



BREMEN

MIDDLE SCHOOL

Believe, Motivate, Succeed

“Striving for a Spirit of Excellence in Every Direction”

Student Handbook

2022-2023



Blue Devils

Excellence in all we do!

Bremen Middle School

Student Handbook

Bremen City Schools

www.bremencs.com

Brian Evans, Principal
Scott Hodges, Assistant Principal
Ashley McGill, Assistant Principal
Scott Roberts, Counselor
Tracey McClure, Office Assistant
Lisa Kierbow, Bookkeeper/Office Assistant
Courtney Denney, Registrar

2440 Crosstown Parkway
Bremen, GA 30110
(770) 537-4874
(770) 679-2508 Fax

Accredited By



2021-2022

Positive Behavior Interventions and Supports (PBIS)

Motto: We Are Blue

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

Mission Statement: Bremen Middle School exists to encourage and promote academic excellence and assist in the development of responsible citizens that are prepared to meet the challenges of the future.

**Bremen Middle School
Faculty & Staff 2022-2023**

Brian Evans, Principal
Scott Hodges, Assistant Principal
Ashley McGill, Assistant Principal
Scott Roberts, School Counselor

<u>Certified Personnel</u>	<u>Grade</u>	<u>Teaching Assignment</u>
Katie Jones	6	English Language Arts
Victoria Dale	6	English Language Arts
Joseph Bexley	6	Math
Jordyn Robinson	6	Math/Team Leader
Sharon Folds	6	Science
John Smith	6	Social Studies
Amber DeGenova	6	Special Education
Taylor Coffman	6	Special Education
Sandra Hopkins	7	English Language Arts/Team Leader
Steven Johncox	7	English Language Arts
Karen Files	7	Math
Chassi Cole	7	Math
Patricia Thrower	7	Science
Stacey Bracknell	7	Social Studies
Lisa Holloway	7	Special Education
Bethany Morris	8	English Language Arts/World Literature (HS)
Ashley Hammond	8	English Language Arts
Tracey Morris	8	Math/9 th Grade Algebra I/Team Leader
Jordy Wilson	8	Math
Melanie Williams	8	Science
Pam Coats	8	Social Studies
Mary Sellers	8	Special Education
Londa Bush	6-7-8	Special Education Resource
Taylor Coffman	6-7-8	Special Education Resource
<u>Connections Department</u>		
Susan Secord		Spanish/Spanish I (High School)
Tim Hanegan		PE/Health/Weight Training
Sean Feeley		PE/Health/Weight Training
Barbara Brown		Computer Science/Engineering
Matthew Bass		Band/Music
Sean Sweeney		Chorus/Guitar
Lori Green		Art
Donna McBrayer		Career Development
Chloe Wilson		Media Specialist

**Bremen Middle School
Faculty & Staff 2022-2023**

Brian Evans, Principal
Scott Hodges, Assistant Principal
Ashley McGill, Assistant Principal
Scott Roberts, School Counselor

<u>Support Personnel</u>	
Courtney Denney	Registrar/Athletic Assistant
Lisa Kierbow	Secretary/Bookkeeper
Tracey McClure	Secretary
Jessica Davis	LPSC Program
Kelanie Clotfelter	School Psychologist
Kristal Stewart	Speech Language Pathologist
TBD	In-House Substitute Teacher
Robbie Ridley	ISS Coordinator/Athletic Assistant
Alisha Huff	School Nurse
Leigh Ann Bell	Paraprofessional
Morgan Gann	Paraprofessional
Aimee Ragsdale	Paraprofessional
Amanda Starrett	Paraprofessional
TBD	Paraprofessional
Ellen Johnson	Remedial Education Program
Donna Sapp	Computer Literacy

BMS BLOCK SCHEDULE

6 th Grade		7 th Grade		8 th Grade	
7:50-8:00	Homeroom	7:50-8:00	Homeroom	7:50-8:00	
8:00-8:50 8:50-9:40 (100 min)	Academic Block	8:00-8:50 8:50-9:40 (100 min)	Connection I Connections II Planning	8:00-8:50 8:50-9:40 (100 min)	Academic Block
Transition	9:35-9:37	Transition	9:35-9:37	Transition	9:35-9:37
9:42-10:32 10:32-10:57 10:57-11:47 (125 min)	Academic Block Lunch	9:42-10:32 10:32-11:22 (100 min)	Academic Block	9:42-10:32 10:32-11:22 (100 min)	Connection I Connections II Planning
Transition	11:42-11:44	Transition	11:17-11:19	Transition	11:17-11:19
11:49-12:39 12:39-1:29 (100 min)	Connection I Connections II Planning	11:24-11:49 11:49-12:39 12:39-1:29 (125 min)	Lunch Academic Block	11:24-12:14 12:14-1:04 (100 min)	Academic Block
Transition	1:24-1:26	Transition	1:24-1:26	Transition	1:24-1:26
1:31-2:21 2:21-3:10 (100 min)	Academic Block	1:31-2:21 2:21-3:10 (100 min)	Academic Block	1:06-1:31 1:31-2:21 2:21-3:10 (125 min)	Lunch Academic Block
3:06-3:10	HR/Lockers	3:06-3:10	HR/Lockers	3:06-3:10	HR/Lockers

*The building will open at 7:15 am each day. The school day will begin at 8:00 am and students that are not in homeroom at that time be marked tardy (see “Tardy Policy” for additional details). Students will be dismissed from school at 3:10 pm.

