

Buist Academy for Advanced Studies Student and Family Handbook



Adventure Awaits

*The Adventure Begins with
the R.I.T.E. Stuff*

2024-2025
SCHOOL YEAR

103 Calhoun St.
Charleston, SC 29401
Office Phone Number: 843-724-7750
Fax Number: 843-790-25556

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Mission Statement

Buist Academy for Advanced Studies aims to challenge students in a rigorous environment that emphasizes achievement, encourages academic excellence, and promotes respect for all individuals. Together with Charleston County School District, the International Baccalaureate Organization, and community partners, Buist Academy equips students with the knowledge, skills, and attributes necessary to take action in their local and global community.

Buist Vision

Buist Academy seeks to become a center of innovative teaching practices and learning for the purpose of producing accomplished scholars, lifelong learners, and internationally minded citizens of the world.

School Leadership

Principal, Shawntay White

Shawntay_White@charleston.k12.sc.us

Assistant Principal, Marvin Conyers

Marvin_Conyers@charleston.k12.sc.us

Important Extensions

Nurse, Kim Haldrup-ext. 1053

School Counselor (Grades 3rd-5th) Mary Haigler- ext. 1042

School Counselor (Grades 6th-8th) Carmella Elliott-ext. 1043

Parent Educator-Jill Chandler-ext. 1041

Administrative Support Staff

Secretary/Bookkeeper, Noelle Blaney

Data-Attendance Specialist, Angenita Watson

School Nutrition

Cafeteria Manager, - Jason Richardson, ext. 1006

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3rd -Grade

April Bonneau-Math/Science
 Karen French-Math/Science
 Amanda Kennon-ELA/Social Studies
 Erin Query-ELA/Social Studies

4th -Grade

Amanda Stover-Math/Social Studies
 Emily Williams-ELA/Social Studies
 Margaret Desa-Science/Social Studies

5th -Grade

Deborah Stewart-Math
 Meredith Evans-ELA
 Julianna Williams-Science/Social Studies

6th -Grade

Shara Bottu -Math
 Angelina Newman-ELA
 Alicia Cohen-Science
 Caroline Jenkins-Social Studies

7th -Grade

Kirk Lindgren- Math
 Mary Ann Monroe -ELA
 Lorraine Gaillard-Science
 Eric Hanks-Social Studies

8th - Grade

Sunya Coleman-Math
 Kim Wiseman-ELA
 Michael Wyatt-Science
 Joel Crosby-Social Studies

Related Arts

Keith Ackler- PE
 Kimberly Anderson- Computer Science
 Melissa Ankerson-STEM
 James Braunreuther-Music
 Wendie Kilgore-Art
 Shannon Tisdale-PE
 Heather Todd-Schlieper-Theater
 Anna Baumgaertner – Strings

Library

Eric Baker-Librarian/Media Specialist

World Languages

Terra Poetzsch-French
 Carolina Araya Vargas-Spanish
 Maya Chiapetta-Spanish
 Milenia Soto - Spanish

School Counseling

Mary Haigler-3rd-5th
 Carmella Elliott-6th-8th

Student/Teacher Support Services

Elizabeth Biggs- Gifted and Talented
 Jill Chandler- Parent Educator/PBIS Lead
 Kendra Cohen-Houston -Instructional Assistant
 Paul Denuel- Student Support
 Melanie Hofstrom – Climate Coach
 Tracie Howe- IB Coordinator/Instructional Coach
 Janet Preston-Mack- Reading Coach
 Sean Marino-Instructional Assistant
 Gayla Moseley-Interventionist
 Johnny Orr – Student Concerns Specialist
 Logan Robertson = School Psychologist

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****IMPORTANT NOTE: Buist Academy for Advanced Studies reserves the right to make adjustments and modifications to meet the needs of our students and staff. All efforts will be made to update our school community in a timely manner.**

Student Technology

Every student will receive a Chromebook checked out to him/her. Students will be expected to have their CCSD-issued devices in class on a daily basis, taken from the charging cart, charged, and ready to use. The Chromebook will allow for ease of access to the district's applications, learning management systems, and software. All students and parents are required to sign a CCSD Device Responsible Use Agreement.

