

**RECEIPT OF HANDBOOK & POLICY MATERIALS**  
**BCSS – BUFORD HIGH SCHOOL**  
**2011 – 2012**

TEACHER: \_\_\_\_\_ Date: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
 PRINT STUDENT NAME ABOVE

**HANDBOOKS OR COPIES OF THE FOLLOWING MATERIALS HAVE BEEN PROVIDED:**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>A. Student Planner/Agenda Book (BHS)</li> <li>B. Buford City Schools System Student Code of Conduct</li> <li>C. BHS Honor Code</li> </ul> | <ul style="list-style-type: none"> <li>D. Compulsory Education Law</li> <li>E. Right to Search Locker</li> <li>F. Internet Use Policy</li> <li>G. Photographing and Taping Students</li> </ul> |
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THE CONTENTS HAVE BEEN REVIEWED IN CLASS BY MY TEACHER AND I HAVE BEEN AFFORDED THE OPPORTUNITY TO ASK QUESTIONS ABOUT THE PROVIDED MATERIALS.

<b>STUDENT</b>	I understand that it is my responsibility to take handbook materials home, review all content with my parent or guardian, sign below, and return to my teacher.  SIGNATURE: _____  DATE: _____	<b>PARENT</b>	I have reviewed all handbook and policy materials with my student as acknowledged by my signature below.  SIGNATURE: _____  DATE: _____
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**A. BHS AGENDA BOOK/STUDENT PLANNER**  
 Students receive an Agenda/ Planner for recording assignments, time management and as a reference source for important school information. Parents are encouraged to review the planner layout and assist in their child's development of necessary organizational skills for use well beyond their education at BHS.

**B. BUFORD CITY SCHOOLS SYSTEM STUDENT CODE OF CONDUCT**  
 The Buford City Schools System authorizes publication of the Buford City Schools System Code of Conduct in accordance with School Board policies and procedures and Georgia laws. It contains important information for parents, students, school personnel, visitors, and citizens. The Buford City Schools System Student Code of Conduct is also included in the student agenda book. The student agenda book is provided to better support schools and improve communication with students and families.

**C. BHS HONOR CODE**  
 To pursue excellence at BHS, an academic environment that rejects cheating or any other form of dishonesty is essential. Students at BHS will continue to develop a sense of honor, responsibility, and ethical principles that extend to all facets of life. Self-esteem and self-respect grow from meeting challenges with honesty and individual effort. Students earn respect for themselves and their academic work through academic integrity and ethical conduct. Recognition, understanding, and practice of academic integrity policies prepare students for college and life. It is an essential part of education and citizenship.

**D. COMPULSORY EDUCATION LAW**

I understand the Compulsory Education Law (O.C.G.A. 20-2-690.1) states that every parent, guardian or other person who has control of any child between the ages of 6 and 16 must enroll and send their child to school. Failure to do so is punishable by a fine, community service, or a combination of the penalties.

I also understand that Buford City Schools System has an attendance protocol in place and that schools will inform parents and students of attendance expectations and the consequences for excessive unexcused absences, including notice to parents of their student's excessive absences. A pattern of absences could put a student at risk of not achieving grade level/course Georgia Performance Standards. Under state law, a student with more than 5 unexcused absences is considered truant.

**E. RIGHT TO SEARCH LOCKER**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student's locker and may seize any illegal, unauthorized, or contraband materials discovered in the search. As used in this policy, the term, "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission, or process of the school, or any item described as unauthorized in school rules found in the Buford City Schools System Student Code of Conduct.

Locker #: \_\_\_\_\_ Location: \_\_\_\_\_ Combination: \_\_\_\_ -- \_\_\_\_ -- \_\_\_\_

**F. INTERNET USE POLICY**

Failure to follow the guidelines established in school policy and Buford City Schools System Student Code of Conduct will result in disciplinary action that may include restricted or denied access to school computers and other instructional technology tools.

The Internet Use Policy information is provided as a separate publication and under the title "Technology and Internet" in this handbook.

\_\_\_\_ My student may access the Internet while at school for the educational purposes as stated in the BCSS Internet Use Policy.

\_\_\_\_ My student may NOT use a computer to access the Internet while at school.

**G. PHOTOGRAPHING AND TAPING STUDENTS**

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.

**I UNDERSTAND THE ABOVE RULES AND PROCEDURES OF BHS**

**STUDENT NAME:** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_

**PARENT SIGNATURE:** \_\_\_\_\_

**TEACHERS: COLLECT FROM STUDENTS WHEN SIGNATURES HAVE BEEN OBTAINED  
PLEASE FORWARD TO THE GRADE LEVEL ADMINISTRATOR**

# BUFORD HIGH SCHOOL

## Teacher/Parent/Student Pledge

We believe that the teacher, parent, and student each play a vital role in student achievement. Please read the below and sign the appropriate section of the compact which follows.

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.
- I have read and reviewed the Buford City Schools Student Code of Conduct with my child.

\_\_\_\_\_  
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.
- I have read and agree to abide by the Buford City Schools Student Code of Conduct.

\_\_\_\_\_  
Student Signature

**TEACHERS: COLLECT FROM STUDENTS WHEN SIGNATURES HAVE BEEN OBTAINED**  
**PLEASE FORWARD TO THE GRADE LEVEL ADMINISTRATOR**  
**BACK OF PAGE 3 PULLOUT**



**Note:** No page numbers have been added to this file. Versatile products will number pages when the product is compiled.

# Buford High School

AAA EXCELLENCE

Excellence in Academics

Excellence in Athletics

Excellence in the Arts

THIS BOOK BELONGS TO \_\_\_\_\_

First Semester		Second Semester	
Teacher's Name	Subject	Teacher's Name	Subject
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	

2750 SAWNEE AVENUE  
BUFORD, GEORGIA 30518  
770-945-6768  
WWW.BUFORDCITYSCHOOLS.ORG

## AUTHORITY OF THE ADMINISTRATION

The principal is the designated leader of the school. In concert with the staff of Buford High School, Dr. Bitterman and the administrative team are responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this book, the principal may undertake corrective measures which he believes to be in the best interest of the students and the school, provided any such action does not violate school board policy or procedures.

### STUDENT EXPECTATIONS

BHS students have the right to learn and teachers have the right to teach. To achieve this goal, specific rules and expectations are established to maintain good order and a safe environment. These rules and expectations are in addition to the Buford City Schools System Student Code of Conduct.

- Students are required to comply with the classroom rules set by individual teachers.
- Inappropriate language and public displays of affection are not acceptable and may result in disciplinary action.
- Students should not be out of class without their teacher's permission and their agenda book, nor should they be in the hallways or doorways before the bell to end each class without teacher's permission.
- Students are required to strictly adhere to the Buford High School dress code.
- Students are to remain in their assigned areas unless given permission by a staff member to leave.
- Students should ask the teacher for assistance if they experience difficulty.
- Students are required to have their student agenda books in their possession during the school day.
- Students should immediately identify themselves upon the request of any adult volunteer, school staff, faculty or administrator.
- Students are required to follow directions of any school staff, faculty or administrator.
- Students are not allowed to have food or drinks in classrooms or carpeted areas. Water may be permitted if approved by teacher.
- All students should be off campus by 2:45 p.m. unless under adult supervised. Students found on campus without permission may be subject to disciplinary action for loitering.
- Students are expected to have a book to read with them at ALL times.
- Students are expected to read this book when assignments are completed in class.

### AGENDA BOOK EXPECTATIONS

Each student is issued an agenda book, which he or she is encouraged to use for recording assignments, time management, and as a reference source. **This book will also be used as a hall pass.** Parents are encouraged to use this book to help their student with their homework and as a communication tool with their child's teachers. **No students are allowed to "borrow" another student's agenda book or to deface or damage his or her book.** Administrative action will be taken immediately if you are using another student's book. Lost agenda books need to be replaced by the student. These books may be purchased from the main office at the cost of \$10.00.

# TABLE OF CONTENTS

## BUFORD HIGH SCHOOL

1-2	Receipt of Handbook & Policy Materials
3	Teacher/Parent/Student Pledge
5	Title Page
6	Authority of Principal
6	Student Expectations
6	Agenda Book Expectations
7	Table of Contents
8	Bell Schedules 2011-2012
9	BHS School Calendar
10	Traditions at Buford High School
10	BHS Mission and Goals
11	Principal's Message

## GENERAL INFORMATION

12	BHS Code of Ethics
12-14	Dress Code Policy
14	Agenda Book Policy
14	Alcohol and Drug Awareness Program
14	Asbestos Management Plan
15-18	Attendance/Tardy Policy
18	Cafeteria
18	Cell Phones
19	Child Custody
19	Complaints and Grievances
19	Deliveries to School
19	Directory Information
19	Driver's Law
20	Electronic/Music Devices
20	Emergency School Closings
20	Exam Exemption
20-21	Extracurricular Activities
21	Family Education Rights and Privacy Act (FERPA)
21	Field Trips
21	Fire Drill/Weather Warnings
21-22	Food and Drink Policy
22	Gender Equity Policy
22	Gifted
22	Grade and Progress Reporting
22	Graduation Requirements
22-24	Guidance & Counseling Services
24	Handicapped/Barrier Free Access
24-25	Hatch Amendment
25-26	Health Services (Clinic)
26	Homeless Children & Youth
26	Individuals with Disabilities
26	Immunization/Hearing/Dental/Vision
26	Insurance
26-27	Legislation
27	Lockers
27	Lost and Found
27-28	Media Center
28	Motor Vehicles
29	Photographs, Videotapes, & Recordings

29	Proof of Residency
29	Schedule Changes
29	Sex Education Instruction
29-30	Technology
30	Textbooks
30	Title IX Information
30-31	Transportation/Arrival & Dismissal
32	Visitors to BHS
32	Work Permits

## ACADEMICS & INSTRUCTION

33-35	Graduation Requirements
35-36	Grade Reporting
36	Academic Letter
37	Class Rank
37	Honor Roll
37	Val & Sal/Honor Grad/Star Student
37	National Honor Society/Beta Club
37	Promotion Requirements
37-38	Summer School/After School
38	Advanced Placement (AP)
38	College Credit Now
38-39	PSAT, GHSGT, EOCT, and SAT
39	College Admissions
39	NCAA Clearing House
39-40	Hope Scholarship & Hope Grant

## BUFORD CITY SCHOOLS SYSTEM STUDENT CODE OF CONDUCT

41-45	BCSS Student Code of Conduct
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## BUFORD HIGH SCHOOL STUDENT CONDUCT

46	Disciplinary Actions
47	BHS Disciplinary Scale
48	Local School Expectations and Rules
48	Abuse of Fire Alarm
48	AWOL/Cutting Class/Leaving Class
48-49	Bullying
49	Cheating Policy
49	Disruptive Behavior
49	Disrespect
49-50	Dress Code
50	Electronic Communication Devices
50	Failure to Serve Consequence
50	Fighting
50	Gang Related Activity
51	Motor Vehicle Abuse
51	Profanity
51	TAP (Tardy Accountability Program)
51	Technology Violation
51	Theft
51	Tobacco
51-52	General Poor Student Conduct
52-53	Definition of Terms and Procedures

