

Buford Middle School

Believe

Motivate

Succeed

STUDENT HANDBOOK 2018-2019

Georgia Title I Reward School

AdvancED Accredited



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www.bufordcityschools.org

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,
Melanie Reed, 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.

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.

Devices should be turned off and placed in bookbags before entering the school building. Devices should remain in the bookbag 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 2:50.

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* on pages 13-15.

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 en 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. Bus traffic has the right of way.
7. Students are not allowed to drive to school.
8. Students may not ride home on another bus without written approval from the school administration.
9. Students who are not picked up from school by 3:15 p.m. will be sent to Wolfpack and charged a \$5.00 fee. On the third infraction, students will need to be enrolled in Wolfpack and will be charged the regular \$35.00 per week fee.
10. If there is an emergency sport or club cancellation, students will report to Wolfpack until a parent can sign them out.
11. All students walking to after school activities at other BCSS schools must be accompanied by a school designated escort.
12. 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: 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 above in every class, every quarter of the current grade level.
- **A Average Honor Roll** – 89.5% or above average and all grades 80% or above for all 4 quarters of the current grade level.
- **Super Wolf** – 8th graders with 90% or above in every class, every quarter in 6th, 7th, and 8th grade.

Progress Reports & Report Cards: Progress Reports are sent home at the end of four- and-a-

half weeks for all students. Report Cards are issued at the end of each nine-week period. 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.

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 Honor Code violations:

- Copying or paraphrasing all or part of another's homework;
- 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:

- Passing 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; and/or
- Attempting to gain an unfair advantage before or during a test, such as looking at another student's work, 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, lateness to school, 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 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 students who submit it as their own;
- 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 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 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 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.

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. 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 Coach 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 at the silent tables 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 guidance 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 do not disturb 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 books.

PTO: The first PTO meeting is “Curriculum Night” on the school calendar. Additional meetings are announced at the beginning of the year. Please utilize 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 currently \$35.00 per child per week in the afternoon; however, these fees are subject to change, as the program is solely funded with these fees. Children must be registered before they may attend this program. Registration packets may be obtained from the office, on the school website, or from the Wolfpack coordinator.

Students who are not picked up from school by 3:15 p.m. will be sent to Wolfpack and charged a \$5.00 fee. On the third infraction, students will need to be enrolled in Wolfpack and will be charged the regular \$35.00 per week fee.

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 (prescription and nonprescription) 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 they are 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. 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 items on campus.
- Leave all toys, spinners, 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 bookbags before entering the school building. Devices should remain in the bookbag 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.

Gum is not allowed. Violators will receive a grade level behavior mark.

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 or Suspension.

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 In School Suspension or a Suspension lose the privilege of the upcoming Spirit Day.


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 _____

Buford City Schools **System Pages**

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

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

ANTI-DISCRIMINATION STATEMENT/TITLE IX COMPLAINT PROCEDURE

It is the policy of the Buford City Board of Education not to discriminate on the basis of gender, age, race, ethnic group, color, disability, religious belief, or national origin in the educational programs and activities, including athletics, or admissions to facilities operated by the Buford City Board of Education, or in the employment practices of the school system. It is the express policy of the Buford City School Board to comply with all laws and regulations relating to discrimination.

Notice to Students, Parents, & Employees:

If you believe you or your child is being mistreated by a school employee on the basis of your race, color, religion, gender, age, national origin, or disability, you have a complaint and a remedy. Please tell any school employee in whom you have confidence that you have a complaint about the manner in which you or your child is being treated and why. You also may contact the school system's Grievance Officer or Title IX/Title VI Director for assistance by writing or calling:

Buford City School System
2625 Sawnee Avenue
Buford, GA 30518
(770) 945-5035

Complaints and Grievances

Buford City School System is committed to providing a safe and nurturing environment which is free of all forms of harassment and/or discrimination on the basis of race, color, religion, gender, age, national origin, or disability. A student who believes that he or she has been the victim of harassment or discrimination has a right to lodge a complaint to an administrator, counselor, teacher, or the Title IX coordinator. Should the student and his or her parent(s) feel that the report to the staff member has

not brought about a satisfactory resolution, the student and his or her parent(s) may request a meeting with the principal regarding the complaint.

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

ASBESTOS MANAGEMENT PLAN NOTIFICATION

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

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

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

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!

