



# **ADAPT / STRIVE PROGRAM**

## **STUDENT and PARENT HANDBOOK**

**2024 - 2025**

**1225 Northbrook Parkway  
Suwanee, GA 30024**

**Office 678-542-2330  
Fax 678-542-2340**



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## **Mission of Gwinnett County Public Schools**

The mission of Gwinnett County Public Schools is to pursue excellence in academic knowledge, skills, and behavior for each student, resulting in measured improvement against local, national, and world-class standards.

## **Gwinnett County Public Schools Vision**

Gwinnett County Public Schools will become a system of world-class schools where students acquire the knowledge and skills to be successful in college and careers.

## **Buice Center Vision Statement**

The Buice Center will provide an engaging, rigorous, academic environment. We will ADAPT teaching, BRIDGE gaps, and STRIVE to prepare each student with the knowledge needed to be independent, successful individuals.

## **Buice Center Mission Statement**

The Buice Center is dedicated to ensuring all students in the ADAPT, BRIDGE, STRIVE and Project SEARCH programs receive individualized supports and services for a quality academic, behavioral, and vocational education necessary to become independent, productive members in the community.

## **Administration**

Principal  
Assistant Principal  
Assistant Principal

Kim Mankin  
Brooke Ahlers  
Christy Peevy

The contents of this handbook are intended to provide the policies and procedures for the safe and successful operation of the Buice Center. The procedures and processes within this handbook are not all inclusive and may be edited as necessary during the course of the year.

The Buice Center follows the policies and procedures of the GCPS Student Conduct Behavior Code; this handbook will be used in conjunction with GCPS policies and procedures.

# 2024 - 2025 School Year Calendar

## Gwinnett County Public Schools 2024-25 SCHOOL YEAR CALENDAR

<p>4 Independence Day (Systemwide Holiday)</p> <p>23 Administrative Staff Meeting</p> <p>25-26 Required Pre-planning/ Staff Development [#1-2]</p> <p>29-31 Required Pre-planning/ Staff Development [#3-5]</p>	<p><b>JULY 2024</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p><b>JANUARY 2025</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td></td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S			1	2	3	4		5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>1-2 Winter Break (School Holidays)</p> <p>3 Teacher Planning/Staff Development [#8] (Student Holiday) Begin 2nd Semester [Day 92]</p> <p>6 MLK Jr. Day (Systemwide Holiday)</p>							
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First and Last Days of School  
 Student/Teacher Holiday  
 Teacher Planning/Staff Development/Student Holiday

Digital Learning Day

## **Rights and Responsibilities**

### **Rights of Students**

Students shall have the right to:

- Pursue a successful education in a safe environment without disruption.
- Receive fair and equitable treatment without discrimination in every aspect of the educational system.
- Be treated respectfully and as an individual.
- Be informed of their rights, responsibilities and discipline policies.

### **Responsibilities of Students**

All students share with the administration and faculty a responsibility to develop a safe learning environment within the school. Students shall have the responsibility to:

- Attend school regularly, arrive on time, and bring materials.
- Respect the personal, civil and property rights of others.
- Put forth a conscientious effort in classroom work and homework.
- Groom and dress appropriately.
- Have knowledge of and conform to school rules and regulations.
- Not use indecent, obscene, or foul language.
- Report incidents or activities that may threaten or disrupt the school environment.

### **Rights of Parents/Guardians**

Parents shall have the right to:

- Receive regular official reports on their child's academic progress.
- Receive an explanation for the basis of any grade given by the teacher.
- Request a conference with the teacher and/or principal.
- Receive a prompt report of their child's attendance to class or school.
- Bring, or have the District provide, an interpreter during disciplinary conferences or hearings, when a parent or student has limited English proficiency and the parent or student requests an interpreter or the school observes that a parent or student's limited English proficiency would deny them an opportunity to meaningfully participate in the conference or hearing.
- Appeal disciplinary actions of suspensions of 10 days or more.

