

Buford Middle School

Believe Motivate Succeed

STUDENT HANDBOOK 2019-2020

Georgia Title I Reward School

AdvancED Accredited



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This agenda belongs to:

NAME: _____

FIRST PERIOD TEACHER: _____

Dear Students and Parents,

Welcome to the new school year! We are very excited about working with all of you to make the educational experience a successful one. We can accomplish this with good communication between home and school, quality instruction delivered by the highly qualified teachers, and students who believe they can succeed. This agenda will be used as one form of communication. Please read it carefully and utilize it as a tool for success. At Buford Middle School, we will make sure that your child receives quality instruction. Together, we can work to ensure that students believe they can accomplish great things.

Sincerely,
Teresa Hagelthorn, Principal

Buford Middle School
Mission Statement
Believe Motivate Succeed

PARENT EXPECTATIONS

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 partner with us while your child is attending Buford Middle School. Our partnership will grow by taking the following steps:

- Attend Open House, Curriculum Night, parent conferences, and Family Involvement Nights.
- Ensure that your child is at school on time each morning.
- Communicate with the main office if there is an emergency or a need to contact your child during the school day.
- Check the school website for pertinent information.
- Check the student agenda as well as teacher websites for homework assignments, test dates, upcoming events, etc.
- Provide encouragement and positive support to your child regarding his/her education.
- Be proactive in maintaining proper discipline and supervision with your child.
- Communicate with the teachers if there are any concerns about your child’s educational performance.
- Check Powerschool for your child’s grades regularly to stay informed on your student’s academic progress.

AGENDA EXPECTATIONS

Each student is issued an agenda book that he or she is encouraged to use as a tool for recording assignments and managing time. **This book will also be used as a hall pass.** Parents are encouraged to use this book to help their student with his or her homework and as a form of communication with their child’s teachers. **Students are not allowed to borrow another student’s agenda.** Lost agendas need to be replaced at the cost of \$10.00.

EXPECTATIONS OF ELECTRONIC DEVICES

Cell phones, music devices, cameras, and other communication devices shall not be seen, used, or heard in the school building or at car rider unless directed by the teacher. Watches may not be used as communication devices or notification devices.

Devices should be turned off and placed in book bags before entering the school building. Devices should remain in the book bags for the entire day.

Students may use the phones in the clinic and main office if a parent/guardian needs to be contacted. Students should not text or call a parent regarding an illness, school work, etc. without permission from a teacher or staff.

Parents should contact the main office if there is an emergency. It is not appropriate to communicate with students during the school day via a personal device.

Students in violation of this expectation will have their device collected and stored in the main office for parent pickup. Violators will receive grade level disciplinary marks.

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

ATTENDANCE & TRANSPORTATION

School Hours: Supervision of students begins at 7:00 a.m. Students are released to class at 7:15 a.m. Students are counted tardy after 7:30 a.m. The dismissal process begins at 2:40.

Attendance: Buford City Schools requires students to be in attendance in accordance with requirements of the compulsory attendance law. Please see the *Buford City Board Policy for Attendance* in the BCSS Section.

Tardies: Students who arrive at school after the 7:30 a.m. bell must report to the main office with their parent or guardian for an admission slip. After **three unexcused tardies**, students will be assigned a disciplinary action. Tardies to class during the school day are addressed through grade level discipline procedures.

Excused Tardies/Absences: Excused tardies or absences include student illness, serious illness or death in the immediate family, court order, observing religious holidays (documentation may be requested), Page at the General Assembly, and military leave. See the *Attendance* section in the Buford City Schools System Pages for more details.

Parent Visitations: Tables are available outside of the cafeteria for parents to eat with their child. Only the parent and child may sit at these tables.

Deliveries to Students: Parents are discouraged from bringing items such as lunches or projects to school. Office personnel will not interrupt instructional time to deliver items to students.

