

Dear Parents, Guardians and Students,
Welcome to the 2018-19 school year at Buford Elementary School. Support and involvement from parents and community are essential to the success of our students. We desire your involvement and participation throughout the school year for the benefit of all students. Our faculty and staff are highly qualified and work hard to make the educational experience a successful one. Communication between the home and school is vital for our students to succeed. We are excited about this school year and the accomplishments our students will make as we work together to achieve excellence. We “Believe in the Excellence of Students.”

Sincerely,
Tara Prince, Principal
Christie Brown, Assistant Principal

ATTENDANCE/ CHECKOUTS/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 (early release days until 11:30.)** You will be notified by our automated phone system 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* 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. According to state law, attendance protocol states that truancy is defined as **Five (5)** unexcused absences. Note: Head lice are not an excused absence. We follow a no-nits procedure. **Please note that on early release days, students will be counted absent for the day if they arrive 45 minutes late to school.**

2. Children are considered **tardy** if they are not seated in the classroom by 8:30. The car rider line ends at 8:25. **In order for your child to get to class on time, your car needs to be at the gates of the car rider line by 8:25.** For safety reasons you must walk your child into the front office any time after the car rider line ends.

3. **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 DURING THE LAST 30 MINUTES OF THE SCHOOL DAY EXCEPT IN EMERGENCY Situations.** Anyone checking a student out must be named as a contact on the student information sheet. The staff will ask to see identification. This is very important to ensure that your child leaves only with persons authorized by you.

4. **Unexcused Tardies/Checkouts** will have the same consequences at BES and BA.

- On the 5th tardy- Letter home
- On the 10th tardy-Conference w/ parent
- 11th – 14th tardy - Loss of recess
- 15th – 19th tardy- Loss of recess and an additional privilege
- 20th tardy- Referral to school social worker and/or discipline referral

Perfect attendance awards will be given to all students who are not absent, tardy, and/or checked out for the entire school year. Each month, PTO provides a new bike and helmet to a random student who has not been absent, tardy, or checked out during that month.

BREAKFAST AND LUNCH

Breakfast and lunch are served each day. Breakfast is served from 7:45–8:15 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 8:15 a.m. Breakfast and lunch prices are available on our school nutrition website (www.bufordcityschools.org/departments/nutrition/). Free and reduced price meals are available to qualifying families. You can access the application for free and reduced price meals at <https://lunchapp.bufordcityschools.org>. You may also pick up a paper application which can be filled out and returned to the front office of your child’s school. **ALL charges on student’s accounts must be PAID IN FULL even if your student becomes free or reduced. To ensure charges are not made on the account, please turn in applications before school starts.** 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. Extra milk may be purchased. Charges for lunch and/or breakfast may not be made except in emergency situations. If your child has lunch or breakfast charges, he/she will not be permitted to

purchase ice cream or any other fundraiser type item(s). **Students with a balance over \$20.00 will be given an alternative breakfast and lunch.** Regular notices are sent to those with lunch or breakfast charges via email. Pay these in a timely manner! A quality lunch program depends on this. **MyPaymentsPlus** is an online prepayment system through which parents may manage students' meal purchases. By navigating to www.mypaymentplus.com and registering, parents can: Check student cafeteria balances and purchase history, prepay online for breakfast/lunch, and request low balance e-mail reminders. In addition, each school will have the option of using MyPaymentsPlus to receive fees and payments that are unique to that school's program. See your school's website about paying activity fees through MyPaymentPlus.

BULLY PREVENTION

Buford City Schools has established a bully prevention program. Teachers have been trained on how to intervene on-the-spot when bullying occurs. The following rules have been reinforced in all schools:

1. Students will be kind to one another.
2. Students will help others in need.
3. Students will include those being excluded.
4. If someone is being picked on, tell an adult.

BUS SERVICE

Bus service is provided for students who live within the city limits 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 2:30 p.m. 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. Please make other arrangements to get them to and from school.

BUS RULES

- 1-Students will follow the directions of the driver.
- 2-Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and 12 feet from where the bus stops.
- 3-Students will wait in an orderly line and avoid playing.
- 4-Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the driver for a hand signal, and they have looked in both directions for traffic, left, right, left.

5-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 object.

6-Students will go directly to an available or assigned seat when entering the bus. Keep aisles and exits clear.

7-Students will remain properly seated, back against the back of the seat, bottom against bottom of the seat, and keep hands to themselves.

