



BREMEN
ACADEMY

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

21st Century Education with a Personal Touch

Student Handbook

2023-2024



Blue Devils

Excellence in all we do!

Bremen Academy

Student Handbook

Bremen City Schools

www.bremencs.com

Brian Evans, Principal
Scott Hodges, Assistant Principal
Katie Derringer, Assistant Principal
Scott Roberts, School Counselor
Julie Meunier, School Counselor
Courtney Denney, Registrar
Melanie Coggins, Office Assistant
Dena Clark, Bookkeeper/Office Assistant

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

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



Positive Behavior Interventions and Supports (PBIS)

Motto: We Are Blue

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

**BREMEN ACADEMY
FACULTY/STAFF 2023-2024**

<u>Administration</u>	<u>Position</u>	<u>Administrative Support</u>	<u>Role</u>
Brian Evans	Principal	Dena Clark	Book Keeper
Scott Hodges	Assistant Principal	Melanie Coggins	Office Assistant
Katie Derringer	Assistant Principal	Courtney Denney	Registrar
		Scott Roberts	Counselor
		Julie Meunier	Counselor
<u>Grade Level Teams</u>	<u>Grade Level</u>	<u>Support Staff</u>	<u>Assignment</u>
Christy Barrett	Fourth Grade	Andrea Evans	Paraprofessional
Natasha Cooper	Fourth Grade	David Fowlkes	Paraprofessional
Krissy Culpepper	Fourth Grade/Team Leader	Morgan Hendrix	Paraprofessional
Priscilla Henderson	Fourth Grade	Lynn Hodges	Paraprofessional
Candice Markel	Fourth Grade	Alicia Lairsey	Paraprofessional
Meghan Meadows	Fourth Grade	Aimee Ragsdale	Paraprofessional
Kelsey Proctor	Fourth Grade	Amiee Simpson	Paraprofessional
Leslie Pruitt	Fourth Grade	Deanna Stone	Paraprofessional
Jessica Wright	Fourth Grade	Hailey Smith	Paraprofessional
		Kyra Hebert	In-House Substitute
Carmen Bowling	Fifth Grade	Rachel Gladden	ISS Program
Jennifer Brooks	Fifth Grade	Chloe Wilson	Media Specialist
Carla Coppett	Fifth Grade		
Paige Eriquezzo	Fifth Grade	<u>Special Programs</u>	<u>Assignment</u>
Laura Johncox	Fifth Grade	Jennifer George	Gifted Program
Virginia Pollard	Fifth Grade	Sarah Carr	EIP Services
Cody Pruitt	Fifth Grade	Kelanie Clotfelter	School Psychologist
Noelle Jones	Fifth Grade	Carla Coppett	SED Services/ISC
Lindsey Wilson	Fifth Grade/Team Leader	Jessica Davis	LPSC Program
		Alisha Huff	School Nurse
		Meghan Meadows	SED Services
<u>Exploratory Team</u>	<u>Assignment</u>		
Bert Barrow	Art	Scott Roberts	School Counselor
Kris Baskin	Physical Education	Sarah Sewell	Special Education
Matthew Bass	Band (5 th Grade)	Kristal Stewart	Speech Services
Melissa Lanier	Music		
Hailey Smith	Computer Lab		
Jennifer George	STEM Program/Science Lab		
Lynn Hodges	Coding/Computer Skills		
Kathy Matthews	Physical Education		

DAILY SCHEDULE 2023-2024

4th GRADE

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

5th GRADE

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

Bremen Academy Staff Beliefs:

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

ENROLLMENT INFORMATION

City Residents

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

Non-Resident Students

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

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

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

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

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

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

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

Return Check Fee

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

Transfer Students

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

Withdrawing Students

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

DAILY SCHOOL PROCEDURES INFORMATION

Arrival and Departure Information

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

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

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

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

Early Check-Out

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

Campus Guests

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

Campus Traffic

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

Visitor Parking

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

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

Student Walkers

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

Bicycles and Skateboards/Skate Shoes

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

Delivery of Flowers/Balloons

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

Student Event Invitations

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

Lost and Found Items

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

Backpacks/Bags with Wheels

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

BCS SCHOOL NUTRITION PROGRAM INFORMATION

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

BCS School Nutrition Department Goals:

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

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

Charge Policy

1. Students are allowed a maximum of (3) three breakfast and (3) three lunch charges.
2. Student meal account charge notifications will be sent via email, delivered to the home room teacher or mailed via USPS.
3. Parents will be notified once the charge limit has been met for his/her child, at time they will be asked to bring funds for meals.
4. Once the charge limit has been reached and the child has not had funds added, the student may receive a alternative meal, the SNP department will attempt contact with his/her parent/guardian prior to an alternative meal being given.
5. If the student(s) receive 5 consecutive alternative meals along with no communication from the parent/guardian the school counselor and principal will be contacted for further actions.
6. Free and Reduced meal applications will be sent home with the student after they have received (3) three alternative meals.

Extra Items/Ala Carte

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

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

End of Year Balances

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

Continuous accumulation of charges can lead to deficits for the School Nutrition Program; therefore, if charges become excessive or the parent refuses to pay after being contacted, the system reserves the right to take steps necessary to collect the charges owed. During the last month of the school

year, frequent notices will be sent to parents of students who owe money for charged meals. If debts have not been paid in full by the beginning of the next school year, no further lunch charges will be allowed until past debts have been paid in full. Every effort will be made to assist any family that is in need.

Returned Checks

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

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

Refund Policy

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

Breakfast/Lunch Prices

Student Breakfast: **\$1.35**

Student Lunch: **\$2.90**

Teacher Lunch: **\$3.75**

Visitor Lunch: **\$4.00**

Breakfast and lunch will be available daily for all students who desire to eat. Free and reduced breakfast and lunch are available to those who qualify and who are approved by school officials upon application. Students allergic to peanut butter or milk must bring a current note from a doctor stating this fact. A substitute drink will be served. ***In conjunction with the Bremen City Schools Wellness Policy, food items from local restaurants are not permitted in the cafeteria. Carbonated drinks are also not permitted.***

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

Snacks

Through grade level and teacher discretion, snack times are available to students. Students are

encouraged to have healthy snacks that will promote good eating habits and a healthy lifestyle.

