2025-2026

BUCKEYE
"LITTLE BUCKS" PRESCHOOL
PARENT HANDBOOK



TABLE OF CONTENTS

INTRODUCTION
PROGRAM PHILOSOPHY
BUCKEYE BOARD OF EDUCATION
ADMINISTRATIVE TEAM
PRESCHOOL TEAM
PRESCHOOL PROGRAM DESCRIPTION
PEER MODELS/TUITION PAYMENTS
REGISTRATION REQUIREMENTS
CLASS SESSIONS
ATTENDANCE
SCHOOL CANCELLATIONS
PARENT VISITS AND VOLUNTEERS
FIELD TRIPS
SCHOOL CLOTHING AND PERSONAL BELONGINGS
BEHAVIORAL EXPECTATIONS
STUDENT CONDUCT
HEALTH
SAFETY AND SECURITY
EARLY CHILDHOOD PROGRESS MONITORING TOOLS AND REQUIREMENTS
FROM THE OHIO DEPARTMENT OF EDUCATION (ODE)
RECORDS
CAR RIDER PROCEDURES
LOCAL RESOURCES

BUCKEYE LOCAL SCHOOLS MISSION STATEMENT

The mission of Buckeye Local Schools, a premier educational system, is to empower students to be lifelong learners and productive citizens. Our highly qualified staff will provide a well-balanced, diversified education utilizing current technology and a rigorous curriculum. We will accomplish this in a safe and nurturing environment within a unified community.

INTRODUCTION TO THE BUCKEYE PRESCHOOL PROGRAM

Buckeye Local Schools Preschool is licensed by the State of Ohio, Division of Early Learning and School Readiness. The current license is posted outside the classroom. The preschool was established in 1990 in response to state and federal legislation and research in support of early intervention for improved educational outcomes. The child-teacher ratio is at least 1 adult to 8 children in Special Education Preschool Classrooms and 1 adult per 8 students in General Education Preschool Classrooms (Up to 10 children without disabilities and 8 children with disabilities) For an Integrated Preschool Classroom, up to 8 children with a disability and 8 without a disability. Children with suspected delays in one or more of the areas of development (i.e., receptive and/or expressive communication skills, hearing abilities, gross and fine motor functioning, social-emotional/behavioral functioning, vision abilities, cognitive functioning, adaptive abilities) will be referred for a multi-factored evaluation through Buckeye Local Schools to determine eligibility for placement as a preschooler with a disability as defined in the Operating Standards for Ohio's Schools Serving Children With Disabilities (Chapter 3301-51 Ohio Administrative Code) and the Rules for Preschool Programs (Chapter 3301-37 Ohio Administrative Code). The Little Bucks Preschool Program has received the highest possible rating (5 stars) from the Ohio Department of Education for its Step Up To Quality Program.

The laws and rules are available at the Buckeye Board Office, Special Education Department. They are also available on the Ohio Department of Education website. The Preschool's licensing records, including compliance reports, are available upon request. The most current report is hanging on the wall with the license.

PROGRAM PHILOSOPHY AND CURRICULUM GOALS

The philosophy of Buckeye Local Schools Preschool is based on meeting the individual developmental needs of all children with and without special needs. The developmental preschool seeks to provide an environment that encourages all children to explore, ask questions and learn things that he/she needs and wants to know about their world. As a developmental preschool, a basic ingredient to educational success is a positive self-image. Multicultural, non-biased experiences, appropriate materials and equipment are provided to meet the needs of a diverse population of young children. Adults model behavior based on respect for others. Individual needs are met so that children feel safe and secure. The preschool staff and administration recognize parents as the primary teacher of their children and strive to work in partnership with families to promote the optimal development of all children in attendance. Parent involvement in the program is emphasized as essential to the generalization of skills and abilities of children within their home, preschool and community. Our preschool program follows the Ohio Department of Education Early Learning Content Standards in Language Arts, Math, Social Studies, and Science. The curriculum provides a balance of child-centered and teacher-facilitated activities that encourage children to investigate, manipulate and experiment as they construct their own knowledge. Teachers, in partnership with families, guide, expand and stimulate children through that process of growth and development. The preschool curriculum provides the foundation for future academic success by building upon previous knowledge and skills; aligning with the Ohio Early Learning Content Standards; and providing individualized and integrated approaches to assessment, curriculum and instruction. The curriculum addresses key areas of child development, including aesthetic and artistic development, emotional and social development, intellectual development, physical development and well-being and development of responsibility.