Checking out from School: To avoid interruption and the loss of instructional time, checking out from school should be limited. If a parent wishes to check a child out before dismissal, the parent must come to the office to sign the student out. Anyone checking out a student **must** be named as a contact on the Student Information Sheet or in PowerSchool as well as provide picture identification. Please note: ***Students should not be checked out during the last 30 minutes of the school day.***

Withdrawal from School: **Only the parent/guardian who enrolled the student may withdraw the student. Information to withdraw a student may be found in the front office.**

Emergencies: In emergency situations such as snow or ice, lack of heat or power, etc., the school may dismiss early or cancel school for the day. Texts and/or email blasts will be sent from the school to parents using contact information in PowerSchool. Therefore, it is imperative that PowerSchool contact information is updated.

Transportation:

Each student should know every day how he/she is getting home from school. To make

transportation changes, parents/guardians must come by the school in person or send a written note with a contact number included. Only in extreme emergency situations, and with the permission of an administrator, will a telephoned message be accepted concerning changes in transportation. This procedure is strictly enforced for the protection of all students.

1. Bicycle riders are expected to park their bicycles in the designated area. Helmets are required for all students riding bicycles, scooters, and skateboards. Recreational riding is not permitted at any time.
2. Students who walk to and from school must walk on established walkways and paths and not cut across grass areas. Never walk between buses. Any student planning to walk to and/or from school must have parent permission indicated on the transportation form on file in the front office.
3. School rules and policies are in effect for all students in route to and from school.
4. Students who come to school by automobile are to be let out as quickly and safely as possible at the designated drop-off only.
5. The bus-loading zone should be kept clear of unnecessary traffic.
6. Pick up at the end of the day should be only at the designated location.
7. Bus traffic has the right of way.
8. Students are not allowed to drive to school.
9. Students may not ride home on another bus without written approval from the school administration.
10. Students who are not picked up from school by 3:00 p.m. will be sent to the front office
11. If there is an emergency sport or club cancellation, students will report to the front office.
12. All students walking to after school activities at other BCSS schools must be accompanied by a school designated escort.
13. Students who are not riding the bus must be picked up from the BMS car rider line. They may not walk to another school or off school property to obtain a ride.

ACADEMIC INFORMATION

Grading System: The State Board of Education has mandated 70 as the lowest possible passing grade.

Buford City Schools has a grading scale as follows:

A: 90 – 100
B: 80 – 89
C: 70 – 79
Failure: Below 70

Conduct will be graded as follows:

S: Satisfactory
N: Needs Improvement
U: Unsatisfactory

Homework/Assignments: The guidelines for grade level expectations for homework are as follows:

- **6th Grade**—Assignments may be accepted for three days with ten points off per day. Assignments may not be accepted on or after the fourth day.
- **7th Grade**—Assignments may be accepted for two days with ten points off per day. Assignments may not be accepted on or after the third day.
- **8th Grade**—Assignments may be accepted for one day with the highest grade of a seventy. Assignments may not be accepted on or after the second day.
- ****LATE HOMEWORK IS NOT ACCEPTED IN MATH CLASSES****
- ****SCRATCH WORK IS EXPECTED IN MATH CLASSES****

Tests and Benchmarks: Retests are not allowed.

Make Up Work: Students are responsible for establishing a time to make up any missed work due to absence. Missed assignments will be given a zero (0) until they have been completed.

Honor Roll: Students are recognized at the end of the school year for their academic accomplishments. The guidelines are as follows:

- **All A Honor Roll** – 90% or higher in every core academic class (ELA, Math, Science, & Social Studies) in every grading term for the current grade level.
- **A Average Honor Roll** – All grades 80% or higher in all classes AND 89.5% or higher average in every core academic class (ELA, Math, Science, and Social Studies) for every grading term for the current grade level.

Super Wolf – 8th graders with 90% or higher in every class in each grading term in 6th, 7th, and 8th grade.