STUDENT SERVICES INFORMATION

School Nurse

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

Student Illness

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

Student Medication

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

Prescription Medication:

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

Inhalers/Epi Pens/Glucagon:

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

In order for the student to carry and self-administer such medications, the parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission

shall release the school district and its employees and agents from civil liability if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. The terms of this paragraph may be met through a student's diabetes medical management plan developed and implemented pursuant to state law. Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

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

Non-Prescription Medication:

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

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

First Aid

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

School Accidents

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

School Counselor

The school counselor is available to help students who are having problems in school and others who

need guidance in solving problems and developing positive self-esteem. The counselor will work closely with the administrators and teachers to provide for the needs of the Bremen Academy students.

Media Center

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

Extracurricular Organizations/Enrichment Activities

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

After School Program (ASP)

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

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

ASP Hourly Rates:

Single child: \$5.00 for 1st hour and \$3.00 for each additional hour.

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

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

Athletic Programs

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

ACADEMIC INFORMATION

Report Cards

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

October 13, January 5, March 19, and May 31. Report cards will be issued electronically to the email address provided by the parent that registered the student (please make certain that if there are any changes to the email address provided that this information is updated with the Registrar). *Report cards will not be issued at the end of the school year nor will a student be allowed to register for the next school year if any money is owed to the school.*

Progress Reports

Progress Reports will be distributed on the following dates: **September 1, November 10, February 7, and April 24.** Progress reports will be issued electronically to the email address provided by the parent that registered the student (please make certain that if there are any changes to the email address provided that this information is updated with the Registrar).

Grading System

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

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

Student Conduct Ratings

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

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

Homework Assignments

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

Principal/Honor/Merit Roll

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

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

Academic Excellence

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

Parent-Teacher Conferences

Parents are encouraged to monitor their child's grades/progress on-line through PowerSchool. The parent/guardian of the student should receive information concerning usernames and passwords during registration. This information also may be picked up from the Registrar throughout the school year. Parents are encouraged to arrange conferences with teachers as needed to discuss student progress. Conferences may be scheduled during teacher planning times, after-school, or one of the parent conference dates designated on the annual calendar. The scheduled parent conference dates for this school year: **September 27 and February 14.**

Promotion/Retention Policy

In addition to the local promotion policy for grades K-8, which is based on the assessment of the academic achievement of students at each grade level as revealed in grades on report cards and on end of the year assessments of reading and math levels, students must meet the requirements as set forth by the state of Georgia.

Georgia Milestones Assessment Dates

Georgia Milestones EOG Assessment Dates: April 22 – May 3 (Tentative Dates)

ACADEMIC SUPPORT PROGRAMS INFORMATION

Gifted Education Program

Bremen City Schools' *Gifted Education Program* (based upon SBOE rule 160-4-2-.38) serves students by providing academic challenges for those who are intellectually advanced. Students are served in grades K-12. The program offers valuable learning opportunities that are advanced and accelerated in content and pace. This instruction may be in the form of a gifted education resource class, a gifted cluster group class, or advanced content/AP classes. All gifted education classes offer learning and academic experiences that focus on and extend the academic standards in Georgia. Referrals for consideration of eligibility for gifted services may be made by teachers, counselors, administrators, parents/guardians or others with knowledge of the student's abilities. Achievement data may result in an automatic referral.

Early Intervention Program

The Early Intervention Program (EIP) is designed to serve students who are at risk of not reaching or maintaining academic grade level. The purpose of the Early Intervention Program is to provide additional instructional resources to help students who are performing below grade level obtain the

necessary academic skills to reach grade level performance in the shortest possible time. The EIP Program is a part of the Multi-Tiered System of Supports (MTSS) framework for providing support to students. The EIP Program provides a structure for additional instruction to ensure students meet grade level expectations at the elementary level. Eligibility for the Early Intervention Program (EIP) is determined by an assessment process at the local school system level. The eligibility determination is made by identifying the students functioning below the normal expectation for the respective grade using criteria provided by the Governor's Office of Student Achievement (GOSA). This is a state-funded program that is intended to accelerate student learning.

Special Education Program

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

Special Needs Scholarship Program

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

Section 504 Program

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

GENERAL INFORMATION

Drug Free School

It is the intention of the Bremen Board of Education, the administration, the staff, and faculty to keep

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

Family Educational Rights and Privacy Act (FERPA)

Notification of Rights under FERPA for Elementary and Secondary Schools:

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

These rights are:

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

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

The Georgia Student Data Privacy, Accessibility, and Transparency Act afford parents and students who are 18 years of age or older ("eligible students") the right to file a complaint with their local school system regarding a possible violation of rights under O.C.G.A. 20-2-667 or under other federal or state student data privacy and security laws.

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

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

obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)) • To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

FERPA Directory Information:

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

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

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

If you do not want Bremen City Schools to disclose any or all of the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify Bremen City Schools in writing by August 15th of each school year. Bremen City Schools has designated the following information as directory information: Student’s name, address and telephone number; Student’s date and place of birth; Student’s email address; Student’s participation in official school organizations and sports; Weight and height of student if he/she is a member of an athletic team; Dates of attendance at schools within the school system; Honors and awards received during the time enrolled in the district's schools; Photograph; and Grade level.

Title I and II-A Parent/Guardian Right to Know Information (August 2, 2023)

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

1. Whether the student’s teacher –
 - has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher;

- is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived and;
 - is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Online Learning Program

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

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

Lost or Damaged Books

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

Student Expenses

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

School Sponsored Field Trips

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

Fundraising Activities

Any fundraising requests require both Principal and Board approval.

Textbook Replacement Information

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

Please adhere to the stipulations below:

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

Pets on Campus

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

School Council

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

School Closings

Please check local radio and television stations for school closings due to weather related issues or other circumstances which will be reported by 6:00 am (when possible). In addition, information and

updates may be shared through the district Remind texting system and parent email group as well as through the Bremen City Schools website for information and updates.

