



**BREMEN**  
ACADEMY

*The School Where Every Student Can...  
B.A. Success!*

*21<sup>st</sup> Century Education with a Personal Touch*

# **Student Handbook**

## **2022-2023**



*Blue Devils*

*Excellence in all we do!*

# Bremen Academy

## Student Handbook

### Bremen City Schools

[www.bremencs.com](http://www.bremencs.com)

Brian Evans, Principal  
Scott Hodges, Assistant Principal  
Ashley McGill, Assistant Principal  
Scott Roberts, Counselor  
Courtney Denney, Registrar  
Melanie Coggins, Office Assistant

Mission Statement: *Bremen Academy seeks to provide students with a 21<sup>st</sup> Century Education with a Personal Touch in an effort to develop learners that are equipped and eager to tackle the challenges of the future!"*

Dena Clark, Bookkeeper/Office Assistant

2440 Crosstown Parkway  
Bremen, GA 30110  
(770) 537-9340  
(770) 537-1866 Fax

Accredited By



2021-2022

### Positive Behavior Interventions and Supports (PBIS)

**Motto: We Are Blue**

- **Blue is Respectful**
- **Blue is Responsible**
- **Blue is Safe**

**BREMEN ACADEMY  
FACULTY/STAFF 2022-2023**

<b><u>Administration</u></b>	<b><u>Position</u></b>	<b><u>Administrative Support</u></b>	<b><u>Role</u></b>
Brian Evans	Principal	Dena Clark	Book Keeper
Scott Hodges	Assistant Principal	Melanie Coggins	Office Assistant
Ashley McGill	Assistant Principal	Courtney Denney	Registrar
		Scott Roberts	Counselor
<b><u>Grade Level Teams</u></b>	<b><u>Grade Level</u></b>	<b><u>Support Staff</u></b>	<b><u>Assignment</u></b>
Christy Barrett	Fourth Grade	Andrea Evans	Paraprofessional
Natasha Cooper	Fourth Grade	David Fowlkes	Paraprofessional
Krissy Culpepper	Fourth Grade	Morgan Gann	Paraprofessional
Paige Eriquezzo	Fourth Grade	Lynn Hodges	Paraprofessional
Priscilla Henderson	Fourth Grade	Alicia Lairsey	Paraprofessional
Leslie Pruitt	Fourth Grade	Holly Partridge	Paraprofessional
Meghan Meadows	Fourth Grade	Aimee Ragsdale	Paraprofessional
Kelsey Proctor	Fourth Grade	Robbie Ridley	ISS Program
Jessica Wright	Fourth Grade	Deanna Stone	Paraprofessional
		Hailey Smith	Paraprofessional
Carmen Bowling	Fifth Grade	TBD	In-House Substitute
Jennifer Brooks	Fifth Grade		
Carla Coppett	Fifth Grade	<b><u>Special Services</u></b>	<b><u>Assignment</u></b>
Jennifer Hammond	Fifth Grade	Jennifer George	Gifted Program
Laura Johncox	Fifth Grade	Sarah Carr	EIP Services
Virginia Pollard	Fifth Grade	Kelanie Clotfelter	School Psychologist
Cody Pruitt	Fifth Grade	Carla Coppett	Special Education/ISC
Alison Tanner	Fifth Grade	Jessica Davis	LPSC Program
Lindsey Wilson	Fifth Grade	Alisha Huff	School Nurse
		Meghan Meadows	Special Education
<b><u>Exploratory Team</u></b>	<b><u>Assignment</u></b>	Scott Roberts	School Counselor
Jennifer Able	Music	Sarah Sewell	Special Education
Bert Barrow	Art	Kristal Stewart	Speech Services
Kris Baskin	Physical Education		
Matthew Bass	Band (5 <sup>th</sup> Grade)		
Hailey Smith	Computer Lab		
Jennifer George	STEM Program/Science Lab		
Lynn Hodges	Coding/Computer Skills		
Kathy Matthews	Physical Education		

# DAILY SCHEDULE

## 2022-2023

### 4<sup>th</sup> GRADE

Homeroom/1 <sup>st</sup> Block	8:00-10:10 am
2 <sup>nd</sup> Block	10:10-1:10 pm
Lunch	11:55-12:25 pm
Recess	12:25-12:40 pm
Exploratory Block <i>Computer Lab, Art, Music, STEM Lab, Coding, PE</i>	1:10-2:05 pm
Acceleration Block	2:05-3:05 pm
Dismissal	3:05 pm

### 5<sup>th</sup> GRADE

Homeroom/1 <sup>st</sup> Block	8:00-10:10 am
2 <sup>nd</sup> Block	10:10-1:15 pm
Lunch	12:30-1:00 pm
Recess	1:00-1:15 pm
Acceleration Block	1:15-2:10 pm
Exploratory Block <i>Computer Lab, Art, Music, STEM Lab, Coding, PE</i>	2:10-3:05 pm
Dismissal	3:05 pm

#### **Bremen Academy Staff Beliefs:**

1. We should provide a safe and nurturing environment for our students.
2. A partnership among school, home, and community enhances the education of our children.
3. Differentiated instruction should be incorporated into learning activities in an effort to meet the needs of learners with different learning styles and ability levels.
4. We must provide students with the skills to be successful in the *21<sup>st</sup> Century* which include the following:
  - cooperative and collaborative learning opportunities
  - writing skills development for effective and efficient communication
  - connections from theory to real-life application
  - innovative problem solving skills and creative thinking opportunities
  - global exploration and understanding
  - integration of a STEAM related focus, an understanding of the environment and environmental issues
5. We should provide experiences that develop good citizenship, integrity, character, and responsibility.

# **ENROLLMENT INFORMATION**

## **City Residents**

It is board policy of Bremen City Schools (JBCA) that resident students are admitted and allowed to remain as s under the condition that they actually reside in the city of Bremen with their parent or legal guardian. However, if an extenuating circumstance arises, that requires special consideration or exception to Policy JBCA; a parent may contact the Principal or Superintendent to request the Bremen Board of Education consider a temporary waiver of the residency policy.

## **Non-Resident Students**

Each non-resident student must make application to attend Bremen City Schools and receive written approval from the school to which the student is applying. The student(s) will be assessed tuition during the school year. Tuition shall be reimbursed only when a student is withdrawn for an entire semester. If a student attends any portion of a semester, tuition for that semester will not be reimbursed. Tuition paying students will be required to complete and sign an enrollment application and contract before being enrolled in school. The following areas will be evaluated before admission will be granted:

1. The applicant must have a history of satisfactory behavior based on student discipline records
2. The applicant must demonstrate average or above academic achievement through a review of educational records and/or standardized test scores
3. The applicant must have a history of acceptable school attendance based on school records. Excessive tardiness will also be considered

If during the school year it comes to the administration's attention that guardianship has been misrepresented in order to avoid tuition and that the child attending actually resides outside the city, tuition will become due immediately, or the child will be withdrawn. At this point, the child will fall under the admission criteria for nonresident students. Students whose legal guardians reside outside the state shall pay tuition at the amount determined by the district.

Each year an evaluation of a non-resident student's attendance, discipline, and academic records is completed. Students determined not to be in good standing could be placed on probation and required to address their deficiency. Some students may also have their nonresident student enrollment privileges revoked and could be withdrawn from Bremen Academy.

Nonresident enrollment is conditioned upon the student's good behavior and willingness to perform the required academic assignments. Any violation of the student discipline code by a nonresident student may result in the revocation of the student's privilege to attend Bremen City Schools. Nonresident status will be evaluated on an ongoing basis. Nonresident students who violate the signed contract will be withdrawn immediately. Revocation of tuition status can occur based on any of the following:

- Inappropriate behavior or poor disciplinary record (on or off campus)
- Tardiness to school or poor attendance record

- Unsatisfactory academic performance
- Failure to make tuition payments on time
- Attempts to circumvent the policy and procedures of the school system
- Any other good and sufficient reason

### **Return Check Fee**

In order to recover the funds associated with a returned check in a private and professional manner, Bremen City Schools has contracted CHECKredi, LLC, for the collection of returned checks. Please note that a mandatory returned check fee of **\$30.00** will be added to any check written which does not clear the bank (includes payments for tuition, field trips, fundraisers, fines, etc.). Each person writing a check to the school should write the check on a commercially printed check with your name, address, and at least one contact number. Counter or starter checks will not be accepted.

