

Buckland Elementary School Parent and Student Handbook



2024 - 2025
Renita N. Langston
Principal

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“Reaching New Heights Together”

Gates County Public Schools

Vision:

Gates County Public Schools is committed to academic and professional growth in a safe learning environment where everyone is successful:

Growth

Academics

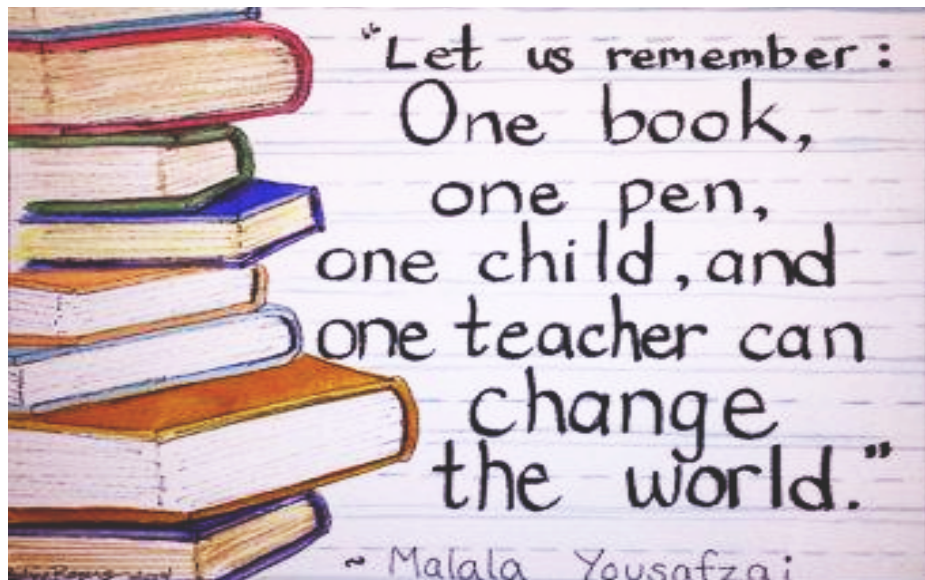
Teaching & Learning

Empowering all students

Safe learning environment

Mission:

Gates County Schools will provide each student personalized educational opportunities through collaboration among students, teachers, parents, and community.



GATES COUNTY SCHOOLS

Goal, Beliefs and Objectives

Our Goal

By 2030, Gates County Public Schools will collaborate with all stakeholders to provide a nurturing educational environment that empowers all students to be college and/or career ready upon graduation, with a commitment to support and inspire all students to reach their maximum potential in becoming productive citizens.

Our Beliefs

We believe:

Students are our first priority.

Safe environments foster learning.

Collaboration is a key to success.

All individuals are treated with respect.

Communication nurtures understanding and trust.

Education is enhanced through the collaboration and support of all stakeholders.

Our Objectives and Strategies

TEACHING AND LEARNING Provide multiple opportunities to ensure that all students have access to a rigorous and relevant curriculum that increases opportunities for college and career related experiences.

STUDENT ACHIEVEMENT Meet or exceed state and federal proficiency benchmarks for all learning targets.

ASSESSMENT OF STUDENT PROGRESS Utilize multiple formative and summative assessment practices to gauge student learning needs to promote growth and enrichment.

HIGHLY EFFECTIVE EDUCATORS Promote human resource practices to ensure the recruitment, retention and training of highly skilled personnel throughout the district.

STAKEHOLDER ENGAGEMENT Ensure active and meaningful participation among students, teachers, parents, and community members to promote shared values and beliefs regarding teaching and learning.

SAFETY Promote a system wide culture of safety encompassing physical, social, and emotional health for all staff and students.

Buckland Elementary School

Vision

Buckland Elementary School is committed to providing:

Personalized Instruction
Accountability
Nurturing environment
Diversity
Achievement
Success for each student

Values

★ We believe that each student is a unique individual with basic intellectual, physical, emotional, and social needs. Each student has the right to know he/she is loved or needed.

★ We believe that it is our responsibility to provide educational opportunities for all students in order for them to become informed, competent, and responsible citizens taking productive places in society.

★ We believe it is our job to inspire and motivate students to take advantage of the opportunities offered so they may realize their fullest potential.

★ We believe we should use all the materials, facilities, and resources in our school and community to help our children relate their school experiences to their own environment and their everyday living.

★ We believe that the staff, teachers, parents, and the children should work together, for each has much to contribute to the furtherance of the child's education.

Mission

Buckland Elementary School will collaborate with families and the community to develop the whole child.
“We will make it work!”

2024–2025 Faculty and Staff



Renita Langston

Principal

langstonrn@gatescountyschools.net

Kindergarten

Sandy Savage
Armecia Boyce
Sharon Riddick

Teacher
Teacher
Teacher Assistant

savagesd@gatescountyschools.net
boyceab@gatescountyschools.net
riddickss@gatescountyschools.net

First Grade

Susan Bazemore
JoJo Nichols
Michelle Young
Becky Davis

Teacher
Teacher
Teacher
Teacher Assistant

bazemoresm@gatescountyschools.net
nicholsjj@gatescountyschools.net
youngmn@gatescountyschools.net
davisrc@gatescountyschools.net

Second Grade

Meredith Pritchett
Chelsea Winn

Teacher
Teacher

pritchettma@gatescountyschools.net
winncd@gatescountyschools.net

Third Grade

Carol Wartian
Ruby Holder

Math/Science
ELA/Social Studies

wartianca@gatescountyschools.net
holderrm@gatescountyschools.net

Fourth Grade

Brittany Parker
April Sheets

Math/Science
ELA/Social Studies

parkerbm@gatescountyschools.net
sheetsat@gatescountyschools.net

Fifth Grade

Lauren Bright
Alexa Chambers
Victoria Outlaw

Math
ELA
Social Studies/Science

brightls@gatescountyschools.net
brownma@gatescountyschools.net
outlawvb@gatescountyschools.net

Exceptional Children

Mary Whitley
Krystle Williams
Laurie Morse
Payton Onley
Christy Eure

Teacher
Teachers
Teacher Assistant
Teacher Assistant
Speech Facilitator

whitleymj@gatescountyschools.net
williamskq@gatescountyschools.net
morsel@gatescountyschools.net
onleypb@gatescountyschools.net
eurecl1@gatescountyschools.net

Specialty Teachers

Nathan Brown
Tricia Lewis
Laura Dickerson
Ebony Copeland-McNair
Wanda Hathaway

Physical Education
Art
Media
Guidance
Computer (Itinerant)

brownnd@gatescountyschools.net
lewistm@gatescountyschools.net
dickersonle@gatescountyschools.net
mcnairec@gatescountyschools.net
hathawaywh@gatescountyschools.net

Support Staff

Heather Boyce
Michael Bunch
Janet Lilley
Robin Spivey
Ulysis Knight, Jr.
Vacant

Nurse
SRO
Office Manager/Bookkeeper
Head Custodian
PT Custodian
PT Custodian

boycehm@gatescountyschools.net
lilleyjr@gatescountyschools.net
spiveyrg@gatescountyschools.net
knightul@gatescountyschools.net

Cafeteria Staff

Marion Parker
April Knight
Kevon Beasley
Fenton Bond

Manager
Staff
Staff
Part-time Staff

parkermp@gatescountyschools.net
knightas@gatescountyschools.net
beasleyka@gatescountyschools.net
bondfc@gatescountyschools.net

Bus Driver

Ernestine Wilson
Sheila Eure
Janice Knight-White
Hilda Roscoe

Bus Driver for Bus 96
Bus Driver for Bus 1
EC Bus Driver for Bus 90
EC Bus Monitor

wilsonen@gatescountyschools.net
euresw@gatescountyschools.net
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roscoehb@gatescountyschools.net

HeadStart

Denequa Mallory
Jennifer Riddick
Barbara Walton

Teacher
Teacher Assistant
Family Advocate

Information for Parents

2024-2025

Registration

1. Please complete the online enrollment packet. You will login to your parent portal account and click on the 2024-2025 returning student registration. If you do not have a parent portal account, please contact Lauren Hargett at the Gates County Data Center or Buckland to get the student access id and passwords.

2. You may purchase student insurance if you desire. Please read the insurance information very carefully. The accident insurance is supplemental and is not meant to provide full coverage in most situations.

3. We may use video, students' names and pictures are displayed in the halls of the school and in the newspaper as well as our school webpage and social media platforms. Please complete the form in the online registration material giving us permission or not to use photographs of your child. If you are concerned about this practice, also contact Mrs. Renita Langston.

4. Schools must annually inform parents or eligible students of their rights under The Family Educational Rights and Privacy Act (FERPA), including the right to:

- a. inspect and review the student's education records;
- b. seek amendment of the student's education records that are believed to be inaccurate, misleading or otherwise in violation of the student's privacy rights;
- c. consent to disclosures of personally identifiable information in the student's record, except to the extent that FERPA authorizes disclosure without consent; and
- d. file a complaint with the U.S. Department of Education concerning alleged failures of the schools to comply with FERPA.

Please see Renita Langston about procedures for exercising the rights listed above.

Daily Schedule Information

1. Children should not arrive at school before 7:30 AM in the morning on any school day unless arrangements have been made with the office. Students arriving early will report to the Gym where our teacher assistants will be on duty.

2. Conferences with teachers (longer than a few minutes) should be held after 3:10 P.M. each day (Monday-Thursday) or by appointment. This method will allow any parent or guardian access to the instructional staff and it will also make certain that class routine can be maintained without unnecessary interruptions.

3. We will keep an accurate record of those students reporting to school late. The bell to signal when students will be counted tardy will ring at 8:15 AM. Students must report to their classrooms by this time. Anyone arriving on late buses will not be counted tardy. Students will be counted absent if they leave before 11:30 AM or arrive after 11:30 AM on a regular school day. **Instruction will begin at 8:15 AM daily for all grades.**

4. The bell for buses to unload will ring at 7:55. The bell to load in the afternoon will ring at 3:10. The last bus should be off the campus by 3:25 each day.

Child Nutrition/Breakfast and Lunch

1. Breakfast and lunch will be served daily. Days that school begins after 10:00 A.M. (2 hour delays), only lunch will be served. Meal prices are as follows: full price breakfast **\$1.75**, reduced price breakfast is free. Full price lunch **\$2.75** and reduced price lunch is \$0.40. Please complete the free and reduced meal application as soon as possible. Students will be able to eat on last year's meal status during the **first 10 days of school**. If you are new to the district, please be aware there may be at least a week delay in processing the forms.

2. Water is the only beverage allowed in the classroom. All other beverages may be taken to the cafeteria but must be consumed or discarded rather than brought back to class. Glass containers are not permitted at school.

3. All food items brought to school for birthday parties and special occasions must be purchased from a vendor where quality control and sanitation inspections are a required part of their operation. Food items should arrive and be served from their original container. (No parties before 1:00)

Bus Transportation

1. All students must ride their regular bus and get off at their assigned stop unless the school is contacted by a parent or guardian. If you know that your child will need to change buses or get off at a different stop on his/her regular bus, please send a note to school rather than using the telephone. This saves a great deal of time and confusion. If you must call, please call before 2:30.

2. Students should **NOT** wear headphones or earbuds when boarding the bus or departing the bus. This is a safety concern as they are not able to hear the driver's directions or oncoming traffic.

3. Students who are requested by parents not to ride the bus in the afternoon should be picked up by 3:25 PM.

4. Please make sure that you work out an emergency plan with your child so that he/she will know what to do in the event that no one is home when school closes for the day. There are times when the school day may end earlier than planned because of the weather or other unexpected reasons.

