Bucyrus City School District
Preschool Program
2026~2027 Student/Family Handbook



Bucyrus Elementary School
245 Woodlawn Avenue
Bucyrus, Ohio
Phone (419)562-6089
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To provide a safe and effective learning environment for students, families, staff, and visitors, this Student/Family Handbook provides information for daily care of students, school procedures, and explains students' and/or families' responsibilities.

Bucyrus BOE Prior Approval July 2026
Revised November 2026

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WELCOME

Welcome to the Bucyrus City Schools Preschool! Our early childhood program is designed to serve children between the ages of 3 and 5 (limited slots available). We provide a nurturing and educational environment to support the developmental needs of this age group, thereby enhancing his/her social, intellectual, physical, emotional, and creative development. We hope to help each child to develop a positive attitude towards learning, responsibility, self-discipline, and self-esteem.

Our preschool has been awarded a Step Up to Quality Gold Rating for meeting the high quality standards established by the Ohio Department of Children and Youth. The top-tiered award recognizes our preschool program as one that exceeds high child care standards in promoting early learning and development.

INTENT OF HANDBOOK

This handbook is intended to acquaint preschool families with general information about Bucyrus City School Preschool, and to serve as a guide to the building, district and school policies. It contains many practices and information that are necessary for the day-to-day operation of Bucyrus Elementary School and Preschool. Each parent is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on certain topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the district. Please contact us about any questions, concerns, or to share your ideas.

BUCYRUS PRESCHOOL STAFF (subject to change)

Mrs. Kristine Fourman	Teacher	Mrs. Katie Leightey	Teacher
Mrs. Brandy Miller	Aide	Mrs. Taylor Detwiler	Aide
Mrs. Kapri Wilson	Aide		
Mrs. Valerie Richardson	Teacher	Mrs. Ashton Boyd	Teacher
Mrs. Peggy Brown	Aide	Mrs. Amye Nolen	Aide

Mrs. Robin Showers	Preschool Coordinator
Ms. Sheryl Hernandez	BES Principal
Mr. Brian Thiel	BES Associate Principal
Mrs. Jessica Stake	BES Secretary
Mrs. Kelly Schifer	BES Data Entry Secretary
Mrs. Loni Porinchok	Student Services Director
Mrs. Charma Schifer	Food Service Director and Transportation Director

STAFFING AND CONTACT INFORMATION

BUCYRUS CITY BOARD OF EDUCATION OFFICE
170 Plymouth Street
Bucyrus, Ohio 44820
Phone: 419-562-4045
Fax: 419-562-3990
www.bucyrusschools.org

BUCYRUS ELEMENTARY SCHOOL
245 Woodlawn Ave.
Bucyrus, Ohio 44820
Phone: 419-562-6089
Fax: 419-562-2367

BOARD OF EDUCATION
Mr. Randall Blankenship, President
Mrs. Christa Graves, Vice President
Mrs. Jenna Bollinger
Mrs. Morgan Jones
Mr. Chad Redmon

DISTRICT LEADERSHIP
Mr. Robert Britton, Superintendent
Mrs. Lisa Thoman-Cha, Treasurer
Mr. Jim Issler,Technology Coordinator
Mrs. Loni Porinchok, Student Services Director
Mr. Jonathan Muro, Curriculum Director

Please refer to the elementary page on the district website for the most up to date staffing list and to message staff members. https://www.bucyrusschools.org/o/elementary/staff

OFFICE BUSINESS HOURS

7:45am to 3:45pm - Please contact the office during the listed times. You may call the building and leave a message outside of these listed times. Often staff and administration are in the building prior and after these times but are meeting or providing service to issues of the day. **Please note**: School Administration is unavailable from 8:20-8:45 and 3:15-3:35 due to duties during safe arrival and dismissal for students.Thank you for your understanding.

SCHOOL CALENDAR

For the 2026-2027 school year, the Bucyrus City Schools Preschool program begins August 19 and ends May 26. If necessary, makeup days will be added to the end of the preschool and/or district calendar year as designated by the Board of Education. Parents will be notified should this situation occur. Preschool students do not attend class on Fridays as this day is set aside for staff and parent meetings, and professional development. Refer to the district website for the most current district calendar--
https://www.bucyrusschools.org
Special Note: Preschool students will begin the year with a staggered start for the first two days of school. Families will be notified of their staggered start day after class lists are formed.

EMERGENCY CLOSINGS AND DELAYS

Bucyrus City Schools District has an automated calling system that communicates with families for many reasons including school delays and cancellations. Families requesting to receive the automated call are required to have a **current** phone number on file. Parents who do not wish to be called should notify the school office.
The Preschool will follow the Bucyrus City School's delay and cancellation procedures:

- **For any Bucyrus City School 2-hour delay: Our AM and All-Day preschool will be in session beginning at 10:25. Morning bus routes to school will be 2 hours later. The AM sessions will not have breakfast. AM lunch will be available at the same time. Our PM preschool will follow its normal schedule which includes bussing and lunch.**
- **If Bucyrus City Schools closes, our preschool will not be in session.**

- **If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations, as well as their websites and our District and school Facebook pages.**
- **Radio: WQEL-92.7 WMRN-106.9**
- **TV: WMFD, WBNS, WTVN, WCMH**
- **Websites: ohioradio.com CrawfordCountyNow.com bucyrusschools.org**
- **By Phone: A telephone message will be delivered to the phone number(s) on file.**
- **The school will also directly contact families by phone, email and All-Call system. Parents are responsible for knowing about emergency closings and delays.**

PRESCHOOL PHILOSOPHY

Every child is an individual, growing and learning at his/her own rate with his own special strengths, needs, and interests. The various areas of growth and development are: physical, social/emotional, cognitive, communicative, and self-help. We believe that children learn best by doing, which in a preschool program occurs in a teacher-planned, child-directed environment that is safe, interesting, and provides positive experiences for children.Time will be devoted to child-selected and teacher-directed group activities, and for both quiet and active experiences.

Parents are recognized as the child's first teachers and primary decision makers in the parent/professional partnership. We feel that early education apart from the home is only a supplement to the home's influence on the child's budding self-image.

PRESCHOOL POLICIES AND PROCEDURES

Preschool policies and procedures are consistent with applicable statutory requirements contained in the Ohio Revised Code and Rules that are adopted by the State Board of Education. The Bucyrus City School Board of Education is the governing body that approves preschool policies and procedures. Parents may either request a copy of the preschool policies by contacting the Preschool Coordinator or may go to the district website http://www.bucyrusschools.org. If you would like to obtain copies of the program's inspection reports (Fire Marshal, Health Department, ODEW, etc.) and/or to file a complaint, please contact and submit your request/complaint in writing to the Preschool Administrator.

PRESCHOOL INSTRUCTIONAL PROGRAM CLASSES--Student Age/Eligibility

The Bucyrus City Schools Preschool Program offers an instructional program on Mondays through Thursdays for:
--3 and 4 year olds;
--4 year olds who are kindergarten age-eligible for the following school year;
--5 year olds who are currently kindergarten age-eligible (limited slots available)

- Half day AM and PM classes for 3 and 4 year olds: transportation, breakfast (AM), lunch (AM/PM)
- Half day AM and PM classes for 4 and 5 year olds: transportation, breakfast (AM), lunch (AM/PM)
- All day (see above eligibility) for 4 year olds who are kindergarten age-eligible and 5 year olds who currently kindergarten age-eligible: transportation, breakfast, lunch, nap time

PRESCHOOL INSTRUCTIONAL PROGRAM AND CURRICULUM

The Bucyrus City Schools Preschool is implementing World of Wonders which is an ODEW approved core curriculum and instructional materials. It is aligned with the science of reading, effective literacy instruction strategies, and early learning standards. The preschool program is dedicated to individual,

small group, and whole class instruction that is developmentally and chronologically age-appropriate with a balance of quiet and active play for both indoor and outdoor activities.

