



2010-2011

Buford Elementary School

Georgia Title I Distinguished School



Georgia School of Excellence



Reading Renaissance Master Model School



SACS CASI Southern Association of Colleges and Schools



2500 Sawnee Avenue

Buford, Georgia 30518

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

Web Address: www.bufordcityschools.org

Dr. Geye Hamby
Superintendent

Mrs. Melanie Reed
Principal

Mrs. Denise Simpson
Assistant Principal

Student's Name _____

Teacher's Name _____

Dear Parents, Guardians and Students,
Welcome to a new school year! We are very excited about working *with* all of you to make the educational experience a successful one. We can accomplish this with good communication between home and school, quality instruction delivered by quality teachers, and students who believe they can succeed. This agenda will be used as one tool for communication. **Please read it carefully with your child and sign page 19.** At BES, we will make sure that your child receives quality instruction. Together, we can work to ensure that students believe they can accomplish great things.

Sincerely,
Melanie Reed, Principal
Denise Simpson, Assistant Principal

ATTENDANCE/ CHECK-OUTS/TARDIES

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

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

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

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

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

BIRTHDAY/PARTY INVITATIONS

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

BREAKFAST AND LUNCH

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

BUS SERVICE

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

CAR RIDER DISMISSAL

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

CAR RIDER DROP OFF

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

CHILD CUSTODY

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

1. Legal opinion states that either parent has equal rights to the child unless one of the below-mentioned legal documents has been issued.
2. A parent may not request that a child not be allowed to leave with the other parent unless appropriate documentation is on file. Proof of termination of parental rights, current custody papers, restraining orders, or other legal documents must be in the child's folder at school.
3. In the event that a parent says 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, 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.

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

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

Cafeteria Behavior Expectations:

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

Cafeteria Rules

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

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

Behavior Expectations:

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

Behavior Consequences:

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

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

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

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

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

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

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

COUNSELOR PROGRAM

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

DIRECTORY INFORMATION

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

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

2010-2011 DRESS CODE

Kindergarten – 5th Grade

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

Accessories

Accessories may not be distracting or disruptive. Earrings for girls 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.

Dresses/*Jumpers/*Vests/Scarves

Dresses, jumpers, vests, and scarves 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 and vests 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.)

Headwear/Hair Bows/Hair Color

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

Overcoats worn OUTSIDE 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, 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 socks that do not show. All visible socks and leggings must be solid black, cream, white, or khaki. They may be worn under pants, shorts, skorts, capris, dresses, jumpers, or skirts.

* Please see section on "Items to leave at home."

Sweatshirts, Sweaters and Jackets worn in the building

Sweatshirts, 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)

Undershirts

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

Students may not wear any combinations of black on black.

EMERGENCIES

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

FIELD TRIPS

Field trips are planned for educational enrichment. They are scheduled to minimize interruption of the instructional program. In order for your child to take part, 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).

GIFTED/ENRICHMENT PROGRAM

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

GRADING

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

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

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

S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

GRIEVANCE POLICY

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

HOMEBOUND INSTRUCTION

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

HONORS AND AWARDS

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

ICE CREAM

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

INSURANCE

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: cleated shoes, heeled shoes, caps, toys, electronics of all types, sunglasses, rolling bookbags, do-rags and hoop/dangling earrings. **TENNIS SHOES ARE REQUIRED FOR PHYSICAL EDUCATION CLASSES.** Girls must wear shorts under skirts for physical education.

LEGAL NAMES

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

MEDIA CENTER

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

MEDIA CENTER- READING RENAISSANCE

Reading Renaissance (RR) is 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 or at home. A short computer quiz (most often only five questions) is then administered to the student. RR is an individualized program that lets each student progress at his/her own pace. It has been a very successful part of our curriculum since 1995. BES has been named a RR Master Model School every year since 1997. Excitement for our reading program is a very special part of our school climate.

MEDIA CENTER- READING RENAISSANCE CERTIFICATION LEVELS

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

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

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

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

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

Super Reader: Earn Rising Reader certification, then read independently three books worth one point or more each at 2.0 level or higher and pass the quizzes.

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

Star Reader: Earn Advanced Reader certification, then read independently three books worth four points or more at the 4.0 book level or higher and pass the quizzes.

NONDISCRIMINATION POLICY

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

NON-SCHOOL OFFICIALS

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

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

PARENT VOLUNTEERS

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

PARENTAL VISITS

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

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

PARKING

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

PARTIES/BIRTHDAYS

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

celebrations should be done outside of the school. (Including: balloons, party favors, gifts, and birthday parties which include parents/siblings etc.) **Due to severe food allergies, all special event/party/ birthday snacks should be store-bought and in sealed, pre-packaged containers with ingredients labels.**

PERSONAL BELONGINGS

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

REPORT CARDS

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

SCHOOL CRISIS PLAN

In the event of a crisis situation such as a tornado, chemical spill, etc., certain procedures will be followed according to our school crisis plan. Students will be kept at school until the crisis is 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
- 8:20** End of car rider drop off (after this time, parents must accompany the child to the office)
- 8:25** Morning announcements – students are considered tardy if they are not in the classroom by this time. Students must be brought to the office and signed in by the parent.
- 2:50** No check-outs after this time
- 3:00** Students prepare to leave
- 3:10** Car riders, walkers, and buses dismissed
- 3:30** Car rider pick-up ends
(If your child is not picked up by this time, your child will be placed in Wolfpack and a fee will be assessed.)