Safety and Security

1. Parents and friends/family members are welcome in our school. For safety purposes all exterior doors are locked during school hours. Please ring the doorbell and a staff member will direct you to the front lobby office. You will be required to register with our Ident-A-Kid System. We will ask to see identification. Visitors should not go to the K & 1 building without entering through the main building. These measures and others are a part of our Safe Schools Plan.

2. Parents and friends/family members will be escorted to their destination by a staff member. We will have at least two staff members in the room or area with the guests. This is to ensure the safety of all people in the building.

3. Also to assure each student's safety, he/she must be signed out in the front lobby office before leaving school.

4. Students cannot invite children, not enrolled in Buckland Elementary School, to come out to school with them. The school cannot assume this extra responsibility.

5. Students and parents are encouraged to report any complaints of "bullying". ***Please review the policy related to bullying in the Gates County Student Policy and Information Manual. The guidance counselor will be providing more information during the first week of school.

General Information

1. Good attendance at school is a necessary step in making sure that a student is as successful as he/she can be. As parents, this is a very important responsibility. The following reasons are the only ones accepted by the state of North Carolina as being lawful:

- (1) Illness or injury
- (2) Quarantine
- (3) Death in the immediate family
- (4) Medical or dental appointments
- (5) Court or administrative proceedings
- (6) Religious observances
- (7) Educational opportunity
- (8) Military deployment activities

When it is necessary for your child to miss school, a note explaining the reason for the absence should be sent to his/her teacher when he/she returns to school. Illness of 5 days or more will require a doctor's note. A School Reach telephone message will be made each day that your child is absent from school. **Review the "Attendance Policy" located in the "Gates County Student Policy and Information Manual". Students who have more than 20 unexcused absences for the school year may be retained. Students who are absent or leave early habitually may be asked to stay after school for academic assistance. Teachers in conjunction with the principal will make those arrangements.

2. Buckland's discipline plan is based on Positive Behavior Intervention & Support. There are rewards and consequences as it relates to student behavior in the school and on the school bus. Please read each plan and review it with your child/children. Each teacher will also have rules posted and a classroom management plan for his/her particular classroom.

3. Buckland Elementary School recognizes that opportunities to participate in off-campus educational activities are an important teaching experience and can supplement and reinforce classroom learning. Buckland encourages such experiences when appropriate. The safety and well being of the students are primary concerns when planning field trips. In some instances, due to behavior, the principal, in consultation with the teacher, may determine a child should be excluded from a trip or a parent or school appointed chaperone must accompany the student.

4. Students with outstanding bills will not be able to participate in field trips, field day, or end of the year activities until all debts are paid.

5. The Gates County Board of Education does not discriminate among students, parents, or employees regarding national origin, race, sex, marital status, handicap, religious preference, or age in employment, educational programs or activities as set forth in Title IX, Title VI, and Section 504 or Federal Law such as IDEA.

6. Students should always come to school neat and clean each day. Footwear and clothing should be appropriate for the activities planned. Tennis shoes would be the best footwear for most occasions. Please limit the use of flip-flops as many times regular activities such as recess may cause them to break. ***Please review the "Student Dress Code" in the Student Policy and Information Manual. ***Also take into consideration each day that the building temperature may be made cooler or warmer than the outside temperature during the year.

7. Report cards (1st - 5th grade) will be sent home after each nine weeks of instruction. Progress Reports will be given out after approximately four weeks of instruction. Kindergarten report cards will be sent home at the end of the first and second semester and progress reports will be sent at the end of the first and third nine weeks. The grading scale for grades 2-5 is a 10-point scale. Kindergarten and 1st grade report cards are standards based.

8. A "Moment of Silence" for one minute will be observed each morning during the morning announcements or in each regular class so that each student will have a time for quiet reflection.

9. Review the Federal ESSA (Every Student Success Act) information for Title I schools. Buckland Elementary is a Title I school.

10. Review the Gates County website (<http://coserver.gates.k12.nc.us/>) for the Gates County policy information, NC Standard Course of Study, and other important information. Buckland's website can be found (<https://coserver.gates.k12.nc.us/Domain/26>).

11. We use video at Buckland Elementary to record school programs, school news and information segments, students in an instructional or classroom activity and teachers providing classroom instruction. At times we may want a parent to view a segment to see his/her child in a classroom setting to assist the school in improving the student's performance. Only individuals using the video to improve performance would view the video. Students may also be taped while riding on the buses. Please contact the principal, Gail Hawkins, if you have a concern about your child being recorded in these situations.

12. For current weather information visit the NC State Climate Office weather station located on Buckland's campus. (<http://www.nclimate.ncsu.edu/cronos/index.php?station=BUCK>)

13. Cell phones are not to be used during the school day without permission of the teacher. Students will be asked to keep them in their book bags and turned off. If a student is using the phone during the day without permission, the cell phone will be taken and the parent must come to school to pick it up.

14. Fidget spinners will be taken if they are seen during the school day unless there are documented issues or needs that have been shared with the principal and teachers.

15. **"All 21st Century summer and regular school days programs will abide by the rules and procedures as listed in the Parent/Student Handbook."**

REPORT CARDS

The report card is a report of your child's academic and social progress. Please study it carefully and review it with your child.

The purpose of this report is to provide the information necessary for a sound working relationship between the school and the home. When a pleasant relationship exists between the school and the home, your child benefits.

If you have any questions regarding your child's progress or suggestions to the school for improvement, please call the school office to arrange a conference.

Irregular attendance interrupts an orderly learning process. Days lost from school by non-attendance can never be regained. We urge that you exercise firm parental responsibility and have your child in school each day, unless illness or an emergency occurs. Please send a written note with your child when they return to school. Send a doctor's note when applicable. The note must be sent within 3 days of returning to school **or the absence will count as unexcused. All assignments should be made up within one week of the absence.**

To ensure happy, healthy and productive growth for your child, work hand in hand with us. We need your help. We cannot teach your child if they are not at school.

At the end of the school year, students will take their report card home. **If your child is not present on the last day of school his or her report cards will be mailed by June 13, 2025 if there are no outstanding debts to Buckland Elementary.**

**Gates County Public Schools
Reporting Terms for Grades K-12
2024-2025**

1st Nine Weeks

Reporting Term Ends	October 24, 2024
Progress Reports Out	September 13, 2024 (High School) September 27, 2024 (Elementary and Middle Schools) October 4, 2024 (High School)
Grades Due	October 29, 2024
Report Card Distributed	November 1, 2024

2nd Nine Weeks

Reporting Term Ends	December 20, 2024
Progress Reports Out	November 15, 2024 (High School) November 26, 2024 (Elementary and Middle Schools) December 6, 2024 (High School)
Exams	December 16-20, 2024
Grades Due	January 3, 2025
Report Cards Distributed	January 10, 2025

3rd Nine Weeks

Reporting Term Ends	March 13, 2025
Progress Reports Out	January 24, 2025 (High School) February 7, 2025 (Elementary and Middle Schools) February 14, 2025 (High School)
Grades Due	March 18, 2025
Report Cards Distributed	March 21, 2025

4th Nine Weeks

Reporting Term Ends	May 30, 2024
Progress Reports Out	April 4, 2025 (High School) April 30, 2025 (Elementary and Middles Schools) May 9, 2025 (High School)
Exams	May 23-30, 2025
Report Cards Distributed	May 30, 2025 (K-8) TBD-mailed home (GCHS)

GRADUATION DATE: May 30, 2025

GCPS Child Nutrition Program: Meal Prices 2024-2025

Elementary Students

Breakfast - Reduced price : Free Full price \$1.75

Lunch - Reduced price: \$0.40 Full price \$2.75

Adults

All Meals - A La Carte Price

LUNCH SCHEDULE - 2024-2025				
GRADE	TEACHER	DUTY	TIME	TABLE
EC	Whitley	Morse/Onley	11:00-11:30	1
Head Start	Mallory	Head Start	11:00-11:30	Little Tables
2A	Pritchett	Specialty	11:05-11:35	2
2B	Winn	Davis	11:10-11:40	3
3A	Wartian's HR	Davis	11:15-11:45	4
3B	Holder's HR	Davis	11:20-11:50	5
1A	Bazemore	Davis	11:30-12:00	1
1B	Nichols	Riddick	11:35-12:05	2
1C	Young	Riddick	11:40-12:10	3
KA	Savage	Riddick	11:45-12:15	4
KB	Boyce	Riddick/Specialty	11:50-12:20	5
5A	Bright's HR	Specialty	12:00-12:30	1
5B	Chamber's HR	Specialty	12:05-12:35	2
5C	Outlaw's HR	Specialty	12:10-12:40	3
4A	Parker's HR	Specialty	12:15- 12:45	4
4B	Sheett's HR	Specialty	12:20-12:50	5
Important Note: Outside food for birthday parties, rewards, etc. <i>cannot</i> be served until 1:00.				

Gates County Public Schools
Child Nutrition
Policy and Procedures for Charged Meals
for Elementary Students

Policy:

1. Elementary students who have **lost or misplaced their meal money** may charge up to two (2) days meals. Meal charges must be paid after two (2) charges before additional meals or extra sales are served. Charges can only for meals, no a la carte items may be charged. Each student has an account and prepayment of meals and snacks is suggested.
2. Checks will be accepted for payment on a student's account. Checks should be made payable to Gates County Child Nutrition. Checks returned for (NSF) non-sufficient funds will be charged a fee of \$25.00. If a second NSF check should come back; checks will no longer be accepted for the remainder of the school year. NSF checks not paid within 15 days will be turned over to the magistrate for collection. Checks will no longer be accepted from persons whose checks go to collections.
3. If a student withdraws from school, the principal will notify the manager so their account can be resolved. If money is owed to child nutrition, payment must be made. If there is a balance on the student account it will be refunded. If a student withdraws and does not collect the money on their account, sixty (60) days will be allowed to request a refund. After 60 days the money becomes the property of Child Nutrition.

Procedures:

1. Bills will be printed weekly for all charges. On a daily basis, the manager will send a list of students whose balance due is more than the cost of two (2) meals to the principal or designee. This will allow time for arrangements to be made for these students before the student's appointed time to eat lunch.
2. If a student who has a balance due of more than the cost of two (2) meals enters the cafeteria without making arrangements to cover the cost of their meal, the manager will implement the individual school plan. Example of plans are as follows:
 - a. Give the student a less than reimbursement meal: i.e. peanut butter sandwich and milk.
 - b. Send the student to the office to call their parents.
 - c. Borrow money from a fund established by the school's office (student can only borrow if previous loan has been paid in full).

3. If a student is charging meals on a regular basis, the principal or secretary will contact the parent and determine if the family needs to submit an application for free or reduced meals or if there is a special circumstance. If there is a special circumstance, the principal will need to address the issue appropriately.
4. In order to prevent the Child Nutrition account from closing the year with unpaid balances, all charges must be collected before the close of the school year. End-of-Year procedures are as follows:
 - a. Students will not be allowed to charge after May 31st.
 - b. All bills will be sent home to parents requesting payment.

Check Policy

The following criteria must be met in order for Child Nutrition to accept your check to pay for meals.

1. Requires First Name, Middle Initial, Last Name or Initials and Last Name, Current Address and Local Phone Number.
2. Address has to be LOCAL; no out of state address will be accepted.
3. Bank can be out of state, but the address has to be local.
4. No check number below 300.
5. No change will be given from a check; the entire amount must be credited to the child's account.
6. You are allowed one NSF check. The second NSF check will result in checks no longer being accepted if given within a two year period. Immediate restitution of NSF check will be considered.
7. If your NSF check has to go to collections, checks will no longer be accepted even if it is the first NSF check.