The selection of preschool equipment, materials, resources, and activities are based on child development stages, focusing on the needs and interests of the children. Both indoor and outdoor play spaces contain furniture, materials, and equipment of appropriate size and type to meet the intellectual, physical, social, and emotional needs of the children. The items are maintained in a safe and sanitary condition, and are provided in quantities proportionate to the number of children enrolled in the program. Through the use of developmentally appropriate equipment, materials, resources, and activities, the children are observed in their developmental stages during play and assessed on their progress. The results are utilized by the teachers to improve their instruction and to improve their students' learning.

PRESCHOOL STAFF QUALIFICATIONS and REQUIREMENTS

The Preschool Coordinator and Staff are recruited, employed, assigned, evaluated and provided with professional development in accordance with the adopted board of education policies and without discrimination on the basis of age, color, national origin, race, sex, or handicap. The preschool staff members are of good character, possess adequate physical and emotional health, and are equipped with the necessary education, training, and/or experience for the preschool work as required by ODEW. Each preschool teacher has either a bachelor or master of education degree, and is certified in early childhood education and special education. Teacher assistants have 2-year associate degrees from an accredited college or technical college or are high school graduates with continuing hours in preschool professional development and have passed the ParaProfessional Exam as required by the school district and the State Board of Education. Preschool teachers and aides complete 10 hours of ODEW approved professional development clock hours per year, while the Preschool Coordinator completes 15 hours per year. The Preschool Coordinator has a Principal K-8 and Assistant Superintendent licensure. Staff requirements include: Current First Aid/CPR, Child Abuse and Communicable Disease trainings; completed medical statement; current BCI and FBI background checks; signed non-conviction form; completed ODEW Orientation training.

STUDENT RECORDS LOCATION

The Elementary Principal and Preschool Coordinator inform the preschool staff on the location of the students' cumulative and health records. The preschool staff is aware of and has access to the student information which is located in the Bucyrus Elementary School Office and in the child's Final Forms account.

PRESCHOOL STAFF to CHILD RATIOS

Preschool staff-to-child ratio is maintained at all times: When 7 or more children are present, there is at least one other adult present; or no more than 16 students per 2 staff members. The maximum class size is 16 children. To ensure safety, sufficient preschool staff members are present with the children. No child is ever left alone or unsupervised.

ADMISSION AND PLACEMENT POLICIES

The Bucyrus City Schools Preschool enrolls children who are 3-5 years of age. **Eligibility for our preschool registration is based on the child being a resident in the Bucyrus City School district, and being three years old by August 19 of the current year.** Unless the child qualifies for an individualized education plan, he/she must be 3 years old and toilet-trained by the first day of preschool

to be eligible to attend. Families living in the school district and children previously enrolled in the program who have completed Final Forms registration are given priority on the enrollment list. We do not accept out-of district preschool students.

PRESCHOOL REGISTRATION

Completed registration in Final Forms is required for a child to be considered for our preschool. Final Forms link: https://bucyrus-oh.finalforms.com. In addition to the online registration completion, new preschoolers must be screened as part of the enrollment process. ***Failure to complete/submit these forms in Final Forms will prevent your child from being enrolled and placed in a preschool class. Bucyrus City School district residents whose children have complete Final Forms files will be given priority. Enrollment forms will be date-and time-noted as submitted and completed/uploaded in Final Forms. These include, but are not limited to the following:***

1. **Bucyrus City School Registration Process; Pre-K Student Registration Process**
2. **Copy of Birth certificate**
3. **Contact Information; Demographic Information**
4. **Additional New Student Information**
5. **Proof of Residency-copy of utility bill, lease agreement or copy of rent receipt showing parent name and address; residency questionnaire**
6. **Custody Agreement, if applicable**
7. **Student ETR and Individualized Education Plan (IEP), if applicable**
8. **Ohio Preschool Program form**
9. **Ohio Preschool Program Eligibility Screening Document with Acceptable Income Documentation--print, complete, and upload including 30 days of all current income in Final Forms.**
10. **Physical Examination with physician signature--required 30 days after enrollment and then yearly.** The parent shall provide, prior to the date of admission or not later than 30 days after the date of admission and every 13 months from the date of examination thereafter, a report from a licensed physician affirming that the child is in suitable condition for enrollment in the program. **The child will be excluded from the preschool program if there is no current physical as stated above.**
11. **Dental Examination with dentist signature--required 30 days after enrollment**
12. **Health History & Medical Profile**
13. **Current immunization record**
14. **Policies and Procedures--print, complete, and upload in Final Forms.**
15. **Transportation Information; Seatbelt Notification**
16. **Counseling Program Agreement**
17. **Field Trip Permission**
18. **Student Conduct Agreement; Student Attendance Agreement**
19. **Student/Parent/Guardian Acknowledgement**
20. **Student Media Release**
21. **Signed release and instructions from physician/dentist to administer any prescription medications**
22. **Supplemental Nutrition Assistance Program (SNAP), Cash, Medical, And/Or Child Care Assistance Application**
23. **Consent to Release Information**
24. **Early Care and Education Services Selection**

Note: Please be aware that there are preschool documents listed in Final Forms that need to be printed, completed, and then uploaded into Final Forms.The above listed required forms and information will be in the child's Final Forms account. Other information kept will also include the child's daily attendance with excused and unexcused notes, progress reports, screening/assessment results, current IEP if applicable, accident/incident reports. During the year, please update forms as phone, addresses, and contact information changes. If you need help updating forms, please contact the school office for assistance.

Please Note: At the time of the student's entry to preschool, the parent/guardian shall present a copy of the child's birth certificate or Mother's Certificate and copies of those records pertaining to him/her maintained by the preschool that he/she most recently attended to the personnel in charge of admission. If the parent does not present copies of the required documents, the Preschool Coordinator shall notify the local police department of this fact and of the possibility that the student may be a missing child.

HEALTH AND DEVELOPMENTAL SCREENINGS

Health Screenings: Preschoolers are given yearly vision and hearing screenings. Parents are notified if there is a failed screening resulting in a referral to an outside agency.

Developmental Screenings: Prior to the child beginning the program, the teacher screens the child using comprehensive developmental screening tools. The Early Screening Inventory checks the child's development of Visual-Motor/Adaptive, Language and Cognition, and Gross Motor Skills. The ASQ-SE screens for the child's social emotional development. Upon screening completion, the teacher meets with the parent and reviews the screening results. The discussion includes parental concerns with additional information being provided regarding child development.The teacher will share the interventions that will be initiated in the classroom with the child. The parent signs and dates the screeners documenting that he/she has received screening results. The Speech and Language therapist also screens the child at this time, sharing results with the parent. Preschool staff will follow up with parents within 30 days to determine if the child's needs are being met.

