



T. CARL BUICE SCHOOL

1160 LEVEL CREEK ROAD
SUGAR HILL, GA 30518

770-271-5060 (MAIN OFFICE)
770-271-5066 (FAX)

www.gwinnett.k12.ga.us/BuiceSchool

Office Hours: 7:30 - 3:30

ADMINISTRATION

Kim Holland, Principal
Cindy Alverson, Assistant Principal
Shon Warakomski, Head Start / Pre-K Director

MASCOT: T.C. BEAR

COLORS: ROYAL BLUE AND YELLOW

MISSION STATEMENT

The mission of the T. Carl Buice School is to challenge all students to reach their highest potential.

BELIEFS

Our children are our future.
All children are capable of learning.
All children deserve a healthy start.
All children deserve a safe and nurturing place to learn.
Parents and families are a child's first teacher.
Parents and children learn and grow together.
Students learn best through experience.
All children need time to play, take risks, explore and discover.
Every student has talents and abilities that must be discovered, enhanced, and challenged.

T. CARL BUICE SCHOOL EDUCATIONAL PROGRAMS

T. Carl Buice School is a Gwinnett County Public School (GCPS) serving preschool and pre-kindergarten students with special needs. Through a cooperative agreement between GCPS and Ninth District Opportunity, there are state-funded Bright from the Start Pre-K and federally funded Head Start classes in the building providing an inclusive opportunity for students with special needs. It is wonderful to have all children at Buice learning and growing together.

SCHOOL ENTRANCE REQUIREMENTS

All of the following must be provided before your child can be enrolled at Buice and begin attending class:

- **Birth Certificate**

All students entering a GCPS school for the first time must present an official copy of their birth certificate at the time of registration. Children in the special education program must be between the ages of 3 and non-kindergarten 5. Head Start students must be 3 on or before September 1st and Pre-K students must be 4 on or before September 1st.

- **Immunization Certificate**

Students enrolling in Preschool and Pre-K programs will be required to show proof of immunization on a Georgia Certificate of Immunization (Form 3231). Certificates should be marked with either "Date of Expiration" or as "Complete for School Attendance." A certificate marked with a "Date of Expiration" expires on the date indicated. If the student had a valid certificate to start school and the certificate expires during the school year, a current certificate must be submitted within 30 days or the child must be excluded from attendance until a current certificate is submitted. There are two exceptions to the requirement of certified immunization:

Medical: A medical exemption for a vaccine should be completed on the Georgia DHR Certificate of Immunization (Form 3231) only when there is a physical disability or condition that contraindicates immunization for that particular vaccine. There must be an annual review of the medical exemption and certificates must be reissued each year, with or without indication of the medical exemption.

Religious: For a child to be exempt from immunizations on religious grounds, the parent or guardian must furnish the school with a notarized letter in which the parent or guardian states that the immunizations required conflicts with their religious beliefs. GCPS also requests a notarized statement from the parent's or guardian's religious leader stating that the required immunizations conflicts with the religious beliefs of the parent or guardian. The notarized statements must be kept on file by the school in lieu of an immunization certificate. Students without immunizations may be prohibited from attending school in cases when the disease for which the immunizations are required presents a health risk. The "Waiver Required Health Certificate Exemption Affidavit" is available from Stock Control.

Otherwise, children without immunization certificates will not be admitted to school.

- **Hearing, Vision and Dental Certificate**

Students entering preschool or pre-kindergarten for the first time are required to have a Georgia Vision, Hearing and Dental Certificate (Form 3300). Letters from physicians, dentists and other licensed professionals attesting to appropriate screening are acceptable when attached to the state approved form. Out of state certificates are acceptable if completed within the previous twelve months.

- **Proof of Residency**

All students entering a GCPS school for the first time must show proof of residency within Gwinnett County. A non-contingent sales contract or a copy of current lease and a gas, water or electric bill are required. Cable or phone bills are not acceptable.