Child Nutrition wants very much to accommodate you and not complicate your life further, but unfortunately the number of Non Sufficient Funds Checks (Bad Checks) is increasing. This is making accepting checks more time consuming and costly to collect. Money can be placed on the student's lunch account by using K12 Payment Center: www.K12PaymentCenter.com You will need your child's student ID number. Your school has this number or you can access it through the parent portal.

BUCKLAND ELEMENTARY SCHOOL ATTENDANCE REGULATIONS

School officials shall keep an accurate record of attendance, including accurate attendance records in each class. Attendance records shall be used to enforce the Compulsory Attendance Law of North Carolina.

An automated phone call will be made for each absence. Each time a student misses 5 days and/or has 5 tardies during the nine-week grading period, the guidance counselor will contact the parent.

- On the 2nd absence, a call from your child's teacher will be made in addition to the automated phone message.

- On the 4th absence, a call will be made by the school counselor

- Each month the school attendance committee with the teacher and principal will determine the amount of academic assistance needed for the student to access the missed information based on individual circumstances for every 5th absence. Retention may be a recommendation

- Each month the school attendance committee with the teacher and principal will meet to determine the amount of academic assistance needed for the student to access the missed information based on individual circumstances for every 5th (tardy or leaving early)

- Each 7th time the student is tardy or leaves early the attendance committee will meet to determine the amount of academic assistance for the student based on individual circumstances for missed instructional time. This may mean staying after school to make up assignments.

A. EXCUSED ABSENCES

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the teacher on the day returning after an absence. An absence may be excused for the following reasons:

1. personal illness or injury, which makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. participation under subpoena as a witness in a court proceedings;
5. observance of an event required or suggested by the religion of a student or the student's parents(s) with prior approval by the principal; or
6. the principal will have the discretion to determine if non-school related activities will be excused

Extended illnesses (5 days or more) require a statement from a physician.

In the case of absences and suspensions, the student will be permitted to make up his or her work. The teacher will determine when work is to be made up. The student/parent is responsible for finding out what assignments are due and completing them within the specified time period.

B. SCHOOL-RELATED ACTIVITIES

All classroom activities are important and difficult, if not impossible, to replace if missed. It is the intention of the board of education that classes missed be kept to an absolute minimum through close scrutiny and a monitoring system on the part of the principal. The following school-related activities will not be counted as absences from either class or school:

- * field trips sponsored by the school;
- * school-initiated and scheduled activities;
- * athletic events requiring early dismissal from school; in-school suspension or
- * excessive tardies may be a factor in school-wide rewards

Students will complete assignments missed for these reasons. The teacher will determine when work is to be made up. The student/parent is responsible for getting the assignments that are due and completing them within a two-week period.

C. EXCESSIVE ABSENCES

Students missing more than 20 days per year may be subject to review by the attendance committee. Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement.

The principal/designee will notify parents and take all other steps required by G.S 115C-378 for excessive absences.

The principal or committee will review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work. The school-based committee may recommend to the principal and the principal may make any of the following determinations:

- * the student will receive the grade otherwise earned; or
- * the student will be given additional time to complete the missed work before making a determination of the appropriate grade.

D. ATTENDANCE COMMITTEE

- * will meet monthly to review attendance issues
- * will contact parents of students who have missed 5 days, 5 tardies, or 5 early dismissals
- * if no response from parent, principal will follow-up with a call/visit
- * If there still has been no response from the parent, the attendance committee will determine the consequence

Legal Reference: G.S. 115C-47; -84.2, -288(a), -375.5, -378 through -383, -390.2(d), -390.5, -407.5; 16 N.C.A.C. 6E .0102, .0103; State Board of Education Policies TCS-L-000 through -003

Gates County Public Schools 2024-2025 School Calendar

July

4-----Independence Day Holiday

JULY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January

1-----New Year Holiday
2-----Annual Leave
3-----Optional Workday
6-----1st day of 2nd Semester
20-----Martin Luther King Jr. Holiday

August

12-16-----Optional Workdays
19-21-----Mandatory Workdays
22-23-----Optional Workdays
26-----First Day of School

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

February

17-----Optional Workday
18-----Mandatory Workday

September

2-----Labor Day

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13*	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March

13-----End or 3rd Nine Weeks
14-----Optional Workday

October

24-----End of Nine Weeks
25-----Optional Workday

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24*	25	26
27	28	29	30	31		

APRIL 2025

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April

17-18-----Optional Workdays
21-25-----Spring Break

November

11-----Veterans Day
27-----Annual Leave
28-29-----Thanksgiving Holiday

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2025

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30*	31

May

26-----Memorial Day Holiday
30-----Last Day of School
30-----End of 4th Nine Weeks/Early Release

December

20-----Early Release
20-----End of the Nine Weeks
23-----Annual Leave
24-26-----Winter Break
27,30-31-----Annual Leave

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20*	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2025

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

June

2-3-----Mandatory Workdays
4-6-----Optional Workday

First Day of School/ First Day 2 nd Semester	Mandatory Workday (No School for Students)	Holidays (No School)	Annual Leave Days (No School)
Early Release Days (1:00pm)	Optional Workday (No School for Students)	*End of the Nine Weeks	

Approved – 2/12/24

Buckland Elementary School

Discipline Plan

Discipline at Buckland will be based on Positive Behavior Intervention and Support (PBIS). PBIS is an approach consisting of intervention practices and organizational systems for establishing the social culture, learning and teaching environment, and individual behavior supports needed to achieve academic and social success for all students.

PBIS is a school improvement model focused on whole school improvement. It provides a model for the entire school to effectively utilize culturally responsive practices, positive school climate, effective staff development, data based decision-making and parent and community partnerships.

Should additional behavioral/academic concerns arise, they will be addressed by the PBIS team on a case-by-case basis.

The school's PBIS team has developed a matrix to provide the entire school with the expectations of all. Our teachers and staff will model desired behaviors that we expect our students to display. We have a core PBIS team, however, every person in the school is a part of the PBIS team.

Buckland Elementary School's matrix is Pandas are SUPER!

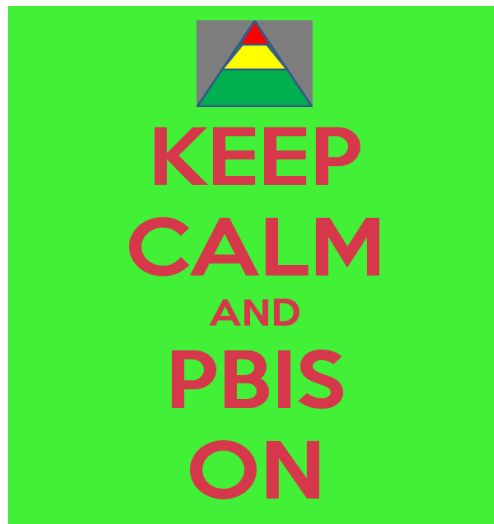
Show Kindness

Use Respect

Prepare for Greatness

Engage in Learning

Responsibility is Yours



Behavior Response Matrix

Minor Consequence – Administrative Conference, then 1 to 3 days Silent Lunch. If this continues the consequence will be to the administrator’s discretion.		
Inappropriate Location on or off campus - student is not in designated area based on their daily schedule or do not have permission from school personnel to be in an area; this includes being off campus during lunch	Disruption - horseplay, loud voices, etc. either in classroom, hallways, cafeteria, etc. that is not of an aggressive nature	Spitting/Biting
Inappropriate Language – inadvertent use of profane language overheard but not directed towards a student or staff member	Dress Code – after student has failed to comply with attempts to adhere to policy <i>(students who violate dress code will be asked to remain in ISS until a change of clothes can be provided then they will be allowed to return to class; upon the third violation, ASD will be assigned)</i>	Cheating/Plagiarism – 1 st incident will be submitted as a referral and result in counseling. Student receives a zero and the classroom teacher contacts the parent. Extracurricular bylaws and guidelines will be followed
Inappropriate display of affection – kissing, prolonged hugging		

Major Consequence – First offense, Administrative conference, then 1 to 3 days during the class period or full day Panda Care up to 3 days (Referrals accumulated by school year)		
Failure to Follow Classroom or School Rules and Policies - Repetitive failure to comply with directions or requests to follow classroom or school rules that impact the academic goals of Buckland or the need to keep order	Abusive Language - repetitive use of insulting, harassing, profane language, or gestures overheard/ seen but not directed towards a student or staff member. Includes race, ethnicity, sexual orientation, nationality, or religion	Property Damage - resulting from student misbehavior or negligence (may include restitution for damages)

Major**Consequence – First offense, Administrative conference, then 1 to 3 days class period or full day****Reflection up to 3 days** (*Referrals accumulated by school year*)

Misrepresentation/ Forgery - providing false information to school personnel verbally or by forging notes or other documents that interferes with a behavior management investigation or academic integrity.	Disruption Endangering the safety and welfare of self and others - arguing, yelling, and refusing to cooperate in such a manner that it causes a disruption to the learning environment or disturbance that affects the ability to maintain order of other students during any school activity or location (<i>nonaggressive physical contact could occur – bumping or attempts to protect oneself</i>)	Instigating others to participate in inappropriate behaviors (not including physical contact).
	Bullying – intimidation through verbal and/or cyber attacks during or after school time (<i>these communications are not conducting sexual or physical threats but are disruptive to student learning</i>) **	

Extreme**Consequences – Panda Care or OSS as outlined below ~ If this continues the consequence will be to the administrator's discretion.** (*Referrals accumulated by school year*)

Noncompliance or insubordination with administration's requests (including refusal to comply with electronic device policy) following counseling and attempts to remediate	Aggressive or threatening physical behavior (may or may not constitute physical contact) towards other students First Offense - 1 day Panda Care Second Offense - 2 days OSS Third Offense - 3 days OSS	Aggressive or threatening physical behavior towards school personnel* First Offense - 1 Day OSS Second Offense - 2 days OSS Third Offense - 3 days OSS
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First Offense -1 Full day of Panda Care, Second Offense - 3 days of reflection Third Offense - 1 day OSS		
Harassment/ Communication of a threat of either a physical or sexual nature (verbal and/or written) towards a student* 1 day OSS – 1 st offense 2 days OSS – 2 nd offense 3 days OSS - 3 rd offense	Harassment/ Communication of a threat of either a physical or sexual nature (verbal and/or written) towards school personnel* 1 day OSS – 1 st offense 2 days OSS – 2 nd offense 3 days OSS - 3 rd offense	Harassment/ Sexual Harassment/ Aggressive Acts of Intolerance -- includes race, ethnicity, sexual orientation, nationality, and/or religion (may or may not involve physical acts towards a student)** 1 to 3 days OSS or Administrative Discretion
Fighting and/or instigating a fight* 1 day OSS – 1 st offense 2 days OSS – 2 nd offense 3 days OSS - 3 rd offense	Assault against a student or school personnel* 2 day OSS with mandatory Discipline Review	Bullying of a physical nature and/or repetitive intimidation and or Extortion (personal property, money, and/or information) ** 1 day OSS – 1 st offense 2 days OSS – 2 nd offense 3 days OSS - 3 rd offense
Cell Phone usage during school hours without permission from school personnel Phone confiscated (returned to parent) - 1st offense 1/2 day Panda Care - 2nd offense 1 day Panda Care - 3rd offense		

<u>Extreme</u> Consequences – OSS as outlined below <i>(Referrals accumulated by school year)</i>		
Abusive Language - insulting, harassing, profane language and/or gestures directed specifically towards a student 1 day OSS – 1 st offense	Abusive Language - insulting, harassing, profane language and/or gestures directed specifically towards school personnel 3 days OSS - 1st offense	Extensive Property Damage of a vandalism nature or negligence will include restitution for damages* 2 days Panda Care - 1st offense

