

WELCOME BUCK LAKE PARENTS AND STUDENTS!

Welcome to Buck Lake Elementary, home of the Bobcats! You will find that the school has a welcoming and inviting atmosphere, as well as a history of high performance. Beginning a new school year or starting at a new school is an exciting time for families. There is so much new information and things to discover that it can be a lot to process. In an effort to make new transitions as smooth as possible we at Buck Lake want to help you synthesize information. This document contains lots of general, helpful information. There will be specific details about things that will be communicated to you via your child's teacher, administration, and electronic schoolwide communications. The staff of Buck Lake is deeply committed to the students and families of this community and I know this will be a great year!

Ron Wetherington, Principal

SCHOOL INFORMATION

Office phone number	850-488-6133
Office fax number (attendance notes)	850-922-4161
Web Page Address	https://www.leonschools.net/bucklake
First Bell	8:25 a.m.
Tardy Bell/Instructional Day Begins	8:30 a.m.
Dismissal	2:50 p.m.

Students may be dropped off (in the designated safe area at the rear or front of the school) beginning at 7:45 a.m. Supervision begins at 7:45. Car riders must be picked up by 3:20 p.m., unless enrolled in the Extended Day Enrichment Program. Afternoon pick up is at the rear of school only. Our "Gathering" place is intended only for families who live within walking distance of the school, NOT for people to park and walk up. This is for the safety of all. The *Avondale gate* is only intended for students who live in that neighborhood.

ARRIVAL AFTER THE TARDY BELL

A student who is not in the classroom by the time the tardy bell sounds is to report to the main office for a tardy slip, unless one is given to them at drop off. Students arriving late must sign in the front office by a parent/guardian. Repeated tardiness may affect student performance, school choice status and establish patterns for adult life.

ABSENTEE PROCEDURE

Parents email the student's teacher *AND COPY* bles-attendance@leonschools.net explaining the reason for an absence. Absences or tardies due to a doctor appointment require a note from the doctor for an excuse. LCS Policy and the school administrator determine whether or not the reason is considered excused or not excused. Excessive absences or tardies will be reported to the guidance counselor. **IMPORTANT:** see LCS attendance policy linked below.

ATTENDANCE POLICY

The Leon County School District has an attendance policy which requires students to arrive at school on time each day, to participate in the complete school day by not being signed out prior to the dismissal bell, and to attend school every day unless they are ill. This policy and the possible consequences for excessive absences or truancy will be made available to all parents and their children at the beginning of the new school year.

<https://go.boarddocs.com/fla/leon/Board.nsf/Public#>

BUS TRANSPORTATION

Bus students must follow the driver's directions, sit in their designated seat, and talk softly. Riding the school bus is a privilege and improper conduct may result in revoking this privilege. Bus routes and more can be found at <https://www.leonschools.net/Page/52447>

CALENDAR

The Leon County Schools calendar is available by clicking on the link <https://www.leonschools.net/Page/2#calendar1/20240826/month>

CHROMEBOOK

Currently all students are issued a Chromebook during the school year for their educational use. A Chromebook user agreement must be on file. <https://www.leonschools.net/domain/8869>

CLASSLINK

Students may need to log in to Classlink to access programs for educational purposes from school or home. The Leon County Schools web page has a link to access Classlink <https://www.leonschools.net/Page/1>

CLINIC AT BUCK LAKE (850) 488-5264

The school clinic is open during school hours each school day. The person assisting is not a nurse. The clinic is a temporary resting place. If a child becomes seriously ill or is injured at school, a parent/guardian will be notified by to come to school to pick up the child. Please make sure your correct contact information and phone numbers are on file in FOCUS. Parents are able update their own phone numbers in FOCUS.

COLD OR RAINY DAY PROCEDURES

On cold days (generally below 40°), or days when there is inclement weather, students will report before school to an area inside the building. Grades K/1/2 will be in the cafeteria and grades 3/4 will be in the media center and 5th in the exploration lab.

CUSTODY OF CHILDREN

School personnel are bound by law to release children to parents unless we have, on file, a copy of a court order which grants exclusive custody to one parent or to a third party. It is your responsibility to provide the school with the most current, certified copy of the appropriate legal documents.

DRESS CODE

Students are to be dressed in appropriate, clean, comfortable clothing, as well as appropriate shoes on PE days. The LCS Student Code of Conduct designates the principal as the arbiter of student dress and grooming.

EXTENDED DAY ENRICHMENT PROGRAM

Buck Lake offers an Extended Day Enrichment Program, a before and after school care program for children. The cost is based on the number of days a student will be attending the program. Call the Extended Day Enrichment Coordinator at 850-922-2568 for specific information about this program. <https://www.leonschools.net/domain/6628>

FOCUS PARENT PORTAL

All custodial parents/guardians are allowed and encouraged to access their student's grades, attendance, health and contact information through the FOCUS parent portal. Each custodial parent/guardian may set up their own account. Siblings should be linked for easiest viewing. Certain information can be edited by the parent/guardian holding the account. For any other edits, such as change of address, please upload your two, acceptable proofs of residence in your FOCUS account or email your two proofs to chapmanl2@leonschools.net (FOCUS COMMUNITY INFORMATION is used to disperse school information publicly to individuals who don't already receive messages from FOCUS as a custodial parent account holder.)