### **Transfer Students**

Students transferring from other schools should arrange to provide copies of their academic record to insure admission to the proper classes. A birth certificate, social security card, immunization record on a Georgia form, and an eye, ear, dental screening record are required for admission. Thirty days (30) will be given for parents to provide the school with these necessary records. After thirty days the student *may* be suspended until records are received. Parents must provide two proofs of city residency before a child can enroll as a resident student.

### **Withdrawing Students**

Only the parent/guardian who enrolled the student may withdraw the student. The school registrar should be contacted to begin this process. The enrolling school will then request student records from Bremen Academy.

## **DAILY SCHOOL PROCEDURES INFORMATION**

### **Arrival and Departure Information**

The building will open daily at 7:15 am. For student safety, please do not drop-off prior to 7:15 am and leave them unattended. To keep traffic flowing smoothly, please follow the directions of the traffic directors (whether directed to the Bremen Academy or Bremen Middle side of the campus). Students will exit their vehicle and enter the building through the main entrance closest to where they were dropped-off. Once inside the building, students should report directly to the cafeteria and they will be released at 7:30 am to report to homeroom (supervision will be provided in the hallway). Breakfast will be available in the cafeteria from 7:20-7:50 am. The school day will begin at 8:00 am and students that are not in homeroom at that time be marked tardy.

The school day ends at 3:05 pm, and students will be dismissed to leave campus at that time. To assist in the dismissal process we offer the *Dual Pick-up Program* which is designed for parents who need to pick up students at both Bremen Middle School and Bremen Academy. Parents/guardians will use the Bremen Academy entrance to pick-up students participating in the program. Please follow the signage and lanes as directed and limit cell phone use at this time to help expedite the afternoon pick-up process. Parking is not permitted in the BA Teacher Parking Area to drop-off or

pick-up students. Parents/guardians that arrive on campus before dismissal at 3:05 pm must remain in their vehicles until the students are dismissed. Please refrain from the use of tobacco products in and around all campus areas. All students not participating in extracurricular activities must be picked up by 3:45 p.m. daily. *Students that are not picked up by **3:45 pm** will report to the After School Program (fee assessed). Please see the section "After School Program" for the fee assessment.*

The decision as to who will pick up the child should be made before dropping the child off at school. In case of an emergency change in who should pick up the child, please contact the school at least 45 minutes before pick-up time. To avoid conflicts and for the safety of the children, it is the policy of Bremen Academy for the parent or guardian who signs the registration form to have final say as to who may pick up a child from school. Any changes in custody or requests for a legal guardian not to pick up a child must be submitted in writing to the Principal with legal documentation showing the change in custody.

### **Early Check-Out**

The person picking up the child must be the legal guardian or be designated by the legal guardian as having the right to pick up the child. They must sign the student out in the Bremen Academy office. As a safety precaution, those picking up children may be asked to show identification.

### **Campus Guests**

All guests, including parents, are required to report to the Bremen Academy office to sign-in and secure a visitor's badge using the automated system. A driver's license or other form of photo identification must be used with the automated sign-in system. After completing the sign-in process all guests must wear the printed visitor's badge while in the building. At no time may any guest go to a classroom or other area of the building to see a student and/or a teacher without first completing the automated sign-in process at the main office and obtaining a visitor's badge. At the conclusion of the visit, you must return to the office and use the visitor's badge to complete the sign-out process (please do not leave the building without completing this process). To prevent an interruption of instructional time, students from other schools may not visit Bremen Academy during the school day without prior approval of the administration.

### **Campus Traffic**

Parents please observe all directions given by the crossing guards that manage the flow of traffic during the drop-off and pick-up process daily. There are directional signs posted on campus which should be used to assist in locating the correct area for the drop-off and pick-up of students. Arrangements have been made so that no child has to cross the parking area on campus or the street (Crosstown Parkway) to access his or her car. Students and drivers should take all necessary safety precautions in and around the campus. A continuous smooth flow of traffic is essential for proper drop-off and pick-up of students. To assist in expediting the pick-up process please remain in your vehicle and pull through the line. Students may load and unload only in designated areas on campus.

### **Visitor Parking**

No one should park or leave their cars unattended in the lanes designated to maintain the flow of traffic. Areas marked for handicapped parking should be reserved for those with proper permits.

Parking is not permitted in the loading zone near the cafeteria, or in the staff parking area during morning drop-off or afternoon dismissal.

### **Student Walkers**

Many students walk to and from school. The school assumes no responsibility for students after they leave campus. Parents who wish for their children to walk home should complete the form issued by the school and return it to the Bremen Academy office. The form is available during the registration process as well as in the Bremen Academy office. Students are not permitted to walk to another area of the campus to be picked up (this includes the football/soccer/track complex).

### **Bicycles and Skateboards/Skate Shoes**

Bicycles should be locked at school in the bike rack. For student safety, skateboards and skate shoes will not be permitted on campus during the school day.

### **Delivery of Flowers/Balloons**

Flowers and other items delivered to the school for any purpose will be given to students at the end of the school day. Due to student allergies, latex balloons are prohibited on campus.

### **Student Event Invitations**

Parents should not allow children to bring any type of invitations to distribute during the school day. The school cannot provide names and addresses of students to anyone.

### **Lost and Found Items**

Parents may look through the lost and found areas for items. The child's name should be labeled or tagged on clothing, especially on coats. Items not claimed at specific times during the school year will be donated to local charitable organizations.

### **Backpacks/Bags with Wheels**

As a safety precaution, students will not be allowed to have backpacks/bags with wheels during the school day unless permission is granted by Administration.

## **BCS SCHOOL NUTRITION PROGRAM INFORMATION**

### **Board Policy**

The goal of the Bremen City Schools School Nutrition Program is to provide healthy meals to all students on a daily basis. While federal regulations prevent the denial of a meal to a student eligible for free meals, neither state rules nor federal regulations require the nutrition department to provide meals to paid or reduced-price students without payment per Chapter 7, Code of Federal Regulation (CFR) Parts 210, 220, and 245. The federal lunch program also prohibits the accumulation of bad debt, i.e., charges, returned checks, etc. Unpaid charges reduce revenue that affects the ability to pay food bills, employee salaries and many other expenses. Unpaid charges and the costs associated in collecting these charges result in higher meal prices for all students.



### **BCS School Nutrition Department Goals:**

1. To treat all students with dignity and respect;
2. To maintain a positive experience for your child during meal service;
3. To establish practices that are age appropriate; and
4. To promote parents' responsibility for meal payments and self-responsibility of the student.

Payment in advance for meals enables Bremen City Schools to achieve these goals. We do understand that circumstances arise and that children, at times, will arrive at school without funds, therefore, the following policies and procedures are in effect.

### **Charge Policy**

#### Breakfast Program – All Schools

1. Breakfast may not be charged. This includes Jones Elementary, Bremen Academy, Bremen Middle School, and Bremen High School.

#### Jones Elementary/Bremen Academy/Bremen Middle School

1. Students are allowed a maximum of five (5) lunch charges.
2. Student meal account charge letters are given to homeroom teachers once per week after the first charged lunch or when a negative balance occurs.
3. Parents will be notified after the third charge that his/her child will need to bring money for meals. Parent notification will be a charge letter delivered either by email or the procedure listed in step #2.
4. If after the fifth lunch charge the student does not bring money, he/she will have the opportunity to call the parent/guardian to bring money to the school. If the student does not receive money before coming through the serving line he/she will be given an alternate meal consisting of a sandwich, milk, and fruit and will be charged .90 cents.
5. The principal and parents will be notified that the student is receiving an alternate meal.
6. A free and reduced lunch form will be mailed to the parent's home after the fifth lunch charge if the negative balance is not paid in full within five (5) days.

*\*Visitors and substitute teachers are not permitted to charge meals.*

### **Extra Items/Ala Carte**

There will be absolutely no charges allowed for the following items:

1. A la Carte Items such as snacks, a la carte meals at the high school level, extra milk or juice, or side/extra items off the main line.
2. If a student owes money for items charged to their account, he/she will not be allowed to purchase a la carte items until the charges are paid.
3. If a student brings a meal from home and wishes to get a milk or juice from the school cafeteria, the student must either have cash in hand or money in his/her meal account (This includes students who receive Free and Reduced price meals).

