided the opportunity to further develop skills and have access educational materials on the Internet. Additionally, you have the option of requesting that pictures and or work your child has completed NOT be placed on web pages within our District site. Both you and your child need to sign the attached form indicating your decision and agreement to follow the District Acceptable Use Policy. Please complete the attached form and return it to your child's teacher.

If you have any questions regarding student access, please feel free to contact your child's teacher, principal or the tech department located at the York/Liverpool Complex.

**District Acceptable Use Policy  
Student Internet Agreement  
Parent/Guardian Internet Permission**

STUDENT SECTION

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_ School: \_\_\_\_\_

I have read or reviewed the District's Computer Network and Internet Acceptable Use Policy regarding the Internet and discussed it with my parents. I agree to follow the rules contained in this Policy. I understand that if I violate the rules, my privileges can be terminated and I may face other disciplinary measures.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT/GUARDIAN SECTION**

I have read the District's Computer Network and Internet Acceptable Use Policy. I agree that I will supervise my child's use of the system if my child is accessing the system from home.

I will instruct my child regarding restrictions against accessing material that are in addition to the restrictions set forth in the District's Computer Network and Internet Acceptable Use Policy, if appropriate for my family. I will emphasize to my child the importance of following rules for personal safety.

I understand that the District is strictly filtering Internet content although it is not foolproof.

I understand that I can withdraw my permission at any time.

**I give permission for my child, \_\_\_\_\_ to:**

\_\_\_ access the Internet on school grounds.

\_\_\_ publish their work on the District web pages following the guidelines as attached.

\_\_\_ publish their picture on the District web pages following the guidelines as attached.

**I DO NOT give my permission for my child, \_\_\_\_\_ to:**

\_\_\_ access the Internet on school grounds.

\_\_\_ publish their work on the District web pages following the guidelines as attached.

\_\_\_ publish their picture on the District web pages following the guidelines as attached.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

# **BUCKEYE BASICS**

**Be Respectful**

**Be Responsible**

**Be a Problem Solver**