SCHOOL RECORDS

All students are required to have on record certain documentation. According to state law, the school must have complete records. In the absence of such records, the school

will request that you withdraw your child. A student enrolling with incomplete records or no records at all may be admitted conditionally pending receipt of missing records. If a student is admitted conditionally, the school must have the following records within 30 days or the student will be withdrawn until all conditions are met: birth certificate, social security number, updated immunization (form 3231), hearing, vision, and dental screening forms, academic records, disciplinary records, and/or other pertinent information. Your child's personal folder, containing his/her records and other pertinent school information, is available 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 carpet or tile.

SOLICITATION AT SCHOOL

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

STUDENT SUPPORT

Buford Elementary believes in a continuum of support and care for students as an additional means to counter or prevent student disciplinary and academic problems. Students are encouraged to seek guidance and counseling to prevent problems and resolve issues as soon as possible when appropriate. Student support services at our school may include mentoring, student plans, counseling, and student support teams. Please contact the school guidance counselor, Dr. Lane, at 770-945-5248 for a further explanation of the support services available. Student support is also provided by 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.

TRANSPORTATION CHANGES

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

WOLFPACK

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

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

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

The following pages contain important information for parents and students at all grade levels.

Parents: We ask that you review the entire Student Agenda with your student and then indicate that you have done so by signing the form on page 19. Also, because we believe that the teacher, parent, and student each play a vital role in student achievement, we request that you and your student sign the appropriate section of the compact which is also on page 19.

TEACHER QUALITY

We are committed to continually seeking to improve instruction for our students. We hope that as a parent, you will become involved in our school improvement initiatives as we continue to monitor student achievement and set high expectations. We encourage you to get to know your child's teachers and the class routines and expectations.

We are proud of the professional credentials of our teaching staff and will furnish to you, upon request, the professional qualifications of any of your student's classroom teachers. This includes information concerning the grade levels and subject areas in which the teacher is certified, the major fields and degrees held by the teacher, and the qualifications of any paraprofessional who provides services to your child.

PARENT INVOLVEMENT

Our schools support and follow all rules and regulations outlined by Title I, The Elementary and Secondary Education Act, reauthorized as the No Child Left Behind Act of 2001. To that end, and in the spirit of NCLB, we are committed to encouraging and welcoming parental involvement in the education process. We seek partnership with parents and families, recognizing that parents serve as the child's first and most constant educational influence.

Title I Parental Involvement Policy

Our Title I schools, BES, BA, and BMS, work collaboratively with parents on an annual basis to develop a parental involvement plan that will promote a spirit of partnership and shared vision between our schools and the families they serve.

Buford Elementary School, Buford Academy, and Buford Middle School will abide by and support all rules and regulations pertaining to Title 1, Improving the Academic Achievement of the Disadvantaged, No Child Left Behind Act of 2001, Public Law 107-110. A written plan for Title I parental involvement that establishes programs and practices to enhance parental involvement and reflects the needs of students and families will be jointly developed by parents and school staff. The plan will be unique to each school and will support the home/school compact included in this handbook. The plan will support the development, implementation, and regular evaluation of the parental involvement program.

The Title I coordinator will supervise the development and annual review of the Buford City School System Title I Parental Involvement Policy to be incorporated into the system plan developed pursuant to 20 U.S.C.A. § 6312. The Title I Parental Involvement Policy will be developed jointly with, approved by, and distributed to parents. The Title I Parental Involvement policy will establish Buford City School System expectations for parental involvement and shall describe how Buford City School System will:

- (1) Involve parents in development of the plan required under 20 U.S.C.A. § 6312 and the process of school review and improvement;
- (2) Provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance;
- (3) Build the schools' and parents' capacity for strong parental involvement;
- (4) Coordinate and integrate parental involvement strategies under Title I with parental involvement strategies under other instructional preK-12 programs;
- (5) Annually evaluate, with the involvement of parents, the content and effectiveness of the Title I Parental Involvement Policy in improving the academic quality of the schools served under this part. This evaluation will include identifying barriers to greater participation by parents in activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school system will use the findings of the evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the Title I Parental Involvement Policy; and
- (6) Involve parents

Buford City School System Student Code of Conduct

All student behavior shall be based on respect and consideration for the rights of others. Students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system.

The following rules and regulations of conduct shall apply:

1. on school grounds at any time.
2. off school grounds at a school bus stop, on a school bus, or at a school activity or event.
3. when the student is *en route* to and from school or to and from a school activity or event.
4. off school grounds when the behavior of the student could result in the student being criminally charged.
5. off school grounds when the misconduct is directed at a student or employee and is related to the victim's association with the school.
6. when a student leaves school or is absent from school without permission of school authorities, or any time a Rule 11 (Unexcused Absences/Tardies) would apply.

Students are also under the jurisdiction of school authorities when they engage in misconduct off campus and after school hours if it affects the orderly function and mission of the school and/or if the misconduct has a direct connection to the safety and welfare of the school community.

The following code sets forth school rules prohibiting certain types of student conduct. A student found to be in violation of any one of them may be subject to suspension or expulsion.

