



2009-2010

Buford Elementary School

Georgia Title I Distinguished School



Georgia School of Excellence



Reading Renaissance Master Model School



SACS CASI Southern Association of Colleges and Schools



2500 Sawnee Avenue

Buford, Georgia 30518

Telephone: (770) 945-5248 Fax: (770) 932-7579

Web Address: www.bufordcityschools.org

Dr. Geye Hamby
Superintendent

Mrs. Melanie Reed
Principal

Mrs. Denise Simpson
Assistant Principal

Student's Name _____

Teacher's Name _____

Dear Parents, Guardians and Students,
Welcome to a new school year! We are very excited about working with all of you to make the educational experience a successful one. We can accomplish this with good communication between home and school, quality instruction delivered by quality teachers, and students who believe they can succeed. This agenda will be used as one tool for communication. Please read it carefully with your child and sign page 17. At BES, we will make sure that your child receives quality instruction. Together, we can work to ensure that students believe they can accomplish great things.

Sincerely,
Melanie Reed, Principal
Denise Simpson, Assistant Principal

ATTENDANCE/ CHECK-OUTS/TARDIES

1. Good attendance and punctuality are critical to a child's success in school. Students are required to be in school each day that Buford Elementary is in session. Students must attend until 11:50 to be counted present. You will be notified by phone on the days your child is absent. For this reason, it is imperative that we have a number where you can be reached. You must send a written note or e-mail explaining the absence every time the child is out. Excused absences, according to the Georgia School Code (see page 12) include illness, family emergency, death in the immediate family, observance of religious holiday, certain circumstances of concern to the parents, and other situations beyond the control of the student. Head lice are not an excused absence. We follow a no-nits policy. According to state law, students who have more than five unexcused absences are considered truant.

2. Check-Outs from school should be limited to medical and dental appointments to avoid interruption of valuable class time. Early check-out means the student is missing important instruction. If a parent wishes to check a child out before dismissal, the parent must come by the office to sign the student out. STUDENTS MAY NOT BE CHECKED OUT AFTER 2:50 EXCEPT IN EMERGENCY SITUATIONS. Anyone checking a student out must be named as a contact on the student information sheet. The office staff will ask to see identification. This is very important to ensure that your child leaves only with persons authorized by you.

3. Unexcused Tardies and Checkouts will have the same consequences at BES and BA.

- On the 5th tardy/checkout...Letter home
- On the 10th tardy/checkout...Conference with parents
- 11th-14th tardy/checkout...Loss of a privilege
- 15th-19th tardy/checkout...Silent lunch and loss of a privilege
- 20th tardy/checkout...Referral to school social worker/discipline referral

Perfect attendance awards will be given to all students who are not absent, tardy, or checked out for the entire school year. Children are considered tardy if they are not in the classroom by 8:25.

BIRTHDAY/PARTY INVITATIONS

Parents will be given the opportunity to participate in a class directory compiled at the beginning of the school year. Once this has been completed, this directory can be used for mailing personal party invitations. Personal invitations may not be given out at school.

BREAKFAST AND LUNCH

Breakfast and lunch are served each day. Lunch is \$1.75 and may be paid in advance at the rate of \$8.75 per week. Breakfast is \$1.00 and is served from 7:30–8:10 a.m. Students who eat breakfast must go directly from the bus or car to the cafeteria when they arrive at school. The cafeteria stops serving breakfast at 8:10 a.m. Free and reduced price meals are available to qualifying families. Your child will be given a simple application which must be filled out and returned to the office in order to be considered for free or reduced price meals. Reduced price breakfasts are \$.30 and lunches are \$.40. Students may bring their lunches from home to eat in the cafeteria. All drinks must be brought to school in a thermos or other unbreakable container. Soft drinks in cans or bottles may not be brought to school. Charges for lunch or breakfast may not be made except in emergency situations. Extra milk may be purchased for \$.50. If your child has lunch or breakfast charges, he/she will not be permitted to purchase ice cream, school store items, or any other fundraiser type item(s). Examples include..popcorn, Sprite, kool-pops etc. Students with a balance over \$10.00 will be given an alternate lunch. Regular notices are sent to those with lunch or breakfast charges. Pay these in a timely manner! A quality lunch program depends on this. *Please note that all prices are subject to change. Please check the website for current prices.