## **End of Year Balances**

All accounts must be settled at the end of the school year. Beginning May 1, no student may charge a meal. For elementary students, any child with a negative balance will not be able to purchase ice cream until the negative balance is paid. Report cards will be held and PowerSchool access will be denied for any student that has a negative balance until the balance is paid in full.

Continuous accumulation of charges can lead to deficits for the School Nutrition Program; therefore, if charges become excessive or the parent refuses to pay after being contacted, the system reserves the right to take steps necessary to collect the charges owed. During the last month of the school year, frequent notices will be sent to parents of students who owe money for charged meals. If debts have not been paid in full by the beginning of the next school year, no further lunch charges will be allowed until past debts have been paid in full. Every effort will be made to assist any family that is in need.

## **Returned Checks**

When a check is returned to the System Accountant's Office for NSF, the school nutrition department is notified. A letter will be sent to the parent/guardian informing them that no additional checks will be accepted from them in the school nutrition department.

Bremen City Schools has also contracted with CHECKredi, LLC, a company based in Huntsville, AL for the collection of returned checks in order to recover these funds in a private and professional manner. CHECKredi will contact the parent/guardian by mail or by telephone in order to make arrangements to pay before attempting to represent the check electronically.

## **Refund Policy**

1. Withdrawn Students – For any student who is withdrawn, a written request for a refund of any money remaining in their account must be submitted. An email request is also acceptable. Any amount over \$20.00, the refund will be in the form of a check. The check will be mailed within 10 business days upon receipt of the refund request.
2. Graduating Students – Students who are graduating at the end of the year will be given an automatic refund of their balance.
3. Unclaimed Funds – All refunds must be requested within one year. Unclaimed funds will then become the property of the Bremen City Schools Nutrition Department.

## **Breakfast/Lunch Prices**

Student Breakfast: **\$1.35**

Student Lunch: **\$2.90**

Teacher Lunch: **\$3.75**

Visitor Lunch: **\$4.00**

Breakfast and lunch will be available daily for all students who desire to eat. Free and reduced breakfast and lunch are available to those who qualify and who are approved by school officials upon application. Students allergic to peanut butter or milk must bring a current note from a doctor stating

this fact. A substitute drink will be served. ***In conjunction with the Bremen City Schools Wellness Policy, food items from local restaurants are not permitted in the cafeteria. Carbonated drinks are also not permitted.***

While in the cafeteria, staff members and/or administrators may assign specific seats to students. Students are expected to display good manners and proper behavior at all times.

### **Daily Snack**

Through grade level and teacher discretion, snack times are available to students. Students are encouraged to have healthy snacks that will promote good eating habits and a healthy lifestyle.

## **ATTENDANCE INFORMATION**

Students are required by law to attend school. Parents are responsible for the student's attendance to school. It is vital for students to attend school every day.

### **Student Absences**

*Students are required by law to attend school. Parents are held accountable for student attendance.*

Determination of whether or not the absences are excused or unexcused will be made by school officials based on the State Board of Education Policy which states that absences from school be excused for the following reasons:

1. Personal illness.
2. A serious illness or death/funeral in the student's immediate family (immediate family is defined as parents/guardian/grandparent, siblings, and other persons living within the child's residence).
3. A court order or an order by a governmental entity.
4. Celebration of religious holidays.
5. Conditions rendering attendance impossible or hazardous to student's health or safety.
6. Page for US Assembly (counted as present in school).
7. When attendance by the student would endanger his/her health or the health of others.
8. A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to five (5) days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.

If a student misses more than ½ of the school day, the student will be marked absent for the day. To participate in an extracurricular activity (club, activity, sports, etc.); a student must be present for at least ½ of the school day.

Absences shall not penalize student grades if the following conditions are met: Absences are justified and validated for excusable reasons and make-up work for excused absences is completed satisfactorily and on time in accordance with the policies outlined in the student handbook.

## **Parent/Guardian Notes and Excuses**

Parents will be allowed to write a maximum of five (5) parent notes per semester. One guardian note may be written for each day absent (1 guardian note = 1 day absent). A note stating the reason and date of the absence should be signed by the parent and returned to the main office within five (5) school days of the absence. The absence will otherwise be counted unexcused. Any additional absences will require medical or legal documentation.

The following steps will be taken regarding unexcused absences:

1. Daily absence notification will be received via an automated system (this may include a phone call or texting system).
2. At five (5) Unexcused Absences: The parent/guardian is notified of the violation.
3. At seven (7) Unexcused Absences: The school counselor/assistant principal will share attendance information with parent/guardian through the School Resource Officer. The information will be shared via a home visit.
4. At ten (10) Unexcused Absences: The attendance information will be reported to the System-Wide School Attendance Supervisor. The parent/guardian will then be sent notification of the time and the place of a Truancy Treatment Team Meeting. The object of the meeting will be to explore the barriers to attendance, develop a plan to improve attendance, and notify the parent/guardian of the consequences for further unexcused absences. The parent/guardian and the student will then sign a Truancy Treatment Team Contract Form. Complaints are filed upon violation of the contract. Before judicial proceedings are commenced, the parent/guardian will be sent a notification by certified mail, return receipt requested.
5. After the Truancy Meeting, if the attendance problem continues and the contract is violated:

**Students 12 and under** (and certain children over 12 who appear to the school or to the petition to be a victim of educational neglect):

The parent/guardian will appear before the juvenile court to address the allegation of deprivation due to educational neglect and:

1. will be advised of their rights under law; and
2. have the deprivation allegation adjudicated.

If deprivation is established pursuant to law, a disposition hearing will take place pursuant to the juvenile code of Georgia. A disposition order will be made by the juvenile court which may, in addition to all other dispositions allowed by law for deprived children, require the following:

- An order requiring the parents/guardian to adhere to compulsory school attendance law;
- Judicial reviews where the parents/guardian will be brought back after sixty (60) days to court. Further orders will be made as deemed by the court to be in the best interest of the child;
- Drug testing of the parents/guardian;

- Parents/guardian who test positive for drugs will be required to seek treatment;
- Court may retain jurisdiction and supervision over the case and the child for up to two years.

**Note:** Parents may review the Bremen City Schools website for a complete copy of the board Attendance Policy JBD.

### **Tardy Policy**

Punctuality increases student success and lessens classroom disruptions. The school day will begin at 8:00 am and students that are not in homeroom at that time will be marked tardy. A parent/guardian **must** accompany the student entering the building to sign him/her in at the main office, unless otherwise indicated by the principal. Please see the actions below for students that are tardy to school:

1. **Fifth (5) Tardy** – Parent notified of the problem by the school
2. **Subsequent infractions will result in further disciplinary action.**

### **Non-School Related Trips and Absences**

To minimize the loss of instructional time we encourage parents to plan trips during scheduled student holidays as indicated on the Bremen City Schools Annual Calendar.

### **Late Check-In/Early Checkout Information**

A parent or legal guardian must enter the Bremen Academy main office to sign out and/or sign in any student that checks out or checks in late after the school day has started. Students are considered tardy at 8:00 am. Notification through an automated system will be provided for students that are tardy each day. In addition, contact will be made by school personnel for students on the third tardy accrued by the student. Bremen Board of Education policy requires any student who is absent for medical or dental appointments to present a note from the doctor or dentist when returning to school from the appointment. All absences require written documentation in order to be excused. The absences will otherwise be unexcused. Students have three (3) days after being absent to bring a note to be excused. No make-up work will be allowed until the student receives an excused note from the office. This includes major tests or assignments.

### **Extended Illness and Assignments**

If a student will be absent for two (2) or more days, parents should call the school office at 770-537-9340 prior to 10:00 a.m. to request assignments. These can be picked up in the office after 3:05 p.m.

### **Make-Up Work**

Arrangements for make-up work, assignments, tests, reports, etc., for an absence must be made within three (3) school days after a student returns to school. The parent and student are responsible for requesting make-up work.

- Excused Absence – 5 days granted from date of absence for student to make-up assignments
- Unexcused Absence – 3 days granted from date of absence for student to make-up assignments

# STUDENT SERVICES INFORMATION

## **School Nurse**

A school nurse is available to all students to provide first aid and/or assistance with health care.

