

Buckeye Elementary School

Parent Handbook



2024-2025

Buckeye Elementary School
642 Hwy 1207
P.O. Box 529
Deville, LA 71328
Phone: 466-3233
Fax: 466-3288

Dr. Jessica Alwell
Principal

Melissa Kreideweis
Asst. Principal

Welcome

Welcome to Buckeye Elementary! It is our goal to work together as a team to provide the best possible educational experiences for our students.

The vision of Buckeye Elementary is to inspire original, creative, innovative thinkers. We provide a student centered, academic learning environment to help all of our students reach their highest potential.

Every effort has been made to provide our students with a warm, caring environment that seeks to develop team building, self motivation, and a sense of respect and responsibility. We will provide every opportunity for maximum student achievement and recognize special abilities and talents in all students.

Cooperation is a key toward that end, and we have prepared this handbook with that in mind. This handbook will tell you about our policies, procedures and benefits that you may expect from this school.

Buckeye Elementary welcomes and encourages your involvement. Our belief is that education is the combined effort among home, school, and community.

If you have any questions or problems, feel free to call the school and talk with us. We would love the opportunity to resolve any complaints or situations privately. You may also email me, jessica.alwell@rpsb.us . We want to help you in any way that we can.

Sincerely,
Dr. Alwell
Principal



#BESinspires

Mission Statement

Buckeye Elementary School is committed to providing a positive, safe, and engaging environment for children to learn, where all are valued. We are committed to doing everything we can to teach students to read on level, to write with purpose, and to learn virtues that help them become productive citizens.

Vision Statement

BES inspires original, creative, innovative, thinkers.

Mission and Vision Statement

Important Dates

In addition to the Rapides Parish School Calendar, please mark your calendars for the following dates so you are able to make plans accordingly. *Some dates may be subject to change.

August 5-7	Staff PD
August 6	Open House 5:00-6:30
Sept. 2	Labor Day Holiday
Sept. 16	Student Holiday/Teacher PD
Oct. 9	End of 1st Nine Weeks
October 17-21	Student Holiday
Nov. 5	Election Day- Student Holiday
Nov. 11	Veterans Day
Nov. 25-29	Thanksgiving Holidays
Dec. 20	End of 2nd Nine Weeks
Dec. 23- Jan. 3	Christmas Holidays
Jan. 6	PD/ Student Holiday
Jan. 20	Martin Luther King Holiday
Feb. 14	Holiday
Feb. 17	Student Holiday Holiday
March 3-4	Mardi Gras Holiday
March 13	End of 3rd Nine Weeks
April 18-April 25	Easter Holidays
May 22	End of 4th Nine Weeks
May 23	Last Day for Students

Important Dates

Daily Bell Schedule

- 7:45 : Buses / Car Riders Unload
- 7:45-8:15 : Breakfast
- 8:15 : Class Begins
- 8:20 : Tardy Bell
- 3:10 : Car Riders and Day Cares Dismissed
- 3:15 : Buses Dismissed



Arrival at School

- Classroom instruction begins promptly at 8:15 a.m.
- Morning car riders may be dropped off between 7:45 a.m. – 8:15 a.m.
- If your child eats breakfast at school, they need to be dropped off by 8:00 a.m. to allow them time to eat.
- Parents must accompany their student into the office to sign them in whenever they arrive after 8:15.
- At 8:20 or later, your child will receive a tardy, unless you provide a doctor's excuse.
- Pre-K and Kindergarten parents are welcome to escort students to their classroom **the first day of school**. Every homeroom teacher is on duty in their classroom and other staff are posted in the halls and outside to see that your student arrives safely to his/her room.

Dismissal

Car Riders

- Car Riders are dismissed at 3:10.
- Make sure you display your **child's name sign** everyday to help speed up the loading process. Name signs are available in the office.
- All car rider parents must wait in the car line.
- Parents or Guardians are not allowed to walk up to the porch to pick up their child.
- All car riders should be picked up NO LATER than 3:30. You must be on time to pick up your car rider or your child will have start riding the bus.
- Your child will need to enter/exit from the backseat right side of the car.
- If you have to buckle car seats, you must pull up out of the line to the left side of the drive.



Bus

Arrival & Dismissal

- All students begin the year with a designated mode of transportation. It is very important that this stays CONSISTENT each day for the safety of your child.
- We understand that unforeseen circumstances arise and on OCCASION an alternate way home is necessary. **A written note must be sent to school or you can email sandy.robertson@rpsb.us. We will not accept phone calls for these changes.**

****Transportation changes are not allowed after 2:00pm. ****

- RPSB allows for each student to have one bus to bring them to and from their home address. According to the RPSB policy, students are not allowed to ride to a grandparent's house, a babysitter, to a friend's house, etc.
- All bus riders are expected to follow all bus rules and procedures. Failure to do so will result in disciplinary actions as bus drivers must maintain the safety of all students. Please refer to the RPSB Student Code of Conduct for detailed bus rules and regulations.
- If your child misses the bus and someone is bringing them to school, they must go through the car line.
- There will be NO checkouts after 2:30 on pep rally days.