8-Students will not eat, drink, or chew gum, on the bus.

9-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 on their laps.

10-Students will refrain from using loud voices, profanity and/or obscene gestures, and respect the rights and safety of others.

11- Students will not extend head, arms, or objects out of the bus windows.

12-Students will be totally silent at railroad crossings.

13- Students will stay seated until time to get off the bus. The open bus door is the signal to get up from the bus seat.

14-Students will not be given permission to ride a different bus or get on or off the bus at a different bus stop location, or to ride the bus to another student's home.

15- Students will help keep their bus clean and in good, safe condition.

BUZZ IN/VISITOR MANAGEMENT SYSTEM

Buford Elementary has a visitor management system. The system, which requires visitors to be "buzzed" into the school, is intended to enhance the safety and security of both staff and students establishing greater door control at the primary entrance to the school. During morning arrival our doors will be open. Once the school day begins, our doors will be locked and visitors will need to press the bell button to gain entry to the school. Please be prepared to show your ID. If your child arrives late, you must come in the office to sign your child in.

CAR RIDER DISMISSAL

Car riders are called to the gym at 3:08, although the car line begins to form much earlier. Please be courteous to other parents. Left turns from Sawnee Ave. are not allowed in the afternoon or in the morning if there is a line backed onto Sawnee Ave. 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. Parking your car and walking up to the car rider line is not allowed. If you arrive after 3:08 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 marked "STUDENT PICK-UP and DROP-OFF." 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 you are not in the car rider line by 3:30, he/she will be placed in our after school Wolfpack program and a weekly fee of \$35 will be assessed.

CAR RIDER DROP OFF

Car Rider drop off begins at 7:30 a.m. Morning car riders may be dropped off in the car lane by the gym until 8:25 a.m. If you arrive after 8:25 a.m., your child must be brought to the office and signed in. Students must always be escorted into the building by a parent if they enter through the front door. **For the safety of our students, please do not use your cell phone in the car rider line.** Please note that students will not be allowed to change from car rider to bus rider after 2:30 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 records at school.

3. In the event that a parent says he or she has 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. **Note:** Temporary guardianship does not satisfy the school system 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, and 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, loss of ice cream, 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 such should be the case with your child, you will be contacted and required to pick up your child immediately. In the event that you cannot be reached or come and get your child in a timely manner, we will have no choice but to contact other local agencies.

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

- E** = Expected/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 (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.
5. Participate in class, wear proper shoes in P.E., and complete assignments.

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 may 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. A trip to the office will count as two behavior marks and may affect the student's grade.

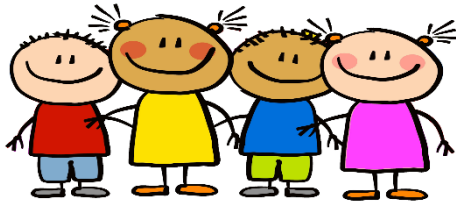
Rewards-Each special area teacher will reward students for good behavior on an individual basis.

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 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". For the purposes of progress reports, any child who has received one behavior or participation sticker during the nine weeks will have an "N" on their progress report. If they do not receive any additional behavior or participation stickers their grade will return to an "S". This will allow for students to show improvement. In physical education class, shoe stickers count as participation.

COUNSELOR PROGRAM

The counselor program in our school is multi-faceted. Classroom counseling lessons focus on social-emotional learning. Lessons are designed to promote school success, self-regulation and a sense of safety and support. Individual counseling is oriented towards how the child is performing in school and may be requested by the teacher or the parent. Families who seek long-term personal or family counseling are referred to other agencies. Small group counseling 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.

2018-2019 Buford City Schools Dress Code Kindergarten - 5th Grade



The Buford City School System has a standardized dress code in all grade levels. The following are the global parameters for the dress code Kindergarten through 5th grade:

Accessories

Accessories may not be distracting or disruptive. Earrings should be reasonably sized. Hoops should be no larger than a quarter; earrings should not dangle more than one inch.

Belts

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

Headwear, Hair Bows, and Hair Color

There are no color requirements for headwear and hair bows as long as they do not disrupt the educational environment. Hair color must be non-distracting. Hats and hair scarves are not to be worn in the building.

Spirit Wear

Spirit wear should be solid and in compliance with the dress code colors (gold, green, gray, white, black, or pink with a stitched or screen printed Buford insignia.)

*Any Buford City Association team uniform in dress code colors (gold, green, gray, white, or black) will be allowed on Friday.