ASSIGNMENT OF STUDENTS TO CLASSROOMS

The PK-5 Principal is delegated the responsibility of assigning students to classrooms. The Principal shall equalize the number of students in each class to the extent possible. Factors considered in the formation of equal classes will be student learning styles, gender, learning abilities, behavior patterns, and special education needs. Teaching styles of teachers will also be considered. In summary, each child will be placed wherever the highest potential for learning exists. Any student in close relation to another student (sibling, cousin, etc.) will be separated in homeroom classes whenever possible, upon the discretion of school administration, to promote the development of independent learning. Teachers will be consulted for their recommendations for class roster composition for the next year. Teacher requests from parents/ guardians will not be accepted.

EARLY CARE AND EDUCATION SERVICES SELECTION

Ohio Preschool Program

Publicly Funded Child Care

Early Care and Education Services helps families pay for education and childcare services. These services include the Ohio Preschool Program (OPP) and Publicly Funded Child Care (PFCC).

Preschool families, who are interested in qualifying for the Ohio Preschool Program or the Publicly Funded Child Care, must select **one** of the programs below. Becoming eligible for one of the programs

may mean a decrease in the preschool tuition fees. Upon selecting one of the programs, families must complete the Supplemental Nutrition Assistance Program (SNAP), Cash, Medical, and/or Child Care Assistance Application form. Please submit the form either online, drop off the paper form to the Bucyrus City Preschool at Bucyrus Elementary, or take it to the Crawford County Jobs and Family Services who will determine Ohio Preschool Program or Child Care Assistance eligibility. The online link is https://ssp.benefits.ohio.gov

1. **The Ohio Preschool Program is committed to maximize a child's early educational experiences and to help eligible children access high-quality preschool programs.** These experiences help to prepare children for success in kindergarten by providing quality-focused early learning services to Ohio's preschool age children. OPP is awarded to early care and education programs that demonstrate meeting high-quality standards by having a Silver or Gold rating in Ohio's Step Up to Quality. Bucyrus City Schools Preschool receives funding from the Ohio Preschool Program, and maintains an Ohio Step Up To Quality Gold rating. The funds are used to provide high-quality preschool services to economically disadvantaged 3 and 4 year old children whose family is at or below the 200% federal poverty level, children with disabilities, children in foster or kinship care, or in a family experiencing homelessness

2. **Publicly Funded Child Care (PFCC) (child care assistance) is to offer financial assistance to parents, who are working, in school, or receiving job training, for child care assistance.**

FINANCIAL AND TUITION FEE POLICIES

Bucyrus City School Preschool families may be charged a tuition fee that is based on the parent/guardian's family size and gross income as per the Federal Poverty Guidelines pro-rated sliding scale.

- **For Half-Day Program attending students (3's; 4's who are not kindergarten age-eligible until the following school year; 5's who are currently kindergarten age): Half Day-paying tuition may range from $0 to $110.00 per month ($990.00 for the school year if applicable).**
- **For All-Day Program attending students (4's who are not kindergarten age-eligible until the following school year; 5's who are currently kindergarten age): Full Day-paying tuition may range from $0 to $150.00 per month ($1350.00 for the school year, if applicable).**

The Bucyrus City School Preschool tuition sliding scale based on Federal Poverty Guidelines and fees are included in the preschool registration forms. All preschool families are required to complete the Ohio Preschool Program Eligibility document to determine tuition cost (if applicable). Verification of income must be kept on file at our preschool. 30 days of all current income is needed to document income eligibility. As per ODEW and ODJFS, gross income, which includes gross earned and gross unearned income, shall be used for the purpose of determining income eligibility of families. Examples of gross earned and gross unearned income are as follows:

- Gross earned—wages, salary, severance pay, bonuses, sick leave paid as wages, annual leave, holiday and vacation pay
- Gross unearned—cash contributions received from persons, organizations or assistance agencies, social security administration disability, pension or retirement income and child support payments

A copy of the actual documentation must be uploaded into the child's Final Forms account. Income

eligibility will be re-determined on an annual basis at either the time of enrollment or the beginning of the program school year. Families will be notified of their child's preschool tuition cost. Please note the following: Children from families whose income is at or below 100% of the federal poverty level attend tuition free. Children from families whose income is between 101-200% of the federal poverty level will attend on a pro-rated or sliding scale tuition basis. Children with an Individualized Education Plan (IEP) or are receiving protective care as part of a family with a case plan with Protective Children's Service Agency attend the program at no cost to the family regardless of family income level.

Tuition is based on the school year, regardless of the school days per month. All tuition is due the first day of each month.Tuition will not be refunded for days a child is absent. **Preschool tuition fees may be paid by check or money order, payable to Bucyrus City Schools Preschool. Cash will not be accepted. The payment should be sent by mail or in person to Bucyrus Elementary School located at 245 Woodlawn Ave. Receipts will be written for all payments. For convenience, families may also pay through the district's online payment portal--see District website. and will include a small fee. The site will direct you to create an account for tuition and lunch payments.**

Parents have 7 days to pay their child's tuition or it will be considered delinquent. If the child's tuition account is delinquent, he/she will not be admitted to the program until the account is current. Another child on the preschool's waiting list may take that child's place in enrollment.

SCHOOL ARRIVAL AND DEPARTURE

All visitors and families will park in the school's south parking lot, avoiding the west drive as that is for buses and pedestrians. Parents may also use the lot at Bucyrus Methodist Church Administrative and Outreach Center as overflow. Anyone choosing to use the west side area parking may be delayed entering/exiting until all bus activity for arrival and dismissal is completed.
When a child is dropped off at school, a preschool staff member will be contacted to either bring the child to the parent or approved adult or take the child to the preschool area. **Please be on time when either dropping off or picking up your child.**
For the safety of all staff, students, and families, no animals are permitted on school property at any time, including school drop-off and pick-up, without prior authorization from school administration.

PRESCHOOL INSTRUCTIONAL PROGRAM SCHOOL DAY

Note: Families are encouraged to have their child remain for lunch as instructional programming continues. Preschool class times are:

Half-Day Preschool Morning Instructional Program **8:25-11:55 with lunch 11:25-11:55**

- **Morning Arrival at 8:25—Please be on time.**
  Unless bussed to school, all preschoolers must be accompanied and supervised by an adult outside at the main entrance doors until left in the care of a preschool staff member.
- **Morning Dismissal at 11:25—For Students NOT remaining for lunch**
  A preschool staff member will bring your child to you. **NOTE:** If you are not here by 11:25 to pick up your child, he/she will be taken to the cafeteria and served lunch. You will be charged a lunch fee by the Bucyrus City Schools Food Service Department. So, please be on time when picking up your child after the morning session.
- **Morning Dismissal at 11:55--For Students Remaining for Lunch**

A preschool staff member will bring your child to you at the main entrance doors at 11:55. **Please be on time.** If you bring other children, please supervise them. Parents may not sit with their preschooler at the lunch table while he/she is eating lunch.