2 days OSS - 2nd offense 3 days OSS - 3rd offense Next offense - Administrative discretion	4 days OSS - 2nd offense 5 days OSS - 3rd offense Next offense - Administrative discretion	1 day OSS - 2nd offense 3 days OSS - 3rd offense Next offense - Administration offense
Use/Possession of Tobacco, E-Cigarettes, Tobacco Products, lighter and/or other paraphernalia* 3 days OSS - 1st offense 5 days OSS - 2nd offense 10 days OSS - 3rd offense	Use or Possession of Drugs and/or Alcohol /could also constitute a violation of North Carolina Criminal Statute* <i>and/or other paraphernalia.</i> ** 5 day OSS with mandatory Discipline Review	Unlawful Entry/Theft and/or Burglary* 1 day Panda Care - 1st offense 2 days OSS – 2nd offense 4 days OSS - 3 rd offense
Inappropriate (consensual) sexual behavior or contact. 3 days OSS - 1st offense Next offense - Administrative Discretion	Gambling (dice, cards, or any other activity which results in the exchange of money or products) 1 to 3 days OSS	Arson, Possession of Explosive or Incendiary Devices, Possession of Mace/Pepper Spray* 10 day OSS w/mandatory Discipline Review

<u>Extreme</u> Consequences – OSS as outlined below <i>(Referrals accumulated by school year)</i>		
Possession of a Firearm* 10 day OSS/w mandatory Discipline Review	Possession of a Dangerous Weapon or Instrument other than a Firearm* 10 day OSS/w mandatory Discipline Review	Inappropriate social networking of a threatening or bullying nature or repeated offenses after previous consequences. Social networking which takes places after school hours will be addressed if it is disruptive to the school learning environment or student/ staff safety** 1 to 3 days OSS – 1 st offense 5 to 10 days OSS – 2 nd and 3 rd offense

MANAGING STUDENT BEHAVIOR

Please refer to the [GCPS Policy Manual](#) online for more details regarding this and other policies.

Policy Code: 4300 Student Behavior Policies

All decisions related to student behavior are guided by the board's educational objective to teach responsibility and respect for cultural and ideological differences and by the board's commitment to creating safe, orderly, and inviting schools. Student behavior policies are provided in order to establish (1) expected standards of student behavior; (2) principles to be followed in managing student behavior; (3) consequences for prohibited behavior; and (4) required procedures for addressing misbehavior.

A. Principles

The reasons for managing student behavior are to (1) create an orderly environment in which students can learn; (2) teach expected standards of behavior; (3) help students learn to accept the consequences of their behavior; and (4) provide students with the opportunity to develop self-control. The following principles apply in managing student behavior.

1. Student behavior management strategies will complement other efforts to create a safe, orderly, and inviting environment.
2. Positive behavioral interventions will be employed as appropriate to improve student behavior.
3. Responsibility, integrity, civility, and other standards of behavior will be integrated into the curriculum.
4. Disruptive behavior in the classroom will not be tolerated.
5. Consequences for unacceptable behavior will be designed to help a student learn to comply with rules, to be respectful, to accept responsibility for his or her behavior, and to develop self-control.
6. Strategies and consequences will be age and developmentally appropriate.

B. Code of Student Conduct

Board policies related to student behavior are codified mainly in the 4300 series. The superintendent shall direct each principal to incorporate information from such policies into a Code of Student Conduct that, at a minimum, notifies students of the behavior expected of them, conduct that may subject them to discipline and the range of disciplinary measures that may be used by school officials. At the discretion of the principal, and subject to review by the superintendent, the Code of Student Conduct may include additional rules needed to implement the board's student behavior policies.

The Code of Student Conduct must not impose mandatory long-term suspension or expulsion for specific violations unless otherwise provided in state or federal law.

C. School Behavior Management Plan

To elaborate further on processes for addressing student misbehavior and the use of intervention strategies and consequences, each school will create a student behavior management plan that is consistent with the law, board policies, and the Code of Student Conduct (see policy 4302, School Plan for Management of Student Behavior). The Code of Student Conduct must incorporate by reference any additional student behavior standards, prohibited conduct or disciplinary measures identified in student behavior management plans developed by individual schools.

D. Communication of Expected Student Behavior

At the beginning of each school year, principals shall distribute the Code of Student Conduct and the school plan for management of student behavior (if the school has developed such a plan pursuant to policy 4302) as part of the Student and Parent Handbook for each school. In addition, principals shall make available to each student and parent all of the following: (1) the Code of Student Conduct; (2) any board policies related to behavior that are not part of the Code of Conduct; (3) any related administrative procedures; (4) any additional discipline-related information from the school's student behavior management plan, including behavior standards, prohibited conduct, or disciplinary measures; and (5) any other school rules. This information must

be available at other times upon request and must be made available to students enrolling during the school year and their parents.

For the purpose of board policies related to student behavior, all references to “parent” include a parent, a legal guardian, a legal custodian, or another caregiver adult authorized to enroll a student under policy 4120, Domicile or Residence Requirements.

E. Applicability

Students must comply with the Code of Student Conduct in the following circumstances:

1. while in any school building or on any school premises before, during, or after school hours;
2. while on any bus or other vehicle as part of any school activity;
3. while waiting at any school bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. when subject to the authority of school employees; and
6. at any other place or time when the student’s behavior has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

Notwithstanding the foregoing, students will not be disciplined for constitutionally protected behavior. School officials are encouraged to consult with senior administrators before regulating student expression that may be protected by the [First Amendment to the U.S. Constitution](#).

F. Consequences for Violations

Subject to review by the superintendent, principals shall assign a range of possible consequences for violations of each of the behavioral standards established in the Code of Student Conduct, and shall include such consequences as part of the Code of Student Conduct. The range of possible consequences must comply with the requirements in this Section and must be consistent with any consequences established in other board policies or school behavior management plans for specific violations (see policy 4302, School Plan for Management of Student Behavior).

Principals may assign different ranges of consequences for elementary, middle, and high school level students as deemed appropriate, subject to review by the superintendent. The superintendent may also direct principals to consider various aggravating or mitigating factors in determining appropriate disciplinary consequences.

In accordance with state law, long-term suspension, 365-day suspension, or expulsion shall not be assigned as a mandatory consequence for specific violations of the Code of Student Conduct unless such penalty is required by state or federal law. Principals shall observe the following additional standards in assigning the range of possible consequences for violations of the Code of Student Conduct:

1. Minor Violations

Minor violations of the Code of Student Conduct are those less severe infractions involving a lower degree of dangerousness and harm. Examples of minor violations include the use of inappropriate or disrespectful language, noncompliance with a staff directive, dress code violations, and minor physical altercations that do not involve a weapon or an injury. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation.

Minor violations of the Code of Student Conduct may result in disciplinary measures or responses up to and including short-term suspension. Further information regarding the procedures for short-term suspensions is provided in policy 4351, Short-Term Suspension. Other disciplinary measures or responses may include, but are not limited to, the following:

- a. parental involvement, such as conferences;
- b. isolation or time-out for short periods of time;
- c. behavior improvement agreements;
- d. instruction in conflict resolution and anger management;
- e. peer mediation;
- f. individual or small group sessions with the school counselor;
- g. academic intervention;
- h. in-school suspension;
- i. detention before and/or after school or on Saturday;
- j. community service;
- k. exclusion from graduation ceremonies;
- l. exclusion from extracurricular activities;
- m. suspension from bus privileges; and
- n. placement in an alternative program.

The student's parent is responsible for transportation that may be required to carry out a consequence. With the exception of suspension from bus privileges, if a parent is unable to provide transportation, another consequence will be substituted.

2. Serious Violations

Serious violations of the Code of Student Conduct may result in any of the consequences that may be imposed for minor violations. In addition, serious violations that threaten to substantially disrupt the educational environment may result in long-term suspension, and serious violations that threaten the safety of students, school employees, or school visitors may result in long-term suspension or expulsion. Certain violations involving firearms or explosive devices may result in a 365-day suspension. Further information regarding the standards and procedures for long-term suspensions, 365-day suspensions, and expulsions is provided in policies 4351, Short-Term Suspension, and 4353, Long-Term Suspension, 365-Day Suspension, Expulsion. (See also policy

G. Enforcement

The superintendent and school administrators are responsible for supervising the enforcement of the Code of Student Conduct to ensure that school disciplinary policies are uniformly and fairly applied throughout the school system and consistent with students' constitutional rights.

Legal References: [U.S. Const. amend. I](#); [Mahanoy Area School Dist. v. B.L.](#), 594 U.S. ___, 141 S. Ct. 2038 (2021); [G.S. 115C-47](#), [-276\(r\)](#), [-288](#), [-307](#), [-390.1](#), [-390.2](#)

Cross References: Goals and Objectives of the Educational Program (policy 3000), Counseling Program (policy 3610), Domicile or Residence Requirements (policy 4120), Student Behavior policies (4300 series)

Adopted: June 28, 2011

Revised: August 1, 2011; February 7, 2022

Bus Discipline Plan

OUR PHILOSOPHY: Riding a school bus to and from school is a privilege that must not be abused. We believe all students can behave appropriately and safely while riding on a school bus. We will not tolerate any student stopping drivers from doing their job or preventing other students from having safe transportation.

THE RULES BELOW MUST BE FOLLOWED:

1. Follow directions of the driver and/or principal.

2. Stay in your seat.
3. Bullying (verbal, physical or cyber)
4. Keep hands, feet, and other objects to yourself.
5. Keep noise level at a minimum (by conducting normal conversations with your neighbors).
6. No eating, drinking, or smoking

IF A STUDENT CHOOSES TO BREAK A RULE OR RULES ON ANY TRIP (MORNING OR AFTERNOON), THE FOLLOWING CONSEQUENCES WILL BE APPLIED:

1ST Incident: Driver verbally warns student

2nd Incident: Parent contact and isolated lunch

3rd Incident: Parent contact and ½ day ISS

4th Incident: Parent contact and full-day ISS

5th Incident: Parent contact and 1-day bus suspension

****Number of days students are suspended from the bus will increase if student behaviors continue.**

Severe behavior: Driver stops the bus and contacts principal. Student is removed and loses bus privileges.

WHEN CONSIDERING THE LOSS OF BUS PRIVILEGES MENTIONED ABOVE, THE PRINCIPAL COULD TAKE THE FOLLOWING STEPS:

1st Step: Contact parents and Bus Suspension

2nd Step: Contact parents and 3-Day Bus Suspension

3rd Step: Contact parents, 5-Day Bus Suspension, & visit to school before bus privileges are restored.

4th Step: Contact parents, 1-Day OSS & visit the school before bus privileges are restored

5th Step: Contact parents, 20-Day Bus Suspension, & visit to school before bus privileges are restored.

6th Step: Contact parents, 90-Day Suspension, and visit to school before bus privileges are restored.

Rules For Waiting, Boarding, and Leaving A School Bus

WAITING

1. Wait quietly and do not play in the roadway.
2. As the bus approaches, stand back from the road, and give the bus driver room to stop.

BOARDING

1. If pupil must cross the road:
 - a. Wait until the bus driver stops the bus and opens the door.
 - b. Remove headphones or earbuds.
 - c. Check the traffic in both directions.
 - d. Wait for the bus driver to signal to cross.
 - e. Walk in front of the bus.
2. Form a single line and don't crowd or push.
3. Use the front door only.
4. Use the handrail and take the steps one at a time.
5. Go directly to your seat.