FERPA: Upon request, Buckeye Local Schools Preschool discloses educational records without custodial consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment transfer. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

BUCKEYE BOARD OF EDUCATION

Parents and residents are cordially invited to attend school board meetings. The Buckeye Local Board of Education meets on the second Tuesday of each month at 7:00 p.m., with the meetings held either in the Administrative Office or one of the five district buildings. Changes in times or locations will be advertised in the Medina County Gazette. The Buckeye Local Board of Education, in compliance with the "Sunshine Law," conducts all business at a public meeting. Personnel matters and/or negotiations are dealt with in the executive session if necessary.

Many questions or concerns that parents, students or residents have may be resolved by contacting the appropriate administrative office. We encourage your personal contact in order to better serve the students.

MEET BUCKEYE LOCAL SCHOOL BOARD OF EDUCATION

Barb Gunkelman, President
Denise Piovarchy, Vice President
John Girard, Member
Seth Kujat, Member
Roy Salazar, Member

Buckeye Board of Education
3044 Columbia Road
Medina, OH 44256
330-722-8257

Visit the district's website at **www.buckeyeschools.org** for additional information on our school board meetings.

ADMINISTRATIVE TEAM

Superintendent
Mr. Mark Donnelly, *Treasurer,* ext. 1008
Mrs. Bridget Elias, *Curriculum Director,* ext. 1007
Mrs. Dawn Kochanek, *Director of Student Services,* ext. 1012
Mrs. Karen Galdun, *Director of Transportation,* ext. 1020
Mr. John Justice, *Director of Operations,* ext. 1017

PRESCHOOL TEAM

Buckeye Intermediate School
3140 Columbia Road
Medina, OH 44256
330-722-8257 ext. 4339

Mr. Mike Williston
Buckeye Intermediate Principal
ext 4342
mwilliston@buckeyeschools.org

Mrs. Sarah E Rivera
Buckeye Primary Principal
ext 4142
srivera@buckeyeschools.org

Mrs. Tracy Taylor
Buckeye Special Education Secretary
ext. 1005
ttaylor@buckeyeschools.org

Mrs. JoAnne Fike
Buckeye Intermediate Secretary
ext. 4339
Jfike@buckeyeschools.org

Mrs. Donna Comuzie
Buckeye Intermediate Secretary
ext. 4337
dcomuzie@buckeyeschools.org

Mrs. Shannon Kissinger
Psychologist
ext. 4124
shannon@buckeyeschools.org

Mrs. Tammy DePriest
Speech/Language Pathologist
ext. 4123
tdepriest@buckeyeschools.org

Mrs. Colleen Kato
Speech/Language Pathologist
ext. 4336
ckato@buckeyeschools.org

ABC Therapy Ltd.
Occupational Therapy

ABC Therapy Ltd.
Physical Therapy

Mrs. Wendy Heinle
Preschool Teacher
ext. 4322
wheinle@buckeyeschools.org

Miss Corynn Rench
Preschool Teacher
ext. 4320
crench@buckeyeschools.org

TBA
Preschool Teacher
ext. 4321
lrogers@buckeyeschools.org

PRESCHOOL PROGRAM DESCRIPTION

Little Bucks Preschool is an Ohio Department of Educational (ODE) licensed preschool program which provides preschool services to children three (3) through five (5) years of age with and without disabilities. Enrollment includes children identified as having a developmental delay or disability and typically developing children. Classes are staffed with 1 certified early childhood intervention specialist/teacher and 1 classroom aide. Based on the needs in the classroom, additional aide support is also available. Therapy services the student needs to receive will be provided during the hours they are at school. Students in the preschool classroom will have access to our high-quality curriculum that aligns with Ohio's Early Learning Content Standards. In addition to our classroom service model, other options are available in accordance with what is determined by the team on an individual basis. Service Delivery options are explained below.

SERVICE DELIVERY

Children who have been identified as having a delay through the screening process are eligible to receive services through our district. The type of service provided is dependent on the nature and severity of the delay/disability and is discussed as a team (preschool team members, administrator, school psychologist, Help Me Grow (if applicable) and parent/guardian. Children with a developmental delay or disability, documented through the multi-factored evaluation (MFE) process, must demonstrate a deficit in one or more developmental areas: Physical (gross and/or fine motor function); Cognitive/Pre-Academic; Communication, Social-Emotional; Adaptive (self-help); Vision; Hearing. Based on individual needs, children may be placed in a classroom or itinerant-based services. Placement is reviewed yearly or at the request of the team.

At the team meeting, goals specific to the students' delay/disability will be developed to target their individual needs. Types of services considered include

Itinerant Only – student receives speech/language therapy, physical therapy, occupational therapy and/or other therapies on or off-site.

