



# Buford Academy Wolves

2009-2010

**Believe and Achieve**

Grades 2-5

**Georgia Title I Distinguished School**



**SACS CASI**

**Southern Association of Colleges and Schools  
Council on Accreditation and School Improvement**



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*Dr. Geye Hamby  
Superintendent*

*Joy Davis  
Principal*

*Tara Prince and Kaleen Pulley  
Assistant Principals*

**This agenda belongs to:**

Name \_\_\_\_\_

Teacher \_\_\_\_\_

## Welcome to Buford Academy!

Dear Parents and Students,

Welcome to the 2009-2010 school year!! Your teachers have been busy planning for the year. We will provide you a challenging curriculum and engaging learning activities. We have many exciting things planned for the year and we look forward to seeing you learn and grow throughout the year. Please read this agenda carefully and return the signature page to your teacher.

Happy Learning!!  
Mrs. Joy Davis

### ATTENDANCE/ CHECK-OUTS/TARDIES

1. Good **attendance** and punctuality are critical to a child's success in school. Students are required to attend school each day Buford Academy is in session. Students must attend until 11:50 a.m. 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 explaining the absence every time the child is out.** Excused absences, according to the *Georgia School Code* (see pages 11 - 12) include illness, family emergency, death in the immediate family, military deployment, 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 during the last 30 minutes of the school day except in emergency situations.** Anyone checking a student out must be listed 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

Any child who is tardy or is being checked out must be signed in or out by an adult. Proper identification will be required.

Unexcused tardies and checkouts will have the same consequences K-5<sup>th</sup> Grade.

- On the 5<sup>th</sup> tardy/checkout... Letter home

- On the 10<sup>th</sup> tardy/checkout: Conference with parents
- 11<sup>th</sup>-14<sup>th</sup> tardy/checkout: Loss of privilege
- 15<sup>th</sup>-19<sup>th</sup> tardy/checkout: Silent lunch and loss of privilege
- 20<sup>th</sup> 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.**

### BA SCHOOL HOURS

School begins at 8:20 a.m. Students will be counted tardy after 8:25 a.m. Promptness at school is an important part of a child's training, and you are urged to make every effort to have your child arrive on time every day. (Walking and car-riding students are dismissed at 3:10 p.m. Bus students load at 3:10. Students who arrive early (7:30 a.m.) will be provided adult supervision in the gym. **Supervision is not available for students who arrive earlier than 7:30 a.m.** If you need to drop your child off earlier than 7:30 a.m., please call the school to enroll your child in the Wolfpack Early Morning Care Program, which is available at 6:30 a.m. for a weekly fee.

### BELL SCHEDULE

8:10 a.m. – Students to Classrooms

8:20 a.m. – End of car rider drop off (after this time parents **must accompany** the child to the office)  
School Begins

8:25 a.m. – Morning announcements (Students are marked tardy after this time.)

3:00 p.m. – Prepare to Leave

3:10 p.m. – Students are dismissed

3:30 – Car rider pick-up ends. Children who are not picked up by this time will be placed in Wolfpack and the weekly fee will be assessed.

### BREAKFAST AND LUNCH

Breakfast and lunch are served each day. Breakfast is served from 7:40–8:10 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. Breakfast and lunch prices are available on our school website ([www.bufordcityschools.org](http://www.bufordcityschools.org)). Extra milk may be purchased. 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 receive free or reduced price meals. 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. Students are given an alternative lunch once a student has a balance due of \$10.00. Notices are regularly sent to those with lunch or breakfast charges. Please pay these in a timely manner. A quality lunch program depends on this.

### **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 bring friends home with them on the bus due to lack of space on our school buses.** Large school projects are not allowed on buses. Please make other arrangements to get them to and from school. Your child will ride the same bus to and from school. Please be sure your child knows how he/she is getting home before leaving home in the morning. Please come by the school office 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.

### **CAR RIDERS**

Parents are asked to be very cautious when dropping off and picking up students. The school is designed to have car and bus traffic separated. **Cars should enter the drive marked "Student Pick-up Only."** Please drive slowly on the school campus and with a Buford Academy student tag displayed. If you do not have the student's tag, you must come to the office, show a valid picture ID, and sign the child out. Your cooperation with school staff members on duty in this area is greatly appreciated.

Car rider drop off ends at 8:20a.m. **After this time parents must accompany the child to the office.** Car rider pick-up ends at 3:30p.m. Children who are not picked up by this time will be placed in Wolfpack and the weekly fee will be assessed.

Please be sure your child knows how he/she is getting home before leaving home in the morning. Again, 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.

