Buford City Schools
System Pages

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

Parents/Guardians: 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/guardian, 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/Guardians, & 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, please tell any school employee in whom you have confidence that you have a complaint, and remedy, 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/guardian feel that the report to the staff member has not brought about a satisfactory resolution, a meeting may be requested with the principal regarding the complaint.

Should the student and his or her parent/guardian feel that the report to the principal has not brought about a satisfactory resolution a meeting may be requested 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 System.
3. Plans for re-inspection, periodic surveillance and operation and maintenance programs.

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

ATTENDANCE
Suggestions to Parents/Guardians 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, dress code attire, 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.
• Communicate 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.
• Contact the school within 30 minutes of start time if your student is going to be absent.
• Send a note within 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 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 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 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 marked 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/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 5 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 may 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. 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](http://www.georgiastandards.org).

**DIRECTORY INFORMATION**

Information the Board of Education has designated “directory information” may be disclosed upon request unless a parent/guardian 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.

**ESOL, TITLE III, and MIGRANT PROGRAMS**

**English to Speakers of Other Languages (ESOL)**

ESOL is the state-funded language instruction educational program for eligible English learners (ELs) in grades K-12 in Georgia public schools. ESOL language instruction is focused on developing EL students’ academic English proficiency in each content area of the Georgia Standards of Excellence (GSE). The WIDA Consortium English Language Development (ELD) Standards aligned with the GSE guide the work of ESOL teachers. Differentiated instructional practices, both in ESOL and general education classes, ensure that the language development needs of EL students are met. In ESOL language programs it is appropriate, when practicable, to use the student’s home language as a means of facilitating instruction and providing limited English-proficient (LEP) parents/guardians with school-related information.

The goal of the ESOL language instruction educational program in Buford City Schools is for EL students to increase both English language proficiency (ELP) and academic language proficiency in content-area subject matter.

Buford City Schools serves over 500 English Learners with more than 30 languages represented. The district primarily provides language support through the ESOL program to eligible students.

**Title III, Part A: Language Instruction for English Learners and Immigrant Students**

Title III is a federally-funded program that provides eligible Local Education Agencies with funding to supplement services for English learners (ELs). The mission of this program includes providing support to help ensure that English learners, including immigrant
children and youth, attain English proficiency and develop high levels of academic achievement in English. In addition, students are introduced to the American cultural concepts while being encouraged to value their native language and culture.

**Title I, Part C Education of Migratory Children**
The Education of Migratory Children is a federally funded program designed to support comprehensive educational programs for migrant children (age 3 to 21) to help reduce the educational disruption and other obstacles that result from repeated moves. For information on the qualifying process, please contact Buford City Schools District Office at 770-945-5035.

If you have questions regarding any of these programs, please contact the Director of ESOL/Title III Programs at 770-945-5035.

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**
Parents/Guardians 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/Guardians and Eligible Students are granted
- the right to inspect and review student educational records maintained by the school. A Parent/Guardian 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/Guardians 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/Guardian 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 lawful issued subpoena when the educational agency makes reasonable effort to notify the Parent/Guardian or Eligible Student in advance of the compliance.

The Georgia Student Data Privacy, Accessibility, and Transparency Act affords parents/guardians 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/Guardians 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 Homeless 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 and Youth Liaison is the system social worker. The social worker may be reached at 770-945-5035.

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 opportunity should student or parent choose the option. In addition, HB 175 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:


LUNCH PAYMENT INFORMATION  
MyPaymentsPlus is an online prepayment system through which parents may manage students’ meal purchases. By navigating to https://www.mypaymentsplus.com/welcome 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/FAMILY INVOLVEMENT
Our schools support and follow all rules and regulations outlined by Title I, Every Student Succeeds Act (ESSA), reauthorized in 2015. We are committed to encouraging and welcoming family involvement in the education process. We seek partnership with parents/guardians and families, recognizing that parents/guardians serve as the child’s first and most constant educational influence.