Half-Day Preschool Afternoon Instructional Program **12:25-3:25 Lunch 11:55-12:25**

- **Afternoon Arrival at 11:55—For Students Eating Lunch**
  A preschool staff member will pick up your child at the main entrance door. Please be on time and no later than 11:45 so that the child has time to put his/her coat and bookbag away, use the restroom and wash hands, and then sufficient time to eat lunch. If the child arrives to eat lunch after 11:55, the parent will need to take the child elsewhere and provide lunch for the child. Parents may not sit with their preschooler at the lunch table while he/she is eating lunch.
- **Afternoon Arrival at 12:25—For Students NOT Eating Lunch**
  Unless bussed to school, all preschoolers must be accompanied and supervised by an adult outside the main entrance door until left in the care of a preschool staff member.
- **Afternoon Dismissal at 3:25 for Students NOT riding the bus**
  Parents will park in the southern parking lot and pick up their children at the southeast doors. Please remain outside until a preschool staff member brings your child to you. Please sign out your child on the pick-up sheet. **Please be on time to pick up the child, no later than 3:25.**

All-Day Preschool Instructional Program **8:25-3:25 Lunch: 11:25 or 11:55 (as per class/teacher)**

- **Morning Arrival at 8:25—Please be on time.**
  Unless bussed to school, all preschoolers must be accompanied and supervised by an adult outside the main entrance doors until left in the care of a preschool staff member.
- **Afternoon Dismissal at 3:25 unless riding the bus**
  Unless the child is being bussed home, parents will park in the southern parking lot and pick up their children at the southeast doors near the large playground. Please remain outside until a preschool staff member brings your child to you. Please sign out your child on the pick-up sheet. **It is important that you are on time to pick up the child, no later than 3:25.**

BREAKFAST AND LUNCH

Preschool students may be eligible for free or reduced lunch by completing an application from the Bucyrus City Schools Food Service. Until a child qualifies for free or reduced lunch, parents are required to pay the daily lunch price of $4.50. Current Food Service breakfast/lunch menus are posted at each of the classrooms. Free breakfast is offered to the morning preschool children. Therefore, do not have your child eat breakfast at home. If staying for lunch, the preschool students eat the school lunch or they may bring a packed lunch. Please provide a nutritious lunch for your child and include a drink (milk, juice). Label the lunch box with your child's name. Families should send a drink (no soda or energy drinks) in the packed lunch. Milk (white) is also available to purchase for $.50. If a drink is not included in a child's packed lunch, water will be provided. Food brought to school for lunch will not be warmed up for the student. The family will be notified if the child forgets to bring his/her packed lunch. If the family does not bring the packed lunch to school for the child or the school is unable to contact the family, the child will be given a school lunch and charged to the student's lunch account.The family will need to pay for the school lunch, if the case.

- All parents are encouraged to complete a Lunch Eligibility Form if the child is getting a school lunch. If not qualifying for free or reduced lunch, the full lunch cost is $4.50
- **Important: A child eligible for free preschool tuition does not necessarily qualify for free or reduced lunch.**

- Students getting a school lunch will receive white milk.
- Students may bring a packed lunch without a doctor's letter. Please pack a nutritious lunch with a drink for your child. If the child has a food allergy, the school nurse will ensure that the preschool staff is aware of this. Food accommodations/substitutions will be made with the child's school lunch items.
- Students may purchase white milk (not chocolate) when packing a lunch. The cost is $.50. Milk charges are not allowable. If a drink is not included in a child's packed lunch, water will be provided.
- In paying for lunch or milk, Food Service will accept cash, money orders, checks. It is very important to label the envelope or note on the check or money order the purpose of the money. Parents may also submit money into their child's lunch account at https://payschoolscentral.com This link is also located in the Food Service section on the Bucyrus District website.

Due to restrictions by law, commercial food is not permitted to be brought into the cafeteria or classroom by families to eat during breakfast or lunch. Thank you for helping us to comply with this law.

Each student has a lunch account. Parents are encouraged to pay on a weekly basis. If paying by cash, exact change is recommended. If paying by check, make it payable to Bucyrus City School Food Service. Sending any form of money to school is best done in a sealed envelope with the child's first and last name, grade, teacher's name, and amount enclosed for the lunch account labeled on the outside of the envelope. If money is for more than one child, please indicate the amount for each child's account. Payment can also be made online toward your child's account on the Bucyrus City Schools website. Parents may pay and monitor their child's account online through Pay School Central via the Food Service page. No student's charge balance will be allowed to exceed $100. Families are encouraged to complete the free and reduced lunch form each year. There is one form required per family. These forms are sent home with students the first week of school. Please note: This is a paper form and not included in FinalForms.

If your child has lunch fees, please pay them in a timely manner. Unpaid lunch fees will prohibit the child from returning to our preschool for a second/third year. If not paid in full by the end of the school year, the fees (includes unpaid tuition and lunch fees) will continue to be on the child's school record while a Bucyrus City School District student and must be paid prior to graduating from high school.

Breakfast and Lunch Preparation: The School Food Service Department determines the breakfast and lunch menu and prepares the food. Menus are posted in the classrooms, online, and sent home monthly to the family. Students wash their hands prior to eating breakfast andlunch, and their areas are also cleaned.

SERVING LUNCH AND SNACKS

Purpose and Procedure: To provide children with safe, healthy, and enjoyable lunch and snack experiences while promoting good hygiene, independence, and positive social skills. All children either have a school lunch or will pack a lunch.

1. Serve the lunch (cafeteria) or snack (classroom) area
   - Ensure the lunch/snack area is clean, organized, and free from clutter.
   - Gather necessary supplies, such as food trays, milk, condiments, utensil packs for lunch and plates, cups, napkins, and utensils for snack.

2. Wash hands
- Teachers and children will wash their hands with soap and water before handling or eating food.

3. Prepare the snacks.
- Check that snacks are fresh, properly stored, and appropriate for the children's ages.
- Review children's food allergies, dietary restrictions, and special needs.
- Follow food safety guidelines when preparing and handling snacks.
- Cut food into small, age-appropriate pieces to prevent choking.

4. Serve the lunch--Food Service prepares the lunch served on food trays.
- Ask children to sit properly at the table.
- Obtain food trays in the Food Service warmer and serve each child. Pass out the milk cartons. Students with food allergies, dietary restrictions, and special needs receive specified lunches.
- Follow food safety guidelines when handling lunch food.
- Cut food into small, age-appropriate pieces to prevent choking.
- Provide appropriate portions based on children's ages and needs.
- Encourage children to practice self-help skills, such as attempting to open milk cartons, passing out napkins, cups, and serving utensils, when appropriate.

5. Supervise children
- Ensure children remain seated while eating.
- Closely supervise children throughout lunch and snack time.
- Encourage children to eat slowly and chew their food properly.
- Remind children not to talk, run, or play with food in their mouths.
- Never leave children unattended while eating.

6. Encourage positive eating habits
- Encourage children to try healthy foods without forcing them to eat.
- Teach children to use polite words, such as "please" and "thank you."
- Promote sharing, patience, and taking turns.
- Encourage children to drink water.

7. Clean up after lunch time.
- Staff will dispose of trays when students indicate that they are finished eating, and clean and sanitize tables, and other food-contact surfaces.
- Have children wash their hands after eating.

8. Clean up after snack time
- Have children dispose of trash and leftover food properly.
- Assist children in cleaning their eating areas.
- Staff cleans and sanitizes tables and other food-contact surfaces.
- Staff ensures leftover food is stored safely or discarded appropriately.
- Have children wash their hands after eating.

Important Safety Reminders
- Always check food allergies before serving snacks.
- Follow the preschool's food allergy and emergency procedures.
- Avoid foods that present choking hazards, such as whole grapes, popcorn, whole nuts, and hard candies.
- Follow proper food storage and temperature guidelines.
- Ensure children are seated and actively supervised during eating.
- Maintain proper handwashing and sanitation practices.