## Regular Bell Schedule

1st period	7:20 - 8:12
2nd period & Announcements	8:17 - 9:14
3rd period	9:19 - 10:11
4th period	10:16 - 11:08
5th period and lunches	

1 <sup>st</sup> lunch	11:13 - 11:37
Class	11:41 - 12:33
Class	11:13 - 11:41
2 <sup>nd</sup> lunch	11:41 - 12:05
Class	12:09 - 12:33
Class	11:13 - 12:09
3 <sup>rd</sup> lunch	12:09 - 12:33

6th period	12:38 - 1:30
7th period	1:35 - 2:30

## Advisement Schedule

1st period	7:20 - 8:10
Advisement	8:15 - 8:35
2nd period	8:40 - 9:30
3rd period	9:35 - 10:25
4th period	10:30 - 11:20
5th period and lunches	

1 <sup>st</sup> lunch	11:25 - 11:46
Class	11:50 - 12:40
Class	11:25 - 11:50
2 <sup>nd</sup> lunch	11:50 - 12:11
Class	12:15 - 12:40
Class	11:25 - 12:15
3 <sup>rd</sup> lunch	12:15 - 12:40

6th period	12:45 - 1:34
7th period	1:39 - 2:30

## Buford High School 2011-2012 School Calendar

First Day of School	August 4
*Early Release K-12	September 2
Benchmark Week	September 6-9
Labor Day Holiday	September 5
*Early Release K-12 (Homecoming)	September 30
Mid Term Benchmarks	October 3-6
Student Holiday	October 7
Fall Holiday	October 10
Benchmark Week	November 7-10
Thanksgiving Break	November 21-25
Final Exams	December 13-16
Winter Break	December 19-January 3
Second Semester Begins	January 4
MLK Holiday	January 16
Benchmark Week	February 6-9
Winter Holiday	February 20-24
Snow Make-up Day #2	February 24
Snow Make-up Day #3	February 23
Mid Term Benchmarks	March 12-15
Student Holiday (Snow Make-up Day #1)	March 16
Spring Break	April 2-6
Benchmark Week	April 23-26
Class Night	May 18
Final Exams	May 21-25
Inspiration	May 23
Graduation	May 25

# TRADITIONS AT BUFORD HIGH SCHOOL



## Vision

AAA Excellence  
Excellence in Academics  
Excellence in Athletics  
Excellence in the Arts



## Mission

The mission of Buford High School is to empower students to reach their full potential as lifelong learners and effective members of society by inspiring them to think, to achieve, and to care!

Mascot: Wolves

School Colors: Kelly Green, Vegas Gold, & White

Established: 1870

## Alma Mater

On the city's northern border,  
Reared against the sky,  
Proudly stands our dear old high school  
As the days go by.

Forward ever be our watchword;  
Conquer and prevail.  
Hail to thee, O, Buford High School,  
Dear old Buford, hail!

## Buford Wolves Fight Song

We are the Wolves from the woods!  
We are the team that has all the goods!  
Glory, honor to her name  
Proudly her courage we'll proclaim!  
We may lose, but we'll never quit!  
We've got the spirit, we've got the grit!  
Glory, honor to her name!  
Oh! We are the BUFORD WOLVES!!  
Rah! Rah! Rah!

## State Championships

Literary:	1976, 1980, 1982, 1985, 2005, 2007, 2009, 2010, 2011
Softball:	2007, 2008, 2009, 2010
Football:	1978, 2001, 2002, 2003, 2007, 2008, 2009, 2010
Girls Basketball:	2009, 2010, 2011
Baseball:	1977, 2011
Boys Track:	1964, 1982

## BUFORD HIGH SCHOOL – PRINCIPAL’S MESSAGE

We strive for Triple “A” Excellence every day at Buford High School. That is excellence in Academics, excellence in Athletics, and excellence in the Arts. Excellence is not just an act. Excellence is a habit. Excellence is done in every aspect of your life. This is critical to the success of our students in the present and well into the future.

I am extremely excited to be a part of the Buford City Schools System. Buford High School is at the forefront of education in academics, athletics, and arts. This past year we were #1 in the AA Classification in test scores and ranked as the #1 system in the state of Georgia for GHSGT Test scores! We also won 5 AA State Championships (softball, football, girls’ basketball, literary, and baseball) and one AA State Runner Up Championship (boys’ basketball). I plan for us to keep building on this tradition of excellence in the upcoming year! This is not possible without high expectations and high accountability. Your child will be held to both! Our mission at Buford High School is to ensure that all of our students maximize their educational potential and opportunities. I will be working hand in hand with you and our faculty to make sure that all of our students’ needs are met and that our students are successful.

Our core business at BHS is teaching and learning. Our focus at BHS is on student learning, achievement, and success! All of our curriculum, instructional, and support programs focus on student learning, achievement, and success. This focus will continue our students on the road of excellence.

Thank you so much for letting us work with your child. It is critical that we work together and focus on the best interests of BHS students. My door is always open to our students, parents, teachers, and community members. Please feel free to contact me with any ideas you may have on how we can extend learning and opportunities for students.

I am very excited about the year to come!

Thank you!

Dr. Banks Bitterman  
Principal  
Buford High School

“It is not where one begins...it is where one finishes”

## GENERAL INFORMATION

# BUFORD HIGH SCHOOL

### CODE OF ETHICS

1. I will respect my fellow students and also respect myself. I will treat others as I wish to be treated.
2. I realize my rights go only as far as another person's rights begin.
3. I will show respect for my teachers and administrators, not only for who they are, but also for what they represent in the educational process.
4. I will work to insure that Buford High School is a community of positive action. I will endeavor to speak, act and conduct myself in a manner that brings pride to my school and to me at all times.

### 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.

### BUFORD HIGH SCHOOL DRESS CODE POLICY

#### Shirts:

Solid colored crew or collared

Colors: white, black, gold, green, or gray

- Crew neck shirts must surround the base of the neck.
  - \* Boat neck shirts, v-neck shirts, scoop neck shirts may not be worn.
- Collared shirts must have the collar attached to the placket. For example, a polo-style shirt, a button-down collared shirt, or a tailored dress shirt.
- Only the top two buttons of a shirt may be unbuttoned.
- Turtle neck shirts are allowed.
- Length must reach past the waist band, but no longer than the fingertips of the student when the student's hands are beside his/her side.
- Logos must be integrated into the fabric of the shirt and no larger than the size of a quarter.
- Embellishments must be the same color.
- May include spirit wear t-shirts. Spirit wear is defined as preprinted Buford HS t-shirts and sweatshirts. Spirit shirts may have graphics on the front AND the back as long as the following criteria are met:
  - \* The shirt must be Buford originated; not homemade.
  - \* The fabric must be solid grey, green, gold, black, or white.
  - \* The graphics must be grey, green, gold, black, or white. No other colors will be accepted unless approved by the administration.

- \* The back of the shirt may display only student identification (name and/or number), event name, or sponsors.
- May include solid colored or spirit wear sweatshirts/pullovers in white, black, green, gold, or gray.
- Undershirts are not required. However, if undershirts are worn, solid green, grey, gold, black, or white are required.

*Don'ts: multi-colored shirts (even in school colors); oversized shirts (in length or width – shirts cannot be longer than fingertips of student); shirts with a revealing or low neckline; sleeveless shirts; see through tops; sweatshirts/“hoodies” that do not have a Buford insignia; black shirts with black pants; stripes or patterns*

### Pants:

Solid color in appropriate size

Colors: khaki (various shades from stone to camel – NO DARK BROWN), black

- Boys may wear pants or shorts (must be at the waist level).
- Girls may wear pants, shorts, skirts, capris, and skorts—*length must be the length of the width of the agenda book from the bottom of the knee*
- \* Tights must be black or khaki.
- \* Black tights may be worn with black skirts, shorts, capris, and skorts that meet the length requirement. Tights are viewed as an extension of the above. However, if the skirt, short, capris, or skort is black, they may NOT be worn with a black top.
- Corduroy and flat cargo style pockets are acceptable.

*Don'ts: pants with colors or designs on pockets or legs; oversized pants (in length or width); pants, shorts, or skirts with frayed hems; cut-off shorts; any other color pants, including brown; gym shorts or sweatpants; pants or shorts with holes, visible zippers, or straps; exposed undergarments; black pants with black shirts; stretchable pants*

### Accessories:

- No oversize belt buckles with graphics or drawings.
- No hats, head coverings, bandanas, sunglasses, or hair picks
- No towels, shirts, bandanas, or other objects may hang from pants/shorts pockets.
- Handbags and purses may not be used to transport books.
- Bookbags are not allowed. Bookbags must be placed in lockers immediately upon arrival at school and can only be taken out when student leaves school campus. Students must transport PE clothes in mesh bags, NOT bookbags. Bookbags include any bags that are carried over the shoulder, whether transporting clothes, accessories, school supplies, or any other items.
- Bookbags are not allowed at athletic functions.
- Body piercings, the puncturing or cutting a part of the human body creating an opening in which jewelry may be worn, is prohibited and such hole shall not be visible on the body as it is a distraction and disruptive to the learning environment. This includes but is not limited to nose, lips, and eyebrows. Traditional ear piercing and accompanying jewelry is acceptable.

### Socks:

- Visible socks must be solid black, white, green, gold, or gray.
- Visible socks with designs or other colors are not acceptable.

### Outerwear:

Students may wear their choice of outerwear to school; however, any outerwear worn inside the building must follow the dress code policy.

- School letter jackets may be worn during school hours.

- Solid colored or spirit wear sweatshirts/pullovers in white, black, green, gold, or gray may be worn during school hours.
  - \* Sweatshirts and zip-up tops must be solid in color and may not have designs.
  - \* Black sweatshirts or hoodies may not be worn with black pants, shorts, capris, etc.
- Outerwear that is worn during the school hours must be dress code colors and may not have any patterns, such as stripes, plaids, checks, etc.
- Trench coats may not be worn at any time—before, during, or after school.
- All other outerwear must be stored in lockers during school hours.

### Spirit Wear:

Spirit Days are designated by the administration. On Spirit Days, students will follow the BHS Dress Code with the option of these variations:

#### Shirts:

- Homemade spirit shirts (must be approved by an administrator in advance)

#### Pants:

- Blue jeans with no wording, patches, or holes

### Athletic Game-Day Clothing:

Athletes may wear clothing outside the dress code policy on game-day if approved by an administrator. It is the coach's responsibility to make the request with an administrator, and he/she will inform the athletes of the dates and appropriate clothing.

### Administration Approved Out-of-Compliance Days:

Upon permission from the administration and the classroom instructor, students may dress out of compliance for special occasions (field trips, presentations, etc.). Only the color may be out of compliance on these days. Blouses, dresses, and shirts must be around the base of the neck. Skirts, dresses, and shorts must be *the length of the width of the agenda book from the bottom of the knee.* No black shirts with black pants.