## **Student Illness**

While student attendance is important, no students should attend school when they are too sick to benefit or when their attendance endangers the health of others. If a child has a communicable disease or situation, he/she should stay at home until danger of contact with others is over. A child who becomes ill at school should seek permission to visit the school nurse. The school nurse will call the parent/guardian if the child will need to be sent home for the day. In case of illness or injury a student will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents/guardians will be contacted. If parents/guardians are not available, the student will be taken to the emergency room at the hospital. It is important that the current contact information be on file. If contact information is changed during the school year, please contact the school registrar or notify office staff.

## **Student Medication**

If a student must bring medication to school, the following requirements must be met:

Prescription Medication:

1. Must be in the original prescription container clearly marked with the student's name and directions from a pharmacist or doctor.
2. All prescription medication that is required on a daily basis while the student is at school must be accompanied by a Medication Administration Form signed by the parent or guardian (form can be obtained from the office).
3. No more than one week of medication may be sent at one time.  
\*Refrigeration is available.

## **Inhalers/Epi Pens/Glucagon:**

A student for whom the school has on file supporting medical documentation may carry at all times with parental/ guardian permission inhalers for asthma, auto-injectable epinephrine (epi pens) for allergic reactions and glucagon for diabetes. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/ her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

In order for the student to carry and self-administer such medications, the parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. The terms of this paragraph may be met through a student's diabetes medical

management plan developed and implemented pursuant to state law. Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

Nurses or other school employees are authorized to administer auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for Epinephrine. Such persons also are authorized to administer Levalbuterol Sulfate, if available, to a student in perceived respiratory distress, regardless of whether the student has a prescription for Levalbuterol Sulfate. Any school employee who in good faith administers or chooses not to administer such medication to a student in such circumstances shall be immune from civil liability.

#### Non-Prescription Medication:

1. Must be in original container;
2. Must be clearly identified as to the child's name and the dosage needed and what time it is to be dispensed.

**NOTE: All medication, prescription or non-prescription, must be stored in the Nurse's Office (with the exception of those listed above with proper medical documentation on file).** Students must have the medical portion of their information card completed to allow the nurse to dispense medicine. Over the counter medication will not be dispensed before 10:00 a.m. and after 2:00 p.m. (unless the school nurse deems such to be necessary in their medical opinion). \*The information above represents a summary of Board Policy JGCD. Please access the policy for complete details.

#### **First Aid**

Minor cuts, scratches, bumps, etc. may be treated by the child's teacher, office staff, or by the school nurse with ice packs, first aid spray, bandages, etc. Parents will be requested to handle all other injuries and will be contacted by phone.

#### **School Accidents**

The safety of the students at school is uppermost in the minds of all staff members. If an accident should occur, the parent or guardian will be notified. School personnel will render first aid where possible. If the school should be unable to locate the parent or the person listed in the office as an emergency contact, our first priority will be to secure help for the student. If the accident should be severe enough to warrant immediate medical attention, the child would be transported to the local emergency room for treatment or treated on school property by the local rescue squad before transporting. The Board of Education does not pay any medical or hospital bills incurred as a result of an accident to the pupil at school. The parent or guardian is responsible for the payment of such bills.

#### **School Counselor**

The school counselor is available to help students who are having problems in school and others who need guidance in solving problems and developing positive self-esteem. The counselor will work closely with the administrators and teachers to provide for the needs of the Bremen Academy students.



### **Media Center**

All students and teachers are encouraged to use the media center. It offers a wide selection of books, magazines, and audiovisual materials. We have an automated media center in which students and teachers check out materials using their bar code numbers. Materials that are checked out are due to be returned within two weeks. Overdue fines are five cents (\$.05) per day, including weekends and holidays. Payment for lost, late or damaged materials is the responsibility of the person who checked out the materials. Destruction of a bar code label on a book will result in a fine of \$10.00.

### **Extracurricular Organizations/Enrichment Activities**

Students are encouraged to participate in enrichment activities. We offer a variety of organizations, teams, and activities, which include Art, Student Council, STEM, Chorus, Robotics, Dirty Knees Gardening Program, Robotics Mini-Camp, Academic Team, and Science Olympiad Team. Please encourage your child to get involved in an enrichment activity.

### **After School Program (ASP)**

Before a child can attend the After School Program, parents/guardians must first complete an enrollment form for each child attending the program. It is the responsibility of the parent/guardian to accurately complete all enrollment forms and keep them updated throughout the year. A one-time registration fee is required upon the fifth visit. The parent or guardian who completes the enrollment form will be held responsible for payments. The staff members of the After School Program do not intercede with separated or divorced parents for payments. Payments can be made via a drop box located near the ASP classroom. Parents/guardians must sign in at the front office if they wish to use the drop box option. The BMS office staff will not collect money for the ASP.

**REGISTRATION FEES: 1 child - \$40/2 children - \$80/3 children - \$100.**

### **ASP Hourly Rates:**

Single child: \$5.00 for 1<sup>st</sup> hour and \$3.00 for each additional hour.

Multiple children: \$5.00 for the 1<sup>st</sup> hour and \$2.00 for each additional hour.

**The listed rates are per day and per child. Any student not picked up by 3:45 pm will be assessed the hourly rate. A drop box will be made available for payments made during the school day.**

### **Athletic Programs**

The Bremen Recreation Department handles all athletics for students at Bremen Academy.

## **ACADEMIC INFORMATION**

### **Report Cards**

Report Cards are issued every nine weeks. Report cards will be distributed on the following dates:

**October 17, January 9, March 20, and June 2.** Report cards will be issued electronically to the email address provided by the parent that registered the student (please make certain that if there are any changes to the email address provided that this information is updated with the Registrar). *Report*



*cards will not be issued at the end of the school year nor will a student be allowed to register for the next school year if any money is owed to the school.*

### **Progress Reports**

Progress Reports will be distributed on the following dates: **September 1, November 10, February 6, and April 25.** Progress reports will be issued electronically to the email address provided by the parent that registered the student (please make certain that if there are any changes to the email address provided that this information is updated with the Registrar).

### **Grading System**

- A** 90-100
- B** 80-89
- C** 70-79
- F** \*Below 70

(\*Indicates an insufficient amount of work has been completed or accomplished to pass.)

### **Student Conduct Ratings**

- S** Satisfactory
- I** Improving
- N** Needs Improvement
- U** Unsatisfactory

Conduct ratings will be assigned as a means for communicating student behavior.

### **Homework Assignments**

Homework is encouraged as it is needed to supplement or strengthen regular class work. The amount of homework may vary from grade to grade and class to class. Homework constitutes a part of the grade and must be submitted. This information can be found in the *Weekly Newsletter* that is emailed to parents on Monday of each week. Bremen Academy does offer a *Homework Assistance Program* (before or after school) which is available based on teacher referral. Also, each teacher provides morning or afternoon support to students each week on a day specified by the teacher. Please note that you may be contacted to request that you child remain after-school to finish homework if he or she demonstrates a pattern of not consistently completing those assignments.

### **Principal/Honor/Merit Roll**

The Principal, Honor, and Merit Rolls are special recognition lists for academic achievement in the core academic areas. The lists are based on grades and conduct for the **preceding nine weeks** of the school year.

- **Principal Roll** – All A's in all subjects and all "Satisfactory" ratings in conduct.
- **Honor Roll** – All A's with only one B in any subject and all "Satisfactory" ratings in conduct.
- **Merit Roll** – No grades below a B and all "Satisfactory" ratings in conduct.

### **Academic Excellence**

We strive to provide rigorous and relevant academic instruction to help students demonstrate mastery of the content taught. A differentiated grading system is used to measure mastery. We strive to challenge all students to their fullest potential. We also offer an extensive support system to students with skill deficits. Our ultimate goal is for all students to be successful and make academic gains.

### **Parent-Teacher Conferences**

Parents are encouraged to monitor their child's grades/progress on-line through PowerSchool. The parent/guardian of the student should receive information concerning usernames and passwords during registration. This information also may be picked up from the Registrar throughout the school year. Parents are encouraged to arrange conferences with teachers as needed to discuss student progress. Conferences may be scheduled during teacher planning times, after-school, or one of the parent conference dates designated on the annual calendar. The scheduled parent conference dates for this school year: **September 28 and February 15.**

### **Promotion/Retention Policy**

In addition to the local promotion policy for grades K-8, which is based on the assessment of the academic achievement of students at each grade level as revealed in grades on report cards and on end of the year assessments of reading and math levels, the State of Georgia has established the following criteria regarding promotion and retention:

No fifth-grade student shall be promoted to the sixth grade if the student does not achieve grade level proficiency on state required testing in Reading and Math as well as meet promotion standards and criteria established by the local board of education for the school that the student attends.