## **Responsibilities of Parents/Guardians**

Parents/guardians shall have the responsibility to:

- Ensure that their children between the ages of 6 and 16 enroll in schools regularly, on time, and for the whole school day in accordance with the laws of the State of Georgia.
- Enroll their child in a private school if he is expelled from GCPS.
- Present to school officials any concern in a calm and reasonable manner.
- Work with the school on academic, disciplinary, or other related matters pertaining to their child.
- Plan the time and place for homework assignments and provide necessary supervision.
- Talk with their child about school activities and expected behavior.
- Know the rules set forth in this Code and review them with their child.
- Ensure that their child receives the periodic student health examinations that are required by law.

## **Student Records**

Under the Family and Educational Rights to Privacy Act of 1974, parents have several rights.

These include:

- a. "The right to inspect and review educational records of their child, the right to challenge the content of those records, the right to control the release of the educational records."
- b. "Copies of a student's educational record may be transferred to officials of other schools or school systems in which the student seeks to enroll. Unless parents express, at the time of enrollment in the Gwinnett County Public Schools, a need for additional notice of the transfer to the enrolling school or school system will occur without further notice."
- c. "School officials must require the parent or guardian to provide proof of residency in the district and attendance zone at the time a student is initially enrolled in a school."

Gwinnett County Public Schools policy "JR" states, "It shall be the policy of the Board to protect the confidentiality of personally identifiable information in student records against all persons except those with a need to know in normal operation of the schools or school system, except when specifically authorized release is granted in writing by the parent or eligible student or pursuant to subpoena or judicial order and as otherwise specified by federal or state laws.

The parent or legal guardian or eligible student shall have right of access and right of hearing to challenge the content of records believed to be inaccurate, misleading or otherwise in violation of privacy or other rights of the student within 45 days of request or before transfer of records. All information in the student record shall be as objective as possible or be based on unbiased non-discriminatory professional observation or judgment.

The records shall be expunged periodically to eliminate records or data no longer valid or pertinent to the student.”

The student or parent is encouraged to contact the local school for more information about the above list of rights.

If you have a change of address and/or telephone number, you must submit your new address and/or telephone number in writing to the school’s front office personnel. All information must be current to receive school mailings and in order for the school to reach parents in case of an emergency.

If a student moves within the school district during the school year, a new transportation form needs to be completed. Transportation changes may require up to 10 days before a new route can be established. To avoid a break in service it is essential to supply your new address to the school as soon as possible.

## **Closings Due to Weather Conditions**

If bad weather causes school to be canceled or dismissed early, public announcements will be made on GCPS TV, on the school system’s website (<https://www.gcpsk12.org>), on Twitter and Facebook, and via metro-Atlanta radio and television stations. School closings are determined by the Superintendent, not by the local school. The basic premise is that school is open or will remain open unless it is specifically announced otherwise. Full-day cancellations usually are announced by 6 a.m.

In the case of bad weather, teachers will have lessons on My eClass for students to continue with their learning through this integrated learning management system. My eCLASS is Gwinnett’s digital Content, Learning, Assessment and Support System that is providing the district an integrated learning management system to enhance student engagement and the learning process. It is a multi-year initiative that is providing students and teachers with the digital tools they need to expand the walls of the classroom, foster collaboration, and nurture creativity.



## **Visitors**

School security requires that all persons who are not students or faculty members of the Buice Center have the permission of the administration to be on the campus or in the school building. All school visitors are required to enter through the main entrance and sign-in at the front desk to register their visit and receive a visitor's badge. Please be prepared to provide identification and a clearly stated purpose for the visit.

Visitors for social/non-school business-related purposes (friends, former students, etc.) are not permitted during school hours.

Please be aware that ADAPT and STRIVE student's job site is their classroom. Just as you would not walk into your students' classroom without making arrangements, you should not go to your students' job site to surprise them or to have a discussion with his/her teacher about how they are doing. Your students' case manager will be happy to schedule a meeting in the afternoon after they have completed vocational instruction for the day.

Private service providers may not visit classrooms or job sites.

## **Student Checkout**

Parents are urged to make dental, medical, and other appointments for students *before* or *after* school hours. If it becomes necessary for a student to check out during the day, parents must sign student(s) out in the front office. Office personnel will then call student(s) from class. Students must have a parent or guardian permission before early check out will be permitted. Students will not be allowed to check out or leave the school campus with a friend or relative without confirmed parental permission. Picture identification is required to check out a student. No checkouts after 1:10pm.