*To help keep traffic flowing on campus, please follow the directions of the traffic guards when accessing the campus to drop off and pick up students each day.

BREMEN MIDDLE SCHOOL CODE OF CONDUCT

Positive Behavior Interventions and Supports (PBIS)

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.

As part of our Positive Behavior Interventions and Support (PBIS) school wide 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.

Student Rights and Responsibilities

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.

This handbook 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 Middle School and the administration reserve the right to punish such behavior not specified in this code of conduct description.

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 Behavior of 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.

School Bus Student 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 shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; smart watches; audible radios; tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus; and students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
- If a student is found guilty of physical contact of insulting or provoking nature or causes physical harm, the student shall be subject to expulsion or either long or short term suspension. The student may also be referred to juvenile court for delinquent behavior.
- The school will use age appropriate discipline, penalties, and/or restrictions for student misconduct on a bus or school provided transportation.

Prohibited & 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. Administration shall be responsible for conducting reasonable investigations of students in order to evaluate misconduct properly. These investigations may include searches and interviews. 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, cars parked on campus, 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.

General Procedures

Bremen Middle School'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

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.

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. While the code of conduct is established to provide guidelines for students, parents, and BMS staff, not every offense can be addressed through a Code of Conduct. In all issues dealing with code of conduct violations, the school administration has the right to administrative discretion he or she believes to be in the best interest of the school/students provided any such action does not violate school board policy or procedures.

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. **NOTE: Discipline records are part of a student's permanent record.**

Behavior Support Process

BMS 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 – Development/Review

Bremen Middle School involves the School Council and School Leadership Team with providing feedback related to the development of the Code of Conduct in order to openly discuss school safety. A copy of the Code of Conduct will be made available to every parent and student enrolled. Parents and students are encouraged to review this information carefully and discuss the expectations associated with the Code of Conduct for Bremen Middle School. An annual review will be conducted each year in conjunction with discipline data as the code is revised.

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 Middle School faculty and staff are encouraged to use the following behavior management/discipline procedures:

1. Time Out
2. Restricted lunch
3. Detention
4. Deny privileges
5. Writing assignments
6. Teacher/student conferences
7. Changed seating arrangement
8. Referred to counselor
9. Notification of parent/guardian
10. Parent/teacher conference
11. 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
- Temporary removal from class or activity
- Notification of parent/guardian
- Parent conference
- Detention
- In-House Suspension
- In-School Suspension
- Out of School Suspension
- Temporary placement in an Alternative Education Program
- 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 8:00 am and will end at 3:10 pm. Students will report directly to the ISS coordinator at 8:00 am and attendance will be taken at that time. Students that participate in the ISS program will be counted present for their assigned time.
2. The ISS coordinator or a school employee will be responsible for students assigned to the ISS program.
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 a more severe punishment 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 administrator.

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 administrator
4. Will not be on campus or at any school related functions during the time of the suspension

Alternative School

The alternative school can be used for placement for students who violate school rules, policies, and/or break the law on or off campus and/or during a school sponsored function.

BMS students assigned to the alternative school have a separate “Code of Conduct” and may not be eligible to attend activities at Bremen Middle School or those held at or in conjunction with Bremen High School.

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.

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.

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.

Staff, parents, guardians, and students who should anonymously or in the person's name, at the person's option, report or otherwise provide information on bullying to a school administrator. 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 school administration.

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 Issues

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.

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.

Drug Free School

It is the intention of the Bremen Board of Education, the administration, the staff, and faculty to keep Bremen Middle School 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. Possession of any illegal or controlled substance including prescription medicines and synthetic drugs is strictly prohibited. Being under the influence of any such substance is an illegal act and a student can be charged accordingly based on current Georgia or Federal Law. Prescription medicines 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.

Use of Tobacco

Students in the Bremen School System may not have in their possession any form of tobacco while on school property. This also includes off campus events such as games, competitions, travel to and from any school function on school or charter buses. Students may not use, possess, or distribute tobacco including electronic cigarettes at any time while representing Bremen City Schools in any way (see also Tobacco Use & Extracurricular Activities). 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)

Weapons

It is the policy of the Bremen 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 by 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 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 Nunchuck or fighting chain, shuriken 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 1 above which is 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 one year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion 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 outlined in Number 2 above will be subject to discipline as specified in the student code of conduct.

Reporting Requirements – Any employee who has reasonable cause to believe that a student possesses a weapon as defined in number 1 above, is involved in an assault using a weapon as defined in number 2 above, or is involved in a second offense with a weapon on campus must report such violations to the principal or assistant principal or the school. If the principal has reasonable cause to believe that such a report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney.

The student's parent or guardians will be notified immediately of his/her involvement in any activity involving weapons.

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.

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 Middle School 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.