Buist Academy Foundation

The Buist Foundation is a community-building, fundraising, and volunteer support organization created to enhance students' educational experiences. All parents are a part of the Foundation and are welcome to attend monthly board meetings and other Foundation-sponsored events.

Foundation Mission Statement

The mission of the Buist Academy Foundation is to advance and strengthen the educational experience for students and the greater Buist community.

School Improvement Council

SIC is a broad-based body intended to advise the principal and school and is focused on helping to achieve school improvement. Parent, teacher, and community member representatives serve the SIC, as do the school's principal and other ex-officio members.

Instructional Time 8:00 a.m.- 3:00 p.m.

7:35 a.m.	Student arrival begins (doors open for students)
7:35-7:50 a.m.	Students report to designated locations
8:00 a.m.	Tardy Bell - Morning Announcements
2:56 p.m.	Afternoon Announcements
3:00 p.m.	Dismissal (Early Release 1:00/Half Days 11:15)
3:00-6:00 p.m.	After-School Kaleidoscope (Registration/Fee required)

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VISITORS

All visitors should enter the school through the front office located on Calhoun St. Visitors are required to check in with the front office staff and obtain a visitor's badge before going to any other location in the school. Please do not try to enter through the Anson St doors. If you are delivering items for your child, you may drop them off at the office. The teacher will be notified of your child's delivery through email or a phone call. We cannot guarantee that materials will be delivered immediately. We wish to keep classroom interruptions to a minimum.

PARENT/TEACHER CONFERENCES

Parents and teachers are encouraged to maintain close communication regarding the academic progress and social-emotional well-being of students. Individual and team conferences provide the opportunity to discuss concerns at length. Parent meetings can be held virtually or in person. These conferences should be scheduled in advance. Teachers are not always available for unplanned conferences. Emailing has become the most efficient way for our teachers and families to communicate. Please allow for a 24 to 48-hour response time.

LOST AND FOUND

Check the lost and found area regularly. Any items left in the lost and found longer than two weeks will be cleaned and donated to charity. Labeling clothing and other personal belongings enables us to return lost or misplaced items to their rightful owners. Lost and found items will be held for two weeks at the end of the school before being donated or discarded. Lunch boxes and water bottles may be disposed of sooner for health and safety reasons.

SCHOOL TELEPHONE USAGE

Students will only be allowed to use the telephone for emergency calls. Arrangements for after-school activities should be made before children leave home in the morning. We understand that occasionally leaving messages for your student may be necessary. However, we highly discourage leaving messages as a routine or daily practice. It often confuses students and puts undue stress on the front office staff.

WITHDRAWALS

Please notify Angenita Watson as soon as you know that your child will be withdrawing from Buist. We need at least two days' notice for records to be prepared.

GUIDANCE

Full-time school counseling services are provided to help each student realize his/her potential as a unique individual. The counselor will work with the student, parents, teachers, staff, and community personnel to address issues affecting the student. Parents may contact the school counselor directly when necessary.

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MEDICATIONS

Charleston County School District has approved specific guidelines for the dispensing of medication to children during the school day. You may obtain a copy of the guidelines and the medication form from the school office.

ILLNESS OR ACCIDENT

Students who become ill or are injured at school will be sent or taken to the clinic for treatment. Parents will be notified if the illness or injury requires a parent's immediate attention. Please make sure the front office has current contact information in case of emergencies.

TEXTBOOKS

Textbooks are issued free of charge and they are the property of the State of South Carolina. If a textbook is lost or missing, a new book will not be issued until the lost book is found or the fee is paid. At the end of a school year, a student may be charged a damage fee due to poor care of the textbooks. The person to whom they are issued must pay for lost or damaged books.

TRANSPORTATION

Bus

Students are expected to maintain appropriate behavior that does not interfere with the safe operation of the school bus. Specific regulations regarding bus behavior are contained in the CCSD Student Code of Conduct. Students who choose to act inappropriately on the bus may be suspended from riding the bus. Any student who needs to use a different bus or stop must bring a written request from the parent. This request must be approved in the office. No student will be allowed to ride a different bus without prior written approval. Due to capacity limitations, students with bus passes may be denied transportation on a bus other than his or her normal bus. For any transportation concerns/feedback, please fill out the [transportation complaint form](#). For more information, please view the [CCSD Transportation webpage](#).