BUS SERVICE

Bus service is provided for students who live in the city of Buford. A public school transportation system has the purpose of safely transporting your child. A student will ride his/her assigned bus only. Students will not be allowed to change from bus rider to car rider after 3:10 p.m. as we are already loading and calling buses. Students will not be allowed to bring friends home with them on the bus due to lack of space on our school buses. Large school projects, balloons, or other items such as these are not allowed on buses for safety reasons. Please make other arrangements to get them to and from school.

CAR RIDER DISMISSAL

Car riders are called to the gym at 3:10, although the car line begins to form much earlier. Please be courteous. Shortly after 3:10 the line begins to move. If you do not have the student's mirror tag you must come to the office, show a valid picture ID and sign the child out. Because of safety issues, you must be in the car rider line if your child is a car rider. If you arrive after 3:10 and before 3:30, your child will be supervised and waiting for you in the gym area. Cars should enter the campus through the drive nearest the gym and lunchroom marked "STUDENT PICK-UP ONLY." Cars must not be parked in bus lanes, self-created parking spaces, or double parked. These restrictions must be enforced for the safety of students and school personnel. If your child is not picked up by 3:30, he/she will be placed in our after school Wolfpack program and a fee will be assessed.

CAR RIDER DROP OFF

Morning car riders must be dropped off in the car lane by the gym. Students may not be dropped off in the bus lane. Car rider drop off begins at 7:30 and ends at 8:20 a.m. Students must always be escorted into the building by a parent if they enter through the front door. If you arrive after 8:20, your child must be brought to the office and signed in. For the safety of our students, please do not use your cell phone in the car pool line. Please note that students will not be allowed to change from car rider to bus rider after 3:10 p.m. as we are already loading and calling buses.

CHILD CUSTODY

Buford Elementary uses the following procedures concerning child custody. Any questions concerning documents need to be directed to the BES Registrar.

1. Legal opinion states that either parent has equal rights to the child unless one of the below-mentioned legal documents has been issued.
2. A parent may not request that a child not be allowed to leave with the other parent unless appropriate documentation is on file. Proof of termination of parental rights, current custody papers, restraining orders, or other legal documents must be in the child's folder at school.
3. In the event that a parent says they have such a document at home, the document or notarized copy must be brought in within a short period to be included in the child's school records. Temporary guardianship does not satisfy the residency requirement.

CONDUCT/SCHOOL DISCIPLINE PLAN

Student conduct is expected to conform to a high standard at all times. Unacceptable conduct which prohibits learning and which disrupts those nearby will not be tolerated. Students who misbehave at school will be disciplined. The cooperation of parents is an important element in modifying unsatisfactory behavior. All adults are expected to model appropriate behavior in the school. Georgia law supports this expectation for employees and visitors.

Rules

1. Students will show respect, kindness, & appreciation towards other people and their property.
2. Students will keep hands, feet, and other objects to themselves.
3. Students will walk quietly while inside the building.
4. Students will follow the cafeteria rules.
5. Students will listen to and follow the directions of all employees of Buford Elementary School the first time the instructions are given.
6. Students will talk in a quiet voice and only when given permission.
7. Students will complete class assignments in a timely manner.

Consequences

Students who choose not to follow the school rules will receive one or more consequence(s), including but not limited to the following: warning, parent notification, loss of privilege(s), referral to counselor, isolation in another classroom, loss of recess, time in the Opportunity Room, and out of school suspension. Please be aware that at times a student's behavior creates an unsafe environment. If this happens to your child, it will be necessary for you to pick up your child immediately.

Daily behavior ratings that you will see in your child's agenda:

- E = Exceeds expectations/Excellent
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

Cafeteria Behavior Expectations:

Students are expected to follow the cafeteria rules as they follow classroom rules. Students who choose not to follow the cafeteria rules will receive one or more consequence(s), including but not limited to the following: warning, change of conduct grade, silent breakfast/lunch in the cafeteria, isolated breakfast/lunch in the Opportunity Room.