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 in addition to facing a disciplinary action when it is determined that damage is caused by carelessness, malice, or neglect.

Dress Code

Dress for BMS students should be neat, clean, and appropriate for a classroom setting and follow the guidelines as outlined in this policy. 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 tied and/or revealing bare skin around the waist or back when arms are raised or in a bent position are prohibited (this includes see through apparel, halter-tops, etc.).
4. Shirts are expected to exhibit an appropriate neckline with no exposed cleavage.
5. Shoulder straps must be a minimum of 2" of solid material. This includes, but is not limited to halter-tops, muscle shirts, and spaghetti straps. Tops that leave the shoulder bare must be worn over an undergarment with shoulder straps with at least 2" of solid material.
6. 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.
7. 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.
8. 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).

9. Pants worn too low at the hips or pants that expose the undergarments will not be permitted.
10. 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.
11. Appropriate shoes must be worn at all times. Shoes with cleats are not permitted to be worn in the school.
12. Pajamas, house slippers, or other clothing of an extremely casual nature are not permitted without approval from Administration.
13. 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).

School officials reserve the right to determine if certain items of clothing, jewelry, or hair coloring are considered inappropriate or being worn inappropriately in the school setting.

Dress Code Disciplinary Actions:

- **First Offense:** Discipline Referral to Administration (Warning from Administration). Parent/guardian will be contacted and a request made to bring clothing that meets the dress code. Refusal to change will result in 1 day of ISS.
- **Second Offense:** Discipline Referral to Administration (1 day of ISS)
- **Third Offense and Thereafter:** Discipline Referral to Administration (2 days of ISS) Referral Behavior Management Team (see "Chronic Discipline Problems" section of the handbook). Chronic violations will result in an individual contract with more severe consequences.

The administration reserves the right to determine if certain items of clothing are too casual or revealing to be considered appropriate for school dress. From time to time, dress will be permitted that normally does not comply with the dress code. This includes dress for special days related to school activities and school spirit.

Bicycles and Skateboards/Skate Shoes

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

Fundraising

Raising funds by selling products is essential to carry out the varied activities that have made Bremen Middle School a quality school. All Fundraising efforts must be approved by the Bremen City Board of Education and will be monitored by the school administration for effectiveness and duration.

Dance Policy

Students attending dances sponsored by the school must be enrolled in Bremen Middle School. All students must be picked up promptly following the conclusion of any scheduled dance or failure to do so may result in the student being denied the privilege of attending such events in the future.

The dress code at BMS dances will be the same as indicated in this handbook with the exception given to formal garments. The administration reserves the right to make a final determination as to what is considered proper dress. Students not meeting the dress code will not be admitted to the dance.

Appropriate dance styles are a must.

Consequences for inappropriate dancing:

1st Offense – Warning from Administration or Lead Chaperone;

2nd Offense – Dismissal from the dance

*The parent/guardian will be contacted to pick up the student.

Anyone suspected of being under the influence of either drugs or alcohol at school or school functions will be subject to having law enforcement contacted. Anyone found in possession of alcohol and/or drugs will be taken to the police department and parents will be contacted from there (possession means - found on you, in a personal bag, etc.).

Each trip out of the dance location will require an additional admission charge unless approved by the administrator in charge. If a student is absent from school more than one half of a day that student cannot attend the dance for that day. Students assigned Out-of-School Suspension or In-School Suspension on the same date as the scheduled dance may not participate in this activity. Students not picked up at the scheduled time from the dance may face the penalty of not being allowed to attend future dances (at the discretion of administration).

Academic Honesty

In order for the students of Bremen Middle School to be successful, an academic environment that rejects cheating or any other form of dishonesty is essential. A vital part of education is developing a sense of honor and responsibility. Students can earn respect for themselves and their academic work through academic integrity and ethical conduct. It is expected that students will do their own homework, complete assessments without using unauthorized help, and submit original work for all assignments. Students shall not misrepresent assessment materials, research information, classwork, or homework as their own. Academic dishonesty includes, but is not limited to the following:

- Turning in any work, or any part thereof, that is not the student's own work
- Using electronic devices to cheat, including but not limited to looking up, photographing, recording, or texting information
- Copying another student's work or class assignment
- Allowing another student to copy your work or your assignment
- Putting your name on another student's work
- Using unauthorized notes or review material on a test or quiz
- Giving another student help on a test or quiz
- Plagiarism
- Unauthorized use of teacher exams

Physical Contact

At no time is any physical contact between students at Bremen Middle School appropriate.

Late for Class

In the event a student is detained and will be late for his/her next class, a note from the faculty or staff member who detained the student must accompany the student to the next class.

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 administrators, 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 or other establishments will be permitted in the building including the lunch period. Individual student parties are not permitted during the school day.

Food/Drinks/Gum

Students are permitted to have a snack for their in-class break time which is determined by teachers. Students should bring a snack from home to be consumed during this time. We encourage students to choose a healthy snack. Bottled water in a clear container will be allowed in the classroom with teacher permission (no glass containers are allowed). No carbonated drinks or other items from restaurants or other establishments will be permitted in the building. 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).