Office Telephone – Student Use

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

Bremen City Schools STUDENT CODE OF CONDUCT 2023-2024

Bremen City Schools (“BCS” or “District”) is committed to creating a safe, positive environment for all of our students, staff, parents, stakeholders, and community partners. The District will work to assure that all students and staff are fully aware of their potential and dedicated to pursuing excellence in academic knowledge, skills, and behavior. BCS believes that all children can thrive in a safe learning environment. As such, our schools utilize a range of activities to recognize, celebrate, and reward positive behavior.

BCS has adopted this Code of Conduct (“Code”) to support the creation of a safe learning environment for all members of the school community. The purpose of this Code is to state our standards for acceptable conduct for students clearly. All student behavior shall be based on respect and consideration for the rights of others. Students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system. Expected behavior is such that it promotes a safe, healthy environment for all members of the learning community.

The Code also sets forth the discipline procedures for the students who have committed violations of the Code. This Code is subject to amendment at any time. The most current version of this Code is available through the school and District websites- www.bremencs.com.

Everyone is entitled to a safe, secure, and orderly environment in which to learn and work. The rules and regulations in this Code are designed toward that end and are in effect during the following times, places, and with the following conditions:

At school or on school property at any time of the day or week;

- a. Off school grounds at a bus stop, on a school bus, at a school activity, function, or event;
- b. On vehicles provided for student transportation by the District, and/or when either the alleged offender or the alleged victim is en route to and/or from school, or to or from a school activity, function, or event;

- c. Off school grounds when the behavior of a student: (1) is subversive to the mission and order of the school or District; or (2) could result in the student being criminally charged with a felony or which could result in a felony criminal charge if committed by an adult; or (3) makes the student's continued presence at school a potential danger to person or property at school or which disrupts the educational process. (O.C.G.A. 20-2-751.5(c));
- d. Off school grounds while the student is participating in or attending school-sponsored or school-related activities such as field trips, conferences, and athletic events or is otherwise subject to the jurisdiction of school authorities;
- e. Off-school grounds when the misconduct is directed at a school student or employee and is related to the victim's school affiliation, or when the off-campus conduct directly affects the safety and welfare of the school community or the orderly mission and function of the school;
- f. Off school grounds and when a student leaves without permission of a school official, or anytime Rule 12 would apply; and
- g. Students are responsible for items on their person and in their possession. Possession includes but is not limited to, items found in book bags, purses, lockers, vehicles, gym bags, wallets, instrument cases, etc.

STUDENTS SHALL:

Participate fully in the learning process. Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.

Avoid behavior that impairs his/her own or other students' educational achievement. Students shall know and avoid the behaviors prohibited by the Code of Conduct, take care of books and other instructional materials, and cooperate with others.

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 follow school rules and procedures.

Recognize and respect the rights of other students and adults. All students shall show concern for and encouragement of the educational achievements and activity participation of others.

Each school will be responsible for developing and distributing to students and parents a Student/Parent Handbook- this Student Code of Conduct being a supplement to the Student/Parent Handbook. Within each school, administrators, teachers, paraprofessionals, or any other adult in a role of supervising students have the responsibility to maintain order and enforce this Code. The Principal of the school has the ultimate responsibility and authority to oversee the application, interpretation, and enforcement of the Code according to policy and regulations. In doing so, principals and administrators shall use their professional discretion while considering multiple student factors that contribute to the application of the progressive discipline model.

Consequences that are age and developmentally appropriate for behavior infractions may be developed by each school (as a supplement to this Code) and placed in the school's student/parent handbook.

Major offenses in Bremen City Schools, including, but not limited to, drug and weapon offenses, can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16.

The following code of conduct sets forth school rules prohibiting certain types of student conduct which constitute offenses in severity from minor, major, to severe. A student found to be in violation of any one of them may be subject to a range of consequences that may include suspension, expulsion or other disciplinary consequences provided for by state board rule or law. Disciplinary action for violations will include appropriate hearings and reviews in keeping with due process. In all cases, the rights of individuals will be ensured and protected. The District will make every reasonable effort to administer the discipline code of conduct consistently in all schools.

Parents and students shall carefully read and discuss ALL information contained in the Code of Conduct. Students are subject to disciplinary action for engaging in or attempting to commit any of the prohibited behaviors listed in the Code.

DISCIPLINE CODE RULES:

Rule 1: Disruption and Interference with School – No student shall cause the disruption of any school mission, process, or function, or engage in any such conduct in any manner, whether that be by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, bullying, any sexual harassment or misconduct, or any other conduct that interferes with the safety or operations of the school system.

Additionally, no student shall:

- a. Bring personal items to school (or items inappropriate for the school setting) that have the potential to disrupt classroom instructional activities or normal school operations. The school system assumes no responsibility or liability for lost, stolen or damaged personal items brought to school or on school transportation.
- b. Occupy, block, prevent, or attempt to prevent the operation of any school class, activity, or lawful meeting or assembly on the school campus or at school activities.
- c. Make noise or act in any manner so as to interfere with the teacher's ability to conduct class.
- d. Refuse to properly identify himself/herself upon request of any school or system teacher, administrator, school bus driver, or other school system personnel.
- e. Use profanity, vulgarity, or obscenity, or sexually harass others. Such use includes profane, vulgar, obscene words or gestures, indecent exposure, possession and/or distribution of profane, vulgar, or obscene material, or similar materials, items, or gestures. This includes but is not limited to, inappropriate electronic communication.
- f. Loiter and/or enter onto any District property without authorization. A student is not allowed to enter the premises of a school or School District property other than his/her school, unless

prior permission is received from an administrator of the school to be visited. A student may not enter any District buildings on weekends or after school without authorization.