The school principal or designee may retain a student who performs satisfactorily on a state assessment but who does not meet promotion standards and criteria established by the local board of education. There are certain procedures that shall take place in case any of the above situations occur to be sure those students and parents are given fair notification and opportunity for discussion (CODE: IHE, 160-4-2-.11). Students shall be given the opportunity for accelerated, differentiated, or additional instruction based on the student's performance on the state assessment.

### **Georgia Milestones Assessment Dates**

Georgia Milestones EOG Assessment Dates: April 24 – May 5 (Tentative Dates)

## **ACADEMIC SUPPORT PROGRAMS INFORMATION**

### **Gifted Education Program**

Bremen City Schools' *Gifted Education Program* (based upon SBOE rule 160-4-2-.38) serves students by providing academic challenges for those who are intellectually advanced. Students are served in grades K-12. The program offers valuable learning opportunities that are advanced and accelerated

in content and pace. This instruction may be in the form of a gifted education resource class, a gifted cluster group class, or advanced content/AP classes. All gifted education classes offer learning and academic experiences that focus on and extend the academic standards in Georgia. Referrals for consideration of eligibility for gifted services may be made by teachers, counselors, administrators, parents/guardians or others with knowledge of the student's abilities. Achievement data may result in an automatic referral.

### **Early Intervention Program**

The Early Intervention Program (EIP) is designed to serve students who are at risk of not reaching or maintaining academic grade level. The purpose of the Early Intervention Program is to provide additional instructional resources to help students who are performing below grade level obtain the necessary academic skills to reach grade level performance in the shortest possible time. The EIP Program is a part of the Multi-Tiered System of Supports (MTSS) framework for providing support to students. The EIP Program provides a structure for additional instruction to ensure students meet grade level expectations at the elementary level. Eligibility for the Early Intervention Program (EIP) is determined by an assessment process at the local school system level. The eligibility determination is made by identifying the students functioning below the normal expectation for the respective grade using criteria provided by the Governor's Office of Student Achievement (GOSA). This is a state-funded program that is intended to accelerate student learning.

### **Special Education Program**

The Special Education Department at Bremen Academy is designed to serve children with a variety of educational needs. Some children encounter difficulty learning in a traditional classroom setting or through the use of typical teaching methods. These children may need some special individualized instruction, behavior modification, small classroom size, and other directed programs. Special services are provided to these students to enhance the learning process and help them develop to their fullest potential.

### **Special Needs Scholarship Program**

The Georgia Special Needs Scholarship may provide eligible special education students the opportunity to attend an approved private school or another public school. Please visit the Georgia Department of Education website at [www.gadoe.org](http://www.gadoe.org) for more information about the state scholarship program.

### **Section 504 Program**

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. Any student or 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.

## **GENERAL INFORMATION**

### **Drug Free School**

It is the intention of the Bremen Board of Education, the administration, the staff, and faculty to keep Bremen Academy a drug-free school. Because the use, possession, and being under the influence of alcohol and drugs is illegal, their possession, use or being under the influence on school property and/or a school function, will not be tolerated. This includes student lockers and personal belongings. Controlled substances, (prescription medicines) possession or under the influence of the controlled substance that are not in the original container or that did not come from the original container and is not prescribed for the student who is in possession or under the influence will be considered an illegal act and a student can be charged under the law with a felony.

### **Family Educational Rights and Privacy Act (FERPA)**

Notification of Rights under FERPA for Elementary and Secondary Schools:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Bremen City Schools receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Bremen City Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

The Georgia Student Data Privacy, Accessibility, and Transparency Act afford parents and students who are 18 years of age or older ("eligible students") the right to file a complaint with their local

school system 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.

Bremen City Schools  
Zoe Evans, Assistant Superintendent  
501 Pacific Avenue  
Bremen, GA 30110

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Bremen City Schools may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop,

validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)) • To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

### **FERPA Directory Information:**

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that Bremen City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Bremen City Schools may disclose appropriately designated “directory information” without written consent, unless you have advised Bremen City Schools to the contrary in accordance with Bremen City Schools procedures. The primary purpose of directory information is to allow the Bremen City Schools to include information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Bremen City Schools to disclose any or all of the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify Bremen City Schools in writing by August 15th of each school year. Bremen City Schools has designated the following information as directory information: Student’s name, address and telephone number; Student’s date and place of birth; Student’s e-mail address; Student’s

participation in official school organizations and sports; Weight and height of student if he/she is a member of an athletic team; Dates of attendance at schools within the school system; Honors and awards received during the time enrolled in the district's schools; Photograph; and Grade level.

### **Title I and II-A Parent/Guardian Right to Know Information (8/3/22)**

In compliance with the requirements of the *Every Student Succeeds Act*, parents may request the following information:

1. Whether the student's teacher –
  - has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher;
  - is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived and;
  - is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

### **Online Learning Program**

With the passage of Senate Bill 289, Georgia students have access to online learning opportunities. If a student plans to enroll in an online course, parents must make an appointment with the school counselor to discuss this option. Online providers have application/registration deadlines. It is the responsibility of the parent/student to ensure deadlines are met. Parents should seek approval from administration at least 5 days prior to the start of the semester in which they request to enroll the student in an online learning opportunity.

Georgia Virtual School is a program of the Georgia Department of Education's Office of Technology and is among the list of approved course providers operating in partnership with schools and parents to offer middle school and high school level courses across the state. Local schools pay tuition and fees for students enrolled in a GaVS course that is part of the student's regular school day. Parents and/or students assume responsibility for all additional costs of classes taken outside the regular school day. Additional information concerning GaVS can be found at [www.gadoe.org/Technology-Services/Pages/GAVS.aspx](http://www.gadoe.org/Technology-Services/Pages/GAVS.aspx)

### **Lost or Damaged Books**

Students who have had books checked out to them are responsible for paying for the books if lost or damaged. Students will be required to pay the cost of replacing the lost book before the next registration process takes place.

### **Student Expenses**

Grade level school supply lists may be found on the Bremen Academy website. There are several basic yearly expenses for most students. School insurance, pictures, lockers (5<sup>th</sup> grade students), and lunches are optional to all students. A donation may be requested from specific teachers to provide additional materials for some programs or activities.



### **School Sponsored Field Trips**

Field trips are coordinated to provide additional exposure and experiences related to the content taught in the classroom or as an incentive to students for various reasons. Students are required to ride transportation provided by the school to and from the field trip site unless special permission has otherwise been granted by the Principal. Field trip permission forms signed by parents or guardians are required for a student to participate. Students on field trips are subject to the same rules of behavior as those students at school. Administration reserves the right to determine if a student is not meeting the “*Good Standing*” requirements to attend the trip (this includes students considered for financial assistance through scholarships, when available, as requested by parents).

“*Good Standing*” relates to grades, attendance, and discipline.

### **Fundraising Activities**

Any fundraising requests require both Principal and Board approval.

### **Textbook Replacement Information**

Each Principal or his/her designee should ensure that their school creates a process by which every instructional textbook or other significant instructional resource is accounted for at the beginning and ending of the school year. All students shall be expected by school officials to keep these materials in good condition and to pay for the cost of replacement if lost or damaged significantly.

Please adhere to the stipulations below:

1. If a student loses a textbook and cannot locate it in a reasonable time period, written notice should be given to the student and parent stating the title of the textbook and the replacement fee for the book. Copies of this notice should be retained by the school for documentation purposes.
2. Progress reports, report cards, or diplomas shall not be given to parents until the replacement fee is paid in full to the school bookkeeper. Before withholding the documents listed above, principals are to ensure that parents have received written notice in advance from the school. Telephone calls from teachers to parents are also recommended to ensure communication.
3. If a student loses a textbook required for classroom participation, school officials shall allow the student to borrow a textbook until fees are paid. However, school officials may deny privileges such as school dances, athletic contests, and other special events until fees are paid (fieldtrips are excluded from this list; because fieldtrips are considered academic activities, students may not be denied the opportunity to participate in a fieldtrip due to owed fees).
4. Each school principal and school bookkeeper shall ensure that a local school monetary account for replacement fees is created and that all funds collected for textbook/instructional material replacement shall be placed in this account throughout the year to be used for replacement costs.

### **Pets on Campus**

No pets or animals of any kind are allowed on campus, with the exception of service animals, without prior approval from school Administration.

