

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 16. 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 follows.

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

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.

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.

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.

***Buford City Schools 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 where the effect thereof is to deprive others of its use;
2. block the entrance or exit of any building or property or corridor or room thereof so as to deprive others of access;
3. set fire to or otherwise damage any school building or property;
4. 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;
5. 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;
6. prevent students from attending a class or school activity;
7. except under the direct instruction of the principal, block normal pedestrian or vehicular traffic on a school campus;
8. 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;
9. 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;
10. dress inappropriately;
11. fail to identify himself/herself immediately and accurately upon request of any teacher, principal, school bus driver, or other authorized school personnel;
12. represent the work of another person as his or her own work;
13. 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.);
14. urge, encourage or counsel other students to violate any of the preceding paragraphs of this rule or any other Buford City School System rule.

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: 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, 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, use of profanity or ethnic, racial, sexual, or religious slurs.

RULE 6: WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not solicit to buy or sell, possess, handle, transmit, threaten with, or use any object that can reasonably be considered or converted to and/or used as a weapon or that is designed to look like a weapon or gives the pretense of a weapon. Weapons include, but are not limited to, any pistol, revolver, or any weapon designed or intended to propel a missile or projectile of any kind, any explosive or implosive device, or any dirk, bowie knife, switchblade knife, ballistic knife, or other knife (a knife shall be construed as a "weapon" or "dangerous instrument" under the Code of Conduct if such knife contains a blade 2 inches or greater), straight edge razor, spring stick, metal knuckles, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to be thrown freely, which may be known as a nun chuck, fighting chain, throwing star or oriental dart, or any weapon of like kind and any stun gun or laser. A bat, stick, blunt instrument, or laser pointer used to inflict harm or damage is also considered a weapon. Athletic equipment may be exempt if specifically used for approved activities. Tear gas, Mace, pepper gas, or any other substance designed to disable or debilitate is defined as a weapon.

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 language, actions, or gestures. A student shall not wear attire which refers to profane or obscene language, actions, or gestures.

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 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 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.

OFF-CAMPUS MISCONDUCT

In order to provide a secure and safe school environment to minimize the risk of harm to students, and to eliminate the potential disruption of the educational process, the Board of Education policy concerning off-campus misconduct is as follows:

A student who has been charged with or accused of violating any local, state or federal statute ordinance, rule or regulation and whose continued attendance at school may be disruptive to the student body and/or faculty shall be excluded from attendance pending final disposition of such charge. This exclusion may include long-term suspension/expulsion, to be followed by a term or terms in alternative school.

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 the 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.)

1. Threats to students or adults
2. Harassment of other students, both verbal and non-verbal
3. Taking things belonging to others
4. Use or possession of tobacco, matches, lighter, fireworks, or drugs
5. Showing disrespect to teachers or students
6. Possessing or using weapons
7. Selling anything to another student without permission from the principal
8. Violation of dress code
9. Possessing or chewing gum or candy
10. Cheating
11. Fighting, gambling, or matching
12. Use of profanity and vulgarity
13. Standing, pushing, loud talking on buses
14. Damaging personal or school property
15. Talking in halls and restrooms
16. Running in halls, classrooms, and cafeteria
17. Poor effort or attitude
18. Gang-related displays or behaviors

Students who display unacceptable behavior will be subject to corrective measures that may include: consultations, time-out, removal from school and bus privileges, in-school or out-of-school suspension.

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 privileges to be removed 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 AND NECESSARY TO HELP US MAINTAIN ACCEPTABLE

BEHAVIOR AT SCHOOL, SCHOOL ACTIVITIES AND ON THE BUSES.

ATTENDANCE

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 certified 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 their 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 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 certified letter with return receipt requested 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.

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 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 that briefly explains the absence, when your student returns to school within two (2) days.

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.

TRANSPORTATION

Basic School Bus Rules

1. Students should be at the bus stop five (5) minutes before the time the bus normally arrives. Students should stand off the roadway, wait until the bus stops and the door opens. They should be ready to board the bus when the driver opens the door.
2. Students are expected to sit three to a seat unless otherwise directed by the driver. The driver has the right to assign students to specific seats.
3. Students are expected to sit facing the front of the bus and to remain in their seats until the bus stops for unloading.
4. Students will be permitted to carry 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.
5. No eating or drinking is permitted on the school bus.
6. All routes will run the same way each day, if possible. No exceptions will be made.
7. Students are permitted to talk in a normal tone while on the bus. Students will be required to remain silent if the weather is bad. Loud talk or screaming will not be tolerated. Absolute silence will be enforced at all railroad crossings and at hazardous intersections.
8. Students should watch for the driver signal, look both ways and always cross in front of the bus, never behind the bus.
9. Students must always board and depart the bus at their assigned stop.
10. Students may not open or close the windows without permission from the driver.