- g. Be in an area that is not authorized by a staff member. Any unauthorized absence and/or leave from class, school, an activity, or an event (AWOL). Unauthorized areas may include any location deemed to be inappropriate or unjustified for student business. This includes being present on school premises or property without a written pass by a teacher and/or administrator.
- h. Inappropriately make bodily contact with other students, including, but not limited to, sexual contact or misconduct. Students shall not engage in sexual misconduct between or among students on school property or away from school, which may adversely affect the education process or endangers the morals, health, safety, or well-being of other students, teachers, or employees within the school system. Students engaging in sexual acts with any student under the age of 16 may be subject to criminal charges, which, depending on the age of the individuals, may include statutory rape or child molestation. Students who are 13 or older may be charged with a felony and tried as an adult for committing offenses of rape, aggravated sodomy, aggravated child molestation, and aggravated sexual battery. In addition, students who commit such offenses may be subject to criminal penalties if convicted, which may include probation and/or imprisonment.
- i. Display or wear gang articles, paraphernalia, or clothing. Students shall not display or wear clothing or articles relating to ethnic race or color in a derogatory or inflammatory manner, or logos relating to any sadistic cult, secret society, or gang, or that bears content that is obscene, libelous, or slanderous. Students shall not recruit or solicit membership in any gang, gang-related organization, or any secret society that poses a threat to the school mission or that is subversive to good order and discipline. Students shall not display, possess, transmit, distribute, or create writing, symbols, or gestures that reference gangs or gang-related activity. Students shall not claim membership or affiliation with a gang or with a secret society that would be subversive to good order and discipline.
- j. Trade, buy, or sell goods and services on campus that have not been approved by the school administration. Students shall not participate in any type of gambling activity.
- k. Inciting, urging or counseling other students to violate the student code of conduct.
- l. Photographs, audio recordings, video recordings, or filming are prohibited by students without expressed consent of school district staff for specified educational-related purposes. Students shall not capture, receive, share, or post via the Internet any photographs or audio recordings, or video recordings of any type which depict other students, school district staff, or materials that may be educational records related.

Rule 2: Disregard of Directions or Commands – A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, administrators, school bus drivers, or other authorized school personnel.

Rule 3: Bullying – A student shall not make any willful attempt or threat to inflict injury on another person when accompanied by an apparent ability to do so, or demonstrate any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm. This rule will always align with the definition of bullying set forth in Georgia state law (O.C.G.A. § 20-2-751.4). Per Georgia law, if any student in grades 6 through 12 is found guilty of committing the offense of

bullying three times in a given school year, such student shall be assigned to an alternative school. This does not limit alternative school for one-time egregious bullying offenses. The term applies to acts that occur on school property, on school vehicles, at designated 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. The term also applies to acts of cyberbullying that occur through the use of electronic communication, whether or not the electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes but is not limited to, any transfer of signs, signals, writings, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic, or photo-optical system.

Rule 4: Tobacco/Paraphernalia Possession – A student shall not possess, distribute, or use any form of tobacco and/or tobacco paraphernalia, electronic cigarettes, vaping paraphernalia, lighters, or matches at any time. Students are responsible for items on their person and in their possession. Possession includes but is not limited to, items found in book bags, purses, lockers, vehicles, gym bags, wallets, instrument cases, etc.

Rule 5: Illicit Drugs and Alcohol – A student shall not possess, sell, use, transmit, or be under the influence of or in any way be detected to be in the presence of any illicit drug, alcohol, or substance "represented" to be an alcohol, illicit drug, or chemical, or any chemical(s) intended to alter one's mood or behavior. Misuse of a prescription or nonprescription/over-the-counter drug shall be considered a violation of this rule. Students are responsible for items on their person and in their possession. Possession includes but is not limited to, items found in book bags, purses, lockers, vehicles, gym bags, wallets, instrument cases, etc. Further, students are responsible for any substance that they touch, hold, utilize or consume. Students are advised not to touch, hold, utilize, or consume any substance offered to them by another student.

Rule 6: Destruction or Theft of School Property – A student shall not cause or attempt to cause damage to or disrupt school property or school resources or attempt to steal school property or school resources. A student shall not possess, sell, use, or transmit stolen school property or resources.

Rule 7: Damage, Destruction, or Theft of Private Property – A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property. A student shall not possess, sell, use, or transmit stolen property on school grounds.

Rule 8: Assault, Battery, Threat, or Harassment of a School District Employee – A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee. A student shall not harass or insult a school employee. This includes but is not limited to, verbal, written, and electronic means of insult, disrespectful conduct, threat, use of profanity, ethnic, racial, sexual, religious slurs, verbal and written harassment, and Internet harassment/threats.

Rule 9: Physical Abuse, Threat, Harassment, Assault, or Battery By a Student To Another Student or To Any Person Not Employed By the School District (Includes Fighting) – A student shall not cause or attempt to cause bodily injury or behave in such a way as could reasonably cause bodily injury to any person. A student shall not make threatening, harassing, or intimidating remarks, written or electronic statements, gestures, or posturing toward any student which threatens the safety or well-being of that person or has the likelihood of provoking a fight. This includes but is not limited to, fighting, pushing, hitting, use of profanity, sexual harassment or misconduct, Internet harassment/bullying/threats that disrupt the school environment, or ethnic, racial, or religious slurs.

Rule 10: Misbehavior on Bus – A student shall obey all reasonable rules and directives of the bus driver at all times. Bus drivers and bus monitors have the discretion to determine what behaviors interfere with the safe operations of the school bus.

No student shall:

- a. ride an unauthorized bus or disembark at an unauthorized stop;
- b. behave in a manner that interferes with the driver’s ability to transport students safely;
- c. use electronic devices during the operation of a school bus in a manner that might interfere with the school bus communications equipment or the school bus driver’s operation of the school bus- including but not limited to cell phones; pagers; audible radios; music players without headphones; or any other electronic device;
- d. use 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;
- e. bring any item on the bus that obstructs the bus driver’s view;
- f. cause damage/destruction to the school bus or school bus property.

Students shall:

- g. remain seated safely on the bus at all times
- h. keep hands, arms, and/or objects to themselves and inside the bus,
- i. talk in a normal tone of voice that is conducive to safe bus transport
- j. follow all other conduct rules enumerated in policy JCDA and school-level student handbook rules.