LEAVING

1. Stay seated until the bus stops.
2. Don't push or shove, but move quickly.
3. Exit by the front door only.
4. Remove earbuds or headphones.
5. Use the handrail and take one step at a time.
6. If you do not have to cross the road, walk immediately away from the bus.
7. If you must cross the road:
 - a. Walk far enough in front of the bus to see the driver.
 - b. Stop when you are even with the traffic side of the bus and look carefully in both directions.
 - c. Wait for the bus driver's hand signal.
 - d. Cross quickly but do not run.
 - e. Help smaller children to cross the road safely.
 - f. Never stop in front of the bus. If you drop something, get the driver's attention before you try to pick it up.
8. Do not stop at the mailbox for the mail.

STUDENT DRESS CODE

DRESS CODE

The board believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that will be conducive to learning.

General Guidelines- From GCS Student Policy and Information Manual

Generally, dress and grooming standards, as determined by the student and parents will be deemed acceptable. However, the board and Buckland Elementary School prohibit appearance or clothing that does the following:

1. violates a reasonable dress code adopted and publicized by the school;
2. is substantially disruptive;
3. is obscene; or
4. endangers the health or safety of the student or others.

In the following situations, students could receive disciplinary action:

- * Failure to respond to the request
- * Failure to maintain the proper dress code for the remainder of the school day
- * Displaying an argumentative or disrespectful response
- * Displaying profanity, illegal substances, obscene language or gestures on garments and/or jewelry (see B.2 below)
- * Repeated violations of this policy

Specific Guidelines for Buckland Elementary School

School staff and administration will maintain the following guidelines to assist students in determining appropriate dress and appearance for school. Items listed below shall apply to all students at all school sponsored functions. If a student fails to comply with dress code guidelines for extracurricular activities or events, this failure could result in the student not being able to participate. The school principal, or principal's designee, will make reasonable accommodations for those students who because of a sincerely held religious belief, cultural heritage, or medical reason request a waiver of a particular guideline for dress or appearance. Administration can make a more or less restrictive dress code or reasonable accommodations when necessary to accommodate students involved in special duties, clubs, activities or projects approved by the school. These activities could include: athletics, career technical classes and projects, special events, or other activities that would allow for non-conforming dress on campus.

1. Clothing and accessories will not be allowed which promote, or are suggestive of:
 - alcoholic beverages, tobacco or the use of controlled substances,
 - illegal violence,
 - any items of a sexual nature.
 - Vulgar or obscene language or images are not acceptable in the school environment.
2. Clothing that is sheer or mesh, or cut out in the back, sides, or under the arms must be worn with an undergarment or an additional shirt in order to prevent the garments from being revealing.

3. Clothing that reveals underwear, cleavage, or bare skin underneath one's pants, shorts, skirts, shirts is not acceptable for school. An additional garment must be worn underneath jeans, pants or shorts with holes to cover any exposed bare skin above mid-thigh.

4. Tank tops or spaghetti straps, for male or female students, may be worn if covered by an acceptable outer garment.

5. All shirts must go past the waistline. No bare skin between shirts and pants, shorts, or skirts should be visible.

6. Shorts, skirts and dresses must be no higher than mid-thigh, both in the front and back. If the garment does not maintain this length requirement during normal daily activity (walking, reaching, sitting), it is not acceptable for school. If a garment has a side slit, the slit must end below mid-thigh.

7. Form-fitting pants, or shorts (i.e. tights, leggings, yoga pants, bicycle/biker shorts or pants, and jeggings) made of any materials must be worn with an outer garment or shirt that is at least to the top of the thigh and the bottom of the buttocks.

8. Pajama pants and bedroom slippers/shoes are not allowed.

9. Footwear is required at all times on school grounds.

10. Hoods and earbuds/headphones must not be worn in the hallways so that school personnel can recognize and communicate with students.

Students should remember that following these guidelines will eliminate the necessity of being corrected for improper dress. Legal References: G.S. 115C-47, -390.2

Buckland Elementary School Daily Schedule	
7:30-7:45 am	Before School Care (see duty schedule). Students will be monitored in the gym.
7:45	All staff should be on campus and ready to serve students.

7:45	1st Bell: Students (Grades 2-5) riding the bus will unload and those students in the gym will go to breakfast and/or class. K-1 students will either remain in gym or go to breakfast
8:00	2nd Bell: K-1 students will be escorted to the K-1 building. Students arriving at this time will enter through the main entrance. All teachers should be in the hallways at this time to help monitor student traffic.
8:15	Tardy Bell Rings. All exterior doors should be closed and locked at this time. Instruction will begin. Students arriving at school after 8:15 AM are tardy. You must come in with your child to the office to sign your child in.
8:15-1:30	Students are receiving instruction; interruptions (e.g. phone calls, visitors) should be minimal. Specialty classes are also in session during this time.
9:00	Attendance entered into Infinite Campus
11:30	Attendance Bell; Half Day Students leaving before 11:30 or arriving after 11:30 will be counted absent.
11:00-12:55	Lunch (See lunch schedule for specific grade levels, coverage, & table assignments)
12:00-3:00	Students are receiving instruction. If you need to pick up your child early (before 3:10 pm) for any reason, please come to the Front Office first. All early pickups must occur by 2:45 p.m. The teacher will not release your child without approval from the office. Please make calls regarding any changes to your child's transportation by 2:30 pm.
3:00	1st Bell: Prepare for dismissal
3:10	2nd Bell: Students will be released for dismissal. NO students should leave the classroom until the bell sounds at 3:10pm. Car riders will go to the main entrance(K -2) and gym (3-5). Bus riders will be escorted to the back hallway.



★ There will be times in the opinion of the Superintendent, after consulting with the Highway Department, the Weather Bureau, and other informants, that bus travel would be hazardous. This could result in a school closing, delay in beginning the school day, or early release. Notice of any type of inclement weather and the resulting actions will be made as follows:

- GCPS All-Call System
- TV stations 3, 10, 13 and 7
- Intercom announcements for early release situations
- Phone calls being made to parents if needed (such as in the event of after school activities being canceled)
- REMIND messages being sent to parents if deemed appropriate

★ All stakeholders should be aware that the GCPS Board of Education reserves the right to make up days missed due to inclement weather on **optional teacher workdays or on a Saturday**. It should also be understood that if several hours are lost during the first semester, makeup days may be assigned during the same semester. Despite still having some banked hours, this is done in an effort to provide an adequate cushion for the remainder of the school year, as well as to keep a balanced number of instructional hours in each semester (this is especially important at the high school level).

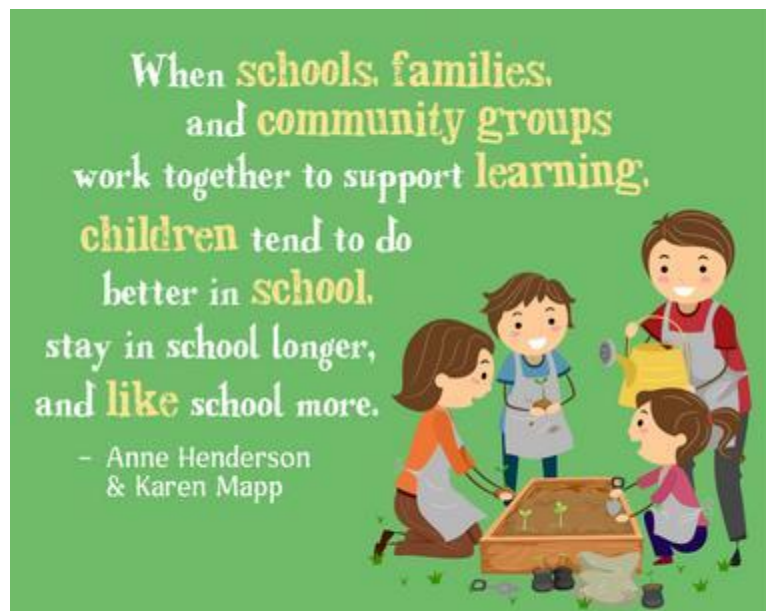
Buckland PTA Information

★ PTA is a vital resource at our school, raising funds to assist with things such as school and playground renovations, teacher supplies, family involvement nights, dances, parties, incentives, and so much more. Teachers are encouraged to support fundraisers, attend meetings, offer incentives to students of parents who attend meetings, help with preparations of events, and to inform parents of upcoming events.

Please make an effort to participate in the PTA, because as Henry Ford said, “If everyone is moving forward together, then success takes care of itself”.

BUCKLAND PTA OFFICERS 2024-2025

- ★ President : Melissa Lawrence
- ★ Vice-President: Lauren Bright
- ★ Secretary : Laura Askew
- ★ Treasurer: Christy Eure



Policy Code: 3225/4312/7320 Technology Responsible Use

The board provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning, appeal to different learning styles, improve communication within the school community and with the larger global community, and achieve the educational goals established by the board. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal and responsible use. Accordingly, the board establishes this policy to govern student and employee

use of school system technological resources. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

A. Expectations for Use of School Technological Resources

The use of school system technological resources, including access to the Internet, is expected to be exercised in an appropriate and responsible manner. Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette.

General student and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct and other regulations and school rules, apply to use of school technological resources, including access to the Internet.

In addition, anyone who uses school system computers or electronic devices or who accesses the school's electronic storage or network, or connects to the Internet using school system-provided access must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

All students must be trained about appropriate online behavior as provided in policy 3226/4205, Internet Safety.

Failure to adhere to the requirements of this policy will result in disciplinary action, including revocation of user privileges. Willful misuse may result in criminal prosecution under applicable state and federal law, disciplinary action for students, and/or adverse personnel action for employees.

B. Rules for Use of School Technological Resources

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited unless approved for special situations by the teacher or school administrator. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business and is not otherwise prohibited by board policy or procedure.

2. Unless authorized by law to do so, users may not make copies of software purchased by the school system. Under no circumstance may software purchased by the school system be copied for personal use.

3. Users must comply with all applicable laws, board policies, administrative regulations, and school standards and rules, including those relating to copyrights and trademarks, confidential information, and public records. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct.

4. Users must follow any software, application, or subscription services terms and conditions of use.

5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors.

6. Users must not circumvent firewalls. The use of anonymous proxies to circumvent content filtering is prohibited.

7. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.

8. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).

9. Users must respect the privacy of others.

a. Students must not reveal any personally identifying, private, or confidential information about themselves or fellow students when using e-mail, chat rooms, blogs or other forms of electronic communication. Such information includes, for example, a person's home address or telephone number, credit or checking account information or social security number. For further information regarding what constitutes personal identifying information, see policy 4705/7825, Confidentiality of Personal Identifying Information.

b. School employees must not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable, private or confidential information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy 4700, Student Records.

c. Users may not forward or post personal communications without the author's prior consent.

d. Students may not use school system technological resources to capture audio, video, or still pictures of other students and/or employees in which such individuals can be personally identified, nor share such media in any way, without consent of the students and/or employees and the principal or designee. An exception will be made for settings where students and staff cannot be identified beyond the context of a sports performance or other public event or when otherwise approved by the principal.

10. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance, including by streaming audio or video for non-instructional purposes. Users may not disable antivirus programs installed on school system-owned or issued devices.

11. Users may not create or introduce games, network communications programs or any foreign program or software onto any school system computer, electronic device or network without the express permission of the technology director or designee.

12. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.

13. Users are prohibited from using another individual's ID or password for any technological resource or account without permission from the individual. Sharing of an individual's ID or password is strongly discouraged. If an ID

or password must be shared for a unique classroom situation, students must have permission from the teacher or other school official.

14. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.

15. Employees shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, time-keeping software, etc.), for an unauthorized or improper purpose.

16. If a user identifies or encounters an instance of unauthorized access or another security concern, he or she must immediately notify a teacher, school system administrator, or the technology director or designee. Users must not share the problem with other users. Any user identified as a security risk will be denied access.