- 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.
- Call the school within 30 minutes of start time if your student is going to be absent.
- Send a note within five (5) days after your student returns to school briefly explaining the absence.
- Plan family vacations with the school calendar in mind. Reminder: vacations are not considered excused absences.

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 20-2-690.2 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 or more days of unexcused absences**". Parents/Guardians will be notified by phone or letter by the school when a student has accumulated 5, 7 and 10 unexcused absences.
- Under Ga. Law §20-2-690.2, 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 referred to the Juvenile Court Child In Need of Services (CHINS) program, 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. Documentation may be required within five (5) days of student's return to school.

- 2. A serious illness or death in a student's immediate family necessitating absence from school. Documentation may be required within five (5) days of student's return to 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. In some instances, documentation may be requested.
- 5. A period not to exceed one day (at the discretion of the local unit of administration) for registering to vote or for voting in a public election.
- 6. Serving as pages of the Georgia General Assembly (Students will be counted present.)
- 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.
- 8. Students who are in a foster home or otherwise in the foster care system under the Department of Family and Children Services will be counted present when attending court proceedings.
- 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.

Buford City Schools Attendance Protocol

- A. Parents/guardians and students (ages 10 and older by September 1) 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 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. All contacts are documented.
- E. Any student with 7 unexcused absences 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. When such student has **10 unexcused absences**, the school will send a letter to notify the parent/guardian or other person having control of the student. This letter shall outline the consequences, indicating the student’s non-compliance with the GA Compulsory Attendance Law. The letter shall advise parent/guardian of the referral to the Student Attendance Referral Committee (SARC). Students with 10 or more unexcused absences are ineligible for driving privileges for one year or until he or she reaches the age of 18.
- G. 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. The school social worker may advise parent/guardian of the referral to the Student Attendance Referral Committee (SARC).
- H. By September 1 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.

Buford City Schools Extra-Curricular Participation

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 extra-curricular activities.

CHILD FIND

Buford City Schools has an obligation under the Individuals with Disabilities Education Act (IDEA ‘04) to identify, locate, and evaluate all students with disabilities residing within the district who are in need of special education and related services from ages 0 through 21 years, regardless of the severity of their disability. Child Find activities include all identification and evaluation procedures used when a child is suspected of being a child with a disability. This includes students who are individually suspected of having a disability and are in need of special education, even though they are progressing from grade to grade. Please contact the BCS Student Services department at 770-945-5035 should you suspect that your child has a disability.

CURRICULUM

Georgia Standards of Excellence for each grade level may be found at www.georgiastandards.org

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.

FAMILY EDUCATION

RIGHTS AND PRIVACY ACT (FERPA)

Parents have certain rights with respect to student educational records pursuant to the Family Educational Rights and Privacy Act (FERPA). These rights transfer to the student when the student reaches the age of 18 or attends a school beyond the high school level (i.e., the student becomes an “Eligible Student”).

Parents and Eligible Students are granted

- the right to inspect and review student educational records maintained by the school. A Parent or Eligible Student seeking to inspect and review educational records should submit a written request to the Principal of the school in which the student is enrolled or last attended. Parents or eligible students have the right to review the requested records within 45 days after that school receives a request for access.
- an opportunity to seek amendment of educational records alleged to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
- the right to notice of what information the school has designated as directory information and a reasonable time after such notice to inform the school that the designated information should not be released without prior consent.
- the right to consent to the disclosure of personally identifiable information contained in student educational records (other than directory information), except to the extent FERPA authorizes disclosure without consent.

Disclosures for which the consent of the Parent or Eligible Student is not required:

- to school officials with a legitimate educational interest;
- to other school systems in which the student seeks or intends to enroll as long as the disclosure is for purposes related to the student's enrollment or transfer;
- to specified officials for audit or evaluation purposes;
- in connection with the student's application for financial aid;
- to state and local officials pursuant to State law;
- to caseworker or other representative of a State or local child welfare agency or tribal organization authorized to access a student's case plan, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student.”;
- to organizations conducting studies on behalf of the school;
- to accrediting organizations;
- to parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
- to appropriate parties in connection with an emergency if knowledge of the information

is necessary to protect the health or safety of the student or other persons; and

- in compliance with judicial order or pursuant to any lawfully issued subpoena when the educational agency makes reasonable effort to notify the Parent or Eligible Student in advance of the compliance.