Attendance

- Your cooperation is appreciated in having your student to school on time daily. Attendance is critical so that we can achieve the state mandated requirements for teaching and learning. Most importantly, it is impossible to make up the direct instruction and hands-on learning experiences your student misses when absent.
- If your child is marked absent, you will receive an automated phone call from the school and a dojo message from their teacher. Please make sure to notify the office if your phone number changes.

Rapides Parish Absentee Policy

- After (3) unexcused absences the student's parents will receive a letter from the principal.
- After (5) unexcused absences the student will be referred to the Department of Child Welfare and Attendance.
- After (9) unexcused absences the parents will receive a "Notice to Appear" for a hearing with the student and parent at the Department of Child Welfare and Attendance.
- After (12) unexcused absences the Department of Child Welfare and Attendance staff will refer the student to Families in Need of Services (FINS).
- If attendance problems persist, the Child Welfare and Attendance staff will initiate a Petition to Juvenile Court and truancy court will be held at BES with the juvenile judge.

Perfect Attendance

- Requires a student to not be absent from school. If a student is absent for at least one-half day, he/she shall not have perfect attendance for the school year.



Rapides Parish Tardy Policy

- After (2) unexcused tardies, the student and principal will have a conference and letter will be sent to parents.
- After (4) unexcused tardies the parents must have a conference with the principal.
- After (5) unexcused tardies and all subsequent tardies, the matter will be turned over to: Child Welfare and Attendance Office or the Families in Need of Service.



Check-Outs

- Children should not be checked out of school early, unless it is for an appointment or emergency reason. Excessive unexcused check-outs will result in a conference with the principal.
- Early check outs will be excused for doctor or dentist appointments with a doctor's excuse.
- **Students are not allowed to check out after 2:45 on Mondays-Thursdays and 2:30 on Fridays, except in cases of extreme emergencies.**
- For the safety of your child, you will be asked to show a picture ID when you are checking them out.
- Please DO NOT call to ask that we have your child waiting in the office for you. Your child cannot be released from the classroom until you arrive to sign them out.

There will be NO checkouts after 2:30 on pep rally days.





Cafeteria

Buckeye Elementary qualified for free meals for all students for the 2023-2024 school year.

Breakfast

- Is open for students in grades K-2 from **7:45 a.m. - 8:15 a.m.**
- Students must be in the cafeteria by 8:00 a.m. to be served and have time to eat breakfast.
- Pre-K students eat breakfast with their class.

Lunch

- If your child brings a lunch to school, please make sure they are able to open all containers, including Lunchables and juice.
- If you are invited to eat lunch with your child and you want to eat the school lunch, you must pay \$6.00.

Allergies

- Please do not send any food that contains peanuts, even if your child doesn't have a peanut allergy.
- If your student has food/milk allergies, please contact the cafeteria manager.

School Uniform Policy



Boys:

- Navy or khaki pants or shorts. White, gold, or royal blue collared shirts.
- BES School **current** themed shirt may be worn Monday- Thursday with school uniform pants. Other BES spirit shirts may be worn on Fridays when we do not have pep rallies.
- BES house shirts may be worn on Fridays of pep rallies.
- Pre-K through 2nd grade may wear elastic waist pants or shorts.

Girls:

- Navy or khaki pants, shorts, skirts (shorts underneath), or jumpers. White, gold, or royal blue collared shirts.
- BES School **current** themed shirt may be worn Monday- Thursday with school uniform pants. Other BES spirit shirts may be worn on Fridays when we do not have pep rallies.
- BES house shirts may be worn on Fridays of pep rallies.
- Pre-K through 2nd grade may wear elastic waist pants, shorts, or skirt.

Boys and Girls:

- Hair is to be clean and combed.
- **Shoes must be worn at all times. Students must wear lace up or Velcro rubber soled shoes everyday.** Boots and sandals are only allowed on out of uniform days, unless it's their PE day.
- Pre-K and K students- please send an extra change of clothes, including underwear.

Every Friday will be “Jean Day”. Student may wear jeans for \$1. Students must bring money or they will not be allowed to participate. All of these fund go the BES PTC.

See RPSB policy handbook for complete parish dress code.

Legal Custody

- Documents of Legal Custody must be presented to the school office where it will be copied and placed in the student's file.
- If a parent is not allowed to pick up their child, we must have legal paperwork, otherwise the child is allowed to go with all parents. Parents must present a pictured ID.
- If there is any possibility that a child might be picked up by a non-custodial parent, it is the responsibility of parent with legal custody to fully inform the school of the circumstances. We ask that all personal matters be handled outside of the school.