Progress Reports and Report Cards: Progress reports are sent home at the end of nine weeks for all students. Report cards are issued at the end of the semester. Progress reports and report cards must be signed by a parent or guardian and returned to a designated teacher.

Textbooks and Media Center Materials: It is the responsibility of students to take care of their assigned textbooks and any materials checked out from the media center. The payment for lost or damaged materials is the responsibility of the student. Students should pay for lost or damaged textbooks and media center materials as soon as the loss or damage takes place. Students who have lost or damaged textbooks or media center materials will not be allowed to participate in special activities.

Buford Middle School Honor Code

In order for the students of Buford Middle School to be successful, an academic environment that rejects cheating or any other form of dishonesty is essential. A vital part of education is developing a sense of honor and responsibility. Self-esteem and self-respect grow from meeting challenges with honesty and individual effort. Students can earn respect for themselves and their academic work through academic integrity and ethical conduct.

Cheating includes any attempt to defraud, deceive, or mislead a teacher in his or her arriving at an accurate assessment of student achievement. Cheating includes (but is not limited to) the following:

- Looking at or accessing a test, quiz, or exam of another student before or during an assessment;
- Attempting to communicate information in any way during an in-class assessment;
- Having cheat sheets, or having information written on the body or 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 give credit for the ideas, words, or works of others;
- Giving information regarding an assessment to another student who is scheduled to take the same evaluation; and

- Submitting work through the use of technology that is not created by the student, including but not limited to file sharing (submitting the same work with different header), copying files to and from disks and websites, or purchasing solutions or works from others.
- Accessing/visiting other websites during a test administered online.

A. Homework

Homework is assigned as a means of reinforcing classroom instruction and is often used as an indicator of student comprehension or progress.

The following are considered BMS Honor Code violations:

- Copying or paraphrasing all or part of another's work;
- Allowing another to copy or paraphrase one's work;
- Receiving help on assignments that have been identified by the teacher as work to be done solely by the individual, including reading; and/or
- Using internet or purchased summaries of reading assignments instead of reading the assigned homework.

B. Tests

Obtaining help or giving help prior to or during a test or quiz is considered cheating.

The following are considered Honor Code violations:

- Sharing test questions or answers to other students (whether in the same or in another class);
- Receiving test questions or answers from other students (whether in the same or in another class);
- Possessing or using "crib" or cheat sheets on the body or on personal objects;
- Obtaining a copy of the test or quiz before it is administered;
- Modifying electronic test materials so they will not score properly;
- Attempting to gain an unfair advantage before or during a test, such as looking at another student's work or turning around;
- Using the internet as a resource for identical tests;
- Leaving books or notes open;
- Signaling;

- Deliberately and repeatedly choosing to miss classes through unexcused absences, tardiness, or early dismissal to avoid taking a test or handing in an assignment.

C. Research Papers and Essays

Plagiarism is the act of stealing, using, and/or passing off another person's ideas or words as one's own. Proper documentation of the sources of information used in a research paper and essays will help prevent students from being guilty of plagiarism.

The following are considered Honor Code violations:

- Copying phrases, sentences, or paragraphs without using quotation marks or other appropriate formatting and without giving proper documentation of the source;
- Paraphrasing or summarizing ideas without giving proper documentation of the source;
- Asking someone or paying someone to write a research paper for another student;
- Selling or giving an assignment to another student to submit it as their own work;
- Downloading from the internet and submitting a research paper or article in its entirety or in part; and/or
- Submitting another student's research paper as one's own.

D. Lab Reports

While students may work in the lab with a partner and each will have the same data, the remaining sections of the lab report should be one's own work. This includes any computations, graphs, diagrams, and conclusion questions.

The following will be considered BMS Honor Code violations:

- Attempting to corrupt another student's data;
- Presenting another student's work (computations, graphs, diagrams, answers to conclusions questions) as one's own;
- Misrepresenting laboratory data.