**The Buford High School administration shall provide exceptions as to not infringe on sincere religious beliefs or physical disabilities or limitations.**

**School administration reserves the right to remove a student from class and request that the student change clothes before returning to class. A student in violation may be subject to such disciplinary actions as further set forth in the Student Handbook and Disciplinary Code.**

### AGENDA BOOKS

Every student at BHS will be provided with an agenda. These agendas are to be used for recording and organizing assignments and assessments. Agendas are a useful organizational tool for all of our students. The BHS agenda is also used as a hall pass. **Without an agenda, no student will be allowed into the hallways for any reason.** Replacement agendas cost \$10.

### ALCOHOL & DRUG AWARENESS PROGRAM (ADAP)

*Effective August 1, 2006*

All students enrolled in a Health Class are required to take and pass a State-mandated course on Alcohol and Drug Awareness. Upon completing and passing this course, the ADAP certificate will be held in the front office. Note: Students must meet the ADAP requirement before they are eligible for a Georgia State Drivers License.

### 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.

### 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.
- 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.
- 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.

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.

#### **Excused Absences:**

Written justification (signed by a parent or guardian) must be submitted for any absences. A parent phone call will not qualify as an excused note. In compliance with Georgia Law, all pupil absences shall be classified as unexcused or illegal except for those reasons specified by state regulation. Students will provide notes for excused absences to designated personnel before first period. **Only physician's notes will be accepted as excused absences once the student has reached the five (5) day limit.**

Verification must be provided within two (2) days of returning from the absence in order to receive credit for excused makeup work and exam exemptions. ALL NOTES SHALL BE SUBJECT TO VERIFICATION Excused Absences Include: Personal illness, death or illness in the immediate family, religious holidays, instance where attendance by the student would be hazardous, one to register to vote, serving as a page in the general assembly, medical appointments. All 11th and 12th grade students will be allowed 2 college days for visitation. These will be school related absences. Absences must be verified by using the written form provided by the BHS guidance office and an official letter from the college visited.

**Pre-Arranged Absences:** Pre-arranged absences will be treated as an unexcused absence but will allow the student to make up work and receive full credit. The written form provided by the BHS front office will be completed by the student and then sent to the grade level administrator for approval.

#### **Unexcused Absences:**

Definition: The definition of an unexcused absence is "absence from school with or without parent's consent for reasons other than those considered excusable."

#### **Makeup Work:**

- A. The highest grade that can be given for a student with an unexcused absence is a 70.
- B. Students are responsible for making up all work missed due to absences.
- C. Students absent only one day are expected to turn in or take any pre-assigned work or test the day that they return.
- D. Students will have two days per consecutive day absent to complete makeup work. For multiple absences, the makeup deadline may be extended. Students have five days to make arrangements with teachers to make up work. Makeup work is the responsibility of the student.
- E. Assignments or tests that are not made up by the specified time, receive a grade of zero (0).
- H. Work must be made up before or after school, not during a regular class period.
- I. Students who are suspended out of school are responsible for making up all work during absences.  
Students that are serving an out of school suspension will follow the same guidelines as a student who has an excused absence.

#### **Attendance on Day of Extracurricular Activity:**

For participation in an extracurricular activity, a student must be present at school four periods of the school day or at the discretion of an administrator.

#### **Check-In Procedures:**

Any student who comes to school after the school day has begun must go to the front office for a tardy slip before being admitted to class.

#### Check-Out Procedures:

- A. Prearranged checkouts require that a note from parents be brought to the main office before the start of the school day (stating student's name, time of checkout, the reason, and a telephone number where a parent can be reached).
- B. Checkouts not prearranged must be verified with a parent by the main office before a student leaves campus.

#### Emergency Checkout Procedures:

A student who becomes ill will visit the school nurse in the clinic. The school nurse will determine if it is necessary for the student to leave school due to illness. Students will not be released from school without permission of some responsible person. The decision to check the student out or leave him at school must be made by the parent/guardian. The legal liability here is absolute. All students checking out of school must sign out in the office.

#### Tardies:

A student is tardy if he/she enters a class after the tardy bell has finished ringing. Parents/guardians will be notified of chronic problems concerning tardiness. Consequences for tardy procedures will be based on cumulative tardies (not per period). Students will begin receiving consequences beginning with their fourth tardy. Consequences will begin at Step 2 of the BHS Disciplinary Scale.

### CAFETERIA

Students may purchase a well prepared meal or bring lunches from home (no restaurant food is permissible.) If a family is unable to pay for lunches, they may obtain from the office an application for assistance. Students should go to the cafeteria in an orderly manner. Students can not have any lunch charges.

MealPayPlus is an online prepayment system through which parents may manage students' meal purchases. By navigating to [www.mealpayplus.com](http://www.mealpayplus.com) and registering, parents can:

- Check student cafeteria balances and purchase history
- Prepay online for breakfast/lunch
- Request low balance e-mail reminders

In addition, each school will have the option of using MealPayPlus to receive fees and payments that are unique to that school's program. See your school's website for more information about paying activity fees through MealPayPlus.

Students should remove all litter from the floor and the tables before leaving. Good manners and cleanliness are expected in the cafeteria. Students should not be loud or disruptive, but they should carry on a conversation in an orderly manner. Running, shouting, horseplay, throwing food or paper, etc. should not occur. Any infraction by a student of the above will result in a consequence starting at Step 2 of the BHS Student Disciplinary Scale. Meal prices are posted on the school website.

There will be NO lunch charges.

### CELL PHONES

Cell phones may be used before or after school hours. There will be no cell phone use on this campus during school hours from 7:20 a.m. until 2:30 p.m. This includes lunch time and between classes. These devices must be kept OUT OF SIGHT and turned off or student will face disciplinary action. Students who need to contact a parent because of illness or emergency will be allowed to use the telephone in the Clinic or in the Main Office. The BHS administration is not responsible for lost or stolen cell phones.

### CHILD CUSTODY

BHS utilizes the following procedures concerning child custody. If a parent has any questions concerning documents, he/she should direct them to the guidance office.

1. If one parent asks that the student not be allowed to leave the school with the other parent, he/she must file a custody paper, restraining order, or some other legal document in the student's folder at school.
2. Legal opinion states that either parent has equal rights to the student unless one of the above-mentioned legal documents has been issued.
3. In the event that a parent has such a document at home, it is most imperative that he/she brings the document or a notarized copy to the office within a short period of time so that it can be included in the student's school records.

### 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.

### DELIVERIES TO SCHOOL

Parents are discouraged from bringing items such as lunches and gifts to school to be delivered to students. Interruption of classes to deliver these items interferes with instruction. We do not deliver flowers, gifts, or fast food lunches to students. FAST FOOD IS NOT ALLOWED during the school day. Federal lunch program requirements prohibit delivery of fast foods during the school day.

### 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.

### DRIVER'S LAW

The DMV requires a notarized Certificate of Attendance when students age 15-17 apply for a driver's license or permit. Certificates of Attendance are available in the main office. Students should fill out the form in the office allowing **three school days** for processing prior to the date the certificate is needed

### ELECTRONIC/MUSIC DEVICES – CD PLAYERS, IPODS, MP3 PLAYERS, ETC.

Electronic devices with headphones can be used before and after school. Students are not allowed to use electronic devices during school hours. Headphones or earphones should not be seen or heard. If student is in violation of the above policy, student will receive consequences listed in the Local School Rules section of the agenda book. BHS is not responsible for lost or stolen electronic communication devices.

### EMERGENCY SCHOOL CLOSINGS

In the event that school should close due to weather, students should listen to one of the following stations for information:

WSB CHANNEL 2	WSB 750 AM	WGST 640 AM
WXIA TV 11	WDUN AM 550	CHANNEL 46
WLKQ 102 FM	WAGA TV 5	

### EXAM EXEMPTIONS

First semester exams will be December 13-16. Second semester exams will be May 21-25.

Exam exemption is a privilege. The teachers and administration make the final decision on exam exemption. At the end of each semester, students may earn an exemption from taking the final exam in a class. They must meet the following conditions to merit exemption consideration:

1. The student has no unexcused absences, prearranged absences, or absent more than half marks
2. The student has no more than three tardies to class.
3. The student has not served Out of School Suspension.
4. The student has paid all lunch charges.
5. The student has no outstanding fee charges including lost textbooks, lunchroom charges, chorus outfit charges, media center books, etc.

The classroom teacher will keep records to validate a student's eligibility for exempting an exam. The teacher is the final authority in determining eligibility and applying the guidelines.

78-80 – 0 absences  
81-85 – 1 excused absence  
86-90 – 2 excused absences  
91-100 – 3 excused absences

Courses with an EOCT may not be exempt.

Students are responsible for turning all exam exemption forms in by set date. If students do not turn in the exam exemption form by the set date, they will not be exempt from final exams.

### EXTRACURRICULAR ACTIVITIES

Extracurricular activities are under the school's supervision. All school rules are in effect during the time that a student is participating or attending an event.

#### **High School Eligibility for Extra Curricular Activities**

Eligibility refers to a student's good standing so that he/she may participate in high school athletics and other competitive activities. The Georgia High School Association (GHSA) governs eligibility rules. Currently, all first time 9th graders are eligible to participate for the first semester. To maintain eligibility for the second semester a 9th grader must pass 5 out of 7 of his or her classes. Throughout high school, a **student must pass 5 of 7 classes to be eligible the following semester.** Students gain or lose eligibility on the first day of the next semester. According to GHSA rules, students must reside in the local school's attendance area as established by the Board of Education. Students attending a school outside their home school's attendance zone are not eligible for varsity competition for one calendar year after enrolling. To be eligible students must be "on track" as follows:

#### **Minimum Total Units Accumulated**

Beginning 2nd year	5
Beginning 3rd year	11
Beginning 4th year	17

Students who lose eligibility for not meeting the “on track” requirements at the beginning of the year may regain eligibility during the school year by accumulating the units required at the end of the semester and passing the required subjects the previous semester.

#### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

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.

#### **FIELD TRIPS**

Students must have permission in writing from their parents before they are permitted to go on any trip sponsored by the school. All trips must be properly chaperoned. No student is permitted to drive a vehicle on a school sponsored trip. Parents are allowed to drive vehicles on school sponsored trips only with the approval of the school administration. It is the responsibility of the student to prearrange to complete the work he misses due to a field trip. When students are given the opportunity to participate in field trips that will take them off campus, they are still subject to all school rules and regulations that apply on campus. Students who have had disciplinary referrals may be excluded from field trips.

#### **FIRE DRILL/WEATHER WARNINGS**

Students and personnel will evacuate all rooms at the time the alarm goes off (in the case of a tornado evacuation, interior rooms with no windows may remain in the room). An escape route will be posted in each classroom. All groups will move directly, orderly, and quickly to their designated place, each group assembling so that the teacher can check roll. Students in restrooms or any place other than their assigned room will report immediately to their group so that they can be counted. At the time it is safe to return to class, an announcement will be made.

#### **FOOD AND DRINK POLICY**

Eating and drinking in classrooms or carpeted areas are prohibited. Students are allowed to consume food and beverages only in the Commons/Cafeteria. Food and beverage items that students bring for lunch should be kept in their lockers. All students must eat lunch in the Commons and remain there during their lunch period. Students may not eat lunch outside. Parents/students MAY NOT bring fast food to

students at lunch (prohibited by Federal guidelines). Parents must make prior arrangements with the grade level administrator in order to eat lunch with their students.

### 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, 2750 Sawnee Avenue, Buford, GA 30518, 770-945-6768.

### GIFTED

The definition of students eligible for gifted education services in Georgia may be found in State Board of Education (SBOE) [160-4-2-.38](#) EDUCATION PROGRAM FOR GIFTED STUDENTS [Code IDDD(2)]: *A Gifted Student* – is a student who demonstrates a high degree of intellectual and/or creative ability(ies), exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields, and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her abilities. (SBOE Rule 160-4-2-.38, p. 1). For more information regarding gifted education please visit [http://www.doe.k12.ga.us/ci\\_iap\\_gifted.aspx#how](http://www.doe.k12.ga.us/ci_iap_gifted.aspx#how)

### GRADE AND PROGRESS REPORTING

Students will receive a Progress Report at the end of every 4 1/2 weeks to inform them and their parents of their progress. At the completion of each semester an updated transcript will be issued for each student. This is the grade that will be recorded on the student's transcript. Parents also have instant access to their child's grades through Powerschool. Powerschool passwords are mailed out to parents at the beginning of the year. If you need assistance, please contact the BHS front office.

#### **Parent/Teacher Conferences**

Parents may call Buford High School at 770-945-6768 to schedule a conference with the principal, assistant principal, counselor, or teacher(s). Teacher conferences are generally held after school or during a teacher's planning period. Also, BHS has an e-mail system in which parents may e-mail teachers for information. (See the BHS web site at [www.bufordcityschools.org](http://www.bufordcityschools.org).) To schedule a teacher conference, please contact the grade level administrator.

### GRADUATION REQUIREMENTS

For the Class of 2012 and beyond, there is one program of study that leads to a high school diploma from Buford High School. PLEASE be aware that the high school graduation requirements do NOT necessarily meet college admission standards. More information on this topic is provided in the section titled "Academics and Instruction."

### GUIDANCE AND COUNSELING SERVICES

The Counseling Department provides many services and programs for students, parents, and faculty to assist in achieving academic success and in exploring options for the future.

#### **Counselor Services for Students:**

Counselors work with students individually and in classroom guidance. Both the Counselor and the Graduation Coach will serve as the "Counselor on Call" to address emergency or crisis situations.

#### **Small Group Counseling:**

Group Counseling is offered to students to address specific individual needs.

#### **How to Make Appointments:**

Parents and students may schedule an appointment through the Guidance Office. Appointments are

counted as instructional time and not considered a class absence. It is encouraged that all appointments be scheduled during a student's elective class period.

**Parent Services:**

Parents may call Buford High School at 770-945-6768 to schedule a conference with the principal, assistant principal, counselor, or teacher(s). Parent / Teacher conferences are scheduled through the grade level administrator and held after school or during a teacher's planning period. Also, BHS has an e-mail system in which parents may e-mail teachers for information. (See the BHS web site at [www.bufordcityschools.org](http://www.bufordcityschools.org).)

CRISIS HELP NUMBERS		
Abused Women's Services & Shelter	770-963-9799	24 Hours
Alanon, Alateen	404-687-0467	
Gwinnett Sexual Assault Center	770-476-7407	24 Hours
Suicide Prevention	1-800-273-8255	Business Hours 24 Hours
DFACS Intake ACCESS GRN	678-518-5630 770 962 5544	
GRN/Mental Health Counseling	1-800-241-3175	
North Gwinnett Co-op (Food/Financial)	770-271-9793	

**College & Career Center Services:**

The school houses a wealth of information concerning occupations and post-secondary choices. A counseling staff member is available to assist students and parents in their search for information. Information concerning colleges, armed services, careers, and financial aid is available.

**Representatives and Guest Speakers:**

We invite representatives from universities, industry, and military services as well as career speakers to present informational sessions during the school day. Most of these sessions are held during lunchtime or during advisement.

**STUDENT RECORDS**

Effective July 1, 1997, Georgia Law requires:

Students in sixth grade or higher transferring to a new school will be required to provide academic and disciplinary transcripts to school officials. Students will be required to disclose conviction of designated felony acts, whether they currently are serving a suspension or expulsion from another school, the reason for such discipline, and the term of the discipline. Schools can refuse to admit students under disciplinary action from other school systems. In lieu of compliance, a student may be admitted on a conditional basis if he or she and his or her parent or legal guardian execute a document providing the name and address of the school last attended authorizing the release of all academic and disciplinary records to the school administration. Every school system in the state will be obligated to provide complete information to a requesting school within ten (10) days of receipt of request.

**Records Transfer:**

Copies of a student's educational record may be transferred to officials of other schools or school systems in which the student seeks to enroll. Unless parents express at the time of enrollment in the Buford City Schools System a need for additional notice of the transfer of student records, the records transfer to the enrolling school or school system will occur without further notice.

**Student Records:**

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

**These include:** the right to inspect and review educational records of their child, the right to challenge the content of those records, the right to control the release of educational records of their child, the right to complain to the Family Educational Rights and Privacy Office about the school's failure to comply with the law, and the right to be informed of these rights just listed.

To obtain a copy of policies on their compliance with the law, or to request the opportunity to inspect and review your child's records, contact the Guidance Office.

**RIGHTS PERTAINING TO STUDENT RECORDS INCLUDE:**

- the right to receive this information in a format understandable to student and parent;
- the right to inspect and review student records by parents (and in the case of students over the age of eighteen, by students) within 45 days of the request and the right to have the records explained;
- the right to copies of student records;
- the right to challenge the content of student records and the procedures for doing so, including
- the availability of formal proceedings to resolve these disputes;
- the right to request that material be removed from student records and the procedures for doing so;
- the requirement of parental or student consent and methods of consent before the disclosure of
- student records except in certain circumstances;
- the rights of separated or divorced parents and legal guardians pertaining to student records;
- the schedule of destruction of particular student records;
- the content, location and particulars concerning permanent records, official records and supplemental records.

*The student or parent may contact the school for more information about the above list of rights.*

**Transcript Requests:**

A transcript is a written record of a student's academic progress toward a diploma. A transcript consists of a copy of the student's cumulative courses and grades as well as his or her Grade Point Average and Class Rank. Scores from the EOCT, ACT, SAT, and Graduation Tests are also included.

Transcripts may be secured through the Guidance Office. There is a \$2.00 charge for each transcript (excluding transcripts for scholarships or for students with financial need). Before a transcript can be secured, a "Permission to Release Transcript" form must be completed by the parent and on file in the guidance office. The forms are available on the BHS Guidance and Counseling website or copies can be secured through the guidance office.

**HANDICAPPED/BARRIER FREE ACCESS**

The school is equipped with ramps for students unable to use the stairs. The school also has elevators for those students who need access to all levels of the BHS facility.

**HATCH AMENDMENT**

No student shall be required to submit to a survey, analysis, or evaluation, which reveals the following information about the student or parent:

1. Political affiliation

2. Sexual behavior and attitudes
3. Critical appraisals of other individuals
4. Legally recognized privileged relationships
5. Income

### HEALTH SERVICES

A school nurse is on staff at Buford High School. Students will report to the clinic if they feel it is necessary to leave school due to illness. If a question of illness should arise, especially an illness suspected of being contagious, the school nurse or office staff will contact the student's parents. Parents will be called and student will be sent home with: lice/nits, fever of 100.4 or greater, vomiting more than once, diarrhea, wide spread rash, a frequent cough, persistent pain and other situations determined as medically necessary. It is important that ill students be picked up promptly. Students should not return to school until fever free (fever free without use of medication) for 24 hours.

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

#### **Parent Information**

It is imperative that parents complete a Clinic Card at the beginning of school. It must include current address and phone number, medical conditions, emergency numbers, and a valid parent signature. If changes occur during the year, parents should notify the Clinic. A Clinic Card must be on file before students are allowed to check out.

The school must have the address and home telephone number of each student and a number where at least one parent can be reached. The school will not release any telephone numbers to an outside agency and/or individual. We also need to know the parent's place of employment and telephone number in case of an emergency.

#### **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 (signed permission by parent/guardian) before school officials will assist in the administering of any medication. NO EXCEPTIONS. Verbal consent cannot be accepted.
- (3) All medication must be in the original child-resistant container. Prescription medicines must be in the labeled prescription bottle with the student's name prescribed. If medicine is needed during school hours, during a limited time-period, bring enough medicine for daily dose. The empty container will be returned to the student. No medication can be returned to a student to carry home. Extra doses of leftover medicine will be stored in the office until an adult can pick it up. The school nurse will dispose of all medication not retrieved one week after the duration date has passed.
- (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) Students may NOT have prescription medications or over the counter medications of any kind in their possession or share these medications with others. Any infraction of this will result in immediate disciplinary action.
- (6) Any medication found in the possession of a student will be taken to the office for storage until the parent/guardian can be contacted. It will not be returned to the student, and the student will face disciplinary action.
- (7) 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. Parents will be notified before medications are given to prevent over medicating a student between home and school dosages.

(8) The Authorization for Self-Administration of Asthma Medication by a Minor Child at School form must be completed and signed in order to allow students to carry their inhalers. This authorization form is a separate form and is available in the clinic.

**TEACHERS AND COACHES ARE NOT PERMITTED TO DISTRIBUTE MEDICATION.**

### HOMELESS CHILDREN AND YOUTH

The Stewart B. McKinney/Vento Education for Homeless Children and Youth Act ensures the educational rights and protections for children and youth experiencing homeless situations to enroll in, attend, and succeed in school and pre-school programs. In accordance with this law, Buford City Schools System affords homeless children and youth equal access to the same free, appropriate public education. Homeless children and youth will have access to education and other services that they need to have an opportunity to meet the same challenging state student academic achievement standards to which all students are held. Please contact the Guidance Office for information.

### INDIVIDUALS WITH DISABILITIES

It is the practice of the Buford City Schools System to provide instructional and related services appropriate to provide a free appropriate public education for individuals with documented disabilities. BHS wishes to meet the needs of all our students and families. If any member of your family needs assistance or has questions regarding mobility impairment issues or handicapped access, please contact the Main Office of the school at 770-945-6768. Individuals may also contact the Guidance Office for information regarding such services.

### IMMUNIZATION CERTIFICATE AND HEARING, DENTAL & VISION

All students will have on file with the school a Certificate of Immunization showing that they had all shots required by the state of Georgia. Immunizations are expected to be kept up to date. Georgia law requires that students must have a current Georgia School Certificate #3231 in order to attend school. If your child's certificate is not current, you will be notified and you will have 30 days to obtain an updated certificate.