Electronic Devices

Use of electronic devices including cell phones, smart watches, cameras, and/or other communication devices are strictly prohibited on campus during the course of the school day (students are not permitted to use phones during class time, class changes, breakfast/lunch, break, dismissal, etc.). Students should store cell phones and other electronic devices out of sight in a locker, purse, or backpack at all times (phone should not be on the student in pockets or items of clothing). Use of such devices are not permitted during dismissal (3:10-3:45 pm) unless permission is granted by Administration. A telephone is available in the main office for student use if needed. Students should have permission from a staff member and a pass prior to reporting to the office to use the telephone.

Students found using a cell phone/electronic device at inappropriate times will receive:

- First Offense – Discipline Referral to Administration (Warning from Administration)
- Second Offense – Discipline Referral to Administration (1 Day of ISS)
- Third Offense – Discipline Referral to Administration (2 Days of ISS)
- Fourth Offense or Thereafter – Discipline Referral to Administration (OSS)

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

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.

Laser pointers and other battery powered/electronic devices considered toys are not allowed on school property during the school day.

Personally Owned Devices (POD)

Bremen City Schools (BCS) allows wireless Internet access for personally owned devices (POD) for students for instructional purposes only. The wireless network allows Bremen Middle School (BMS) students with a wireless device with 802.11a/b/g (excluding smart phones and any other device deemed inappropriate for instructional use) to access the Internet through the school network. This internet access will operate with the same internet filter that school devices currently use. If a student wishes to use a POD they must read, sign, and return the "POD Internet Access Policies" and "Terms of Use" form, which may be obtained from grade level teachers or the media center. *The teachers at each grade level will use their discretion to determine when the use of such devices will be deemed appropriate and necessary for instructional purposes.*

Internet

We are pleased to offer students at BMS 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:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others
4. Damaging computers, computer systems or computer networks
5. Violating copyright laws
6. Using the passwords of other students or trespassing in the folders or files of other students
7. Intentionally wasting limited resources
8. Employing the network for commercial purpose
9. Instant Messaging or Email
10. 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. In order to monitor a child's safety, parents are encouraged to regularly check cell phones, internet sites, and social media accounts.

ATTENDANCE INFORMATION

Arrival and Departure from School

The building will open daily at 7:25 am. For student safety, please do not drop-off prior to 7:25 am and leave them unattended. To keep traffic flowing smoothly, please follow the directions of the traffic directors (whether directed to the Bremen Middle School or Bremen Academy 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 their grade level hallway and will enter their homeroom classroom at 7:30 am (supervision will be provided in the hallway). Breakfast will be available in the cafeteria from 7:25-7:50 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 3:10 pm, and students will be dismissed to leave campus at that time. BMS students are to be picked up in front of the BMS pick-up/drop-off zone which is the sidewalk between the main entrance and the gymnasium. The *Dual Pick-Up Program* 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 refrain from using cell phones at this time to help expedite the afternoon pick-up process. Students that are not picked up by 3:45 pm will report to the After School Program (fee involved). Please see the section ***After School Program*** for fees and additional information regarding the program.

Absences

Students are required by law to attend school. Parents are held accountable for student attendance. If your child is absent, determination of whether or not the absences are excused or unexcused will be made by school officials on the basis of 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 $\frac{1}{2}$ 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 $\frac{1}{2}$ 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.

Student Absences and Trips

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.

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

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.

Students 13 to 16 - The parent/guardian and/or student, with legal representation, can be called to appear before the magistrate judge and/or juvenile judge, respectively, who may:

1. Penalize the parent with a fine between \$25 and \$100, imprisonment up to thirty (30) days, community service, or any combination of such penalties, at the discretion of the court.
2. Place the student on supervised probation for up to twenty (24) months. As part of probation, the judge may impose upon the student to perform a certain number of hours of community service. The juvenile court also has the option of imposing a fine. The court may also commit the child to the custody of the Georgia Department of Juvenile Justice for two years.
3. The judge can require the student and parent/guardian to appear before him/her every thirty (30) days, and they are not dismissed from supervision until the student has attended school for forty-five (45) consecutive school days. The judge may order that a student not be permitted to drop out of school while under the supervision of the court.

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

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

Military Issues and Attendance

A student whose parent or legal guardian is 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 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.

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.

Extended Illness and Assignments

If a student is going to be absent for **2 or more days**, parents can call the school office prior to 10:00 a.m. to get assignments. These can be picked up in the office after 3:10p.m.

Late Check-In/Early Check-Out Information

Any student who checks in late at 8:00 am must sign in at the main office with a parent or legal guardian. 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. Any student checking out for the school day must do so at the main office and must be signed out by a parent/guardian. **All absences require written documentation in order to be excused.** The absences will otherwise be unexcused. ****A parent or legal guardian on file with the school must enter the building when checking a student out early to sign him or her out (students will not be allowed to exit the building without being signed out).**

BCS 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.

Breakfast and Lunch Prices

Student Breakfast: **\$1.35**

Student Lunch: **\$2.90**

Teacher Lunch: **\$3.75**

Visitor Lunch: **\$4.00**

****Food items from local restaurants and carbonated drinks are not allowed in the cafeteria.**

Students allergic to peanut butter or milk must bring a current note from a doctor stating this fact and the appropriate substitute will be provided.