Teacher's Responsibilities
- Teachers will send monthly snack schedules home with the children, recommending nutritious, age-appropriate snacks.
- Maintain a clean and safe eating environment.
- Monitor children's eating habits and food intake.

- Respect children's individual dietary needs and preferences.
- Model appropriate table manners and healthy eating habits.

SNACKS, WATER BOTTLES, PARTY AND BIRTHDAY TREATS

While the morning preschool class eats breakfast at school, the full day and afternoon classes will have a snack. Each afternoon parent is asked to send a prepackaged snack from the snack list approximately once a month. Please only provide snacks that are prepackaged and labeled with ingredients to ensure students with allergies do not ingest something they cannot have. Parents providing snacks are given information on nutritious snack choices, and are requested to select from the snack choices on the list. Parents will be advised of food allergies in the room, maintaining the privacy of the children. The teacher may request certain items for a classroom theme or involve the children in preparing a snack as part of a center activity or cooking project. Please note that home-prepared foods/snacks are **not** accepted.

Any water bottles brought to school must have a lid to prevent leaks, be labeled with the student's name, and must contain only water. No juice, pop, flavored water, or other beverages should be put in water bottles. Students are expected to follow teacher rules in accordance with their water bottles. These rules may include keeping water bottles in their cubbies/lockers, filling them up/accessing them when active instruction is not occurring, and more. Extreme care is to be used with water bottles around student chromebooks to ensure no water gets onto the technology.

Celebrations are an important part of growing up. We want to ensure that every child has an opportunity to celebrate their special moments without disruption to the educational environment of the school day. Special treats for class parties and celebrations may be brought to school by the student or brought to the office for delivery to the classroom. Please only provide treats that are prepackaged and labeled with ingredients to ensure students with allergies do not ingest something they cannot have. We ask for class holiday celebrations, families only provide what is specifically requested by the teacher. For birthday treats, we ask that parents coordinate with the teacher at least 24 hrs prior to the treat being brought into school.

Due to transportation restrictions, nutrition regulations, and distractions to the educational environment, the school is unable to accept any deliveries during school hours on behalf of a student, including but not limited to balloons, flowers, or DoorDash.

TRANSPORTATION

Bucyrus City Schools bus transportation is available for our preschool students with signed parental consent. The bus drivers are certified and licensed by the State and have safety course training. The bus is equipped with a 2-way radio to communicate with the Elementary Principal, other buses, and Central Office. Car safety seats and seat belts are available for children as per the State law regarding the transportation of young children with parental signed consent required. Before transportation can begin for a preschool student, the parent must complete and submit a bus registration form. Bus pickup and drop off sites and times, and Bus Transportation rules are provided to the parents. An adult must be at the pick up and drop off sites for the child.

Transportation by School Bus Including Field Trips

In the event of program field trips, students on a school bus are under the authority of and directly responsible to the driver. Students who violate bus rules will be subject to disciplinary action including,

but not limited to, verbal reprimands, parental contact, written warnings, and denial of bus riding privilege.

Bus Trip Procedures: Parent/guardian permission with signature is required for a student to be transported by school bus. Students will be assigned to seats on the bus using the district bus seating chart. Prior to leaving on the bus, the staff will take student attendance and ensure that the students are safely seated on the bus. A review of bus conduct rules will be done with the students prior to leaving on the trip.The preschool staff will bring the following documents when taking students on a field: signed field trip permission forms, medical emergency forms, first aid kit, and parent/guardian authorization for student pickup released/picked up forms if needed. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct and attendance rules applies to all field trips. Students who violate school rules may lose the privilege to go on field trips.

RELEASE OF STUDENTS

Children will be released to authorized adults (18 years of age or older) only. If someone other than the authorized adult (as indicated on the Parent Authorization & Release form) is to pick up your child, notify the child's teacher in writing. Verbal messages to bus personnel and/or classroom aides will not be accepted. Copies of legal custody documents must be in the child's Final Forms account before any staff member can prevent non-custodial parents from picking up their child.

REGULAR ATTENDANCE

Parents are expected to have their child attend classes on a regular basis so that the child may receive the full benefit of the preschool instructional program and to begin developing the important habits of punctuality, self-discipline, and responsibility. Learning and continuity are interrupted by absences.In most cases, the student who has a good attendance record generally has higher achievement and participates in more optimal learning experiences in the classroom.

NOTIFYING SCHOOL OF ABSENCE

Students may be excused from school attendance because of personal or family illness or death in the immediate family. Routine medical appointments, though strongly discouraged during the student school day, also will be treated as excused absences. In these cases, please obtain a medical excuse from the doctor or dentist. An excuse from attendance for other reasons, such as family vacations, may be made upon prior approval by and at the discretion of the Preschool Coordinator. When a child is absent or tardy from school, an automated phone call and text is sent to the primary parent that day.

Parent(s)/guardian(s) must notify the Bucyrus Preschool office on the day a student is absent unless previous notification has been given in accordance with school procedures for excused absences. If your child is going to be absent or late arriving at school, please notify the Bucyrus Elementary office, 419-562-6089. If a child is absent, a phone call from the school will be sent to the primary contact parent/guardian.When the child returns to school from being tardy or absent, a note providing the reason or a doctor's excuse should be provided to the school.

PROVISION FOR A MISSING CHILD WHILE AT SCHOOL

If a child is discovered to be missing from the preschool while at school, staff will immediately initiate established safety procedures to locate the child. School Administration and staff will be notified immediately, and administration and staff will secure the safety of the remaining children while conducting a prompt search of the building, playground, and other authorized program areas. If the child

cannot be located immediately, administration will contact the appropriate emergency services and notify the child's parent or guardian in accordance with program procedures. Staff will cooperate fully with emergency personnel and provide all relevant information regarding the child's last known location and circumstances.

All incidents involving a missing child will be documented, including the actions taken, individuals notified, and outcome of the incident. The program will review the incident and take appropriate steps to prevent similar occurrences. The safety and well-being of every child will remain the program's highest priority.

WITHDRAW POLICIES

If it is necessary to withdraw a child from the preschool program, please inform the school. It is important that the child is not suddenly withdrawn from the program and that the child, other classmates, and the teacher have a chance to say goodbye to each other and adjust to the separation. In the case of withdrawal, a two-week written notice must be given. No tuition refund will be given unless the tuition fee is prepaid for one month. If a student misses 8 or more total days of preschool without the teacher and Preschool Coordinator being notified as to the cause or reason, the parent will be contacted inquiring about the child's absences. If there is no response from the parent, the child will be withdrawn from the program and the vacancy will be filled with a child on the waiting list.

PARENT-PRESCHOOL COMMUNICATION AND INVOLVEMENT

Prior to the opening of school, a districtwide Open House is scheduled for the parents and child to visit together in the classroom. Also, Parent Orientation meetings are held at the beginning of the preschool year. Frequent contact between the parent and teacher is an important part of the preschool program. By sharing information concerning your child's activities and welfare, we can work together to meet the child's needs. Information with regard to family issues and personal lives will be handled with confidentiality. Parents will be regularly informed of the classroom activities through weekly/monthly teacher letters, and through a two-way messaging app. Teachers will inform families of instructions on using the app.