## **Attendance**

The Buice Center encourages and promotes good attendance. School attendance is important because it underscores the significance of learning and the importance of obtaining an education in our society. Regular attendance in school helps develop good habits that will carry over in life such as responsibility and good work ethics. Good attendance correlates very strongly with good grades in school. School attendance is the responsibility of both parents and students.

### **School Absences Procedure**

State law requires attendance at school from age 6 to 16. It also authorizes strict penalties for non-attendance. Chronic absenteeism can seriously jeopardize a student's success in school. Please note that after 10 consecutive absences a student will be withdrawn if the school has not been contacted by the parent/guardian. Students 16 and

over enrolled for the school year, who do not attend school for ten (10) consecutive days, and the school is not notified of the absence by a parent and/or guardian, are considered withdrawn.

Excused absences are defined by state law and include only the following areas:

- Personal illness: individuals whose attendance in school would endanger the health or the health of others,
- Death or serious illness of an immediate family member,
- Recognized religious holidays,
- Student under orders from a government agency,
- Service as a Page in the Georgia General Assembly,
- Conditions rendering school attendance impossible or hazardous to students' safety or health,
- Registering to vote or are voting, for a period not to exceed one day.
- Military leave of a parent and/or guardian.

On the day the student returns to school, (s)he must bring a note signed by a parent/guardian explaining why the student was absent from school. The note should include the student's first and last name, grade level, the date of absence, reason, parent signature, and phone number for verification. The completed note must be turned in to the student's first teacher of the day. The absence will be classified according to the policy as either excused or unexcused based on the guidelines above.

## **Use of School Phones**

The school phones are for business purposes. Phones are available to students only for emergency purposes. Emergencies do not include forgotten homework, projects or lunch money. Urgent telephone messages from a parent or guardian will be delivered to the student by the office personnel.

## **Clinic Policies and Procedures**

The Buice Center is vitally interested in the health and welfare of all of our students. The school clinic worker will not furnish a student with any medicine, including aspirin, unless it was provided to the school by the parent in accordance with our school clinic procedures.

If a student becomes ill during the school day (s)he should report to the clinic. The clinic worker will determine the appropriate steps that should be taken to ensure the health and safety of the student. In the event there should arise a question of illness, the office will contact the parents. Parents are expected to arrange transportation for the child. In the case of an accident, every effort will be made to render emergency treatment and

contact the parent immediately. Because parents will be called in any emergency, we must have updated telephone numbers and appropriate emergency numbers on file.

State law forbids students from carrying any form of medication on them, including prescription medicine and all over-the-counter medicine such as Tylenol, Advil or cold/allergy medication. If it is necessary for a student to take medication at school, the medicine must be kept in the clinic and the parent must fill out the medication administration form. Students with asthma may carry their inhaler with them provided they have a letter from their doctor stating that the student has been properly trained to self-administer the medication. Please note that no medication may be brought in or sent on the bus with the student. Parents must bring it into the school personally.

**\*\* Bus drivers will not accept/transport medication for parents or students. Medication must be delivered to the school clinic worker.**

### **Clinic Information Forms**

For the safety and well-being of students, it is imperative that a clinic form be completed for every student. It must include current address and phone number, medical conditions, emergency numbers, and a valid parent signature. If changes occur during the year, parents should notify the clinic. Emergency contacts must be made in writing by the parent prior to checking out a student. All clinic cards must be on file before a student can participate in Community Skills.

### **Health Care Plans**

If a student has a medical condition such as serious allergies, asthma, seizures or diabetes, a health care plan is to be completed by the parent/guardian and returned to the clinic at the beginning of each school year.

### **Bus Transportation**

Every student in Gwinnett County has the privilege of riding a bus to school. All students are expected to follow Gwinnett County Public School Bus Rules posted on all buses.

Each student is assigned to a bus serving the student's residence area. Bus drivers are instructed to NOT pick-up or deliver students who are not assigned to their route. Students are not allowed to ride a different bus or get off at a different stop.