Charge Policy

Breakfast – All Schools

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

Jones Elementary School/Bremen Academy/Bremen Middle School

1. Students are allowed a maximum of five 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 lunch 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.

Extra Items/A La 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 charges, 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).

Adult Charges

1. Faculty and Staff members may charge a maximum of one lunch charge.
2. Faculty and Staff members will be notified by email when they exceed the maximum number of lunch charges allowed.
3. Visitor and substitute charges are not allowed.

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. Balance may be checked by calling the School Nutrition Department at 770-537-5508.

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.

STUDENT SERVICES INFORMATION

Counseling Services

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 BMS students.

School Nurse

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

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 bar code numbers. Materials are checked out for two weeks. Overdue fines are five cents a 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.

Registrar Services

Student records are kept in the registrar's office. Student registration, withdrawal, and directed studies are handled by the Registrar. In addition, immunization forms, transcripts, additional report cards, and attendance records are coordinated by the Registrar.

Gifted Education Services

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. The instruction may be in the form of gifted education resource classes, gifted cluster group classes, and advanced content classes. All gifted education classes offer learning and academic experiences that focus on and extend the Georgia Standards for Excellence (GSE). Students are considered for this program by a parent or teacher referral or automatic referral from student data. For additional information regarding eligibility for the program please visit the Georgia Department of Education website at www.gadoe.org.

Georgia 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 for more information about the state scholarship program.

After School Program

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

**Tuition Hourly Rates:

Single child: 1 hour - \$5.00; 2 hours - \$8.00; 3 hours - \$11.00

Multiple children: 1 hour \$5.00; 2 hours - \$7.00; 3 hours - \$9.00

ENROLLMENT INFORMATION

City Residents

It is board policy of Bremen City Schools (JBCA) that resident students are admitted and allowed to remain as resident students 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 a temporary waiver of the residency policy be considered by the Bremen Board of Education. An example of an extenuating circumstance includes but is not limited to a parent being deployed for service in the military.

Nonresident Students

Each nonresident 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 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 nonresident 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 Out of District student enrollment privileges revoked and could be withdrawn from Bremen Middle School.

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

Out of District Notification

Each year an evaluation of an out of district student's attendance, discipline, and academic records is completed. A student determined not to be in good standing could be placed on probation and required to address their deficiency. Some students also may have their out of district enrollment privileges revoked and could be withdrawn from the Bremen City School System.

Returned 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.

State Records Requirements

The state requires that each student have filed with the school an official birth certificate; social security number, eye, ear, dental certificate; and proof of current immunizations. Students have until September 15 to update these forms. New students have 30 days to do so. Students who fail to do so may not return to school per Georgia State Law.

Withdrawal Process

The parent or guardian that enrolled the student must withdraw him or her. The school registrar may be contacted to begin this process. The enrolling school will then make an official request for student records from the school.

ACADEMIC INFORMATION

Report Cards/Progress Reports

Report Cards are issued every nine weeks and will be distributed on the following dates: **October 17, January 9, March 20, and June 2.**

Progress Reports will be distributed on the following dates: **September 1, November 10, February 6, and April 25.**

Report Cards and 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.)

Conduct Grades

S	Satisfactory
I	Improving
N	Needs Improvement
U	Unsatisfactory

There are instances when conduct grades will be assigned to students based on their performance in the classroom setting as a means for communicating student behavior with parents/guardians.

Homework

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. Since it constitutes a part of the grade, students are responsible for submitting homework. Parents are encouraged to submit their email address to the grade level team leader so they can be added to the weekly mass email list. These weekly emails will provide updates concerning classroom assignments, homework and important upcoming events/assignments.

Online Learning

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 five (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

Principal/Honor/Merit Roll

The Principal, Honor, and Merit Rolls are special recognition lists for individual student achievement. These lists are based on grades and conduct for the preceding nine weeks.

1. **Principal Roll** – All A's in all subjects and all "Satisfactory" ratings in conduct.

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

Parent/Teacher Communication

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 during 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

Students in Bremen City Schools must meet the promotion criteria established for each grade level to be promoted from one grade to the next. The local promotion criteria 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. Students in grades 6-8 must pass a minimum of 4 core academic courses to be promoted to the next grade level.

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.

State Assessment Dates

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

Georgia Milestones EOC Assessment Dates: May 23 (Tentative)

Section 504 Information

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.

Family Educational Rights and Privacy Act (FERPA) – August 3, 2022

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 clubs 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 Title II-A Parent/Legal Guardian Right to Know (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.

GENERAL INFORMATION

Medication

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

Prescription Medication:

1. Must be in their original prescription container clearly marked with the student's name and directions from a pharmacist or doctor.
2. All prescription medication must be accompanied by a signed Medication Administration form by the parent/guardian.

3. No more than one week of medication may be sent at one time. *Refrigeration is available.

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 at what time.

NOTE: All medication, prescription or non-prescription, must be stored in the nurses office. No medication will be dispensed without prior written consent of parent/guardian.