ITEMS NOT PERMITTED ON SCHOOL GROUNDS OR BUSES

Weapons – Any gun, knife or sharp object (real or fake) that can be used as a weapon in a child's possession is a danger to himself and others. Possession of these weapons by children within the areas of the school's authority has serious consequences. The Principal must recommend expulsion from school according to RPSB. Please take the time to check your child's back packs and pockets before they come to school.

Other items not permitted on school grounds or buses:

- Cell Phones
- Toys or trading cards
- Electronic Games or Devices
- Spinners
- Glass containers
- Expensive items
- ANYTHING that distracts from the learning process in the classroom
- BES is not responsible for any items that are lost or damaged on school property.



Bullying

Please refer to RPSB Policy JCDAF for bullying policy and reporting forms. These can be found at www.rpsb.us.

Medication



- BES adheres to state laws regarding medication guidelines.
- Prescription medication will be administered during school hours if it is accompanied by a prescription from a doctor and there are completed medication forms on file. Forms are available in the office.
- **A parent or guardian must bring the prescribed medication to school to observe and verify the count and receipt of the medication.**
- For their safety, students are not allowed to have any medication on the school grounds.



Illness and Injury

- The Trinity Clinic at HRL is available to our BES students. Their phone number is 545-6416. Please sign the consent forms so your child can be seen and treated if necessary.
- If a student becomes sick or injured at the school, the office will contact parents. Office personnel and the School Nurse will attend to minor cuts and bruises.
- **Parents are requested to keep alternate and emergency phone numbers up to date in the event of any emergency.** Please keep your child's teacher and office informed as to any changes in your address or telephone number.
- Students must be free of fever, vomiting, and/or diarrhea for 24 hours before returning to school.
- In case of head lice, ALL nits (eggs) must be removed before re-entering school. The nurse must check the student back in school when lice are found. Please refer to RPSB lice policy for more information.
- We will follow the latest RPSB policy on COVID quarantining and flu guidelines.

Buckeye Elementary House System

House System

Goal: The goal for the House System is to create an atmosphere of teamwork and belonging. We want ALL students at Buckeye Elementary to feel welcomed and loved. With this system, students and teachers will be working together to earn points for their House.

BES Houses:

Amistad (Blue)- House of Friendship

Zintzo (Green)- House of Honesty

Nabara (Red) - House of Respect

Ratonga (Purple)- House of Service

House System Overview:

1. Students new to the school will spin the house wheel to see what house they belong to at the beginning of the year pep rally.
2. Students will receive a House shirt. House shirts can be worn on Fridays to school for the pep-rally.
3. Students will actively try to earn House Points throughout the day (see below on ways to earn points).
4. The last Friday of each month, students will gather for pep-rallies with other students from THEIR house. The house that earned the most points that week will be announced. The house that wins will celebrate, sing their chant, and can wear out of uniform the following Wednesday. The other houses will congratulate the winners for that week.
5. At the end of the school year, the school will have a BLOW-OUT pep-rally! We will total ALL the points from each house to determine the winner.
6. Students will stay in the same house throughout their entire stay at BES.

Ways to Earn Points:

1. Students can earn points for various reasons. We will be teaching students how to show kindness, how to be respectful, how to grow friendships, and how to do service for others. When we see students carrying out these acts, we will reward them with house points. Whatever house they are a part of will receive the points.
2. Students may also earn points for academic reasons. Some examples include good grades, meeting AR goals, and answering questions correctly.
3. Other school related reasons would include perfect attendance, on-task behaviors, and following all school rules and procedures.

Positive Behavior Incentive System

BES has adopted a unified set of school wide expectations for common and shared areas:

- #1: Follow Directions Quickly
- #2: Raise Your Hand for Permission to Speak
- #3: Raise Your Hand for Permission to Leave Your Seat
- #4: Make Smart Choices
- #5: Keep Your Dear Teacher Happy

We **CELEBRATE** good behavior and growth every quarter by rewarding students with incentives. BES Expects all students to follow these rules.



PBIS Incentive and Reward System-

Daily/ Weekly:

- Teachers will give intrinsic awards to the students for demonstrating appropriate behavior and for academic achievements.
- Students can earn points for coupons. Examples of coupons: Free Dress Day, Bring your favorite snack, Friendly Lunch, etc.
- Students can earn House Points throughout the day for good behavior, kind deeds, and academic success. House points can be given by any teacher.
- Pep-Rallies: Students will attend monthly pep-rallies.

M

Monthly:

- Student of the Month. There will be one student, per class, recognized each month. Students will be presented with a “BES Student of the Month” t-shirt, brag tag, and have their picture posted on Facebook. Parents will be invited to eat lunch with their student.