Shirts, Sweatshirts, and Sweaters

All shirts must be hemmed and solid in color. They must also have a sleeve and a crew neck, turtle neck, or collar. Hoodies are also allowed. Logos should be no larger than the size of a quarter. Undershirts are not required. However, if undershirts are visible, they must be in dress code colors. (gold, green, gray, white, black, or pink with a stitched or screen printed Buford insignia).

Dresses, Jumpers*, Vests*, and Scarves

Dresses, jumpers, vests, and scarves may be worn in dress code colors (gold, green, gray, white, black, khaki, blue denim, or pink with a stitched or screen printed Buford insignia). *Jumpers and vests must be worn with an approved shirt that has sleeves.

Pants

All pants (including shorts, skorts, capris or skirts) must be worn at the waist with no undergarments exposed. They must be solid/plain in dress code colors (green, gray, black, khaki or blue denim)

Green Camouflage

Green camouflage pants (traditional in color) are appropriate for Fridays only. **Camouflage shirts are not allowed.**

Overcoats worn OUTSIDE the building

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

Shoes, Socks, and Leggings

There are no color requirements for socks that do not show. All visible socks and knee high shoes must be solid gray, white, black, or khaki. Leggings, jeggings, and tights are also allowed in solid gray, white, black, khaki, or blue denim. Leggings, jeggings, and tights must be worn under dresses, jumpers, or skirts.

Clothing should NOT have sequins, rhinestones, rips, tears, or holes.

**Students may NOT wear any combination of
black on black.**

ELECTRONIC DEVICES

Cell phones and other communication or electronic devices must be turned off and placed in the students' book bag during school hours. The school is not responsible for any lost, damaged, or stolen communication devices.

EMERGENCIES

In emergencies such as snow or ice, lack of heat or power, etc., the school may close or there may be early dismissal. BCS has an automated calling system that will alert all provided contact information. (E-mail, phones etc.) You can also check the school system's website for school closings and stay tuned to local radio and TV stations.

ENGLISH TO SPEAKERS OF OTHER LANGUAGES

English to Speakers of Other Languages (ESOL) is a state-funded instructional program for eligible English Learners (ELs) in grades K-12. Title III is a federally funded program which provides school systems with grants to provide supplemental services for ELs. Both ESOL and Title III hold students accountable for progress in English language proficiency and evidence of attainment of English language proficiency sufficient to exit ESOL services.

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, you must 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, and there will be no exceptions to this practice.** Information explaining this process is available on the Buford City School's website (www.bufordcityschools.org).

FIELD TRIP CHAPERONES

Parents who would like to chaperone a field trip at Buford City Schools must complete a board-approved background check. Information regarding the fingerprinting process is available on the Parent page of the Buford City Schools website.

GIFTED 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 Gifted 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 Students, please contact one of the Gifted endorsed teachers at BES.

GRADING

Buford Elementary uses a standards based report card for Kindergarten. Grade levels will explain the grading process during curriculum night in August.

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 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. However, throughout the year numerous awards may be given. Examples include: Student of the Week/Month, attendance awards, birthdays, advancement in reading certification levels, 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 (\$1.00 each) 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.

Note: In many classrooms, children are not allowed to get their ice cream until they have eaten some of their lunch.

INSURANCE

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

ITEMS TO LEAVE AT HOME

Please keep the following items at home: caps, toys, including more than one bookbag attachment, sunglasses, silly bands, visible tattoos, rolling book bags, shoes that are cleated or play music/sound effects, light up, or roll, do-rags and hoop/dangling earrings or dangling body piercings.

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 reflecting such changes.

MEDIA CENTER

The media center is open to students from 8:40-3:00 each school day. Students who have damaged or lost a book throughout the school year will not be able to check out books until they are paid for or the library book(s) are returned in good condition. Buford families are encouraged to use the Buford Elementary School Media Center, as well as the Buford Public Library to meet their reading needs. The Buford Elementary Media Center's collection may be accessed from the OPAC (On-Line Public Access Catalog) called Destiny. It can be found under the Our School tab - Media Center section, on the school website www.beswolves.com.

Accelerated Reader

Accelerated Reader (AR) is a comprehension component of our reading program. Students select books on their own level. The teacher determines this level with reading assessment tests and by his/her own evaluation. Emerging readers choose books that will be read to them at school and/or at home. A computer quiz is then administered to the student. AR 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 Reading Renaissance Master Model School every year since 1997. Excitement for our reading program is a very special part of our school climate. (Programs such as Reading Renaissance are subject to change based on state curriculum requirements and/or funding.)