17. It is the user's responsibility to back up data and other important files.

18. Employees shall make reasonable efforts to supervise students' use of the Internet during instructional time.

19. Views may be expressed on the Internet or other technological resources as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.

20. Users who are issued school system-owned and -maintained devices for home use (such as laptops, Chromebooks, etc.) must adhere to any other reasonable rules or guidelines issued by the superintendent or technology director for the use of such devices.

C. Restricted Material on the Internet

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless, school system personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used as provided in policy 3226/4205, Internet Safety, and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by using a cellular network to connect a personal device to the Internet.

D. Privacy

Students, employees, visitors and other users have no expectation of privacy in anything they create, store, send, delete, receive or display when using the school system's network, devices, Internet access, email system or other technological resources owned or issued by the school system, whether the resources are used at school or elsewhere and even if the use is for personal purposes. Users should not assume that files or communications created, transmitted, or displayed using school system technological resources or stored on servers, the storage mediums of individual devices, or on school managed cloud services will be private. Under certain circumstances, school officials may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document

production request in a lawsuit against the board, in response to a public records request, or as evidence of illegal activity in a criminal investigation.

The school system may, without notice, (1) monitor, track and/or log network access, communications and use; (2) monitor and allocate file server space; and (3) access, review, copy, store, delete or disclose the content of all user files, regardless of medium, the content of electronic mailboxes issued by the school system, and system outputs, such as printouts, at any time for any lawful purpose. Such purposes may include, but are not limited to maintaining system integrity, security, or functionality, ensuring compliance with board policy and applicable laws and regulations, protecting the school system from liability and complying with public records requests. School system personnel shall monitor online activities of individuals who access the Internet via a school-owned device.

By using the school system's network, Internet access, electronic devices, email system, devices or other technological resources, individuals consent to have that use monitored by authorized school system personnel as described in this policy.

E. Use of Personal Technology on School System Property

Users may not use private WiFi hotspots or other personal technology on campus to access the Internet outside the school system's wireless network. Each principal may establish rules for his or her school site as to whether and how other personal technology devices (including, but not limited to smart phones, tablets, laptops, etc.) may be used on campus. Students' devices are governed also by policy 4318, Use of Wireless Communication Devices. Use of personal technology devices is also subject to any rules established by the superintendent under a bring your own device plan authorized by Section C of policy 3220, Technology in the Educational Program, and for employees, policy 3228/7323, Use of Personal Technology to Conduct School Business. The school system assumes no responsibility for personal technology devices brought to school.

F. Personal Websites

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school system or individual school names, logos or trademarks without permission.

1. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-school system devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy to the extent consistent with law (see the student behavior policies in the 4300 series).

2. Employees

Employees' personal websites are subject to policy 7335, Employee Use of Social Media. Employees may not use their personal websites to communicate with students, as prohibited by policy 7335 and policy 4040/7310, Staff-Student Relations

3. Volunteers

Volunteers are to maintain appropriate relationships with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age appropriate. An individual volunteer's relationship with the school system may be terminated if the volunteer engages in inappropriate online interaction with students.

G. Use Agreements

All students, parents, and employees will be informed annually of the information in this policy. Prior to using school system technological resources, students and employees must agree to comply with the requirements of this policy and consent to the school system's use of monitoring systems to monitor and detect inappropriate use of technological resources. In addition, the student's parent must consent to the student accessing the Internet and to the school system monitoring the student's Internet activity and electronic mailbox issued by the school system.

Legal References: [U.S. Const. amend. I](#); Children's Internet Protection Act, [47 U.S.C. 254](#)(h)(5); Electronic Communications Privacy Act, [18 U.S.C. 2510-2522](#); Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#); [17 U.S.C. 101](#) *et seq.*; [20 U.S.C. 7131](#); [G.S. 115C-325](#)(e) (applicable to career status teachers), [-325.4](#) (applicable to non-career status teachers)

Cross References: Curriculum and Instructional Guides (policy 3115), Technology in the Educational Program (policy 3220), Internet Safety (policy 3226/4205), Web Page Development (3227/7322), Use of Personal Technology to Conduct School Business (policy 3228/7323), Copyright Compliance (policy 3230/7330), Student Behavior Policies (all policies in the 4300 series), Student Records (policy 4700), Confidentiality of Personal Identifying Information (policy 4705/7825), Public Records – Retention, Release and Disposition (policy 5070/7350), Use of Equipment, Materials and Supplies (policy 6520), Network Security (policy 6524), Staff Responsibilities (policy 7300), Employee Use of Social Media (policy 7335)

Adopted: September 10, 2012

Revised: June 3, 2015; February 6, 2017; December 3, 2019; December 13, 2021

Gates County Schools

Policy Code: 4700 Student Records

All student records must be current and maintained with appropriate measures of security and confidentiality. The principal is responsible for complying with all legal requirements pertaining to the maintenance, review and release of student records retained at the school. For purposes of this policy "student records" or "student education records" are those records, files, documents and other materials that contain information directly related to the student that are maintained by the school system or by a party acting for the school system.

A. Annual Notification of Rights

The superintendent or designee shall provide eligible students and parents with annual notification of their rights under the Family Educational Rights and Privacy Act (FERPA). The notice must contain all information required by federal law and regulations, including the following:

1. the right to inspect and review the student's education records and the procedure for exercising this right;
2. the right to request amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading or in violation of the student's privacy rights; and the procedure for exercising this right;
3. the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent;
4. the type of information designated as directory information and the right to opt out of release of directory information;
5. that the school system releases records to other institutions that have requested the information and in which the student seeks or intends to enroll;
6. the right to opt out of releasing the student's name, address and phone number to military recruiters or institutions of higher education that request such information;
7. a specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if a school official discloses or intends to disclose personally identifiable information to school officials without consent;
8. notification if the school system uses contractors, consultants, volunteers or similar persons as school officials to perform certain school system services and functions that it would otherwise perform itself; and
9. the right to file complaints with the Family Policy Compliance Office in the U.S. Department of Education.

School officials are not required to individually notify parents or eligible students of their rights but must provide the notice in a manner reasonably likely to inform the parents and eligible students of their rights. Effective notice must be provided to parents or eligible students with disabilities or those whose primary or home language is not English.

B. Definition of Parent and Eligible Student

1. Parent

For purposes of this policy, the term "parent" includes a natural parent, a guardian or an individual acting as a parent in the absence of a parent or guardian. If the parents of a student are separated or divorced, both parents have the right to access the student's records as provided in this policy, unless the school system has been provided with evidence that there is a court order, state statute or other legally binding document that specifically revokes these rights.

2. Eligible Student

For purposes of this policy, an eligible student is a student who has reached 18 years of age or is attending an institution of postsecondary education. The rights afforded to parents under this policy transfer to an eligible student. However, parents may still have access to the records as long as the student is claimed as a dependent by the parent for federal income tax purposes. An eligible student who desires to prevent access to records by his or her parents must furnish to the principal information verifying that the student is not a dependent of his or her parents. If a parent of a student who is at least 18 and no longer attending a school within the system wishes to inspect and review the student's records, he or she must provide information verifying that the student is a dependent for federal income tax purposes.

A student under age 18 may have access to student records only upon the consent of his or her parents.

C. Classification and Maintenance of Records

1. Student Education Records:/Student education records may be separated into several categories, including, but not limited to, the following.

a. Cumulative Records

The cumulative record is the official record for each student. The cumulative record includes student identification information, such as the student's name, address (or a homeless student's living situation), sex, race, birthplace and birth date; family data including the parents' names, addresses, work and home telephone numbers and places of employment; academic work completed; grades; standardized test scores; health screenings and immunization documentation; attendance records; withdrawal and reentry records; discipline records; honors and activities; class rank; date of graduation; and follow-up records.

b. Discipline Records

Student discipline records are part of the student's official record and must be maintained and reviewed pursuant to policy 4345, Student Discipline Records. Discipline records must be expunged and forwarded pursuant to the requirements of law and the procedures of policy 4345.

c. Records of Students with Disabilities

Students with recognized disabilities must be accorded all rights in regard to their records as provided by state and federal law, including the Individuals with Disabilities Education Act and policy 3520, Special Education Programs/Rights of Students with Disabilities. Records for a student identified as a student with a disability are considered part of the student's official records and must be maintained in

accordance with all appropriate federal and state regulations. Access to these records will be restricted to personnel having specific responsibility in this area. A list of all approved personnel having access these

restricted files will be updated as needed, and a current, dated list will be posted in the student records location.

d. Records Received from the Department of Social Services

The Department of Social Services may disclose confidential information to the school system in order to protect a juvenile from abuse or neglect. Any confidential information disclosed under these

circumstances must remain confidential and may only be redisclosed for purposes directly connected with carrying out the school system's mandated educational responsibilities.

e. Juvenile Records

Juvenile records include documentation or information regarding students who are under the jurisdiction of the juvenile court. These records may be received from local law enforcement and/or other local agencies authorized to share information concerning juveniles in accordance with [G.S. 7B-3100](#). These records also may include notice from the sheriff to the board that a student has been required to register with the sheriff because the student has been found to be a danger to the community under [G.S. Chapter 14, Part 4](#). Such documents must not be a part of a student's official records but must be maintained by the principal in a safe, locked storage area that is separate from the student's other records. The principal shall not make a copy of such documents under any circumstances.

Juvenile records will be used only to protect the safety of or to improve the educational opportunities for the student or others. The principal may share juvenile records with individuals who have (a) direct guidance, teaching or supervisory responsibility for the student and (b) a specific need to know in order to protect the safety of the student and others. Persons provided access to juvenile records must indicate in writing that they have read the document(s) and agree to maintain confidentiality of the records.

The principal or designee must destroy juvenile documents if he or she receives notification that a court no longer has jurisdiction over the student or if the court grants the student's petition for expunction of the records. The principal or designee shall destroy all other information received from an examination of juvenile records when he or she finds that the information is no longer needed to protect the safety of or to improve the educational opportunities for the student or others. If the student graduates, withdraws from school, transfers to another school, is suspended for the remainder of the school year or is expelled, the principal shall return all documents not destroyed to the juvenile court counselor. If the student is transferring, the principal shall provide the juvenile court counselor with the name and address of the school to which the student is transferring.

f. Other Student Records

School system personnel may also keep other student records but must review such records annually and destroy them in accordance with Section K of this policy.

2. Records Not Considered Education Records (Sole Possession, Employment and Law Enforcement Records)

Student education records do not include, and release of information under this policy does not apply to:

- a. records made by teachers, counselors and administrators that are in the sole possession of the maker thereof and that are not accessible or revealed to any other person except a substitute;
- b. employment records of student employees if those records relate exclusively to the student in his or her capacity as an employee and are not made available for any other use; and
- c. records created by a law enforcement unit of the school system if created for a law enforcement purpose and maintained solely by the law enforcement unit of the school system. However, a law

enforcement record containing information that was obtained from a student's confidential file or other education record must be treated as an education record and may be released only in accordance with this policy.

D. Records of Students Participating in the North Carolina Address Confidentiality Program

Students or parents enrolled in the North Carolina Address Confidentiality Program (NCACP) must provide a valid NCACP authorization card to the school principal if they wish to keep their home address confidential. The school system will maintain a confidential record of the actual home address for admission and assignment purposes only and will not release that address except as provided by law. With the exception of such specially-maintained records, student records will include only the substitute address provided by the NCACP and not the actual home address of any students or parents for whom a valid NCACP authorization card is on file.

When transferring the record of a student participating in the North Carolina Address Confidentiality Program to a school outside of the system, the transferring school may send the files to the Address Confidentiality Program participant (parent or guardian) via the substitute address provided by the Address Confidentiality Program.