The Georgia Student Data Privacy, Accessibility, and Transparency Act affords parents and eligible students the right to file a complaint with the school district regarding a possible violation of rights under O.C.G.A. § 20-2-667 or under other federal or state student data privacy and security laws. Such complaints may be filed with Buford City Schools Assistant Superintendent, 2625 Sawnee Avenue, Buford, GA 30518.

FIELD TRIP CHAPERONES

Parents who would like to chaperone a field trip at Buford City Schools must complete a board-approved background check. Information regarding the fingerprinting process is available on the Parent page of the Buford City Schools website.

FREE/REDUCED LUNCH APPLICATION

Parents may access the application for free and reduced price meals at <https://lunchapp.bufordcityschools.org>. Paper applications may also be obtained from the front office of each school.

HOMELESS CHILDREN AND YOUTH

Buford City Schools allows access to a free, appropriate public education for children and youth experiencing homelessness. The McKinney-Vento Homeless Education Assistance Act is the federal law that governs the educational rights of children and youth in homeless situations. Our identified homeless liaison works with the local schools, assisting to assure identified homeless children and youth receive timely enrollment, transportation, education related support services (ERSS), and community resource information

The primary goal of the Homeless Liaison is to eliminate barriers to school enrollment and promote academic success for all students. In addition to providing support to local schools, the homeless liaison serves as the link between families and community resources. The Homeless liaison is responsible for providing on-going training to families, schools and community resources in an effort to promote awareness, education and most of all sensitivity to the needs of families/students experiencing homelessness.

The Homeless Liaison is charged with enforcing state and federal protections for homeless students and may be contacted with issues regarding enrolling or maintaining attendance for students experiencing homelessness. The Liaison is responsible for: identification of homeless children and youth (by school personnel and through coordination activities with other entities and agencies); facilitate enrollment and participation to obtain equal opportunity and success in school; ensure that educational services for which such families are eligible (including Head Start).

The Buford City Schools Homeless Children & Youth Liaison is the system social worker. The social worker may be reached at 770-945-5035.

LUNCH PAYMENT INFORMATION

MyPaymentsPlus is an online prepayment system through which parents may manage students' meal purchases. By navigating to www.MyPaymentsPlus.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 MyPaymentsPlus 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 MyPaymentsPlus.

PARENT INVOLVEMENT

Our schools support and follow all rules and regulations outlined by Title I, The Every Student Succeeds Act (ESSA), reauthorized 2015. We are committed to encouraging and welcoming parental involvement in the education process. We seek partnership with parents and families, recognizing that parents serve as the child's first and most constant educational influence.

Title I Parental Involvement Policy

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

Buford Elementary School, Buford Academy, and Buford Middle School will abide by and support all rules and regulations pertaining to Title 1, Improving the Academic Achievement of the Disadvantaged, Every Student Succeeds Act of 2015, Public Law 114-95. A written plan for Title I parental involvement that establishes programs and practices to enhance parental involvement and reflects the needs of students and families will be jointly developed by

parents and school staff. The plan will be unique to each school and will support the home/school compact sent home at the beginning of the school year. The plan will support the development, implementation, and regular evaluation of the parental involvement program.

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

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

Buford City Schools Parental Involvement Plan will be posted on the Buford City Schools Website. Additionally, each school will post their individual Parent Involvement Plans on their school websites. Paper copies of both the Buford City Schools and each individual school Parental Involvement Plan

will be available in the Parental Involvement Center at BES, BA, and BMS. (Revised 5/2017)

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 page of the Buford City Schools website.

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, field days, talent shows, and teacher websites and class blogs. If you prefer your child not be photographed or videotaped, please notify the school principal in writing.

PROFESSIONAL CREDENTIALS OF TEACHERS AND PARAPROFESSIONALS

In compliance with the requirements of Every Child Succeeds Act (ESSA), parents are entitled to request information about the professional qualifications of their child's teacher. The following information may be requested:

- 1) Certification, and
- 2) College major/graduate certification or degree held by the teacher.

If paraprofessional services are provided, his or her qualifications may be requested as well. If you wish to request information concerning your child's paraprofessional or teacher's qualifications, please contact the school principal.