### **CELL PHONES**

Pagers, cell phones, and other communication devices are not to be seen, used, or heard during school hours. These items must be turned off and kept in book bags during school hours. If a faculty or staff member sees a student with a cell phone or other device, it will be collected and kept in the front office until a parent comes to the school to pick it up. The

school is not responsible for any lost, damaged, or stolen communication device.

### **CHILD CUSTODY**

Buford Academy uses the following procedures concerning child custody. BA follows these procedures in dealing with custody issues.

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.
4. Until the appropriate paperwork is submitted, both parents will have equal access to the child. Temporary guardianship does not satisfy the residency requirement.

Any questions concerning documents need to be directed to the BA Registrar.

### **CONDUCT**

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.

#### **Local School Discipline Plan**

1. Students will show respect, kindness and appreciation towards other people and their property.
2. Students will adhere to the dress code established by Buford Academy.
3. Students will use appropriate language.
4. Electronic toys or multimedia products should be left at home. This includes, but is not limited to Gameboys, ipods, MP3 players, PSP2, and CD players. Note: Cell phones may be brought to school, but must be turned off during school hours.
5. Students will use computers only for instructional purposes designed by the faculty.

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
- Isolation in another classroom
- Loss of recess
- Loss of one or more privilege(s)
- Referral to counselor
- Time in the opportunity room
- Saturday School
- Out-of-School Suspension

Lunchroom Behavior:

Students are expected to follow the school rules in the cafeteria. Students who choose not to follow the school rules in the cafeteria will receive either a warning, silent lunch in cafeteria, or isolated lunch.

\*Students who continuously disregard the school rules will be placed on an individual discipline plan that will be developed by the teacher, principal, and/or parent.

## **COUNSELOR PROGRAM**

The counselor program in our school is multi-faceted. Classroom guidance programs center on three major areas: careers, character education, and resolving conflicts. Individual counseling is oriented towards how the child is performing in school and may be requested by the teacher or the parent. Small group guidance involves children who have similar concerns. These groups gather to help support each other and recognize they are not alone in their feelings. In the case of a suspicion of abuse, the counselor is a mandated reporter.

## **DRESS CODE**

### **Kindergarten – 5<sup>th</sup> Grade**

The Buford City School System has instituted a standardized dress code in all grade levels. \*Please see the school's website for examples.

The following are the global parameters for the dress code Kindergarten-5<sup>th</sup> Grade:

### **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.

Note: Please see section on "Items to leave at home."

**Students may not wear any combination 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 may dismiss early. The local radio and television stations will be notified. If bad weather is expected, stay tuned to local radio and television stations for information.

### **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.** All chaperones are required to be fingerprinted and have a criminal record check. Forms explaining this process are available at [www.bufordcityschools.org](http://www.bufordcityschools.org).

### **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 instruction services by the Program for Gifted Students. Eligibility criteria for placement in this program are determined by the State Board of Education. Consideration for eligibility of 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 Schools' Program for Gifted Students, please contact the Gifted Program teacher(s) at Buford Academy.

### **GRADING**

The following grading scale will be used for all subjects in grade 2-5:

A = 90 – 100

B = 80 – 89

C = 70 – 79

F = 69 and below

Conduct, physical education, art, music, and technology will be graded as follows:

**S = Satisfactory**

**N = Needs Improvement**

**U = Unsatisfactory**

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. In addition, parent access to student grades are always available on-line through Powerschool. You will be given a secure code in order to view your child's grades.

### **GRIEVANCE POLICY**

Buford City Schools has a grievance policy and procedure. Please contact administration with any concerns.

### **HEALTH SERVICES**

**CLINIC:** A school nurse is on staff at Buford Academy. If an illness should arise, especially an illness suspected of being contagious, the school nurse or office staff will contact the student's parents. Parents will be called and children will be sent home with: lice/nits, fever of 100.4 or greater, vomiting more than once, diarrhea, wide spread rash, a frequent cough, persistent pain and other situations determined necessary by the school nurse. The school cannot provide care for ill students. It is important that ill students be picked up promptly. Students should not return to school until fever free (without use of medication) for 24 hours.

If there is any medical situation that could be potentially fatal such as severe allergic reaction to bee stings, asthma, diabetes, or seizures, please notify the school nurse immediately. Medical action plans will be required for special consideration due to a chronic or on-going medical problem.