Itinerant + Teacher – student receives services from therapists in the area of their delay/disability, and an itinerant teacher works with the student in a private preschool and/or consults with the child's teachers in a private preschool.

Itinerant (Early Childhood) Intervention Specialist Teachers - support young children with special needs in their daily environments. The goal is to increase their independence and

success in their education. Parents and teachers of young children with special needs are aided through direct service, consultation, teamwork, communication, and providing information and/or resources. Direct services are individualized to target identified areas of need by focusing on Individualized Education Plans (IEP) goals and objectives. The service requirements include the identification of children with a developmental delay or disability through a Multi-Factored Evaluation (MFE). Also included are a minimum of four (4) hours per month in the least restrictive environment for the child (for example, preschool program, daycare, home, service provider location, etc.). Service time may include activities such as direct work with the child, small/large group activities, developing materials and environmental supports (e.g., activity centers, visual cues, room arrangement, etc.), home visits, observations, evaluations, and planning/consultation times.

Preschool Classroom – students receive services in our 4-day program. This is a half-day program in the morning or afternoon. Special education services are provided, free of charge, to children who have been evaluated by members of the preschool team and who qualify as a child with a disability under the Operating Standards for Educational Agencies Serving Children with Disabilities. Children with disabilities are provided a Free and Appropriate Education in accordance with PL 99-457.

SPECIAL EDUCATION AND RELATED SERVICES

The special education program for individual children is specified through each child's Individual Educational Program (IEP). Speech Therapy, Occupational Therapy, Physical Therapy and other related services are provided based on educational needs through the IEP process.

PEER MODELS/TUITION PAYMENTS

Preschool services for students with disabilities are provided at no cost to the family per state and federal law. Preschoolers without disabilities may attend four half days per week. Tuition for the school year will be a total of $1,440.00, payable on or before the first of each month. This will be paid in nine monthly payments of $160.00 starting September 1st, with the last payment being due on May 1st.

Payment is to be made directly to the office. **The preschool teacher cannot accept payments.**
Tuition payments can be paid by check (made payable to Buckeye Intermediate School), money order, credit card or debit card through "Payschools". This is an easy online payment system that can be accessed through the Buckeye Local School District's website.
There will be a $25.00 NSF fee for all checks returned to the district.

An automatic late fee of $25.00 will be assessed to your account after the 7th of the month if the monthly tuition is not paid in full. Failure to make payments in a timely manner will result in withdrawal from the Preschool Program.

GRADUATING PRESCHOOLERS: Your student will not be eligible to attend Preschool Graduation unless the total amount owed is paid on or before May 7th.

RETURNING PRESCHOOLERS: Your preschool student will not be eligible for enrollment in the Little Bucks Preschool for the following school year unless the total amount owed is paid on or before May 7th.

REGISTRATION REQUIREMENTS

Prior to attending the preschool program, each child must have a copy of the following materials on file:

1. Birth Certificate (copy)
2. Residence Verification (copy)
3. Photo Identification/Driver's License (copy)
4. Medical Statement and Dental Statement signed and dated by a physician each year
5. Emergency Information Form
6. Emergency Transportation/Treatment Authorization Form

Medical and emergency forms must be updated annually and must be in place before the child begins school. The forms help us ensure that children are properly immunized and alert teachers to any health-related problems and emergency situations.

TEACHER TRAINING

Teachers at Little Bucks Preschool are trained in both early childhood education and special education. Paraprofessionals assist the classroom teacher in implementing classroom activities. Our teachers and paraprofessionals are required to receive 15 hours of training annually, specifically related to the needs and development of our preschool students.

CLASS PLACEMENT

The selection of a child's teacher is an important process that requires careful consideration of a child's strengths, weaknesses, learning styles, achievement levels, maturity, and special needs.

The preschool staff develops the lists, and they are reviewed several times prior to the final posting to ensure balance and a good match of the teacher to students. Specific teacher requests will not be honored.

TRANSITIONS

A transition policy is available upon request.

CLASS SESSIONS

Classroom sessions are Monday through Thursday. Morning session times are 8:35-11:20 a.m., and afternoon session times are 12:40-3:25 pm. The preschool follows the Buckeye Local Schools calendar in conjunction with activities at the Buckeye Intermediate School.

EARLY RELEASE DAYS

During the school year, the student day will end two hours early for teachers to attend professional development training. During early release days, Preschool will follow this schedule:

TWO HOUR EARLY RELEASE SCHEDULE

8:30 am Teachers are on duty
8:45 am Buses unload, Car Riders dismissed to class
8:55 am Start of class- Tardy Bell
10:30 am A.M Preschool is dismissed
1:20 pm P.M Preschool is dismissed
1:40 pm Car Rider and Bus Dismissal starts
1:45 pm PD starts for staff

Please see the school calendar for the list of Early Release Days.