- **Social Security Number**

Georgia law states that it is optional for parents to provide a Social Security number for all students enrolled in public schools. Waiver forms are required for those choosing not to provide the number and can be obtained through the school's front office.

CHANGE OF INFORMATION

For emergency purposes we must have current and accurate information on each student. Please notify the school of **any** change of information including address, telephone, emergency contact, health status or other. It is **critical** that we have a working current phone number for parents and two other adults who can be contacted in case of an emergency or if your child is ill and needs to be sent home. Please let the front office or your child's classroom teacher know in writing or via email if any information changes during the school year. If you have a change of address, you must submit a new proof of residency to the school.

ATTENDANCE

School Hours:

GCPS students: 7:45AM – 1:45PM

Head Start students: 7:45AM – 1:45PM

Pre-K students: 7:45AM – 2:15 PM

Absences

It's important for students to be at school each day. Good attendance correlates strongly with academic achievement. We encourage parents and students to make prompt and consistent attendance at school a priority. The following are valid reasons for a student's absence:

1. Personal illness
2. Death or serious illness of an immediate family member
3. Recognized religious holidays observed by your faith
4. Absences mandated by government order
5. Conditions which may render attendance impossible, or hazardous to health or safety
6. Therapy and scheduled medical visits.

For each absence, a note explaining the absence must be brought to school on the following day. This note can be from the parent or a physician. A call to the school letting us know that your child will be absent that day would be appreciated.

Arrival

Carpool and bus drop-off begins at 7:45AM and ends promptly at 8:00AM. Please be in the carpool line no later than 7:45AM. Prior to 7:45AM, staff is not available to supervise students; therefore, we cannot accommodate early arrivals.

Car Riders

- ◆ Make sure you have your car rider tag hanging from the rear-view mirror for the duration of carpool. Please do not take this down until your child has been loaded or unloaded from your vehicle. We will not release a child to anyone during carpool, parents or otherwise, unless they present an official car rider tag. If an official car rider tag is not present, the person picking up the child must be on the checkout card and will need to park in a visitor parking space, come in to the front office and show ID in order for us to release the child. Please note that you will likely have to wait until carpool is over in order for us to have the staff to bring you your child.
- ◆ Students will be unloaded and loaded into cars by staff members from the passenger side only. It is your responsibility to ensure that your child is securely fastened in their car seat. Do not get out of your car in the car rider line. A designated "buckle zone" is provided for you in the parking lot in the afternoon to secure your child in their car seat.
- ◆ If you arrive prior to the times listed on the carpool information form, please turn off your car as we are a "no idle" school.
- ◆ For the safety of everyone, please do not pass anyone in the carpool line, drive slowly through the parking lot and turn your radio to a low volume.
- ◆ Cell phone use is not allowed while staff and students are loading or unloading.
- ◆ For traffic flow, you must turn right into the parking lot.

- ◆ Georgia state law requires children under age 8 to ride in an approved car seat or booster seat that is appropriate for their height and weight.
- ◆ Buice is a tobacco free campus. Smoking or use of other tobacco products is not permitted anywhere on the school grounds including your car.

Walkers

If you walk your child to school in the morning, please use the sidewalk on Church Street to enter the fenced area. Proceed through the blacktop area and bring your child to the gate next to the gym. Please do not walk through the carpool traffic or enter from Level Creek Rd. If you walk to the school to pick up your child in the afternoon, please make sure you have your carpool tag with you. We will not release your child to you unless you have the tag to present to the carpool personnel.

GCPS Bus Riders – Transportation Changes

No transportation changes will be accepted over the phone. This is for the safety of your child. If you need to have your child picked up in carpool, please send a signed note in your child's book bag with your child's first and last name and the name of the person that will be picking up your child. That person must be on the check out card. If they do not have a car rider tag, they will need to come in, show ID and check out your child. We cannot verify information in the carpool line. If you need to change the pickup or drop-off location, please stop by the front office to fill out the necessary paperwork. Please note that any change to transportation can take 2 weeks to process.