11. Students may not behave in any manner that would jeopardize the safety of the bus.
12. Students will be permitted to 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 located on page 10 in this publication.

Bus Discipline Procedures

If a student refuses to follow the bus safety rules after being warned by the bus driver and/or paraprofessional, the student will be referred to the office. At that time the sequence of discipline will include:

- First Offense: Warning
- Second Offense: One-day suspension from the bus
- Third Offense: Two-day suspension from the bus
- Fourth Offense: Three-day suspension from the bus
- Fifth Offense: Five-day suspension from the bus

After five offenses, the consequences may be an extended suspension from riding the bus. Suspension from riding the bus is an inconvenience to parents and administrators; however, the safety of students on buses is the most important issue. 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.**

House Bill 1179

(a) Code Section 16-5-20: Any person who commits the offense of simple assault against an employee of a public school system of this state while such employee is engaged in official duties or on school property shall, upon conviction of such offense, 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.

(b) Code section 20-2-1181: It shall be unlawful for any person to disrupt or interfere with the operation of any public school bus or public school bus stop as designated by local school boards of education.

Senate Bill 291

(a) Students shall be prohibited from acts of physical violence, bullying, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior,

(b) Students shall be 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

(c) Students shall be prohibited from using 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.

INTERNET USE POLICY

Buford City Schools are pleased to offer a computer network which will allow individuals to gain access to the world wide web for electronic mail and the Internet. To gain access to e-mail and the Internet, all students must obtain parental permission as verified by the signatures on the form on Page 16. Should a parent prefer that a student not have e-mail and Internet access, use of the computers

are still possible for more traditional purposes such as word processing.

What is possible?

Access to e-mail and the Internet will enable students to explore thousands of libraries, database, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaborations exceed any disadvantages. But ultimately, parent and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources therefore, 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 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.

What are the rules?

Privacy – Network storage areas may 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 are expected to remain within allocated disk space and delete e-mail or other material, which takes up excessive storage space.

Illegal copying – Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from school personnel. Students shall not copy other people's work or intrude into other people's files.

Inappropriate materials or language – No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials, which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

Respect for Privacy

a. You will not re-post a message that was sent to you privately without permission of the person who sent you the message.

b. You will not post private information about another person.

Illegal Activities

a. You 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 your 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".

b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

c. You will not use computers to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

Respecting Resource Limits

a. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities.

b. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personnel computer.

c. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.

d. You will check your e-mail frequently, delete unwanted messages promptly, and stay within your e-mail quota.

e. You will subscribe only to high quality discussion group mail lists that are relevant to your education or career development.

Plagiarism and Copyright Infringement

a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were your own.

b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have any questions ask a teacher.

Inappropriate Access to Material

a. You 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).

b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another Buford City School System employee. This will protect you against a claim that you have intentionally violated this Policy.

c. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. This district fully expects that you will follow your parents' instructions in this matter.

Personal Safety

a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.

b. You will not agree to meet with someone you have met online without your parent's approval. Your parent should accompany you to this meeting.

c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

System Security

a. You are responsible for your individual account and should take all-reasonable precaution to prevent others from being able to use your account. Under no conditions should you provide your password to another person.

b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem.

c. You will avoid the inadvertent spread of computer viruses by following the system virus protection procedures.

Inappropriate Language

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

b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

c. You will not post information that could cause damage or a danger of disruption.

d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.

e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.

f. You will not knowingly or recklessly post false or defamatory information about a person or organization including fellow students and school personnel.

YOUR RIGHTS

Free Speech

The Buford City Schools' Internet System is considered a limited forum, similar to the school newspaper, and therefore the Buford City School System may restrict your speech for valid educational reasons.

Search and Seizure

a. You should expect only limited privacy in the contents of your personal files on the Buford City Schools' Internet System. The situation is similar to the right you have in the privacy of your locker.

b. Routine maintenance and monitoring of Buford City School's Internet System may lead to discovery that you have violated this Policy, the disciplinary code, or the law.

c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.

d. Your parents have the right at any time to request to see the contents of your e-mail files.

Due Process

a. 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' Internet System.

b. In the event there is a claim that you have violated this Policy or disciplinary code in your use of Buford City Schools' Internet System you 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.

c. If the violation also involves a violation of other provisions of the disciplinary code, additional restrictions may be placed on the use of your Internet account.

Discipline Violations

a. Violations may result in a loss of access.

b. Additional disciplinary action may be determined at the school level in line with existing practice regarding