DAILY SCHEDULE

Our preschool program follows the Ohio Department of Education Early Learning Content Standards in Language Arts, Math, Social Studies, Social Emotional and Science.

Learning Centers: free choice, art, discovery, literacy, sensory, blocks and dramatic play.
Large Muscles Activities: to develop balance and coordination, preschoolers are provided with daily gross motor activities. Activities include outside play, dancing and Brain Gym activities.

Small Group Activities: focus on students' needs in pre-academic skills.
Circle Time: includes stories and focuses on content areas.

Snack Time: Children are provided milk daily. In addition, we ask parents to provide a nutritious snack for the class.

ATTENDANCE

Regular preschool attendance is encouraged. If your child is ill, has an appointment, or will not be coming to school for any reason, please email or call your child's teacher, leaving your child's name and reason for absence. If your child is not at school when attendance is taken, and your child's teacher has not heard from you regarding their absence, you will be receiving a phone call from a staff member to ensure the safety of your child. The staff will attempt to reach the two primary contact phone numbers. If you are unavailable at the time of the call, we ask that you please call back and leave a brief message explaining your absence. This phone call is an extra safety measure for all of our preschoolers.

Attendance Line 330-722-8257

Mrs. Comuzie 330-722-8257 x:4337

Mrs. Fike 330-722-8257 x:4339

SCHOOL CANCELLATIONS

Little Bucks Preschool will be closed whenever the Buckeye Local School District cancels school for the day. Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship caused by the abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. In the event that there is no school, this information will be communicated to families through the district call

system, the district website, local radio stations, local television stations and Social Media. The information will be released at the earliest possible moment. Please do not call the school.

2-HOUR DELAY: DURING 2-HOUR DELAYS, PRESCHOOL WILL FOLLOW THIS SCHEDULE:

AM Preschool 10:35 AM to 12:20 PM

PM Preschool 1:40 PM to 3:25 PM

PARENT VISITS AND VOLUNTEERS

When visiting the school, please park in the visitor lot. Enter through the front doors of the building into the office. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to sign in and obtain a pass. (Ohio State Law-R.C. 2917.211) If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school, in order to prevent any inconvenience if at all possible. No parent will be allowed to interrupt a teacher during class time. Students will not be released to anyone other than a parent or guardian without the proper authorization. Students must be signed out in the office when using any form of transportation that varies from their day-to-day routine.

SNACKS AND SPECIAL DIET NEEDS

Information will be sent home with your child's teacher.

FIELD TRIPS

A field trip may be taken to further your child's preschool experience. Parents will be informed about the upcoming trip through a newsletter and a family permission letter. The Program requires that an adult accompany your child on field trips and provide transportation.

SCHOOL CLOTHING AND PERSONAL BELONGINGS

Children should wear play clothing that is comfortable, washable, and allows for self-dressing. Shoes should be tennis shoes or other rubber-soled shoes. Please, no jellies, sandals, dress shoes or cowboy boots, as these shoes are not safe for the movement activities which the children will take part in each day, inside and outside. Children must wear shoes in school, so please send shoes when boots are worn. As the weather gets colder, we will continue to go outside. Please send hats, mittens, and any other warm clothing that may be needed to keep warm and play in the snow. All loose items— anything the child may take off in the classroom—should be marked with your child's name.

Please send a school bag or backpack that has a large opening to school each day. The child's name should be on the bag.

Please send a complete change of clothes to be kept at school in the event your child's clothes become wet or soiled. If the extra change of clothes is used while at school, please send in a replacement pair the next time your child is at school.

For children who have not yet completed their potty training, please send a package of pull-ups/diapers to school with their name written on it and a package of wipes at the beginning of the year. When needed, children are diapered according to our posted "Diapering Policy."

BUCKEYE ELEMENTARY PTO (PARENT-TEACHER ORGANIZATION)

Little Bucks Preschool is included and supported by the Buckeye Elementary PTO. Our PTO is highly involved in improving our school. All parents are urged to become members and to actively participate. Meetings are scheduled every month during the school year, and they are announced in advance.