Late Arrival

If you arrive after 8:00AM, you will need to park in a designated visitor parking space in the small lot or any space in the large lot and walk your child in to the front office. Please do not park in a handicap space or in the slashed line areas next to the handicap spaces unless you have a permit. Please let the receptionist know your child's name and class. You will be required to sign in your child and then wait with your child until a staff member is available to walk your child to class. Chronic or persistent tardiness is highly discouraged. It is very disruptive to the class routine and instruction when students are late arriving. Please note that if your child is later than 8:10AM, your child will not be included in the breakfast count so they will not receive breakfast that morning.

Early Student Check Out

To protect instructional time and create a safe environment, no student may be checked out of school anytime **after 1:15PM** except in an emergency situation as verified by the administration. Please note that doctor and dentist appointments do not constitute an emergency. Parents are strongly encouraged to make doctor and dentist appointments after school hours or during student holidays.

Dismissal

GCPS and Head Start students are dismissed at 1:45PM. Carpool ends at 2:00PM. If you arrive after 2:00PM, you must park in a visitor's space in the small lot or any parking spot in the large lot and come in to pick up your child. We will only release students to those adults who have a carpool tag or are on the student information card. Please have ID available.

Pre-K students are dismissed at 2:15PM. Carpool ends at 2:30PM. If you arrive after 2:30PM, you must park and come in to pick up your child. We will only release students to those adults who have a carpool tag or are on the student information card. Please have ID available.

It is very important that you pick your child up on time as we do not have staff available to watch your child after dismissal. If an emergency arises and you are going to be late, please call the school and give us an approximate arrival time.

If your child is being picked up by a daycare, please make sure that they have a carpool tag for your child and have a copy of the carpool guidelines.

Student Release

If your child is going to be checked out by someone other than the parent/guardian, that person's name must be on the student check out card or a signed note from the parent must come to school with the student in their book bag. In an emergency, you may fax a request to have someone else pick up your child, but the fax must contain a copy of your ID. This is for your child's safety. An ID will be required from the person checking out your child.

Early Release – GCPS students only

GCPS students will be dismissed at 11:15AM for parent conferences. Please refer to the school calendar for dates.

DRESS CODE

Students and school visitors are expected to dress in a manner appropriate for school. All students and visitors are to abide by the following rules of dress:

- ◆ Shoes are to be worn at all times. It is preferred that light soled athletic shoes with ties or velcro be worn instead of slip-ons. For the safety of your child, open-toed and/or backless shoes are not allowed.
- ◆ No shoes with wheels will be permitted.
- ◆ Clothing with offensive language, pictures or alcohol or drug advertisements will not be permitted.
- ◆ Hats and visors are not to be worn unless a specific day is set aside or medically indicated.
- ◆ Rolling bookbags are not permitted due to safety and storage reasons. If medically needed, please submit a doctor's note to the administration.

If a student comes to school in clothing that is inappropriate for our school environment, parents will be called to bring something more acceptable.

Please send in a full set of extra clothes (including undergarments) for your child that is appropriate for the current season.

Spirit days are held on Fridays. On these days, student and staff are encouraged to wear their Buice Spirit Wear shirts.

CELEBRATIONS

Student Recognition

All students will have the opportunity to be one of the weekly Buice Super Stars. Students are chosen by their classroom teacher for learning new skills or exemplary behavior. On Thursdays, the administration awards the Super Star honor. The students are given a certificate, bookbag tag, certificates from business partners and a sticker to wear during the day. On Friday, they get to see themselves on the TV after the morning announcements.

Winter and End of the Year Celebrations/Programs

Each class will celebrate the end of a successful semester with a class celebration/program. Information regarding these events will be sent home by the classroom teacher(s) towards the end of each semester.