### **GUIDELINES FOR MEDICATION ADMINISTRATION ASSISTANCE:**

- (1) All medication (prescription & nonprescription) must be taken by an adult directly to the office for safe storage. Medicines may not be transported to or from school by students.
- (2) All medication must be accompanied by an "Administration of Medication" request form (**signed permission by parent/guardian**) 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. Prescription medicines must be in the pharmacy-issued bottle with the name of the student for whom the medication was prescribed. If medicine must be administered for a limited number of days during school hours, a parent must bring enough medicine for the daily doses. The empty container will be returned to the student. **No medication can be returned to a student to carry home.** Extra doses of leftover medicine will be stored in the office until an adult can pick it up. The school nurse will dispose of all medication not retrieved one week after the expiration date has passed or one week after the school year ends, whichever comes first.
- (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, and the student will face disciplinary action.
- (6) Over-the-counter medication (ex. Tylenol, Motrin, cough remedies) will not be given on an on-going “as needed” basis unless it is prescribed by a healthcare professional for chronic/acute disorder. Parents will be notified before medications are administered to prevent duplication of school and home dosing.
- (7) The **Authorization for Self-Administration of Asthma Medication by a Minor Child at School** form must be completed and signed in order to allow students to carry their inhalers. This authorization form is a separate form and is available in the clinic.

### **LICE**

Lice is a dreaded word for parents and school personnel; however, this situation can be handled calmly and efficiently. If a child has lice, every effort will be made to minimize the spread, provide relief for the student, and protect confidentiality. It is imperative that the child be picked up promptly. In addition, a student with lice is not allowed to ride the bus home. 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 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 are not considered excused.

### **HONORS AND AWARDS**

Honor Roll students’ names will be posted each grading period. To make “A” Honor Roll students must make all “A’s” and “S’s” for the grading period. To make “A-B” Honor Roll, students must make all “A’s”, “B’s”, and “S’s” for the grading period. Throughout the year numerous awards may be given. Examples include recognition such as Citizen or Student of the Week/Month, Attendance Awards, Advancement in Reading Certification Levels, and Perfect Attendance. Certificates are given at the end of the year. Individual teachers and grade levels may give additional awards and recognition.

### **IMPORTANT MEETING DATES**

We will hold a planned curriculum meeting specific for each classroom at the beginning of the year. Our Parent Teacher Organization will also hold scheduled meetings throughout the year.

### **INSURANCE**

School accident insurance for students is available through the front office. Forms are sent home during the first week of school and interested parents are requested to return them promptly.

### **ITEMS TO LEAVE AT HOME**

Please keep the following items at home: cleated shoes, heeies, caps, toys, electronics of all types, sunglasses, rolling book bags, do-rags and dangling earrings. **Tennis shoes are required for physical education classes.** Girls must wear shorts underskirts for physical education.

### **MEDIA CENTER**

The media center is open to students from 8:10 a.m. until 2:50 p.m. each school day. Students may use the media center until 3:30 p.m. with a parent. Students who have lost or damaged books throughout the school year may continue to check out books until May 1. After this date, students may no longer check out books until they either return their books in good condition or pay for the materials. Additionally, students with outstanding books or fines from the previous school year may not check out books until the materials are either returned in good condition or paid for. Parents are invited to use the school media center and the Buford-Sugar Hill Public Library. Buford Academy’s collection can be accessed from the OPAC (online catalog) found on the system website.

## Accelerated Reader Certification Levels

All certifications are met with scores of 80% or higher.
<b>Ready Reader –</b> Pass Reading Practice Quizzes and accumulate five points through any combination of <i>Read To</i> and <i>Read With</i> . This certification does not have to be met independently.
<b>All of the following certifications are met by reading and quizzing independently.</b> <b>Independent Reader –</b> Read independently and pass Reading Practice Quizzes for three books at the 1.2 book level or higher.
<b>Rising Reader –</b> Read independently and pass Reading Practice Quizzes for three books at the 1.6 book level or higher.
<b>Super Reader –</b> Read independently and pass Reading Practice Quizzes for three books at the 2.0 book level or higher worth one point or more each.
<b>Advanced Reader –</b> Read independently and pass Reading Practice Quizzes for three books at the 3.0 book level or higher worth two or more points each.
<b>Star Reader –</b> Read independently and pass Reading Practice Quizzes for three books at the 4.0 book level or higher worth four or more points each.
<b>Newbery Medal/Honor Reader –</b> Read and test on a minimum of 15 titles and earn a minimum of 75 points from Buford Academy's selected Newbery list. Request list.
<b>Classic Reader –</b> Read independently and pass Reading Practice Quizzes for three books at the 6.0 book level worth seven or more points each.
<b>Honors Reader – I, II, and III</b> Read, take quizzes, and accumulate 100 points from Honors Reading Lists: (I – modern classics, II – nonfiction, III – traditional classics)

## Accelerated Reader "Fair Play" Guide for Students

1. A student may only take a quiz on a book he or she has read.
2. A student may test only under his or her name.
3. A student may never tell or give anyone a password.
4. A student may not tell or give another student an answer to an AR quiz before, during, or after the quiz.
5. A student may not use any outside source or ask any person for help during a quiz.
6. A student may not talk to another student while taking an Accelerated Reader quiz.
7. A student may not use the book for help during the quiz.