Cafeteria Rules

1. Talk quietly.
 2. Keep your feet on the floor.
 3. Clean up after yourself.
 4. Don't play with your food.
 5. Sit up straight.
 6. Keep your hands, feet and other objects to yourself.
- Students who continuously disregard the school rules will be placed on an individual discipline plan that will be developed by the teacher, administration, and/or parent.

Special Areas (Art, Music, P.E. , Computer Lab, and Math) Behavior Plan and Grades

Behavior Expectations:

1. Treat others with respect.
2. Keep hands and feet to yourself.
3. Follow directions the first time they are given.
4. Treat materials and equipment with care and respect.

Behavior Consequences:

After one verbal warning the students will receive a behavior mark for misbehavior in a special area class. Behavior marks will be recorded and a note will be made in the student's agenda.

1st behavior mark-A written warning will be recorded. A note will be made in the student's agenda.

2nd behavior mark-The student will receive time out and/or a written assignment. A note will be made in the student's agenda.

3rd behavior mark-The student will be sent to the Opportunity Room or the Office. A note will be made in the student's agenda.

Severe Clause-Any student displaying severe misbehavior may be sent directly to the Opportunity Room or to the Office without prior warnings. Students who consistently misbehave may be sent directly to the Opportunity Room or Office after receiving one behavior mark.

Rewards-Individual good behavior will be rewarded. Overall good classroom behavior will be tracked in a school-wide contest. Each class will earn points for positive behavior every time they visit a special area class. At the end of each month the class with the most points from each grade level will take possession of the class trophy for the next month.

Grades- Grades will be determined based on participation, effort, and behavior. Students will receive an "S" for Satisfactory, an "N" for Needs Improvement or a "U" for Unsatisfactory. Students who receive 2 to 3 behavior marks during a grading period will receive an "N". Students who receive 4 or more behavior marks during a grading period will receive a "U".

COUNSELOR PROGRAM

The counselor program in our school is multi-faceted. Classroom guidance programs center on two major areas: personal safety and making friends/resolving conflicts. Individual counseling is oriented towards how the child is performing in school and may be requested by the teacher or the parent. Long-term personal or family counseling issues are referred to other agencies. Small group guidance involves children who have similar concerns. These groups get together to help support each other and recognize they are not alone in their feelings. Confidentiality is maintained in all conversations with children, teachers, or parents, unless there is the suspicion of abuse, which is rare. In the case of a suspicion of abuse, the counselor is a mandated reporter. Attendance issues, whether perfect attendance or poor attendance, are addressed through the counselor's office and/or the social worker's office.

DIRECTORY INFORMATION

Information the Board of Education has designated "directory information" may be disclosed upon request unless a parent objects in writing to the principal of the school where the child is enrolled within a reasonable time after receipt of the notice as contained in this student handbook. Directory information about former students will be disclosed upon request. The Board has designated the following as directory information

- Student's name, address, and telephone number;
- Student's date and place of birth;
- Student's participation in official school clubs and sports;
- Weight and height of student if a member of an athletic team;
- Dates of attendance at the system's schools;
- Awards received during the time enrolled in the school system.

(2009-2010) DRESS CODE

Kindergarten – 5th Grade

The Buford City School System has instituted a standardized dress code in all grade levels. The following are the global parameters for the dress code Kindergarten-5th Grade: *Please see the school's website for examples.

Belts

Belts are not required. If belts are worn, they must be solid khaki, brown, or black.

Dresses and Jumpers

Dresses and *jumpers may be worn in the following solid colors: Gold, green, grey, white, black, khaki, blue denim, pink with a stitched Buford insignia, and any approved plaid sold at BHS. *Jumpers must be worn with an approved shirt that has sleeves.