ACCELERATED READER/ READING RENAISSANCE CERTIFICATION LEVELS

Setting goals for levels of certification can encourage your students to progress in their reading. It is at the **TEACHER'S DISCRETION** when a student is moved to the next level. Please help them strive for the following levels:

Ready Reader:

- Accumulate 5 points
- Any level
- Independent = (I), Read To = (T), Read With = (W)

Independent Reader:

- Accumulate 10 points at this level – (I), (T) or (W)
(8.5 points at any level)
- Pass 3 books INDEPENDENTLY (I) – at a level of 1.2 or higher (part of 10 points)

Rising Reader:

- Accumulate 10 points from INDEPENDENT (I) reading – (8.5 points at any level)
- Pass 3 books INDEPENDENTLY (I) – at a level of 1.6 or higher (part of 10 points)

Super Reader:

- Read and pass 3 quizzes- INDEPENDENTLY
- 2.0 level or higher – worth 1 point or more each

Advanced Reader:

- Read and pass 3 quizzes- INDEPENDENTLY
- 3.0 level or higher – worth 2 points or more each

Star Reader:

- Read and pass 3 quizzes- INDEPENDENTLY
- 4.0 level or higher – worth 4 points or more each

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 her 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 her 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 emergency medical personnel. The teacher or supervising employee 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, a parent must accompany his/her 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 RESOURCE CENTER

Parents are encouraged to visit our school's Parent Resource Center located in our front hallway and Media Center. The operating hours are 7:30-3:30. We have a variety of parenting tips, books, computers, printers and technological resources that are available for your use.

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!** Parents who would like to volunteer on a regular basis at Buford City Schools must complete a board-approved background check. Information regarding the fingerprinting process is available on the Parent page of the Buford City Schools website.

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 and we have reserved a table for you. Adult lunches are available to you for \$3.50 per person. Please note that your child orders lunch around 8:30 a.m. & the lunchroom plans accordingly. Should you surprise your child with an alternate lunch, your child's lunch account will still be charged for the lunch that was

prepared for them. To avoid hurt feelings, no friends may be chosen to accompany your child to the parent table. Please keep in mind that cafeteria rules must be observed at all parent tables.

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. 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 a special (small/mini) treat 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 food allergies, all special event/party/ birthday snacks should be store-bought and in sealed, pre-packaged containers with ingredient's labels.**

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.

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 must 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 book bags may not be brought to school.** The school is not responsible for any lost or stolen items.

REPORT CARDS

Report cards are issued to students every nine weeks for parental review and signatures. 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.

RTI (RESPONSE TO INTERVENTION)

RTI is a three tier program that provides support for at-risk students. All tiers include research based interventions that are added to the regular school curriculum, giving extra support for instructional goals. If you receive paperwork about RTI and have questions, please feel free to call the school at 770-945-5248 and ask to speak to the RTI coordinator.

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 deemed 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 move to classrooms

8:25 End of car rider drop off (after this time, parents must accompany the child to the office)
Morning announcements

8:30 Students are considered tardy if they are not seated in the classroom by 8:30.

2:45 No check-outs after this time

3:08 Car rider 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 weekly fee of \$35 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 for your review 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.

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 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

BES 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 at 770-945-5248 for a further explanation of the support services available. Student support is also provided by the system social worker. The social worker 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 the school social worker 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. However, 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.

TITLE I

Buford Elementary is a Title 1 Distinguished School. We are always looking for ways to build a better partnership with our families. We would also love to have parent input on the 2019-2020 Title I Plan, Parent Involvement Plan, and the Student/Parent/Teacher Compact. Contact Christie Brown at christie.brown@bufordcityschools.org or 770-945-5248. A copy of the 2018-2019 Title I Plan, Parent Involvement Plan, and Parent/Student/Teacher compact can be found in the Parent Recourse Center or on the BES website at www.bufordcityschools.org.

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 \$35.00 per child per week in the afternoon. However, these fees are subject to change. Wolfpack follows the school calendar. If school closes for any reason, Wolfpack also closes. Children must be registered before they may attend this program. Registration packets may be obtained from the office, Wolfpack coordinator, or by visiting the BES homepage:

<http://beswolves.com/wolf-pack.html>

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 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.