RULE 1: DISRUPTION AND INTERFERENCE WITH SCHOOL

A student shall not:

1. occupy any school building, gymnasium, school grounds and properties or part thereof with intent to deprive others of its use or disrupt its processes, or where the

- effect thereof is to deprive others of its use or disrupt its processes;
2. block the entrance or exit of any building or property or corridor or room thereof so as to deprive others of access;
 3. enter any school or be on any school campus without authorization of the superintendent, principal, or designated school personnel;
 4. set fire to or otherwise damage any school building or property;
 5. discharge, display or otherwise threateningly use any firearms, explosives, knives, or other weapons or any object that can be reasonably construed to be a weapon on school premises;
 6. prevent or attempt to prevent the convening or continued functioning of any school or class activity or lawful meeting or assembly on the school campus;
 7. prevent students from attending a class or school activity;
 8. except under the direct instruction of the principal, block normal pedestrian or vehicular traffic on a school campus;
 9. continuously and intentionally make noise or act in any other manner so as to interfere seriously with the teacher's ability to conduct his/her class;
 10. by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any such lawful mission, process or function;
 11. dress inappropriately;
 12. fail to identify himself/herself immediately and accurately upon request of any teacher, principal, school bus driver, or other authorized school personnel;
 13. represent the work of another person as his or her own work;
 14. use during school hours or on the school bus any personal electronic communication device, camera, or audio/video recorder/player (examples include but are not limited to cell phones, PDAs, mp3 players, iPods, etc.);
 15. falsify, misrepresent, or otherwise inaccurately report inappropriate behavior toward a student by a teacher, administrator, or other school employee.
 16. urge, encourage or counsel other students to violate the Buford City School System Student Code of Conduct.

RULE 2: DAMAGE OR DESTRUCTION OR MISUSE OF SCHOOL PROPERTY

A student shall not cause or attempt to cause damage to school property or alter or misuse school technology or any other equipment. A student shall not steal or attempt to steal school property either on the school grounds or during a school activity, function, or event off school grounds. A student shall not possess, sell, use or transmit stolen school property.

RULE 3: DAMAGE OR DESTRUCTION OF PRIVATE PROPERTY

A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property either on the school grounds or during a school activity, function, or event off school grounds. A student shall not possess, sell, use or transmit stolen property on school grounds or at school activities or events.

RULE 4: PHYSICAL ABUSE, THREATS, INTIMIDATION, ASSAULT, OR BATTERY ON A SCHOOL EMPLOYEE

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee. This includes but is not limited to insult, harassment, or use of profanity, and/or ethnic, racial, sexual, religious slurs. These rules apply when either the alleged perpetrator or the alleged victim is at school or at a school activity, en route to or from school or a school activity, or off school grounds when the misconduct by the alleged perpetrator is related to the school employee's performance of his/her official duties.

RULE 5: PHYSICAL ABUSE, THREATS, INTIMIDATION, BULLYING, ASSAULT, OR BATTERY BY A STUDENT TO ANOTHER STUDENT OR TO ANY PERSON NOT EMPLOYED BY THE SCHOOL

A student shall not cause or attempt to cause bodily injury or behave in such a way as could reasonably cause bodily injury to any person. A student shall not make threatening, harassing or intimidating remarks, gestures or posturing toward any student which threatens the safety or well-being of that student or has the likelihood of provoking a fight. This includes, but is not limited to fighting, bullying, use of profanity or ethnic, racial, sexual, or religious slurs.

RULE 6: WEAPONS, DANGEROUS INSTRUMENTS, AND EXPLOSIVE OR IMPLOSIVE DEVICES

A student shall not solicit to buy or sell, or buy or sell or possess, handle, transmit, threaten with or discharge/use any object that can reasonably be considered or converted to and/or used as a weapon such as, but not limited to knives; guns; pellet guns; brass knuckles; fire works; lighters, tear gas, mace, explosives, pepper spray; bats (other than for athletics); clubs, sticks or other instruments of a bludgeoning type; Chinese stars; razors; projectiles and the like. Athletic equipment may be exempt if specifically used for approved activities.

NOTE: School Board Policy JCDAE requires that the case of any student charged with a Rule 6 violation be adjudicated by a disciplinary tribunal; if the student is found guilty of the Rule 6 violation, JCDAE requires that the student be expelled from school for one calendar year.

RULE 7: ALCOHOL AND DRUGS

A student shall not

1. possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
2. wear attire which advertises or refers to the use or possession of drugs or alcohol.
3. possess, sell or transmit, or attempt to sell or transmit any substance under the pretense that it is, in fact, a prohibited substance as described in this rule.
4. misuse, possess, sell, transmit, or attempt to sell or transmit any prescription or non-prescription drug that the student otherwise is permitted to take or has been prescribed.

Use of a drug authorized by a medical prescription from a registered physician and taken in accordance with the guidelines in the student handbook shall not be considered a violation of this rule.

NOTE: School Board Policy JCDAC requires that the case of any student charged with possession, use, or transmission of drugs be adjudicated by a disciplinary tribunal.

RULE 8: POSSESSION OR USE OF TOBACCO

A student shall not

1. possess or use smoking tobacco, chewing tobacco, snuff, or smoking paraphernalia.

2. possess, sell or transmit, or attempt to sell or transmit any substance under the pretense that it is a tobacco product.
3. wear attire which advertises or refers to the possession or use of tobacco.

RULE 9: DISREGARD OF DIRECTIONS OR COMMANDS

A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher's aides, principals, school bus drivers, or other authorized school personnel.

RULE 10: PROFANITY AND OBSCENE LANGUAGE

A student shall not use profane and/or obscene actions; gestures; or oral, written, or electronic language. A student shall not wear attire which refers to profane or obscene actions, gestures, or language.