BEHAVIORAL EXPECTATIONS

	BELIEVE • EMPOWER • ACHIEVE		
	Bucks BELIEVE we can be safe	Bucks are EMPOWERED to respect self and others	Bucks can ACHIEVE being responsible
Classroom	• Listen actively • Collaborate with peers • Follow staff directions	• Persevere through challenges • Own your choices • Encourage others	• Respect others' choices • Participate in your education • Maintain an indoor voice/volume

	BELIEVE • EMPOWER • ACHIEVE		
	Bucks BELIEVE we can be safe	Bucks are EMPOWERED to respect self and others	Bucks can ACHIEVE being responsible
Common Areas (Indoor/Outdoor/ Playground)	• Follow staff directions • Stay within boundaries • Use equipment appropriately	• Include others • Play fair • Use kind words	• Clean up area • Share equipment

	BELIEVE • EMPOWER • ACHIEVE		
	Bucks BELIEVE we can be safe	Bucks are EMPOWERED to respect self and others	Bucks can ACHIEVE being responsible
Hallways and Transitions	• Move with purpose • Maintain personal space • Use school appropriate language	• Respond appropriately to staff • Own your actions • Be socially aware/ responsive/ kind	• Manage your time • Prepare for what's next • Maintain an indoor voice/ volume

	BELIEVE • EMPOWER • ACHIEVE		
	Bucks BELIEVE we can be safe	Bucks are EMPOWERED to respect self and others	Bucks can ACHIEVE being responsible
Restrooms	• Honor others' privacy • Gain permission/ pass before leaving the room • See something, say something	• Use restrooms for intended purposes • Clean up after yourself	• Use nearest restroom • Maintain an indoor voice/ volume

B	BELIEVE • EMPOWER • ACHIEVE		
	Bucks BELIEVE we can be safe	Bucks are EMPOWERED to respect self and others	Bucks can ACHIEVE being responsible
Arrival, Dismissal, Parking Lot	• Walk and stay to the right • Keep doors secured • Be alert/observe surroundings	• Be kind to others • Greet and respond to others	• Follow the rules for entering and exiting the school and the signage outside the building. • Promptly go to your assigned area.

B	BELIEVE • EMPOWER • ACHIEVE		
	Bucks BELIEVE we can be safe	Bucks are EMPOWERED to respect self and others	Bucks can ACHIEVE being responsible
Technology	• Access school approved websites • Keep passwords private • Maintain digital safety guidelines	• Handle devices gently • Use technology as directed by staff	• Practice responsible technology usage • Charge after use • Return when asked

	BELIEVE • EMPOWER • ACHIEVE		
	Bucks BELIEVE we can be safe	Bucks are EMPOWERED to respect self and others	Bucks can ACHIEVE being responsible
School Events	• Be aware of surroundings • Use equipment as intended	• Leave environment better than you found it • Be respectful to all participants, visitors, and spectators • Respect the outcome	• Represent Buckeye as a district in positive way • Show good sportsmanship

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. The Board of Education has adopted the following Student Discipline Code. The code includes the types of misconduct that will subject a student to disciplinary action. The Board of Education has also 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.**

The following policy sets forth rules prohibiting certain types of student conduct, either:

1. on school grounds, during, before, or after school.
2. on school grounds at any time when the school is being used by a group or organization.
3. off school grounds, if on a school bus or at a school activity, function or event.

A student found to be in violation of any of these rules may be suspended for a period of up to ten (10) days and/or be expelled for a period not to exceed eighty (80) school days. It shall be the decision of the proper school administrator, after carefully weighing the facts and the circumstances pertaining to an incident of misconduct, to use appropriate corrective measures.

VIOLATIONS OF THE CODE OF CONDUCT:

1. **Arson** - No student shall be involved in the unauthorized setting of a fire while on the Board of Education property. Arson is a felony.
2. **Bullying Harassment or Physical Violence** - The Buckeye Local School District has adopted the Olweus Bullying Prevention Program. According to the program, “Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.” Buckeye has also adopted the following four STUDENT DISCIPLINE CODE (Code of Conduct)

In accordance with this program:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.

4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

No student shall harass, fight, cause harm or threaten to cause harm to another person. Intentional injury to another may result in a felony charge and/or a cause for civil action. Bullying/Harassment forms are located in the main office.

Harassment - Conduct constituting harassment may take different forms, including but not limited to the following:

Racial/Ethnic/Sexual Harassment: The Board of Education does not condone nor will it tolerate racial/ethnic/sexual harassment of its employees or students. All employees and students will be subject to appropriate corrective and disciplinary action for any act of racial/ethnic/sexual harassment they commit in violation of this policy.

Bullying/Intimidation/Harassment: The Buckeye Local School district prohibits any form of harassment, intimidation, and bullying (see definition below) at school, on a school bus or at any school-sponsored function. Further, it is Board policy that all employees and students have a right to work and study in a safe, civil, respectful, and inclusive learning environment.