E. Use of Calculators

Calculators may be used in class only with the permission of the instructor.

The following will be considered BMS Honor Code violations:

- Sharing a calculator during a test or quiz;

- Using any calculator in class not approved by the teacher;
- Storing test information in calculators; and/or
- Using test information that has been stored in a calculator.

F. Use of Technology

The following will be considered BMS Honor Code violations:

- Giving out personal identifying information such as name, address or photographs;
- Sharing passwords or login information;
- Harassing, discriminating, or threatening the safety of others;
- Using educational tools inappropriately for school use—always abide by the school’s policies and procedures;
- Unethically using information and citing it as one’s own;
- Downloading software of any type; and/or
- Logging into a computer for anyone else.

Administrative Consequences

First Offense:

- Parent contact by the teacher
- Grade level behavior mark
- Grade penalty
 - Students will receive a grade of zero on daily grades (such as quizzes, homework assignments, writing assignments, etc.)
 - If the assignment was a major grade, such as an assessment of any form, students will make it up during grade level detention for a grade of no higher than 70.

Second Offense:

- Parent contact by the teacher
- Grade Level Behavior Mark
- Grade penalty
 - Students will receive a grade of zero on daily grades (such as quizzes, homework assignments, writing assignments, etc.)
 - If the assignment was a major grade, such as an assessment of any form or a major writing assignment, students will make it up during administrative detention for a grade of no higher than 70.
 - An office referral and a minimum of one hour of administrative detention

NOTE: The consequences may be more severe depending on the circumstance or if the student has repeated violations.

Academic Support & Services

Communication with Teachers: Home and school communication is a top priority for our teachers and staff. All BMS staff members can be reached through email or by phone. Please call the front office to make an appointment. Teachers are available to meet before or after school or during their planning times. All teachers have a current web page with information regarding their class syllabus, homework, and project information.

Extracurricular Activities: Students must be in attendance at least half the school day to be counted present. Students must be counted present during the school day in order to participate in extracurricular activities, which includes practice and/or contests.

Students must pass all six classes at the end of the most recent grading period to be eligible to participate in extracurricular activities. If a student is failing classes at the end of progress reports, the student must sit out of ALL team extracurricular activities until his or her grade in that particular class or classes are deemed passing at the end of the next grading period.

Participants in athletics must have a current Buford City Schools physical on file. Physicals from other teams or organizations will not be accepted. Individual club requirements may be more stringent and may include citizenship and conduct requirements. The administration reserves the right to suspend students from participating in and/or attending school functions.

In addition to the requirement of a current Buford City Schools physical to be on file, participants will have other documents that need to be signed and returned from his or her team or club. The documents include the Buford City Schools Code of Conduct, the team's Social Media Agreement, the team's Handbook for Discipline, and the team's Cautionary Statement.

Unless arranged with the head coach ahead of time, team members are expected to ride to away games on the team bus and return with the team on the bus. Team members are also expected to return all school owned gear and uniforms in a timely manner.

Students who are unable to participate in PE due to a doctor's note are not allowed to participate in both school day physical activities and after school activities for the duration of the doctor's note.

Contact Mr. Brandon Manders for athletics questions or concerns.

English Speakers of Other Languages:

English Speakers of Other Languages (ESOL) is a state-funded instructional program for eligible English Learners (ELs) in grades K-12. Title III is a federally funded program which provides school systems with grants to provide supplemental services for ELs. Both ESOL and Title III hold students accountable for progress in English language proficiency and evidence of attainment of English language proficiency sufficient to exit ESOL services.

Gifted Program: Students in the Buford City Schools who demonstrate a high degree of intellectual, academic, creative, and/or artistic ability may be provided with special instruction services by the Program for Gifted Students. Eligibility criteria for placement in this program are determined by the State Board of Education. Teachers, counselors, administrators, parents or guardians, peers, self, and other individuals with knowledge of the student's abilities may make referrals for considerations for eligibility for gifted services. For further information about Buford City Schools' Program for Gifted Students, please contact the school and request the gifted coordinator.