Car Riders

The car rider line is located on Anson Street. Students who will be picked up in a car will wait inside the building. Parents/guardians should wait in their cars for their children.

Student Walker Form

This form is not required for your student to walk after school. However, we ask that a walker permission form be signed for students walking alone after school. This helps to ensure that parents and the school are on the same page about safety procedures for walking from school. Parents who wish for their child to walk home or to another designated location after school are encouraged to sign and return the walker permission form. The form is good for the entire school year.

ATTENDANCE AND TRUANCY

The Charleston County School District requires all children between the ages of five and seventeen to be enrolled in school. Students are expected to attend school regularly and must provide a written excuse for all absences.

Students should arrive at their homeroom classes daily by 8:00 am. Teachers will take attendance for each course on a daily basis.

ABSENCES AND EXCUSES

Absences shall be classified as either *lawful* (excused, unexcused) or *unlawful*. The principal will determine the nature of the absence. *All absences will be documented.*

Lawful excused absences shall include:

- Students who are ill and whose attendance in school would endanger their health or the health of others may be temporarily excused from attendance.
- Students in whose immediate family there is a serious illness or death.
- Students may be excused from attendance in school for recognized religious holidays of their faith.
- Students may be excused from attendance in school in accordance with local board regulations regarding school activities.
- Students who are absent from school as a result of suspension.

Lawful unexcused absences shall include:

- Students who are absent from class as a result of extracurricular activities not approved by the school administration.
- Students suspended from the school buses who do not report to school.
- Students who are absent from class/school as a result of scheduled appointments that can be made at times other than school hours.
- Parental notes for student illnesses in excess of ten (10) days that cannot be substantiated by medical statements regarding poor health or chronic illness.

Excused absences would allow a student to make up any work missed during that absence. An *unexcused* absence would not allow a student to make up work missed during that absence.

Unlawful absences shall include:

- Students who are willfully absent from school without the knowledge of their parents.
- Students who are absent from school without acceptable cause with knowledge of their parents.

Tardy Policy

Our doors open to students at 7:35 a.m. Students are considered tardy if they are not in their classrooms by 8:00 a.m. If you are aware that your child is going to be late, you should send a

written note with him/her to the office stating the reason. Late students interrupt the instructional program for the other students in the class. Parents of students with excessive tardies to school may be required to meet with the school counselor or parent educator to create a tardy intervention plan.

Denial of Credit

Absences in excess of five (5) days in a semester course, or four by four-course, or absences of ten (10) days in a yearly course will be promptly reviewed for possible denial of credit/promotion with the exception of homebound students. Approval will be based on, but not limited to, the following:

- *Lawful* (excused) vs. *lawful* (unexcused) and/or *unlawful* circumstances affecting absences, including responsibility demonstrated by parents/guardians and students
- The education record of the student
- Court recommendation, if applicable
- Principals are authorized to give appropriate consideration and approval in unique situations.

The Associate Superintendent will promptly approve or disapprove any absences in excess of ten (10) days and any denial of credit. The decision of the Associate Superintendent may be appealed to the Constituent Board by written request within five (5) days of receipt of the decision of the Associate Superintendent.

Checkout Procedures

All visitors must report to the office. A picture ID must be produced, if requested by office staff, to confirm the identity of the person(s) making the request. The student may be released to a properly identified parent, guardian, or other designated person with written authorization. If the parent or guardian is not available to confirm a request, the student may not be released. The principal or designee will make the final decision.

Telephone authorization, in lieu of written authorization, is permissible only in case of emergency. In such situations, the administrator must speak directly to the parent or guardian to secure approval to release the student without written authorization.

A parent is obligated to advise the school immediately of any changes in the custody of a student. Court records or other appropriate documentation is required to validate the change. Until such validation is accepted by the administrator, the school will conduct business based on the documentation on hand. The school must deny any request for access to a student or that student's record until all procedures have been followed and the administrator is completely satisfied with the authenticity of the request.

Early Checkout

Early dismissal is highly discouraged as it is disruptive to the entire classroom, and students who leave early miss important information and activities. Please refrain from picking up your child early on Friday afternoons for weekend trips. Teachers are instructing until 2:56 p.m. If a student must leave before the end of the school day, parents must send a note to the child's teacher stating when the child will be picked up. No students will be dismissed after 2:45 p.m. Students who receive a change of transportation phone call will be called to the office during afternoon announcements. Student messages will not be accepted after 2:45 p.m. Students must be signed out from the office by an adult. Parents are strongly encouraged to pick students up during class change, lunch, or recess/common break. Students will not be called to the office prior to someone arriving to sign them out.