Friday Spirit Wear

Homemade Spirit Wear shirts are appropriate for Fridays only. Green (traditional in color) camouflage pants are appropriate for Fridays only. Camouflage shirts are not allowed. *Any Buford City Association team uniform (in accordance with dress code colors) will be allowed. (Examples include..football jerseys, cheerleading uniforms etc.)

Hair Bows

No color requirement.

Overcoats worn OUTSIDE of the building

There will be no color requirements for overcoats worn outside of the building.

Pants

All pants must be worn at the waist with no undergarments exposed. Pants should not have rips, tears, or holes.

- Solid/Plain khaki pants, shorts, skorts, capris, or skirts
- Solid/Plain black pants, shorts, skorts, capris, or skirts
- Solid/Plain blue jeans, shorts, skorts, capris, or skirts

School Spirit Wear

School Spirit Wear in compliance with the dress code will be available for purchase in each school.

Shirts

All shirts must be hemmed. They must be solid in color. They must also have a sleeve, and a crew neck, turtle neck, or collar. Stripes are not allowed. Sequins and rhinestones are not allowed.

- Gold (any shade)
- Green (any shade)
- Grey (any shade)
- White or Black
- Pink with a stitched Buford insignia
- Any approved school sponsored spirit shirt.

Shoes/Socks/Leggings

There are no specific requirements for shoes.

There are no color requirements for short socks that do not show. Knee socks and leggings must be solid black, cream, white, or khaki. They may be worn under pants, shorts, skorts, capris, dresses, jumpers, or skirts. * Please see section on "Items to leave at home."

Students may not wear any combinations of black on black.

Sweaters and Jackets worn in the building

Sweaters and light weight jackets that are worn inside the building must be in the solid colors of

- Gold, Green, or Grey (any shade)
- White or Black
- Pink with a stitched or screen printed Buford insignia
- Combination of school colors which are green, gold and white. (For example, a green jacket with white stripe on the sleeve. Not to include florals, plaids or prints)

Sweatshirts

Hooded, round neck and zip up sweatshirts are allowed in the solid colors of gold, green, grey, white, black, or pink with a stitched or screen printed Buford insignia.

Undershirts

Undershirts are not required. However, if undershirts are worn, they must be in an approved shirt color.

EMERGENCIES

In emergencies such as snow or ice, lack of heat or power, etc., the school may close or there may be early dismissal. Stay tuned to local radio/TV stations for school closings.

FIELD TRIPS

Field trips are planned for educational enrichment. They are scheduled to minimize interruption of the instructional program. In order for your child to take part, please sign and return the permission slip that is sent home. YOUR CHILD WILL NOT BE ALLOWED TO GO ON A FIELD TRIP WITHOUT WRITTEN PERMISSION FROM YOU. If the school determines that a student's participation may compromise that student's safety or the safety of the other students, the parent/guardian of that student must accompany him/her on the field trip and will be allowed to ride the bus. Due to limited space on buses, other parents may be required to provide their own transportation. Chaperones are required to be fingerprinted and have a background check. Forms explaining this process are available on the Buford City School's website (www.bufordcityschools.org).

GIFTED/ENRICHMENT PROGRAM

Students in the Buford City School District who demonstrate a high degree of intellectual, academic, creative, and/or artistic ability are provided with special instructional services by the Program for Enrichment Students. These students are taught by a teacher with a gifted endorsement. Eligibility criteria for placement in this program are determined by the State Board of Education and/or the Buford City Board of Education. Referrals for considerations of eligibility for enrichment services may be made by teachers, counselors, administrators, parents or guardians, peers, self, and/or other individuals with knowledge of the student's abilities. For a summary of eligibility criteria or for further information about Buford City School's Program for Gifted/Enrichment Students, please contact the Enrichment teacher at BES.

GRADING

Buford Elementary uses the grading system adopted by the Buford City School System.

A = 90 – 100 B = 80 – 89
C = 70 – 79 F = below 70

Other scales such as S, N, and U are also used. Report cards have been developed to clearly convey progress made by the student. Parents must sign the envelope and return it to the child's teacher. The Progress Report or Report Card may be kept at home.