RULE 11: UNEXCUSED ABSENCES/TARDIES

A student shall not be absent from or tardy to school or any class or other required school function during required school hours except for illness or other providential cause, except with the written permission of the teacher, principal, or other duly authorized school official, nor shall a student encourage, urge, or counsel other students to violate this rule. After his/her initial arrival on campus, a student may not leave school grounds prior to the end of the day without the permission of a duly authorized school official.

RULE 12: MISBEHAVIOR ON BUS

A student shall follow the directions of the bus driver and other school officials at all times.

Students shall:

1. sit in the seat assigned;
2. keep hands, arms, and/or objects to themselves and inside the bus;
3. talk in a normal tone of voice;
4. follow all other conduct rules enumerated in policy;

Students shall not:

1. eat, drink, or chew gum on the bus;
2. bring onto the bus any items which obstruct the driver's view;
3. (unless authorized) use various electronic devices on the bus including cell phones, pagers, audible radios, music devices without headphones or any 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 (including mirrors, flash cameras, lasers, or lights or reflective devices that might interfere with driver).

RULE 13: CONDUCT WHICH IS SUBVERSIVE TO GOOD ORDER

A student shall not perform any other act which is subversive to good order and discipline in the schools. This includes, but is not limited to, violation of local school rules, violation of state and federal law, providing false information to school personnel, actions that are ethnically and/or racially inflammatory, loitering or trespassing, or community misconduct that would be so serious as to pose a threat to the school community.

RULE 14: REPEATED VIOLATIONS / MISBEHAVIOR

A student shall not chronically disrupt school processes or repeatedly violate school rules.

Note: This rule applies after remediation has been attempted, including but not limited to consideration by the Student Support Team (SST) or Response to Intervention (RTI) Team, development of a behavior correction plan, and documentation of parent conference(s) regarding the behavior correction plan.

RULE 15: COMPUTER TRESPASS

A student shall not

1. use a computer network with the intention of accessing or obtaining unauthorized information, deleting, obstructing, interrupting, altering, damaging, interfering with others' use of, or in any way causing the malfunction of the computer, network, program(s), or data.
2. access the school system network with personal electronic devices unless granted permission by the local school administration.

RULE 16: FIGHTING

A student shall not participate in a fight or altercation which involves physical violence.

RULE 17: SEXUAL MISCONDUCT AND/OR INDECENCY

A student shall not make unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical contact of a sexual nature.

A student shall not produce, possess, view, copy, sell, buy, or transmit printed or non-printed sexually explicit materials.

RULE 18: THREAT/INTIMIDATION

A student shall not place another person in fear of bodily harm using verbal or written threats, threats transmitted electronically, or other intimidating behaviors, whether or not a weapon is displayed, and whether or not a person is subjected to an actual physical attack.

NOTE: Bullying is expressly prohibited. Bullying is defined as (1) any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or (2) any intentional display of force being verbal, non verbal, or through the use of technology that would give the victim reason to fear or expect immediate bodily harm. Bullying is hereby incorporated by reference to the list of examples of conduct which are prohibited and may result in punishment.

The General Assembly of Georgia has asked us to include the following statement in our handbook:

We encourage parents to inform their children about the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

DEFINITIONS OF DISCIPLINARY ACTIONS:

- Disciplinary Tribunal – formal hearing and adjudication of charges against a student
- Expulsion - exclusion of a student from school beyond the current school quarter or semester.
- Long-Term Suspension - exclusion of a student from school for more than ten school days but not beyond the current school quarter or semester.
- Short-Term Suspension - exclusion of a student from school for less than ten school days.
- In-School Suspension/Opportunity Room - Removal of the student from class and placement in a specific school location.
- Detention - A requirement that the student report to a specific school location and to a designated teacher or school official before or after school or on Saturday to make up work missed or to receive specific instruction in behavior modification.
- Bus Suspension - Student will not be allowed to ride the bus until a specific date.
- Removal from Class at Teacher's Request - Student is removed from class at the classroom teacher's request pursuant to O.C.G.A 20-2-738.

Note: During a term of suspension or expulsion, the student is banned from all Buford City School System grounds and facilities and is prohibited from attending any school function, whether on or off BCSS property. Violators are subject to arrest on criminal trespass charges.

**EXAMPLES OF UNACCEPTABLE BEHAVIOR:
(This list is not all-inclusive.)**

- Threats to students or adults
- Harassment of other students, both verbal and non-verbal
- Theft
- Use or possession of tobacco, matches, lighter, fireworks, alcohol, or drugs
- Disrespect toward teachers or students
- Possessing or using weapons
- Selling anything to another student without permission from the principal
- Dress code violations
- Possessing or chewing gum or candy
- Cheating
- Fighting
- Gambling
- Use of profanity and/or vulgarity
- Violating bus rules
- Damaging personal or school property
- Disruptive behavior
- Poor effort or attitude
- Gang-related displays or behaviors

Teachers and administrators will use a variety of disciplinary techniques that include rewards for good behavior and removal of privileges for inappropriate behavior.

Students should expect loss of privileges for special activities such as recess, field trips, field day, ice cream, parties, programs, special assemblies, and/or any school related function during or after school hours etc., if behavior is frequently inappropriate or if effort and attitude toward academic subjects are not sufficient.

Parents: Your child will receive a copy of our school and classroom discipline plans. **Your support is needed in order for us to maintain order at school, school activities, and on buses.**

STUDENT INSURANCE PROGRAM

A student school accident insurance plan is available for purchase to all student enrolled in the Buford City Schools. Information about the plan is included in your registration packet.