CONTINUATION POLICY

In the interest of children and their academic success, reviews of student progress will occur continuously during the year. At the end of the academic year, each student will be reviewed with the following expectations in mind:

- All students at Buist Academy are expected to meet all state and local promotion standards and attendance requirements. In the event a child does not meet promotion standards, the child will be withdrawn from Buist.
- All students at Buist must meet all requirements of the Continuation Policy.

Academic Plan

Students failing a subject at the end of the first semester will be given a formal Buist Academic Plan for the remainder of the school year. The students will be monitored closely, and there will be ongoing communication between the school and parents regarding progress.

Probation

At the end of the school year, students who do not have a 70 or higher average in one or more of their four core subject areas (ELA, Math, Science, and Social Studies) will be placed on Academic Probation for the following school year. An administrator or designee will meet quarterly during the probationary year with the student and (or) parents to review progress.

Request to Withdraw

Students who receive a failing grade (59 or below) in any core subject (Math, ELA, Science, or Social Studies) may be withdrawn from Buist Academy at the end of the school year. All situations will be independently reviewed.

Eighth-grade students who do not meet promotion requirements are not allowed to participate in the promotion ceremony at the end of the year.

Student Support

If at any time during the school year, you are concerned about your child's academic progress, you are encouraged to take the following steps:

- Always contact the teacher first. They have the best information regarding your child's academic needs and strengths.
- Contact your child's school counselor (Ms. Haigler or Ms. Elliott) for recommendations.
- For medical concerns, contact the school nurse, Kim Haldrup.

Classroom-based interventions are available for students who require additional support with academics and/or behavior. Students who do not respond positively to teacher interventions will be referred to the MTSS (Multi-Tiered System and Support) team. School personnel and parents can make student referrals.

STUDENT ACADEMIC RECOGNITION CRITERIA

Principal's Honor Roll (Grades 4 through 8) – A's in all classes (90 or above)

Assistant Principal's Honor Roll (Grades 4 through 8) – A's and B's in all classes (80 or above)

ASSIGNMENT RESPONSIBILITY POLICY

Students will turn in assignments when due as determined by the classroom teacher. Having an "excused absence" is the only reason for not turning in an assignment on the day it is due.

- Makeup work is to be arranged between the student and the teacher. It is the responsibility of students to discuss missed assignments with teachers. Work missed must be made up within five days for a one-day **excused** absence or six days for a two-day (consecutive) **excused** absence, etc. We encourage students to submit missing assignments as soon as possible.
- If a student was lawfully absent on a day a previously announced assignment was due, the assignment is considered due the first day the student returns.
- If a student misses a test, arrangements must be made the first day the student returns to make up the test at a time convenient for the teacher.
- Students who have been absent for more than three consecutive days must meet with their teachers to arrange a make-up schedule.
- Signed test papers, interim reports, permission slips, and other items to be turned in to teachers constitute a part of this responsibility policy. Failure to conform to the teacher's directives will result in teacher-determined consequences.

We ask for your cooperation and support in our efforts to teach students responsibility. Students will be graded on homework, class work, tests, projects, labs, and participation. The percentages, however, may vary for each teacher and grade level.

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PARENT PORTAL FOR GRADES

Parent Portal allows you to access up-to-date information on your child's grades and attendance. You are able to click on your child's grade in a class and see the complete list of assignments and grades, as well as email your child's teachers by clicking on their name within the grade book. PowerSchool grades are subject to frequent changes. To access the Parent Portal, you will need a computer with internet capability and a working email account. Please contact your student's school counselor if you have Parent Portal issues. Please contact teachers for grade concerns.

R.I.T.E. Stuff Matrix

Buist Knights Show the R.I.T.E. Stuff!

