



Bucyrus Elementary School

245 Woodlawn Ave. Bucyrus, OH 44820

419-562-6089

Principal – Ms. Sheryl Hernandez

Assistant Principal – Mrs. Madeline Zellner

Counselor – Mrs. Debra Breidenbach

Family Adv. – Mrs. Marie Stuckman

Building Secretary – Mrs. Jamie Lyons

Student Services Sec. – Mrs. Kelly Schifer

June 5, 2023

The following are proposed changes to the Bucyrus Elementary School Student/Family Handbook for the 23-24 school year. Proposed changes are from BLT collaboration with school administration. All new changes are highlighted according to the color code below.

The highlighted, updated handbook is attached as well as the handbook from the 22-23 school year for comparison as needed.

New suggested changes for BES

Copied from BSS's Student Handbook to streamline processes and communications with families based on meeting with BSS administration

Not new content but moved from a different section to aid in flow and condensing superfluous sections

1. Staffing and Contact Information- page 4
 - a. Deleted staff list due to ever changing information. Provided link to staff page on website for quick access. Duplicated BSS's cover information with a couple of adjustments.
2. School Calendar- page 4
 - a. To avoid changing calendar of events and chance the handbook being incorrect, linked events calendar on website. In addition, print calendars are sent home at Open House, available in office, and shared on social media.
3. Office Business Hours- page 5
 - a. Fixed hours to match secretary's schedule. Provided option for parents to contact office to schedule appointments with admin.
4. 2 Hour Delay Schedule- page 5
 - a. Provided special note that there is no breakfast on delay days due to lunches beginning at 10:45 as many families forget this and students come expecting breakfast.
5. Early Dismissal- page 6
 - a. Added a reminder that students cannot be signed out early by someone under 18 as this comes up a couple times a year.

6. Pickup During Dismissal- page 6
 - a. Updated to match new systems in place
7. Bus Transportation to School- page 7
 - a. Added Transportation Director to those who can approve and make changes to bus routes/ stops.
8. School Forms to Complete- page 8
 - a. Updated to match new district system utilizing FinalForms.
9. New Student Enrollment- page 8
 - a. Adapted BSS's format as BES handbook did not have a new enrollment section and there was needed information in the section.
10. School Entrance Age- page 9
 - a. Added procedure of FinalForms completion to schedule screening to assist in delays in enrollment, procedures in surrounding districts, and articulate when screenings take place.
11. Kindergarten Entrance- page 9
 - a. Added procedure of FinalForms completion to schedule screening to assist in delays in enrollment, procedures in surrounding districts, and articulate when screenings take place.
12. Assignment of Students to Classrooms- page 10
 - a. Adjusted date of parent requests to match when information is needed to start working on class lists for next school year.
 - b. Added new procedure for homeroom teacher notification to protect student safety.
13. Immunizations- page 10
 - a. Changed principal to school nurse.
14. Food and Drinks- page 10
 - a. Added website for updated prices, menus, and online payment link.
 - b. *Sections 1 & 2- removed pricing due to prices changing year to year
15. Lunch Account Payments- page 11
 - a. Combined 2 sections previously (Milk/Extra Food Payment and On-line Milk/Extra Food Payment). Added statement to remind families to fill out free/reduced paper form.
16. No Restaurant Food- page 11
 - a. Added breakfast
17. Party and Birthday Treats and Water Bottles- page 11
 - a. New sections based on needs expressed by BLT and 22-23 school year

18. Notifying School of Absence- page 12
 - a. Added reminder about attendance call to help avoid confusion
19. Truancy- page 13
 - a. Combined wording from Unexcused Absences section
 - b. Adopted BSS's format of truancy steps for consistency and clarity
20. Code of Conduct- page 14
 - a. Adopted from BSS for consistency and clarity.
21. Student Discipline Code- page 15
 - a. Adapted from BSS for district-wide consistency and clarity. BES's code that was previously at the end of the handbook was taken from another district, out of date, unclear, and not aligned districtwide for common expectations. Adaptations were made for elementary students based on behaviors exhibited during 22-23 school year.
22. Counseling and Family Resources- page 26
 - a. Added their contact numbers.
23. Emergency Medical Consent- page 27
 - a. Added clarifier and addition of FinalForms
24. Use of Medications- page 27
 - a. Changed principal and principal's office to school nurse and nurse's clinic
25. Control of Casual Contact- page 28
 - a. Added COVID-19
26. Student Cell Phones/ Smart Watches- page 28
 - a. Added smart watches due to BLT conversations and 22-23 concerns
27. Use of School Phones- page 29
 - a. Added statement about emergencies and getting messages to students
28. Emergency Closings and Delays- page 29
 - a. Added school Facebook page and adopted updated format from BSS for stations contacted
29. Student Assessment- page 30-31
 - a. Added information about Third Grade Reading Guarantee and Dyslexia to comply with ODE regulations
30. Promotions, Acceleration, and Retention- page 32
 - a. Added statement about TGRG as it is currently in play

31. Physical Education- page 34

- a. Added additional shoes that are consistently a concern for PE days for clarification

32. Computer Technology and Networks- page 40

- a. Added statement about damaged chromebooks

33. Equal Education Opportunity- page 40

- a. Updated information to Mr. Britton from Mr. Chrispin.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Sheryl Hernandez", with a stylized flourish at the end.

Sheryl Hernandez
BES Principal