S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

GRIEVANCE POLICY

Buford City Schools has a grievance policy and procedure for Section 504 and Title IX. The contact person for Buford Elementary is the school counselor.

HOMEBOUND INSTRUCTION

When a student is very ill and will be absent ten or more days, the counselor should be notified immediately to arrange homebound instruction. To qualify for homebound instruction, a doctor's signature is required certifying the anticipated absence of ten or more days. Priority for provision of homebound instruction will be given to the student's teacher or to other teachers on that grade level. Homebound instruction consists of three hours of instruction per week. The student is counted present when receiving homebound instruction.

HONORS AND AWARDS

To make grades K-1 a positive experience for students, free of undue pressures, honor rolls are not used or published. Developmentally our students are in the process of discovering their strengths and talents. Throughout the year numerous awards may be given. Examples include: recognition such as Citizen or Student of the Week/Month, attendance awards, birthdays, advancement in reading certification levels, P.E., Art, Music, Technology, and ESOL Students of the Week. Perfect attendance certificates are given at the end of the year for those students who have been present all day, every day and have had no tardies or check-outs. Individual teachers and grade levels may give additional awards and recognition.

ICE CREAM

Ice cream is sold at BES on days determined by the classroom teacher. However, if students have any outstanding balances (Ex. Wolfpack, lunch charges, etc.), they will not be allowed to purchase ice cream.

INSURANCE

School accident insurance for students is available through the front office. Forms are sent home within the first few weeks of school and parents are requested to return them promptly. Twenty-four hour coverage is available for purchase to all Buford City School students.

ITEMS TO LEAVE AT HOME

Please keep the following items at home: cleated shoes, heellies, caps, toys, electronics of all types, sunglasses, rolling bookbags, do-rags and hoop/dangling earrings. TENNIS SHOES ARE REQUIRED FOR PHYSICAL EDUCATION CLASSES. Girls must wear shorts under skirts for physical education.

LEGAL NAMES

A student's legal name must be used on all official documents and records. In the event of a name change, the school must be given legal documentation stating such changes.

MEDIA CENTER

The media center is open to students after morning announcements each school day until 3:10 p.m. Students may use the media center until 3:30 p.m. with a parent. Students who have damaged or lost a book during the school year will not be able to check out books after May 1st until the book has been paid for or returned in good condition. Parents are encouraged to use the school media center and the Buford Public Library. Buford Elementary's Media Center collection may be accessed from the OPAC (On-Line Public Access Catalog), found on the system website under the General Information menu. www.bufordcityschools.org

MEDIA CENTER- READING RENAISSANCE

Reading Renaissance (RR) is the comprehension component of our reading program. Students choose books to read on their own level. The teacher determines this level by the use of reading assessment tests and by his/her own evaluation. Emerging readers choose books that will be read to them at school or at home. A short computer quiz (Accelerated Reader) is then taken by the student, most often only five questions. RR is an individualized program that lets each student progress at his/her own pace. It has been a very successful part of our curriculum since 1995. BES has been named a RR Master Model School every year since 1997. Excitement for our reading program is a very special part of our school climate.

MEDIA CENTER- READING RENAISSANCE CERTIFICATION LEVELS

Setting goals for levels of certification can encourage your students to progress in their reading. Please help them strive for the following levels:

Ready Reader: Accumulate 5 points through any combination of Read To, Read With, and Read Independently.

Beginning Reader: Read three books by yourself on the 0.5 to 1.1 reading level and pass quizzes on one's own.

Independent Reader: Independently read three books written at a 1.2 reading level or higher and pass the quizzes on one's own. Accumulate ten points.

Rising Reader: Independently read three books on a 1.6 reading level or higher and pass the quizzes. Accumulate 10 points in independent reading.

Super Reader: Have Rising Reader certification. Read independently three books worth one point or more each at 2.0 level or higher and pass the quizzes.

Advanced Reader: Have Super Reader certification. Read independently three books worth two points or more at a 3.0 reading level or higher and pass the quizzes.

Star Reader: Have Advanced Reader certification. Read independently three books worth four points or more at the 4.0 book level or higher and pass the quizzes.

