



# BUFORD ACADEMY WOLVES

2018-2019

**Believe and Achieve**

**GRADES 2-5**

**Georgia Title I Distinguished School**



**Accredited / SACS**

2705 Robert Bell Parkway  
Buford, Georgia 30518

Telephone: (678) 482-6960  
Fax: (678) 482-6969

System Web Address: [www.bufordcityschools.org](http://www.bufordcityschools.org)  
Buford Academy Web Address: [www.bufordacademy.org](http://www.bufordacademy.org)

*Dr. Geye Hamby*

**Superintendent**

*Kaleen Pulley*

**Principal**

*Teresa Hagelthorn and Sara Lingerfelt*

**Assistant Principals**

**This agenda belongs to:**

Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

## Welcome to Buford Academy!

Dear Students and Parents,

Welcome to the 2018-19 school year!! We have many exciting things planned for the upcoming school year. We are proud of our Wolf Nation. BELIEVE in yourself and ACHIEVE at the highest levels.

Happy Learning!

The School Administrators

## ATTENDANCE / CHECK-OUTS / TARDIES

1. Good attendance and punctuality are critical to a child's success in school. Students are required to attend school each day Buford Academy is in session. Students must attend until at least 11:50 a.m. to be counted present. You will be notified by phone on the days your child is absent. For this reason, it is imperative that we have a number where you can be reached. You must send a written note explaining the absence every time the child is out. For each day of absence, students will be allowed one day to make up missed assignments. Excused absences, according to the Georgia School Code (see page 10) include illness, family emergency, death in the immediate family, military deployment, observance of religious holiday, certain circumstances of concern to the parents, and other situations beyond the control of the student. According to state law, students who have more than five unexcused absences are considered truant. Absences due to head lice will not be excused. We follow a "no-nits" policy.

2. **Check-Outs** from school should be limited to medical and dental appointments to avoid interruption of valuable class time. Early check-out means the student is missing important instruction. If a parent wishes to check out a student before dismissal, the parent must come to the office and sign the student out. **Students may not be checked out during the last 30 minutes of the school day except in emergency situations.** Anyone checking out a student must be listed as a contact on the student information sheet. The office staff will ask to see identification. This is very important to ensure that your child leaves only with persons authorized by you.

### 3. Tardies/ Late Check- In

Any child arriving to school after 8:25 a.m. for any reason must be escorted into the building through the front security doors. Students must be signed in by an adult in the front office. Proper identification will be required. Unexcused tardies will have the same consequences K-5<sup>th</sup> Grade.

- On the 5<sup>th</sup> tardy: Letter home
- On the 10<sup>th</sup> tardy: Conference with parents
- 20<sup>th</sup> tardy: Referral to school social worker/discipline referral

Perfect attendance awards will be given to all students who are not absent, tardy, or checked out for the entire school year. Children are considered tardy if they are not in the classroom by 8:30.

## BA SCHOOL HOURS

Students will be counted tardy after 8:30 a.m. Promptness at school is an important part of a child's training, and you are urged to make every effort to have your child arrive on time every day.

Car-riding students are dismissed at 3:10 p.m. Bus students load at 3:15. Supervision is not available for students who arrive earlier than 7:30 a.m. If you need to drop off your child earlier than 7:30 a.m., please call the school to enroll your child in the Wolfpack Early Morning Care Program, which is available at 6:30 a.m. for a weekly fee.

## BELL SCHEDULE

8:05 a.m. – Students to Classrooms

8:25 a.m. – End of car rider drop off (after this time parents **must accompany** the child to the office) School Begins with morning announcements.

8:30 a.m. – Students are marked tardy after this time.

3:05 p.m. – Prepare to Leave

3:10 p.m. – Students are dismissed

3:30 p.m. -- Car rider pick-up ends. Children who are not picked up by this time will be placed in Wolfpack and the weekly fee will be assessed.