(Parents with concerns related to alleged school bus misconduct or with student safety concerns on the school bus shall contact the school principal, not the bus transportation office. The investigation of alleged school bus misconduct is the responsibility of the school, not the responsibility of the bus transportation office. Bus suspension and other consequences are decided by the principal or designee of the school. Discipline will be administered according to procedures in this handbook and principal discretion. School principals will coordinate with the bus transportation office when needed as part of an investigation.)

Rule 11: Weapons and Hazardous Objects – A student shall not supply, possess, handle, use, threaten to use, or transmit any weapon or any other tool or instrument capable of inflicting bodily injury as a weapon. Any student who has knowledge of a weapon on a school district campus shall immediately report such to a school district staff member. Any student with knowledge of a weapon

on a school district campus who does not immediately report such to a school district staff member may be found complicit. The terms "weapons," "tools," "instruments," or "hazardous objects" shall include by way of illustration, but is not limited to, the following enumerated items: any loaded or unloaded firearm (e.g., pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, stun-gun, pellet or BB gun, look-alike firearms, etc.) or any other weapon as defined in O.C.G.A. § 16-11-121; any knife (e.g., Bowie, Dirk, lock-blade hunting, pen, pocket, switchblade, utility knives of any size); any razor (e.g., straight, regular, retractable, etc.); any defensive device (e.g., gas repellent, mace, stun-gun, chemical sprays (includes pepper spray), etc.); or any "martial arts" device (e.g., Chinese star, nunchaku, dart, etc.); or any tool or instrument which school staff could reasonably conclude as being a violation of the intent of this offense section, which, by way of illustration, shall include, but is not limited to, blackjack, chain, club, metal/brass or any artificial knuckles, nightstick, rings, pipe, studded or pointed bracelets, ax handles, etc. A student shall not supply, possess, handle, use, threaten to use, or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc. By way of illustration, such devices or items shall include, but are not limited to, bullets, ammunition or any type, fireworks of any type and size, smoke bomb, paint bomb, stink bomb, any type of homemade bomb, or item which by virtue of its shape or design gives the appearance of any of the aforementioned (e.g., fake bombs, fireworks, fuses, etc.).

Rule 12: Unexcused Absences/Tardies/Truancy – Truancy is defined as unexcused absences that violate system and school policy, as well as state law. A student shall not be absent from or tardy to school or any class or other required school function during required school hours except for illness or other providential cause, except with the written permission of the teacher, principal, or other duly authorized school officials, nor shall a student encourage, urge, or counsel other students to violate this rule. A student may not leave school grounds prior to the end of the day, after his/her initial arrival on campus, without the permission of a duly authorized school official.

STUDENT ATTENDANCE GUIDELINES

Bremen City Schools aims to have all children in school every day and on time unless there is a valid reason for the student to miss school. The following are possible consequences for truancy per the Bremen City Schools student attendance guidelines:

1. Excused Absences with a Doctor's Note:

- Personal illness
- A physician's excuse/note explaining the reasons for absences must be presented to the school on the date of return to school. Failure to submit a note will result in the absence being marked as unexcused.
- The school system reserves the right to verify the accuracy of the physician's excuse.
- If a child is sent home with head lice, the student is excused for one (1) day only. The parent is expected to rid the student of head lice, get a clearance from the school nurse, and return the child to school.

2. Excused Absences with a Parent's Note:

- Some examples of excused absences with a parent's note: (see Bremen City Schools Board of Education policy [JBD](#) for full list)
 - Personal illness
 - Serious illness or death in the student's immediate family

- Court order by a governmental agency
- Celebrating religious holidays
- Conditions rendering attendance impossible or hazardous to student's health/safety
- A letter written by a parent/guardian detailing the reasons for the absence will be accepted by the school on the date of return as an excused absence. **A maximum of 5 parent notes will be accepted for excused days**, provided the reason given for the absence qualifies as an excused absence.

3. Unexcused Absences:

- Some examples of unexcused absences:
 - Oversleeping, vacations/trips, car trouble, babysitting, running errands, skipping school
- A daily automated system will be used to notify parents when students are absent.

After 5 Unexcused Days

- Parents will be notified of the violation of the compulsory attendance protocol. An attendance conference may take place with the student, parent, and school official.
 - All attendance conferences will be documented in our Student Information System.

After 7 Unexcused Days

- Parents will receive written notification.
 - Note: School officials and/or the school resource officer may make a home visit to deliver this documentation.
- Notification will be made to the System Truancy Team

After 9 Unexcused Days

- District School Attendance Supervisor will be notified.
- An attendance conference will be held with the student, parent, and school officials.

After 10 Unexcused Days

- Certified letter mailed to parents.
- Legal action may be initiated.

Tardies/Early Checkouts

- Documentation will be required to excuse an early dismissal or tardy arrival.
- If a student is tardy or checked out an excessive number of times, a referral may be made to the System Truancy Team.

Rule 13: Dress and Grooming – A student shall not dress, groom, or wear or use garments, jewelry, emblems, hairstyles, insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school. The administration of each school will annually publish rules and standards for student dress and grooming in the student handbook that are consistent with this policy, and the school administration has reasonable discretion to determine appropriate and inappropriate dress and to administer consequences.

Rule 14: Academic Misconduct – A student shall not cheat in any form, whether using the ideas, knowledge, words, or visual images of another individual.

Rule 15: Internet/Computer/Electronics Misuse – Use at school of a computer, electronic device, and/or the Internet or school computer network for anything other than instructional purposes; includes, but is not limited to, the unauthorized use of a computer, an electronic device (includes cellular phones, watches, iPods, etc.), and/or the Internet or school computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data, and any violation of the school computer use policy. The school system assumes no responsibility or liability for loss or damage to personal devices that are brought to school.

Rule 16: False or Misleading Reports about School District Staff – Students may not falsify, misrepresent, omit, or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employees toward a student. Any student (or parent or friend of a student) who believes a student has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator, or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

Rule 17: Repeated Violations/ Willful Misbehavior – Students may not willfully and repeatedly violate school system rules and state/federal laws. Students who chronically disrupt the school environment or repeatedly violate school rules may be charged with repeated violations of school rules or behavior. This rule applies after remediation attempts such as: Behavior Support Processes or Student Support Team processes have been utilized. Such processes may include but are not limited to response to intervention (RTI), functional behavior assessments (FBA), behavior intervention plans (BIP), behavior contracts, no contact contracts, etc.