DIRECTORY INFORMATION

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

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

- Awards received during the time enrolled in the school system.

ATTENDANCE

Suggestions to Parents for Promoting Good Student Attendance

Make school attendance a high priority in your home! Every day is important...from the first day of school to the last day of school!

At home:

- Discuss the importance of daily attendance and academic achievement with your student(s).
- Get your student to school on time.
- Arrange for transportation or child care as needed.
- Ensure that your student has school supplies, uniforms (if required), etc.

Maintain good communication with the school and teacher(s):

- Provide updated and accurate emergency contact information.
- Make sure your student’s medical/immunization records are up to date.
- Monitor your student’s daily school attendance.
- Meet with your student’s teacher(s) on a regular basis.
- Sign and return all contracts and letters from the school in a timely manner.
- Attend parent/teacher/student conferences as needed.

Handle absences responsibly:

- Know the *Georgia School Code’s* legitimate reasons for absence. Reasons are listed earlier under Georgia Department of Education State Attendance Rule 160-5-1-.10.
- Call the school within 30 minutes of start time if your student is going to be absent.
- Send a note within two (2) days after your student returns to school briefly explaining the absence.
- Plan family vacations with the school calendar in mind. As a reminder, vacations are not considered excused absences.

Understand and follow the Buford City Schools attendance policy:

- Attend truancy intervention panel if no other remediation efforts have been successful.
- Assist your student in his/her compliance with the panel’s recommendation.

Play an active role in the education of your student:

- Know what is going on in your student’s life at school and elsewhere.
- Alert school personnel if you become aware of problems in the school or problems that are otherwise out of your immediate control.

Buford City Schools require students to be in attendance in accordance with requirements of the compulsory attendance law. Absences shall be considered excused only if they comply with legal requirements established by the State of Georgia and the State Board of Education.

- Georgia State Law O.C.G.A. Section 20-2-690.1 and the Georgia Department of Education State Attendance Rule 160-5-1-.10 defines “**Truant**” as “any child subject to compulsory attendance who during the school calendar

year has more than **five days of unexcused absences**". Parents/Guardians will be notified by phone or letter by the school when a student has accumulated 5 unexcused absences.

- Under Ga. Law §20-2-690.1, it is mandatory for a parent to ensure that his or her student(s) attend school and is punishable by fine not to exceed \$100.00, imprisonment not to exceed 30 days, community service, or any combination of the penalties. Each day's absence from school in violation of this law shall constitute a separate offense. Other possible consequences and penalties for failing to comply could include but is not limited to the student being placed on juvenile probation, student deprived from home, student serve time at the Youth Detention Center, and/or possible denial or suspension of a driver's license for a student.
- The Georgia Department of Education State Attendance Rule 160-5-1-.10 and section JB of the Buford City Schools Board of Education Policy states that students will be excused from school under the following circumstances, as a minimum.
 1. Personal illness or attendance in school endangers a student's health or the health of others.
 2. A serious illness or death in a student's immediate family necessitating absence from school.
 3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
 4. Observing religious holidays, necessitating absence from school.
 5. Students will be counted present when they are serving as pages of the Georgia General Assembly.
 6. Local boards of education may allow a period not to exceed one day for registering to vote or voting in a public election.
 7. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.
- In addition, appropriate medical documentation will be required following the tenth absence for the purpose of validating the absence as an excused absence.
- Students are required to be in attendance on each day that school is in session. When a student is absent from school, he or she must be marked absent in the official attendance register maintained by the classroom teacher. The school is required to contact a parent or guardian EVERY TIME that a student is absent.
- When a student is absent from school, the parent/legal guardian must send a written note or e-mail to the school within two (2) school days upon the student's return from the absence, acknowledging each date of absence. This note is required, even if the parent/legal guardian calls the school to inform the principal or teacher of the absence. The review of this note by the school will determine whether the absence is a valid (excused) absence according to the criteria noted above, or whether the absence is unexcused and considered to be a truant absence.

Buford City Schools Attendance Protocol

- A. Parents/guardians and students are required to sign a compulsory attendance law letter within 30 days of enrollment. This letter includes a written summary of possible consequences and penalties for failing to comply with compulsory attendance laws.
- B. School personnel will attempt to contact parents/guardians each time a child has an absence. All contacts are documented.
- C. School personnel will attempt to contact the parent/guardian when the student has 5 unexcused absences. After two reasonable attempts to notify the parent/guardian without response, a letter will be mailed. All contacts are documented.
- D. School personnel will notify the parent/guardian of students ages 14-18 when the student has 7 unexcused absences via a letter to the student's home address. The letter outlines the consequences of unexcused absences, informs the parent/guardian that if the student reaches 10 unexcused absences, the school will make a report to the state, at which point the student will not be eligible to obtain or keep a driver's license. All contacts are documented.
- E. Any student with 5 absences, excused or unexcused will be referred to appropriate school personnel who will meet with the student and/or contact the parent to encourage better attendance and offer support.
- F. School personnel will refer any student with 8 absences, excused or unexcused, to the school social worker. The school social worker may send a letter to the parent/guardian, contact the parent/guardian via telephone, or may visit the home directly to encourage better attendance and offer support. If absences continue, the student may be referred to the Truancy Intervention Panel for additional support.
- G. By June 15 of each school year, the school social worker will send a second letter to the parents/guardians of those students who had 15 or more absences during the previous school year referencing the importance of good attendance and offering support.