Hearing, dental, and vision screening is also required. Failure to comply with these guidelines may lead to denial of admission or withdrawal from school.

### INSURANCE

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.

### LEGISLATION

#### House Bills 250 and 1321

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 legislative requires we publish the process for making a report related to acts of sexual abuse of 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.  
**House Bill 1179 & Senate Bill 291—see Transportation**

### LOCKERS

Lockers may be rented for \$15.00 a year. It is the student's responsibility to safeguard his combination. The office will not replace any items from lockers. Students should not give out their locker combination to anyone. The school reserves the right to open lockers for inspection at any time. All students' book bags will remain in lockers. **NO book bags will be allowed in classrooms.** If a student wishes to purchase a second locker, they may do so for \$15.00.

### LOST AND FOUND

Lost and found will be located in the Custodian workroom.

### MEDIA CENTER

Buford High School's media center is a 21<sup>st</sup> century, collaborative and engaging learning environment which enhances a challenging curriculum while promoting innovative, critical thinking, communication, digital citizenship and literacy skills needed for academic success and success in a global society.  
Hours of operation: Monday-Friday 7:00 a.m. - 3:00 p.m.

**UpGrade Hours: 2:45-4:00 on Monday and Wednesday.** In order to attend upGrade, an academic assistance program, students must have assignments on which to work.

#### **Students and Classes**

We LOVE helping students and teachers in the media center . Whether you are working on an assignment, reading, studying, before school, or after school—please come see us! Don't forget to sign in so that we know you were here! ☺ Just like any other time in the building, students must have agendas with barcodes to enter and to check out books. Food, drinks, and bookbags are not allowed in the media center.

Teachers interested in scheduling the media center and computer lab will do so electronically through the media specialist to allow time for instructional collaboration between the classroom teacher and media specialist. Together the media specialist and classroom teacher will help students be academically successful in the media learning environment.

It is very important to the media staff that students are not missing valuable instructional time from the classroom. If students visit the media center during class time, each student should have his/her agenda book stating exactly how long he/she is allowed to stay.

There are presently five computers in the media center for student use. They are to be used for school-related work only and are usually available on a first come, first served basis. Again, assignments are necessary for approval of computer use.

#### **Checking in Books and Checking out Books**

Students are allowed to check out three books at a time, for two weeks. Books that are not returned by the due date are considered overdue and, like the public library, will be assessed an overdue fine. Non-reference books will be assessed a fine of .10/day. Books are renewable after two weeks. You can simply drop by and renew them without any fee for two more weeks. If a student has an overdue book, he/she will not be allowed to check out more books until the overdue book has been returned and fines have been paid.

If a student would like to check out a reference book, they may be checked out after the school day has ended and must be returned the next day before the school day begins. Since reference books are OVERNIGHT check-out only, the fines assessed on them are \$1.00/day.

#### **Lost and Damaged Books**

Students who have lost or damaged books throughout the school year may continue to check out books until May 1. After this date, students may no longer continue to check out books until they either return their books in good condition or pay for materials. Additionally, students with outstanding books or fines from the previous school year may not check out books until the materials are either returned in good condition or paid for.

Students are responsible for lost or damaged books and will be charged for damages. The charges will range from payments for individual infractions to the replacement price of the book.

Missing barcode or spine label - \$3.00 each

Destruction or irreversible damage – replacement price plus processing

Anything a student may do to alter the condition of a book will be considered damage, and fines will be assessed accordingly.

#### **Printing**

Presently there is no charge for printing in the media center or in the computer lab. However, students are requested to print only materials that they need for assignments and to refrain from printing personal items without permission from the media center staff. Students may print in color with the permission of their teacher and the media center staff for .25/page.

### **MOTOR VEHICLES**

No unlicensed person may drive or park a motor vehicle on campus. A student must vacate (or dismount) his motor vehicle as soon as it is parked. It may not be reentered until the student does so in order to leave campus at the approved time. Full responsibility for compliance with this rule rests with the student, and they will be held accountable by the administration for any abuse of this regulation.

Administrators reserve the right to search a vehicle parked on the BHS campus if the administration has reasonable suspicion. Parking and motor vehicle violations may subject the student to the loss of vehicle privileges on campus. Speeding, improper parking, being in a parked automobile during school hours, leaving school in a vehicle during school hours or driving recklessly all constitute improper use of motor vehicles and may result in suspension or revocation of vehicle privileges on campus. These violations may also result in additional disciplinary action being taken by school administrators. Violations may also be reported to the local police department.

Student parking permits are issued to licensed drivers and are required if a student drives a vehicle to school. Permits must be displayed on the rearview mirror. Students may transfer the permit to another vehicle provided both vehicles are registered. **Students with more than 7 excused or unexcused absences from first or second period will lose their driving privileges for the remainder of the semester.** Parking at the high school is a privilege and will cost \$20.00.

### 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.

### PROOF OF RESIDENCY

The parent or guardian must provide proof of residency in the district at the time a student is initially enrolled in a school, at the beginning of each school year, and if there is a change of address. Failure to comply with these guidelines may lead to withdrawal.

Effective July 1, 1997, Georgia Law requires:

*Students in sixth grade or higher transferring to a new school will be required to provide academic and disciplinary transcripts to school officials. Students will be required to disclose conviction of designated felony acts, whether they currently are serving a suspension or expulsion from another school, the reason for such discipline, and the term of the discipline. Schools can refuse to admit students under disciplinary action from other school systems. In lieu of compliance, a student may be admitted on a conditional basis if he or she and his or her parent or legal guardian execute a document providing the name and address of the school last attended authorizing the release of all academic and disciplinary records to the school administration. Every school system in the state will be obligated to provide complete information to a requesting school within ten (10) days of receipt of request.*

### SCHEDULE CHANGES

When registering for courses, students understand that they are making a commitment to take the requested courses for the entire school year. If a student would like to change his/her request, the request change should be made prior to the date set by the administration.

If a schedule must be changed, all changes must be made through the Guidance Office. Only those requests that are approved will be processed. The only requested changes that will be acceptable for review must fall into one of the following categories:

- Balancing Class Loads
- Student has already taken and passed the course
- Student did not receive a course that was requested during the registration process

### SEX EDUCATION INSTRUCTION

Parents may review Sex Education and AIDS Prevention instructional objectives upon their request to the school. Parents may elect, in writing, to have their student excused from this instruction.

### 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 2. 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.

Students are responsible for appropriate behavior on the school's computer network, just as they are in a classroom or on a school playground. It is expected that users will comply with district standards, policies, and the specific rules set forth in the separate publication titled *Buford City School System Technology Handbook*, which will be issued to all BCSS students. Before students will be allowed access to

the network, parents will be asked to read and sign the Technology Compact, included in the *Buford City School System Technology Handbook*.

### TEXTBOOKS

Students are assigned specific textbooks in every course that requires the use of a textbook. These books are numbered and assigned specifically to each student. The textbook number must match with the name of the student who is turning in the book in order for him to receive credit for the book. Fines will be assessed to students who lose or damage the textbook assigned to them. Student will not receive new schedules for the following year until fines have been paid. Students will also not be exempt from final exams if they have any outstanding fees dealing with lost textbooks. All textbooks must be turned in to qualify for exam exemption.

### TITLE IX INFORMATION

If you believe you are being mistreated by school employees on the basis of your race, color, religion, gender, age, national origin or handicap, you have a complaint and a remedy.

Please tell any school administrator or counselor in whom you have confidence that you have a complaint about the manner in which you are being treated and why. You may ask the school administrator or counselor to obtain an appointment for you and/or your parents to speak with Mr. Bitterman about your complaint.

You may also contact the School System's Central Office for assistance by writing or calling:

Ms. Allison Miller Johnson  
Assistant Superintendant  
Buford City Schools System  
2625 Sawnee Ave.  
Buford, GA 30518

If a student feels he or she has been disciplined in an unfair manner, the student has a right to appeal through the administrative levels.

### 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

The bus is an extension of the school building. 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: | Three-day suspension from the bus                                      |
| Third Offense:  | Five-day suspension from the bus                                       |
| Fourth Offense: | Four week suspension from the bus                                      |
| Fifth Offense:  | Permanent suspension for the remainder of the school year from 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.**

### VISITORS

BHS has an open door policy. Parents are welcome in the building at any time and are welcome to observe the classroom. Parents are also encouraged to visit the school to discuss their child's progress with the principal or teachers. Students are not allowed to bring visitors to school. All visitors entering the school MUST report to the front office when they arrive and get a visitor's pass.

### WORK PERMITS

Work Permits may be obtained through a link on the school website. This link is [http://www.dol.state.ga.us/em/online\\_work\\_permit.htm](http://www.dol.state.ga.us/em/online_work_permit.htm). Temporary permits are issued at the ages of 14 and 15. Permanent permits are issued to 16 year olds. Please contact the main office if there are any problems.

The student will be instructed to fill in the personal information, and print the data sheet to give the employer. After the employer fills in their section, the student will return the sheet with a form of identification showing birth date to the main office.

## ACADEMICS AND INSTRUCTION

Buford High School offers a strong academic program for students. A comprehensive set of learning objectives, the Georgia Performance Standards (GPS), has been developed by the state of Georgia and is being implemented in all subjects. The GPS provides a common foundation for teachers to use as they develop meaningful lessons. Teachers supplement the GPS with a variety of materials to create an academically rigorous environment for students.

BUFORD HIGH SCHOOL STUDENTS ARE EXPECTED TO  
CONSISTENTLY ACHIEVE  
HIGH SCORES ON THE  
GEORGIA HIGH SCHOOL GRADUATION TESTS,  
END OF COURSE TESTS,  
SAT, AND ACT!

BUFORD HIGH SCHOOL IS ALSO EXPECTING TO RANK  
AT THE TOP  
OF THE METRO AREA IN  
TEST SCORES,  
ATTENDANCE, &  
SCHOLARSHIP AWARDS!

### GRADUATION REQUIREMENTS

For the Class of 2012 and beyond, there is one program of study that leads to a high school diploma from Buford High School. PLEASE be aware that the high school graduation requirements do NOT necessarily meet college admission standards.

#### **Buford High School Diploma (for the class of 2012 and beyond)**

Program of study requiring a total of 24 Carnegie units of credit including 16 academic units to include 4 units of English, 4 units of Math, 4 units of Science, 4 units of Social Studies, ½ unit of Health, ½ unit of Personal Fitness, 3 units in the areas of Foreign Language, Fine Arts, and/or Career & Technical Education (CTE), and 4 units of Electives. In addition, a passing score on the Georgia High School Writing Test (GHSWT) and passing scores on each subject of an End of Course Test (EOCT) or passing scores on each subject of the Georgia High School Graduation Test (GHSGT).

#### **Employment Preparation or Transition Diploma**

Program of study for students with disabilities assigned to a special education program that have completed their Individual Education Plan (IEP) but may not have completed the unit requirements and/or the Georgia High School Graduation Tests requirement. In some cases, services and graduation requirements for a special education student are specified in the student's IEP. Services for a special education student with an active IEP will terminate on his or her 22<sup>nd</sup> birthday.

#### **High School Certificate of Performance**

A document that is awarded to students who meet all requirements for attendance and Carnegie Units, but do not meet all testing requirements.

GRADUATION REQUIREMENTS for CLASS of 2012 and beyond

4 Carnegie Units English	9 <sup>th</sup> Grade Literature/Composition or Honors 9 <sup>th</sup> Grade Literature/Composition
	World Literature/Composition or Honors World Literature/Composition
	American Literature/Composition or Honors American Literature or AP Language/Comp
	Advanced Composition or Honors Advanced Composition or AP Literature/Composition
4 Carnegie Units Math	Math 1 or Accelerated Math 1-Honors
	Math 2 or Accelerated Math 2-Honors
	Math 3 or Accelerated Math 3-Honors
	Pre-Calculus or Math Decision Making or AP Statistics or AP Calculus
4 Carnegie Units Science	Biology or Honors Biology
	Chemistry or Honors Chemistry
	Physical Science or Physics or Honors Physics
	Environmental Science or Forensics or Anatomy or AP Biology or AP Chemistry
4 Carnegie Units Social Studies	World Geography or Honors World Geography or AP Human Geography
	World History or Honors World History or AP World History
	US History or Honors US History or AP US History
	Economics/American Government or Economics and AP American Government
	Elective: AP Psychology
1 Carnegie Unit Health/PE	Health (1/2 unit)
	Personal Fitness (1/2 unit)
3 Carnegie Units FL, FA, CTE	Any combination of the courses identified in the categories listed below in Foreign Language, Fine Arts, or Career Tech Ed
4 Carnegie Units Electives	Any combination of the courses identified in the categories listed below in Physical Ed, General Electives, Foreign Language, Fine Arts, Career Tech Ed Pathways
<i>Foreign Language (FL)</i>	Spanish I, Spanish II, Spanish III
	NOTES: 2 units of the same foreign language is REQUIRED for college admissions and Foreign Language courses count in the Academic GPA and HOPE GPA calculations
<i>Fine Arts (FA)</i>	Advanced Band, Percussion, Jazz Band
	Chorus
	AP Music Theory
	Intro to Drama, Advanced Drama, Musical Theatre, Drama Tech, Costuming
	Art I, Drawing & Painting, Ceramics, AP Studio Art
<i>Career Tech Ed Pathways (CTE)</i>	Small Business Development: Business Essentials, Business Law, Entrepreneurship
	Administrative Support: Computer Applications, Computer Applications II, Multimedia
	Food and Nutrition: Food, Nutrition, & Wellness, Foods in a Lifespan, Food Science
	Graphic Communications: Graphics I, Graphics II, Graphics III
	Engineering & CAD: Foundations, Applications, Engineer Drawing
	Education and Teaching: Introduction, Issues in Education, Internship
	Other: Work Based Learning
<i>Physical Ed</i>	Physical Conditioning, Body Sculpting, Team Sports
<i>General</i>	Communication Skills, Math Support, Interior Design, Communications for Business, Yearbook, SAT Prep (1/2 unit)

Carnegie Unit

A Carnegie Unit is awarded for a course of satisfactory study in which a minimum of 150 clock hours of instruction have been met. One-half (0.5) Carnegie Unit of Credit is earned for each high school course that a student passes per semester with a grade of 70 or higher. When a student is in violation of the school attendance policy, he/she may not receive credit for the course(s) affected by the excessive absenteeism. Violation of the attendance policy will result in a semester grade of 69.

**Students Enrolled from a Non- Accredited School or a Home School or a Private School:**  
Accreditation must meet the guidelines outlined by the Georgia Department of Education.

In order to earn Carnegie unit credit:

- A student must take and pass an EOCT if offered by the State Department of Education. If the EOCT is not offered, the student must take and pass a final exam(s) provided and administered by BHS.
- A final grade is determined by averaging the exam test grade with the transfer grade, if valid, provided however that the student shall have passed the exam(s).
- Credit shall not be given for courses not offered by the Buford City Schools.
- Parents/guardians shall provide proper documentation as required.
- For all courses a student wishes to transfer, the EOCT/final exam must be completed within a period of time equal to or less than 1 semester.

**Students Enrolled from another Accredited School:**

In order to earn Carnegie unit credit:

- Transferring credits will be evaluated by designated personnel before credit will be awarded.
- If an EOCT has not been administered to the student, the student will be required to take and pass an EOCT.

### GRADING AND PROGRESS REPORTING

Students will receive a Progress Report at the end of every 4 1/2 weeks to inform them and their parents of their progress. At the completion of each semester a report card will be issued. The end of the semester grade is the grade that will be recorded on the student's transcript.

**Grading Scale**

<u>Letter Grade</u>	<u>Numerical Grade</u>	<u>Quality Points</u>
A	90-110	4
B	80-89	3
C	70-79	2
F	0-69	0

NOTE: AP courses earn an additional 0.5 quality points not to exceed 4.0
--

If letter grades are awarded by a previous school or college/university, grades will be transferred to BHS using the following scale: A=95, B=85, C=75, D=70, F=65.

**Cumulative Grade Point Average**

All Grades, regardless of credit earned or lost, will be counted in the student's cumulative grade point average (GPA). The semester average is the grade that is used to calculate GPA and includes all courses taken in high school. The cumulative average is computer generated.

**Academic Grade Point Average**

Only those grades, regardless of credit earned or lost, in ACADEMIC (English, Math, Science, Social Studies, and Foreign Language) subjects will be counted in the student's academic grade point average (GPA). The semester average is the grade that is used to calculate GPA and includes all academic courses taken in high school. The academic average is computer generated.

**Weighted Grade Point Average**

Teachers will add points to the end of the semester final grade of all courses designated as weighted. Teachers will add the points on the report card before they are recorded on the permanent record. Grades of over 100 are permissible for Honors and AP courses. If a student's final grade is below 70, points will NOT be awarded. Students who take postsecondary courses will receive weighted credit if the same AP course is offered at BHS and points have not been previously awarded.

- The following courses will be weighted and 5 points added to the final grade:  
All Honors Courses  
\*HOPE GPA and Academic GPA calculations do not include the added 5 points
- The following courses will be weighted and 10 points added to the final grade:  
All AP Courses

#### Definitions of BHS GPA's and Formulas for computing GPA

##### Cumulative Weighted Percent:

- Using ALL courses taken in high school
- Find the Mean

##### Cumulative Weighted GPA:

- Using ALL courses taken in high school
- Convert the grade to a quality point using the grading scale listed above
- Find the Mean

##### Academic Weighted Percent:

This is the GPA used by Buford High School to determine Class Rank and Honor Roll

- Using only ACADEMIC courses taken in high school (Delete the Elective Grades)
- Find the Mean

##### Academic Weighted GPA:

- Using only ACADEMIC courses taken in high school (Delete the Elective Grades)
- Convert the grade to a quality point using the grading scale listed above
- Find the Mean

##### Academic GPA: The unofficial HOPE GPA as calculated by BHS.

The official HOPE GPA is calculated by the Georgia Student Finance Commission and will be the calculation used to award the HOPE Scholarship.

- Using only ACADEMIC courses taken in high school (Delete the Elective Grades)
- Delete the added points from the grade (5 points for Honors and 10 points for AP)
- Convert the grade to a quality point using the grading scale listed above
- Add 0.5 to the quality point IF it is an AP COURSE (not to exceed 4.0)
- Find the Mean

### ACADEMIC LETTER

The Academic Letter Program is sponsored by the Academic Boosters Club. To receive an academic letter, students must maintain an overall A average (unrounded 90% or higher) and maintain all A's and B's. Students' grades are evaluated at the end of each year to verify eligibility. The Academic Letter is based on the average defined above as Academic Weighted Percent.

### CLASS RANK

Class rank is used to indicate where a student stands academically in relation to the other members of his/her graduating class. Class rank is often presented with the student's place in the class followed by the total number of students in the class (for example 13/108). Class rank is based on the grade point average defined above as Academic Weighted Percent.

### HONOR ROLL

Two honor rolls will be published at the end of each semester. Honor Roll is based on the cumulative grade point average defined above as Academic Weighted Percent.

- Principal's Honor Roll: All A's (including conduct)
- Honor Roll: An average of 90% with no grade less than 80%. In order for students to be eligible for either honor roll, they must be enrolled in a minimum of 4 classes and have no significant discipline violations.

### VALEDICTORIAN/SALUTATORIAN/HONOR GRADUATE/STAR STUDENT

The cumulative GPA using Academic Weighted Percent described above will be used to determine these honors. The grades will be computed from 1<sup>st</sup> semester of 9<sup>th</sup> grade through the second semester of the graduating year. Students who are eligible must be registered at Buford High School for the entirety of their last three years before graduation, and must attend Buford High School at least half time if participating in a college credit now program.

- The Valedictorian is the student who has successfully completed a minimum of 4 AP classes and has the highest overall GPA.
- The Salutatorian is the student who has successfully completed a minimum of 4 AP classes and has the second highest overall GPA.

In case of a tie between 2 or more students for valedictorian, both students will be honored and there will be no salutatorian. If there is a tie for salutatorian, both will receive the honor.

- Honor Graduates are students who have an unrounded 95% or above GPA.
- The Star Student is a senior who scores the highest on the SAT test in his/her class. The score must be from one test date (not a combined score from two or more test dates). The test must have been taken prior to December of the student's senior year. The student must also be in the top 10% of the class. If the student does not meet the top 10 criterion, the student with the next highest SAT score who does meet the criterion becomes the nominee.

### NATIONAL HONOR SOCIETY

Selection for membership is by faculty council and is based on outstanding *scholarship* (a cumulative average of 94.00 or higher), *character, leadership, and service*. Once selected, members have the responsibility to continue to demonstrate these qualities.

National Honor Society is based on the cumulative grade point average defined above as Academic Weighted Percent.

### BETA CLUB

All students must maintain an overall A average and maintain all A's and B's. Students must maintain the above criteria to remain eligible for membership. Students' grades are evaluated at the end of each semester to verify eligibility.

Beta Club is based on the cumulative grade point average defined above as Academic Weighted Percent.

### PROMOTION REQUIREMENTS

<u># Units</u>	<u>Grade Level</u>
0 - 5.5	9
6 - 11.5	10
12 - 16.5	11
17 - 24	12

### SUMMER SCHOOL/AFTER SCHOOL

Summer School/After School credit is not normally accepted in lieu of a year of regular classroom instruction. Summer School/After School credits are accepted for credit recovery purposes. There are no allowances for discipline problems or excessive absences and tardies. Enrollment is on a space available

basis. Since space is limited, the first students to sign-up will be registered for the class. There is a fee per session for BHS high school students and the program is limited to students currently enrolled in school. Courses are taught using either online software or by a teacher in a class.