Birthdays

The instructional staff will acknowledge your child's birthday within the classroom. To protect instructional time, we do not allow birthday parties during the school day so please do not send balloons, presents etc. to school as they will not be delivered to your child's classroom and are not allowed on the bus. We would also like to ensure that all children have the same birthday experience at school so we will not allow any outside items to be sent to school in celebration of your child's birthday. These include cupcakes, cakes, cookies or any special treat for the class.

CLASSROOM VISITATION/VOLUNTEERS

We invite parents/guardians to visit the school to be a part of the high quality learning that takes place in all our classrooms every day. Please contact your child's teacher or an administrator a minimum of 24hr in advance to ensure that your visit will be during a time that is best for you and the class. For safety, all parents and visitors must check in through the office and wear a visitor sticker while at the school. Please do not bring siblings to visit your child's classroom as this can be very disruptive to the learning of all children in the class. You may bring siblings to the winter and end of the year programs, but please communicate this to your child's teacher. We encourage you to take some time to volunteer and get involved in your child's education. If you are interested in volunteering on a regular basis in your child's classroom, please contact the Assistant Principal at 770-271-5060 to coordinate schedules.

GCPS policies and procedures state that during school hours the only visitors to classrooms are parents/guardians of current students, other family members of current students who are approved by the student's parent/guardian and those persons invited by the Gwinnett County Public Schools for official business.

Buice is a tobacco free campus. Smoking or use of other tobacco products is not permitted anywhere on the school grounds including inside parked vehicles.

Cell phone use is not permitted inside the building except inside the parent waiting room.

SCHOOL NUTRITION PROGRAM

We strongly encourage healthy eating at our school. The school cafeteria is maintained as a vital part of the health program of the school. Food prepared by an outside vendor will not be allowed in the classrooms for breakfast or in the cafeteria for lunch (ex. McDonalds, Zaxby's, Subway, etc).

Breakfast

Breakfast is available to all students every day. The full price for students \$1.25 and the reduced price is \$.30. An adult breakfast is \$1.40 and extra milk is \$.40.

Lunch

The cafeteria serves a nutritious lunch consisting of a choice of entrees and vegetables/fruit daily. The full price for students \$2.00 and the reduced price is \$.40. Extra milk is \$.40. An adult lunch is \$3.00. If you send your child a lunch from home, please ensure that it is nutritious and does not contain carbonated beverages, food in glass containers or items that require heating.

Payment

Students may pay for their meals daily, or purchase meal cards. You can create an account online at www.mealpayplus.com and make payments to that account or you can send money in a sealed envelope with your child's name and teacher to the cafeteria. You will need your child's student number in order to access their account online. Please contact your child's teacher or the front office for this number.

After five days of your child's meal account balance being negative, your child will be given a partial meal and you will receive a letter on Friday indicating the balance.

Food Allergies

Federal guidelines require that students who have a food allergy provide a doctor's note detailing the exact nature of the allergy. A copy of the note will be kept in the cafeteria and in the clinic. It is your responsibility to ensure that the school is aware of your child's allergies.

Cafeteria Guests

Parents and family members are encouraged to come to the school and eat with their child during lunch. Please sign in at the front office, put on a visitor's sticker and then meet your child's class in the cafeteria. If you are early, please wait until the appropriate time in the parent waiting room. All visitors must be on the student information card or be with the parent/guardian. Because we are required to meet specific dietary requirements for students, students are not allowed to eat purchased items from the adult lunch bar. We have special tables set up in the cafeteria for families so you will have plenty of room to eat and visit with your child. Please look for signs on the tables designating this special location. Enjoy your lunch with your child and then say "good-bye" to them at the cafeteria door. Please see the volunteer guidelines if you would like to be involved with the class outside of their cafeteria time.

SPECIALS (MEDIA, COMPUTER, SCIENCE)

Your child's class will have media, computer and science specials at least once per week. Each child will be able to bring home one library book a week. Students must return their book in order to get another book. Overdue notes will be sent home once a week. We do not charge overdue fines, but students are charged \$15 for lost hardback books and \$5 for lost paperback books. A refund is issued if the book is found. Charges will also be issued for damaged books. If you would like more information about our media or computer programs, please contact the Media Specialist or Local School Technology Coordinator at 770-271-5060. Please contact your child's teacher for more information on our Science Special.