NONDISCRIMINATION POLICY

The Buford City School system operates on a policy of nondiscrimination based on race, color, national origin, sex, religion, creed, and disability in program services.

NON-SCHOOL OFFICIALS

A law enforcement officer, welfare staff member, or other public or private professional service agency may confer with a student on school premises if done in the presence of the student's parent or the building principal or designee.

NURSE/CLINIC

The school nurse and clinic are located in the office area. All medications must be brought in by the parent, registered at the clinic, and dispensed by the nurse or designee. Written permission must be on file for medication to be administered. All medicines must be in original containers. The school nurse is an experienced, trained medical professional who is equipped to handle minor accidents. Parents are contacted by phone at the discretion of the school nurse. However, if a child visits the clinic

during the school day and the parent is not notified by phone, a written explanation is sent that same day. Additional requests and safeguards must be arranged by the parent and school nurse. More serious accidents may require contacting medical personnel. The teacher or supervising personnel who witnesses the accident completes an accident report form immediately. Students must report all injuries to the supervising teacher and parent(s) will be notified. For this reason, it is extremely important to have a reliable contact number. The school does not provide care for ill students. It is important that ill students are picked up promptly. If we can't contact you, or you do not come and pick up your child within a reasonable amount of time, an appropriate agency will be contacted. If a child complains with symptoms of an illness, the nurse will evaluate the child and decide whether parent contact is necessary. You may be contacted if your child has:

- A temperature of 100.4 or greater
- Made repeat clinic visits on the same day
- Vomiting and/or Diarrhea
- An inability to perform in class due to distress or unrelieved complaints/pain
- Any major marring of skin (bruising, cut, swelling, etc.)
- A very frequent cough
- Widespread rash
- Lice/Nits

Children must be free of the above symptoms for 24 hours before returning to school. Also, if your children have any of the above symptoms the morning before coming to school, please keep them home until they are symptom free for 24 hours.

If you have any questions or concerns with the above criteria, please call the school nurse at 770-945-5248 or visit the Buford Elementary School website at www.bufordcityschools.org.

- Exceptions to the notification criteria will be noted as needed in the individual student's 504 file.

GUIDELINES FOR MEDICATION ADMINISTRATION ASSISTANCE:

(1) All medication (prescription & nonprescription) must be taken directly to the office for safe storage by an adult. Medicines will not be allowed to be transported to or from school by students. (2) All medication must be accompanied by an "Administration of Medication" request form before school officials will assist in the administering of any medication. NO EXCEPTIONS. Verbal consent cannot be accepted. (3) All medication must be in the original child-resistant container. Medicines must be in the labeled prescription bottle with the student's name. (4) Administration of medicine during school hours is discouraged. Parents should check with their physician regarding the need for medications during school hours. Medications prescribed for three times daily often can be given before school, after school and at bedtime. (5) Any medication found in the possession of a student will be taken to the office for storage until the parent/guardian can be contacted. It will not be returned to the student. (6) Over-the-counter medication (ex. Tylenol, Motrin, cough remedies) will not be given on a continual "as needed" basis, unless prescribed by physician for chronic/acute disorders.

LICE-The school nurse is responsible for identifying students with nits and/or lice. She or her designee will make periodic class checks as well as individual checks. If a child is identified as having lice/nits, all siblings will be

checked. The nurse will contact the parent/guardian to pick the child up. If the student cannot be picked up immediately, he/she will wait in the Opportunity Room. When a student returns to school after being sent home with lice/nits, parents must accompany their child to school for a re-check. Students are not allowed to ride the bus until cleared by the nurse. A student will not be permitted to return to class without a note from the nurse or other school personnel stating that the student has been re-checked and is clear. Parents with children who need to be re-checked will be asked to wait with the children on the front hall benches until the nurse arrives. The nurse/designee will do no more than one re-check on the day the lice/nits are found. Unfortunately, lice and nits have become resistant to some treatments. The school must enforce a "No Nits" policy before a child can return to class. Absences caused by lice/nits are not considered an excused absence.