Title I Parent and Family Engagement Policy
Our Title I schools, BA, BSA, and BMS, work collaboratively with parents/guardians on an annual basis to develop a Parent and Family Engagement Policy that will promote a spirit of partnership and shared vision between our schools and the families we serve.

Buford Academy, Buford Senior Academy, and Buford Middle School will abide by and support all rules and regulations pertaining to Title I, Improving the Academic Achievement of the Disadvantaged, Every Student Succeeds Act of 2015, Public Law 114-95. A written policy for Title I parental and family engagement that establishes programs and practices to enhance involvement and reflects the needs of students and families will be jointly developed by parents/guardians and school staff. The policy will support the home/school compact sent home at the beginning of the school year. The policy will support the development, implementation, and evaluation of the parental and family engagement program.

The Title I Coordinator will supervise the development and annual review of the Buford City School System Title I Parent and Family Engagement Policy to be incorporated into the system plan developed pursuant to 20 U.S.C.A. § 6312. The Title I Parent and Family Engagement Policy will be developed jointly with, approved by, and distributed to parents/guardians. The Title I Parent and Family Engagement Policy will establish Buford City School System expectations for parental involvement and shall describe how Buford City School System will:
1. Involve parents/guardians in the development of the policy 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 engagement activities to improve student academic achievement and school performance;
3. Build the schools’ and parents’ capacity for strong parental engagement;
4. Coordinate and integrate parental engagement strategies under Title I with parental engagement strategies under other instructional PreK—12 programs;
5. Annually evaluate, with the involvement of parents/guardians, the content and effectiveness of the Title I Parent and Family Engagement Policy in improving the academic quality of the schools served under this part. This evaluation will include identifying barriers to greater participation by parents/guardians in activities (with particular attention to parents/guardians 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 engagement, and to revise, if necessary, the Title I Parent and Family Engagement Policy; and
6. Involve parents.

Buford City Schools Parent and Family Engagement Policy will be posted on the Buford City Schools Website. Additionally, each school will post the policy on their individual school website. Paper copies of the Parent and Family Engagement Policy will be available in the Parent Engagement Center at BA, BSA, and BMS.

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, newsletters, and social media posts 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/guardians 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.

SAFETY & SECURITY
The Buford City Schools (BCS) Resource Officer Program was created by the Buford City Board of Education for the 2019/20 school year to provide a safer environment for our students, faculty and the community. The School Resource Officer (SRO) is a fully certified police officer who is employed by Buford City Schools to provide law enforcement expertise to assist school administrators in maintaining safety on all BCS campuses. The SRO has three major roles: law enforcement officer, law-related counselor, and law related educator. The SRO works in collaboration with the school and the community as a resource for safety and security needs. SROs support school wide efforts to educate students on the consequences of unacceptable behavior, both in the school and in the community. BCS SROs are required to endorse high moral standards, and use good judgment and discretion. Through this, students learn and understand what a professional police officer does. Listed below is the contact number and email address for the BCS SROs.

Buford City Schools Safety & Security
BCS Police Phone Number: #470-367-2111
BCS Police Email: BCSPolice@bufordcityschools.org
For emergencies, dial 911

SCHOOL CLOSURE NOTIFICATION PROCEDURES
If the scheduled school day must be altered due to inclement weather or other emergency event, public announcements will be posted on the system website 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.

TECHNOLOGY
Buford City Schools is pleased to offer a computer network system which will allow students and staff members to gain access to the World Wide Web. Students in grades 1-12 are provided with a school email account for curriculum related purposes. To gain access to the Internet, all students must obtain parent/guardian permission as verified by the signatures on a form which will be issued to all BCSS students. Should a parent/guardian 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.

At Buford City Schools, we use G Suite for Education. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Buford City Schools students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can’t do with your child’s personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child’s personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?
Please read it carefully, let us know of any questions, and if you prefer your student not use G Suite for Education, please notify the school principal in writing. If you do not provide your consent, we will not create a G Suite for Education account for your child. Not providing consent to use Google services will impact a student’s educational experience. For example, students who cannot use Google services may need to use other software to complete assignments or collaborate with peers.