TRANSPORTATION

The school will stress the importance of good behavior on buses. Good behavior is directly related to bus safety. **Riding the bus is a privilege that can be taken away.**

The Georgia General Assembly has enacted two key pieces of legislation related to public school transportation about which students and parents should be aware:

House Bill 1179

House Bill 1179 established that any person who is convicted of simple assault against an employee of a Georgia public school while the employee is engaged in official duties or on school property shall be punished for a misdemeanor of a high and aggravated nature. **School property shall include public school buses and stops for school buses as designated by local school boards.**

Further, House Bill 1179 established that it is illegal for any person to disrupt or interfere with the operation of any public school bus or public school bus stop.

Senate Bill 291

Senate Bill 291 established a prohibition against physical violence, bullying, physical assault or battery of other persons on a school bus, verbal assault of other persons on a school bus, disrespectful conduct toward a school bus driver or other persons on the school bus, and other unruly behavior,

Senate Bill 291 also established that students are prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, audible radios, tape or compact disc players without headphones, 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, and

Further, Senate Bill 291 prohibits the use by passengers of mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

Basic School Bus Rules

Students will

- be at the bus stop five (5) minutes before the time the bus normally arrives, standing off the roadway, waiting until the bus stops and the door opens.
- board the bus immediately when the driver opens the door.
- sit three to a seat in his or her assigned seat unless otherwise directed by the driver.
- sit facing the front of the bus and remain in their seats until the bus stops for unloading.
- board the bus carrying only items related to schoolwork which can be held in the student's lap. (Large projects, fundraising items and musical instruments will not be allowed.)
- refrain from eating or drinking on the school bus.
- talk in a normal tone (no loud talking or shouting) while on the bus.
- be required to remain silent if the weather is bad.
- be absolutely silent at all railroad crossings and at hazardous intersections.
- watch for the driver's signal, look both ways, and always cross in front of the bus, never behind the bus.
- always board and depart the bus at their assigned stop.
- open or close windows only with permission of the driver.
- behave in any manner that does not jeopardize the safety of the bus.
- ride only their assigned bus. Students will not be given permission to ride home on another bus or ride home with another student.

*In addition to **Basic School Bus Rules** please read and review Code of Conduct **RULE 12: MISBEHAVIOR ON BUS**, which is contained in this publication.

Bus Discipline Procedures

If a student refuses to follow the bus rules after being warned by the driver and/or paraprofessional, the student will be referred to the office. A graduated sequence of consequences will be imposed. Repeat offenses will lead to suspension from the bus. For more serious offenses, the consequences will be more severe.

Suspension from riding the bus is an inconvenience to parents and administrators; however, the safety of students on buses is the most important issue.

TECHNOLOGY

Buford City School System is pleased to offer a computer network which will allow students and staff members to gain access to the World Wide Web. To gain access to the Internet, all students must obtain parental permission as verified by the signatures on the form on Page 17. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing and other instructional applications. We support and respect each family's right to decide whether or not to apply for access.

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards, policies, and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep or send anything that they would not want their parents or teachers to see.

Technology Compact

The student's and parent's signature on page 17 constitutes an agreement with the following parameters for use of instructional technology:

Privacy – Network storage areas will be treated like school lockers. Network administrators may review communication to maintain system integrity and insure that students are using the system responsibly.

Storage capacity – Users will remain within allocated disk space.

Illegal copying – Users will never download or install any commercial software, shareware, or freeware onto network drives or disks. Students will not copy other people's work or intrude into other people's files.

Inappropriate materials or language – No profane, abusive or impolite language will be used to communicate nor will materials be accessed which are not in line with the rules of school behavior. Students who encounter such material by accident will report it to their teacher immediately.

Respect for Privacy - Users will not

- re-post a privately received message without permission of sender.
- post private information about another person.

Illegal Activities - Users will not

- attempt to gain unauthorized access to Buford City Schools' Internet System or to any other computer system through Buford City Schools' Internet system or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- use computers to engage in any illegal act, such as arranging for illegal purchases, engaging in criminal gang activity, threatening the safety of a person, etc.

Respecting Resource Limits - Users will not

- use the system only for educational and career development activities and limited, high-quality, self-discovery activities.
- download large files unless absolutely necessary. Students must not post chain letters or engage in “spamming” (sending an annoying or unnecessary message to a large number of people).

Plagiarism and Copyright Infringement - Users will not

- plagiarize works found on the Internet.
- violate the rights of copyright owners.

Inappropriate Access to Material – Users will not use Buford City Schools’ Internet System to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people (hate literature).

Users who mistakenly access inappropriate information should immediately tell the supervising staff member or another Buford City School System employee. This will protect the student against a claim that you have intentionally violated this Policy.

Personal Safety – Users will not

- post personal contact information about themselves or other people. Personal contact information includes addresses, telephone numbers, school addresses, work addresses, etc.
- agree to meet with someone they meet online.
- fail to promptly disclose to their teachers or other school employees any message they receive that is inappropriate or makes them feel uncomfortable.
- fail to promptly disclose to their teachers or other school employees if they have been bullied or cyberbullied shall promptly report such incidents to school personnel.

System Security – Users are expected to

- take responsibility for their individual accounts and to follow all reasonable precaution to prevent others from being able to use their accounts.
- keep passwords confidential, never sharing with others.
- immediately notify a teacher or the system administrator if they identify a possible security problem.
- follow the system virus protection procedures.

Inappropriate Language - Restrictions against inappropriate language apply to public messages, private messages, and materials posted on Web pages.

