



## **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](http://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 1<sup>st</sup> and Pre-K students must be 4 on or before September 1<sup>st</sup>.

- **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. Acceptable documents include a non-contingent sales contract or a copy of current lease **and** a gas, water or electric bill. 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.

## **GENERAL INFORMATION**

- ◆ Please park in a visitor space in the small parking lot or any space in the large parking lot in the front of the building.
- ◆ When you arrive with your child for a speech session, please sign in at the front office and ask the receptionist for a speech visitor sticker. You must wear a green visitor sticker for the duration of your child's speech session.
- ◆ Once you have signed in at the front office, you may proceed to the parent waiting room. Your child's SLP will come and get your child from this room when it is time for the session to begin. Please be a few minutes early.
- ◆ If you are late, please let the front office know so they can call your child's SLP.
- ◆ Please do not allow your child(ren) to run in the hallways or on the ramp in the front office.
- ◆ For the safety of your child and to protect the teaching and learning throughout the building, you must remain in the parent waiting room for the duration of your child's session.
- ◆ Please bring activities to entertain younger siblings while you wait.
- ◆ When you are leaving, please be mindful of other educational programs within the building by talking quietly down the hall and holding your child's hand.
- ◆ Please do not allow your children to push the automatic door opener. This is for handicap access only.
- ◆ 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.
- ◆ T. Carl Buice is a tobacco free campus. Smoking or use of any other tobacco products is not permitted anywhere on the school grounds including parked vehicles.
- ◆ Please limit the use of cell phones to the waiting room only. Cell phone use is not allowed in the parking lot or hallways while at the school.
- ◆ You are welcome to visit the media center before or after your speech session. Your child may check out two books per week. The Buice Media Center does not charge overdue fines, but if a book is lost or damaged, a charge of \$15.00 for a hardcover or \$5.00 for a paperback book applies.
- ◆ Your child's SLP will give you a short tour of the school during your first session so you can become acclimated to areas that would be of interest including the media center and restroom locations.

## **ATTENDANCE**

It's important for students to be at each speech session. 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 when the student returns. A call to the school letting us know that your child will be absent that day would be greatly appreciated.

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 not come to school 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

### **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. Please let the front office or your SLP know of 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.

### **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 athletic shoes with ties or velcro be worn instead of slippers. For the safety of your child, open-toed 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.

### **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.

Each SLP establishes a system for communication with parents. Your child's SLP will review this system with you. Please note that your child's SLP will have therapy scheduled before and after your scheduled time so you will not be able to conference with your therapist at that time. For the privacy of all students, it is school policy that SLPs not discuss your child's session or program with you in the parent waiting room. If you or the SLP need to have a conversation regarding your child's progress, the SLP will schedule a time to hold that conversation with you privately.

#### **School Communication**

You will receive a newsletter each month to update you on school wide events and activities. If you have access to email, this will be sent electronically, otherwise, it will be sent in your child's bookbag. All school wide information can be found on our school website at [www.gwinnett.k12.ga.us/BuiceSchool](http://www.gwinnett.k12.ga.us/BuiceSchool).

## **Progress Reports**

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 green 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.

## **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.

## **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](http://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 – 6:30 AM.

## **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 SLP 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.