Rule 18: Conduct Which is Subversive to Good Order – A student shall not perform any other act, on or off campus, which is subversive to good order and discipline in the schools. This includes but is not limited to, violations of the code of conduct, local school rules, state and federal laws, involvement in criminal gang-related behavior, and/or criminal gang conduct as defined and prohibited by O.C.G.A 16-15-3 and 16-15-4, providing false information to school personnel, providing false information about school personnel, loitering or trespassing, or community misconduct that would be so serious as to pose a threat to the school community. The prohibited behaviors under this (Rule 18) include, but are not limited to, the following:

- a. Community misconduct that would pose a threat to the school community, including but not limited to conduct that may adversely affect the educational process or endanger the health, safety, morals, reputation, property, or well-being of other students, teachers, or other employees of the District.
- b. Associating oneself as an affiliate or member of a criminal street gang identified by the school and/or law authorities through one or more of the following: one's mode of dress, means and method of communication, including the use of hand signs, the possession of a publication of gang writings/symbols, or admission of membership.

- c. Providing false information to or about school system personnel and/or spreading false information in the community and/or community misconduct that would be so serious as to pose a threat to the school community, mission, or environment. Includes but not limited to: falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or school employee toward a student.
- d. Conduct or actions that are ethnically and racially inflammatory that would be so serious as to pose a threat to the school community, mission, or environment.
- e. Behavior of a student which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.
- f. Terroristic threats (includes threats shared via social media/cyber threats)

Rule 19: Criminal Law Violations On or Off Campus – A student whose conduct on or off campus could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process may be subject to disciplinary action, including in-school suspension, short-term suspension, referral to a disciplinary tribunal, waiver and/or placement.

- a. Students enrolled in the Bremen City Schools who are alleged to have committed serious criminal offenses, whether on or off campus, and that may include criminal charges, are subject to immediate suspension pending a school investigation and a possible disciplinary tribunal hearing.
- b. Bremen City Schools is authorized to refuse to readmit or enroll any student who has been suspended or expelled for being convicted of, being adjudicated to have committed, being indicted for, or having information filed for the commission of any felony or any delinquent act under Code Section 15-11-28 which would be a felony if committed by an adult. If refused readmission or enrollment, the student or the student's parent or legal guardian has the right to request a hearing pursuant to the procedures provided for in Code Section 20-2-754.
- c. A student may be subject to suspension (for a period up to 10 days) and placement at alternative school if the student has been charged with a criminal law violation and if the student's continued presence at the home school potentially endangers the safety of others or which disrupts the educational process. (See student placement protocol)

Student Placement Protocol

Students who have been out of school due to incarceration or detention, or who have pending criminal law charges, often need a period of transition before returning to their home school. To protect the safety of all students and staff, Bremen City Schools must evaluate re-enrollment requests (and proper placement) of students returning from a period of incarceration or detention due to alleged or adjudicated criminal or delinquent conduct. Any student who has been arrested for a criminal law violation and who is seeking to re-enroll in BCS may be subject to a period of suspension and placement at the alternative school. The primary considerations for making the placement determination are the educational needs and well-being of the returning student as well as the safety of other students and staff.

DISCIPLINARY OFFENSE LEVELS:

Level I Behaviors (Minor Offenses - include but are not limited to):

- Unprepared. Repeatedly comes to class w/out materials (teacher determines material and amount of times)
- Tardiness
- Minor dress code
- Talking/ off task
- Dishonesty
- Failure to follow directions
- Running, pushing, shoving
- Horseplay
- Disrespectful/Unkind to other students
- No pass
- Indirect profane language (verbal or written)
- Uncooperative behavior (nonverbal)
- Electronic device disruptions
- Bus referral for 1st minor offense (may result in an administrative warning, parent contact, up to short-term bus suspension)

Teachers may add reasonable specific behaviors to this list for their individual classrooms. If students fail to follow those additional rules, teachers can cite “failure to follow directions”.

(See below for disciplinary actions/consequences for Level I)

Level II Behaviors (Major Offenses - include but are not limited to):

- Repeat Level I behaviors
- Defiance of authority
- Disrespect for authority (verbal disrespect)
- Repeat dress code infractions
- Inappropriate computer use
- Inappropriate display of affection
- Direct profane language (verbal or written)
- Racial, ethnic, or sexual orientation slurs
- Skipping class
- Stealing
- Being in unauthorized area (restroom, hallway, off-team, bus landing, etc. without a pass)
- Physical aggression towards students
- Bus referral
- Cheating (major assignments)
- Misbehavior/disrespect for substitute (documented on notes from the substitute)
- Rules 6 or 7: Damage, Destruction or Theft of School or Private Property (minor offense)
- Rule 16: False or Misleading Reports about School District Staff (1st Offense and /or minor infraction)

(See below for disciplinary actions/consequences for Level II)

Level III Behaviors (Severe Offenses - include but are not limited to):

- Rule 1: Disruption and Interference with School (A through K)
- Rule 3: Drugs and Alcohol
- Rule 5: Destruction or Theft of School Property
- Rule 6: Damage, Destruction, or Theft of Private Property
- Rule 7: Assault, Battery, or Harassment of a School Employee
- Rule 8: Physical Abuse, Harassment, Assault, or Battery by a Student to Another Student or to Any Person Not Employed by the District
- Rule 9: Physical Abuse, Harassment, Assault, or Battery by a Student Student or to Any Person Not Employed by the District
- Rule 10: Misbehavior on Bus (major infractions)
- Rule 11: Weapons and Hazardous Objects
- Rule 15: Internet/Computer/Electronics Misuse
- Rule 16: False or Misleading Reports about School District Staff
- Rule 17: Repeated Violations/Willful Misbehavior
- Rule 18: Conduct Which Is Subversive To Good Order
- Rule 19: Criminal Violations On or Off Campus

(See below for disciplinary actions/consequences for Level III)

Disciplinary Actions and Consequences (Levels I-III)

Some of the disciplinary actions that may be used for Level I, Level II, and/or Level III student violations of the Code of Conduct include but are not limited to the following:

- Verbal or Written Warning
- Removal from Activity/Time Out
- Removal from Bus
- Referral to Principal's Office
- Parent Conference
- Student Behavior Contract
- No Contact Contract
- Bullying Contract
- Detention
- Recovery
- In-School Suspension
- Out-of-School Suspension
- Bus Suspension
- Suspension or Removal from Extracurricular Team/Activity
- Restitution
- Work Detail
- Long-Term Suspension
- Referral to Discipline Tribunal
- Referral to Law Enforcement
- Alternative Placement
- Expulsion

*Any combination of these or other consequences.