Parent Resource Center: Parents are encouraged to visit our school's Parent Resource Center located in the Student Services area. The operating hours are 7:00 a.m.-3:00 p.m. There are a variety of parenting tips, books, and technological resources available for parent use.

Response To Intervention (RTI): RTI is a three tier program that provides support for at-risk students. All tiers include researched based interventions that are added to the regular school curriculum, giving extra support for instructional goals. For additional information contact the school at 770-904-3690 and ask to speak to the RTI coordinator.

Title I: Buford Middle is a Title I Reward School. If there are any questions about Title I services or funding, please contact Laura Beth Short at 770-904-3690 or

laurabeth.short@bufordcityschools.org. A copy of the Title I plan is available in the front office or under the Middle School location at www.bufordcityschools.org.

STUDENT SERVICES

Food and Beverage: Students may purchase breakfast before school and lunch during an assigned lunch period. Students may pay by cash or checks for their meals on a daily, weekly, or monthly basis. Students with lunch charges over \$10.00 will receive an alternate lunch for a cost. Students with outstanding lunch charges will not participate in Field Day and will not be issued a locker the following school year.

State guidelines prohibit bringing soft drinks and fast food into the cafeteria. Students receiving fast food will sit in a designated area outside of the cafeteria. Due to severe food allergies, all food brought in for sharing with class members should be store bought and sealed in pre-packaged containers with ingredients listed. Food should not be brought out of the cafeteria.

A Peanut-free table is provided in the cafeteria. Students sitting at this table may invite one friend to join them.

Ice cream is available to purchase, provided the student buys a school lunch or brings a sack lunch from home. Student eligibility to purchase ice cream is at the discretion of the teacher. Students with lunch charges are not permitted to purchase ice cream or snacks.

Water machines are provided for student use. **Clear, non-sugar drinks must be stored in transparent containers.** Students are encouraged to use containers that are smaller than 16 ounces. Energy drinks are prohibited during the school day, and possession of these drinks will result in a discipline referral.

Tables are available outside of the cafeteria for parents to eat with their child. Only the parent and child may sit at these tables.

Driver's Licenses: Effective January 1, 1998, the Teen-age and Adult Driver Responsibility Act requires that local school systems certify enrollment of students between the ages of 15 and 17 allow them to have a Georgia driving permit or license. These certificates will be notarized and issued by coming to the front office. There is no charge for the original certificates; however, if a replacement is necessary, there will be a \$5.00 charge. Please allow 3 days for processing prior to the date the certificate is needed.

School Counseling: Buford Middle School offers a comprehensive program that focuses on the uniqueness of students in the areas of

academic, career, and personal/social development. The curriculum consists of structured developmental lessons designed to assist students in achieving desired competencies and to provide all students with the knowledge and skills appropriate for their developmental level. The counselors are available by appointment or on an as needed basis for individual counseling and meeting with concerned parents. Buford Middle School's emphasis is on helping all students reach their fullest potential by providing each student with the help and resources that he/she needs. For more information, please contact a school counselor.

Lockers: Lockers are available for student use while at school for a rental fee. Students should not share their locker combination. Students may use lockers to store school supplies and personal items necessary for use at school. Lockers are not to be used to store items which cause or can reasonably be foreseen to cause an interference with school or which are forbidden by state law or school rules. Students with outstanding fees will not be issued a locker until the fees are paid.

BMS Locker Expectations:

- The school retains the right to inspect the locker and its contents at any time to ensure that the locker is being used in accordance with its intended purpose and does not contain any dangerous or prohibited items.
- Students may not share lockers.
- Students are required to unpack book bags and to store bags and contents in lockers. Rolling book bags are not permitted.
- Students found tampering with other lockers will face disciplinary actions.