**G Suite for Education Notice to Parents and Guardians**

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts. Using their G Suite for Education accounts, students may access and use “Core and Additional Services” offered by Google (described at: https://gsuite.google.com/terms/user_features.html):

Google provides information about the data it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. The information should be read in its entirety.

**What personal information does Google collect?**

When creating a student account, Buford City Schools may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user’s Internet Protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

**How does Google use this information?**

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

**What if I have more questions or would like to read further?**

If you have questions about our use of Google’s G Suite for Education accounts or the choices available to you, please contact the Buford City Schools Central Office at 770-945-5035. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the G Suite for Education Privacy Notice (at https://gsuite.google.com/terms/education_privacy.html), and the Google Privacy Policy (at https://www.google.com/intl/en/policies/privacy/).

The Core G Suite for Education services are provided to us under Google’s Apps for Education agreement (at https://www.google.com/apps/intl/en/terms/education_terms.html).

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 the standards, policies, and specific rules set forth by the Buford City School System.

**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. 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 anyone 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.

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.

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.
- NEVER chase after the bus, go to another bus stop and have your parents drive you to another stop, even if you are late.
- 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.
- open and close all 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. 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.

VOLUNTEERS
Parents/Guardians 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.
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.

Teachers and administrators will use a variety of disciplinary techniques that include rewards for good behavior and removal of privileges for inappropriate behavior.

Progressive discipline processes designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior, 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 law will be followed.

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 necessary in order for us to maintain order at school, school activities, and on buses.

Section 1 DISCIPLINE LEVELS:

A. Level 1 Discipline:
Level 1 discipline is used for minor acts of misconduct which interfere with the good order of school. Following appropriate teacher intervention, students may be referred to an administrator. Consequences range from administrative conference to three (3) days of in-school Suspension (ISS) and/or restitution. Consequences may also include detention, or Saturday school.

B. Level 2 Discipline:
Level 2 discipline offenses are intermediate acts of misconduct. Students should be referred to an administrator. Consequences range from an administrative conference to five (5) days Out-of-School Suspension (OSS) and/or restitution. Consequences may also include in-school suspension, detention, and/or Saturday school.

C. Level 3 Discipline:
Level 3 discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehaviors of a similar nature, serious disruptions of the school environment, threats to health, safety, or property and other acts of serious misconduct. Repeated violation of any part of this behavior code may be considered a Level 3 offense. Consequences range from out-of-school suspension to permanent expulsion and may include referral to an alternative education program such as Gwinnett Intervention Education (GIVE) Center.

Students must be referred to the principal or his/her designee. The principal or his/her designee will notify the Superintendent as well as the School Resource Officer or other law enforcement agencies as required by this policy. Notification of the Superintendent is required any time a student is referred to a disciplinary tribunal or the tribunal waiver process is used. Consequences range from out-of-school suspension to permanent expulsion and may include referral to an alternative education program (GIVE). Students permanently expelled from Buford City Schools are not eligible for enrollment in the School System’s Alternative Education Program (GIVE).

School principals or designees may recommend that a student be considered eligible to apply to attend the GIVE during long-term suspension/expulsion. Upon this recommendation or a decision of the Tribunal Facilitator/Panel or Hearing Officer, expelled/long-term suspended students may attend the GIVE Center for all or any assigned portion of their expulsion/long-term suspension pursuant to a contract. A student may be required to attend the GIVE Center for a minimum length, which may extend past the long-term suspension/expulsion.

If a student is given the option of attending the alternative education program during the time of the long-term suspension/expulsion, they must enroll in the program within twenty (20) days of the tribunal decision. Failure to enroll within the twenty (20) day period may result in the forfeiture of the opportunity.

All students accepted into the GIVE Center will be on a contract basis, which will include behavior, attendance, and academic objectives. If the student violates the terms of the contract, he/she may forfeit the opportunity to attend GIVE during the remainder of his/her expulsion or long-term suspension, pursuant to the order of the Tribal Facilitator/Panel or Hearing Officer and/or the terms of the contract. The student may appeal his/her dismissal to the Assistant Superintendent or designee. Students who violate the terms of the contract and have been assigned to GIVE for reasons other than a disciplinary tribunal decision may be referred to a disciplinary tribunal for further disciplinary action.