PARENT TEACHER ORGANIZATION

P.T.O. needs your participation, membership, and support. Check newsletters or handouts for dates and times of PTO meetings held during the year. Contact the school office (770-945-5248) if you are interested in helping with P.T.O.

PARENT VOLUNTEERS

Please call the office (770-945-5248) if you would like to volunteer to work in a classroom. This includes art, music, the media center and computer lab. VOLUNTEERS ARE ALWAYS NEEDED AND GREATLY APPRECIATED!

PARENTAL VISITS

You must come by the office to pick up a visitor's pass before going to your child's classroom.

Parents are encouraged to come to school when it does not interfere with the learning process. Please call and make an appointment with your child's teacher for all conferences. We would love for you to visit and have lunch with your child. You may be asked to sit outside if the weather permits due to limited space in the BES lunchroom. PLEASE DO NOT SIT AT THE PEANUT FREE TABLE. THIS TABLE MUST BE KEPT PEANUT/NUT FREE AT ALL TIMES. To avoid hurt feelings, no friends may be chosen to accompany your child if you decide to eat outside or at another table. The paraprofessional on duty will let you know if space is available to sit with your child's class, keeping in mind that cafeteria rules must be observed.

PARKING

It is imperative that you park in a legal parking space when visiting Buford Elementary. For the safety of all we must have the bus, fire and emergency vehicle lanes open at all times. The American Legion is available for overflow parking. Vehicles illegally parked may be ticketed and/or towed.

PARTIES/BIRTHDAYS

There will be three parties held during the school year: Winter Break, Valentines, and End of School Year. Parents are invited to help. Don't forget to pick up a visitor's pass on your way into the building from the front office. While birthdays are very important to children, instructional time cannot be used to celebrate. Parents/Guardians may make arrangements with the teacher to bring in cupcakes/cookies/cake etc. to be passed out during snack or lunchtime. All other celebrations should be done outside of the school. (Including: balloons, party favors, gifts, and

birthday parties which include parents/siblings etc.) Due to severe food allergies, all birthday snacks should be store-bought and in sealed, pre-packaged containers with ingredients labels.

PERSONAL BELONGINGS

Please do not allow students to bring items to school which are not part of or could disrupt the educational program unless specifically requested by the teacher. Glass jars or pieces of glass should not be sent to school. Electronic devices (i.e. cell phones, games, etc.) may not be brought to school. TOYS should not be brought to school unless a teacher sends a note requesting a specific item. Toys brought to school will be taken up and kept until the end of the year. Parents are urged to place name labels on items such as coats, sweaters, and lunch boxes. Due to safety concerns, rolling bookbags may not be brought to school. The school is not responsible for any lost or stolen items.

REPORT CARDS

Report cards are issued every nine weeks to students for parental review and signature. Behavior and academic progress reports will be sent home at 4 ½ week intervals during the nine-week grading period in 1st Grade. If you wish to schedule a conference regarding your child's progress, please send a note to the teacher or call the office for an appointment. We are glad to discuss your child's progress with you at any point during the grading period. Appointments must be scheduled so that instructional time is not interrupted. Please note that report cards will not be released at the end of the year if money is due for lunch or breakfast charges, library books, textbooks, Wolfpack, pictures, or any other outstanding fees.

SCHOOL CRISIS PLAN

In the event of a crisis situation such as a tornado, chemical spill, etc., certain procedures will be followed according to our school crisis plan. Students will be kept at school until the crisis is determined to be over. Students will be released only to authorized individuals.

SCHOOL HOURS

Promptness at school is an important part of a child's training. Please have your child arrive on time every day.

7:30 Supervision in gym

8:10 Students to classrooms

8:20 End of car rider drop off (after this time, parents must accompany the child to the office)

8:25 Morning announcements – students are considered tardy if they are not in the classroom by this time. Students must be brought to the office and signed in by the parent.

2:50 No check-outs after this time

3:00 Prepare to leave

3:10 Car riders, walkers, and buses dismissed

3:30 Car rider pick-up ends
(If your child is not picked up by this time, your child will be placed in Wolfpack and a fee will be assessed.)