Users will not

- use inflammatory, threatening, or disrespectful language.
- post information that could cause damage or cause a disruption.
- engage in personal attacks, including prejudicial or discriminatory attacks.
- harass another person.
- knowingly or recklessly post false or defamatory information about a person or organization including fellow students and school personnel.
- engage in any form of bullying or cyber bullying.

Free Speech - The Buford City School System’s Internet System is considered a limited forum, similar to the school

newspaper, and therefore the Buford City School System may restrict speech for valid educational reasons.

Search and Seizure – Users should expect

- only limited privacy in the contents of personal files on the Buford City Schools’ network.
- routine maintenance and monitoring of Buford City School’s Network System which may lead to discovery of violations of this policy, the disciplinary code, or the law.
- individual searches if there is reasonable suspicion that a user has violated this school system procedures, the disciplinary code, or the law.
- parents to be provided access to their students’ file at any time the parents or school deem appropriate.

Due Process

The Buford City School System will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Buford City Schools’ Network System. In the event there is a claim that a user has violated this Policy or disciplinary code in his or her use of Buford City Schools’ computer network, he or she will be provided with a written notice of the suspected violation and an opportunity to present an explanation or will be provided with notice and opportunity to be heard in the manner set forth in the disciplinary code. If the violation also involves a violation of other provisions of the disciplinary code, additional restrictions may be placed on the use of the user’s Internet account.

Discipline Violations

Violations may result in a loss of access. Additional disciplinary action may be determined at the school level in line with existing practice regarding inappropriate language, behavior and/or conduct toward others. Discipline action may include but is not limited to warning, in-school suspension or expulsion. When applicable, law enforcement agencies may be involved.

Limitation of Liability

The Buford City Schools’ Computer Network makes no guarantee that the functions or the services provided by or through the Buford City School System will be error-free or without defect. The Buford City School System will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The Buford City System is not responsible for the accuracy or quality of the information obtained through or stored on the system. The Buford City School System will not be responsible for financial obligations arising through the unauthorized use of the system.

BCSS Policy IFBG: Acceptable Use Policy (AUP)

The Buford City School’s Acceptable Use Policy (AUP) is intended to

- prevent unauthorized access and other unlawful activities by internet users,
- prevent unauthorized disclosure of or access to sensitive information, and
- comply with the Children’s Internet Protection Act (CIPA)

For the purposes of this policy, “user” shall include anyone utilizing computers, Internet access, email programs, chat rooms and/or other forms of direct electronic communications or equipment provided by Buford City Schools or accessed through the school district’s system. Further, only current students or employees are authorized to use the network.

To the extent practicable, the Buford City School System shall use technology protection measures to block or filter access to

online visual depictions that are obscene, pornographic, and/or harmful to minors. The school system reserves the right to

- monitor users' online activities,
- access, review, copy, and store or delete any electronic communication or files,
- disclose such electronic communication or files to others as it deems necessary.

Users should have no expectation of privacy regarding their use of school system property, including the network and/or Internet access or files, including email.

Acceptable Uses of the Buford City Schools Computer Network or the Internet

Each year, students, along with their parents shall be required by their schools to sign an Acknowledgement of this policy before being granted access to the system computer network and Internet access. Once signed, that permission / acknowledgement shall remain in effect for the remainder of the school year unless it is either revoked by the parent or the student loses the privilege of using the school system's network due to violation of this policy.

Employees and other users are also required to follow this policy.

All users shall follow this policy and report any misuse of the network or Internet to a teacher, supervisor or other appropriate school system personnel. Access is provided primarily for education and school system business. In using the network, users have implicitly consented to follow this policy. Students who are uncertain about whether a particular use is acceptable or appropriate should consult their teachers. Employees who are uncertain about whether a particular use is acceptable or appropriate should consult their site technology coordinator or Principal.

Unacceptable Uses of the Computer Network or Internet

The Buford City School System reserves the right to take immediate action regarding violations of this policy. Such violations may include but are not limited to:

- Creating security and/or safety issues for the school system, students, employees, schools, network or computer resources,
- Expending school system resources on content the school system in its sole discretion determines lacks legitimate educational content/purpose,
- Accessing sites that are deemed inappropriate by the school system.
- Violating any state or federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- Engaging in criminal activities that are punishable and contrary to the law.

In addition to the above, the following activities are expressly prohibited:

- Selling or purchasing illegal items or substances;
- Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- Causing harm to others or damage to their property, such as:
 1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;

2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
 3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 4. Using any school system computer to pursue "hacking," internal or external to the school system, or attempting to access information protected by privacy laws; or
 5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid" schemes.
- Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
 1. Using another's account password(s) or identifier(s);
 2. Interfering with other users' ability to access their account(s); or
 3. Disclosing anyone's password to others or allowing them to use another's account(s).
 - Using the network or Internet for commercial purposes, for example:
 1. Using the Internet for personal financial gain;
 2. Using the Internet for personal advertising, promotion, or financial gain; or
 3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

Penalties for Improper Use

The use of a school system account is a privilege, and misuse may result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from school system employment, and/or criminal prosecution.

Disclaimer

The Buford City School System makes no guarantees as to the quality of the services provided through its network and information technology system and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the school system's network are to be borne by the user. The school system also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the school system, its affiliates, officials, or employees.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act, O.C.G.A. Section 20-2-720 (FERPA) provides certain rights to parents and guardians concerning their access to the educational records of their children. No local school system may have a policy of denying, or which effectively prevents, the parents of students who are enrolled in any facility within the school system the right to inspect and review the education records of their children. A parent is entitled to inspect and review only information relating to his or her own child, and if any material

or document in a child's record includes information on another student, such information regarding any other student will not be made available for inspection or review except to the parents of that student. Both parents of a child are entitled to inspect and review the educational records of their child or to be provided information concerning their child's progress. Information concerning a child's education record will not be withheld from the non-custodial parent unless a court order has specifically removed the right of the non-custodial parent to such information or unless parental rights have been terminated.