IMPORTANT AND STATUTORY INFORMATION AND DEFINITIONS

Additional Behavior Requirements

The District may impose campus, classroom, or club/group/extracurricular rules in addition to those found in the code of conduct. These rules may be listed in the student handbooks, be posted or distributed in classrooms, or be published in extracurricular handbooks, state or national organization bylaws, and/or constitutions. Sponsors and coaches of extracurricular activities may require and enforce additional standards of conduct for student participation in extracurricular activities.

Behavior Plans

School administrators possess the authority to enact assessments, intervention plans, contracts, and other behavioral plans with students at any time deemed necessary for enhancing desired behavior. Additionally, administrators may initiate RTI/SST (Response to Intervention/Student Support Team), peer mediation, counseling, or other resource needs.

Bullying

The Bremen City Schools believes that all children deserve a safe school environment in which to learn and grow. Behavior that infringes on the safety and well-being of students will not be tolerated. Bullying is strictly prohibited.

Bullying is defined as:

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 substantial physical harm or visible bodily harm;
 - b. substantially interferes with a student's education;
 - c. is so severe, persistent, or pervasive that it creates an intimidating/threatening educational environment; or
 - d. has the effect of substantially disrupting the orderly operation of the school.

The prohibition against bullying includes off-campus cyberbullying that is (1) directed specifically at students or school personnel; (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school; and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Retaliation for reports of bullying is not tolerated and may be subject to independent disciplinary action. (See BCS Board Policy [JCDAG](#))

Discipline of Special Education Students

Disciplinary action involving students with disabilities will be handled in compliance with the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act of 1973, and implementing regulations of the same. Special education students who commit serious offenses which could otherwise result in suspension or expulsion shall be brought before the Student Discipline

Tribunal for a determination as to whether the student is found to have committed the offense for which charged. Students with disabilities who are found to have committed any misconduct shall be subject to a recommendation by the Tribunal for disciplinary action/placement, and the IEP committee will make the final determination on placement of these students.

Due Process

Due process will include appropriate hearings and reviews, and, in all cases, the rights of individuals will be ensured and protected. A hearing for a long-term suspension or expulsion will be formally conducted following the policy and procedures mandated by the Bremen City Schools. Disabled students will be disciplined by local policies and in accordance with the Individuals with Disabilities Education Act (IDEA), Americans with Disabilities Act (ADA), and Section 504.

Identification and Reasonable Instructions

Students shall be aware that any adult employee of the Bremen City Schools has the authority to ask for a student's identity or to see other appropriate information. Board of Education employees have the authority to give a student reasonable instructions and to expect that those instructions be carried out. Refusal to identify oneself or to carry out reasonable instructions may result in serious disciplinary action.

Illegal Items

Students are to notify an administrator or staff member when illegal items are found in the school building or on the school campus. Students are advised not to pick up items or to handle illegal items.

Individualized Education Program (IEP)

Individualized Education Program, is a written document that's developed for each public school child who is eligible for special education. The IEP is created through a team effort and reviewed at least once a year

Individuals with Disabilities Education Act (IDEA)

IDEA is a United States federal law that governs how states and public agencies provide early intervention, special education, and related services to children with disabilities. It addresses the educational needs of children with disabilities from birth to age 18 or 21 in cases that involve 13 specified categories of disability.

Interrogations

The principal of each school in Bremen City Schools or his/her authorized representative, possesses the authority to conduct reasonable interrogations of students in order to investigate properly and impose appropriate administrative action for student misconduct. Parent consent is not required prior to the interrogation of students.

Parents and Guardians - Please discuss this with your children

Pursuant to O.C.G.A. 20-2-735(e), the District encourages parents and guardians to inform their children regarding the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

Positive Behavior Interventions and Supports (PBIS)

PBIS is an approach that schools can use to improve school safety and promote positive behavior.

Possession

Possession means having, owning, or controlling something. Students are responsible for items on their person and in their possession. For the purposes of the Bremen City Schools Student Code of Conduct, possession includes but is not limited to, items found in book bags, purses, lockers, vehicles, gym bags, wallets, instrument cases, etc.

Posturing/Conflict Posturing

Adversarial or combative behavior demonstrated through body language, mannerisms, or words. Behavior that undermines the orderly school environment by provoking or attempting to provoke misbehavior.

Principal's Discretion

When a disposition notes that schools may have "principal's discretion" in dealing with an infraction, that distinction shall also be interpreted as a "principal's/assistant principal's discretion."

Progressive Discipline

Progressive discipline processes are designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior leading to the discipline, that the previous discipline history of the student being disciplined and other relevant factors will be taken into account, and that all due process procedures required by federal and state law will be followed

Prosecution

Students and parents shall understand that when misconduct constitutes a violation of local, state, or federal law, law enforcement agencies will be contacted, and prosecution may be sought.

Search

School administrators and/or their authorized representatives possess the authority to conduct reasonable search of students, their possessions, their lockers, or their vehicles when on school property. The administrator is required to have only reasonable suspicion to conduct such searches. Parent consent is not required prior to search. A student's failure to permit searches will be considered grounds for disciplinary action.

Section 504

Section 504 is a part of the Rehabilitation Act of 1973 that prohibits discrimination based upon disability. Section 504 is an anti-discrimination, civil rights statute that requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled are met.