### **School Council**

The purpose of the School Council shall be to improve communication and participation of parents



and the community in the management and operation of Bremen Academy. The Council shall work to bring the community and the school closer together in a spirit of cooperation to solve difficult education problems, improve academic achievement, provide support for teachers and Administrators, and bring parents into the school-based decision-making process. It shall be the responsibility of local school councils to provide advice and recommendations to the school Principal and, where appropriate, to the Board and Superintendent on any matter related to student achievement and school improvement, including those enumerated in law.

### **School Closings**

Please check local radio and television stations for school closings due to weather related issues or other circumstances which will be reported by 6:00 am (when possible). In addition, information and updates may be shared through the district Remind texting system and parent email group as well as through the Bremen City Schools website for information and updates.

### **Office Telephone – Student Use**

A telephone is provided in the main office for student use. During the school day, phone use will be limited to calls for emergency or sickness. Students must have a pass from the teacher before permission to use the phone will be granted. Parents and students are asked to make all necessary arrangements regarding how the student will be picked-up at dismissal prior to arriving to school. In the event of an emergency related to scheduling the means in which a student will be picked-up during afternoon dismissal, please contact the office prior to 2:30 pm so that this information can be communicated to the student. Students are not called to the phone during instructional time unless there is an emergency.

## **BREMEN ACADEMY STUDENT CODE OF CONDUCT**

### **Positive Behavior Interventions and Supports (PBIS) Program**

We believe in a discipline plan that promotes a structure for each student to be responsible for his/her own learning and behavior. We will strive to create a positive school climate where all students are treated with respect and dignity at all times. It is our belief that all children will behave in a positive and appropriate manner if they are provided clear, specific expectations and are allowed the opportunity to practice the established procedures.

Teachers and administrators place a high priority on consistency and fairness in redirecting and disciplining students, while realizing each child is an individual with his/her own unique circumstances and needs. All children will be treated with the utmost respect and dignity. It is our belief that positive self-esteem is critical for academic success and should be fostered by parents, teachers, and administrators. Students that meet the agreed upon criteria related to the program and have no discipline referrals during each quarter of the school year will have the opportunity to participate in the Nine Week Celebration.

As part of our Positive Behavior Interventions and Support (PBIS) schoolwide plan, we will use our *We Are Blue* expectations to promote positive, consistent behaviors through modeling,

practice, and acknowledging students for their success by focusing on the whole child. Our *We Are Blue* expectations are:

- ***Blue is Respectful***
- ***Blue is Responsible***
- ***Blue is Safe***

Students that meet the agreed upon expectations for behavior aligned with the program and have no discipline referrals during each quarter of the school year will have the opportunity to participate in the Nine Week Celebration as a reward for their efforts.

### **Rights and Responsibilities of Students**

All students have both rights and responsibilities in the educational process. Responsibility involves both those things which should be done and those things which must be done. This Code of Conduct and Handbook is an attempt to identify student misbehavior and the possible penalties/punishments that could result when a student has a behavioral infraction of the student handbook. The Code of Conduct is designed to give a brief description of the policies and procedures needed to ensure that all of us have a successful educational experience each day. This handbook does not supersede and cannot include all policies outlined in the Bremen City Schools Board of Education policy manual.

Bremen Academy and the administration reserve the right to provide a disciplinary consequence for such behavior not specified in this Code of Conduct description which violate school policies, cause harm to one's self or others, or disrupts the normal and safe operation of the school day. Students and parents should recognize their responsibility to know the contents of this code of conduct and ask any faculty member or administrator for clarification of any items confusing them.

### **Expected Behaviors for Students**

Expected behavior is behavior that promotes learning and encourages maturity. Students and their parents need to know and understand the procedures. In order to achieve these goals students should:

1. **Participate fully in the learning process.** Students need to report to school and class on time with all needed supplies, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their abilities, and ask for help appropriately when needed.
2. **Avoid behavior that impairs the individual student or other student's education.** Students should follow school and school system rules, maintain school property and cooperate with others.
3. **Show respect for the knowledge and authority of teachers, Administrators, and other school employees.** Students must obey reasonable directions, use acceptable and courteous language and behavior, and follow school rules and procedures.
4. **Recognize and respect the rights of other students.** All students should show concern for and encouragement of the educational achievements of others.

### **Academic Honesty Policy**

Students are expected to submit original work for all assignments, complete their own homework, and participate in assessments without using unauthorized help. Breach of the "Academic Honesty"

policy may result in disciplinary action.

### **Principal Authority**

The Principal is the designated leader of the school, and in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the Principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate school board policy or procedures.

### **Teacher Authority**

Teachers have the authority and responsibility to maintain discipline in the classroom, hallways, cafeteria, and on field trips, etc. School discipline policies will be consistently enforced. When a student is having a problem, school employees who observe the problem or a student violating prohibited behavior are required to inform the student immediately that he/she is behaving in a prohibited manner. Students that accrue multiple infractions, and/or participate in behavior which is disruptive or constitutes a serious violation of school policy will be referred to Administration.

### **General Procedures**

Bremen Academy's administration and teachers operate under the following guidelines when students are referred to the office for behavioral misconduct and before the discipline technique is issued:

1. Consideration is given to the severity of the offense
2. Consideration is given to the student's previous discipline record
3. Consideration of other relevant material or information
4. Consideration will be given to a student's disability
5. The local law enforcement agencies and Haralson County District Attorney's office will be contacted for all forms of illegal behavior

### **Discipline Referrals – Documentation Process**

Referrals to the office will be documented on discipline referral forms. A white copy will be given to students for their parents to sign and return to school. A hard copy of the referral will be placed in the student's discipline folder. Parents will be called when serious offenses occur or when a student has accumulated an abnormal amount of office referrals. Discipline records are part of a student's permanent record.

### **Behavioral Support**

Bremen Academy has established a Behavior Management Team that is part of our Student Support Team process. These teams work collectively for identifying and addressing those behaviors and environmental influences that promote the positive emotional, mental, social, and physical health needs of our students. The behavior process is:

1. **Student Centered** - believe in the ability of positive change
2. **Family Focused** - including parents as partners
3. **Prevention Oriented** - proactive and trouble shooting

4. **Community Based** - utilizing community services
5. **Goal Oriented** - actively seeking desired behavior

### **Code of Conduct – Behavior Management**

In order to maintain an atmosphere in which students can learn, teachers can teach and before a formal discipline referral is made to an Administrator, Bremen Academy faculty and staff are encouraged to use the following behavior management/discipline procedures:

1. Conduct cuts or demerits
2. Time-out
3. Deny privileges
4. Writing assignments
5. Teacher/student conferences
6. Changed seating arrangement
7. Referral to the counselor
8. Notify student's parent/guardian
9. Parent/teacher conference
10. Parent/student/teacher conference

### **Progressive Discipline Procedures**

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors. The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are appropriate for the school setting.

The following disciplinary actions may be imposed for any violation of this Code of Conduct:

- Warning and/or Counseling with a school administrator, counselor, or other school resource persons
- Confiscation of inappropriate materials and/or devices
- Behavior Contract
- Loss of Privileges
- Time Out
- Temporary removal from class or activity
- Notification of Parents
- Parent conference
- Detention
- Temporary placement in an Alternative Education Program
- In-School Suspension
- Out-of-School Suspension
- Assignment to the Alternative Education Program
- Referral to a Tribunal
- Referral to Law Enforcement (School Resource Officer)

Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

### **In-School Suspension Program**

Characteristics of the program:

1. The program will begin daily at 7:50 a.m. and will end at 3:05 p.m. Students should report to homeroom and they will be directed to the ISS room by the teacher. Students that participate in the ISS program will be counted present for their assigned time.
2. The coordinator will be responsible for ISS students at all times during the assigned ISS period.
3. Students who are absent on an assigned ISS day will be required to make up that day or time missed in ISS.
4. Students will eat lunch in the ISS room.
5. Students will be required to keep up with all class assignments while in ISS. All assignments must be completed.
6. Completed work will be turned in to subject area teachers by the ISS coordinator. Completed work will be graded by subject area teachers.
7. Special needs students will be provided services while in ISS.
8. Refusal to obey ISS procedures could result in Out of School Suspension and the option of ISS not being offered again for any future rules violations.