Lost and Found: Students who find lost articles should take them to the lost and found area on each grade-level hallway. Lost articles not claimed within a reasonable time will be given to a charity. Students are expected to frequently check the lost and found for missing items.

Media Center: The media center is the materials center of the school. This is a place to study, conduct research, and read for pleasure. Therefore, it must be a quiet place where students are respectful of others.

The media center is open to students Monday through Friday. If students have not returned or paid for lost books from the previous or current school year, they will not be allowed to check out books and will not be allowed to participate in special activities. Students with overdue books

will not receive a report card or a locker until they return and/or pay for overdue, lost, or damaged materials.

PTO: The first PTO meeting is "Curriculum Night" on the school calendar. Additional meetings are announced at the beginning of the year. Please visit the school website for updates and more information.

School Store: Most necessary school supplies such as pencils, paper, folders, pens, etc. are available for purchase at the school store. It is located in the media center and is open throughout the school day.

Student Insurance: Buford City School System offers parents the opportunity to insure their child with group accident or pupil protection plans. However, the school will not act as agent for any insurance company. Twenty-four hour coverage is available for purchase to all Buford City School students. Students may not participate in an overnight trip unless he/she provides proof of insurance coverage.

Wolfpack: The Wolfpack program is an after-school program available to Buford Middle School students. The hours are 2:50-6:00 p.m. The cost is \$35.00 per child per week; however, these fees are subject to change, as the program is solely funded with these fees. **Children must be registered before they may attend this program.** Registration packets may be obtained from the office, on the school website, or from the Wolfpack director.

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

HEALTH SERVICES

Clinic: The clinic is housed in Student Services. The school cannot provide care for ill students. It is important that ill students be picked up promptly. In the event there should arise a question of illness, especially an illness suspected of being contagious, the school nurse will contact the student's parents.

Parents will be called if the child shows any of the following signs/symptoms of illness or injury:

- Temperature of 100.4° or greater;
- Repeated visits to the clinic in the same day;
- Vomiting;
- Diarrhea;
- Any major marring of skin (bruising, cut, swelling, etc.);
- Unrelieved pain; or

- Intolerance to normal movement or activity. In the event that a parent/guardian cannot be reached or pick up in a timely manner, the administration will contact other local agencies.

Medicine: Administration of medicine during school hours is discouraged. Parents should check with their physician regarding the need for medications during school hours. Medications prescribed to be administered three times daily often can be given before school, after school, and at bedtime. The guidelines for medication administration assistance are as follows:

- All medication must be brought directly to the office by the parent for safe storage. **Students may not transport medicine to school.**
- All medication must be accompanied by an Administration of Medication Request form, signed by the parent/guardian. This form may be found on the school website. School officials will not assist in the administering of any medication without signed permission. There will be no exceptions. Verbal consent cannot be accepted.
- All medication must be in the original child-resistant container.
- Prescription medicines must be labeled with the student's name and will be given according to labeled instructions on the bottle.
- If the medicine is needed during school hours, during a limited time period, students must bring enough medicine for daily doses. The empty container will be returned to the student.
- No medication can be returned to a student to carry home. Unused medication will be stored in the office until an adult can pick it up.
- Any medication found in the possession of a student will be taken to the office for storage until the parent/guardian can be contacted, and disciplinary measures will be administered. The medication will not be returned to the student.
- Over-the-counter medication (i.e. Tylenol, Motrin, cough remedies, etc.) will not be given on a continual "as needed" basis, unless prescribed by a physician for acute/chronic disorders. A copy of the physician's written diagnosis is required along with the parent's written permission form. "As needed" medications will require a limited, set duration schedule.
- All medications and/or medical equipment stored at school must be picked up the last day of school each year. The school nurse will

dispose of any medication left in the office one week after school ends.

- Students who require consecutive days of being excused from Physical Education may be required to submit a doctor's note.

Note: Exceptions to the guidelines will be noted in the individual student's 504 file as needed.