Scope of the Code
The following rules and regulations of conduct shall 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 1-15 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.

Consequences (Level 1-3)

Minor: Teacher will handle according to Teacher Consequences for Minor Classroom Disruptions.

Major: Immediate Administrative Referral for Administrative Consequences that will range from teacher discretion to office referral to detention to suspension.

RULE 2: PROPERTY OFFENSES

RULE 2-1: 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. Consequences: (Level 2-3 and contact Superintendent and School Resource Officer)
RULE 2-2: 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.
Consequences: (Level 2-3 and contact Superintendent and School Resource Officer)

RULE 3: PHYSICAL OFFENSES

RULE 3-1: No student shall use any device, chemical, irritant, or substance in a manner inconsistent with its intended or prescribed use or in a manner designed to cause harm, shock, physical irritation, or allergic reaction. Examples include, but are not limited to, directing a laser optical pointer or similar device at another person’s eyes, and applying “itching powder” or like substances to another person. (Level 1-2)

RULE 3-2: HORSEPLAY
Students shall not engage in horseplay or rough or boisterous activities. (Level 1-2)

RULE 3-3: PHYSICAL ALTERCATION
No student shall participate in any kind of physical harassment including intentional spitting on another. (Level 2-3)

RULE 3-4: FIGHTING
A student shall not participate in a fight or altercation that involves physical violence.

Consequences: (Level 2-3)
High School & Middle School
➢ 1st Offense – at least, but not limited to, 5-10 days Out of School Suspension; Police will be contacted and the students may be arrested.
➢ 2nd Offense – Referral to Disciplinary Tribunal where long-term suspension may be recommended. Police will be contacted and the students may be arrested.

RULE 3-5: 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. (Level 2-3)

RULE 3-6: PHYSICAL ABUSE, THREATS, INTIMIDATION, 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. (Level 2-3)

Battery:
Consequences (Elementary School):
First Offense and Additional Offenses:
➢ Minimum of one (1) day out-of-school suspension
➢ Maximum of ten (10) days out-of-school suspension with a recommendation for expulsion for a specified time
➢ Contact Superintendent and School Resource Officer

Consequences (Middle and High School):
First Offense:
➢ Minimum of three (3) days out-of-school suspension
➢ Maximum of ten (10) days out-of-school suspension with a recommendation for expulsion for a specified time; not to exceed one (1) semester
➢ Contact Superintendent and School Resource Officer

Second and Additional Offenses:
➢ Minimum of ten (10) days out-of-school suspension with a recommendation for expulsion for a specified time; not to exceed two (2) semesters
➢ Maximum of ten (10) days out-of-school suspension with a recommendation for permanent expulsion
➢ Contact Superintendent and School Resource Officer

RULE 4: THREAT/INTIMIDATION: (HARRASSMENT, INTIMIDATION, THREATS (VERBAL OR WRITTEN), AND BULLYING BEHAVIOR)
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.

RULE 4-1: HARRASSMENT/INTIMIDATION
No student shall engage in verbal or written harassment or abuse of or toward another student or students or school system employees or other adults. (Level 2-3)

RULE 4-2: THREATS (VERBAL OR WRITTEN)
No student shall threaten, verbally, in writing, or by physical presence, expressed or implied, or conspire to cause bodily injury to any student, school employee or non-school employee. (Level 2-3)

RULE 4-3: BULLYING
No student shall bully another student or students. Bullying is defined as the following:
- Any recurring willful attempt to or threat to inflict injury, being either verbal, non-verbal, or with technology, on another person, when accompanied by an apparent present ability to do so.
- Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

Any student found to have committed the offense of bullying for the third time in a school year shall be brought before a tribunal panel, where long term suspension may result.