FORTIFY FL APP

The FortifyFL app is LIVE. Now, any student, educator, parent, or member of the public can report school safety concerns directly to law enforcement and school administrators anonymously and easily through the FortifyFL app or www.getfortifyfl.com. The app, which is available for download on Apple and Android mobile devices, is critical to ensuring all Florida schools are safe environments where students and educators can experience and share the joy of learning without fear. We hope that you will become familiar with this tool and help us spread the word about it with our students and their families. <https://www.leonschools.net/domain/7090>

INTERNET

Students and employees are offered an opportunity to enhance learning through the accessibility of the Internet. With this opportunity comes the responsibility for appropriate use. The use of the Internet is a privilege, and inappropriate use will result in cancellation of that privilege. Any user of Leon County Schools Internet connections must be properly authorized by parent/guardian permission in FOCUS.

LEAVING SCHOOL EARLY/CHANGES

Any student leaving school early must be signed out by a parent or guardian in the main office. As an added measure of security for our children, every person who picks up a child must show some form of photo identification when asked. **MAKE PLANS IN ADVANCE!** Let your child know what to do when there is a change of plans or if it's raining at dismissal time. *Messages from parents making a change in the way their child is to leave school will be accepted until noon.* Students are not allowed to be checked out after 2:30 due to staff constraints.

LOST AND FOUND

Lost items are kept in the cafeteria and will be donated to a charity regularly if not claimed. We strongly encourage you to write your child's first name and last initial at the very least on their belongings so they may be returned.

MEALS

Our school is designated as a Community Eligibility Provision (CEP) school. CEP allows our school to serve breakfast and lunch at no charge to all enrolled students. You will not need to load any funds for your student on the SchoolCafe app. Should you have questions, please contact our Nutrition Services Department at 850-717-2299. <https://www.leonschools.net/DiningServices>

MEDICATION

Students are not to bring medication of any kind to school. Parents of students requiring medication are to come to the school's clinic to complete and sign an Administration of Prescription Medication School Permission Form, which is required if medicine must be given at school. Students are not to have medicine in their possession at school. All medicine is kept locked in the school's clinic.

PARENT - TEACHER CONFERENCE

Cooperation and communication between parents and teachers are essential for your child's success. Parent-teacher conferences are required to be held at least once each semester. Please contact your child's teacher to arrange a conference.

PARTNERS FOR EXCELLENCE

School-community partnerships are agreements between a business, agency or organization and a school or district program to work together on an ongoing basis to benefit the local educational efforts. You'll notice banners around our school, as well as recognition in flyers of our community partners. We hope you'll thank them when you encounter them in the community! We invite you to participate as a Partner for Excellence! <https://www.leonschools.net/site/Default.aspx?PageID=1103>

PEACHJAR EFLYERS

Leon County Schools uses a digital flyer delivery as part of its efforts to be more environmentally friendly and to embrace innovative technology. Using the Peachjar eflyer program, eflyers are sent directly to parents' email inboxes as well as posted on school websites for easy access. All flyers may be accessed by clicking on the Peachjar logo that is on the school's website.



PIKMYKID

In an effort to increase safety and efficiency of student pick up BLES uses a digital dismissal program called PikMyKid. This system uses an app to let the school know when parents/guardians arrive at the school so that students will be released from their classroom, in real time, to their car. Every child will be given a code that will need to be written on a car tag and parents/guardians will also need to download and register for the free app PikMyKid

PROGRESS ALERTS

Progress alerts are provided through the FOCUS parent portal to families midway through the grading period. You can monitor your child's progress through the Parent Portal at any time. Only custodial persons are allowed access to the Parent Portal.

PTO (Parent Teacher Organization)

PTO meetings are held monthly and are generally scheduled to begin at 5:30 p.m. All parents are encouraged to join PTO. Your attendance and participation will keep you informed of important events happening at the school. Support your school by becoming involved! We need you and value your help. <https://bucklakeelementary.com/>

REPORT CARDS

Parents of all students receive a report card through the FOCUS parent portal <https://www.leonschools.net/parentportal> as well as a paper copy for each nine-week grading period. However, parents of kindergarten students will attend a conference for the first nine week grading period to discuss their child's progress.

SCHOOL CHOICE

<https://www.leonschools.net/schoolchoice> Please visit the School Choice web page for detailed information and application links. **IMPORTANT REMINDER-**All rising PreK to K students must apply for School Choice if they wish to attend a school other than their home zone school for Kindergarten. School Choice application for the next school year is from January-March 1. School Choice approval is only through the highest grade level at the approved school providing attendance and discipline are acceptable.

SCHOOL SUPPLY LIST

Annually our school supply list is posted on our Buck Lake's web page for your convenience, as well sent out through Peachjar.

STUDENT RECORDS and FERPA

Laws have been passed to help us protect your child's right to privacy. Only you, and those educators and other school officials with legitimate educational interest, can see your child's educational records. The Family Education Rights and Privacy Act (FERPA) information is available in the FOCUS parent portal.

TEXTBOOK AND LIBRARY RESPONSIBILITY

Students are responsible for school materials loaned to them. **PARENTS ARE LIABLE FOR ANY LOSS, DAMAGE, OR FAILURE OF A STUDENT TO RETURN SUCH MATERIALS.**

VISITING AT BUCK LAKE

Visitors on campus should bring a driver license with them and must always sign in at the main office and wear an identification tag issued by the office whenever they are present on school property. Parents/guardians are welcome to visit their child during their scheduled lunch period.

VOLUNTEER / MENTOR PROGRAM

School volunteers and mentors are very special people, all volunteers/mentors must **annually** complete a volunteer application/screening. Forms are available online. <https://www.leonschools.net/volunteers> Volunteers should sign in on the computer in the front office to log hours and received a visitor badge each visit.



"The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status, or genetic information."