### **Out-of-School Suspension**

Students being suspended out of school:

1. Will have their parent/guardian contacted prior to being released.
2. Will not be able to complete assigned work for credit during the time of the suspension without the permission of the Principal.
3. Will not be able to turn in work that has been assigned prior to the suspension time but is due during the suspension time without the permission of the Principal.
4. Will not be on campus or at any school related functions during the time of the suspension.

### **Prohibited and Illegal Behavior**

Prohibited behavior includes behavior that will endanger or threaten the safety of others, damage property, or impede the orderly conduct of school programs. Students must realize that behaving in a prohibited manner will result in the appropriate form of discipline. In order to protect the right of effective and safe education, students must not engage in any illegal or general prohibited behavior.

**Illegal behavior is prohibited under Georgia and/or Federal Law. Local law enforcement agencies will be called for all forms of illegal behavior.**

### **Searches and Investigations**

School lockers, desks, book bags, pocketbooks, any school property, and any student property on campus etc. shall be subject to inspection by school authorities at any time without prior notice being given to students or parents. The school Administration shall be responsible for conducting reasonable investigations of students in order to evaluate misconduct properly. These investigations

may include searches and interviews.

## Student Conduct Expectations

### **Bullying**

The Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system. Bullying is defined as follows: An act which occurs on school property, on school vehicles, at school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
  - b. Has the effect of substantially interfering with a student's education;
  - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - d. Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur on school property, on school vehicles, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system.

The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication:

1. Is directed specifically at students or school personnel
2. Is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school
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.

Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school administration.

Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically. Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

### **Chronic Discipline Problems**

Any student who exhibits a pattern of inappropriate behavior that interferes with the learning process for him/herself or other students will face one or more of the following: a corrective disciplinary or behavioral management plan involving the Behavior Management Team (an Administrator, student's teachers, and parents or guardians), a disciplinary tribunal, and/or disciplinary hearing.

### **Student Dress Code**

Attending school gives students an opportunity to learn skills for life. The school has a responsibility to guide students so that they will become employable and develop appropriate social skills. A student's appearance may often determine employability; therefore, good taste, safety, and health will help determine the school's policy on school dress.

Dress for students should be neat, clean, and appropriate for a classroom setting. Certain items of dress are not considered appropriate for school and cannot be worn. These items are as follows:

1. Head apparel for males or females (hats, bandannas, caps, hoods, or head covers) and sunglasses are not permitted without prior approval from Administration.



2. Hats may be worn in the building only on those days that are approved by administration. Fishhooks are not permitted to be worn on hats or other articles of clothing at any time.
3. Shirts revealing bare skin around the waist and/or back, see-through apparel, halter tops, spaghetti straps. (Tank tops are permitted as long as straps are 2 inches or more in width and undergarments are covered.) Shirts are expected to exhibit an appropriate neckline as determined by the discretion of the administration.
4. Shorts and/or skirts should be no shorter than the length of a standard index card (5") above the knees at the shortest point (this includes athletic shorts). Most athletic shorts are not long enough to meet dress code.
5. Leggings, yoga or athletic pants, spandex, and any other items made of such material are not permitted unless worn with a top or outer garment that covers the seating area.
6. Clothing with holes should not be more revealing than would be considered appropriate for the school setting. This includes but is not limited to clothes open on the sides, low-cut dresses or tops, and clothing with holes cut above the knee (holes in pants should be no higher than 5" above the knees).
7. Pants worn too low at the hips or pants that expose the undergarments will not be permitted.
8. Clothing or articles displaying advertisements, symbols, or logos of drugs, alcoholic beverages, tobacco products, or clothes containing profanity, obscene, or inappropriate language or messages including pictures, phrases, or words that represent inappropriate behavior or activities are not permitted.
9. Appropriate shoes must be worn at all times. Shoes with cleats are not permitted to be worn in the school.
10. Pajamas, house slippers, or other clothing of an extremely casual nature are not permitted without approval from Administration.
11. Hair paint, hair dye, and body piercings that cause a disruption to the learning environment will not be permitted. Hair paint or dyes that are used for purposes for raising spirit must be approved by Administration (this includes any type of face paint for any purpose).

#### **Disciplinary Actions for Dress Code Violations:**

- **First Offense:** Discipline Referral to Administration (Warning Issued) *\*Parents will be notified and will be asked to bring a change of clothing.*
- **Second Offense:** Discipline Referral to Administration (1 Day of ISS)
- **Third Offense and Thereafter:** Discipline Referral to Administration (2 Days of ISS)  
\*Referral to the Behavior Management Team (see "Chronic Discipline Problems" section)

Administration reserves the right to determine if articles of clothing, jewelry, etc. not specified in this section are appropriate for the school setting and take the appropriate action.

*\*There may be occasions when Administration will permit dress that normally does not comply with the dress code (this may include dress for special days related to school activities and school spirit).*

#### **Electronic Devices**

Electronic communication devices, including cell phones and smart watches, are not permitted to be used on school grounds, school buses, or at school-related activities without approval by Administration. Any student found in violation of this policy will be subject to the following



disciplinary action:

- **First Offense:** Discipline Referral to Administration (Warning Issued)
- **Second Offense:** Discipline Referral to Administration (1 Day of ISS)
- **Third Offense and Thereafter:** Discipline Referral to Administration (2 Days of ISS)

\*Note: For any of the above offenses, communication device will be held at the front office for a parent/guardian to pick up.

A telephone is provided for student use which is located in the Bremen Academy main office. Students should secure permission from a teacher or staff member before using the telephone.

Students with a health condition which requires the use of a communication device are exempt from the policy with written board approval. In the event a student requires such a device, the student should submit the device to the main office upon arrival at school.

### **Internet Use**

We are pleased to offer students access to the school network for the Internet. To gain access to the Internet, all students must obtain parental permission. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Students will be supervised during their use of the Internet; however, students are expected to avoid accessing improper information. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on system servers will always be private.

#### **While on the Internet the following are not permitted:**

- Sending, displaying, or viewing offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders or files
- Intentionally wasting limited resources
- Employing the network for commercial purpose
- Instant Messaging, Email, or Internet games

### **Electronic Disrespect**

Any disrespectful words, pictures, or images in electronic or written form (including internet postings, text messages, chat rooms, blogs and/or similar forums for public exchange) that the school administration considers disrespectful to the school, its teachers, its administrators, parents and other students are subject to disciplinary action by the administration and reports made to the

appropriate authorities.

### **Threats of Violence**

It is the policy of the Board of Education to take all reasonable steps to provide a safe environment for students and staff. Therefore, any threat by any individual directed toward another which if carried out would pose a potential danger to the life and safety of students and/or staff should be regarded and treated seriously. Any student who receives information concerning such a threat should immediately report that information to a school administrator. The failure of a student to report such information may be treated as a disciplinary problem.

### **Physical Violence**

Acts of physical violence resulting in substantial physical injury to a teacher, Administrator or employee will result in a disciplinary tribunal with the recommendation of long-term suspension or placement in an alternative education program.

### **Fighting**

Fighting is strictly forbidden while on school grounds, while being transported by bus, or while serving as a spectator or participant in any activity associated with the school or Bremen City Schools. Consequences for such actions will be determined by Administration and may result in in-school or off-campus suspension.

### **Weapons**

It is the policy of the Board of Education that a student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Weapons may include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. 16-11- 121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. Any hazardous object, including 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 chahka, 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, any stun gun or Taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess any weapon as outlined in item number 1 above in violation of this policy will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the

authority either before or after the student is referred for a tribunal hearing to reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/ or tribunal considered a reduction and any rationale in denying such a reduction.

Students who possess other weapons or hazardous objects as described in number 2 above will be subject to discipline as specified in the student code of conduct.

### **School Bus Conduct and Safety Rules**

Each student's conduct shall include the following specific provisions prescribing and governing student conduct and safety rules on all school buses: Students shall be prohibited from acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of Code Section 20-2-751.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior. Students may not use electronic devices while traveling on a school bus. The school will use age appropriate discipline, penalties, and/or restrictions for student misconduct on a bus or school provided transportation.