School-Wide Essential Agreements	Classroom	Hallways	Bathroom	Cafeteria	Recess/Common Break	Bus
Respect Caring for the feelings, wishes, rights, or traditions of others.	- Stay within your work area - Listen when others are talking - Use manners	- Remain socially distant - Follow correct travel patterns - Use manners - Use voice level 0-1	- Follow rules for maximum students allowed - Use manners - Clean up after yourself - Use voice level 0-1	- Follow social distancing in line - Use manners - Clean up after yourself - Use voice level 0-1	- Avoid landscaping and gardening areas on the playground and Gaillard lawns - Use the trash cans - Respect the property of others	- Stay seated and face forward - Use manners - Use voice level 0-2
Integrity Being honest and demonstrating a sense of fairness.	- Be actively engaged - Follow instructions - Always be truthful - Check that your area is clean before leaving - Practice digital citizenship	- Be timely - Go directly where you need to go - Walk	- Be timely - Honor privacy - Walk	- Monitor your own voice and area - Dispose of trash correctly - Return trays and bowls	- Follow the rules of the game - Practice good sportsmanship	- Listen to the bus driver - Check that your area is clean before leaving
Thinking Use critical and creative thinking skills and take responsible action.	- Be a problem solver - Follow district rules for technology use - Wash/sanitize hands often - Report problems to an adult	- Report problems to an adult - Watch where you are going - Use the stairwell safely and as intended	- Wash/sanitize hands often - Report problems to an adult	- Wash/sanitize hands often - Report problems to an adult - Be aware of spacing	- Wash/sanitize hands often - Use equipment correctly - Report problems to an adult	- Be a problem solver - Report problems to an adult
Empathy Being open-minded and reflective about the perspective of others.	- Treat others as you want to be treated - Honor everyone's personal space - Use kind words and actions	- Be patient - Honor everyone's personal space - Hold door for others - Take turns at the water fountain	- Be patient - Honor everyone's personal space - Allow others with an emergency to use the bathroom first	- Be patient - Honor everyone's personal space - Include others - Be tolerant of others' tastes and food choices	- Be patient - Honor everyone's personal space - Include everyone who wants to play - Share the space and equipment	- Treat others as you want to be treated - Use kind words and actions

THE HONOR SYSTEM

As a Student and Citizen of Buist Academy:

I will always follow the R.I.T.E. stuff.

I will not lie, cheat or plagiarize in my academic endeavors.

I will forthrightly oppose each and every instance of academic dishonesty.

I will report any person or persons I have witnessed being dishonest to the appropriate faculty member when I observe academic dishonesty in any class. Communication may be written or oral. Written communication may be signed or anonymous.

Using someone else's ideas or phrasing and representing those ideas or phrasing as our own, either on purpose or through carelessness, is a serious offense known as **plagiarism**. All significant phrases, clauses, or passages taken directly from source material must be enclosed in quotation marks and acknowledged in the text itself or in the citation.

Faculty and staff will refer to the CCSD Code of Conduct for violations of the Honor System.

DISCIPLINE PLAN

Behavior at Buist is guided by essential agreements that will minimize disruptions and maximize learning. All classrooms are guided by the expectations of the R.I.T.E. stuff. Additional classroom essential agreements may be added at the teacher's discretion.

Behavior Expectations

1. **Respect**- Respecting themselves, others, and the world around them
2. **Integrity**-Being honest and demonstrating a considered sense of fairness
3. **Thinkers**- Use critical and creative thinking skills to take responsible action
4. **Empathy**- Imagining themselves in another's situation in order to understand his or her reasoning and emotions, so as to be open-minded and reflective about the perspectives of others

Student Responsibilities

- Adhering to the expectations set forth by school personnel and accepting consequences for misbehavior.
- Learning from mistakes and making corrective changes in attitude and conduct.
- Behaving in a manner consistent with the occasion.

Interventions/Consequences

Refer to the CCSD Code of Conduct for information concerning all offenses. Interventions or consequences may include reflections, guidance referrals, loss of privileges, after-school detention, in-school suspension, or out-of-school suspension. All interventions and consequences are based on guidelines found in the CCSD Code of Conduct and progressive discipline plan.

STUDENT RECOGNITION

The Terrific Kids (3rd-5th) and Knights of the Month (6th-8th) programs have been established to acknowledge students who exemplify the International Baccalaureate attributes. Students will be recognized monthly.

Students who exemplify the R.I.T.E. stuff will be recognized by staff members and receive House points. Each quarter, the House with the most points will be rewarded. The House Cup will be awarded in May to celebrate the House that accumulates the most House points for the year.