E. Records of Missing Children

Upon notification by a law enforcement agency or the North Carolina Center for Missing Persons of the disappearance of a child who is currently or was previously enrolled in the school, school officials shall flag the record of that child. If the missing child's record is requested by another school system, the principal shall provide notice of the request to the superintendent and the agency that notified the school that the child was missing. The principal shall provide the agency with a copy of any written request for information concerning the missing child's record.

Any information received indicating that a student transferring into the system is a missing child must be reported promptly to the superintendent and the North Carolina Center for Missing Persons.

F. Records of Military Children

School administrators shall comply with any regulations pertaining to the records of military children developed by the Interstate Commission on Educational Opportunity for Military Children.

In addition, children of military families, as defined by policy 4050, Children of Military Families, are entitled to the following.

1. For Students Leaving the School System

In the event that official education records cannot be released to the parents of military children who are transferring away from the school system, the custodian of records shall prepare and furnish to the parent a complete set of unofficial education records containing uniform information as determined by the Interstate Commission.

When a request for a student's official record is received from the student's new school, school officials shall process and furnish the official records to the student's new school within 10 days or within such time as is reasonably determined by the Interstate Commission.

2. For Students Enrolling in the School System

Upon receiving an unofficial education record from the student's previous school, school administrators shall enroll the student and place him or her in classes as quickly as possible based on the information in the unofficial records, pending validation by the official records.

Simultaneous with the enrollment and conditional placement of the student, school administrators shall request the student's official record from his or her previous school.

G. Review, Release of Records to Parent or Eligible Student

1. Review by Parent or Eligible Student

A parent or eligible student may access the student's education records upon proper request. The written request should specify the record(s) to which the student or parent seeks access. The principal (or appropriate school official) of the student's school shall schedule an appointment as soon as possible but no later than 45 days after the request by the parent or eligible student. The parent or eligible student may formally review the student's complete education records only in the presence of the principal or a designee competent to explain the records. School personnel shall not destroy any education records if there is an outstanding request to inspect or review the records.

2. Review of Video or Audio Recordings and Photographs

a. Parent's Right to Review

Upon request, a parent or eligible student may inspect and review a video or audio recording or photograph that is determined to be an education record of the student. Individuals acting on behalf of a parent or eligible child, such as advocates or attorneys, will not be permitted to review a video or audio recording or photo unless accompanied by the parent or eligible student.

b. Status as Education Record

A video or audio recording or photo will be deemed an education record of the student if it is directly related to the student and is maintained by the school system or its agent, as provided by law. A photo, video or audio recording (such as a surveillance video), that is created and maintained by a law enforcement unit for a law enforcement purpose, is not an education record; however, a copy of such photo, video or audio recording provided to the school for disciplinary or other school purposes may be an education record if it is directly related to a student and is maintained by the school system.

c. Records of More Than One Student

If the recording or photo is an education record of multiple students, the school system shall make reasonable efforts to redact or segregate out the portions of the recording or photo directly related to other students before providing the parent or eligible student access, provided doing so would not destroy the meaning of the record. If redaction or segregation of the recording or photo cannot reasonably be accomplished or would destroy the meaning of the record, then the parent of each student to whom the

recording or photo directly relates or such eligible students themselves shall be permitted to access the entire record.

d. Copies of Recordings and Photos

A copy of a video or audio recording or photo will be provided to a parent or eligible student only (1) if circumstances effectively prevent the parent or eligible student from exercising the right to inspect the recording or photo, such as when the parent no longer lives within commuting distance of the school system; (2) when directed by a court order or subpoena; or (3) when otherwise required by law.

3. Request to Amend the Education Record

A parent or eligible student has the right to challenge an item in the student education record believed to be inaccurate, misleading or otherwise in violation of the student's privacy rights. The student or parent should write the principal (or appropriate school official) and clearly identify the part of the record that requires amending and specify why it is inaccurate or misleading. The principal shall examine a request to amend a student record item and respond in writing to the person who challenges the item. Subsequent steps, if necessary, will follow the student grievance procedures as provided in policy 1740/4010, Student and Parent Grievance Procedure. If the final decision is that the information in the record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, the principal shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school system.

H. Release or Disclosure of Records to Others

Before releasing or disclosing education records as permitted by law, school officials shall use reasonable methods to identify and authenticate the identity of the party to whom the records are disclosed.

1. Release/Disclosure with Parental Consent

School officials shall obtain written permission from a parent or eligible student before releasing or disclosing student records that contain personally identifiable information, except in circumstances where the school system is authorized by law to release the records without such permission. The written permission must specify the records to be released, the purpose of the release and the party(ies) to whom they are to be released.

2. Release/Disclosure without Parental Consent

As permitted by law, student records with personally identifiable information may be released to the following persons without parental permission:

a. School officials with a legitimate educational interest in reviewing the student's records. For purposes of this policy, a "school official" is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has

contracted to perform a special task (e.g. an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee (e.g. a disciplinary or grievance committee) or assisting another school official in performing his or her tasks (e.g. a tutor). A school official has a "legitimate

educational interest” if the official needs to review an education record in order to fulfill his or her professional responsibility;

- b. Officials of other schools to which a student is transferring;
- c. Authorized federal, state, and local government officials for the purposes of auditing, evaluating, enforcing or complying with federal or state-supported educational programs.
- d. Appropriate parties in connection with a student's application for or receipt of financial aid.
- e. Organizations acting under a written agreement with the school system to conduct educational studies for or on behalf of the school system.
- f. Accrediting organizations, to the extent necessary to allow them to carry out their accrediting functions.
- g. Persons acting under a court order or a lawfully-issued subpoena.
- h. Appropriate persons in connection with an emergency, if the release of the information is necessary to protect the health or safety of the student or other persons.
- i. State and local representatives of the juvenile justice system, pursuant to specific state law.

Personally identifiable information from a student's record may be released or disclosed to someone other than a parent or eligible student without prior written consent of the parent or eligible student only as specifically provided by federal law. Except as otherwise permitted by federal law, when personally identifiable information from a student's record is released or disclosed to someone other than a parent or eligible student without their written consent, the party to whom the information is released must agree not to disclose the information to any other party without the prior written consent of the parent or eligible student.

The superintendent shall employ reasonable methods to ensure that teachers and other school officials obtain access only to those education records in which they have legitimate educational interests.

3. Release of Directory Information

Permission of the parent or eligible student is not required for the release of information that is designated as directory information by the board, provided that the parent or eligible student has been given proper notice and an opportunity to opt out (see policy 1310/4002, Parental Involvement). If a parent does not want directory information from his or her child's education records released, he or she must notify the student's school in writing within 15 days of receiving the annual notification of the opportunity to opt-out.

a. Directory information is generally not considered harmful or an invasion of privacy if released. The board designates the following student record information as directory information:

- (1) name;
- (2) address;
- (3) telephone listing;
- (4) email address;

(5) photograph or digital image, including still or video images of a student engaged in ordinary school activities;

(6) date and place of birth;

(7) participation in officially recognized activities and sports;

(8) weight and height of members of athletic teams;

(9) dates of attendance;

(10) grade level;

(11) diplomas (including endorsements earned), industry credentials/certifications, honors and awards received; and

(12) most recent previous school or education institution attended by the student.

b. The telephone number and actual address of a student who is or whose parent is a participant in the North Carolina Address Confidentiality Program is not considered directory information and will not be released except as required by law.

c. Information about a homeless student's living situation is not considered directory information and will not be released.

d. As required by law, the names, addresses and telephone numbers of secondary school students shall be released, upon request, to military recruiters or institutions of higher learning, whether or not such information is designated directory information by the school system. In addition, secondary school students' email addresses (which will be the email addresses provided by the school, if available) must be provided to military recruiters upon request. Students or their parents, however, may request that the student's name, address, email address, and telephone number not be released without prior written parental consent. School officials shall notify parents of the option to make a request and shall comply with any requests made.

e. All requests for directory information must be submitted to the superintendent or designee for approval. The superintendent is directed to establish regulations regarding the release of directory information. At a minimum, the regulations must:

(1) specify the types of organizations that are eligible to receive directory information, and for what purposes;

(2) provide for equal disclosure to organizations that are similar in purpose; and

(3) authorize access to directory information to recruiters of military forces of the state or United States for the purpose of informing students of educational and career opportunities available in the military to the same extent that such information is made available to persons or organizations that inform students of occupational or educational options.

4. Records of Students with Disabilities

Students with recognized disabilities must be accorded all rights in regard to their records as provided by state and federal law, including the Individuals with Disabilities Education Act.

5. Disclosure of De-Identified Information

Education records may be released without consent of the parent or eligible student if all personally identifiable information has been removed. Personally identifiable information includes both direct and indirect identifiers that, alone or in combination, would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

Unless specifically permitted by law, records that have been de-identified must not be released without the consent of the parent or eligible student if school officials reasonably believe that the person requesting the information knows the identity of the student to whom the education record relates.

I. Withholding Records

School system administrators shall not withhold records upon a valid request by a parent, eligible student or school to which the student is transferring for any reason, including in order to collect fines assessed to the parent or student.

J. Record of Access and Disclosure

The principal or designee shall maintain a record in each student's file indicating all persons who have requested or received personally identifiable information from a student's record and the legitimate reason(s) for requesting or obtaining the information. This requirement does not apply to requests by or

disclosure to parents, eligible students, school officials, parties seeking directory information, a party seeking or receiving the records under a court order or subpoena that prohibits disclosure, or those individuals with written parental consent.

K. Destruction of Student Records

To the extent required by law, school officials shall maintain student records in accordance with the applicable records retention and disposition schedule(s) issued by the North Carolina Department of Natural and Cultural Resources. After notifying parents, school officials may destroy student records when the records are no longer needed to provide educational services to the student or to protect the safety of the student or others. School officials must destroy student records if the parent or eligible student requests their destruction and if such records are no longer needed to provide educational services to the student or to protect the safety of the student or others. School officials shall not destroy student records if there is an outstanding request to inspect the particular records.

L. Longitudinal Data System

School system administrators will comply with the data requirements and implementation schedule for the North Carolina Longitudinal Data System (NCLDS) and will transfer designated student record data to the system in accordance with the NCLDS data security and safeguarding plan and all other requirements of state law, provided that doing so does not conflict with the requirements of FERPA.

Legal References: Family Educational Rights and Privacy Act, [20 U.S.C. 1232g, h](#), [34 C.F.R. pt. 99](#); Individuals with Disabilities Education Act, [20 U.S.C. 1411 et seq.](#); Elementary and Secondary Education Act, [20 U.S.C. 7908](#); McKinney-Vento Homeless Assistance Act, [42 U.S.C. 11431 et seq.](#); [10 U.S.C. 503\(c\)\(1\)](#); [G.S. 7B-302](#), [-3100](#), [-3101](#); [14-208.29](#); [115C-47\(26\)](#), [-109.3](#), [-402](#), [-403](#), [-404](#), [-407.5](#); [116E-6](#); *Program Records Schedule: Local Public School Units*, N.C. Department of Natural and Cultural Resources (2021), available at <https://archives.ncdcr.gov/documents/local-education-agencies-schedule>; *General Records Schedule: Local Government Agencies*, N.C. Department of Natural and Cultural Resources (2021), available at <https://archives.ncdcr.gov/government/retention-schedules/local-government-schedules/general-records-schedule-local-government>

Cross References: Parental Involvement (policy 1310/4002), Student and Parent Grievance Procedure (policy 1740/4010), Special Education Programs/Rights of Students with Disabilities (policy 3520), Children of Military Families (policy 4050), Homeless Students (policy 4125), North Carolina Address Confidentiality Program (policy 4250/5075/7316), Disciplinary Action for Exceptional Children/Students with Disabilities (policy 4307), Student Discipline Records (policy 4345), Confidentiality of Personal Identifying Information (policy 4705/7825), Surveys of Students (policy 4720), Public Records – Retention, Release and Disposition (policy 5070/7350)

Adopted: June 28, 2011

Revised: July 15, 2013; March 7, 2016; February 6, 2017; September 11, 2017; September 5, 2018; August 5, 2019; January 6, 2020; February 7, 2022; May 9, 2022

Policy Code: 4720 Surveys of Students

The superintendent shall ensure that all notification and other requirements of the Protection of Pupil Rights Amendment are met, including all legal requirements regarding the surveying of students.