## MESSAGES

Please be sure your child knows how he/she is getting home before leaving home in the morning. **Phone changes are not permitted;** please come by the school or fax or e-mail your student's teacher. You may also send a written note to make changes. The policy is strictly enforced for the protection of all students. Thank you for your cooperation in implementing these safety procedures.

## 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 agencies may confer with a student on school premises if done in the presence of the student's parent or the building principal or his/her designee.

## PARENT VISITS

Parents are encouraged to come to school when it does not interfere with the learning process. Please come by the office to pick up a visitor's pass before going to your child's classroom. Please call and make an appointment with your child's teacher for all conferences. If you would like to come have lunch with your child, a special table is available for you and your child. To avoid hurt feelings, no friends may be chosen to accompany your child to the visitor's table. Please feel free to sit with your child's class, keeping in mind that cafeteria rules must be observed. If special/fast food is brought, please sit at the visitor's table only.

## PARENT VOLUNTEERS

Please call the school if you would like to volunteer to work in a classroom. This includes art, music, lab, and the media center. ***(Volunteers are always needed and greatly appreciated!)***

## PARTIES

There will be three parties held during the school year: Winter break, Valentine's, and End of School Year. Parents are invited to help but must stop by the office for a visitor's pass. Due to food allergies, all food brought for the class must be store purchased with ingredients listed.

## PERSONAL BELONGINGS

Please do not allow students to bring items to school which are not a part of or could disrupt the educational program unless specifically requested by the teacher. **Glass jars or pieces of glass are not to be brought at any time. Toys will be taken up and kept until the end of the year.** Electronic devices, games, PSP2, MP3 players, ipods, tape and C.D. equipment and other such personal belongings

may not be brought to school. **Parents are urged to place name labels on items such as coats, sweaters, and lunch boxes.**

### **PHOTOGRAPHING AND VIDEOTAPING OF STUDENTS**

For the purpose of preserving memories or honoring students, students may be photographed or filmed. Some examples include but are not limited to: newspaper articles about Buford City Schools, teacher graduate school projects, field day, talent show, and other special occasions. If you prefer that your child not be photographed or videotaped, please notify the school principal in writing.

### **P.T.O. (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 (678-482-6960) if you are interested in helping with P.T.O.

### **REPORT CARDS**

Report cards are issued to students every nine weeks for parental review. Behavior and academic progress reports will be sent home at 4.5 week intervals during the nine-week grading period. 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. If you feel that a conference is in order 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.**

**Note:** Please contact the front office to receive a pass code to access your child's grades via Powerschool, our online student information program.

### **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. The school is one of the safest places for students to be located during most crises or natural disasters.

### **SCHOOL STORE**

School store items are sold to the students each day between 8:10 and 3:00 and range in cost from \$.25 - \$1.00. Almost all school supplies needed by students may be purchased at the school store. Special items related to holidays and school spirit may be sold at various times during the school year. Emphasize with 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**

We encourage students to bring healthy snacks (such as fruits) to school. Candy is not allowed as a snack. Please do not send drinks to school that might stain the carpet or chewing gum that might damage the carpet or furniture. Please help us keep our school clean and neat.

### **STUDENT RECORDS**

Your child's personal folder contains his/her records and other pertinent school information and is available to you upon request. Appointments to see folders should be made in advance. **Please inform the school if your address and/or telephone number change.** If we can't contact you, the authorities may be contacted. You must provide the school with up-to-date immunization forms, birth certificates, hearing, vision, and dental examination forms. We ask for your help in keeping our records correct and current. Incomplete student records may result in withdrawal of the student.

### **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

### **WOLFPACK BEFORE-AND-AFTER-SCHOOL DAYCARE**

Wolfpack is a before-school and after-school program available to Buford Academy students in grades 2-5. The hours are 6:30-7:30 a.m. and 3:30-6:00 p.m. The cost is \$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, as the program is solely funded with these fees. Children must be registered before they may attend. Registration packets may be obtained from the office or from the Wolfpack coordinator.