SCHEDULE MODIFICATIONS DUE TO INCLEMENT WEATHER

If the scheduled school day must be altered due to inclement weather, public announcements will be posted on the system website www.bufordcityschools.org and the BCS Emergency Alert System will notify all registered Powerschool users via email, text message, and phone call. In addition, the following local media outlets will be contacted:

Radio

WSB 750 AM

WDUN 550 AM

Television

WSB Channel 2

WAGA Fox 5

WXIA Channel 11

CSB ATL/Channel 46

Gainesville Times Website

SCHOOL CLUBS AND ORGANIZATIONS

Information regarding clubs and organizations may be found on your student's school website. This information also may be requested from the school. Parents and guardians should inform the school in writing if they refuse permission for their students to participate in a club or organization.

SECTION 504 PROCEDURES

Any student, parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

Buford City School System Student Code of Conduct

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

BULLY PREVENTION

BCS has established a bully prevention program. All teachers have been trained on how to intervene on-the-spot when bullying occurs. The following rules have been developed at the system level and will be reinforced in all schools:

1. Students will be kind to one another.
2. Students will help others in need.
3. Students will include students who are left out.
4. Students will tell a teacher if someone is being picked on.

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.

Students in attendance for an event at another school where misconduct/misbehavior occurs, are subject to disciplinary action in accordance with Rules 1-14 of the Buford City School System Student Code of Conduct.

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.

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, intoxicant of any kind, or any type of drug paraphernalia.
2. wear attire which advertises or refers to the use or possession of drugs or alcohol.
3. possess, sell or transmit, or attempt to sell or transmit any substance under the pretense that it is, in fact, a prohibited substance as described in this rule.
4. misuse, possess, receive, sell, transmit, or attempt to possess, 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.

Note: Students will be charged with a Rule 13 violation for "any off-campus behavior of a student which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process." [OCGA 20-2-751.5(c)]

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 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 follows: An act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system. Bullying is hereby incorporated by reference to the list of examples of conduct which are prohibited and may result in punishment.

Please be advised that violations of certain laws encoded in the Official Code of Georgia will result in a report to the Gwinnett County Police Department and/or the Gwinnett County District Attorney, as mandated by Georgia law.

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-8.16

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
- Due Process – A student is afforded oral or written notice of charges against him or her and is given an opportunity for review, hearing or other procedural rights in accordance with the state and federal laws.
- 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
- Bullying
- 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

Progressive discipline process designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior, that the previous discipline history of the student and other relevant factors will be taken into account; and that all due process procedures required by federal and state laws will be followed.

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.**

TECHNOLOGY

Buford City Schools is pleased to offer a computer network which will allow students and staff members to gain access to the World Wide Web. Students in grades 2-12 are provided with a school email account for curriculum related purposes. This email account is not accessible outside Buford City Schools email. To gain access to the Internet, all students must obtain parental permission as verified by the signatures on a form which will be issued to all BCSS students. 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 by Buford City Schools.

******PLEASE REVIEW AND SIGN TECHNOLOGY ACCEPTABLE USE POLICY AND GUIDELINES AGREEMENT FOUND IN THE BACK OF THIS STUDENT AGENDA.******

TEST SECURITY

Buford City Schools trains all personnel to follow specific guidelines and standards when administering any state or national assessment, such as GA Milestones. Specific protocol for test security is strictly followed and monitored daily during the testing window to maintain accuracy and integrity of the testing process. All materials are checked in and out daily and kept in a locked location. Any violations of test security are reported to the Superintendent and the Superintendent reports violations to the Georgia Department of Education. Consequences for violations are determined by GADOE.

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.

FERPA Videotape Release

Bus videotapes will only be released, with proper permission, to school administrators and police officials. Federal law generally prohibits school officials from releasing student educational records without appropriate consent under legal guidelines given that, if the tape is used in administrative or student discipline proceedings, it becomes a "record" under FERPA and subject to the non-disclosure rules.

Basic School Bus Rules

Students Must:

- be at the stop five minutes before the time the bus normally arrives, standing 12 ft. off the roadway, waiting until the bus stops, the door opens and the driver signals to board the bus.
- if you are late, NEVER chase after the bus, NEVER go to another bus stop and NEVER have your parents drive you to another stop.
- must always board and depart the bus at their assigned stop.
- sit three to a seat in his or her assigned seat unless otherwise directed by the driver.
- sit facing the front of the bus, bottom to bottom, back to back, no horseplay and remain in their seats until the bus stops for unloading.
- tell your bus driver if someone is picking on you or making you feel uncomfortable. NO BULLYING.
- board the bus carrying only items related to schoolwork which can be held in the student's lap. Large projects, fundraising items, sports equipment and musical instruments will not be allowed on the bus.
- refrain from eating, drinking or operating a cell phone on the bus.
- talk in a normal tone (no loud talking or shouting) while on the bus.
- remain totally silent if the weather is bad.
- be absolutely silent at all railroad crossings, at hazardous intersections and in the event the bus has to back up.
- when loading or unloading, watch for the driver's signal, look both ways, and always cross in front of the bus, never behind the bus.
- open and close windows only with the permission of the driver.
- behave in a manner that does not jeopardize the safety of the bus.