"Harassment, intimidation, and bullying" means any intentional written, verbal, or physical act (see definition below), including, but not limited to, one shown to be motivated by any characteristics of race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability, or other distinguishing characteristics (see definition below), when the intentional written, verbal, or physical act:

1. Physically harms a student or damages the student's property; or
2. Has the effect of substantially interfering with a student's education; or
3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
4. Has the effect of substantially disrupting the orderly operation of the school.

"Bullying" is intentional, repeated hurtful acts, words, or other behavior committed repeatedly by one or more children against another or others. These negative acts are not provoked by the victim of bullying. Bullies act deliberately, not out of anger, get pleasure from their acts, and use power to intimidate or hurt another student(s).

"Other distinguishing characteristics" can include, but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation, and bullying can take many forms but are not limited to: slurs, rumors,

jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions.

"Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). **"Physical bullying"** is harm to someone's body or property that includes, but is not limited to, making threats or threatening gestures verbally, via email or IM, or notes; stealing; defacing or damaging property; practicing extortion (such as taking lunch money); assaults; assaults with a weapon; scratching; biting; pushing or tripping.

"Emotional bullying" is harm to someone's self-esteem or feeling of safety that includes, but is not limited to, insulting remarks or gestures; name-calling; teasing about possessions, clothes, physical appearance, intelligence, athletic ability, sexual orientation or disability; insulting family member(s); phone or cyber harassment and defacing or writing graffiti on school work or other personal property. "**Social bullying"** is harm to someone's group acceptance that includes, but is not limited to, gossip, starting or spreading rumors, ignoring or excluding someone from a group, public ostracizing or humiliation, and posting slander or derogatory comments about someone. **"Cyberbullying"** is the use of text messaging, e-mail or other digital communication to send threatening or offensive content. **Cyber Bullying, Identity Theft, Fraud, Libel**

Libel: A written or oral defamatory statement or representation that conveys an unjustly unfavorable impression. A statement or representation that is published without just cause and tends to expose another to public contempt. Students and parents should be cautioned that creating fraudulent web pages (e.g., YouTube, FaceBook, or other similar websites) under another person's identity is considered a crime under the Ohio Revised Code. (Identity theft and fraud: ORC 2913.29), (Libel: ORC 2739). Consequences for this infraction may include disciplinary consequences as outlined in the student handbook as well as criminal and civil charges under Ohio law. Please be advised that identity theft is considered a felony in the state of Ohio.

HEALTH

All children enrolled in the program are required to have a yearly physical maintained on file at the preschool.

WHAT DO I DO IF MY CHILD IS ILL?

There are times when a child should not be sent to school or should be taken to a doctor for medical attention. Several conditions listed below suggest when your child may be ill. This list may be helpful to you as you use your best judgment to decide whether or not your child is well enough to attend school on a particular day.

When a child becomes ill at school, she/he will be kept under constant supervision. You will be notified immediately. A child with any of these conditions will be isolated and sent home immediately:

1. Diarrhea or vomiting
2. Severe coughing
3. Difficult or rapid breathing
4. Yellowish skin, pink eyes, or discolored nasal discharge
5. Sore throat or difficulty in swallowing
6. Temperature of 100F or higher
7. Untreated infected skin spots or rashes
8. Unusually dark urine and/or gray or white stool
9. Stiff neck
10. Lice, scabies or other parasitic infestation

An ill child will be comfortably cared for by an adult in the designated area. A cot or mat will be provided for an ill child who needs to lie down. The child will be observed carefully until the child is discharged to his/her parent, guardian, or person designated by the parent.

Parents will be notified immediately and asked to pick up their ill child. If the parents cannot be reached, one of the persons listed on the child's records as emergency contacts will be notified to pick up the child. The child will not be readmitted to school until the observed symptoms have not been present for 24 hours.

All families will be notified of exposure to diagnosed pink eye, ringworm, chicken pox, head lice and any other communicable disease.

Our teachers have been trained in the recognition of common childhood illnesses as well as hand washing techniques and appropriate disinfection procedures.

IMMUNIZATIONS (SECTION 3313.67 OF OHIO REVISED CODE)

According to Ohio Preschool regulations, each child enrolled in the preschool program must have a complete medical and dental exam form signed and dated by the physician each year before entering the program.

Required immunizations for preschoolers are four DPT, three Polio, one Measles, Mumps and Rubella, one HIB shot, and a Hepatitis B vaccine. The Varicella vaccine is recommended for children of any age that have not had chickenpox illness.