Parents are welcome to visit and get involved. Some parents have special talents, skills or experiences, which they can share with the children, or others, may have some time to spend helping in the classroom. When visiting the classroom, please inform the teacher, sign in at the Bucyrus Elementary office, and obtain a Visitor badge before being allowed access to preschool.

The Bucyrus City Schools Preschool students and their families are welcome to participate in the Bucyrus Elementary fundraiser sponsored either by the school or the Bucyrus Elementary Parent-Teacher Organization. Fundraiser proceeds will be used to purchase student materials and/or equipment, or field trips for the PK-5 students. Please become involved in the Bucyrus Elementary PTO. For further information and PTO meeting schedule, please contact the teacher.

KEEPING THE SCHOOL INFORMED

Parents need to provide the school with their personal phone number and from two additional people who may be reached in case of an emergency. For a change in address or phone number, please submit the updates in Final Forms. For student health or student emotional changes, contact the child's teacher. Please inform the school of family financial changes that could make you eligible for free or reduced

lunch or preschool tuition. This information is important in case of an emergency and helps us do our best with youngsters in the classroom.

PROGRESS REPORTS and CONFERENCES

Parents receive student progress reports four times per year. Progress in the areas of cognitive, fine and gross motor, communication, play and social, and self-help skills is noted and given to the parents. A copy is also kept in the child's classroom file and in Final Forms at the end of the school year.

Parent-teacher conferences are scheduled twice per year, generally in the fall and in the spring. The parent will be notified in advance, with a number of options pertaining to date and time. The purpose of these conferences is to establish understanding, cooperation, and consistency between the home and school. Additional conferences can be requested by either the parent or by the teacher.

OUTDOOR PLAY POLICY

The preschool students go outdoors to play when the weather permits. The teachers take into consideration the temperature and/or wind chill factors. When it is below 25 degrees, the children will not be permitted to play outdoors. Parents should see that the child is dressed appropriately for playing outdoors.

CHILDREN'S BELONGINGS and VALUABLES

Each child is given a "mailbox" in the room and a coat cubby to use for coats and personal belongings. Remember to label all items. Children must leave toys and possessions such as jewelry, expensive clothing, electronic equipment, backpack adornments, toys and the like, at home unless it is a specified show and tell type activity. The school is not liable for any loss or damage to personal valuables.

CLOTHING

Please dress your child in simple and comfortable play clothes. Our curriculum is learning through play and is based on exploring and being creative which may mean involvement in messy activities. We do have paint smocks, but accidents happen. It is helpful to avoid complicated belts and overall bibs that your child has trouble fastening. Your child must wear tennis shoes to preschool. Sandals, flip-flops, dress shoes are not appropriate for preschool because the children are active on the playground and in the gym. These shoes may cause the child to slip and injure him/herself.

ITEMS TO BRING--See Supply List on BES Facebook Page

- A change of clothing in a labeled gallon size ziploc bag to keep at school. Children sometimes have toileting accidents or spill milk or juice on themselves.
- A bookbag (no rolling or wheeled book bags) labeled with your child's name. Size: large enough to hold a 9 x 12 inch paper. The children often have art projects to take home and important notes or a newsletter from the teacher. Please check the bookbag daily for any correspondence from the teacher.
- Other needed supplies as requested by the child's teacher.

FIELD TRIPS

The Bucyrus City School district allows field trips by bus if there is a funding source, such as monies from

a PTO fundraiser. As preschool field trips require bus transportation, parents will receive a permission letter detailing the field trip, its purpose, destination, leaving and returning times. Parents will need to complete and submit the form granting the child permission to participate on the field trip.

PARENT ROSTER

A roster listing the name and telephone number of each child and of the child's parent will be furnished for each parent upon request. Parents must sign the Preschool Policies and Procedures form located in Final Forms indicating whether he/she wants the child's name listed on the roster. Parents may request that their child's information not be released. The roster will not be furnished to any person other than the parent/guardian of a child currently attending the preschool program. This list is updated during the school year and provides a convenient resource for parents planning play visits, new friends, parties, etc.

EMERGENCY MEDICAL CONSENT

A complete Emergency Medical Parent Authorization form must be completed in order for a student to participate in any activity on/off school grounds, including field trips.

EMERGENCY MEDICAL CARE

In accordance with law, the parents of all children will be asked to sign and submit an emergency medical authorization, which will indicate the procedure they wish the school to follow in the event of a medical emergency involving their child. The medical authorization forms will be kept readily at hand in the preschool classroom and in Final Forms. Emergency care and first aid only will be provided. In all cases where the nature of an illness or an injury appears serious, the parents will be contacted if possible, and the instructions on the child's emergency form followed. In extreme emergencies, arrangements usually can be made for a child's immediate hospitalization whether or not the parent can be reached. When a student injury occurs, written notification will be provided to the parents on the day of an injury/incident.

STUDENT IMMUNIZATION

Students entering the Bucyrus City Schools Preschool must have the necessary immunizations. For a child to be exempt from immunizations, the parent/guardian will complete and submit the State of Ohio Legal Immunization Exemption form that may be provided by the school Health Nurse.The Crawford County Health Department will check the students' records and inform those parents whose child does not have the necessary immunization. The Health Department will set a deadline that the immunizations must be done or the child will be excluded from attending preschool. The Crawford County Health Department has shot clinics throughout each month. Please call 419-562-5871 for more information.

ADMINISTERING MEDICATION TO STUDENTS--Prescribed and Non-Prescribed

Before any prescribed medication or treatment may be administered to any student during school hours, the parent is required to present the completed and signed Physician Statement form accompanied by the Authorization for Prescribed Medication or Treatment form. Only medication in its original container, labeled with the date and the student's name, and exact dosage will be administered by an authorized school staff member. Each time medication is administered, a written record or log including dosage, date and time shall be made. This record or log shall be kept on file for one year.

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms

that are available in the Nurse's Clinic and in Final Forms. Physician authorization is not required in such cases.

The Authorization for the Possession and Use of Asthma Inhaler/Other Emergency Medication(s) and the Authorization for Prescribed Medication or Treatment forms are also required for a student to be in possession of and to use an asthma inhaler in the presence of an authorized school staff member.

MANAGEMENT OF COMMUNICABLE DISEASE

Preschool staff is trained in CPR/First Aid, child abuse recognition, and communicable disease. A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he enters a group. A "person trained to recognize the common signs of communicable disease" means any person trained in prevention, recognition and management of communicable diseases. Our preschool staff is trained in recognizing communicable diseases. The following precautions shall be taken for children suspected of having a communicable disease:

- Decisions regarding exclusion of the child from the program either immediately or at some later time in the day will be determined by the administrator or school child program staff member and the parent(s).
- A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
    - Diarrhea (three or more abnormally loose stool within a 24-hour period);
    - Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
    - Difficult or rapid breathing;
    - Yellowish skin or eyes;
    - Redness of the eye or eyelid, thick or purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain;
    - Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
    - Untreated infected skin patch(es);
    - Unusually dark urine and/or gray or white stool;
    - Stiff neck with an elevated temperature'
    - Evidence of untreated lice, scabies or other parasitic infestation;
    - Sore throat or difficulty swallowing; or
    - Vomiting more than one time or when accompanied by any other sign or symptom of illness,
    - A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the principal and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed above as well as the following:
    1. Unusual spots or rashes
    2. Elevated temperature;
- The preschool program shall follow the Department of Health Child Day Care Communicable Diseases Chart (posted) for appropriate management of suspected illnesses.
- A child isolated due to suspected communicable disease shall be:
    1. Cared for in a room or portion of a room not being used in the preschool program;

2. Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
3. Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids, the cot shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
4. Observed carefully for worsening condition; and
5. Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical. Parents must provide current telephone numbers of people for the school to contact if a child becomes ill.