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

RULE 5: SEXUAL MISCONDUCT AND/OR INDECENCY
Sexual offenses are prohibited against members of the same sex as well as members of the opposite sex.

RULE 5-1: SEXUAL MISCONDUCT
a. No student shall be engaged in amorous kissing, or other inordinate displays of affection. (Level 1-2)
b. No student shall consent to and participate in any form of sexual activity. (Level 2-3 and contact Superintendent and School Resource Officer)
c. No student shall expose one’s intimate body parts or “moon” in public. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female. (Level 2-3)
d. A student shall not produce, possess, view, copy, sell, buy, or transmit printed or non-printed sexually explicit materials. (Level 1-2)
e. No student shall commit any act of verbal, written, gesture-oriented, or physical sexual misconduct on school property, school buses, at school- sponsored events, or while using school technology resources. (Level 2-3 contact Superintendent and School Resource Officer)

RULE 5-2: SEXUAL HARRASSMENT:
A student shall not make unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical contact of a sexual nature. (Level 2-3)

RULE 5-3: SEXUAL BATTERY
A student commits the offense of sexual battery when he/she intentionally makes physical contact with the intimate parts of the body of another person without the consent of that person. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female.

Consequences (Elementary School): First Offense and Additional Offenses:
- Minimum of one (1) day out-of-school suspension
- Maximum of ten (10) days out-of-school suspension with a recommendation for expulsion for a specified time; not to exceed two (2) semesters
- Contact Superintendent and School Resource Officer

Consequences (Middle and High School): First Offense:
- Minimum of ten (10) days out-of-school suspension
- Maximum of ten (10) days out-of-school suspension with a recommendation for expulsion for a specified time; not to exceed
two (2) semesters.
- Contact Superintendent and School Resource Officer

Second and Additional Offenses:
- Minimum of ten (10) days out-of-school suspension with a recommendation for expulsion for a specified time; not to exceed two (2) semesters
- Maximum of ten (10) days out-of-school suspension with a recommendation for permanent expulsion.
- Contact Superintendent and School Resource Officer

RULE 6: WEAPONS, DANGEROUS INSTRUMENTS, AND EXPLOSIVE OR IMPOSITIVE DEVICES

A student who wants to use a weapon or look-alike weapon in an exhibit, presentation, or activity in a classroom or at a school-sponsored event must meet the following requirements:
- Verbal approval of the teacher in whose class the weapon will be used;
- Prior written permission from the Principal which includes a description of the weapons authorized and the time period during which the weapons may be on campus;
- Transport of the weapon or look-alike weapon to and from the school by the parent/guardian of the student making the request; and
- The teacher or school administration storing the weapon or look-alike weapon in a secure location when it is not being used in the above classroom activities.

Prohibition: A student shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a weapon, either concealed or open to view, on school property. A weapon includes a dangerous weapon, firearm or hazardous object, as further defined below. All weapons shall be confiscated and given to Public Safety or other law enforcement agencies as appropriate. The disposition of confiscated weapons shall be determined by the Superintendent or his/her designated school official, in conjunction with law enforcement.

Note: The definition of "weapon" for purposes of this Code of Conduct is one that includes, but is not limited to, the following items:

Category I Weapon - Dangerous Weapon or Firearm (Loaded or Unloaded):

NOTE: Category I Weapon offenses are cumulative in grades K-5, grades 6-8 and grades 8-12.

Hazardous object means any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chakka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser as defined O.C.G.A. § 16-11-106 or any tool or instrument which the school administration could reasonably conclude as being used as a weapon or intended by the student to be used as a weapon and thus a violation of the intent of this Code of Conduct.
- Elementary School – Level 1-2
- Middle and High School – Level 2-3
- Contact Public Safety

Category III Weapon:

Any knife or instrument having a blade of less than two inches, any "look-alike" firearm, or plastic disposable razor or sling shot.
- Elementary School – Level 1-2
- Middle and High School – Level 1-3
- Contact Public Safety

RULE 7: ALCOHOL AND DRUGS

A student shall not

Rule 7-1: possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, intoxicant of any kind, or any type of drug paraphernalia. (See consequences below)
- Elementary School – Level 1-2
- Middle and High School – Level 1-3
- Contact Public Safety