Head Lice: Buford City Schools has a no nit policy. Students may not attend school if they have live lice or nits in their hair. If a student is found to have lice or nits, a parent will be called to pick him/her up from school. Students should be treated with an FDA approved shampoo and have all of the nits removed before returning to school. A parent or guardian should plan to accompany the child to school the morning they return. The nurse must re-check the student before he or she is allowed to return to class. Absences related to head lice are unexcused. If there are any questions or concerns regarding the treatment to use or removal of nits, please contact the school nurse.

Immunizations: All students in Georgia schools must have up-to-date immunizations properly recorded on a Georgia Department of Human Resources form before a schedule will be issued. The form and immunizations may be obtained at the Buford Health Department as well as from a private healthcare provider.

All students born on or after January 1, 2002 and entering, advancing or transferring into 7th grade in Georgia need proof of an adolescent pertussis (whooping cough) booster vaccination (called "Tdap") and an adolescent meningococcal vaccination ("MCV4"). Proof of both vaccinations must be documented on the Georgia Immunization Certificate (Form 3231).

All students who have moved to Georgia from out of state this school year are required to have a Georgia Department of Human Resources ear, eye, and dental certificate. This information must be on the proper form. Students whose immunization records are incomplete or expired will be withdrawn from school.

ADDITIONAL INFORMATION

Child Custody: BMS utilizes the following procedures concerning child custody.

- In the case in which one parent asks that the children not be allowed to leave the school with the other parent, a custody paper, restraining order, or other legal document must be submitted for the child's folder at school. Legal opinion states that either

parent has equal rights to the child unless one of the above-mentioned legal documents has been issued.

- In the event that a parent says he/she has such a document at home, it is most imperative that the document or notarized copy be brought in within a short period of time to be included in the child's school records. Until the paper work is submitted, both parents will have equal access to the child.

Field Trips: Students have the opportunity to participate in grade level field trips. Students must have signed written permission slips by the set date in order to go on the trip. Students who have received any of the following during the school year lose the opportunity to attend the field trip:

1. Served a cumulative of 3 days of In School Suspension
2. Served a cumulative of 1 day of Out of School Suspension
3. Absent from school for 15 or more days (excused, unexcused, or combined)

NOTE: Overnight field trips may adhere to a different standard set by the grade level.

Field Trip Chaperones: Parents who would like to chaperone a field trip at Buford City Schools must complete a board-approved background check, which includes finger printing. Information regarding the fingerprinting process is available on the Parent Information page of the Buford City Schools website.

Fund Raising Sales: Fundraising for personal profit or for non-profit organizations may not be conducted at school unless approved by the Buford City Board of Education. The school system will designate approved fundraisers each year.

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: political affiliation; sexual behavior and attitudes; critical appraisals of other individuals; legally recognized privileged relationships; and/or income.

Non-School Officials: Law enforcement officers, welfare staff members, or other public or private professional service agencies may confer with a student on school premises if done in the

presence of the student's parent or the building principal or her designee.

Parent Volunteers: Parents who would like to volunteer on a regular basis at Buford City Schools must complete a board-approved background check. Information regarding the fingerprinting process is available on the Parent Information page of the Buford City Schools website.

Visitors: Parents and other visitors who show an interest in the welfare of the school and the students are most welcome. Visitors must report to the front office, provide photo identification, and receive permission from the administration in order to receive a visitor's pass.

BUFORD MIDDLE SCHOOL **STUDENT CONDUCT**

Philosophy Statement: Buford Middle School believes that every student has the right to learn, and every teacher has the right to teach. Buford Middle School practices a school-wide progressive discipline plan, which is based on communicating clear behavioral expectations to students and following up with defined consequences and rewards. The result is a proactive, child-centered behavioral management plan that creates a safe and caring environment for the students and staff. This plan is intended to protect the rights of all students. Any time a student has violated and/or threatened the rights of others, he/she will be disciplined and may be recommended for suspension or expulsion.