MEDICATION (SECTION 3313.67 OF OHIO REVISED CODE)

According to state law, no medication, vitamin or special diet is administered unless instructions to administer are written, signed and dated by a licensed physician. A prescription label with name, current date (within three months), dosage, number of daily dosages and route of administration must be provided. In addition, the parent must complete a form that grants the school permission to administer the medication. Notification of medication changes and/or dosages is required to ensure proper administration from the staff.

Please completely fill out ALL school-required medical information, INCLUDING all allergies, gluten-free diets and any other relevant medical information in safeguarding your child.

SAFETY AND SECURITY

Safety is a primary concern at Little Bucks Preschool. We have regular fire drills using a planned evacuation route which is posted in each classroom. A plan for weather emergencies is also posted. As dictated by law, our staff will report to Human Services any indication of child abuse. Incident reports shall be filled out in accordance with school policy following any injurious incident. A report will also be made to the family in accordance with school policy.

We have a comprehensive School Safety Program, which is outlined in our School Safety Handbook and is overseen by building safety and security committees. Periodically, students and staff members will practice drills. Fire drill procedures may be used when it is important to evacuate the building. Tornado procedures may be used in situations when it is important to move students away from outside doors and windows. ALICE (Alert, Lock-down, Inform, Counter, Evacuate) drills may be used in situations where students need to remain secure until further instructions are given to relocate or evacuate sections of the building.

All visitors will enter the building through the main entrance to sign in and receive a visitor badge.

In any emergency, parents or other authorized persons may pick up children from school. Please be sure that the Emergency Release Form is updated and accurate. STUDENTS

MAY BE RELEASED TO PERSONS NAMED ON THE EMERGENCY RELEASE FORM ONLY. In the event of a local, state, or national incident, the school district will act according to the directives of the emergency management officials.

STAFF TRAINING ON HANDLING EMERGENCY SITUATIONS

Our staff maintains appropriate training and certification in Communicable Disease Training and Prevention, CPR, First Aid, and Crisis Response. Training meets the regulations stated in the Ohio Administrative Code to support the prevention, recognition, and management of communicable diseases. At any given time, someone with the required certification will be available in the building.

FIRE AND TORNADO DRILLS

Fire drills are conducted once a month, and tornado drills are conducted a number of times each semester. Detailed escape plans are posted inside the door of each classroom.

- **TORNADO DRILLS**: During tornado drills, each classroom goes to a designated area within the building.
- **FIRE DRILLS:** Each class has an escape route to an outside area a safe distance from the building. Children are moved quickly to these designated areas in a safe, quiet and orderly manner.

EARLY CHILDHOOD PROGRESS MONITORING TOOLS AND REQUIREMENTS FROM THE OHIO DEPARTMENT OF EDUCATION (ODE)

ASQ-3

Ages and Stages Questionnaires, Third Edition
ASQ-3 is a developmental screening tool that focuses on development in children between the ages of one month to 5 ½ years. This is a parent-completed questionnaire designed for use by early educators as a screening tool highlighting a child's strengths as well as possible concerns. The areas of assessment include communication, gross motor, fine motor, problem-solving, and personal-social development. This questionnaire is administered to peer model students

registered in the preschool program and given once a year in the fall or upon enrollment. Per district procedures, it is also administered to students who are referred by their parents to the preschool program as having a suspected disability but are not receiving early intervention through Help Me Grow.

ASQ-SE

Ages and Stages Questionnaires-Social Emotional
ASQ-3 is a screening tool that identifies infants and young children whose social and emotional development requires further evaluation to determine if referral for intervention services are necessary. Each screens for self-regulation, compliance, communication, adaptive behaviors, autonomy, affect, and interaction with people. It is completed twice a year for children receiving IEP services.

COS

Childhood Outcomes Summary Form
Child Outcomes are to be measured as required by the Office of Special Education Programs (OSEP). Child Outcomes are defined as positive social-emotional skills, acquisition and knowledge of skills, and use of appropriate behaviors to meet their needs. This summary of development is compiled once a year in most cases. It may be completed twice a year when a child enters and exits preschool special education services within the same year. This progress monitoring summary is completed by your child's educational team which includes information from parents, teachers, and related service providers (occupational, physical, and speech-language) if applicable.

Data collected from the classroom (ASQ-SE and AEPS) are used to complete this summary of your child's overall development in a variety of settings (home, school, child care, school programs, and in the community). This summary is completed for students with special needs only.