Teachers will continually recognize, reward, and encourage positive actions and academic achievements throughout the school year.

Buist Academy Dress Code

This general policy acknowledges that appropriate, decent, and non-distracting attire must be worn in an educational setting.

Appropriate school uniforms are required daily.

Tops - Polo Style or Oxford button-down dress shirts with collars or sweatshirts (logos should be no more than 2-3 inches

- Solid White
- Solid Navy
- Solid Black
- Solid white, navy, or black tops/turtlenecks may be worn under polo-style shirts with a collar

Bottoms - Pants/Shorts/Skirts:

- Solid Khaki
 - Solid Navy
 - Solid Black
 - Solid white, khaki, navy, or black leggings may be worn under skirts, shorts, and dresses
- White is not a uniform bottom color.

Shorts/skirts must reach the tips of fingers when hands are resting at the side. Running shorts are not allowed.

Dresses

- Solid Khaki
- Solid Navy
- Solid Black
- Tops, as described above, are required under uniform jumper dresses
- Solid white, khaki, navy, or black leggings may be worn under skirts, shorts, and dresses

Shoes and Leggings

- No flip-flops or athletic/soccer sandals
- All shoes must have a back.
- Athletic shoes are required on PE days
- Bedroom footwear and shoes with wheels are not permitted
- Leggings should be worn with an appropriate top or dress that reaches the tips of fingers when hands are resting on the side.

Buist Spirit Days

Spirit days will be every Friday. All students may choose to wear approved Buist: t-shirts, jerseys, sweatshirts, etc., which represent athletic teams, academic organizations, clubs,

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community service projects, or fine arts events to show their Buist spirit. These must be worn with uniform bottoms. Spirit shirts are only to be worn on designated spirit days.

Alternate Dress Days (Last Friday of the Month)

Alternate dress days are the last Friday of each month. Students may wear any non-distracting attire including jeans. All clothing should meet school length requirements. Uncovered tights, leggings, tank tops, running shorts, and flip-flops **are not** allowed.

House Shirt Days (Thursdays)

House shirts can be worn each Thursday or on designated house days. House shirts are polo-style shirts in the student's official house color. Logo house t-shirts can be purchased from the Buist School Store but are not required.

Miscellaneous:

- All non-uniform outerwear (coats, hoodies, etc.) must be removed after the tardy bell.
- Headwear should not be worn in the building unless for health, safety, or religious reasons.
- Belts (are not required) must be solid black, brown, or navy.
- Extreme clothing or accessories that would interfere with the learning process, cause a disruption of the educational environment or be a health or safety hazard are prohibited.

Individuals who violate the uniform policy or dress code shall be required to modify their appearance by correcting, covering, or removing the offending item. If necessary or practical, the student may be required to wear school-owned clothing or his/her parents must be called to provide appropriate clothing within a short period of time to correct dress code violations. Students are responsible for returning any school-owned clothing to the main office. We will not manage or regulate the length of students' attire unless the situation is extreme. Repeated violations will result in disciplinary consequences.

Book bag/Backpack Information

In grades 3rd-6th, students will hang book bags/backpacks on hooks located underneath their cubbies. In grades 7th-8th, students will leave book bags/backpacks in their lockers.

Students are not allowed to carry book bags with them throughout the day. Students may carry zipped binders with straps or handles and small pencil pouches.

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BEHAVIOR

The CCSD Code of Conduct and progressive discipline plan will be used to address behavior infractions. Students who receive four or more teacher-managed infractions (per teacher) will possibly receive an office referral depending on the infraction.

Cell Phones and Mobile Electronic Devices Guidelines for Use

Students may use their cell phones and other mobile electronic devices, including SMART Watches and earbuds before the 7:53 bell and after 3:00 dismissal. Violation of acceptable use policies will result in the loss of this privilege for individuals or the entire grade level. At all other times, phones/devices should be turned off and placed in backpacks or lockers.

When using a phone or mobile device, students:

- Must follow the CCSD Technology Acceptable Use Policy
- Must follow all school rules (no bullying, no harassment, no inappropriate material)
- Must make sure that sound is not audible to others
- May not take video or photos
- May not make audio recordings

If a student does not follow the above expectations or expectations outlined in the CCSD Code of Conduct, the CCSD Progressive Discipline plan for middle school will be followed when issuing consequences. Consequences may include having the phone confiscated.