Student Supports/Response to Intervention (SST/RTI)

The Student Support Team is a committee of experienced teachers, counselors, and administrators who provide suggestions for teachers and parents to implement with students who are exhibiting academic and/or behavioral difficulties. Response to Intervention (RTI) is a multi-levelled approach for aiding students that is adjusted and modified as needed if they are not meeting academic and/or behavioral expectations.

Suspensions

Suspensions constitute the removal of a student from class, school, or school-sponsored events for a specified period of time. Suspensions may also include the removal of privileges such as bus transportation:

1. In-School Suspension (ISS): A disciplinary measure that permits the student to attend school but prohibits him or her from attending his or her regular classes. Students will continue to do classroom work and receive credit.
2. Out-of-School Suspension (OSS): A disciplinary measure that prohibits the student from attending school for a short-term (usually 1-10 days). Absences are registered as excused absences. Students under out-of-school suspension are not permitted on any Bremen City Schools property or at any school function while under suspension. This includes students attending the Online Alternative School. Students under OSS who return to school or attend a school function while under suspension may be considered to have criminally trespassed and may be prosecuted accordingly if they have not obtained and carry written permission from their principal.
3. Suspension of Bus Privileges (Bus Suspension): A disciplinary measure that prohibits the student from riding school District transportation. The investigation of school bus misconduct is the responsibility of the school, not the responsibility of the bus transportation office. Bus suspension and other consequences are decided by the principal or designee of the school. Discipline will be administered according to procedures in this handbook and principal discretion.

Trespassing

Students under suspension or expulsion are not allowed on any Bremen City Schools property or at any Bremen City Schools function unless express written consent has been granted by the principal of the school the student attends (or last attended if under expulsion).

Other

The District reserves the right to punish behavior that is subversive to good order and discipline in the school, even though such behavior is not specified in the Student Code of Conduct.

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

ADDITIONAL ATTENDANCE INFORMATION

Student Absences

If a student misses more than half 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 half 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.

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

Tardy Policy

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

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

Non-School Related Trips and Absences

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

Late Check-In/Early Checkout Information

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

Extended Illness and Assignments

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

Make-Up Work

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

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

Positive Behavior Interventions and Supports (PBIS) Program

We believe in a discipline plan that promotes a structure for each student to be responsible for

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

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

As part of our Positive Behavior Interventions and Support (PBIS) schoolwide plan, we will use our *We Are Blue* expectations to promote positive, consistent behaviors through modeling, practice, and acknowledging students for their success by focusing on the whole child. Our *We Are Blue* expectations are:

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

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

In-School Suspension Program

Characteristics of the program:

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

Out-of-School Suspension

Students being suspended out of school:

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

Student Dress Code

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

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

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

11. Hair paint, hair dye, and body piercings that cause a disruption to the learning environment may 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).

Dress Code Disciplinary Actions may include, but are not limited to the following:

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

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

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

Electronic Devices

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

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

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

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

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

Internet Use

We are pleased to offer students access to the school network for the Internet. To gain access to the Internet, all students must obtain parental permission. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Students will be supervised during their use of the Internet; however, students are expected to avoid accessing improper information. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that

users are using the system responsibly. Users should not expect that files stored on system servers will always be private.

While on the Internet the following are not permitted:

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

Electronic Disrespect

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

Wellness Policy

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

Food/Drinks/Gum

Students are permitted to have a non-messy snack for their break time. Students should bring a snack from home to be consumed during this time. Students are encouraged 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). To assist in maintaining the cleanliness of the school campus gum is prohibited. A warning may be issued to students that have gum on campus for the first offense. Any additional offense may result in further administrative action including In-School Suspension

General Student Complaints and Grievances

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

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

BCS Acceptable Use and Internet Safety Guidelines

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

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

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

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

I. Personal Responsibility

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

II. Term Of Permitted Use

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

III. Acceptable Use

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

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

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

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

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Do not assume that a sender of email is giving his or her permission for you to forward or redistribute

the message to third parties or to give his/her email 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 email (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

IV. Internet Safety

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

V. Privacy

Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school

district and no user shall have any expectation of privacy regarding such materials.

VI. Failure to Follow Guidelines

The user's use of the computer network and Internet is a privilege, not a right. A user who violates these guidelines shall, at a minimum, have his or her access to the computer network or Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment in the school district. A user violates these guidelines by his or her own action or by assisting another user in violating these guidelines or by concealing another user's involvement in such activities. Further, if passwords are assigned, a user violates this agreement if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in any of the above-mentioned circumstances.

VII. Assurances

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

BREMEN ACADEMY

STUDENT HANDBOOK AGREEMENT

****RETURN TO SCHOOL****

Acknowledgement of Acceptable Use of BCS Technology Agreement

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

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

Student Name (Print)/Grade Level

Parent or Guardian Signature/Date

Student Signature/Date

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

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

Bremen City Schools

2023-2024 School Calendar

July 2023						
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August 2023						
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September 2023						
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November 2023						
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January 2024						
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March 2024						
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April 2024						
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May 2024						
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June 2024						
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July 13	Online Registration Begins	December 18 - Jan. 1	Christmas Break
July 25 - August 1	Pre-Planning	January 2 - 3	Staff Work Days (No School for Students)
July 26	System-Wide Meeting at HMFAC-8:30	January 4	Student Return to Begin 2nd Semester
August 2	First Day of School	January 15	Martin Luther King Holiday
September 4	Labor Day Holiday	February 14	Parent Conferences/Digital Learning Day
September 27	Parent Conferences/Digital Learning Day	February 19 - 23	Winter Break
October 2 - 6	Fall Break	March 14	End of 3rd Nine Weeks (45 Student Days)
October 10	End of 1st Nine Weeks (44 Student Days)	April 1 - 5	Spring Break
November 20 - 24	Thanksgiving Break	May 24	End of 2nd Semester/Graduation (91 Days)
December 15	End of 1st Semester (87 Student Days)	May 27	Memorial Day
		May 28 - 31	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	