*Students not following the medication protocol could be subject to disciplinary action. Students should follow the protocol to avoid possible misconceptions about their intentions.

A student for whom the school has on file supporting medical documentation may carry at all times with parent/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 not permit any other student to handle, possess, or otherwise attempt to use his/her medication. Violations will be subject to disciplinary action as described in "Drug Free Campus" section of handbook.

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 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 the schools duplicate medication and supplies in the event the student is unable to self-administer or fails to bring the medication or equipment to school.

Nurses or other 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 are also 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.

Allergies

It is the responsibility of the parents or guardians to notify the school of their student's allergies and provide the school with the appropriate medicine in case of an allergic reaction.

To reduce the risk of allergic reactions, latex products are not allowed at Bremen Middle School.

Campus Guests

All guests, including parents, are required to report to the main 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. Parents/guardians are welcome at Bremen Middle School and we hope that you will visit to eat lunch with your child, participate in scheduled parent/teacher conferences, and join us for the various activities that take place throughout the school year.

School Council Information

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 Middle School. 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). Also, 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.

Lost or Damaged Library 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.

Expenses

Grade level school supply lists may be found on the school website at www.bremencs.com. There are several basic yearly expenses for most students. School insurance, pictures, lockers, and lunches are optional to all students. A donation may be requested from specific teachers to provide additional materials for some programs or activities.

Field Trips

Field trips are an integral part of the curriculum at Bremen Middle School. Proper supervision is a necessity. Students are required to ride transportation provided by the school to and from the field trip site unless special permission has 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. In order for a student to participate in a field

trip they must meet the “Good Standing” requirements (this includes students considered for financial assistance through scholarships, when available, as requested by parents). Good standing relates to grades, attendance, and discipline. The administration reserves the right to determine if a student is not meeting the “Good Standing” requirements to attend the trip.

School Phone Use

A school phone is available for student use in the main office. Use of the phone is limited to calls for emergency or sickness. Students must have a pass from a staff member before permission to use the phone will be granted. Parents and students are asked to make all necessary arrangements for after school activities and pick up details before arriving to school. Students are not called to the office to answer phone calls to minimize the loss of instructional time.

STUDENT ACTIVITIES AND PROGRAMS INFORMATION

Athletics

Every participant must have proof of medical insurance policy prior to any tryout, practice, or competition. Students must have on file a current physical examination prior to participating in any athletic activity. Students who participate in athletics could be subject to Bremen City Schools Drug Testing Policies. Bremen Middle School offers a variety of sports related activities for students in grades 6-8. Students may participate in football, soccer, basketball, baseball, track, softball, wrestling, cheerleading, band, golf, cross country, tennis and Lacrosse. As a part of participation, fees may apply and students may be required to participate in fund raising activities.

Athletics Pass

Bremen Middle School students can purchase a season pass that will grant access to all regular season Bremen High School GHSA events as well as Bremen Middle School home athletic events. The cost of the season pass is \$50.00. The value of the pass is well over \$200. Students must show the season pass to enter athletic events. Note: Only those students participating in the athletic event will be allowed to enter without charge. Other students will have to pay or show their season pass.

Band

The band program at Bremen Middle School is a rewarding and positive program. Students are strongly encouraged to participate. The same academic requirements exist for music as for athletics. Students participating in band may be asked to pay fees and participate in fundraisers.

Academic Team

Team members prepare for competitions against other teams in academic content areas. Practices and meets are held after school. Members of the academic team may be asked to pay fees.

Extracurricular Attendance

Attendance should be a top priority of the student. The student should make every effort to attend all functions related to their chosen extracurricular activity. It is the responsibility of the student to notify the coach/sponsor prior to missing a meeting, practice or competition. Each coach/ sponsor has the

authority to suspend or dismiss a student for lack of attendance. Participation in extra-curricular activities and/or teams is a privilege. To promote student responsibility, coaches/sponsors have a set of rules, guidelines, and expectations. A student's conduct in school may be addressed by the coach/sponsor. If a student is absent from school more than half of the school day, that student cannot participate in the practice or competition for that day. For athletic purposes the student must arrive at school by 11:30 am and remain in school for the rest of the day to be eligible to practice or compete for that day. For early checkouts, the student must arrive by 8:00 am and remain in school until 11:30 am to be eligible to practice or compete for that day. **Students that serve In-School or Out of School Suspension may not practice or participate in a game/competition if either is held on the same day as the suspension.

Cuts from Activities

Not all students who wish to participate may be able to do so. Cuts will be made, when necessary, on the basis of skill development, readiness for competition, and observance of the rules.

Suspension/Dismissal from Extracurricular Activities

The following offenses will result in suspension from participation with a team, group or organization for a minimum of 20 school days. During the suspension, the student may not compete in any manner including scrimmages nor may the student be present with the team during those competitions, practices, or any other similar events. Students cannot participate in team practice or competitions during athletic suspensions.