ELA

Early Learning Assessment

Beginning with the 2014-2015 school year, all children enrolled in the Preschool Special Education Program will be assessed using the Early Learning Assessment (ELA). The purpose of the assessment is to monitor children over time, individualize learning opportunities, promote kindergarten readiness and meet compliance needs for our preschool special education program. The Early Childhood Comprehensive Assessment System aligns with the Kindergarten Readiness Assessment (KRA) for children entering into school-aged

programming. The ELA focuses on six domains that include: Social Foundations, Mathematics, Language & Literacy, Physical well-being & Motor Development, Science and Social Studies. The ELA will be administered two times per year (fall and spring). Currently, this assessment is completed with students with special needs only.

RECORDS

The following district policy information is included in all Buckeye Local Schools' Parent Handbooks:

RELEASE OF RECORDS

The school will maintain records on all students. The information included in these records may not be released without written parental consent. To withdraw a student from school, it is necessary to notify the school office of the student's new address, new school and last day of attendance at their school. Once the student is registered at the new school and a release of records form has been signed by the parent, each elementary will be authorized to forward the student record. The student will then be withdrawn, and the student's records will be mailed to the new school when the office receives the release of the records request. Fees must be paid before withdrawal records are released to parents.

HOW TO OBTAIN RECORDS

A roster will be provided only to parents in the program. A signed statement that the individual wants to be included in the roster is provided. Educational records, such as Evaluation Team Reports and Individualized Educational Plans, can be obtained by contacting your child's teacher or the Department of Educational Services. Progress reports can be obtained through the teacher.

CAR RIDER PROCEDURES

Buckeye Elementary Schools 2025-2026

- If you plan to transport your child, please call the office as soon as possible. The office will make a placard with your last name and the names of the student(s) that you will be transporting.
- For a.m.(drop off at the beginning of the elementary/intermediate school day) and p.m.(pick-up at the end of the elementary/intermediate school day), all parents should enter the parking lot from route 252 and turn right and follow along the sidewalk in the visitor parking lot. All cars should stay in a single file line both in the morning and in the

afternoon. This is so students will not be walking between cars and is for the safety of all students.

- Students will be dropped off and picked up by the sidewalk. Students will not be allowed in until 8:35 a.m. If students are dropped off prior to that time, the parents will be contacted for the students to be picked up.
- Traffic around the back of the school. Parents should go straight and exit from the High School lot. This way the cars will not interfere with the bus traffic.
- **Mid-day Preschool drop off and pick up** Drop off and pick up at mid-day will be at the Intermediate School bus loop in the front of the school.

LOCAL RESOURCES

In the event that you do not have a regular health care/dental provider, you may wish to contact

MEDINA COUNTY HEALTH DEPARTMENT

WELL-CHILD and ADOLESCENT HEALTH CLINICS

YOU MUST SCHEDULE AN APPOINTMENT FOR THESE SERVICES

Physicals are recommended for your child throughout infancy, childhood and adolescence. A physical lets you know if your child is developing on schedule compared to other children. During the physical exam, vaccines are administered as needed. Physical problems can be identified, and guidance in parenting and behavior issues can be provided. These exams may be called well-child, school or sports physicals. The purpose is to ensure your child is healthy and receives the guidance and information needed to stay healthy. Healthy habits learned in childhood last a lifetime! The Child and Adolescent Health Clinics help develop healthy habits by providing comprehensive preventive health and mental health services, including health education to children and adolescents from birth through 20 years of age.

Services include:

- Physicals
- Developmental Screening
- Lead Testing
- Immunizations
- Extensive Anticipatory Guidance
- Health Screenings

These services are provided by a team of healthcare professionals consisting of a certified pediatric nurse practitioner in collaboration with a physician, public health nurses, and a clerical specialist. Psychologists are available during both Child Health and Adolescent Health Clinics to

help youth and/or parents address parenting and behavior issues. Referrals are made to appropriate specialists for further evaluation and treatment when appropriate. Clinic services are available during the day and evening hours. The clinic staff works closely with state, local and regional agencies to ensure that clients receive all necessary services. In addition, the adolescent clinic provides pregnancy prevention education and services, pregnancy testing, and confidential diagnosis and treatment of sexually transmitted infections

DENTAL CLINIC

YOU MUST SCHEDULE AN APPOINTMENT FOR THESE SERVICES

In October 2003, the new Dental Health Services Clinic started providing low-cost dental services to low income and uninsured children and families in Medina County. The clinic also serves the Medicaid, Head Start/Healthy Start, and BCMH populations. There is a sliding fee scale for those who qualify. The dental clinic focuses on patient care and community education. Services provided include routine preventive services, cleanings, sealants, x-rays, restorations, and extractions. The dental clinic has now served over 1,300 new patients, for a total of over 4,800 patient visits.