SCHOOL RECORDS

All students are required to have on record certain documentation. According to state law, the school must have complete records. In the absence of such records, the school will request that you withdraw your child. A student enrolling with incomplete records or no records at all may be admitted conditionally pending receipt of missing records. If a student is admitted conditionally, the school must have the following records within 30 days or the student will be withdrawn until all conditions are met: birth certificate, social security number, updated immunization (form 3231), hearing, vision, and dental screening forms, academic records, disciplinary records, and/or other pertinent information. Your child's personal folder, containing his/her records and other pertinent school information, is available to you upon request. Appointments to see folders should be made in advance to avoid confusion or delay. PLEASE INFORM THE SCHOOL OF ANY ADDRESS OR TELEPHONE NUMBER CHANGES. If we can't contact you, an appropriate agency will be contacted. Your cooperation is necessary in keeping our records correct and up-to-date.

SCHOOL STORE

School store items are sold to the students each day before 8:20 a.m. and range in cost from \$.25 - \$1.00. Special items related to holidays and school spirit may be sold at various times during the school year. Emphasize to your child that lunch money should not be spent at the school store. Also, if a child has any outstanding charges, the child will not be allowed to make purchases at the school store.

SNACKS

All classrooms have a daily snack time. Please send a healthy snack and water or juice for your child each day. Candy is not considered as a healthy snack. Please do not send colored drinks to school, as they may stain the carpet or tile.

SOLICITATION AT SCHOOL

Students, parents, and teachers are prohibited from selling or distributing items between 7:30 a.m.– 3:30 p.m.

STUDENT SUPPORT

Buford Elementary believes in a continuum of support and care for students as an additional means to counter or prevent student disciplinary and academic problems. Students are encouraged to seek guidance and counseling to prevent problems and resolve issues as soon as possible when appropriate. Student support services at our school may include mentoring, student plans, counseling, and student support teams. Please contact the school guidance counselor, Dr. Lane, at 770-945-5248 for a further explanation of the support services available. Student support is also provided by Teresa McCord, the system social worker. Ms. McCord works with the school, DFCS, Juvenile Court and other agencies to ensure the well being of the students. For family needs, resource help, or further information, contact Ms. McCord at the Central Office, 770-945-5035.

STUDENT SURVEY

No student shall be required to submit to a survey, analysis, or evaluation which reveals the information below about the student or parent. This may be done with the consent of the parent or guardian.

1. Political affiliation
2. Sexual behavior and attitudes
3. Critical appraisals of other individuals
4. Legally recognized privileged relationships
5. Income

TEACHER REPORTING

A teacher shall have the authority, consistent with Board policy and state law, to manage his/her classroom, discipline students, and refer a student to the principal or his/her designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of such student's classmates to learn will file a report of such behavior with the principal or his/her designee. The procedures set forth at O.C.G.A. 20-2-737 shall then be followed.

TRANSPORTATION CHANGES

Please be sure your child knows how he/she is getting home before leaving home in the morning. Please come by the school in person or send a written note to make changes. Faxes are accepted, but you must call ahead so we are expecting the fax. All changes must be made before 2:30. Phone changes are not permitted. The policy is strictly enforced for the protection of all students. Thank you for your cooperation in implementing these safety procedures.

WOLFPACK

The Wolfpack program is a before-school and after-school program available to Buford Elementary students. The hours are 6:30-7:30 a.m. and 3:30-6:00 p.m. The cost is currently \$15.00 per child per week in the morning and \$30.00 per child per week in the afternoon; however, these fees are subject to change since the program is solely funded with these fees. Children must be registered before they may attend this program. Registration packets may be obtained from the office or from the Wolfpack coordinator. Parents and/or Guardians with outstanding Wolfpack fees will not have access to this program.

*Children with outstanding Wolfpack fees will not be permitted to purchase ice cream, school store items, or any other fund raiser type item(s).

All rules and regulations for Wolfpack will be outlined in the registration packet available in the school office.