Before a student takes a summer school /after school class, he/she must get prior approval from the counselor/administrator. Contact the Neal Auer for more information.

### ADVANCED PLACEMENT PROGRAM (AP)

Advanced Placement courses are taught on a college level of difficulty by instructors that have been certified by the College Board. Students may take a comprehensive exam at the end of the course. BHS offers the following: English Language, English Literature, Calculus AB, Statistics, Chemistry, Biology, Human Geography, World History, US History, Government, Psychology, AP Studio Art, and AP Music Theory. Students are expected to take the AP Examination if they are enrolled in an Advanced Placement course.

### COLLEGE CREDIT NOW

Interested in earning college credit while still in high school? College Credit Now might be the choice for you. The Georgia Department of Education has several opportunities for students to investigate to find the best fit. They are under a program called College Credit Now, otherwise known as Dual Enrollment. The different programs offered include: Accel, Articulated Credit, Hope, Gateway to College, Residential Programs, Early College, and Move on When Ready. Accel and Move On When Ready are the most common programs BHS students choose.

#### **Why consider College Credit Now?**

- \* Can provide opportunities for students to obtain high school and college credit simultaneously.
- \* Can ease the transition from high school to college.
- \* Can provide students an early start on their college careers.
- \* Can save students and parents money.

#### **Why not consider College Credit Now?**

- \* There are many advantages for dual enrollment. However, it is not the right fit for everyone.
- \* It best fits the student who is TRULY ready to be a college student.
- \* Being enrolled in college and high school at the same time can make it difficult to be active on the high school campus and other high school activities.
- \* You are not in school with friends on a daily basis.
- \* College admissions prefer AP courses over Dual Enrollment courses.

If you are interested in a College Credit Now Program, please visit [www.GACollege411.com](http://www.GACollege411.com) or <http://www.gadoe.org> or <http://bhsguidance.weebly.com/exploration--planning.html> or see a guidance counselor.

Note: See also the information on “grading scale,” “weighted grade point average,” and “valedictorian/ salutatorian/honor graduate/star student.”

### PSAT/NMSQT

The Preliminary Scholastic Assessment Test will be given in October of each year. It is required for all 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students. This test is excellent preparation for the SAT required by colleges and universities. Eleventh grade students must take the PSAT in order to qualify for the National Merit Scholarship Program. More information may be obtained from the Guidance & Counseling Office.

### GEORGIA HIGH SCHOOL GRADUATION TESTS (GHSGT)

The tests are given at Buford High School for the first time during the junior year in the areas of: Writing (administered in the fall), English, Math, Science, and Social Studies (all administered in the spring). Students have several opportunities to retake the tests and students may retake the GHSGT as many times as necessary.

### END OF COURSE TESTS (EOCT)

End of Course Tests (EOCT) will be administered at all high schools in the state of Georgia. EOCT will be required for the following courses: Math I, Math II, 9th Grade Literature/Composition, American Literature/Composition, Physical Science, Biology, United States History, and Economics. EOCT grades count 20% of the student's final grade. A student must take the EOCT for the courses listed above in order to receive credit for that course. If the student does not take the EOCT, the student will receive an Incomplete, which could prevent the student from moving into the subsequent course in that area. EOCT are also required for students who transfer credits from home schooling, non-accredited schools, or private schools and/or colleges.

### SAT/ACT/COMPASS– COLLEGE ADMISSIONS TESTS

Tests that are required for admissions to colleges and universities. Student must register online at: SAT – [www.collegeboard.com](http://www.collegeboard.com) and ACT – [www.act.org](http://www.act.org) and Compass – contact the college admissions office. For further information – please contact your guidance counselor. To help prepare for the SAT / ACT, BHS offers many opportunities to include:

- SAT Prep Elective Course
- SAT Complete Course – multiple sessions over a period of time
- SAT Practice Test and Follow Up Session

For additional information, visit our website at [www.bufordcityschools.org](http://www.bufordcityschools.org) or contact a guidance counselor.

### COLLEGE ADMISSIONS

Requirements and deadlines vary from institution; therefore, it is very important to begin the application process early to meet deadlines. Generally, colleges require the following Carnegie Units of Credit (known as College Prep Curriculum Units – CPC): 4 units of English, 4 units of Math, 4 units of Science, 3 units of Social Studies, and 2 units of the same Foreign Language.

**It is recommended that students apply to colleges no later than the end of November of their senior year.** Applications can be obtained at [www.gacollege411.org](http://www.gacollege411.org) or through the college website. You must request from the guidance office to have a transcript mailed to the college.

#### **Transcript Requests**

A transcript is a written record of a student's academic progress toward a diploma. A transcript consists of a copy of the student's cumulative courses and grades as well as his or her Grade Point Average and Class Rank. Scores from the EOCT, ACT, SAT, and Graduation Tests are also included.

Transcripts may be secured through the Guidance Office. There is a \$2.00 charge for each transcript (excluding transcripts for scholarships or for students with financial need). Before a transcript can be secured, a "Permission to Release Transcript" form must be completed by the parent and on file in the guidance office. The forms are available on the BHS Guidance and Counseling website or copies can be secured through the guidance office.

### NCAA CLEARINGHOUSE

If a student plans to participate in Division I or Division II athletics, the student must meet the requirements set by the **NCAA Clearinghouse**. For more information, contact your coach or guidance counselor or visit the website at [www.eligibilitycenter.org](http://www.eligibilitycenter.org). For students to register with the NCAA Clearinghouse and create an account and pin number. It is very important to remember your pin number. Be sure to notify your guidance counselor to send transcripts.

### THE HOPE SCHOLARSHIP AND HOPE GRANT

**The HOPE Scholarship** is offered to students who attend a Georgia public or private college or university and who have earned a required academic grade point average set by the Georgia Department of Education. Once a student earns a HOPE Scholarship, he/she must maintain a required grade point average in college course work to remain eligible. Beginning May 1, 2007: All core curriculum coursework attempted in the student's high school career (grades 9-12) will be counted toward the HOPE scholarship cumulative grade point average. To calculate the student's HOPE GPA – see Academic GPA listed above.

**The HOPE Grant** is offered to students who attend a Georgia Technical College. See a guidance counselor for information about the HOPE GRANT.

*For more information – see updated information and changes at [www.gacollege411.com](http://www.gacollege411.com).*

*To apply for HOPE Scholarship or Grant - See information about the FAFSA (Free Application for Federal Student Aid) at [www.gacollege411.com](http://www.gacollege411.com) or [www.fafsa.ed.gov](http://www.fafsa.ed.gov).*

# 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 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, receive, sell, transmit, or attempt to receive, sell, or transmit any prescription or non-prescription drug.

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.

# BUFORD HIGH SCHOOL STUDENT CONDUCT

The Buford City Schools Code of Conduct contains Board-adopted policies that are related to discipline in Buford City Schools. The code of conduct provides detailed information about these policies and the current procedures for implementation, including consequences for student misconduct.

It is the student's responsibility to be familiar with these policies and exhibit acceptable behavior.

Local school administrators have broad discretion to determine consequences for most student misconduct at the local school level.

The range of consequences for misconduct that can be assigned by a local school administrator may include but is not limited to:

- Student Conference
- Parent Conference
- Before or After School Detention
- In-School Suspension
- Saturday School
- Out-of-School Suspension up to ten days (per occurrence)
- Referral to a Disciplinary Tribunal where long term suspension or expulsion may be recommended.

Depending upon the severity of the offense, referrals to law enforcement officials may be made.

All rule violations handled by an administrator are cumulative over a student's high school career.

## DISCIPLINARY ACTIONS

For Selected Student Misconduct, the specified actions in this section are typically what will result following infractions described.

However, deviations from these guidelines may occur if the administrator determines that the individual circumstances warrant it.

### Teacher Consequences for Minor Classroom Disruptions

#### Consequences for Minor Classroom Disruptions

1st	Penalty assigned at teacher's discretion and parent contact
2nd	30 minute teacher detention and parent contact
3rd	1 hour teacher detentions and parent contact
4th	Administrative Referral – Consequence will start at <u>Step 2</u> of the Administrative Disciplinary Scale.

### BHS ADMINISTRATIVE DISCIPLINARY SCALE

The Disciplinary Scale is used for selected student misconduct. Major infractions of the Buford City Code of Conduct will receive separate consequences based on the level of the infraction.

When the scale is used, the student will advance one step on the scale each time he/she repeats the same type of inappropriate behavior.

### BHS DISCIPLINARY SCALE

STEP	ACTION
1	Administrative Warning
2	1 Day Administrative Detention
3	2 Days Administrative Detention
4	1 day Saturday School (4 hour)
5	2 days Saturday School Parent Meeting Behavior Contract Issued
6	1 day Out-of-School Suspension, Parent Meeting and RTI Meeting
7	2 days Out-of-School Suspension, Parent Meeting Rule 14 Contract Issued
8	Range from Out-of-School Suspension to a referral to a Disciplinary Tribunal where long term suspension may be recommended.

**The section of the handbook that follows this scale outlines the types of misconduct for which the scale is used.**

Students are expected to follow the below BHS Local School Rules. If a student does not follow the below local school rules, they will be subject to consequences on the BHS Disciplinary Scale

1. Students are expected to conduct themselves as mature young adults while on the BHS campus.
2. Students are expected to respect all students and faculty members at BHS.
3. Students are expected to comply with reasonable requests of staff, including identifying themselves by name when asked.
4. Students cannot disrupt instruction taking place during class.
5. Students must be in their appropriate class when the bell rings.
6. Students are not allowed in halls during class unless they have their student agenda book and it is signed appropriately.
7. Running in any building is absolutely prohibited.
8. Loud and boisterous behavior is not allowed. Inappropriate language and public displays of affection are not acceptable.
9. Students must not block hallways or congregate in groups in the hallways. Students must move in an orderly manner to class, walk on the right side of the hallway, and be courteous in the hallways.
10. Students must exit the building by 2:45 in the afternoons unless at a school sponsored activity supervised by a teacher or coach.
11. Students are not to loiter in the restrooms or stairwells.
12. No food or drinks are allowed in the classrooms or on carpeted areas.
13. Students must comply with the BHS Dress Code.

**Abuse of Fire Alarm System**

(Includes fire extinguishers and smoke detectors)

**Consequence:**

- 1<sup>st</sup> offense – 5 days Out of School Suspension
- 2<sup>nd</sup> offense – 10 days Out of School Suspension and a referral to a Disciplinary Tribunal where long term suspension may be recommended.

**AWOL, Cutting Class/Skipping/Leaving Class without permission**

If a student is misses more than 10 minutes of a class without an excuse it is considered cutting class/skipping.