1. Alcohol – use or possession at any time
2. Weapons – use or possession on campus, at school events, or while being transported on school transportation**
3. Drugs – use or possession at any time
4. Misdemeanor, Felony Charges – for any of the above or other serious charge as determined by administration while on or off campus
5. Any inappropriate conduct or accumulation of inappropriate conduct that is in direct violation of any team, group or organization's rules of Athletic Department, GHSA rules or any violation of state or federal laws.

Second offenses warranting suspension from participation for any of the above listed incidents will result in a one year suspension from any and all extracurricular activities. In second offense cases, the suspension from participation begins immediately and concludes 365 days later.

Third offenses warranting suspension for any of the above listed incidents will result in a total ban from extracurricular participation at BMS.

Bremen Middle School does not condone any type of inappropriate behavior or conduct that violates any type of state or federal law. BMS reserves the right to act, punish, suspend or dismiss any student who violates state or federal law at any time. This includes pre-season, in-season, post season, or out of season periods of time including summer break.

Investigations will be conducted by the school administration, coaches, and /or sponsors. The findings/results will be reported to the superintendent, participant and parents of the participant along with any punitive actions to be taken by the school.

Tobacco Use and Extracurricular Activities

Students in the Bremen City Schools System may not have in their possession, any form of tobacco at any practice, any competition or to and from any function, on school buses or on any school property during the school day. Students may not use, possess, or distribute tobacco in any form while representing Bremen City Schools in any way. Additionally, items such as electronic cigarettes, whether they contain tobacco or not, are not allowed. 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)

Participation and Responsibility of Athletes

An athlete who is suspended from school or assigned to ISS cannot play or practice with a team on the day the ISS or OSS is served. If the ISS or OSS continues from Friday through Monday, the student may not participate in weekend practice or competition.

Injuries

All injuries must be reported to the coach/sponsor and trainer promptly. We care about all of our participants and want to make sure injuries are treated. Trainers work closely with our athletic teams for no charge. However, when an athlete is seen by a doctor or x-rayed, there will be a cost involved that is the responsibility of the parent or guardian. It is the head coach/sponsor's responsibility to make arrangements for direct contact to be made with parents in the case of a referral for medical treatment.

Quitting or Dismissals from a Team/Group/Organization

Any student who quits or is dismissed from an activity during a season cannot participate in another activity until the in-season activity is over. If the in-season activity continues into a play-off situation, the season is not over until the team is eliminated from the play-offs. Each participant is urged to consider the situation and consequences of quitting a team, group or organization. Participants who make the decision to quit or who are dismissed will be subject to a review of the circumstances, reasons or situation by the administration, coaches, or sponsors. The administration, coaches or sponsors reserve the right to suspend further participation privileges for indefinite periods of time.

Taunting

Taunting an opponent is poor sportsmanship. Taunting can lead to an unsportsmanlike penalty or ejection from the contest, which in turn would end in a suspension from the activity for a period of time determined by the principal. The athletic department/coaches also reserve the right to act on a situation that involves taunting.

Transportation

During the transportation of students to and from competition, practice, or team trips, the student will be held accountable for their behavior. All students must adhere to safety regulations during transportation to and from activities. Examples are to stay seated on buses, be quiet at railroad

crossings, and follow all instructions of drivers. All rules and regulations of the regular school day apply to the transportation of participants. All students must travel to and from events with transportation provided by the school unless parent/guardians and coach/sponsors have given written permission for a student to travel differently. Verbal permission will not be accepted. Parents and/or a parent designee may sign out a student to ride home with them.

Try-out Requirements

Before a student may try-out for any position on any athletic team or squad they must:

1. Meet academic eligibility requirements (see “Eligibility” section)
2. Have an up-to-date physical on file with the Athletic Director’s office
3. Not be in violation of the Quitting or Dismissal rule

Eligibility

All students participating in extracurricular activities must pass 3 of 4 classes at the end of the 1st semester grading period to be eligible to participate in extracurricular activities 2nd semester. Also, students must pass 3 of 4 classes at the end of the 2nd semester to be eligible to participate in extracurricular activities during the 1st semester of the following year. Connection classes taken during the same semester are averaged as one subject for eligibility purposes.

General Student Complaints and Grievances

The Board realizes that there may be conditions in the system that need improvement and students/parents should have some means to effectively express their concerns, which will be considered and handled with fairness. Students/parents 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.

- I. The opportunity shall be provided any student or his/her parents to discuss with his/her teacher or coach a decision situation, which he/she considers unjust or unfair. Arrangements for meetings must be made through the principal or designee at a time mutually agreed upon. No person shall approach a teacher or coach with a complaint during the time that the teacher or coach is involved with official duties. This includes, but is not limited to, class time, hall supervision times, practice, pre-game, during a game, or post-game activities. Failure to adhere to this may result in legal action as determined by state law.
- II. If the matter remains unresolved, the student or his/her parent, or the teacher may bring the matter to the principal’s attention for his/her consideration.
- III. If the matter remains unresolved, it may be brought to the Superintendent or a designee for his/her consideration.
- IV. 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

Title IX Grievance Procedure

Gender Equity in Sports Notice

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act OCGA 20-2-315).