SCHOOL CLINIC

Our objective is for children to be in school, however your child should stay home if he/she might spread his/her illness to other children, or is too sick to get through the school day. Children who are sick have difficulty learning, and may cause other children and staff to become sick.

Your child should stay home, or may be sent home by the clinic worker if any of the following conditions apply:

- Fever of 100°F or above, or 99°F with any symptoms of illness. **Students must be fever free, without fever reducing medication (Tylenol, Motrin) for 24 hours before returning to school.**
- Runny nose with signs of a cold (thick, yellow/green discharge), or severe allergy symptoms that interfere with his/her ability to engage in activities and learning
- Persistent cough
- Sore throat
- Swollen glands
- Earache
- Eye redness with burning, itching, swelling or discharge (until redness is gone or a note from doctor)
- Nausea, vomiting, diarrhea, abdominal pain. (A student may not need to go home for a single episode of vomiting or diarrhea if there is no fever and he/she feels well. However, if the episode is repeated, the student will be sent home and should not return until he/she is symptom free for 24 hours, or a note from the doctor states the condition is not communicable)
- Rash with fever or signs of illness, or rash of unknown cause
- Open sore with drainage of fluids or pus
- Suspected impetigo, scabies, lice that is not being treated
- Any communicable disease

Parents will be called and asked to pick up a student who is determined to be too sick to remain at school. Please make arrangements to pick up your child within 30 minutes of being called. If parents are not available or cannot be at the school within 30 minutes, the emergency contact will be called. Please notify the school if any information changes regarding your child's health. You are welcome to call the school clinic at 678-482-1055 to discuss any concerns.

Medications

If a student requires medication during school hours, it will be necessary for the parent to bring the medication in its original container to the clinic, and complete an "Administration of Medication Request" form for each medication. You will be asked to meet with the school nurse so she can review the "Administration of Medication Request" guidelines with you prior to administering medication. To ensure the safety of all students, do not send medication in his/her book bag. Medication should be picked up by the parent/guardian if no longer required at school.

Health Management Plans

A plan will be utilized to help meet the needs of students who have a chronic health condition. The county nurse and school clinic worker will work with parents to develop a plan that will address issues that may regularly occur, or suddenly arise during the school day.

COMMUNICATION WITH PARENTS

Communicating effectively with our parents is a staff priority. There are a number of ways that we communicate with parents throughout the year. In order to save resources and help you receive information in a timely manner, we are going to communicate primarily through email. Please make sure that we have a current and active email address for you. Our technology staff will be glad to assist you in setting up a free email account if you have access to the internet.

Classroom Communication

Teachers will be sending home weekly newsletters. Our teachers are actively involved with their students for the entire day so they do not have the time to fill out daily communication sheets for students. All teachers are available via

email and can return phone calls after 2:30 on Monday, Wednesday, Thursday and Friday. Tuesday afternoons are set aside for professional learning. Please allow at least 24hrs for email responses or return phone calls from teachers.

School Communication

You will receive school newsletters during the year to update you on school wide events and activities. You will also receive periodic memos regarding school wide events. It is our goal to conserve our resources by sending all communications via email. All school wide information can also be found on our school website at www.gwinnett.k12.ga.us/BuiceSchool.

Progress Reports

Your child will receive information regarding their educational progress in several formats. All students will receive a developmental progress report twice during the year. Once in January for mid-year progress and a final report in May. You will have the opportunity to conference with your child's teacher at least twice during the year to discuss progress. If your child has an IEP, copies of your child's goals and objectives page from their IEP will be sent home at nine-week intervals, coinciding with the Gwinnett County Report Card schedule.