## BREAKFAST AND LUNCH

Breakfast is served at 8:00 a.m. The cafeteria stops serving breakfast at 8:15 a.m. Breakfast and lunch prices are available on our school nutrition website ([www.bufordcityschools.org/departments/nutrition/](http://www.bufordcityschools.org/departments/nutrition/)). Extra milk may be purchased. Buford Academy cafeteria will also be selling snacks and smoothies at breakfast and lunch. These prices will be posted on the BCSS school nutrition website as well. Free and reduced price meals are available to qualifying families. You can access the application for free and reduced price meals at <https://lunchapp.bufordcityschools.org>. You may also pick up a paper application which can be filled out and returned to the front office of your child's school. **All charges on student's accounts must be PAID IN FULL even if a student becomes eligible for free or reduced. To ensure charges are not made on the account, please turn in applications before school starts.** Students may bring their lunch from home to eat in the cafeteria. **All drinks must be brought to school in a thermos or other unbreakable container. Soft drinks in cans or bottles may not be brought to school.** Charges for lunch or breakfast may not be made except in emergency situations. **Students are given an alternative lunch once a student has a balance due of \$10.00. Notices are regularly sent to those with lunch or breakfast charges.** Please pay these in a timely manner. Parents can choose to use MyPaymentPlus. MyPaymentPlus is an online prepayment system through which parents may manage students' meal purchases. By navigating to [www.mypaymentplus.com](http://www.mypaymentplus.com) and registering, parents can:

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

## BUS SERVICE

Bus service is provided for students who live in the city of Buford. A public school transportation system has the purpose of safely transporting your child. A student will ride his/her assigned bus only. Students will not be allowed to bring friends home with them on the bus due to lack of space on our school buses. Large school projects, flowers in vases, or balloons are not allowed on buses. Please make other arrangements to get them to and from school. Your child will ride the same bus to and from school. Please be sure your child knows how he/she is getting home before leaving home in the morning. Please come by the school office or send a written note to make changes. Changes must be a permanent change; therefore, changes are not allowed for only one day. Faxes and emails are accepted, but you must call the front office so we are expecting the fax or email. All changes must be made before 2:30. Phone changes are not permitted. The policy is strictly enforced for the protection of all students. Thank you for your cooperation in implementing these safety procedures.

## SCHOOL BUS SAFETY RULES

1. Students will follow the directions of the driver.
2. Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and 12 feet from where the bus stops.
3. Students will wait in an orderly line and avoid playing.
4. Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the driver for a hand signal, and they have looked in both directions for traffic, left, right, left.
5. Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up object.
6. Students will go directly to an available or assigned seat when entering the bus. Keep aisles and exits clear.
7. Students will remain properly seated, back against the back of the seat, bottom against bottom of the seat, and keep hands to themselves.
8. Students will not eat, drink, or chew gum, on the bus.
9. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may carry only objects that can be held on their laps.
10. Students will refrain from using loud voices, profanity and/or obscene gestures, and respect the rights and safety of others.
11. Students will not extend head, arms, or objects out of the bus windows.
12. Students will be totally silent at railroad crossings.
13. Students will stay seated until time to get off the bus. The open bus door is the signal to get up from the bus seat.
14. Students will not be given permission to ride a different bus or get on or off the bus at a different bus stop location, or to ride the bus to another student's home.
15. Students will help keep their bus clean and in good, safe condition.

## CAR RIDERS

Parents are asked to be very cautious when dropping off and picking up students. The school is designed to have car and

bus traffic separated. **Cars should enter the drive marked "Student Pick-up Only."** Please drive slowly on the school campus and display your Buford Academy student tag. If you do not have the student's tag, you must come to the office, show a valid picture ID, and sign the child out. Your cooperation with school staff members on duty in this area is greatly appreciated.

Car rider drop off ends at 8:25 a.m. After this time parents must accompany the child to the office. Car rider pick-up ends at 3:30 p.m. Children who are not picked up by this time will be placed in Wolfpack, and the weekly fee will be assessed.

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

## CELL PHONES

Cell phones and other communication devices are not to be seen, used, or heard during school hours. These items must be turned off and kept in book bags during school hours. If a faculty or staff member sees a student with a cell phone or other device, it will be collected and kept in the front office until a parent comes to the school to pick it up. The school is not responsible for any lost, damaged, or stolen communication device.

## CHILD CUSTODY

Buford Academy uses the following procedures concerning child custody.