Students shall be prohibited from using any electronic devices during the operation of a school bus, including, but not limited to, cell phones; pagers; radios; tape, CD, or MP3 players; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.

The bus driver may allow the wearing of headphones with an audio system on a case-by-case basis as long as it is in accordance with local school rules.

## **Car-Rider Procedures**

The safety of our students is our utmost priority. Be sure to take all precautions when dropping off or picking up your child in the car-rider line. Please review the following car-rider procedures:

Car-rider drop-off is from 6:50a.m until 7:10a.m. After 7:10a.m, students are considered tardy, and you will need to pull around to the parking lot, enter the building to sign your student in at the front desk and get a tardy slip from an office staff member. Dismissal begins at 1:40 p.m. and runs until 2:00 p.m.

- For safety reasons, please do not talk on your cell phone while in the car-rider line and in the school zone.

Thank you, in advance, for making our car-rider line safe for everyone!

## **School Nutrition Program Information**

As a partner in education, the school system's School Nutrition Program contributes to a successful academic experience and encourages a lifetime of healthy eating by providing each student with the affordable opportunity to consume meals that are nutritious, appealing, and served by caring professionals in a pleasant environment.

Meal fees are \$1.50 for breakfast and \$2.50 for lunch. Free and reduced-price meals also are available. Qualifications and/or application procedures for free and reduced meals are available at the local school or on the school system's website ([www.gcpsk12.org](http://www.gcpsk12.org)). You may pay for meals at school, or you may place money in your child's account using a check or credit card by going to [www.mypaymentsplus.com](http://www.mypaymentsplus.com).

### **Lunch**

Teachers will escort their students to the lunchroom. Each and every student is expected to observe all cafeteria rules and to clean-up his/her area prior to being dismissed from the cafeteria. Administrative Team members provide additional supervision daily by program level assignment. Students are not allowed to carry food or beverages outside of the cafeteria, unless pre-approved authorization has been given. Additionally, commercial breakfast or lunch, such as from McDonald's, Burger King, Chick-fil-A, and other fast-food restaurants are not allowed at any time.

Students may not bring any open or unsealed liquids to school. Any open containers will be confiscated and the contents emptied.

SNP managers will provide charge letters for any students who accrue charges on their account that exceed the program's limits.

Please see the additional document for new procedures on students charging meals.

## **Dress Code**

**ADAPT** students at the Buice Center will wear a school uniform this year to build skills in vocational and employment. All ADAPT students are expected to come to school wearing chino pants, a polo shirt (any color) and non-skid shoes. This attire is supportive of a positive learning environment that is free of distractions and disruptions. ADAPT students are in the community and participating in vocational training and the first step is to come to school dressed and prepared everyday. Students are expected to come to school with clean clothes, hair clean and styled, make-up done according to guidelines of vocational training (some do not allow nail polish) and all personal grooming is taken care of prior to the school day starting. The teachers will not allow time for students to change and get ready to go into the community.

**STRIVE** students will be made aware of the required attire as job sites are determined.

Expectations include:

- All students must wear a shirt tucked with a belt.
- All students must wear their name tag each day.
- Hair must be pulled back and hairnet worn at certain sites.
- Students may wear a solid color sweatshirt/jacket during cold weather.
- Due to students moving a lot at job sites, they need to pass the "hands raised test" and the "bending down test." When students raise their hands, their shirt should remain tucked into their pants. When a student bends down, their shirt should remain tucked into their pants.
- STRIVE students must be well groomed, hair should be clean and trimmed for young men. Young men should be clean shaven or neatly trimmed beards, depending on the job site requirements. Fingernails are to be kept short and clean under the nails. Young ladies may not have fake nails when working with food at restaurant sites or at any GCPS cafeteria training sites.

The Buice Center will allow students to wear their own clothes on occasion and the dates will be determined based on student schedules.

It is essential that students respect the learning environment by being appropriately dressed for school. The purpose of the student dress code is not to inhibit any person's taste in attire, but rather to better facilitate the process of education through reasonable

guidelines of dress, instilling dignity and pride. Prohibited dress shall include any attire that depicts, promotes, or advertises gang affiliation, illegal activity, illegal drugs, alcohol or tobacco, sexual references, offensive words or designs, and other clothing which is disruptive to the learning environment.