- A mildly ill child who is experiencing minor common cold symptoms (runny nose, mild cough, etc.) but who is not exhibiting any of the communicable disease symptoms shall not be encouraged to participate in activities of an active nature unless they so choose. The staff will observe for possible isolation and/or recommendation of medical intervention to the parent/guardian. Parents shall be notified of the child's symptoms.
- Toys, materials, and equipment shall be appropriately disinfected to avoid spreading the communicable disease.

Parents are asked to contact the preschool program within 24 hours if their child has been exposed to any communicable disease. In the case of an exposure, the parents will be notified in writing of the communicable disease.

If the student is running a fever of 100 degrees or more, or has had vomiting or diarrhea in the past 24 hours, parents are required to keep the child at home to fully recover. If the child is sent to school prior to the end of the 24 hours of being ill, then he/she will be returned home to **completely** recover. Often, children may ask to come to school even though they are ill. Although he/she may be disappointed, it is important to protect the child and the other children from spreading the illness. Parents will also be notified to pick up the child if he/she displays severe coughing, difficult or rapid breathing, yellowish skin or eyes, conjunctivitis (pink eye), untreated and infected skin, evidence of lice, scabies, or other parasitic infection.

USE OF MEDICATION

Students who must take prescribed medication during the school day must comply with the following guidelines:

A. With the counsel of their child's prescriber, parents should determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

B. The appropriate form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.

C. All medications must be registered with the Nurse's Clinic and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.

D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Nurse's Clinic by the student's parent or guardian or by another responsible adult at the parent or guardian's request.

E. 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 a school year.

F. The school nurse will maintain a log noting the personnel designated to administer medication, dosage, date, and time. This log will be maintained along with the prescriber's written request and the parent's written release. The school nurse will provide training to preschool staff on the administration of the medication including documentation.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASE

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease.
Specific communicable diseases include COVID-19, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be limited to the contagious period as specified in the School's administrative guidelines. The school nurse will contact the parent if the child is ill or has been exposed to a communicable disease. If it is necessary for the child to be sent home, the co-coordinators will contact the family as soon as possible.The building health room will be used to isolate the child until the family arrives. The building administrators and school nurse will also be informed to provide additional guidance and information. The program co-coordinators will complete a health incident form and keep it in the School Health Clinic.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASE

The School District has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion. The program co-coordinator will complete an incident form and keep it in the School Health Clinic.
Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

LICE POLICY

To reduce the transmission of lice in the classroom, students may be randomly screened by school personnel who have been trained in the detection of lice.

Children identified with head lice will be sent home. The parents/caregivers will be informed verbally of the proper treatment and will also be given a letter which contains information about lice and treatment instructions. For the child to be readmitted to school, parents will complete and return the Pediculosis (Head Lice) Treatment form, accompany the child on the day he/she returns to school, and wait until the child has been re-checked and cleared to return.

The head lice treatment process must be completed within 2 school days or the child will be considered unexcused. If assistance is needed to secure lice treatment products, please contact the school office.

INCIDENT REPORTING AND DOCUMENTATION

School-related incidents that need to be recorded are events that affect a child's safety, health, well-being, behavior, or supervision while participating in the school program. Keeping accurate records helps protect children, communicate with parents and guardians, and ensure that appropriate follow-up actions are taken.
1. Injuries and accidents

- Falls, cuts, bruises, bumps to the head, burns, or broken bones.
- Injuries that require first aid or medical attention.

2. Illnesses and medical emergencies

- Allergic reactions, asthma attacks, seizures, fever, vomiting, or difficulty breathing.
- Any illness requiring emergency services or professional medical treatment.

3. Missing or unsupervised children

- A child who cannot be located.
- A child who leaves the designated area without permission or is left unattended

4. Behavioral incidents

- Fighting, physical aggression, biting, hitting, or threats.
- Serious behavioral incidents that endanger a child or others.

5. Bullying, harassment, or threats

- Bullying, intimidation, harassment, or threats of violence.
- Any incident involving suspected abuse, neglect, or harm to a child.

6. Medication errors

- Medication given to the wrong child.
- Incorrect dosage or other medication administration errors.

7. Transportation incidents

- Vehicle accidents during school-related transportation.
- A child being left behind, dropped off at the wrong location, or not properly accounted for.

8. Security and emergency incidents

- Unauthorized visitors or intruders.
- Weapons, threats of violence, fire, evacuation, or other emergencies that affect safety.

9. Supervision and safety violations

- Staff failing to maintain required supervision.
- A child accessing an unsafe area or a situation in which a child's safety is compromised.

10. Other unusual or unexpected incidents

- Any event that places a child, staff member, or the program at risk.
- Serious incidents involving a child's death or an emergency requiring professional medical care.

Documentation will be included on the Incident/Injury form.

- Date, time, and location of the incident.
- Name of the child or individuals involved.
- A factual description of what happened.
- Names of staff members and witnesses.
- First aid or other actions taken.
- Parent or guardian notification, including the time contacted.
- Whether emergency services or medical assistance were needed.
- Follow-up actions and the staff member completing the report. A copy of the form will be provided to the parents and school health nurse on the day of the incident or injury. The completed form

will be kept in the health nurse office.

POSITIVE BEHAVIOR INTERVENTION and SUPPORTS

In our efforts to establish Bucyrus Elementary School as a safe, welcoming, and purposeful learning environment, we have implemented a framework called Positive Behavior Interventions and Supports (PBIS). PBIS actively encourages students to achieve their academic potential while also showing good character through their behavior. At Bucyrus Elementary, the focus is on teaching and encouraging appropriate behavior in all areas of school, concentrating on being respectful, being responsible, being safe, and being kind. Students who show this Bucyrus pride are able to maximize their learning opportunities and do not detract or interfere with the learning opportunities of their classmates.

PBIS schools emphasize a school-wide system of support that includes strategies for defining, teaching, and supporting appropriate behavior. The goal is to design the most effective learning community possible with the best outcomes for all students. Attention is focused on creating and sustaining school-wide, classroom, and individual systems of support. Unlike how schools have typically reacted in the past—discipline in response to student misbehavior—PBIS takes a proactive approach by teaching behavioral expectations and rewards students for following them. A successful PBIS school fosters a climate in which appropriate behavior is the norm.

BEHAVIOR MANAGEMENT/DISCIPLINE

Preschool children begin to learn that what they do affects other people and that they are responsible for their actions. They also begin to learn how to get along in a group and to respect the rights and property of others. Our goal of using guidance techniques is to help children become happy, responsible, cooperative participants in the preschool program through positive and non-threatening teaching techniques. Our desire is not to control the children but rather to help them learn self-control.
The children need to realize the following actions are not desirable behaviors:

- Hurting other children or adults by words or actions
- Endangering himself/herself
- Damaging toys, furniture, equipment, etc.

Guidance and discipline techniques used to encourage positive behavior in children include:

- Prevention by designing and organizing the classroom and daily schedules to give a sense of security and prevent frustrations.
- Modeling appropriate behavior and cooperative classroom atmosphere.
- Redirection of unacceptable behavior and perhaps finding a different activity or play area.
- Problem solving by discussing problems with the child to help him/her discover constructive solutions.