SCHOOL SAFETY AND SECURITY

All visitors are required to check in at the front office and wear a visitor's sticker for the duration of their visit. This is for the safety of the students and staff at Buice. As is the case for all Georgia public schools, Buice has an emergency safety plan. This plan is developed with the safety of all children in mind. Fire, tornado and lock down drills will be conducted on regular intervals throughout the school year. Instructions are posted in each room of the school indicating how to exit the building in case of a fire and where to go in case of a tornado. Parents/visitors within the building during these drills are asked to follow the school procedures.

CLOSING OF SCHOOL

In the event of severe weather the school may be closed, the starting time may be delayed or the dismissal time may be early. Announcements will be made over GCPS Television, on the school system's web site (www.gwinnett.k12.ga.us), and via metro-Atlanta radio and television stations (WSB-Atlanta, WDYN-Buford). Reports in the morning will be between 6:00 – 6:30AM. If no report is heard, school will likely be in session. If your child rides the bus, please make sure you have filled out the inclement weather information section of the student information form. If your child is a car rider, please make sure you have made arrangements for yourself or someone on the checkout card to be available to pick your child up should the school need to close early. Please remember that the school office hours begin at 7:30 so no one is available to answer your call prior to this time. Please utilize the resources listed above to find out the status of the school day.

SCHOOL FUNDS REQUEST

The school requests instructional funds as approved by the Gwinnett County Board of Education. These funds are over and above any funds provided under the Quality Basic act of 1985. No student will be denied access to or participation in any course funded by Gwinnett County Board of Education or by the State of Georgia.

LOST AND FOUND

Articles are kept for an extended period of time after being found. These may be reclaimed at any time during the school year by contacting your child's teacher or the front office. Articles left at the end of the year will be donated to a charity during the summer.

STUDENT CONDUCT BEHAVIOR CODE

The following rules apply when a student is:

- a. on the school grounds;
- b. off the school grounds at a school activity, function, or event;
- c. en route to and from school;
1. Each student will not interrupt learning and teaching.
2. Each student will not damage or attempt to damage or take or attempt to take the property of the school.
3. Each student will not damage or attempt to damage or take or attempt to take the personal property of others.
4. Each student will not threaten, hit, kick, bite, bump, push, pull hair, pinch, hurt or use disrespectful language with staff (administrators, teachers, bus drivers, etc.).
5. Each student will not bully, threaten, hit, kick, bite, bump push, pull hair, pinch, hurt or use disrespectful language with other students or any other person not employed by the school. Fighting on the school bus may result in suspension from school and/or from riding the bus.
6. Each student will not possess or use weapons, whether assembled or disassembled guns, (including toy guns), knives, firecrackers, etc., whether toy, operational or not operational if a person could reasonably perceive the object to be a weapon or if the object is a destructive device.
7. Each student will not possess, use, or distribute alcohol or drugs or any substances they represent to be alcohol or drugs.
8. Each student will not disobey directions or commands of teachers, principals, bus drivers, etc.
9. Each student will not expose or touch himself, herself or others inappropriately including private areas of the body.
10. Each student will not miss school or class without an excused absence.
11. Each student will not exhibit unsafe and/or inappropriate conduct at any time.
12. Severe or repeated violations of school rules may result in a parental conference and/or discipline review committee meeting.

GCPS SCHOOL BUS RULES

1. Students will follow the directions of the drivers.
2. Students will cross the roadways in front of the bus after the bus has stopped and after the student has looked at the driver for a hand signal and looked in both directions for traffic (left, right, left).
3. Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up the object.
4. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
5. Students will not eat or drink on the bus.
6. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may carry only objects that can be held in their laps.
7. Students will refrain from using loud voices, profanity, and/or obscene gestures, and will respect the rights and safety of others.
8. Students will not extend head, arms, or objects out of the bus windows.
9. Students will be totally silent at railroad crossings.
10. Students will stay seated until time to get off the bus.
11. Students will keep their bus clean and in good, safe condition.
12. Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, radios, tape or compact disc players: or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.
13. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation on the school bus.