- ride only their assigned bus. Students will not be given permission to ride home with another student.

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

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

OTHER PERTINENT LEGISLATION

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

The Georgia state legislature requires we publish the process for making a report related to acts of sexual abuse 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.

Georgia Senate Bill 289 and Georgia House Bill 175 (2013) created legislation allowing students opportunities to take online courses. This legislation does not require an online course to graduate, but provides an online learning option should student or parent choose the option. In addition, HB175 established a clearinghouse for stakeholders to find online courses and online course providers in the state of Georgia. The Georgia Online Clearing house provides student and parent with information and access to high-quality academic and career-oriented courses, aligned to state and national standards, through a variety of online providers. To access the information found in the clearinghouse go to: [http://www.gadoe.org/ layouts/GADOEPublic.SPAPp/Clearinghouse.aspx](http://www.gadoe.org/layouts/GADOEPublic.SPAPp/Clearinghouse.aspx)

Acceptable Use of BCSS Technology Resources

The school's information technology resources are provided for educational purposes. Although the Student Code of Conduct applies to student online activity, as the environment of the World Wide Web becomes increasingly more interactive, the need for specific guidelines for acceptable uses of the information technology (IT) resources of the school system becomes increasingly more important. Therefore, Buford City School System has established the following guidelines for student use of system technological resources. Please note that these guidelines are subject to frequent updates, as warranted by changes in the digital environment.

CONSEQUENCES FOR VIOLATION

Violations of these rules may result in disciplinary action, including, but not limited to, the loss of a student's privileges to use the school's information technology resources.

SUPERVISION AND MONITORING

Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

STUDENTS SHALL

- Respect and protect the privacy of others.
- Use only assigned accounts.
- Respect and protect the integrity, availability, and security of all electronic resources.
- Observe all network security practices.
- Report security risks or violations to a teacher or network administrator.
- Conserve, protect, and share helpful resources with other students and Internet users.
- Respect and protect the intellectual property of others.
- Respect and practice the principles of community.
- Communicate only in ways that are kind and respectful.
- Report threatening or discomfoting materials to a teacher, administrator, or other school personnel.

STUDENTS SHALL NOT

- Destroy or damage data, hardware, drives, networks, wiring, or other BCSS technology resources.
- Alter or attempt to alter hardware or software settings.
- Alter or attempt to alter desktop and/or screensaver images.
- View, copy, or use data for which they are not authorized.

- Access or attempt to access networks for which they are not authorized.
- Use or attempt to use personal electronic devices to access the school network.
- Use or attempt to use passwords assigned to anyone other than themselves.
- Distribute private information about others or themselves.
- Infringe copyrights (e.g., make illegal copies of music, games, or movies).
- Plagiarize.
- Access, transmit, copy, or create material that violates the school's code of conduct (e.g., messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Use electronic media to bully, harass, threaten or humiliate, isolate, and/or manipulate others.
- Access, transmit, copy, or create material that is illegal (e.g., obscenity, stolen materials, or illegal copies of copyrighted works).
- Use technology resources to further other acts that are criminal or violate the school's code of conduct.
- Send spam, chain letters, or other mass unsolicited mailings.
- Buy, sell, advertise, or otherwise conduct business, unless approved as a school project.
- Use school IT resources for purposes not related to their school work.

Acknowledgement of Acceptable Use of Buford City School System Technology Resources Guidelines

My signature below confirms that I acknowledge and understand my obligations with regard to use of BCSS technology resources, as outlined in the document titled "**Acceptable Use of Buford City School System Technology Resources.**"

Student Signature & Date

My signature below confirms that I have reviewed and discussed with my student his/her obligations with regard to use of BCSS technology resources, as outlined in the document titled "**Acceptable Use of Buford City School System Technology Resources.**"

Parent / Guardian Signature & Date

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

Parent/Guardian Signature & Date

Student Signature

Student Name (Printed) & Grade Level