1. Legal opinion states that either parent has equal rights to the child unless one of the below-mentioned legal documents has been issued.
2. A parent may not request that a child not be allowed to leave with the other parent unless appropriate documentation is on file. Proof of termination of parental rights, current custody papers, restraining orders, or other legal documents must be in the child's folder at school.
3. In the event that a parent says he/she has such a document at home, the document must be provided to the school immediately to be included in the child's school records.
4. Until the appropriate paperwork is submitted, both parents will have equal access to the child. NOTE: Temporary guardianship does not satisfy the residency requirement.

Any questions concerning documents need to be directed to the BA Registrar.

## CONDUCT

Student conduct is expected to conform to a high standard at all times. Unacceptable conduct which prohibits learning and which disrupts those nearby will not be tolerated. Students who misbehave at school will be disciplined. The cooperation of parents is an important element in modifying unsatisfactory behavior. All adults are expected to model appropriate behavior in the school. Georgia Law supports this expectation for employees and visitors.

## Local School Discipline Plan

1. Students will show respect, kindness, and appreciation towards other people and their property.
2. Students will adhere to the dress code established by Buford Academy.
3. Students will use appropriate language.
4. Any electronic devices brought to school are the responsibility of the student. The school will not replace any stolen or damaged items. All electronic devices brought to school must be turned off and stored during school hours, unless approved by the teacher.
5. Students will use computers only for instructional purposes designed by the faculty.

### Consequences:

Students who choose not to follow the school rules will receive one or more consequence(s), including but not limited to the following:

- Warning
- Parent notification
- Isolation in another classroom
- Loss of recess
- Loss of one or more privilege(s)
- Referral to counselor
- Time in the opportunity room
- Saturday School
- Out-of-School Suspension

Please be aware that at times a student's behavior creates an unsafe environment. If such should be the case with your child, you will be contacted and required to pick up your child immediately. In the event that you cannot be reached or come and get your child in a timely manner, we will have no choice but to contact other local agencies.

### Lunchroom Behavior:

Students are expected to follow the school rules in the cafeteria. Students who choose not to follow the school rules in the cafeteria will receive either a warning, silent lunch in cafeteria, or isolated lunch.

\*Students who continuously disregard the school rules will be placed on an individual discipline plan that will be developed by the teacher, principal, and/or parent.

## COUNSELING PROGRAM

The counseling program in our school is multi-faceted. Classroom guidance lessons cover a variety of topics for ALL students. Individual counseling may be requested by the teacher, an administrator, or the parent; however, it is not a substitute for therapy done outside of school. Small group guidance involves children who have similar concerns. These groups gather to help support one another and include a discussion of ways to handle the emotions involved. In the case of suspicion of abuse, counselors are mandated reporters.

## The Buford City School System has a standardized dress code in all grade levels. The following are the global parameters for the dress code Kindergarten- 5th grade:

(UPDATED on 2/12/18)

**Accessories:** Accessories may not be distracting or disruptive. Earrings should be reasonably sized. Hoops should be no larger than a quarter; earrings should not dangle more than one inch.

**Belts:** Belts are not required. If belts are worn, they must be solid khaki, brown, or black.

**School Spirit Wear:** School Spirit Wear that is in compliance with the dress code will be available for purchase in each school.

**Friday Spirit Wear:** Green camouflage pants (traditional in color) are appropriate for Fridays only. Camouflage shirts are not allowed. \*Any Buford City Association team uniform (in accordance with dress code colors) will be allowed. (Examples include...football jerseys, cheerleading uniforms, etc.)

**Headwear/Hair Bows/Hair Color:** There are no color requirements for headwear and hair bows as long as they do not disrupt the educational environment. Hair color must be non-distracting. Hats and hair scarves are not to be worn in the building.

**Overcoats worn OUTSIDE the building:** There will be no color requirements for overcoats worn outside of the building.

**Dresses/\*Jumpers/\*Vests/Scarves:** Dresses, jumpers, vests, and scarves may be worn in the following solid colors: gold, green, grey, white, black, khaki, blue denim, and pink with a stitched or screen printed Buford insignia. \*Jumpers and vests must be worn with an approved shirt that has sleeves.

**Pants:** All pants must be worn at the waist with no undergarments exposed. They must be solid/plain in color.

- Khaki pants, shorts, skorts, capris, or skirts
- Black pants, shorts, skorts, capris, or skirts
- Blue denim jeans, shorts, skorts, capris, or skirts
- Green pants, shorts, skorts, capris, or skirts
- Gray pants, shorts, skorts, capris, or skirts

**Shirts:** All shirts must be hemmed. They must be solid in color. They must also have a sleeve, and a crew neck, turtle neck, or collar.

- Green (any shade)
- Gold (any shade)
- Gray (any shade)
- White or Black
- Pink with a stitched or screen printed Buford insignia
- Undershirts are not required. However, if undershirts are visible, they must be in an approved shirt color.

**Shoes/Socks/Leggings:** There are no color requirements for socks that do not show. All visible socks and knee high shoes must be solid black, cream, white, gray, or khaki. Leggings/jeggings/tights are also allowed in solid black, cream, white, gray, khaki, or blue denim. When wearing tights, tights must be worn under pants dresses, jumpers, or skirts. \* Please see section in the agenda on "Personal Belongings"

### **Sweatshirts, Sweaters and Jackets worn in the building:**

Sweatshirts, sweaters and light weight jackets that are worn inside the building must be in a solid color of:

- Gold, Green, or Grey (any shade)
- White or Black
- Pink with a stitched or screen printed Buford insignia

**Clothing worn inside the building should NOT be two-toned or have stripes, sequins, rhinestones, excessive glitter, rips, tears, holes, or logos larger than the size of a quarter. Students may not wear any combination of black on black.**

### **ESOL**

English to Speakers of Other Languages (ESOL) is a state-funded instructional program for eligible English Language Learners (ELLs) in grades K-12. Title III is a federally funded program which provides school systems with grants to provide supplemental services for ELLs. 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.

### **EMAIL DISTRIBUTION LIST**

If you would like to receive emails regarding our school newsletter, early release notices, etc., please go to Buford Academy's website to sign up.

### **EMERGENCIES**

In emergencies, such as snow or ice, lack of heat, or power, etc., the school may close or may dismiss early. The local radio and television stations will be notified. If inclement weather is expected, stay tuned to local radio and television stations or check the school system website for information. Auto generated emails will be sent to parents on our distribution list. You may sign up by going to Buford Academy's website.

### **FIELD TRIPS**

Field trips are planned for educational enrichment. They are scheduled to minimize interruption of the instructional program. In order for your child to take part, please sign and return the permission slip that is sent home. **Your child will not be allowed to go on a field trip without written permission from you.**

### **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.

### **GIFTED PROGRAM**

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

Schools' Program for Gifted Students, please contact the Gifted Program teacher(s) at Buford Academy.

### **GRADING**

The following grading scale will be used for all subjects in grade 2-5:

<b>A = 90 – 100</b>	<b>B = 80 – 89</b>
<b>C = 70 – 79</b>	<b>F = 69 and below</b>

Conduct, physical education, art, music, and technology will be graded as follows:

S = Satisfactory  
N = Needs Improvement  
U = Unsatisfactory

Report cards have been developed to clearly convey progress made by the student. Parents must sign the envelope and return it to the child's teacher. The progress report or report card may be kept at home. In addition, parent access to student grades is always available on-line through Powerschool. You will be given a secure code in order to view your child's grades.

### **GRIEVANCE POLICY**

Buford City Schools has a grievance policy and procedure. Please contact administration with any concerns.

### **HEALTH SERVICES**

**CLINIC:** A school nurse is on staff at Buford Academy. If an illness should arise, especially an illness suspected of being contagious, the school nurse or office staff will contact the student's parents. Parents will be called and children will be sent home with: lice/nits, fever of 100.4 or greater, vomiting more than once, diarrhea, wide-spread rash, a frequent cough, persistent pain, and other situations determined necessary by the school nurse. The school cannot provide care for ill students. It is important that ill students be picked up promptly. **If we can't contact you, or you do not come and pick up your child within a reasonable amount of time, an appropriate agency will be contacted.** Students should not return to school until fever free (WITHOUT USE OF MEDICATION) and experiencing no vomiting or diarrhea for 24 hours.

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

### **GUIDELINES FOR MEDICATION ADMINISTRATION ASSISTANCE:**

- (1) All medication (prescription & nonprescription) must be taken by an adult directly to the office for safe storage. **Medicines may not be transported to or from school by students.**
- (2) All medication must be accompanied by an "Administration of Medication" request form (**signed permission by parent/guardian**) before school officials will assist in the administering of any medication. There will be NO EXCEPTIONS, and **verbal consent cannot be accepted.**

- (3) All medication must be in the original child-resistant container. Prescription medicines must be in the pharmacy-issued bottle with the name of the student for whom the medication was prescribed. If medicine must be administered for a limited number of days during school hours, a parent must bring enough medicine for the daily doses. **No medication can be returned to a student to carry home.** Extra doses of leftover medicine will be stored in the office until an adult can pick it up. The school nurse will dispose of all medication not retrieved one week after the expiration date has passed or one week after the school year ends, whichever comes first.
- (4) Administration of medicine during school hours is discouraged. Parents should check with their physician regarding the need for medications during school hours. Medications prescribed for three times daily often can be given before school, after school, and at bedtime.
- (5) Any medication found in the possession of a student will be taken to the office for storage until the parent/guardian can be contacted. It will not be returned to the student, and the student will face disciplinary action.
- (6) Over-the-counter medication (ex. Tylenol, Motrin, cough remedies) will not be given on an on-going "as needed" basis unless it is prescribed by a healthcare professional for chronic/acute disorder. Parents will be notified before medications are administered to prevent duplication of school and home dosing.
- (7) The **Authorization for Self-Administration of Asthma Medication by a Minor Child at School** form must be completed and signed by a doctor in order to allow students to carry their inhalers. This authorization form is a separate form and is available in the clinic.

## HEAD LICE

Head lice are dreaded words for parents and school personnel; however, this situation can be handled calmly and efficiently. If a child has lice, every effort will be made to minimize the spread, provide relief for the student, and protect confidentiality. It is imperative that the child be picked up promptly. In addition, a student with lice is not allowed to ride the bus home. A student will not be permitted to return to class without a note from the nurse or other school personnel stating that the student has been re-checked and is clear. Parents with children who need to be re-checked will be asked to wait on the front hall benches until the nurse arrives. The nurse/designee will do no more than one re-check on the day the student returns to school after the lice/nits are found. **Unfortunately, lice and nits have become resistant to some treatments. The school must enforce a "No Nits" policy before a child can return to class.** Absences caused by lice are unexcused. Please periodically review your child's Clinic Record. This is the last page in the student agenda. It will contain a history of the student visits to the clinic.

## HOMEBOUND INSTRUCTION

When a student is very ill and will be absent ten or more school days in a row, the counselor should be notified, as soon as possible, to arrange homebound instruction. To qualify for homebound instruction, a doctor's signature is

required certifying the anticipated absence of more than 10 days. Homebound instruction begins on the eleventh day a student is absent for the same illness. It consists of three hours of instruction per week. The student is counted present when receiving homebound instruction.

## HONORS AND AWARDS

Honor Roll students' names will be posted each grading period. To make "A" Honor Roll, students must make all "A's" and "S's" for the grading period. To make "A-B" Honor Roll, students must make all "A's", "B's", and "S's" for the grading period. Throughout the year, numerous awards may be given. Examples include recognition such as Citizen or Student of the Week/Month, Attendance Awards, Advancement in Reading Certification Levels, and Perfect Attendance. Certificates are given at the end of the year. Individual teachers and grade levels may give additional awards and recognition.

## ICE CREAM

Ice cream is sold during the lunch period at Buford Academy most days. Ice cream is \$1.00. Students may not leave the cafeteria with ice cream.

## IMPORTANT MEETING DATES

We will hold a planned curriculum meeting specific for each classroom at the beginning of the year. Our Parent Teacher Organization will also hold scheduled meetings throughout the year. Dates are published on Buford Academy's website under School Calendar.

## INSURANCE

Accident insurance for students is available through the front office. Forms are sent home during the first week of school and interested parents are asked to return them promptly.

## MY PAYMENT PLUS

MyPayment Plus is an online prepayment system through which parents may manage students' meal purchases. By navigating to [www.mypaymentplus.com](http://www.mypaymentplus.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 MyPayment Plus 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 MyPayment Plus.

## MEDIA CENTER

The media center is open to students from 8:30 a.m. until 3:00 p.m. each school day. Students who have lost or damaged books during the school year may continue to check out books until May 1. After this date, students may no longer check out books until they either return their books in good condition or pay for the materials. Additionally, students with outstanding books or fines from the previous school year may not check out books until the materials are either returned in good condition or paid for. Parents are invited to use the school media center and the Buford-Sugar Hill Public Library. Buford Academy's collection can be accessed from the OPAC (online catalog) found on the system website. The media



center has many resources available to parents and students that can be found on the Academy website.

### **Media Center Programs**

**Reading Counts:** The Buford Academy Media Center utilizes the Lexile based program “Reading Counts”. Students can read books to earn points and receive prizes. Prizes are based on number of words read, points earned, and number of books completed. Students may read books at any time, but students may quiz only on book at school and only during school hours from 8am to 3pm. Quiz data will be verified weekly. Quiz results will be deleted if a student completes quizzes outside of the given quizzing window. Students must complete the entire book independently.

**One Million Word Club:** Students may choose to be part of the One Million Word Club. For students to achieve One Million Word status, they must quiz on books in “Reading Counts”, following the rules listed above. For every quiz completed, the number of words in the book read will accumulate. Once the student has read one million words read, they will become a member of the club. One Million Word Club members receive an exclusive prize, unlimited library check-outs, special recognition throughout the year, and at end of year ceremonies. Students may have unlimited checkouts for their duration at Buford Academy, but must earn the status each year to receive all other incentives.

**Lexile Leveling:** The Buford Academy Media Center is Lexile based. Lexile measures the complexity of the text by breaking down the entire piece and studying its characteristics, such as sentence length and word frequency, which represent the challenges of the text. Vocabulary, text structures, and readability are also accounted for when determining the level. All books are measured using this guide, but all books are different, even in the same series or with the same author. Nonfiction books, fiction books, and picture books are not compared side by side, but instead through these characteristics. Some books may be shorter or longer, but length is not the determining factor. Refer to the website [www.Lexile.com](http://www.Lexile.com) for more information.

### **MESSAGES**

Please be sure your child knows how he/she is getting home before leaving home in the morning. **Phone changes are not permitted;** please come by the school or fax or e-mail your student’s teacher. You may also send a written note to make changes. The policy is strictly enforced for the protection of all students. Thank you for your cooperation in implementing these safety procedures.

### **NONDISCRIMINATION POLICY**

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

### **NON-SCHOOL OFFICIALS**

A law enforcement officer, welfare staff member, or other public or private professional service 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 RESOURCE CENTER**

Parents are encouraged to visit our parent resource center located in the media center. The operating hours are 7:30 – 3:30 Monday through Friday. There are a variety of parenting tips, books, and technological resources that are available for parents to use.

### **PARENT VISITS**

Parents are encouraged to come to school when it does not interfere with the learning process. Please come by the office to pick up a visitor’s pass before going to your child’s classroom. Please call and make an appointment with your child’s teacher for all conferences. **If you would like to have lunch with your child, a special table is available for you and your child. To avoid hurt feelings, no friends may be chosen to accompany your child to the visitor’s table.**

### **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

### **PARTIES**

There will be three parties held during the school year: Winter break, Valentine’s, and End of School Year. Parents are invited to help but must stop by the office for a visitor’s pass. Due to food allergies, all food brought for the class must be store purchased with ingredients listed.

### **PERSONAL BELONGINGS**

Please do not allow students to bring items to school which are not a part of or could disrupt the educational program unless specifically requested by the teacher. Please keep the following items at home: cleated shoes, caps, toys, tattoos, sunglasses, rolling book bags, do-rags and dangling earrings. **Glass jars or pieces of glass are not to be brought at any time. Toys will be taken up and kept until the end of the year. Parents are urged to place name labels on items such as coats, sweaters, and lunch boxes.**

### **PHOTOGRAPHING, PUBLISHING STUDENT WORK, AND VIDEOTAPING OF STUDENTS**

For the purpose of preserving memories or honoring students, students may be photographed, filmed, or have work published. Some examples include but are not limited to: newspaper articles about Buford City Schools, teacher graduate school projects, field day, talent show, writing competition, and other special occasions. If you prefer that your child not be photographed, videotaped, or have his or her work published, please note in the permissions section of Powerschool.

### **P.T.O. (PARENT TEACHER ORGANIZATION)**

P.T.O. needs your participation, membership, and support. Check newsletters or handouts for dates and times of PTO meetings held during the year. Contact the school office (678-482-6960) if you are interested in helping with P.T.O.

## REPORT CARDS

Report cards are issued to students every nine weeks for parental review. Behavior and academic progress reports will be sent home at 4.5 week intervals during the nine-week grading period. Report cards have been developed to clearly convey progress made by the student. Parents must sign the envelope and return it to the child's teacher. The progress report or report card may be kept at home.

If you feel that a conference is in order regarding your child's progress, please send a note to the teacher or call the office for an appointment. We are glad to discuss your child's progress with you at any point during the grading period. Appointments must be scheduled so that instructional time is not interrupted.

Note: Please contact the front office to receive a pass code to access your child's grades via Powerschool, our online student information program.

## 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. If you receive paperwork about RTI and have questions, please feel free to call the school at 678-482-6960 and ask to speak to the RTI coordinator.

## SCHOOL CRISIS PLAN

In the event of a crisis situation such as a tornado, chemical spill, etc., certain procedures will be followed according to our school crisis plan. Students will be kept at school until the crisis is determined to be over. Students will be released only to authorized individuals. The school is one of the safest places for students to be located during most crises or natural disasters.

## SCHOOL STORE

School store items are sold to the students each day from 7:35 to 8:30 and range in price from \$.25 - \$1.50. Almost all school supplies needed by students may be purchased at the school store. Special items related to holidays and school spirit may be sold at various times during the school year. Emphasize to your child that lunch money should not be spent at the school store. Also, if a child has any outstanding charges, the child will not be allowed to make purchases at the school store.

## SNACKS

We encourage students to bring healthy snacks (such as fruits) to school. Candy is not allowed as a snack. Please do not send drinks to school that might stain the carpet or chewing gum that might damage the carpet or furniture. Please help us keep our school clean and neat.

## STUDENT RECORDS

Your child's personal folder contains his/her records and other pertinent school information and is available to you upon request. Appointments to review folders should be made in advance. **Please inform the school if your address and/or telephone number change.** If we can't contact you, the authorities may be contacted. You must provide the school with up-to-date immunization forms, birth certificates, hearing, vision, and dental examination forms. We ask for

your help in keeping our records correct and current. Incomplete student records may result in withdrawal of the student.

## STUDENT SURVEY

No student shall be required to submit to a survey, analysis, or evaluation which reveals the information below about the student or parent. This may be done with the consent of the parent or guardian.

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

## TITLE I

Buford Academy is a Title I Distinguished School. We are always looking for ways to build a better partnership with our families. We would also love to have parent input on the 2018-2019 Title I Plan, Parent Involvement Plan, and the Student/Parent/Teacher Compact. Contact Kaleen Pulley at [Kaleen.Pulley@bufordcityschools.org](mailto:Kaleen.Pulley@bufordcityschools.org) or 678-482-6960. A copy of the Title I Plan, Parent Improvement Plan, and Student/Parent/Teacher compact can be found in the Parent Resource Center or on the BA website at [www.bufordacademy.org](http://www.bufordacademy.org)

## WITHDRAWAL FROM SCHOOL

Please call the front office 678-482-6960 regarding withdrawal procedures for your child.

## WOLFPACK-BEFORE/AFTER-SCHOOL DAYCARE

Wolfpack is a before-school and after-school program available to Buford Academy students in grades 2-5. The hours are 6:30-7:30 a.m. and 3:30-6:00 p.m. The cost is \$15.00 per child per week in the morning and \$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. Registration packets may be obtained from the office and are available on the school website.