If a child cannot solve the problem or if unacceptable behavior continues, as a last resort, he/she may be separated from the group. This is not a punishment but rather a time for him/her to regain composure. In any event, the child is never unsupervised or separated for long periods of time. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
Helping children resolve conflict and learn to deal with anger and frustration without hurting others is a very important part of the preschool experience.

The above written discipline policy describes the Bucyrus City School Preschool philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to

be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior. The preschool's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- No discipline shall be delegated to any other child.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time so the child may regain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest, or toilet use.
- Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
- Preschool staff members shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

The parent of a child enrolled in the center shall receive the center's written discipline policy as in this handbook. All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

DIAPERING

Diapering is applicable to only children with a disability (on an Individualized Educational Plan-IEP). The changing of diapers (pull-ups are preferred) of all non-toilet trained children is handled with the following methods:

1. The changing of diapers/pull-ups for all non-toilet trained children occurs in the diapering room/bathroom that also has a hand washing facility. Disposable gloves will be used by staff in the changing of diapers and/or soiled clothing.
2. The child is changed on a changing table that is disinfected after each diaper/pull-ups change with an appropriate germicidal cleaner. If the diaper-changing station is soiled after the diaper/pull-up change, it shall be cleaned with soap and water and then disinfected with an appropriate germicidal cleaner.
3. For the purpose of diapering, topical ointments and creams provided by parents shall include written instructions. Such instruction shall include the name of the ointment, cream, or lotion; name of the child; birth date; date; and signature. Written instructions shall be valid for no longer than three months. Authorization for administration of the ointment, cream, or lotion may be canceled by written request of the parent at any time.

Parents shall supply the center with disposable diapers/pull-ups for their non-toilet trained child. The storing of clean diapers/pull-ups shall be handled with the following methods:

1. A clean supply of disposable diapers/pull-ups is stored in a specific designated area for each non-toilet trained child and is available at all times.

2. The diapers/pull-ups or clothing used during diaper changing and brought from the child's home are stored in a space assigned exclusively for each child's belongings. Soiled clothing shall be sent home daily.

Storage of soiled diapers/pull-ups and clothing is handled in accordance with the following methods:

1. Clothing soiled with urine and/or fecal matter and sent home with a child will not be rinsed at the program facility. The clothing will be placed in a sealed plastic bag and stored away from the rest of the child's belongings and out of the reach of children. The soiled clothing will be sent home daily.
2. Soiled diapers/pull-ups to be disposed of will be placed in a common plastic-lined covered container which is emptied, cleaned, and disinfected with an appropriate germicidal agent daily or more frequently as needed.

POTTY CHAIRS

Potty chairs may be used with children who are students with special needs who are not toilet-trained. Typical students enrolled in the program must be toilet trained before beginning preschool. Potty chairs in the program will be utilized in the following ways:

1. Potty chairs shall not be located in areas used for food preparation or serving or in areas not normally used for diaper changing or toileting.
2. Potties shall be emptied, cleaned, disinfected, and rinsed with water after each use. The rinsing solution shall be disposed of into a toilet, not a sink.
3. Disposable cloths used for cleaning potties shall be used once and disposed of in a plastic-lined covered receptacle.

VISITORS, VOLUNTEERS, MENTORS – Safety and Security

Visitors, particularly family members, are welcome at the school. Visitors must request to enter the building using the outside intercom system, located on the post at the main entrance. Office staff will determine entry into the main office only. The building secretary, principal and/or Superintendent of Schools reserves the right to limit the entry of any person to the school if there is reason to believe that the presence of this person is detrimental to the safety and good order of the school. Students and staff are to never open and allow anyone in other doors of the building. Students and staff are expected to immediately report to office administration any suspicious behavior or situation that makes them uncomfortable.

Any visitor needing access into student areas of the building must provide their driver's license and obtain a visitor badge. Anyone found in the building without a visitor badge shall be escorted back to the office. Staff are expected to question anyone they do not recognize, is not wearing a badge, or is outside the school building even after school hours. If a person wishes to confer with a member of the staff, s/he should contact the school for an appointment prior to coming to the school, in order to schedule a mutually convenient meeting time. Interrupting instruction during the day is not acceptable.

Volunteers are required to have a BCI background check prior to being accepted in working with students

SOCIAL SERVICES

Counseling and Family Resources

Our elementary school is served by a School Counselor and Family Advocate who meet with students during the school day, when needed. Many times, they will make contacts with parents and provide assistance to make the school experience as positive as possible for our

students.They often have additional resources and community connections available. Please contact them for student issues or family assistance: 419-562-6089.

Reporting Child Abuse/Neglect
All employees of the school district that believe a child under 18 years of age has suffered abuse/neglect are required by law to report such information to appropriate authorities. Reports will be made promptly. A person who participates in making such reports is immune from any criminal liability provided the report is made in good faith.

FIRE, TORNADO, AND SAFETY DRILLS

The Bucyrus City School District complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases. Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

SPECIALIZED PROGRAMS

Individuals with Disabilities (BOE Policy 2460): The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provides that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the district office at 419-562-4045 to inquire about evaluation procedures and programs.

LEP (Limited English Proficient): The school district follows the guidelines from the U.S. Department of Education, Office for Civil Rights, regarding its legal obligation to language 33 minority students. The school district identifies all students whose primary or home language is other than English. An assessment is administered to those students to determine if they are limited English proficient and need special language assistance to effectively participate in the district's instructional program. The district then decides and implements the instructional program that best meets the educational needs of the students.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the 36 District's programs and facilities.

The laws define a person with a disability as anyone who:

A. Has a mental or physical impairment that substantially limits one or more major life activities;
B. Has a record of such an impairment; or
C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational

accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact Administration to inquire about evaluation procedures, programs, and services

PROTECTION & PRIVACY OF STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information. Directory information includes: A student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or honor rolls; and /or scholarships. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found on the district website.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. See Form 8330 F13. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records.

Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the school secretary. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent must request the amendment of a student record in writing and if the request is denied, the parent will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

A. political affiliations or beliefs of the student or the student's parents;
B. mental or psychological problems of the student or the student's family;
C. sex behavior or attitudes;
D. illegal, anti-social, self-incriminating or demeaning behavior;
E. critical appraisals of other individuals with whom respondents have close family

relationships;
F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
G. religious practices, affiliations, or beliefs of the student or his/her parents
H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:
A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
B. the administration of any survey by a third party that contains one or more of the items described in A through H above.
The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:FERPA@ED.Gov; and PPRA@ED.Gov

COMPUTER TECHNOLOGY AND NETWORKS

Student chromebooks and iPads are the property of the District. If damage occurs to the Chromebook or iPad, it may be the responsibility of the family to pay for damages based on the circumstances in which the chromebook or iPad was damaged. Final determination on whether the family is liable will be decided by the principal or the principal's designee. The final cost of the repair will be determined by the District Technology coordinator.

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer identified below.

Mr. Robert Britton, Superintendent, 419-562-4045, rbritton@bucyrusschools.org

Complaints will be investigated in accordance with the procedures described in this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was previously released. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If you have questions or would like more information about a specific issue or document, contact your school principal, or access the document on the District's website: bucyrusschools.org by clicking on "Board of Education Policies".