Additionally, FERPA provides that a school system may not disclose personally identifiable information about the student without the parent's signed written consent absent a few limited exceptions (e.g. other school officials, in connection with financial aid, accrediting agencies, or other school systems where the student seeks to enroll, etc.). However, a school system may release directory information that would not be generally considered harmful or an invasion of privacy. Examples of this include participation in extra-curricular activities or a list of awards received by a student.

OTHER PERTINENT LEGISLATION

Georgia House Bills 250 and 1321 (2008) address issues related to acts of sexual abuse or misconduct by teachers. A provision of the new legislation requires that school systems include in student handbooks a description of the process to be followed when students (or others) wish to make a report of such abuse or misconduct.

The Georgia state legislature requires we publish the process for making a report related to acts of sexual abuse or misconduct by teachers. That process is delineated below.

(a) Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee will make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and will submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports will be made to the superintendent or the superintendent's designee.*

(c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 will make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report will be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 will be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause

to believe that the report of sexual misconduct is valid, the school principal or principal's designee will make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

GENDER EQUITY

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. Section 20-2-315). Students are hereby notified that the Buford City School System does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is Dexter Wood, Sports Equity Coordinator, Buford City School System, 2705 Sawnee Avenue, Buford, GA 30518, 770-945-6768.

PHOTOGRAPHS, VIDEOTAPES, AND DIGITAL RECORDINGS

For the purpose of preserving memories or honoring students, photographing or videotaping of students may take place. Some examples include but are not limited to: newspaper articles about Buford City Schools, teacher graduate courses, field day, talent show, teacher websites, and other special occasions. If you wish that your child not be photographed or videotaped for these purposes, please notify the school principal in writing.

COMPLAINTS AND GRIEVANCES

Buford City School System is committed to providing a safe and nurturing environment which is free of all forms of harassment and/or discrimination on the basis of race, color, religion, gender, age, national origin, or disability. A student who believes that he or she has been the victim of harassment or discrimination has a right to lodge a complaint to an administrator, counselor, teacher, or the Title IX coordinator. Should the student and his or her parent(s) feel that the report to the staff member has not brought about a satisfactory resolution, the student and his or her parent(s) may request a meeting with the principal regarding the complaint.

Should the student and his or her parent(s) feel that the report to the principal has not brought about a satisfactory resolution, the student and his or her parent(s) may request a meeting with the assistant superintendent, who serves as the grievance officer.

ASBESTOS MANAGEMENT PLAN NOTIFICATION

The Buford City Schools AHERA Management Plan is available for public inspection upon request at the Buford City School System Board of Education Office, 2625 Sawnee Avenue, Buford, GA 30518. This notification is provided to fulfill the requirement of section 763.93(4) of the Asbestos Hazard Emergency Response Act, 40 CFR Part 763; October 30, 1987. All interested parents, teachers, employees or other persons are invited to review the plan which includes the following items:

1. Location, amounts and types of asbestos-contained materials in all schools and support buildings.
2. Response actions to the asbestos-contained materials, selected by the Buford City Schools.
3. Plans for re-inspection, periodic surveillance and operation and maintenance programs.
4. Public Notification procedures

Anyone interested in reviewing this plan should contact the Buford City School System at (770) 945-5035.

Georgia Performance Standard for each grade level can be found at: www.georgiastandards.org

Please visit our school website at: www.bufordcityschools.org

TEACHER/PARENT/STUDENT Compact

Effective schools are a result of families and educators working together. Families play an important role in a child’s success in school. We encourage you to form a partnership with the school.

Teacher Pledge:

- I believe that each student can learn.
- I am committed to helping students reach their full potential.
- I will provide a positive and exciting learning environment.
- I will communicate face to face with parents at least two times during the year and use written and/or verbal communication on a weekly basis.
- I will provide necessary assistance to parents so that they can work with their child at home and be an active part of the teaching/learning process.

Teacher Signature

Parent Pledge:

- I will let my child know through my words and deeds that education is important.
- I will spend time each day helping my child with assignments and provide a home environment that encourages learning.
- I will support the school in its effort to maintain proper discipline and help my child resolve conflicts in a positive way.
- I will provide adequate food and rest so my child is ready to learn.
- I will see that my child takes advantage of the supplemental programs offered.
- I will communicate frequently with my child’s teacher during the year and I agree to meet at least two times with the teacher.

Parent Signature

Student Pledge:

- I will always try to do my best in my work and my behavior.
- I believe that I can learn and will learn.
- I will come to school prepared to learn.
- I will respect the rights of others to learn without distraction and disruption.
- I will respect the adults in the school.

Student Signature

I have reviewed the *Internet Use Policy* and have chosen the following option for internet use:

_____ **My student may access the Internet while at school for the educational purposes stated above.**

_____ **My student may NOT use a computer to access the Internet while at school.**

Parent/Guardian Signature **Date**

My student and I have reviewed the Student Agenda for the current school year. We understand the expectations established in the agenda.

Parent/Guardian Signature **Date**

Student Signature

Student Name (Printed) & Grade Level