**Consequence:**

- 1<sup>st</sup> offense – Step 4 of BHS Disciplinary Scale
- 2<sup>nd</sup> offense – Step 5 of BHS Disciplinary Scale and Revocation of Parking privilege
- 3<sup>rd</sup> offense – Step 6 of BHS Disciplinary Scale

**Bullying**

Bullying is expressly prohibited. Bullying is defined as:

- Any willful attempt to or threat to inflict injury, being either verbal, non-verbal, or with technology, on another person, when accompanied by an apparent present ability to do so
- Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm. Any student found to have committed the offense of bullying for the third time in a school year shall be brought before a tribunal panel, where long term suspension may result.

Consequence:

- 1<sup>st</sup> offense – Warning – Immediate administrative consequences based on the nature of the bullying.
- 2<sup>nd</sup> offense – Suspension – Length of suspension based on the nature of the bullying.
- 3<sup>rd</sup> offense – 10 days of Out of School Suspension and a referral to a Disciplinary Tribunal where long term suspension may be recommended.

**Cheating Policy**

“Cheating includes any attempt to defraud, deceive, or mislead a teacher in arriving at an honest evaluation of student achievement.”

Cheating is also described further in the BHS Honor Code. Cheating includes, but is not limited to:

- Looking at a test, quiz, or exam of another student while taking an evaluation.
- Attempting to communicate information in any way during an in-class evaluation.
- Having cheat sheets, or information written on the body or other personal objects.
- Using programmed calculators or other electronic devices unless expressly permitted by the teacher.
- Looking at quiz, test, or exam materials prior to their administration.
- Failing to properly give credit when the ideas, words, or works of others are used.
- Giving information regarding an evaluation to another student who is scheduled to take the same evaluation.
- Submitting work through the use of technology that is not created by the student. This includes, but is not limited to file sharing (submitting the same work with different header, copying files to and from disks) and/or receiving or purchasing solutions or works from others.

Consequences:

Cheating is inexcusable conduct and will be dealt with strictly.

- A zero will be given for the assignment.
- The teacher will contact the parent(s).
- A record of the incident will be placed in the student’s disciplinary file.
- The grade level administrator will issue consequences starting at Step 3 of the BHS Disciplinary Scale.

**Disruptive Behavior**

Minor - not serious disruption of learning opportunities for other members of the class.

Major - acts that cause substantial disruption of learning opportunities and /or threatening the safety of other students.

Consequences:

Minor – Teacher will handle according to Teacher Consequences for Minor Classroom Disruptions as listed on the previous page.

Major – Immediate Administrative Referral for Administrative Consequences

**Disrespect**

Willful refusal to carry out the instruction of faculty or staff and/or insubordinate behavior towards a teacher.

Consequence:

Immediate administrative consequences based on the nature of the disrespect.

**Dress Code**

The BHS Dress Code is described in great detail on pages 12-14 of this Agenda Book. Students will strictly adhere to the BHS Dress Code.

Consequence:

- 1<sup>st</sup> offense – Warning with an excused absence/tardy.
- 2<sup>nd</sup> offense – Administrative Detention with an unexcused absence/tardy.

**Electronic Communication Devices--Cell Phone, Music Devices, Cameras and other communication devices shall not be seen, heard, or used between the hours of 7:20 am and 2:30 pm or during ALL after school classes.**

Cell Phones, Music Devices, Cameras, and other communication devices shall not be used during the school day. This includes calling home to be checked out, text messaging, use of camera phones, etc. If parents have emergencies, they should call the main office and the main office will contact the student. Also, students have access to a phone in the clinic and main office if they need to call a parent/guardian. The school day begins at 7:20 AM and ends at 2:30 PM.

Consequences:

- 1<sup>st</sup> Offense – 1 Administrative Detention, electronic device confiscated and released to student after 2:30 from Main Office, and parent/guardian contacted
- 2<sup>nd</sup> Offense – 2 Administrative Detentions, electronic device confiscated and released to student after 2:30 from Main Office, and parent/guardian contacted
- 3<sup>rd</sup> Offense – Saturday School, electronic device confiscated and released to parent/guardian ONLY, and parent/guardian contacted
- 4<sup>th</sup> or more Offense – 2 Saturday Schools, electronic device confiscated for the remainder of the school year, parent/guardian contacted

The school is not responsible for lost or stolen cell phones, music devices, and cameras.

**Failure to serve Detention or other disciplinary action:**

Consequences:

- Failure to serve Administrative Detention will result in Saturday School.
- Failure to serve Saturday School will result in Out of School Suspension.
- 3 Failure to serve violations will result in student being placed on a Behavior Contract which may lead to possible referral to Disciplinary Tribunal where long term suspension may be recommended. Nonresident/tuition paying students will be withdrawn from BHS immediately.

**Fighting**

All parties involved in fights are subject to consequences regardless of who started the fight. Additional consequences beyond those listed below, may result depending on the circumstances related to the fight (i.e. weapons, severe injuries, etc.).

Consequences:

- 1<sup>st</sup> Offense – at least, but not limited to, 5 days Out of School Suspension
- 2<sup>nd</sup> Offense – Referral to Disciplinary Tribunal where long term suspension may be recommended.

**Gang Related Activity**

Gangs are groups of individuals who advocate or promote activities which potentially disrupt the learning environment, threaten the well being of persons and property, and/or which lead to the intimidation of others or are harmful to the educational process. BHS has a Zero Tolerance policy to any gang related activity. This includes; acts of violence, intimidating activity, possession of gang related material (i.e. writings) wearing of gang related apparel (bandannas, gang colors, etc.) or efforts to recruit gang members.

Consequence:

Up to 10 days OSS. In severe or repeated situations, possible referral to Disciplinary Tribunal where long term suspension may be recommended.

### **Motor Vehicle Abuse**

Returning to vehicle without permission, speeding, reckless driving, illegal parking, parking where not assigned

#### **Consequence**

- 1<sup>st</sup> offense – Administrative Detention
- 2<sup>nd</sup> offense – Saturday School
- 3<sup>rd</sup> offense – Out of School Suspension and revocation of parking privilege

### **Profanity**

Use of profane, vulgar or obscene words, gestures or other actions that disrupt functions of the school

**Consequence** – Step 2 of BHS Disciplinary Scale

### **TAP (Tardy Accountability Program)**

Unexcused Tardy to Class/School. Students are expected to be in the classroom when the bell rings. If a student is not in the room, the student should be sent to the nearest grade level office with their student agenda book. Students have three minutes after the bell has rung to get to the nearest grade level office to receive a hall pass back to class. Students who return later than ten minutes will be considered to be cutting class.

#### **Consequence:**

Students will receive warnings for their first three tardy offenses each semester. On the fourth offense for the semester, students will begin the Disciplinary Scale at Step 2.

### **Technology Violation**

This includes, but is not limited to: tampering with passwords or codes; being on illegal internet sites (porn, music, games, etc.), or attempting to break through school Fire Wall.

#### **Consequence:**

Up to 10 days OSS. In severe situations, possible referral to Disciplinary Tribunal where long term suspension may be recommended. Nonresident/tuition paying students may be withdrawn from BHS immediately.

### **Theft**

A student shall not possess, sell, use or transmit stolen school or private property on school grounds or at school activities or events.

#### **Consequence:**

Immediate administrative consequences based on the nature of the theft.

### **Tobacco**

Smoking or use of and possession of tobacco products or paraphernalia is not allowed on campus or during school sponsored activities. This includes, but is not limited to, lighters, rolling paper and matches.

#### **Consequence**

- 1st offense – 3 days Out-of-School Suspension
- 2nd offense – 5 days Out-of-School Suspension
- 3rd offense – 10 days Out-of-School Suspension and a referral to a Disciplinary Tribunal where long term suspension or expulsion may be recommended.

### **General Poor Student Conduct**

Breaking in lunch line; running in the hall; being in a restricted area; eating in a restricted area; being excessively loud in the hall; showing inappropriate show of affection, having problem items (hat, radio, CD player); cyber-bullying

Consequence:

Step 1 of BHS Disciplinary Scale or up to the Administrators' Discretion depending on severity of violation.

**Behavior covered by the Buford City Schools System Student Code of Conduct**

A student can be punished for any behavior that is subversive to good order and conduct at BHS. Students will receive consequences if they violate the Buford City Schools System Student Code of Conduct.

**DEFINITION OF TERMS & PROCEDURES**

**Expulsion**

Expulsion is the dismissal of a student from the school system for an extended period of time (generally beyond a grading period) or permanently by the Disciplinary Tribunal. This is the most serious discipline exacted at the school level.

**Disciplinary Tribunal**

This is a disciplinary hearing where a panel of school/system employees hears a charge made against a student by the school and assigns disciplinary action if the student is found guilty of the charge. Based on the results of this hearing, a decision is made concerning disciplinary action, which may be long-term suspension or expulsion.

**Out of School Suspension (OSS)**

Out-of-School Suspension is temporary suspension of the student from Buford High School campus. A student who has been sent home must return with a parent before he/she will be readmitted. Parents will be notified when a student is suspended from school. Student makeup work follows the same guidelines as that of an excused absence. During a student's time of suspension, he is not allowed to be on campus or attend a school function at any of the four schools.

**Administrative Detention Hall**

Detention Hall is a discipline procedure requiring that the student report to a specific location and to a designated teacher or school official to make up work missed or to receive specific instruction in behavior modification at an administrator's discretion. If requested by the student, a period of 24 hours will be allowed to arrange for transportation. The length of the Administrative Detention Hall will be 1.75 hour per day (2:45 – 4:30). **If a student is absent from school on the assigned detention date, he/she will be reassigned administrative detention. Only 1 reschedule per year.**

**Rules for Administrative Detention**

- Be on time – 2:45 – 4:30
- Students must be prepared to do school work
- Students must work for the entire time.
- Students may not leave the room for any reason.
- No talking, laughing, sleeping, or any inappropriate behavior is allowed

**Saturday School**

Saturday School is a discipline procedure requiring students to attend a four hour administrative detention on a predetermined Saturday. Students should meet at the front door at 8:00 am and will not be released until 12 noon. Students are expected to bring school materials in order to remain productive for the entire duration. **Only 1 reschedule per year.**

### **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, 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 may be excluded from attendance pending final disposition of such charge. This exclusion may be long term suspension/expulsion, to be followed by a term or terms in alternative school.

### **AWOL/Cutting/Skipping/Leaving Class Without Permission**

A student who is absent from class for more than ten minutes, but is present at school and who does not have a valid excuse for the absence is considered to have cut class. Students who become ill must report to the main office or have someone report for them if they are unable to report themselves so that a cut is not reported.

### **Truant**

A student who is absent from school and does not have a legitimate reason or has not made previous arrangements is considered truant.

### **Student-to-Student Sexual Harassment**

Any student who experiences or perceives that they are being sexually harassed by another student, including improper touches, sexual advances, and other verbal and physical conduct of a sexual nature should notify their teacher of such conduct. If the student does not believe that the problem is being adequately addressed or harassment continues, the student and/or his or her parents should notify an administrator. It is extremely important that perceived unlawful harassment be reported immediately. Failure to report conduct in violation of this policy or a delay in reporting it may impede the school system from taking preventative measures when appropriate.