A. Surveys Involving Protected Topics

1. Definition of Protected Topic

For purposes of this policy, the following are considered a “protected topic”:

- a. political affiliations or beliefs of the student or the student’s parent;
- 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 or analogous relationships, such as those of lawyers, physicians and ministers;
- g. religious practices, affiliations or beliefs of the student or the student’s parent; or
- h. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

2. Rules Regarding Surveys Involving Protected Topics

a. Protection of Student Privacy

The school system will take measures to protect the identification and privacy of students participating in any survey concerning any of the protected topics. These measures may include limiting access to completed surveys and to survey results, as allowed by law.

b. Parental Notification

The school system will notify parents at the beginning of each school year of the specific or approximate dates of administration of surveys concerning the protected topics. Parents have the right to review any survey that concerns one of the protected topics or any instructional materials used in any such survey.

c. Parental Consent

Before a student is required to participate in any Department of Education-funded survey, analysis, or evaluation that reveals information concerning a protected topic, the parent or eligible student must provide prior written consent.

If prior written consent is not mandated for a survey involving a protected topic (because the survey either is not required or is not funded in whole or part by the Department of Education), the parent or eligible student must be given an opportunity to opt out.

B. Third Party Surveys

Parents and eligible students have the right, upon request, to inspect any survey created by a third party before the survey is administered or distributed to a student.

C. Collection of Student Data for Marketing Purposes

The school system generally will not collect, disclose or use personal student information for the purpose of marketing or selling the information or otherwise providing the information to others for that purpose.

However, in the event the board approves a collection, disclosure, or use of personal student information for one of those purposes, the school system will (1) notify parents at the beginning of each school year of the specific or approximate dates of such collection, disclosure, or use, (2) allow parents to inspect any instrument used to collect the information before the instrument is administered or distributed to a student, and (3) offer the parent the opportunity to opt out of the collection, disclosure, or use of the student's personal information.

The preceding rules for the collection, disclosure, and use of personal student information do not apply if the school system collects, discloses, or uses personal information from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

- 1. college or other postsecondary education recruitment or military recruitment;**
- 2. book clubs, magazines, and programs providing access to low-cost literary products;**
- 3. curriculum and instructional material used by elementary schools and secondary schools;**
- 4. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;**
- 5. the sale by students of products or services to raise funds for school-related or education-related activities; and**
- 6. student recognition programs.**

D. Other Relevant Policies

In addition to this policy, the board, with parental and community input, has developed other policies concerning surveys and related matters as required by the Protection of Pupil Rights Amendment.

These policies include: 1310/4002, Parental Involvement; 3210, Parental Inspection of and Objection to Instructional Materials; 4700, Student Records; and 5240, Advertising in the Schools.

Legal References: Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#), [34 C.F.R. pt. 99](#); Protection of Pupil Rights Amendment, [20 U.S.C. 1232h](#); [G.S. 115C-36](#)

Cross References: Parental Involvement (policy 1310/4002), Student and Parent Grievance Procedure (policy 1740/4010), Parental Inspection of and Objection to Instructional Materials (policy 3210), Student Discipline Records (policy 4345), Student Records (policy 4700), Advertising in the Schools (policy 5240)

Adopted: June 28, 2011

Revised: February 7, 2022

Policy Code: 4318 Use of Wireless Communication Devices

The board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by school rules or school personnel. Additionally, these devices should not be used during transition time or during non-instructional times, such as lunch breaks.

Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios and similar devices.

Administrators will establish guidelines regarding the proper storage of these devices during times when their use is not authorized.

A. Authorized Use

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use.

Although use generally is permitted before and after school, use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, elementary and middle school students who participate in after-school programs are prohibited from using wireless communication devices during such programs.

B. Consequences for Unauthorized Use

School employees may immediately confiscate any wireless communication devices that are on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent in accordance with the Schools Code of Conduct.

The disciplinary consequences for violations of this policy shall be consistent with Section F of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

The following factors should be considered when determining appropriate consequences: whether the wireless communication device was used (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation or school rule; (2) to bully or harass other students; (3) to send illicit text messages; (4) to take and/or send illicit photographs; or (5) in any other manner that would make more severe disciplinary consequences appropriate.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (e.g. texting, emailing, "sexting," etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and/or lifetime inclusion on sex offender registries.

C. Search of Wireless Communication Devices

In accordance with policy 4342, Student Searches, a student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, the Code of Student Conduct or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

D. Liability

Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss or damage of a cellular phone or other personal wireless communication device.

Legal References: [G.S. 115C-36](#), [-390.2](#)

Cross References: Student Behavior Policies (policy 4300), Disruptive Behavior (policy 4315), Student Searches (policy 4342)

Adopted: June 28, 2011

Revised: July 15, 2024

School Nurse

A school nurse is available daily for the first semester at Buckland Elementary School. We will not have a nurse daily for the second semester. First responders are available at all times to provide medical care when school is in session. Sometimes it is necessary to send a child home from school when ill. Presently, our system follows these procedures:

A student is sent home when feeling ill, vomiting or having a temperature above 100.0 degrees. Occasionally, a below normal temperature with other symptoms may also be an indication of illness and the student will be sent home.

Any student with Head Lice, Scabies, or Impetigo will be dismissed until treatment has been rendered. Any student with inflamed eyes, a rash, or lesion must be excluded until the possibility of a contagious disease can be ruled out or until written permission from a physician indicating return to school has been received.

HEALTH CARE - SCHOOL INSURANCE

Program Manager:

The Young Group, Inc.

P.O. Box 91386

Raleigh, NC 27675

Toll Free: 888-574-6288

website: www.k12studentinsurance.com

To be completed by physician PLEASE DO NOT USE ANY MEDICAL ABBREVIATIONS, BE SPECIFIC, AND FILL OUT THIS FORM IN ITS ENTIRETY

Name of student: _____ Date of Birth: _____

Medication: _____ Dosage: _____

Time(s) medication is to be given: _____ Date(s) to be given: _____

Significant information (include side effects, toxic reactions, omission reactions): _____

Contraindications for Administration: _____

If an emergency situation occurs during the school day or if the student becomes ill, school officials are to contact the parent/guardian, and/or send the student immediately to the emergency room at _____.

Doctor's Printed Name _____ Telephone Number _____

FOR SELF-ADMINISTRATION ONLY: MEDICINE FOR ASTHMA, DIABETES, ANAPHYLAXIS, OR EMERGENCY PAIN RELIEF

Student may self-administer and self-carry medication at school. (Check one) ☐yes ☐no. Student has demonstrated understanding of and ability to self-administer asthma medication, diabetes medication, pain medication, or medicine for anaphylactic reactions and may carry and self-administer as prescribed. Parent/guardian must provide an extra inhaler to be kept at school in case of emergency.

A written statement, treatment plan, and written emergency protocol developed by the student's health care provider must accompany this authorization form in accordance with requirements stated in G.S. 115C-375.2

Student must have a self-medication treatment contract (completed by student and school nurse after receipt of this form).

All prescription medications for use at school will be furnished by a parent or guardian in a container properly labeled by a pharmacist with identifying information, (e.g., name of child, medication dispensed, dosage prescribed, and the time it is to be given or taken). All over-the-counter medications must be furnished in the original container.

Physician's Signature _____ Date _____

To be completed by parent/guardian

I hereby give permission for my child (named above) to receive medication during school hours. A licensed physician has prescribed this medication. I hereby release the School Board and their agents and employees from all liability that may result from my child taking the prescribed medication. This consent is good for the school year, unless revoked.

Parent or Guardian's Signature

Daytime Telephone Number

Date

(School Use Only)

Approved by _____
Principal's Signature

Date

Reviewed by _____
School Nurse's Signature

Date

Dear Parent/Guardian(s):

Our school system has a written policy to assure the safe administration of medication to students during the school day. The school and school employees do not purchase any medications to distribute to students. If your child must have medication of any type given during school hours, including over-the-counter drugs, you have the following choices:

1. You can come to school and give the medication to your child at the appropriate time(s).
2. You may complete the “Authorization For Medication To Be Given During School Hours” form (Form JHCD, A-1, found on the back of this letter) or a similar form from your child’s doctor’s office. Have your child’s doctor complete the form by listing the medication needed, dosage, and number of times per day the medication is to be administered. The physician and parent/guardian must complete a separate form for each prescription and over-the-counter drug needed at school. This means that the doctor and you, the parent or guardian, must authorize all medications (such as inhalers and Tylenol) before they are brought to school. Prescription medicines must be brought to school in a *pharmacy-labeled container that* contains instructions on how and when the medication is to be given. Over-the-counter drugs must be received in the original container and will be administered according to the doctor’s written instructions. We ask that the parent/guardian transport all medications to and from school to *sign the medication in and out* and verify the medication count. Please be aware that the school nurse does not administer the medication, as she covers three schools. School employees are designated by the principal and trained by the school nurse to administer medications. Documentation is required and is kept on file. Medications not picked up at the end of school and signed out by a parent or guardian will be destroyed on the last teacher workday.
3. You may discuss with your doctor an alternative schedule for administering medication (i.e., outside of school hours).
4. Self-medication: In accordance with G.S. 115C-375.2 and G.S. 115C-47, students requiring medication for asthma, anaphylactic reactions, diabetes, or emergency pain relief may self-medicate with physician authorization, parent permission, and a student agreement for self-carried medication.

School personnel will not administer any medication to students or allow students to self-administer medication unless they have received an authorization form properly completed and signed by both doctor and parent/guardian, and the medication has been received in an appropriately labeled container. A new authorization form must be completed each school year. In fairness to those giving the medication and to protect the safety of your child and others, there will be no exceptions to this policy.

If you have any questions about the policy, or other issues related to administration of medication in the schools, you may contact the school nurse or school principal.

Thank you for your cooperation,

Heather Boyce, RN, BSN, School Nurse

Renita Langston, Principal

The Gates County Board of Education does not discriminate among students, parents, or employees regarding national origin, race, color, sex, marital status, handicap, religious preference, or age in employment, educational programs or activities as set forth in Title VI, Title IX, and section 504 of Federal Law, which reads as follows:

FEDERAL LEGISLATION PROHIBITING DISCRIMINATION

TITLE VI OF THE CIVIL RIGHTS OF 1964: “No person in the United States shall, on the grounds of race, color or national origin, be excluded from, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972: “No person ...shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

SECTION 504 OF THE REHABILITATION ACT OF 1973: “No otherwise qualified handicapped individual ...shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

Confirmation of Receipt of Student Handbook

Please complete and return this page to Buckland Elementary School within three days of receipt of this document.

Parent Signature

This signature below indicates that I, as a parent/guardian of a student in Buckland Elementary School, have received a copy of the Student Handbook and have read and understand my responsibilities as a parent at Buckland Elementary.

Signature of Parent/Guardian

Date of Signature

PRINTED Name of Student

Grade/Teacher

Failure to sign or return this statement does not relieve the student or parent of their responsibility to abide by the regulations printed herein.

PLEASE SIGN AND RETURN THIS PAGE TO YOUR CHILD'S TEACHER