- I. Coordinator: Bill Garrett, Director of Special Programs, 504 Laurel Street; Bremen, Ga 30110

- II. Site Coordinator: Brian Evans, Principal, 2440 Crosstown Parkway: Bremen, Georgia 30110
- III. Pre-Filing Procedures: Prior to the filing of a written complaint, the student or parent is encouraged to visit with the Gender Equity Coordinator to make a reasonable effort to resolve the problem or complaint.
- IV. Filing Procedures: Contact the Gender Equity in Sports Coordinator for the grievance procedure, forms and time lines.

School Organizations

Bremen Middle School offers a variety of organizations for students to participate in during the school year. These organizations (excluding competitive interscholastic activities or events) are those under the sponsorship, direction, and control of the school that meet for common goals, objectives, and purposes.

Student Council – Tracey Morris/Ashley Hammond

Student Council is an organization which provides first-hand experience for students in the methods and procedures of democratic government. Student Council sponsors special activities in the areas of academics, dances, and fundraising. A representative is elected from each first period class to serve on the general council. All members of the student body are encouraged to participate in the activities associated with student government. **No fee required**

Junior Beta – Karen Files/Steven Johncox

The Junior Beta Club taps new members near the end of the school year. Eligibility for Junior Beta Club is established with grades of 90 and above in all classes and "Satisfactory" ratings in conduct for the first three 9-weeks of the school year. To remain active in Junior Beta, students should maintain this criterion. **No fee required**

Drafting Devils Creative Writing – Bethany Morris

The Drafting Devils Creative Writing organization is open to students interested in writing poetry, prose, plays, song lyrics, graphic novels, and other genres. The purpose is to provide a casual and informal writing experience. Students will have a positive and productive atmosphere to collaborate, share ideas, learn and have fun with all aspects of writing. **No fee required.**

Y-Club – Ashley Hammond

Y-Club provides students with leadership training and engage in a variety of volunteer opportunities that support the greater community—experiences designed to help them develop into thriving adults who are active and engaged in their communities. The organization performs one school and one community service each month to create, maintain, and extend throughout the home, school and community, high standards of character. Additionally, members discuss the importance of representation within our local, state, and federal government through policy and legislation. **No fee required.**

Art – Lori Green

The Bremen Middle School Art program offers students the opportunity to expand and extend their knowledge of different art mediums. The students will use art in a way that adds beauty to our school as well as supports school spirit. This program will meet after school for sessions. **Fee: \$20.00**

Chess – Jordy Wilson

The Chess program allows students to explore and learn more about the game of chess. Students have the opportunity to compete against their peers and learn a variety of strategies associated with the game. **No fee required**

4-H – UGA County Extension

4-H is offered to students ages 9-19 and provides events, classes, activities and conferences at local, state and national levels. All events are planned to enhance positive youth development and education. A full listing of Haralson County events can be found at the following website:

www.ugaextension.com/haralson. **No fee required**

Georgia Book Award – Chloe Wilson

Each year a group of outstanding books for middle school aged children are chosen as the Georgia Book Award Nominees. Over the course of the year, students have the opportunity to read those books and then vote for their favorite. Designed to support and promote an enjoyment of reading. Books will be selected from the current Georgia Book Award nominees. During meetings, students will have the opportunity to dissect, discuss, and analyze these books in a small discussion group or literature circle setting. Meetings will take place during the students lunch time and lunch will be provided. **Fee: \$45.00-\$50.00 (determined once books are selected and includes lunch for meetings)**

Future Business Leaders of America (FBLA) – Barbara Brown

The purpose of FBLA is to bring business and education together in a positive working relationship through innovative leadership and career development programs. Quarterly meetings will strengthen the confidence of students in themselves and their work, encourage scholarship, and create more interest in and understanding of American business enterprise among students. **Fee: \$5.00**

STEM (Science Technology Engineering Math)

Students who sign up for the Science program, Technology Student Association, or Robotics program will go through a selection process using the BMS STEM Rubric. Any associated fee *will not* be collected until the student has been accepted into the program.

Science – Kristen Westmoreland/Patricia Thrower/Sharon Folds

The Science organization is for students that have a desire to extend their knowledge in the science fields. The club will include hands on science experiences. **Fee: \$20.00**

Technology Student Association – Barbara Brown

The Technology Student Association (TSA) is the only student organization devoted exclusively to the needs of students interested in technology. TSA chapters take the study of STEM (science, technology, engineering, and mathematics) beyond the classroom and give students the chance to pursue academic challenges among friends with similar goals and interests. The organization seeks to help students develop and improve their communication, leadership, and competitive skills via the classroom/laboratory environment. Members learn through exciting competitive events, leadership opportunities and much more. The diversity of activities makes TSA a positive experience for every student. **No Fee required**

Robotics – Barbara Brown

Robotics club is a hands-on, interactive club that focuses on the design, construction, and programming of robots. **Fee: \$20.00**

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 Uses

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 MIDDLE SCHOOL 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 BMS Student Handbook for the current school year. We understand and will abide by the policies and expectations established in the handbook.

Parent or Guardian Signature & Date

Student Signature

Student Name (Printed) & Grade Level

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 Middle School 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	