Hats and other head coverings are **not** permitted on campus, exception is religious and cultural beliefs.

Students who violate the program's dress code will be issued consequences based on the following hierarchy:

- 1<sup>st</sup> Offense: Warning and change clothes
- 2<sup>nd</sup> Offense: Change clothes and phone call to parent/guardian
- 3<sup>rd</sup> offense: Administrative referral

\*If a student refuses to comply with a directive to change clothes or turn them inside out, (s)he will remain in the Opportunity Room until compliance is met.

## **Personal Property**

Students are responsible for their own personal property. Students should avoid bringing valuables or large amounts of money to school. Great care should be taken not to leave purses, watches, rings, wallets, etc. unattended. Thefts should be reported immediately to a teacher or an administrator. If any student is involved in a theft, administrative and/or criminal consequences could result.

## **Book Bags**

Students may bring **book bags** to and from school.

## **Student Use of Electronics**

All personally owned electronic device(s) brought to school by students that are not the property of Gwinnett County Public Schools (GCPS), are not permitted for use during the school day unless being used for instruction in the classroom or on the job training.

Phone calls and texting are strictly prohibited during school hours. Parents who need to contact a student during the school day in the event of an emergency, should call the school office. The school will not be responsible for the loss, theft or destruction of any student device.

***ith building and/or district's acceptable use policies may be subject to disciplinary actions.***

## **Curriculum and Instruction**

The ADAPT program follows the curriculum prescribed by Gwinnett County Public Schools and the Georgia Department of Education. The curriculum is designed to actively engage students in the learning process and address the goals and objectives as stated in their Individualized Education Program. The Unique Learning System (ULS) curriculum offers students a variety of academic and vocational choices as students prepare for vocational and employment in the future. Students are also taught daily living skills through community based training..

## **ParentVUE**

The go-to source for Gwinnett parents. In today's information age, a wide variety of information is available at your fingertips. The ParentVUE app serves as a valuable resource for information about your child and his/her academic career, all on a secure platform. ParentVUE accounts are connected through student registration, All the information below can be accessed through ParentVUE:

- Class Schedule.
- Attendance
- Grades
- Assignments
- Discipline
- Health Records
- Student Information, such as Emergency Contacts
- School Information

**StudentVUE**-This is an app similar to ParentVUE for the students.

**GCPS Student Portal** is an online environment that supports teaching and learning in classrooms throughout Gwinnett County. Student logins are required since the portal content is specific to the student. If parents wish to see their students' course pages, they will need to obtain the username and password from their students. The username is always the student's student number. The password is something that the student must provide to the parent.

There are several important items located in the Student Portal:

- The eTextbooks (online textbooks) that correspond to the individual student's class schedule. (Not all textbooks are available on the portal at this time.)
- Additional digital resources such as links to websites that support what students are

learning

- An online research library that includes general reference materials, eBooks, and databases full of learning resources for students.
- Access to StudentVUE (grades in each of their classes, updated nightly).
- Access to eClass (Curriculum & Instruction) course pages.
- Access to Google Workspace (Curriculum & Instruction, school email)
- Additional digital resources can be accessed here, as well.

Find a link from the GCPS home page at <https://www.gcpsk12.org>.

## Digital Learning Days (DLD)

Digital Learning Days (DLD) have been scheduled throughout the school year on the following days:

[ **September 20, 2024** ] [ **November 5, 2024** ] [ **February 7, 2025** ] [ **March 14, 2025** ]

### What will digital learning look like?

Teachers will provide recorded (asynchronous) lessons and independent work. This means that students will be required to participate in digital instruction on a specific schedule with their teachers (synchronous learning), and also complete activities and assignments (asynchronous learning) on their own time to meet assignment deadlines.

- Schools will provide specific information to support students and parents around digital learning processes and protocols. **[Check the school web pages and/or newsletters for more information.](#)**
- Additional student and parent support resources will be available on the **[district web page](#)** and in the **[student portal](#)**.



## Notes