School-Wide Expectations:

Students are expected to:

- Protect the learning environment by not interfering with the teaching and learning throughout the school.
- Conduct themselves as mature young adults.
- Respect all students and staff.
- Comply with reasonable requests of staff.
- Utilize a signed agenda as hall pass at all times.
- Be on time and prepared to work every period of every day.
- Abide by the BMS dress code.
- Speak softly and appropriately in the classrooms, hallways, media center and cafeteria.

- Demonstrate kindness to others through acts of service, using polite words, and being positive to those in our school.
- Maintain a clean school.
- Remain under adult supervision at all times, including after school hours and after extracurricular activities.
- Avoid the sale of any unapproved items on campus.
- Leave all toys, and non-educational implements at home.

Grade Level Infractions are often minor issues and include violations handled by the grade level teachers. Consequences for grade level behavior infractions are based the specific grade level behavior marks scale. Once a student has exhausted all grade level behavior marks, the student is referred to the school administration. However, the student may be referred directly to school administration if the student infraction is deemed dangerous, disruptive, or disrespectful.

Academic Honor Code consequences are provided on page 6.

Electronic Devices should be turned off and placed in book bags before entering the school building. Devices should remain in the book bags for the entire day, including during car rider pick up and dismissal. Violators will receive a grade level behavior mark and the device will stored in the front office until a parent can pick it up.

Sleeping in Class is not allowed. Students will be given one opportunity to correct the behavior. Repeated violations will result in a grade level behavior mark.

Administrative Infractions are incidences that interfere with the educational process, thus resulting in an administrative referral. These infractions may result in, but are not limited to, consequences such as isolated lunch, in school suspension (ISS) or out of school suspension (OSS).

Reasons for administrative referral may be, but are not limited to, the following:


- profanity
- excessive tardies
- misbehavior on the bus
- possession of electronic devices in the building, bus lane, or car rider line
- disregard of directions by an adult
- disruptive behavior in the hallways or classrooms
- disrespect to an adult


- false accusations against teachers or other students
- aggressive behavior
- horse play with physical contact
- accessing or entering another student's educational account
- exhaustion of grade level behavior marks
- exhaustion of grade level organizational marks
- the sale of items on school property
- possession of toys, spinners, or non-educational implements during instructional time
- bullying
 - **Students are expected to immediately report bullying to a teacher, counselor, or administrator.**


Students serving an administrative consequence may not receive visitors or outside food. Students serving


Severe Classroom Violations are behaviors that result in an immediate referral and removal from the classroom. See the Buford City Schools System Pages for examples of severe classroom violations.

NOTE: In the event a student needs to be removed from the school environment or does not have a ride from detention, a parent will be called multiple times. Local agencies will be contacted if a parent or guardian is unable to be contacted or pick up a child in a timely manner.

First Quarter


Second Quarter


Third Quarter


Fourth Quarter


**Connections Discipline
Documentation**

- 1st Offense: Warning & Parent Call
- 2nd Offense: Silent Lunch & Parent Call
- 3rd Offense: Teacher Detention & Parent Call
- 4th Offense: ISS during Class & Parent Call
- 5th Offense: Administrative Referral

First Quarter

Date _____
 Time _____
 Location _____
 Teacher Signature _____

Date _____
 Time _____
 Location _____
 Teacher Signature _____

Second Quarter

Date _____
 Time _____
 Location _____
 Teacher Signature _____

Date _____
 Time _____
 Location _____
 Teacher Signature _____

Third Quarter

Date _____
 Time _____
 Location _____
 Teacher Signature _____

Date _____
 Time _____
 Location _____
 Teacher Signature _____

Fourth Quarter

Date _____
 Time _____
 Location _____
 Teacher Signature _____

Date _____
 Time _____
 Location _____
 Teacher Signature _____