### **Use of Tobacco**

Students in the Bremen City Schools System may not have in their possession or on campus at any time, any form of tobacco (which includes electronic cigarettes and related products). This includes any school facilities or property, scheduled practices, athletic events or competitions, off campus sponsored events, or on any school sponsored transportation (including school or charter buses). Students may not use, possess, or distribute tobacco in any form (which includes electronic cigarettes and related products) while representing Bremen City Schools in any way. Students caught using or in possession of tobacco products, electronic cigarettes, or any similar product will receive the following actions:

- Assigned 2 days of ISS
- Ineligible to participate in any extracurricular activities for five (5) calendar days (the five day extracurricular suspension begins on the day of the offense)
- Repeated offenses will result in more serious consequences (discretion of Administration)

### **Sexual Misconduct**

The General Assembly of Georgia requires that this code of conduct include language encouraging parents and guardians to inform their children on the consequences, including potential criminal penalties of underage sexual conduct and crimes for which a minor can be tried as an adult.

### **Locker Searches**

All student lockers are property of Bremen Academy and are subject to searches by school officials. School officials reserve the right to search lockers if there is reasonable suspicion that weapons,

drugs, and/or alcohol are present. Searches can be conducted at any time without prior notice being given to the students or parents.

### **Wellness Policy**

In the interest of overall student health and well-being, the goal of the Bremen City Schools is to promote healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. Student Wellness is a concern of the teachers and staff; therefore vending and drink machines will meet standards as set forth in Board of Education policy. No carbonated drinks or outside food from restaurants will be allowed in the cafeteria during the lunch periods (which includes cupcakes, cakes, etc.). Snack machine items cannot be purchased during lunch shifts. Class holiday parties at the schools shall include healthier options, such as fruit, vegetables, popcorn, pretzels, baked chips, frozen fruit bars, whole grain and/or low fat cookies, etc. All parties and menus must be approved by the Principal. Parties are not permitted at the school without approval by administration.

### **Food/Drinks/Gum**

Students are permitted to have a non-messy snack for their break time. Students should bring a snack from home to be consumed during this time. As a part of the national campaign to combat childhood obesity we encourage students to choose a healthy snack for break. Bottled water in a clear container will be allowed in the classroom with teacher permission (no glass containers are allowed). Vending machines will only be available for purchases made before the start of the school day. To assist in maintaining the cleanliness of the school campus gum is prohibited. A warning will be issued to students that have gum on campus for the first offense. Any additional offense will result in further administrative action including In-School Suspension (progressive discipline procedures will be used).

### **Assemblies**

Student assemblies are held to provide information or for student related activities. Loud noise, whistling, air horns or other disruptions are not acceptable behaviors.

### **Care of School Property**

The walls of the building, the furniture in the classroom, media center, cafeteria, parking lot, etc., in fact, the building and whatever fixtures and equipment it contains are the property of Bremen City Schools. Students should not only refrain from defacing or destroying school property, but should make every possible effort to encourage friends and fellow students to care for school property.

**Students will be required to pay for damage to buildings and equipment when it is determined that damage is caused by carelessness, malice, or neglect.**

### **General Student Complaints and Grievances**

The Board realizes that there may be conditions in the system that need improvement and students should have some means to effectively express their concerns which will be considered and handled with fairness. Students' complaints and grievances shall be resolved through orderly processes and at the lowest possible level. However, the Board shall provide channels for eventual hearing, should

circumstances dictate. Complaints and grievances shall be approached in the following manner:

1. The opportunity shall be provided any student or his/her parents to discuss with his/her teacher a decision or situation which he/she considers unjust or unfair;
2. If the matter remains unresolved, the student or his/her parents, or the teacher, may bring the matter to the principal's attention for consideration;
3. If the matter remains unresolved, it may be brought to the Superintendent or a designee for his/her consideration;
4. Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board. The Board's decision, if it chooses to make one, shall be final.

### **BCS Acceptable Use and Internet Safety Guidelines**

The Bremen City School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below are the Acceptable Use and Internet Safety Guidelines of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reading the guidelines and signing and returning the Student's Agreement as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the guidelines. If a student is under 18 years of age, he or she also must have his or her parents or guardians read the guidelines and sign the agreement. The school district will not provide access to any student who, if 18 or older, fails to sign and submit the agreement to the school as directed or, if under 18, does not return the agreement as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the supervising teacher. If any user violates the guidelines, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

#### **I. Personal Responsibility**

By signing this agreement, you are agreeing not only to follow the rules in these guidelines, but are agreeing to refrain from any other misuse of the network that is not included in the guidelines, but has the effect of harming another or his or her property.

#### **II. Term Of Permitted Use**

A student who submits to the school, as directed, a properly signed agreement and follows the guidelines to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new agreement each year during which

they are students in the Bremen City Schools before they are given access to the Internet.

### III. Acceptable Use

A. Education Purposes Only. The school district is providing access to its computer networks and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the supervising teacher to help you decide if a use is appropriate.

B. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of the guidelines are the following:

1. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer or sale or any substance the possession or use of which is prohibited by the school district's student code of conduct; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, trojan horse, time bomb, or other harmful form of programming or vandalism; participate in hacking activities or any form of unauthorized access to other computers, networks, or information systems.
3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

C. Network Etiquette. All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the

recipient can open.

#### **IV. Internet Safety**

1. General Warning: Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network or Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the classroom teacher or an administrator.
2. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you meet on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
3. Hacking and Other Illegal Activities. It is a violation of these guidelines to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet such as home addresses, home telephone numbers, or particularly credit card numbers or Social Security numbers.
5. Active Restriction Measures. The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

#### **V. Privacy**

Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

#### **VI. Failure to Follow Guidelines**

The user's use of the computer network and Internet is a privilege, not a right. A user who violates these guidelines shall, at a minimum, have his or her access to the computer network or Internet terminated,



which the school district may refuse to reinstate for the remainder of the student's enrollment in the school district. A user violates these guidelines by his or her own action or by assisting another user in violating these guidelines or by concealing another user's involvement in such activities. Further, if passwords are assigned, a user violates this agreement if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in any of the above-mentioned circumstances.

**VII. Assurances**

The Bremen City School System cannot provide an absolute assurance that students will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. However, the district will ensure that all practicable precautions will be taken to keep students safe from illegal and/or inappropriate material. The system shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under these guidelines.



# BREMEN ACADEMY

## STUDENT HANDBOOK AGREEMENT

**\*\*PLEASE RETURN TO SCHOOL\*\***

### **Acknowledgement of Acceptable Use of BCS Technology Agreement**

My signature below confirms that I have reviewed and discussed with my student his/her obligations with regard to use of BCS technology resources, as outlined in the document titled "Acceptable Use and Internet Safety Guidelines for the Computer Network of the Bremen City School District"

My student and I have reviewed the Bremen Academy Student Handbook for the current school year. We understand and will abide by the policies and expectations established in the handbook.

---

Student Name (Print)/Grade Level

---

Parent or Guardian Signature/Date

---

Student Signature/Date

Parent/Guardian and student sign and return this copy to your homeroom teacher. Failure to sign the agreement does not release a student from following the policies and expectations as outlined in this handbook

Bremen Academy and Bremen City School System administration reserves the right to change policies and procedures in this handbook as may be needed from time to time to address student issues and changes in state law.

# Bremen City Schools

## 2022-2023 School Calendar

July 2022							August 2022							September 2022						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				

  

October 2022							November 2022							December 2022						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

  

January 2023							February 2023							March 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	

  

April 2023							May 2023							June 2023							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
						1			1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		
30																					

  

July 14	Online Registration Begins	December 19 - Jan. 2	Christmas Break
July 26 - August 2	Pre-Planning	January 3 - 4	Staff Work Days (No School for Students)
July 27	System-Wide Meeting at HMFAAC-8:30	January 5	Student Return to Begin 2nd Semester
August 1	Open House at All Schools - 2:00 to 6:00	January 16	Martin Luther King Holiday
August 3	First Day of School	February 15	Parent Conferences/Digital Learning Day
September 5	Labor Day Holiday	February 20 - 24	Winter Break
September 28	Parent Conferences/Digital Learning Day	March 16	End of 3rd Nine Weeks (45 Student Days)
October 3 - 7	Fall Break	April 3 - 7	Spring Break
October 11	End of 1st Nine Weeks (44 Student Days)	May 26	End of 2nd Semester/Graduation (91 Days)
November 21 - 25	Thanksgiving Break	May 29	Memorial Day
December 16	End of 1st Semester (87 Student Days)	May 30 - June 2	Post-Planning
Online Registration Begins		No School for Students/Staff	
School in Session with Students		Staff Work Days (No School for Students)	
Parent Conferences/Digital Learning at Home for Students			