Rule 7-2: wear attire which advertises or refers to the use or possession of drugs or alcohol. (Level 1-2)
Rule 7-3: 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. (Level 1-3)

Rule 7-4: misuse, possess, receive, sell, transmit, or attempt to possess, receive, sell, or transmit any prescription or non-prescription drug. (See consequences below)

Rule 7-5: It shall be unlawful for any student to purchase, possess, consume, or have under his/her control any alcohol/alcoholic beverages within a school safety zone, in school buildings, at school functions or on school property or on a bus or other transportation furnished by the school. The same shall apply for any "look alike or pretense of alcohol/alcoholic beverage unless otherwise authorized (i.e. a prop for a school play, etc.) (Level 2-3)

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.

Consequences for Possession, Personal Use or Being Under the Influence (Elementary School):

First Offense and Additional Offenses:
- Minimum of one (1) day of out-of-school suspension
- Maximum of ten (10) days of out-of-school suspension with a recommendation for long-term suspension for a specified time
- Contact Superintendent and School Resource Officer

Consequences for Possession, Personal Use or Being Under the Influence (Middle School and High School):

First Offense:
- Minimum of three (3) days of out-of-school suspension
- Maximum of ten (10) days of out-of-school suspension with a recommendation for expulsion for a specified time; not to exceed two (2) semesters
- Contact Superintendent and School Resource Officer

Second Offense and Additional Offenses:
- Minimum of ten (10) days out-of-school suspension with a recommendation for expulsion for one (1) calendar year
- Contact Superintendent and School Resource Officer

RULE 8: POSSESSION OR USE OF TOBACCO
A student shall not

Rule 8-1: possess or use smoking tobacco, chewing tobacco, snuff, or smoking paraphernalia. (Level 2)

Rule 8-2: possess, sell or transmit, or attempt to sell or transmit any substance under the pretense that it is a tobacco product. (Level 2)

Rule 8-3: wear attire which advertises or refers to the possession or use of tobacco. (Level 1)

Rule 8-4: possess, use or transfer any vaping device or vape juice. By way of example and not as a limitation, vaping devices may be called vapes, Juuls, e-cigarettes, e-cigs, dab pens or other brand names. Vape juice is a slang term for the liquid used by the vaporizer to create vapor.
Vape juice may contain flavored juice, CBD oil, Low THC oil or THC oil.

Please note that a vaping device with THC or any other type of illegal drug is a level 3 discipline offense which will result in a discipline tribunal with a 1st offense minimum consequence of 10 days out-of-school suspension which could also include a recommendation for long-term suspension/expulsion.

**Consequences:**

**High School & Middle School**

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

**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).

**Consequences:**

(Level 1-3 and/or suspension from the bus for a specified time)

**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." [OCCA 20-2-751.5(c)]

**Consequences for off-campus behavior:**
Penalty may range from immediate short-term suspension to a recommendation that student appear before a Disciplinary Hearing Tribunal, which may result in expulsion.

**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.

**Consequences**

Minor: Teacher will handle according to Teacher Consequences for Minor Classroom Disruptions.

Major: Immediate Administrative Referral for Administrative Consequences that will range from teacher discretion to office referral to detention to suspension.

**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.

**Consequences**

Minor: Teacher will handle according to Teacher Consequences for Minor Classroom Disruptions.

Major: Immediate Administrative Referral for Administrative Consequences that will range from teacher discretion to office referral to detention to suspension.

**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.

See school Code of Conduct for specific consequences.
RULE 14: REPEATED VIOLATIONS / MISBEHAVIOR
A student shall not chronically disrupt school processes or repeatedly violate school rules. (Level 2-3)

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
School technology cannot be used for other than school related purposes. 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. (Level 2-3)

2. access the school system network with personal electronic devices unless granted permission by the local school administration. (Level 2-3)

Unsafe Schools – 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 Rule 160-4-8.16.

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.

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 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.