Super Improver

Beginner- Everyone starts on this level, so no coupon will be given at this level.

Learner, Leader, Rising Star, Master- hat, fluffy friend, show-and-tell, or out of uniform pass; their choice

Scholar- Lunch with a friend

Pro- PJ pass

Legend- extra recess

Expert- lunch on stage; will go on stage to eat the following Friday after they've earned the pass

Specialist- Gameroom

DOJO

All teachers will use Dojo as the Behavior System tracker.

What is Dojo?

Class Dojo is an online behavior tracker and parent communication tool for the classroom.

How will Dojo be used:

1. Students have opportunities to earn positive points in addition to receiving negative points for unwanted behaviors.
2. It will be used by ALL of your child's teachers (classroom teacher and specials teachers).
3. Parents can log into their account and see how their child did in behavior that day.
4. Parents will be able to see if their child is on track to make the PBIS behavior parties.

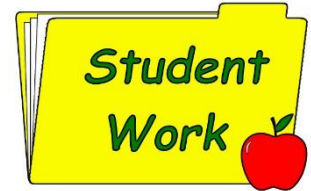
PBIS/Super Improver:

1. In order to attend the PBIS party at the end of the first semester:
Pre-K: must have 70% of their holes punched which = 47 punches
K-2nd: must have 80% of their holes punched which = 54 punches
2. In order to attend the end of the year PBIS party:
Pre-K-2nd: must have 80% of their holes punched = 66 punches

How does Dojo and Super Improver work as one?

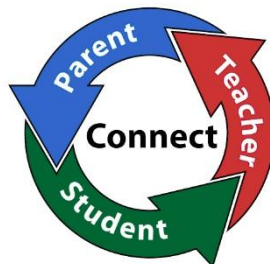
Based on students' red points, they will earn Super Improver punches. If a child ends the day with no points or on green (dojo), the child will get a star or punch on their card (Super Improver). If they end the day on red (dojo), they do not get their card punched (Super Improver).

Parental Involvement



- The most important thing you can do with your child is Read everyday.
- Red Folders are sent home every Tuesday. Please review the folders and homework to know what your child is accomplishing in their classroom.
- Other school communication, such as monthly newsletters and calendars with important information, are also included in the Red Folder.
- Please develop a habit of sitting down with your child every evening to go over homework, papers, and other important information from school.
- If you need to contact your child's teacher, please feel free to call the school and leave a message or send them an email.

When parents become school partners, the academic results for their children are great and lifelong.



Parent Volunteers are always welcome

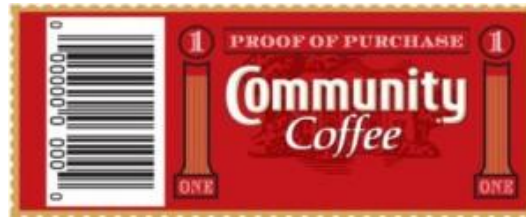
- We encourage parents to visit our school, attend programs, and become an active part of our school community.
- Please contact the school to set up a time to conference with your child's teacher.
- Volunteers must be fingerprinted.
- All volunteers/visitors must sign in at the office and get a visitor's pass. This is to ensure safety for all students.

You may contact our PTC President, Meghan Cole at [466-3233](tel:466-3233)

BES would like to thank our PTC, all of our parents, grandparents, family and friends for supporting our fundraisers.



Main Fundraisers:
BES Fall Carnival
Cookie Dough
Coke



General Mills BOX Tops and Community Coffee UPCs.

- Please save Box Tops from General Mills products and UPCs from Community Coffee products because every little bit helps!
- When students turn in 50 Box Tops or CC UPCs, on the sheets provided, they will receive an out of uniform pass.

Miscellaneous

- We sell canteen every Friday, with prices ranging from 50¢ to \$2.00.
- If you send your child with birthday invitations, there has to be enough to pass out for the entire class.

Fundraisers

S Miscellaneous

Dear Parents,

Please read, complete, tear off and return the next page to your child's teacher. This will indicate that you received notification about Buckeye Elementary School's policies and procedures.

Thank you!

Buckeye Elementary

Receipt and Statement of Compliance

Student's Name _____ Teacher _____
Date _____

By signing below I indicate that I have received notification of Buckeye Elementary School's Policies and Procedures :

- ☐ Arrival and Dismissal
- ☐ Attendance
- ☐ Tardy and Checkouts
- ☐ Cafeteria
- ☐ Dress Code
- ☐ Safety Procedures
- ☐ Medicine and Illness
- ☐ Behavior Policy
- ☐ Parental Involvement and Volunteers
- ☐ Fundraisers



Parent/Guardian Signature _____
Home Address _____
Contact Number _____

Please, return this signed page to your child's teacher who will put this in the student's file.