COMMUNICATION

Teacher contact information and office hours will be included in each teacher's syllabus. All students will be issued agendas. Students have access to a Google calendar to record assignments. Teachers may use Canvas or Google Classroom for class-related communication, posting assignments, and class syllabi.

HIGH SCHOOL CREDIT CLASSES

All eighth-grade students will take either Algebra I or Geometry, English I, either French I or Spanish I, and a .5 technology course. All seventh-grade students will take a .5 technology course. Successful completion of these courses will earn students four high school credits, and their final grades will be entered on their permanent high school transcript. Class attendance rules are the same as those for high school students, so it is imperative that students not miss these classes unless it is absolutely necessary. Parents are urged to closely monitor their child's progress in these courses since the grades earned will be part of their high school transcripts.

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HONOR GRADUATES AND CLASS RANK

To be named first or second honor graduate in eighth grade, a student must:

- Have been enrolled in the school for the entire eighth-grade year
- Have the highest cumulative average in the 4 core subjects and foreign language by the date designated.

In the event two or more students tie, the students will share the honor.

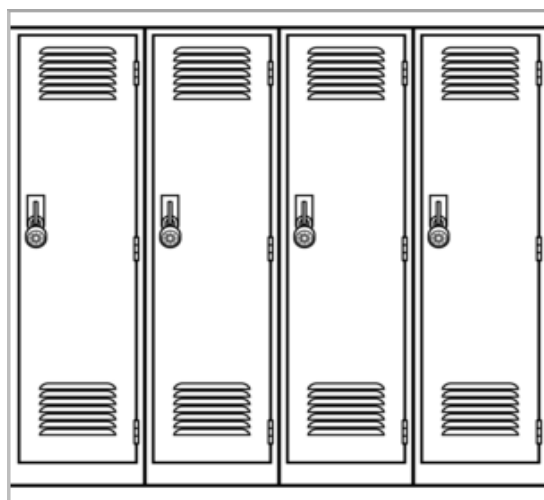
HOMEWORK

Homework should be submitted on the assigned due date in its entirety. Late homework will be accepted and graded at the teacher's discretion. Please speak with your teacher if you are experiencing any difficulties.

STUDENT LOCKERS (7th and 8th Grade)

The lockers are the property of Buist Academy and are used to store books, school supplies, and personal items necessary for use at school. Lockers are not to be used to store items that cause or can be reasonably foreseen to cause interference with school purposes or an educational function, or which are forbidden by state laws or school rules. The school retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, to eliminate fire or other hazards, to maintain sanitary conditions, to attempt to locate lost or stolen material, and to prevent the use of the locker to store prohibited or dangerous materials as per CCSD student code of conduct.

Lockers are available for student use on the school premises. Homeroom teachers will assign lockers and combination locks to students in grades 7 and 8. **Lockers must remain locked at all times.** The school cannot assume financial responsibility for items lost or stolen from lockers. Homeroom teachers have locker combinations should a student forget it. Grade levels will set appropriate locker times for students to use their lockers. Books and possessions should not be left on the floor around lockers in the halls. Lost lock fees are \$10.



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Middle School Bell Schedules

	6th grade
8:00 - 9:05	HR/Core
9:10 - 10:00	Related Arts/FL
10:05-11:05	Core
11:10-11:50	Lunch/Common Break
12:00 - 12:50	Foreign Language/RA
12:50 -1:50	Core
1:55-2:55	Core
3:00	Dismissal
	7th grade
8:00-9:00	HR/Core
9:05-10:05	Core
10:10-11:00	Related Arts/FL
11:05 - 12:05	Core
12:10-12:50	Lunch/Common Break
12:55-1:45	Foreign Language/RA
1:50-2:50	Core
3:00	Dismissal
	8th grade
8:00-9:00	HR/Core
9:05-10:05	Core
10:10-11:00	Foreign Language/RA
11:05 - 12:05	Core
12:10-12:50	Lunch/Common Break
12:55-1:45	Related Arts/FL
1:50-2:50	Core
3:00	Dismissal

The above schedules are general guides and are subject to change.

CCSD CALENDAR



<https://www.ccsdschools.com/academiccalendar>

Notes:
