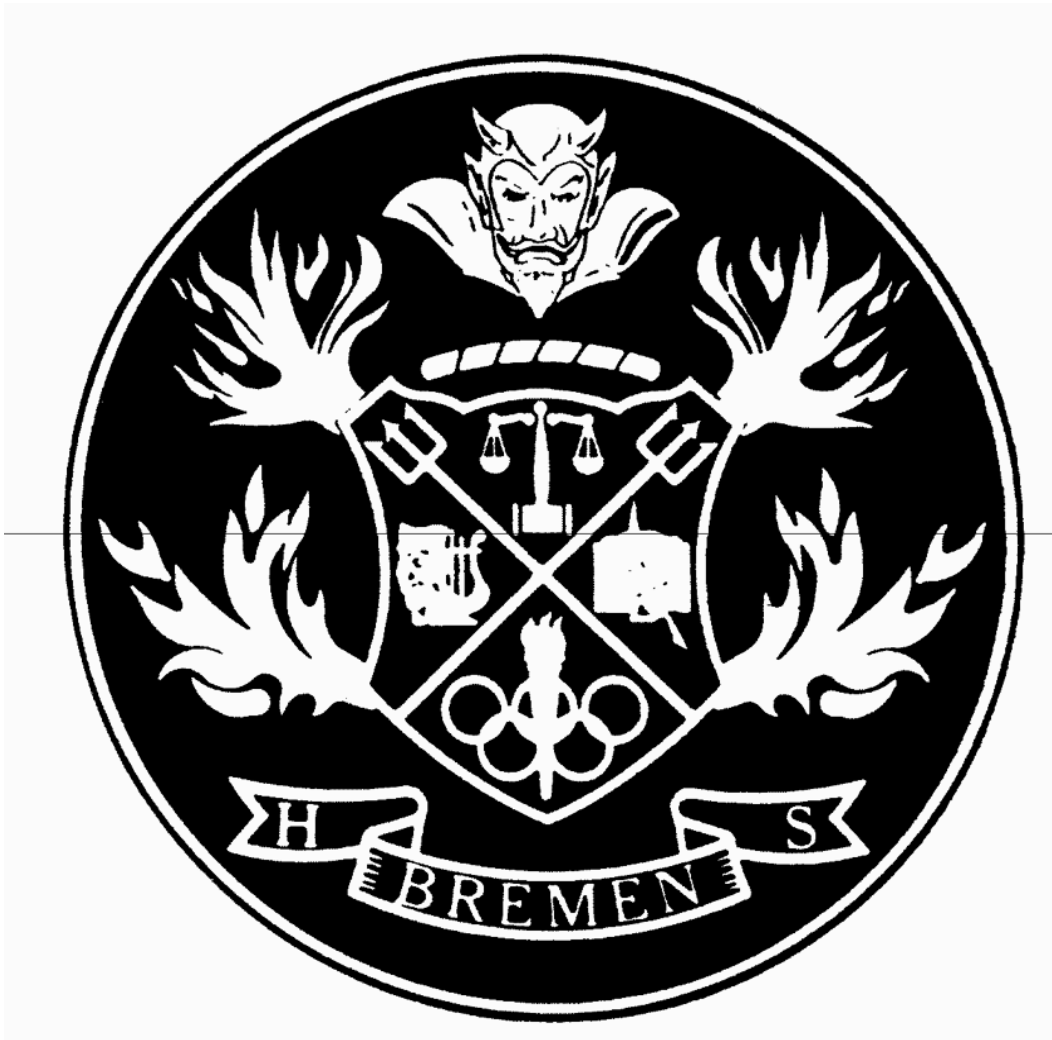


**BREMEN HIGH SCHOOL  
HOME OF THE BLUE DEVILS**



**STUDENT HANDBOOK**

**2022-2023**

504 Georgia Ave Bremen GA 30110 770-537-2592 Fax: 770-537-6935

“Bremen City Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.”

## STAFF LIST

<b>OFFICE STAFF</b>	<b>SCIENCE DEPARTMENT</b>	<b>ALTERNATIVE PROGRAM</b>
Tim Huff, Ed.D, Principal	Machelle McKibben, Chairperson	Debra Simmons
Whitt Brown, Assistant Principal	Dan Gurley	
Katherine Murray, Assistant Principal	Jessica Labbe	<b>RESOURCE OFFICER</b>
Pam Armas, BHS Counselor	Heather Brown	Casey Vann
Bonnie McClure, Secretary/Bookkeeper	Wendy Holloman	
Leah Fajardo, Secretary/Front Office		<b>MEDIA SPECIALIST</b>
Natalie Smith, Athletic Secretary	<b>SOCIAL STUDIES</b>	Amy Harrison
Jackie Parks, Registrar	Jason Fields, Chairperson	
Sheree Haller, Counselor Secretary	Tony Armas	<b>SCHOOL NURSE</b>
Janette Fields, In-House Sub	Daniel Chambers	Angie Long
Teryn Christian, Transitional Counselor	Dawlon Cole	
Jessica Davis, BCS LPC	Bernie Cordial	<b>PERFORMING ARTS</b>
		Chuck Jindrich, Band Director
<b>ART DEPARTMENT</b>		Jamie Price, Performing Arts
Crystal Pollard, Chairperson		Monica Turner, Performing Arts
	<b>SPECIAL ED. DEPT</b>	Brenda Andrews, Music Dept Assis
<b>HEALTH AND PE DEPARTMENT</b>	Katherine Russell, Chairperson	
Davis Russell, Weights and Team Sports	Beth Garrett	
Chris Brown, Health and PE	Susan Barrow	
Nick Folds, Weights	Hunter Williams, Para	
Drew Willis, Health and PE	Wendy Hildreth, Para	
	Lori Timms, Para	
	Jessica Patterson, Para	
<b>LANGUAGE ARTS DEPARTMENT</b>	Patrick McCarley, Para	
Felicia Brower, Chairperson	Marie Andrews, Para	
Jessica Allen		
Whitney Presnal		
Randi Trowell	<b>CTAE DEPARTMENT</b>	
Eli Miles	Christy McBride, Chairperson	
	Holly Thomas	
<b>WORLD LANGUAGE DEPARTMENT</b>	Rick Brower	
Jenny Pate, Chairperson	Jason Driver	
Berenice Arellano	Jared Luke	
	Taylor Hendrix	
<b>MATH DEPARTMENT</b>		
Robin Campbell, Chairperson		
Heather Clark		
Christina Hightower		
Sam Robison		
Mickie Harper		

## **MISSION**

The mission of Bremen High School is to provide all students with an education that is challenging, world class, technologically sophisticated, and socially empowering. We accept ownership for student performance and ensure academic growth for all students. We will provide additional time and support, and we will challenge students to achieve beyond their comfort zones. We will work together with our school community, staff, parents, and students to ensure a safe, secure, and nurturing environment that encourages positive values and ethical decision-making. There will be respect for diversity. Creativity will be encouraged and students will be provided with the tools to which will ensure they reach their maximum potential.

## **VISION**

We envision a school where the learning environment is grounded in best practices which are established through educational research. Our students and staff will work collaboratively and take personal ownership for all learning; centered around a collectively agreed upon curriculum that focuses on what students are expected to learn, know, and be able to do.

An effective school-wide plan is more than a set of rules, expectations, and consequences. Rather, it is a dynamic process that includes mechanisms designed to clarify expectations, establish procedures, improve consistency, elevate levels of supervision, identify responsibilities, and provide tools for behavior problem solving. This handbook is written to clearly establish that students have a right to learn and that teachers have a right to teach. Procedures in this manual establish how BHS will operate to optimize teaching and learning.

This handbook is designed to give a brief description of the policies and procedures needed to ensure all of us have a successful educational experience each day. This handbook does not supersede and cannot include all policies outlined in the Bremen City Schools Board of Education policy manual. Bremen High School and the administration reserve the right to punish such behavior not specified in this code of conduct description as appropriate. Students and parents should recognize their responsibility to know the contents of this code of conduct and ask any faculty member or administrator for clarification of any confusing items.

The principal of BHS is the designated leader of the school. In concert with the staff of BHS, the principal and administrative team are responsible for the orderly operation of the school. In cases of disruptive or dangerous conduct not covered in this handbook, the principal may undertake corrective measures which he believes to be in the best interest of the students and the school.

## **FOUNDATIONS:**

1. We cannot expect to have a peaceful school, if there is a lack of consistency with discipline.
2. Staff cannot punish their way to success; i.e., negative consequences will not make some students care.
3. If we do not succeed with “prevention,” with some students, we do not succeed.
4. Effective discipline is reciprocal. Good classroom discipline supports the school-wide plan. An effective school-wide plan supports classroom discipline effectiveness.
5. We can adhere to high standards as long as we are fair.
6. Most students can, and do, choose to behave responsibly.
7. School officials can “mean business” without “being mean.”
8. Relationships with parents are key components to effective plans.
9. School improvement is never a quick right turn. It is always a process.
10. The “answer” is not staffing, a special program, technology, leadership, etc. The answer is unity: unity of people, planning, and purpose.

## **STUDENTS NEED TO KNOW THREE THINGS:**

1. Where they stand,
2. What staff and administrators will do if they do not comply, and
3. That staff and administrators are “on their side.”

## **BELL SCHEDULE**

1st Block- 8:00- 9:33

2nd Block- 9:45-11:20

3rd Block- 11:26-1:30

1st Lunch- 11:25-11:50

2nd Lunch- 12:00-12:25

3rd Lunch - 12:35-1:00

4th Lunch - 1:10-1:36

4th Block- 1:36-3:05

Teacher Office Hours- **3:05-3:30**

## **GENERAL PROCESSES/PROTOCOLS**

### **ATTENDANCE**

Class attendance is a priority. Students are expected to have exemplary attendance. Students should arrive on time and avoid early checkouts to the best of their ability. Students who check-in after 8:00 AM but before 8:30 AM are considered tardy. While attendance is a priority, there are times/days that a student must miss class. This section of the handbook outlines what is expected of students and parents regarding attendance.

### **ARRIVAL TO SCHOOL**

- The school will be open at 7:00 AM. Students should not arrive before that time.
- Students are to enter the building through the front office entrance. All other doors will be locked. The front office entrance will be opened for students at 7:00 AM each school day.
- Students and staff must not prop or open doors for students to enter through locations other than the front office entrance.
- Students arriving before 7:40 AM are to report to the cafeteria, commons, courtyard, or a classroom where the teacher is present.
- Students are not allowed to hang out in the hallways, before school.
- Students may not hang out in the parking lot, before school.
- Students can report to classrooms, beginning at 7:40 AM.
- Students are not allowed in the teacher classrooms, prior to 7:40 AM, without teacher permission.
- Students driving to school will exit their vehicles once on campus. No students are allowed to hang out in the parking lots in the mornings.

**\*Students who are in a classroom must remain in that classroom until the 7:50 AM bell rings.**

### **ATTENDANCE PROCEDURES**

- When students are absent from one or more blocks of school, parents should receive an email or text notification.
- When students are absent from school, they should submit a signed note to the front office when they return to school. The note should include the date of absence, the student's full name, the reason for the absence, and a signature from parent/guardian (or medical staff, if submitting a doctor's note).

- Students who check-in after 8:00 AM but before 8:30 AM will be considered tardy to school. To be counted present for the 1st block, students must be in class by 8:30 AM. Check-ins and check-outs are done in the front office.
- Once students arrive on campus, they are not permitted to leave campus at any time, prior to dismissal, without permission from the office. Students who need to check-out early may be signed-out in the front office by a parent/guardian or person designated in student records. Photo ID is required. Also, prior to the start of the school day, students may bring a note from a parent/guardian that states the reason for the check-out, the departure time, and lists a phone number for verification. Students are to bring parent/guardian notes, requesting check-out, to the office before 8:00 AM. Notes can also be written, emailed, or faxed to the school. Emailed notes should be sent to [leah.fajardo@bremencs.com](mailto:leah.fajardo@bremencs.com). Faxed notes should be sent to the attention of Leah Fajardo, at 770-537-6935.
- The office will issue the student a standardized check-out note to give to the teacher, from whose class the student will be leaving. Students are to present the note to the teacher, from whose class the student will be leaving, upon entry into class. NOTE: No telephone calls allowed for check outs, except in cases of dire emergency. Students will not be allowed to check out after 2:45 PM, due to safety concerns for pedestrians.
- Bremen Board of Education policy requires any student, absent for a dental or medical appointment, to present a note from the dental or medical provider, when returning to school from the appointment. Otherwise, the absence will be unexcused.
- Following an absence, students have five days to bring a note to be excused. To receive full credit on make-up work, students must receive an excused note from the office. This includes major tests or projects. Staff are not expected to offer make-up work once this time has passed. Some teachers may offer make-up work, outside of the three days, for a reduced grade (70%). This will be at the teacher's discretion. Failure to present this documentation will result in an unexcused absence. Phone calls will not be accepted in lieu of written notices. Parents are responsible for reviewing the student handbook which details attendance requirements and guidelines, applicable to their child/children. Parents will be able to write five notes of excuse, per semester. One parent/guardian note may be written for each day absent (one guardian note = one day absent). The school will require legal or medical documentation after the fifth parent note. Failure to present documentation will result in an unexcused absence.

**Parental notes must include:**

1. The date of the absence,
  2. The student's name,
  3. The reason for absence, and
  4. Parent or guardian signature
- Students who are going to be absent for a college or military visit need to obtain a permission slip from the counselor's office, prior to the visit. Once the form is complete, with all necessary signatures, the form should be submitted to the front office for attendance purposes. Again, this process should be completed prior to leaving for a college/military visit (limit of five, per year). Students are to return documentation to the front office, from the college/military visit, within three days of their return to school. Note to athletes: NCAA only allows five official college visits.
  - Checking-out early does not constitute an excused absence, unless documentation is submitted to the office.
  - If an unexpected check out is needed during the day, the parent/guardian of any student who does not drive will need to come to the campus and into the building to check-out the student. Email check-outs are permissible only for students who drive to school. For a student who drives to school, the email used to check-out must be from the parent's email address noted on the student's record. It should be sent with the student's full name, the reason for the check-out, and the date.

**EXCUSED ABSENCES**

Excused absences shall not penalize student grades, if absences are for excusable reasons, makeup work for excused absences was completed satisfactorily, and makeup assignments were turned in to the teacher by the assigned deadline. Arrangements for make-up work, assignments, tests, reports, etc., must be made upon the student's return to school. If a student is absent for two or more days, please call the school office, prior to 10:00 AM, to request assignments. Requested assignments may then be picked up in the BHS front office after

3:15 PM. The responsibility for making these arrangements rests with the student. Make-up work must be completed within the time approved by the teacher. All students should understand that being absent the day that a major assignment is due—even if the absence is excused—does not excuse the assignment from having late points deducted. When absent, students should make arrangements to have previously assigned projects/assigned work delivered to the school by the assigned due date and time.

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

1. Personal Illness
2. A serious illness or death/funeral in the student's immediate family (immediate family is defined as parents/guardians/grandparents, siblings, and other persons living with the child's residence)
3. A court order or an order by a governmental entity
4. Celebration of religious holidays
5. Conditions rendering attendance impossible or hazardous to student's health or safety
6. One (1) day to register to vote or vote in a public election
7. Page for Georgia General Assembly (counted as present in school)
8. When attendance by the student would endanger his/her health or the health of others.
9. A student whose parent or legal guardian is in military service in the U. S. Armed Forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, will be granted up to 5 (five) days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.
10. A student in foster care who is required to attend court proceedings related to that student's foster care shall be counted as present by the school and shall not be counted as an absence, neither excused or unexcused, for any day, portion of a day, or days missed from school.

### **UNEXCUSED ABSENCE**

Students who miss school work due to unexcused absences can make up work following the same procedures as an excused absence with the understanding the grade awarded will be calculated at 70%. The grade earned by the student will be multiplied by 0.70 to determine the grade that will be recorded for unexcused absences. The student will receive a "0" for work not completed within the make-up time. For example, if a student made up work from an unexcused absence and scored a 90, a 63 would be entered for the actual grade. ( $90 \times 0.70 = 63$ ) Remember that absences that are not excused through medical or legal documentation or that exceed the allowed five parent/guardian notes per semester are considered unexcused and will result in a maximum grade of 70%.

The student will receive a "0" for work not completed within the make-up time allowed. Students are expected to receive 100 hours of instruction per class during a semester before credit is awarded. Any BHS students having more than 5 unexcused absences in a class during a 1 semester class may receive no credit for that class regardless of course grade. BHS students having more than 10 unexcused absences in a year-long class may receive no credit for that course regardless of the course grade. Course credit lost due to attendance can be made up during summer credit recovery if space is available. Parents/students may appeal denial of credit to the school principal if they believe unusual conditions or extenuating circumstances resulted in the excessive absences. Appeals must be submitted to the principal in writing. Appeals will be reviewed by the principal and school leadership team and the parent/student will be notified of the decision.

### **TARDY**

Students who are late to class are considered tardy. Students who are not in their classroom when the tardy bell rings are considered tardy. Being in the building does not necessarily mean a student is not tardy. All tardies are processed through the front office. If a student is late to school or to a class, he/she must report to the front office to obtain a pass to class. Parents are notified via email through an automated message when students are tardy.

## **TARDY TO SCHOOL PER SEMESTER**

- When a student receives his/her 4<sup>th</sup> and 5<sup>th</sup> tardy, the following consequence will be administered: 3 Days of After School Detention Hall (30 minutes)
- When a student receives his/her 6<sup>th</sup> tardy or more, the following consequence will be administered for each tardy: 1 Day ISS

NOTE: Students with excessive tardies will be dealt with on an individual basis using administrative discretion.

## **TRUANCY AND CONSEQUENCES**

The following steps will be taken regarding unexcused absences:

- When a student reaches five unexcused absences: The school counselor/assistant principal will share attendance information with the Bremen City Schools' Truancy Contact. This information will also be reported to the System-Wide School Attendance Clerk. The parent/guardian will then be sent notification of the time and the place of a Truancy Treatment Team Meeting. The object of the meeting will be to explore the barriers to attendance, develop a plan to improve attendance, and notify the parent/guardian of the consequences for further unexcused absences. The parent/guardian and the student will then sign a Truancy Treatment Team Contract Form. Complaints are filed upon violation of contract. Prior to judicial proceedings being commenced, the parent/guardian will be sent notification by certified mail, return receipt requested.

After Truancy Treatment Team Contract:

- Students 13 to 16 - The parent/guardian and/or student, with legal representation, can be called to appear before the magistrate judge and/or juvenile judge, respectively, who may:
- Penalize the parent with a fine between \$25 and \$100, imprisonment up to 30 days, community service, or any combination of such penalties, at the discretion of the court.
- Place the student on supervised probation for up to 24 months. As part of probation, the judge may impose upon the student to perform a certain number of hours of community service. The juvenile court also has the option of imposing a fine. The court may also commit the child to the custody of the Georgia Department of Juvenile Justice for two years.
- The judge can require the student and parent/guardian to appear before him/her every 30 days, and they are not dismissed from supervision until the student has attended school for 45 consecutive school days. The judge may order that a student not be permitted to drop out of school while under the supervision of the court.

**Note about Attendance and Course Credit-** Students will be considered absent from any one block if they are not present for a minimum of 60 minutes of the class. Students are expected to receive 100 hours of instruction during a semester before credit is awarded. If a student has more than five unexcused absences in a class, credit may be denied. Credits lost due to excessive absences can be made up during summer credit recovery if space is available. The cost for credit recovery will be \$250 per credit. Credit recovery is often offered at various high schools throughout Carroll and Haralson County and does not necessarily have to be taken at Bremen High School. Students who receive an "Incomplete" must complete all requirements to reinstate a credit within 5 calendar days of the end of the semester. Failure to do so will result in a grade of 50 being placed on the student's transcript.

## **CAMPUS GUESTS**

All guests are required to report to the office to sign in and will receive a guest badge before going into classes or any other areas of the school. BHS administrators and teachers always welcome parents and hope they will schedule visits to BHS to see the programs and activities planned for our students. However, students from other schools may not visit BHS without prior approval of the principal. Students may not have lunch with visitors, due to the crowded nature of school lunch periods.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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:

- 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.
- 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.
- 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.
- 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 is listed, below.

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 affords 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. Complaints may be addressed to the following:

Bremen City Schools  
Attention: Assistant Superintendent, Zoe Evans  
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 NOTICE OF 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 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 clubs and sports;
- Weight and height of student if he/she is a member of an athletic team;
- Dates of attendance at schools within the school system;
- Honors and awards received during the time enrolled in the district's schools;
- Photograph; and
- Grade level.

### **STUDENT CONFIDENTIALITY**

Names, addresses, phone numbers, height, weight, individual or group pictures in programs can be released for school-related activities. Names, addresses, and/or phone numbers will be released to professional service groups, military recruiters, and post-secondary institutions unless the parents opt out in writing at registration or during the school year.

### **CHARACTER EDUCATION**

Character Education is provided in various ways. Students are expected to take part in any instruction offered or taught either by direct instruction, assembly format, or guest speakers.

### **CLASS DUES**

Each year students are asked to pay class dues. The dues are used for various projects and activities from homecoming expenses, junior/senior prom, senior class gift, to donations to classmates during times such as death of immediate family members or catastrophic events.

Money accumulated follows the class throughout high school until graduation.

- 9th Grade - \$25
- 10th Grade - \$25
- 11th Grade - \$55
- 12th Grade - \$110 (includes cost of cap and gown)

### **EXPENSES**

There are several basic yearly expenses for most students. School insurance, pictures, lockers, parking permits (for use in the student parking lot), and lunches are optional to all students. A donation may be requested from specific teachers to provide additional materials for some programs or activities.

### **FIELD TRIPS**

Field trips are an integral part of the curriculum at BHS. 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 administration.

- Students must get field trip forms signed by teachers for those classes that will be missed.

- Students must be passing all courses to attend field trips.
- Students must be in good standing with the school to attend field trips. For example, students with discipline issues or attendance issues may not need to attend.
- Students will communicate with teachers regarding assignments missed due to field trips for full credit if completed in the agreed upon timeframe.

## **FUNDRAISING**

Raising funds by selling products is essential to provide the varied activities that have made Bremen High School a quality school. Fundraising efforts will be monitored and approved by the school administration. All fundraisers benefiting BHS students or student organizations must be approved by the BOE prior to conducting the fundraiser.

## **GENERAL REPORTING**

The Superintendent of Schools, local law enforcement, and the Haralson County District Attorney's office will be contacted for all forms of illegal behavior that occur on school property or while attending a school function. It is customary for Bremen High School to ask the Resource Officer to make an official report, which could lead to charges being filed on all matters that are illegal.

## **GEORGIA SPECIAL NEEDS SCHOLARSHIP PROGRAM**

The Georgia Special Needs Scholarship may provide eligible special education students the opportunity to attend an approved private school or another public school. For more information on the Georgia Special Needs Scholarship, visit the GADOE website.

## **GIFTED EDUCATION SERVICES**

Bremen City Schools' gifted education program, based upon SBOE rule 160-4-2.38, serves students by providing academic challenges for those who are intellectually advanced. Students are served in grades K-12. The program offers valuable learning opportunities that are advanced and accelerated in content and pace. The instruction at BHS may be in the form of Honors and/or AP classes. All gifted education classes offer learning and academic experiences that focus on and extend Georgia's curriculum. Students are considered for this program by a parent, teacher, or self-referral or automatic referral from student data. For additional information on eligibility go to [www.doe.k12.ga.us](http://www.doe.k12.ga.us).

## **GRIEVANCE PROCEDURES**

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

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

## **HOMEWORK**

Homework is encouraged as it is needed to supplement or strengthen regular class work. The amount of homework may vary from grade to grade and class to class. Since it constitutes a part of the grade, students are responsible for submitting homework.

## **INSUFFICIENT FUNDS NOTICE**

In the event of the school system receiving insufficient funds notices on checks written to the school/system, Bremen City Schools has contracted with CHECKredi, LLC, a company based in Huntsville, AL for collection of returned checks in order to recover these funds in a private and professional manner. Each person writing a check to the school should write the check on a commercially printed check with his/her name, address, and phone number. Counter or starter checks will not be accepted. When a person writes a check to the school, the person writing the check agrees that, if the check is returned, it may be represented electronically on the same account, and that the fee established by law, now \$30.00, may be debited from the same account. CHECKredi will contact you by mail and by telephone in order to make arrangements to pay before attempting to represent the check electronically. Payments may be made to CHECKredi's office by mail to P.O. Box 3829, Huntsville, AL 35810. Payments of the check and fee may be made online at [www.checkredi.com](http://www.checkredi.com) using a credit card, debit card, or electronic check without any additional fees. For a convenience fee, payments may be made over the telephone at 1-800-239-1222 by credit card, debit card or electronic check.

## **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 or damaged book before the next semester's registration or graduation process takes place.

## **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 must be accompanied by a signed Medication Administration form by the parent/guardian.

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

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

#### Non-Prescription Medication-

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

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

A student for whom the school has on file supporting medical documentation may carry at all times-with parent/guardian permission-inhalers for asthma, auto-injectable epinephrine (epi pens) for allergic reactions, and glucagon for diabetes. Students authorized to self-administer such medications shall not permit any other student to handle, possess, or otherwise attempt to use his/her medication. Violations will be subject to disciplinary action as described in "Drug Free Campus" section of the handbook.

In order for the student to carry and self-administer such medications, the parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability if the self-administering student suffers adverse reaction as a result of self-administration of such medication. The terms of this paragraph may be met through a student's diabetes medical management plan developed and implemented pursuant to state law. Parents are encouraged to provide the schools duplicate medication and supplies in the event the student is unable to self-administer or fails to bring the medication or equipment to school.

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

#### **NOTICE TO OUT OF DISTRICT STUDENTS AND PARENTS**

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

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

- Inappropriate behavior or poor disciplinary record (on or off campus)
- Tardiness to school or poor attendance record
- Unsatisfactory academic performance
- Failure to make tuition payments on time
- Attempts to circumvent the policy and procedures of the school system
- Any other good and sufficient reason

Out of district students who break the contract can be withdrawn immediately.

Students whose legal guardians reside outside the state shall pay tuition of \$6,500 at registration.

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 and will be evaluated annually for continued enrollment at Bremen High School:

- The applicant must have a history of satisfactory behavior based on student discipline records.
- The applicant must demonstrate average or above academic achievement through a review of educational records and/or standardized test scores.
- 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 school'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 out of district students.

"It is board policy of Bremen City Schools (JBCA) that resident students are admitted and allowed to remain as resident students under the condition that they actually reside in the city of Bremen with their parent or legal guardian. However, if an extenuating circumstance arises that requires special consideration or exception to Policy JBCA, a parent may contact the Principal or Superintendent to request a temporary waiver of the residency policy be considered by the Bremen Board of Education. An example of an extenuating circumstance includes but is not limited to a parent being deployed for service in the military."

#### **OFFICE TELEPHONE USE**

Student use of office phones is limited to calls for emergency or sickness. The student must have a phone pass from the teacher before permission will be granted.

Students will not be called to the office to answer phone calls. Messages will be given to students prior to 3:00 PM each day or their check out time. Please make all necessary arrangements with students before school.

#### **PARENT TO STUDENT COMMUNICATION**

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

#### **PARENT/TEACHER INVOLVEMENT PROCESS**

Bremen High School's administration has established a school council and a leadership team to help with the development of the Code of Conduct in order to openly discuss school safety. Data will be shared with both committees and feedback will be used to help develop the Code of Conduct. A copy of the Code of Conduct will be made available to every student. Students are encouraged to review this information with their parents. An annual review of the Code of Conduct will be conducted and a review of discipline data will be discussed as the code is revised each year.

#### **PASS TO PARKING LOT**

Students must obtain a written pass from the office to go to the parking lot during the school day. Passes will be given for emergencies only. Students should bring all items needed for class with them when they arrive, which includes work-out clothes/shoes for those enrolled in PE or weightlifting.

#### **MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)**

To ensure the success of all students at Bremen High School and Crossroads Alternative School, academic and

behavioral support strategies and processes are utilized by teachers, academic and behavioral support staff, and administrators at all tiers of the intervention pyramid of Bremen High School. Please contact Ms. Katherine Murray, Assistant Principal, or Dr. Tim Huff, Principal, with questions concerning MTSS.

## **RIGHT TO KNOW INFORMATION**

ESSA Section 1112(e)(1)(A)

In Georgia, all LEA schools are required to notify parents at the beginning of the school year of their 'right to know' the professional qualifications of the student's classroom teacher(s) and paraprofessional(s).

### **THE NOTIFICATION/LANGUAGE OF THE LAW**

In compliance with the requirements of the Every Student Succeeds Act, parents may request the following information on the first day of each school year:

1. Whether the student's teacher -
  - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification 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.

For this information, please contact Principal Tim Huff or Assistant Superintendent Zoe Evans at the Bremen Board of Education.

## **SCHOOL CLOSINGS**

Listen to the following radio stations:

- WBKI in Bremen,
- WLBB or WBTR in Carrollton,
- WSB in Atlanta, and
- WKNG in Tallapoosa for school closings.

Channel 2 and Channel 5 television stations in Atlanta will report school closings due to inclement weather at 6:00 AM when possible.

Parents/students will be notified of school closings through available resources including Facebook, email, and mass text. Parents/students must be registered to receive messages via Facebook, email, and mass text.

To register for mass text, register by grade level.

- Seniors and senior parents text @bremen2022 to 81010
- Juniors and Junior Parents text @bremen2023 to 81010
- Sophomores and Sophomore parents text @bremen2024 to 81010
- Freshmen and Freshman parents text @bremen25 to 81010

## **SECTION 504 INFORMATION**

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

Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator.

The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact Ms. Zoe Evans, the Section 504 Coordinator, at the following address:

501 Pacific Avenue  
Bremen, GA 30110 770-537-5508  
zoe.evans@bremencs.com

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.



13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

## **STUDENT FINES, FEES, OR ITEMS OWED FOR RETURN**

Students are asked to take care of school property (items loaned to students to provide for their education or facilities used in the education process, or items loaned to students while participating in an extracurricular activity or facilities used during the extracurricular activity or any transportation mode used for either education or extracurricular activities). If damage is found, it will be brought to the student's attention and a fine, not to exceed the cost of replacement or repair, will be assessed to the student. Without clearing all obligations, a student may not participate in the next extracurricular activity owing fines, fees or not returning all items to the present activity. Also, students' report cards will be held at the end of each semester and students will not be able to participate in graduation or register for the next year. Similarly, students with fines will not be allowed to purchase a parking pass if fines are not paid by school registration.

## **STUDENT INSURANCE**

A brochure/mailer will be available in the front office. Premiums will be mailed directly to the company by the parent.

## **STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT**

- a) Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.
- b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.
- c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

### **Title IX/ADA**

Bremen City Schools, 501 Pacific Avenue, Bremen, Georgia 30110

- I. Coordinators
  - A. Equity Coordinator, Tim Huff, Principal, Bremen High School, 504 Georgia Avenue, Bremen, GA.
  - B. Title II Coordinator, Zoe Evans, Assistant Superintendent, Bremen City Schools, 501 Pacific Avenue, Bremen, Georgia 30110, 770-537-5508
  - C. Title VI Coordinator, Bill Garrett, Bremen City Schools, 501 Pacific Avenue, Bremen, Georgia 30110, 770-537-5508
  - D. Title IX Coordinator, Bill Garrett, Bremen City Schools, 501 Pacific Avenue, Bremen, Georgia 30110, 770-537-5508
  - E. Section 504/ADA Coordinator Zoe Evans, Assistant Superintendent, Bremen City Schools, 501 Pacific Avenue, Bremen, Georgia 30110, 770-537-5508
- II. Pre-Filing Procedures

- A. Prior to the filing of a written complaint, the student or employee is encouraged to visit with the Title IX, Section 504 or Equity Coordinator and to make a reasonable effort to resolve the problem or complaint.

### III. Filing and Processing Discrimination Complaints

- A. Grievant - Submits written complaint to Title IX/ADA or Equity Coordinator stating the grievant name, nature, and date of alleged violation; names of person responsible (where known); and requested action. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available in school office or other designated area. The complaint should be signed by the grievant or his or her designee.
- B. Title IX/ADA, or Equity Coordinator - Contacts respondent within 10 days and asks respondent to:
  - 1. Confirm or deny facts;
  - 2. Indicate acceptance or rejection of student's or employee's requested action; or
  - 3. Outline alternatives.
- C. Respondent - Submits answers within 10 days to Title IX/ADA, or Equity Coordinator
- D. Title IX/ADA, or Equity Coordinator - Within 10 days after receiving respondent's answer refers the written complaint and respondent's answer to the principal or principal's designee. The Title IX/ADA, or Equity Coordinator schedules a hearing with the grievant, the respondent, and the principal or designee.
- E. Principal, Grievant, Respondent, and Title IX/ADA, or Equity Coordinator -Hearing is conducted.
- F. Principal - Within 10 days after the hearing, the principal issues a written decision to the student or employee respondent, and Title IX/ADA, or Equity Coordinator.
- G. Grievant - If the grievant is not satisfied with the principal's decision, he/she must notify either the Title IX/ADA, or Equity Coordinator within 10 days and request a hearing with the superintendent.
- H. Title IX/ADA, or Equity Coordinator - Within 10 days of request, schedules a hearing with the grievant and superintendent.
- I. Superintendent, Grievant, Respondent, and Title IX/ADA, or Equity Coordinator - Hearing is conducted.
- J. Superintendent - Issues a decision within 10 days following the hearing.
- K. Grievant - If the grievant is not satisfied with the superintendent's decision, he/she must notify the Title IX/ADA, or Equity Coordinator within 10 days and request a hearing with the board.
- L. Local Board of Education or Hearing Panel established by the Board, Grievant, Respondent and Title IX/ADA, or Equity Coordinator - Hearing is conducted.
- M. Local Board of Education - Issues a final decision within 10 days after the hearing regarding the validity of the grievance and any action to be taken.

### IV. General Provisions

- A. Extension of Time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date that the complaint is filed until the complaint is resolved shall be no more than 80.
- B. Access to Regulations: The school system shall provide copies of all regulations prohibiting the discrimination on the basis of race, color, national origin, sex, or handicapping/disabling condition, upon request.
- C. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint records shall be entered in the personnel file. Complaint records shall be maintained on file for three years after complaint resolution.

## ACADEMICS and GRADUATION

### CLASS RANK

GPA begins a student's ninth grade year. High school credit earned in middle school is documented on the transcript, but it is not calculated in GPA. In grades 9-11, cumulative class rank will be based on students' cumulative semester averages and, if applicable, year-long grades. Academic class rank is based on academic classes only. When determining class rank for awards for highest GPA in each grade level, only academic GPA and HPA are considered.

For calculating purposes each year for senior class honors, BHS will use grades accumulated through the end of the third nine weeks to make the determinations.

### COURSE EXEMPTION

As provided for in amendments to the State Board of Education Rule 160-5-1-.15 adopted by the GaDOE in April 2013, the opportunity exists for students to "test-out" of any course for which there is an associated END OF COURSE ASSESSMENT and earn credit for the course through that process. Under the provisions of the amended rule and guidelines published by GaDOE Office of Curriculum, Instruction, and Assessment, local boards of education shall award course credit to students who reach the performance level of Distinguished on an END OF COURSE ASSESSMENT taken prior to taking the course. For example, a student may attempt the Biology END OF COURSE ASSESSMENT prior to taking the course. If the student reaches the performance level of Distinguished, the local board of education shall award the student the Biology course credit. A student may test-out of any course that has an associated END OF COURSE ASSESSMENT. As stated in the rule, students may earn no more than three units of credit by demonstrating subject area competency in this fashion.

There is a \$50 charge per test to attempt course exemption. This amount will be refunded to the student/parent if a Distinguished score is earned. If the score falls below Distinguished the \$50 charge will be applied to the cost of the exam. Please see the guidance office for more information on this opportunity.

Students must meet the following requirements to exercise this option:

- Not currently or previously enrolled in the course;
- Have earned a grade of "B" or better in the most recent course that is the same content area of the course for which the student is attempting the END OF COURSE ASSESSMENT;
- Received a recommendation from the teacher of the most recent course in the same content area (or, if not available, a teacher in the same content area with knowledge of the student's academic achievement) for which the student is attempting the END OF COURSE ASSESSMENT; and
- Received parent/guardian permission if the student is less than 18 years of age.

### CREDIT RECOVERY

A credit recovery program is available to BHS students. BHS cannot guarantee admission into this program. Admission is considered on a student-by-student academic need basis. Students who are behind on graduation credits may be eligible for the Credit Recovery Program through an approved on-line program. Students may use the school purchased OdysseyWare Program to recover a unit(s) for a class that has been attempted and failed. Because the student has already met the state seat time requirement, he or she may work at his or her own pace to complete the unit. A student must be passing all other classes to remain eligible for Credit Recovery. Credits earned through the Credit Recovery Program will be posted on a student's transcript at the end of a nine weeks period.

Any student who enters in the credit recovery and subsequently fails a class or classes during the semester in which they are enrolled in credit recovery may not be eligible for that credit recovery again during their high school enrollment.

A credit recovery program is also available during the school day in conjunction with the alternative school. Admission is considered by space and academic need. Credit recovery students may be sent back to BHS due to a lack of space at the alternative school at any time during any semester. Students who are voluntarily placed at the

alternative school for credit recovery, must be on track for graduation to be eligible to return to the high school campus.

Students who return to the high school campus and fall behind on graduation credits for a second time may be placed at the alternative school until graduation.

A credit recovery program is also available to students during summer session. Admission will be determined on a case-by-case academic need basis.

Although a student may attend summer credit recovery, he/she must meet the school's criteria before being moved to a higher grade.

### **CREDIT RECOVERY/SUMMER SCHOOL**

- Students who do not pass classes may have the opportunity to earn credit through summer school.
- Students will pay \$250 per course to summer school staff prior to the start of class.
- Students are to communicate with Mrs. Armas (pam.armas@bremencs.com) if summer school is needed.
- Students will be in regular attendance.

### **DUAL ENROLLMENT**

A program of study for high school students who meet admissions requirements to take approved courses, full-time or part-time, at a Georgia public college, university, or technical college where they have been accepted and will receive post-secondary credit hours and high school Carnegie unit credit. Eligibility requirements vary per institution.

The Bremen City School System will work with Georgia colleges, universities, and technical colleges to provide students who are eligible the opportunity to participate in postsecondary options. Because students may receive both high school Carnegie unit credit and post-secondary credit hours for successfully completed courses, it is essential that students, parents, and/or guardians work very closely with the high school counselor and personnel at the postsecondary institution.

Students taking dual classes are responsible for paying additional costs included but not limited to fees, books, supplies, etc.

Students who drop/add dual enrollment courses at the post-secondary institution must immediately notify dual enrollment coordinator Christy.mcbride@bremencs.com for updating of class schedule and school records.

### **Dual Enrollment Procedures**

- Students arriving after 1st block will sign in with the front office at the kiosk and go to their next class.
- If students arrive early, they will go to the media center unless they have made arrangements with a particular teacher to be in his/her room working.
- If a college class ends early, students may leave campus just as if they were on a college campus. They must sign out before leaving. Once students return to campus for their next class they will sign in through the front office.
- If students are released from college class early and do not leave campus from the college class, they are to go to the media center unless arrangements have been made with a teacher to be in his/her room to work.
- Students who leave campus for dual enrollment will sign out at the kiosk in the BHS front office.

## **EXAMS-INCLUDING 9 WEEK EXAMS & PROJECTS**

During final exam week, check-outs are discouraged, and ONLY check-out notes brought to the office before 8AM will be accepted. No email or phone call checkouts are allowed during exam week, and students may only check out between blocks, with the exception of a parent coming to the front office to check a student out.

All students are expected to take or complete all exams or projects on the assigned dates. Any student who must be absent on an assigned day must submit a Request Letter from a parent or guardian one (1) week in advance. If a student does not take the exam, a grade of zero may be given. Students who do not take the END OF COURSE ASSESSMENT in specified classes will not be given credit for the class regardless of the final average.

## **GRADE LEVEL DETERMINATION**

To be “on track” for graduation in the following year a student must have accumulated the listed number of units:

To be considered a sophomore	5 units
To be considered a junior	13 units
To be considered a senior	21 units

## **GRADING SYSTEM**

The grading system is numerical. Extra credit cannot be added to class averages for participation in events, activities, or nonacademic reasons. The numeric grades are converted to letter grades which are awarded point values in order to determine honor point average (HPA) and/or grade point average (GPA). Honor roll status, rank in class, and honor graduate status is determined on the honor point scale and grade point scale. The following outlines the scales used:

Numeric Scale	GPA	HPA
90-100= A	4.0	4.5
80-89= B	3.0	3.5
70-79=C	2.0	2.5

## **GRADUATION REQUIREMENTS CLASSES OF 2023-2026**

All students at Bremen High School are required to be enrolled in four classes each semester. Students may complete their graduation requirements early at BHS but may not walk until their cohort graduation walks. Students must be enrolled in a minimum of four courses per semester for all semesters enrolled. Determination of required number of units for graduation for transfer students will be considered on an individual basis. Only students who have earned all attempted credits prior to transfer will be considered for the anticipated on time graduation date or distinction status.

Requirements -Graduating Classes 2023, 2024, 2025, and 2026

Carnegie Units Required

English - 4

- 1 Unit must be 9th Grade Literature/Comp
- 1 Unit must be American Literature/Comp

Mathematics - 4

- 1 Unit Algebra
- 1 Unit Geometry
- 1 Unit Algebra II
- 1 Unit GaDOE Approved Mathematics Course

**\*\*Bremen High School Graduation Requirements recommend students take at least one unit of math each year of high school. Those who deviate from this plan must obtain an academic plan from the school counselor.\*\***

Science - 4

- 1 Unit must be Physical Science or Physics
- 1 Unit must be Biology
- 1 Unit must be Earth Science, Environmental Science, or Chemistry

Social Studies - 4

- 1 Unit of World History
- 1 Unit of US History
- 1 Unit of Economics
- 1 Unit of Government

Health/Physical Education - 1

Financial Literacy - 1

Career and Technical Education (CTE) - 3

and/or Fine Arts

and/or World Language

Locally Required Electives - 8

Total Units Required - 29

\*If a student's intentions are to enter a University System of Georgia Institution, two consecutive units of World Language are required for admittance.

Note: Students must pass all Georgia Department of Education Testing Requirements to be eligible to receive a General Diploma (if passing is required by Georgia Department of Education).

## **GRADUATION GUIDELINES**

Although the process leading to graduation can be complicated, advisement is always available through the counselor's office. It is strongly recommended that students and parents keep in touch with the counselor in order to monitor progress, seek information, and make informed decisions.

The following guidelines are intended for all graduates of Bremen High School:

- A. As state and local boards of education make revisions in graduation requirements, the staff at BHS will make every attempt to keep parents and students informed. However, changes may become necessary.
- B. Participation in all high school graduation activities will be afforded to students who have met course work requirements or the requirements of an IEP.
- C. In order to participate in the graduation ceremonies a senior must have accumulated required Carnegie units, passed all required courses, or have completed IEP requirements prior to the date of graduation. Students in danger of being denied the privilege of participating will be notified in writing. It is the responsibility of the student to furnish the school with a correct address. If denied, the student may provide a written appeal.
- D. Student participation in Senior Activities and the Graduation Ceremony can be denied for violation of the student code of conduct.
- E. The graduation ceremony is rich in history and tradition. Parents, relatives, friends and, most importantly seniors, deserve a graduation ceremony that will be dignified and memorable. Any deviation from the ceremony guidelines provided to each senior in preparation for the ceremony which would draw undue attention to an individual is not acceptable. In keeping with the Bremen High School tradition, neither caps nor gowns can be decorated or altered in appearance in any way. Cords, stoles, and medals awarded by the school, school partner agencies, or post-secondary institutions can be worn at graduation.

## **HIGH SCHOOL CREDENTIALS**

- A. The High School Diploma (HSD) - the document awarded to students certifying that they have satisfied attendance requirements, the Carnegie unit requirements, local requirements, and the state assessment requirements as required by the Georgia Board of Education.
- B. Students may earn seals to be affixed to their diplomas for Honor Graduate status, National Honor Society Membership, and Service Learning.
- C. Students may earn Pathway Completion cords placed upon their diplomas by taking three state specified levels of a class in a particular field for Career and Technical Education, World Language and/or Fine Arts.

## **HIGH SCHOOL CREDIT**

1. Math- If a student transfers into BHS with credit for Algebra I or any other upper level math, taken during the Middle School, the student must take math each year during high school as recommended by the state guidelines.
2. If a BHS student is recommended to take two Math classes in one year that student must still be enrolled in a minimum of one math course each year.

\*\*\*Bremen High School Graduation Requirements recommend students take at least one unit of math each year of high school. Those who deviate from this plan must obtain an academic plan from the school counselor.\*\*\*

## **HONORS CLASSES (9th and 10th Grade)**

In order to best prepare students for AP classes, students are encouraged to register and complete academically demanding classes: HONORS. These classes are designed to build knowledge and work ethic and to prepare students for the rigor of AP classes. It is highly recommended that students take HONORS classes before registering for additional AP classes.

- Honors Classes: 9th Grade Lit/Comp, English Lit, American Lit, and Physics (others may be added)
- AP Classes (10th, 11th, and 12th Grades) Literature/Comp, Language/Comp, Calculus, Biology, US History, Statistics, Micro Economics, Macro Economics, Government, and Psychology (others may be added)

AP Classes are approved and endorsed nationally by the College Board, and therefore each syllabus and the rigor for the course must match College Board's standards. These AP classes are awarded an additional .5 honor point for each grade achieved. The Georgia Student Finance Commission recognizes AP classes and also awards additional points toward a student's GPA for the HOPE Scholarship. Honor points are not added for dual enrollment classes.

To advance from year to year in Pre AP/HONORS or AP level classes and/or to become recommended for AP classes, a student may not have a grade lower than an 85 in any preceding subject area class. If a student makes below the required grade to enter or to remain in the Honors/AP Program in a particular subject area, the student and parent may sign a waiver to enter or remain in the program. When a student makes below the required grade to remain in the Honors/AP Program in a particular subject area, the student and parent may sign a waiver to remain in the program.



Advanced Placement Testing: Students wishing to take AP exams must communicate with Mrs. Katherine Murray. Students must pay for AP testing at the time of registration for the exams.

### **INSTRUCTIONAL EXCEPTION**

Any student in any class who requires the use of items such as scissors, kitchen knives, dissecting instruments, compasses, clippers, probes, lab equipment, tools, picks of any type, sewing needles, knitting needles, etc. will be held to a standard that requires each student to understand and conduct themselves in such a way that displays appropriate responsibility for such items. Students will be held accountable for any inappropriate action during class while using any of the above mentioned items.

Students are also advised not to have any of the said items except for the explicit use in class. Students will be held responsible for any action that occurs out of class or in class that is deemed as an inappropriate use of or possession of said items listed in this addendum.

Inappropriate use of said items or the mere possession of said items with inappropriate intent could result in a student being accused of or receiving charges for being in possession, using, or having under control a weapon on campus or at a school function. Bremen High School has a “No Knife Policy” of any type on campus or at any school sponsored event without the permission of an administrator.

### **PROGRESS REPORTS**

Progress reports will be sent to parents and student through email (Guardian Email on file for parent / BCS email for students).

### **LOCAL POSTSECONDARY SCHOOLS**

West Georgia Technical College- 770-537-6000  
University of West Georgia - 770-836-6416  
Georgia Student Finance Authority- 800-776-6867

### **LOCAL SCHOLARSHIPS**

Students not passing all classes during the local scholarship application period and award process will not be considered for any local scholarship award.

### **REPORT CARDS**

Report cards are issued each semester and will be sent to students and parents through email.

### **RETAKING or REPEATING COURSES AND/OR CREDIT RECOVERY**

\*Please be advised.... Students who fail a class and make it up in credit recovery, summer school, or regular school will have both the failing grade and the passing grade used when considering HOPE status. Students given the opportunity to recover Carnegie units through summer credit recovery or the credit recovery program during the school year must fulfill the requirements of that unit within the time provided. Students who fail to meet the requirements are no longer eligible for the credit recovery program. In addition, students who exhibit behaviors that warrant disciplinary action can be dismissed from the credit recovery program.

### **SCHEDULE CHANGES**

Students may change courses only with parental involvement and for legitimate reasons. Legitimate reasons include: changes in course track, conflict with dual enrollment courses, previously passed/failed courses (academic or CTE), and incorrectly scheduled courses (academic ONLY). These schedule change requests may be submitted in person at the designated times before the first day of each semester. Emails, texts, and phone calls will NOT be accepted. **All schedule changes are final after the second day of the semester.**

## **SEMESTER EXAMS OR FINAL PROJECTS**

Cumulative semester exams or projects are required in all classes.

## **TRANSFER CREDIT**

Only transfer credit from an accredited state or national institute will be accepted toward BHS honor graduate status. BHS reserves the right to review transfer credit and apply local board of education policy in order to reward credit to students transferring credit to BHS.

## **TESTING**

### **END OF COURSE ASSESSMENT**

Any student taking and receiving credit for an end of course assessment class during any semester must take the END OF COURSE ASSESSMENT for each class to earn final credit with the exception of students enrolled in American Literature, Physical Science, US History, or Economics at the college level.

Students transferring to BHS with credit in END OF COURSE ASSESSMENT courses who have not taken the END OF COURSE ASSESSMENT may be responsible for taking the END OF COURSE ASSESSMENT before credit is issued.

A review of the transcript and board policy will be completed to determine whether or not a student will need to take the END OF COURSE ASSESSMENT in transfer courses.

The END OF COURSE ASSESSMENT will be averaged with all student's two nine week grades to constitute the semester average.

The END OF COURSE ASSESSMENT will count 20%.

Semester Grading procedure is:

1st Nine Weeks = 40%

2nd Nine Weeks = 40%

END OF COURSE ASSESSMENT = 20%

END OF COURSE ASSESSMENT Classes:

Algebra I, Geometry, Physical Science, Biology, Economics, U.S. History, Ninth Grade Literature and Composition, & American Literature and Composition

\*NOTE: END OF COURSE ASSESSMENT rules and regulations are subject to change due to State Board rulings.

## **STATE ASSESSMENT**

Students will be required to take END OF COURSE ASSESSMENT in the required classes and the final exam in required classes. Both the END OF COURSE ASSESSMENT and the final exam will count 20% of their grade in the class. Students must pass all END OF COURSE ASSESSMENT CLASSES to be considered for graduation. These students may also have to pass Common Core Assessments to graduate. More details will be given as the State Department of Education releases more information.

## **SAT/PSAT DATES AT BREMEN HIGH SCHOOL**

ACT- October 22, 2022 and April 15, 2023

SAT – August 27, 2022, November 5, 2022, and May 6, 2023

PSAT – October 12, 2022

End of Pathway Testing- TBD

## **TRANSCRIPTS**

Students:

- Students will make transcript requests via Sheree Haller ([sheree.haller@bremencs.com](mailto:sheree.haller@bremencs.com)) in the counselor's

office.

- Students will sign a transcript request form located in the counselor's office.

## **VIRTUAL SCHOOL**

- Georgia Virtual School offers courses to all Georgia public school students who are taking the courses as a part of their state reported school day at a cost of \$500 per unit.
- Georgia Virtual School has a tuition option, allowing students to take courses in order to further enhance their course of study or to catch up if they have fallen behind in their course of study.
- Students may not drop Georgia Virtual School Classes once they are begun (unless they are taking more than 4 classes in a given semester).
- Contact [robin.campbell@bremencs.com](mailto:robin.campbell@bremencs.com) with questions about Georgia Virtual School Classes.

## **CAFETERIA**

Breakfast and Lunch will be available daily for all students who desire to eat. Breakfast is \$1.35 for students and lunch is \$2.95 for students. Staff meals are \$3.75. Guest meals are \$4.00.

Students will eat lunch in the cafeteria.

Food from restaurants cannot be ordered or delivered to students. Carbonated drinks are not allowed in the cafeteria during lunch periods. Students are requested to leave their lunch/break area clean and orderly.

## **COUNSELING SERVICES**

Mrs. Pam Armas serves as the Guidance Counselor at Bremen High School and is available to serve students in the areas of academic counseling and advisement.

Mrs. Jessica Davis serves as the Licensed Professional Counselor for Bremen City Schools.

Guidance Procedures

- Make an appointment to visit the counselor unless there is an emergency.
- Obtain a "pass" with the date and time listed.

## **ADAP and ATTENDANCE CERTIFICATES**

Students will need a copy of their certificate of attendance to take with them to get a learner's license. Students will need both a certificate of attendance and an Alcohol and Drug Awareness Program form to get a driver's license. These required forms can be requested in the Counselor's Office (Sheree Haller).

## **STUDENTS DROPPING OUT OF SCHOOL**

When a student desires to withdraw from school, he/she must have the written permission of his/her parent or guardian if under the age of eighteen prior to withdrawing. Prior to accepting such permission, a school administrator will have a conference with the student and parent/legal guardian within two school days of receiving notice of the intent of the student to withdraw. The purpose of the conference is to share with the student and parent/guardian educational options available and the consequences of not earning a high school diploma.

## **DEPARTURE FROM SCHOOL**

At 3:05 students are dismissed to leave campus. At 3:30 all students should have left the building. Students who leave school for work or college purposes should not be on campus (unless required by work supervisors), remain in the parking lot, nor drive around the campus area. The only exception to this is if a student is returning from work, trips, volunteering, and extracurricular activities or blocks absence. Violations will result in disciplinary action or loss of privileges.

## **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 barcode numbers. Materials are checked out for two weeks. Overdue fees are ten cents (.10) a day, including weekends and holidays. Payment for lost, late or damaged materials is the responsibility of the person who checked out the materials. Destruction of a barcode label on a book will result in a fine of \$10.00. The Media Center is open from 7:30 AM until 3:30 PM. It is available earlier or later upon request.

### **Media Center Procedures-**

- Students must have pass marked for media center to visit media center during class time.
- Students must follow all Internet Policy Guidelines.
- Students must follow all guidelines and expectations of the media center.

## **ONLINE OPPORTUNITIES**

Senate Bill 289 allows BHS students opportunities to take online courses. House Bill 175 established a clearinghouse for stakeholders to find online courses and online course providers in the state of Georgia. The list of approved courses and providers can be found at <http://www.gadoe.org/layouts/GADOEPublic.SPApp/Clearinghouse.aspx>.

All online course work must be taken from an accredited school/company for it to count toward credit in high school. Additionally, enrollment in an online course and an online contract must be submitted to the school prior to August 1st for first semester classes and by December 1st for second semester classes. Students/parents will assume all responsibility for registering for online classes and for any additional cost such as textbooks, supplies, and educational materials. For more information, please contact the school counselor or visit <http://www.bremencs.com/images/pdfs/onlinenotification.pdf>

## **REGISTRAR SERVICES**

For student withdrawals and records requests, please contact the Registrar at 770-537-2592 / ext. 1218. In addition, immunization forms, additional report cards, transcripts for graduates prior to 2004, work permits and attendance records are also available. Requests for these school records will be processed within five school days.

## **STATE ENROLLMENT REQUIREMENTS**

The state requires that each student have filed with the school an official birth certificate; social security number, eye, ear, dental certificate (GA DPH Form 3300); and proof of the following immunizations (GA DPH Form 3231): diphtheria, pertussis, tetanus, polio, measles, mumps, and rubella. Former BHS students have until September 15 to update these forms. New students have 30 days to do so. Students who fail to do so may not return to school.

## **SICK/INJURED AT SCHOOL**

In case of illness or injury a student will be cared for temporarily by 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. Remember, an emergency telephone number where parents/guardians can be reached and the name and telephone number of the student's family doctor must be on file.

## **NURSE**

- Students will have a pass to see the nurse.
- Students will go to the school front office for over the counter medications, Band-Aids, etc.
- Students will do their best to see the nurse at break, lunch, or between classes.
- Students will turn in all prescription medication to the school nurse in the correctly labeled prescription bottle (exceptions include diabetes medications, rescue inhalers, and epinephrine pens).

## **TESTING SERVICES**

Bremen High School provides interpretation of testing results such as PSAT, END OF COURSE ASSESSMENT, SAT, ACT, ASVAB, and AP for students and parents. Please see Mrs. Katherine Murray if you have questions concerning the interpretation of any standardized test.

## **WITHDRAWING**

The parents should send a note of intent to withdraw or they should call the counselor or registrar. A withdrawal form must be obtained from the Registrar's office. The form must have all required signatures and all charges cleared before transfer. All student's withdrawing must have returned all school materials, have teacher signatures, current grade, counselor's signature, media center director's signature, and an administrator's signature. See the Counselor's Office for More Information.

## **HONORS AND AWARDS**

### **HONOR GRADUATES**

The term "Honor Graduate" signifies academic excellence based on the total high school record. For the classes of 2023, 2024, 2025, 2026 a student must attain a 3.7 HPA/GPA in core classes and pass all required state testing to be eligible for Honor Graduate status. Honor graduate status will be determined by using semester averages for the first 7 semesters and Q3 grade average of the senior year.

Any student having to use Credit Recovery or any student assigned to an alternative school for a discipline reason any time during his/her high school career will not be eligible for BHS honor graduate status.

**ACADEMIC LETTER- 10th-11th Graders with a cumulative academic GPA of 3.7 or higher will be awarded an academic letter.**

### **HONOR ROLLS**

All classes are to be counted when averaging for honor rolls. This recognition is based on the cumulative high school GPA. Cumulative GPA is based upon the final grade averages for semester and year terms, for all high school classes.

- Principal's Roll 4.0 or above
- Honor Roll 3.8 to 3.99
- Merit Roll 3.5 to 3.79

### **HOPE SCHOLARSHIP**

Student HOPE averages are calculated using all core classes taken by the student in grades 9-12. Student transcripts are submitted by the school to the Georgia Student Finance Commission, and the GSFC determines HOPE eligibility. When determining HOPE eligibility, student grades will be equated to a grade on the 4.0 scale. Honors points are not included in determining a student's eligibility for the HOPE Scholarship. Additionally, the HOPE Scholarship has additional rigor requirements. Criteria for the HOPE Scholarship is set by the state of Georgia and are subject to change. For more information go to [www.gsfc.org](http://www.gsfc.org).

### **ZELL MILLER SCHOLARSHIP**

The Zell Miller Scholarship is a merit-based scholarship that provides full tuition at a public postsecondary institution and tuition assistance at an eligible private postsecondary institution. A student must graduate from an eligible high school as valedictorian or salutatorian (meeting the requirements of the HOPE Scholarship) or graduate with a minimum 3.7 Zell Miller GPA (as calculated by GSFC) along with a minimum combined score of 1200 on the math and reading portions of a national administration of the SAT or a minimum composite score of 26 on a single national or state/district administration of the ACT and meet specific rigor course requirements. Students are responsible for submitting test scores to GSFC.

## **SENIOR SUPERLATIVES**

For a senior to be eligible for the senior superlative nominations, he or she must be a student in good standing on the first school day of his or her senior year. For a senior to be eligible for a superlative, the student must have no discipline incidents resulting in ISS, OSS, or alternative school placement and have a minimum of 21 units during their senior year. Any student who is behind on cumulative graduation units is not eligible.

## **SERVICE CORD**

The service program recognizes students for their years of community service during high school. Each year the students will keep a record of their service hours on a service tracking form. A hard copy can be obtained from the counselor's office, or students may find the form on the counselor's website <http://www.bremencs.com/~parmas/>.

Getting the service tracking form completed, signed, and turned into the counselor's office is the responsibility of the student. It is highly recommended that service tracking forms be turned in on a monthly basis; however, service hours, more than 3 months past are not eligible for credit toward a cord.

Although service activities may be a part of a club or organization, service hours must be completed outside of the school day. Service hours may not be done for a member of the student's family nor may service hours be signed by a member of the student's family unless approved by the BHS administration. Students may not receive monetary pay for service hours. Only 80% of service hours may come from one area of service. Travel time to and from service projects are not eligible for hours accumulated. Students who have obtained 300 or more service hours will receive a red cord to wear at graduation. It is necessary for seniors to have completed their required number of hours six weeks prior to graduation.

## **STAR STUDENT**

The STAR student is the senior with the highest SAT score meeting or exceeding the national average in one test administration on two sections of the SAT (evidence based reading/writing and math.). Students must also be ranked in the top 10% of the graduating class. The November SAT test date is the last testing date eligible for STAR Student recognition.

## **STUDENT AWARDS** (such as homecoming court, prom king and queen, outstanding senior, etc)

For a student to be eligible for nominations, he or she must be a student in good standing. For a student to be eligible for selection, the student must have no discipline incidents resulting in ISS, OSS, or alternative school placement, be on track for graduation, have good school attendance, and owe no debts to the school. Any student who is behind on cumulative graduation units is not eligible.

## **VALEDICTORIAN/SALUTATORIAN**

The valedictorian and salutatorian must complete all requirements for a Bremen High School Diploma. To be eligible for either valedictorian or salutatorian, a student must have been enrolled the entire junior and senior year at Bremen High School.

The valedictorian and salutatorian at Bremen High School will be the two seniors with the highest HPA (honors point average) as outlined below using semester grades for the first 7 semesters through the third nine weeks of the senior year. The valedictorian will be the senior with the highest HPA (honors point average). The salutatorian will be the senior with the second highest HPA (honors point average). \*See additional handbook information regarding HPA and GPA.\*

Academic classes will be utilized to determine academic average (Academic Classes - English, Math, Science, Social Studies, and Modern Language Classes- Levels, I, II, and III)

In the event of a tie in HPA (honors point average) for valedictorian and salutatorian calculations, the academic average will be used to break the tie. For the purpose of breaking the tie, 5 points will be added to class numerical

averages for all AP Academic classes.

For purposes of valedictorian and salutatorian calculations, grades greater than 100 can be used in the calculation if a grade greater than 100 results after the 5 points is added for the purpose of calculation of cumulative academic average.

- Academic classes taken through Georgia Virtual School will be included in the determination of cumulative academic average for valedictorian and salutatorian.
- Academic classes taken through dual enrollment will be utilized in the determination of cumulative academic averages for valedictorian and salutatorian.

In the rare event of a numeric tie in HPA and in the adjusted numeric tie-break average between students, the tie will be broken by the Bremen High School Leadership Team who will review student transcripts. The Valedictorian will be awarded to the student with the most rigorous coursework as determined by the BHS Leadership Team.

### **CODE OF CONDUCT AND PROCEDURES**

The following code of conduct establishes how “business” will be conducted at Bremen High School. Efforts have been made to address potential issues that may arise, but there may be issues that arise during the year where administrative discretion is required. The code of conduct provides detailed information about expectations/procedures including consequences for student misconduct. It is the student’s responsibility to be familiar with BHS policies and procedures. It is important to remember that out-of-district students have the additional expectation of maintaining the requirements of their out-of-district contract. Violations could result in loss of withdrawal from BHS.

BHS Expectations:

BHS students should...

1. Be here.
2. Be on time.
3. Be prepared.
4. Be responsible.
5. Be respectful.
6. Be a good teammate.

Administrative Consequences- While the BHS Code of Conduct establishes specific consequences for certain offenses, school administrators have broad discretion to determine consequences assigned. Consequences assigned for infractions will be in proportion to the severity of the behavior, the previous discipline history of the student, and other relevant factors. The range of consequences for misconduct that can be assigned by school administrators may include but is not limited to:

- Student Conference
- Parent Conference
- Detention
- In-School-Suspension
- Out-of-School-Suspension
- Referral to a Disciplinary Tribunal
- Referral to law enforcement if needed

## **ACADEMIC INTEGRITY (HONESTY)**

Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. All students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts.

Dishonesty will not be tolerated. This includes, but is not limited to, cheating, plagiarizing, fabricating information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. Students who are found to be dishonest will receive an "F" grade on the assignment. The teacher will contact the parent/guardian. A record of the incident will be placed in the student's disciplinary file.

## **ALCOHOL/DRUGS**

Students found in possession or under the influence at any school function will be suspended for 10 days and referred to a tribunal hearing.

## **ASSEMBLIES**

Student assemblies are held to provide information or for student-related activities. Loud noise, whistling, air horns, or other disruptions are not acceptable behaviors. Students are expected to be a courteous and respectful audience. The code of conduct will be fully enforced.

## **ASSAULT OF A STUDENT**

Any act of violence or use of physical force against any student or any act that threatens the use of physical force is forbidden. Consequences range from out of school suspension to disciplinary tribunal.

## **ASSAULT OF A STAFF MEMBER**

Any act of violence or use of physical force against any staff member or any act that threatens the use of physical force is forbidden. Students accused of such acts will be suspended 10 days pending a disciplinary tribunal.

## **BEFORE SCHOOL EXPECTATION**

All students should report to the designated areas when first entering the school each day and remain there until dismissed. Students should not roam the building.

## **BULLYING**

The BOE believes all students can learn better in a safe environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

- 1<sup>st</sup> offense bullying: 3 days OSS
- 2<sup>nd</sup> offense bullying: 5 days OSS
- 3<sup>rd</sup> offense bullying: 10 days OSS pending disciplinary tribunal

Bullying is defined as follows: An act which occurs 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, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate



bodily harm; or

3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - Causes another person substantial physical harm within the meaning of Code section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
  - Has the effect of substantially interfering with a student's education;
  - Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts, which occur on school property, on school vehicles, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to 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, electromagnet, photo electronic, or photo optical system.

Bremen High School does not discriminate on the basis of race, color, national origin, sex, disability. Any such violations will be addressed with very severe consequences including possible suspension or tribunal.

Staff, parents, guardians, and students may anonymously report or otherwise provide information on bullying to a school administrator. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to school administration.

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

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

Upon finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

### **BUS/TRANSPORTATION – CONDUCT (PARENT AND STUDENT NOTICE)**

While on or being transported on and under the direction of a school employee including a bus driver, coach or other employee. Students may not have food or drink on school buses other than water. Students are to remain seated when buses are in motion and comply with all requests from drivers and staff. Students who ride school buses to school events are expected to ride home on school buses unless prior arrangements have been made in writing.

- Acts of physical violence (according to Official GA Code Section 20-2-751.6)
- Bullying (according to Official GA Code Section 20-2-751.4)
- Physical assault
- Battery
- Verbal assault
- Disrespect toward a driver or passengers
- Unruly behavior of any kind
- Using electronic devices without permission including but not limited to the following: cell phones, pagers, audible radios without earphones, MP3 players, iPods without headphones, or devices that would interfere with transportation communication devices
- Using mirrors, lasers, flash cameras, lights or reflective devices in any manner without permission of the driver (according to Official GA Code Section 20-2-751.6)

## **CAFETERIA**

- Students will eat breakfast and lunch in the cafeteria.
- Students are expected to clean up after themselves.
- Quiet voice levels are to be used in the cafeteria.
- Students will comply with all requests of all cafeteria personnel.

## **CARE OF SCHOOL PROPERTY**

The walls of the building, the furniture in the classroom, media center, cafeteria, parking lot, etc., in fact, the building and whatever fixtures and equipment it contains are the property of Bremen City Schools. Students should not only refrain from defacing or destroying school property, including books, instructional materials, computers, printers, and projectors but should make every possible effort to encourage friends and fellow students to care for school property. Students will be required to pay for damage to buildings and equipment when it is determined that damage is caused by carelessness, malice, or neglect.

## **CELL PHONES OR COMMUNICATION DEVICES**

BHS students are permitted to use their cell phones on campus during the following time periods: before school, after school, during break, during lunch, and during class change. Students are allowed to use cell phones during class time as instructional tools only with the explicit instruction to do so by the teacher of record. Students may not use cell phones during the instructional period without the explicit instruction to do so from the teacher of record.

Cell phones and other communication devices may not be used on school buses at any time. Other rules governing all communication devices can be enforced for students participating in extracurricular activities and will be enforced by the teacher/coach/sponsor. Participants should follow those rules in addition to the instructional day procedure.

Students will be expected to monitor themselves as far as their use and appropriateness of their use of communication devices. Disruption of the learning environment, threatening, intimidating, or any illegal use of communication device(s) will be dealt with by a school administrator or designee.

BHS will not be held responsible for lost, stolen, or damaged student electronic devices. Students choosing to bring a cell phone to school are solely responsible for that device.

Consequences cell phone/communication violations:

If a student is referred to the office for a cell phone violation, the student must surrender the device to the administrator. The device will be held for 5 school days or the student will pay a \$25 recovery fee.

If a student refuses to surrender the phone to the teacher/administrator, three days of ISS will be assigned. Parents will be notified of repeat offenders of the cell phone policy.

## **CHRONIC DISCIPLINARY PROBLEM STUDENT**

Any student who exhibits a pattern of behavioral characteristics which interferes with the learning process of students around him or her and which are likely to recur, would be subjected to one or more of the following: a corrective disciplinary or behavioral management plan involving the student's teachers and parents, disciplinary tribunal, and/or disciplinary hearing.

## **COMPUTER USAGE/INTERNET VIOLATIONS**

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

Users should not expect that files stored on system servers will always be private. While on the Internet the following are not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others
4. Damaging computers, computer systems or computer networks
5. Violating copyright laws
6. Using the passwords of other students or trespassing in the folders or files of other students
7. Intentionally wasting limited resources
8. Employing the network for commercial purposes
9. Instant Messaging or Email
10. Internet games Electronic Disrespect Any disrespectful words, pictures, or images in electronic or written form (including internet postings, text messages, chat rooms, blogs and/or similar forums for public exchange) that the school administration considers disrespectful to the school, its teachers, its administrators, parents and other students are subject to disciplinary action by the administration and reports made to the appropriate authorities. In order to monitor a child's safety, parents are encouraged to regularly check cell phones, internet sites, and social media accounts.

Pod-Net will only be available to BHS students taking dual enrollment/college classes. Those devices must be registered through the Media Center Specialist (providing the device description and MAC address). Authentication to the Pod-Net will be based on the device address. Students will only be allowed to register one device, and the device must be a laptop. No mobile devices (phones or tablets) will be allowed to connect to the Pod-Net.

### **Bremen City Schools Terms and Conditions**

1. All users must agree to abide by the Internet Acceptable Use Policy IFBG.
2. All devices issued are the property of Bremen City Schools Board of Education and are intended solely for educational purposes.
3. Users agree to pay for any damaged, lost or stolen equipment. A price list is included below.
4. All devices must be returned no later than the last day of school for the particular year the device was checked out **OR** when the district requests it (whichever comes first).
5. Bremen City Schools Schools is not responsible for any inappropriate content accessed on the device while off the district's Internet Filter.

## Lost, Damaged or Stolen Equipment

Below is a list of the most commonly replaced items on a Chromebook and their price:

Device / Part	Price
Chromebook	\$275
Chromebook Screen	\$60
Chromebook Keyboard	\$50
Chromebook Charger	\$25

### CONTRABAND

A property, other than which is unlawful to produce or possess, which, as defined by local school rules, is prohibited on school premises has in the past led to bodily injury or disruption of school operations.

### CONTROLLED SUBSTANCES/PRESCRIPTION MEDICINES

A student who is in possession or under the influence of a controlled substance that is 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.

Students should refrain from self-medication and should register ALL prescription medications with the school nurse or front office staff.

### DANCE POLICY (including but not limited to Jr/Sr Prom)

High school dances are for the enjoyment of Bremen High School students and their dates. Any BHS student's date must be in the 9th grade or older but should not be older than 20 years of age. Anyone attending a BHS sponsored dance who is not a student must complete a student in good standing permission form to attend a BHS dance.

Students who are not high school students must submit their name and a copy of their driver's license and cell phone number. BHS Administration reserves the right to deny attendance if there are concerns. Dance sponsors will notify students of the cost for attendance.

Dress Code: Some dances such as PROM are more formal. Dance sponsors will notify students if there are specific expectations.

### DEFIANCE

Students are expected to do what they are told to do by BCS staff members. Defiance of a directive of a staff member will result in ISS or possibly OSS.

### DISRESPECTFUL CONDUCT

Conduct toward teachers, administrators, other school personnel, persons attending school related functions or other students, including the use of vulgar or profane language;

## **DRESS CODE**

Dress for BHS 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.

1. Shirts tied and/or revealing bare skin around the waist or back when arms are raised or in a bent body position are prohibited.
2. Shirts are expected to exhibit an appropriate neckline with no exposed cleavage.
3. Shoulder straps must be a minimum of 3” of solid material. This includes, but is not limited to halter-tops, muscle shirts, and spaghetti straps. Tops that leave the shoulder bare must be worn over an undergarment with shoulder straps with 3” of solid material.
4. Sleeveless shirts must fit properly on the shoulder and around the under arm opening for males and females and must have 3” of solid material over the shoulder.
5. Items worn under see through material must also meet the dress code.
6. Shorts and/or skirts should be no shorter than the length of a dollar bill (6”) above the knee at the shortest point. Dresses must also follow this length requirement. No form fitting skirts/dresses.
7. Leggings, tights, stretch lycra, spandex, and yoga/athletic pants are prohibited unless the top/outer garment covers the entire seating area.
8. Clothing with holes cut above the length of a dollar bill (6”) where skin is showing will not be permitted.
9. Pants worn too low at the hips or pants that expose the undergarments are prohibited.
10. Clothing or articles displaying advertisements, symbols, logos of drugs, alcoholic beverages, tobacco products, or clothes containing profanity, obscene, or inappropriate language or messages including pictures, phrases, or words that represent or insinuate inappropriate behavior or activities are not permitted at BHS.
11. Shoes must be worn at all times. Certain classes may have specific requirements regarding types of shoes.
12. Running Shorts are not allowed in the building.
13. Pajamas are not allowed.

**PE DRESS CODE:** Students must dress out in proper clothing for Physical Education classes. PE teachers will discuss appropriate dress-out clothes via the course syllabus. However, PE students may not be in the main building, Fine Arts Center, Courtyard, or around the main building unless their dress code meets the School-Wide Dress Code. Shirts ***MUST*** be worn at all times during PE and Weightlifting.

Administrative discretion will be used if questions arise during the school year that are not addressed in the above policy.

## **DRESS CODE VIOLATIONS-DURING THE SCHOOL DAY**

Students will be assigned to ISS until the dress code violation can be resolved on the first offense. Second offense will be one day ISS. Third offense will be an individual contract with specific consequences listed. Time missed from class due to dress code violations will count as “unexcused”. If more than 60 minutes of class are missed due to a dress code violation, the absence will count as an unexcused absence. Chronic violations will result in an individual contract with more severe consequences. **ALL RULE VIOLATIONS ARE CUMULATIVE OVER A STUDENT’S HIGH SCHOOL CAREER.** Administrative Consequences will be progressive in severity.

## **TEACHER CONSEQUENCES FOR MINOR CLASSROOM DISRUPTIONS**

- 1st- Penalty Assigned at Teacher’s Discretion and parent contact.
- 2nd- After school detention and parent contact.
- 3rd- Administrative Referral

## **DRUG-FREE SCHOOL**

It is the intention of the Bremen Board of Education, the administration, the staff, and faculty to keep Bremen High School a drug-free school to the best of our ability. Because use, possession, and being under the influence of alcohol and drugs is illegal, possession, use, or being under the influence on school property or at a school function will not be tolerated. This includes in lockers, personal items, personally-parked vehicles on campus and while on any school sponsored activity or trip. ANY STUDENT WHO BRINGS DRUGS OR HAS POSSESSION OF ANY DRUG(S) ON SCHOOL CAMPUS OR WHILE ATTENDING A SCHOOL ACTIVITY, REGARDLESS OF INTENT, WILL BE CONSIDERED TO HAVE HAD POSSESSION OF THE DRUG(S) WHETHER THEY PHYSICALLY HAVE POSSESSION OF THE DRUGS AT THE TIME OF DISCOVERY. Students are encouraged to contact the counselor's office for information related to drug and alcohol counseling. In addition, the Georgia Help line is available through the Governor's Commission on Drug Awareness and Prevention: 1-800-338-6745. All callers remain anonymous.

## **DRUG TESTING POLICY**

In an effort to protect the system's students and maintain the integrity of its interscholastic athletic activities, its interscholastic extracurricular activities, and its student driving population, the Bremen City Schools Board of Education has adopted a policy requiring participation in a drug screening process for all high school students who will participate in the activities mentioned. Interscholastic activities and interscholastic extracurricular activities include all Georgia High School activities, all competitive teams, all performance groups, all clubs and all student organizations.

Once per year, students who will participate in interscholastic athletic activities, in interscholastic extracurricular activities, in clubs, and/or who will park on the Bremen High School campus are required to pay a testing fee of \$25 to cover the cost of all random drug tests. Ideally, this will be paid during online registration. If not paid online, the fee may be paid to Natalie Smith ([natalie.smith@bremencs.com](mailto:natalie.smith@bremencs.com)) in the athletic office. Random drug testing will be administered throughout the school year. Students will be selected at random using a numerical selection process whereby each student's name and identity remain unknown until the random selections are completed.

All parents must agree to random drug testing and the \$25 fee before the student will be permitted to try out for or participate in any interscholastic athletic activity, any interscholastic extracurricular activity or apply for a parking permit with the intent of parking a vehicle on school grounds at Bremen High School. Once this fee is paid, students are in the pool from which random students will be selected for testing. If the \$25 fee was not paid through online registration, it can be paid to the front office at BHS. Students or parents are to contact an administrator if payment for the drug testing creates a financial hardship.

Drug Screening shall mean any substance screened for under this policy and can include amphetamines, methamphetamines, barbiturates, cocaine, marijuana, opiates, hallucinogens and Cotinine (nicotine).

Medication: Participating students who are currently or have been taking prescription or nonprescription medication should disclose that fact at the time of drug testing and upon request, provide verification. Verification could consist of a copy of the prescription with the physician's written authorization, an original prescription bottle on which the label indicates the physician's authorization, or a nonprescription bottle containing the label of contents or other information requested by the medical review officer.

Random Selection Process: Drug testing of participating students shall occur at various times throughout the year. Individuals will be selected at random using a numerical selection process whereby each participating student's name and identity remain unknown until the random selections are completed.

Specimen Collection Procedures: Procedures for the collection, testing, and result verification of specimens will be developed by the testing facility in conjunction with appropriate school officials as designated by the Superintendent. A copy of the collection procedures will be distributed to all students involved in the testing process.

Penalties: Any participating student whose drug test administered pursuant to this policy renders a positive test result as indicated by the testing laboratory or who otherwise violates this policy shall be subject to consequences listed below: (Note: All drug test screening results are cumulative for the student's high school career).

- Penalty for First Positive Drug Test Result - The student will be suspended for 20 school days from participation in and attendance to all extracurricular activities including practice. Additionally, the student will lose the privilege to park on campus for 20 calendar days.
- Penalty for Second Positive Drug Test Result: The student will be suspended for 365 days school days from participation in and attendance to all extracurricular activities including practice. Additionally, the student will lose the privilege to park on campus for 365 calendar days.
- Penalty for Third Positive Drug Test Result: The student will be suspended from participation in and attendance to all extracurricular activities including practice for the remainder of his/her enrollment at BHS. Additionally, the student will lose the privilege to park on campus for the remainder of his/her enrollment
- Additional Note about positive drug tests for non-resident students: A positive drug test is a breach of the non-resident contract and could result in withdrawal from Bremen City Schools.

Refusal to Test: A student's refusal to test will be treated the same as a positive test result and will be counted in the cumulative number of positive test results. No student testing positive or refusing to test will be penalized academically if they remain enrolled at Bremen High School. Testing results will not be released to criminal or juvenile authorities unless required by state or federal laws.

**Note specific to nicotine- Students who test positive for nicotine (cotinine) will be ineligible for extracurricular participation for 5 calendar days.**

A student who renders a positive test as indicated by the testing laboratory or who otherwise violates this policy will be required to submit to a drug test on the next random test day, and the results must be determined to meet the requirements of the policy and procedures before the student will be allowed to participate or gain parking privileges.

All positive drug tests are cumulative over a student's high school career and are also cumulative toward the suspension of practice, competitions, performances, and parking, regardless of what activity in which the student is involved during the time of the positive result.

If a screen is positive after lab analysis, it is electronically transmitted to the Medical Review Officer (MRO) and the donor will be interviewed as to the legitimacy of the positive screen. The MRO is looking for a valid medical reason to have the substance in the donor's system.

**ELECTRONIC DEVICES** Same as Cell Phone Policy

### **ELECTRONIC DISRESPECT**

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

### **ERRONEOUS REPORTS MADE BY STUDENTS**

Students should be aware that the school will assist, counsel, interview, and question students pertaining to discipline issues or grievances a student may have with another student, staff member, teacher, counselor, administrator, or visitor on school property or attending a school activity. Students should refrain from falsifying, misrepresenting, omitting, or erroneously reporting information regarding alleged inappropriate behavior by any of the above mentioned list of people. The school reserves the right to take disciplinary action against any student who gives false information pertaining to any disciplinary case or grievance. Students are encouraged to collect their thoughts and report accurately their reflections on any question(s), reports, or grievances filed.

### **FIGHTING**

- 1<sup>st</sup> Fight in high school career: 3 days OSS and possible legal charge
- 2<sup>nd</sup> Fight in high school career: 5 days OSS and possible legal charge
- 3<sup>rd</sup> Fight in high school career: 10 days OSS, disciplinary tribunal, legal charge

## **FOOD AND DRINKS**

No food or drink items may be sold on campus other than in designated break areas unless approved by the principal. Food from restaurants cannot be ordered, delivered, or brought to students. Such food items cannot be taken into the cafeteria. No food or drinks are allowed in class without teacher permission. No food or drink is allowed in or near computers or labs. Students cannot bring glass containers to school. No carbonated drinks will be allowed in the lunchroom during the lunch periods. Carbonated drinks and snack machine items cannot be purchased during lunch shifts for those students at lunch. Food snack machines may not be used by students during the lunch blocks.

## **HALLWAY PROCEDURES**

Students:

- Must have a hallway pass while in the hall during class time.
- Personal needs should be taken care of prior to class. Locker and restroom visits are to occur during class change and not during class time.
- Students may not leave class to purchase from the vending machine.
- Students will not block, congest, or hinder the flow of traffic in halls.
- Students should maintain appropriate volume in the halls at all times.
- Students should refrain from horseplay.
- Food and drink cannot be consumed in the hallways.
- Elevators are intended for those with medical needs.

## **INCITING, ADVISING, OR COUNSELING OF OTHERS TO ENGAGE IN PROHIBITED ACTS**

Any student inciting, advising, or counseling others to engage in prohibited acts will be punished. Administrative discretion will be used to determine consequences.

## **LASERS**

The use or possession of a laser of any type by students without being under the direct supervision of a teacher or administrator is strictly prohibited.

## **LEGAL INVOLVEMENT**

Students who have serious discipline infractions such as serious physical altercations (ex: fighting, etc), weapons violations, and/or drug violations (use or possession) will be subject to having reports made with the local law enforcement, the county district attorney, the department of children and family services, and the superintendent of schools which could result in investigations and charges being filed against any student in violation of public law.

A student's driver's license will be suspended for one year or until their 18th birthday if the student has been found in violation by a hearing officer, panel, or tribunal of one of the following offenses, has received a change in placement for committing one of the following offenses, or has waived his or her right to a hearing and pleaded guilty to one of the following offenses:

- Threatening, striking, or causing bodily harm to a teacher or other school personnel
- Possession or sale of drugs or alcohol on school grounds or at a school sponsored event
- Possession or use of a weapon on school grounds or at a school sponsored event
- Any sexual offense prohibited under Chapter 6 of Title 16
- Causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student.

## **OFF CAMPUS BEHAVIOR**



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

## **PARKING**

A parking lot is available for student parking. The decal should be placed on the car as assigned. Students should park in the assigned numbered space according to the decal number. Students parking in a space that is not assigned to them may be subjected to having their permit suspended and/or their car towed. Students may not park in the teacher parking lot, on the street, in vacant lots, or areas other than the student parking lot. Violations include: illegal parking, parking outside the student parking lot, speeding, and reckless or dangerous driving.

- 1<sup>st</sup> offense – Parent Contact
- 2<sup>nd</sup> offense- 1 day ISS
- 3<sup>rd</sup> offense- loss of parking privileges to be determined by administration

BHS is not liable for damages occurring to student cars while parked on campus.

Loitering before and after school and during extracurricular events in the parking lot or on school grounds will not be permitted. A warning will be issued on the first offense and in-school suspension will be given on the second offense and any thereafter.

Students parking on campus are subject to a random drug test. Students must pay \$25 random drug testing fee before a parking pass can be purchased. Parking decals are \$60 per year.

- Driving students must purchase a parking pass from the front office or through online registration.
- Parking passes can be purchased prior to obtaining a license through online registration, but the pass will not be issued until after the student's 16th birthday.
- Driving students must provide their driver's license and proof of insurance prior receiving a parking pass and parking on campus.
- Driving students will arrive to school on time.
- Driving students will exit their vehicles and enter the building immediately upon arrival to school.
- Driving students will park in assigned parking spaces.
- Students will drive safely.

**\*\*Between the time of 3:15 and 3:30 p.m. students are required to leave the parking lot in the following directions.**

1. Exiting on to Florida Ave. students must turn right (toward Hwy 78).
2. Exiting on to Laurel Street students must turn left away from BHS campus. No traffic is to go up Laurel Street.

## **PORNOGRAPHY**

1 to 3 Days OSS/possible loss of network privileges.

### **PROFANITY DIRECTED TOWARD A STUDENT:**

1st offense: 1 day ISS  
2nd offense: 2 days ISS  
3rd offense: 3 days ISS

### **PROFANITY DIRECTED TOWARD AN ADULT:**

1st offense: 2 days OSS  
2nd offense: 5 days OSS  
3rd offense: 10 days OSS and disciplinary hearing

## **PROHIBITED BEHAVIOR**

Prohibited behavior includes ALL behavior that will endanger or threaten the safety of others, damage property, or impede the orderly conduct of school programs. Students must realize that behaving in a prohibited manner will result in disciplinary actions. In order to protect the right of effective and safe education, students must not engage in any illegal or generally prohibited behavior. The school administration shall be responsible for conducting reasonable investigations of students in order to evaluate misconduct properly including searches, interviews, and/or investigations.

## **PHYSICAL VIOLENCE, ASSAULT, BATTERY OF STAFF**

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

## **PUBLIC DISPLAY OF AFFECTION**

LEVEL I: PDA such as, but not limited to, huddling, holding hands, platonic kissing and sitting on laps, etc. will result in a warning being given on the first offense, in-school suspension on the second offense, and off campus suspension for each offense thereafter.

LEVEL II: PDA such as, but not limited to, passionate embraces, inappropriate placement of hands on another student's body, passionate kissing, or any other act deemed excessively inappropriate or passionate, etc., will result in in-school suspension on the first offense and off-campus suspension for each offense thereafter.

CUMULATIVE OFFENSES from either or both levels will be deemed excessive and will result in Level II punitive actions.

## **RESTROOM PROCEDURES**

- Students will attempt to take care of restroom needs between classes or during lunch.
- If students have to leave class to go to the restroom, they must have a hall pass.
- Students need to keep restrooms clean.
- Students need to inform staff if a restroom is not stocked or if there are obvious problems in the restroom.

## **SEARCHES/CHECKS**

To maintain good order and safety BHS reserves the right to conduct checks and searches as needed. Anything that is issued to a student whether rented or given for use and any items brought on campus or to a school function is subject to checks and searches. This includes but is not limited to: automobiles, school lockers, desks, book bags, pocketbooks, billfolds, gym bags, lunch pails/sacks, etc. Individual searches are used and will be conducted in a professional manner by an administrator. Checks and searches can be conducted at any time without prior notice being given to students or parents.

## **SEXUAL HARASSMENT**

Sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972

## **SKIPPING CLASS/AWOL/LEAVING CLASS WITHOUT PERMISSION-**

1 full day ISS for first offense.

## **SKIPPING SCHOOL (Leaving campus without permission)**

2 full days ISS

## **STUDENT OFF-CAMPUS CONDUCT**

Administrators, teachers, and school personnel are authorized to take disciplinary action for conduct that occurs:

1. On the school grounds at any time;
2. Off the school grounds at a school activity, function or event; or
3. On vehicles provided for transportation by the school system.

Authority to take disciplinary action also extends to off-campus, non-school related actions by students, at any time of the year, which have a direct and immediate impact on school discipline, the educational function of the school, or the welfare of the students and staff.

The school administration reserves the right to evaluate a student's conduct off campus who has committed a criminal act while off campus. Students are subject to disciplinary action and may be excluded from school or school activities for conduct off campus. Students may be disciplined for conduct off campus which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential disruption or which disrupts the educational process. Such students may also be subject to other appropriate disciplinary action including, but not limited to, in-school suspension, off campus suspension, or assignment to an alternative educational program or site.

School officials will contact authorities to verify any and all allegations that a student has been arrested for or charged with a criminal act. School officials will cooperate with law enforcement, probation offices, courts, etc. concerning student school discipline records. Any disciplinary action including suspension, expulsion, or exclusion from enrollment will be handled in accordance with due process procedures.

The Superintendent of Schools, local law enforcement, and the Haralson County District Attorney's office will be contacted for all forms of illegal behavior that occur on school property or while attending a school function. It is customary for Bremen High School to ask the Resource Officer to make an official report which could lead to charges being filed on all matters that are illegal.

The Department of Family and Children Services (DFCS) will be contacted when any situation arises where abuse is suspected. This includes mental, physical, and emotional abuse.

## **STUDENT ON CAMPUS CONDUCT**

School administrators have a responsibility to provide protection for students and employees to the best of their limited ability and maintain a safe and orderly environment for education to take place. Therefore, it is the duty of the school to make the necessary rules and policies to regulate student conduct for the purpose of maintaining good order and discipline in the school.

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

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

The Superintendent of Schools, local law enforcement and the Haralson County District Attorney's office will be contacted for all forms of illegal behavior that occur on school property or while attending a school function. It is customary for Bremen High School to ask the Resource Officer to make an official report which could lead to charges being filed on all matters that are illegal.

## **TEACHER AUTHORITY & RESPONSIBILITY (Includes all staff and substitute teachers)**

Teachers have the authority and responsibility to maintain discipline in the classroom, hallways, cafeteria, and on field trips, etc. School discipline policies will be consistently enforced. When a student is inappropriate, school employees who observe the inappropriateness or a student violating prohibited behavior are required to inform the student immediately that he/she is behaving in a prohibited manner. Generally, a student must be told the reason(s) for the disciplinary action and be given a chance to be heard before discipline begins (Due Process). However, if the violation by the student creates a continuing danger to persons or property or threatens to disrupt school operations, the student may be removed immediately from school.

## **TEACHER MANAGEMENT**

Before a formal referral is made to an administrator, the professional staff are encouraged to use the discipline management techniques appropriate for the situation including, but not limited to the following:

- Conduct cuts or strike system
- Time-out
- Detention hall (with the teacher after school)
- Deny privileges
- Teacher/student conferences
- Changed seating arrangements
- Referred to counselor
- Notified student's parent/guardian
- Parent/teacher conference
- Parent/student/teacher conference
- Parent/student/teacher/administrator conference

## **THEFT**

Theft will not be tolerated at Bremen High School. The teachers and administrators will do reasonable interviews, searches, and investigations to recover stolen items. Bremen High School is not liable for theft or damage and encourages students to be very responsible for their possessions by locking lockers, automobiles, and securing personal items with a teacher. BHS also requests that students keep their book bags in their possession at all times. When students are in an area or classes where they will not be in close proximity to their possessions, BHS highly suggests all items of value be secured with the teacher/coach in charge.

## **THREATS OF VIOLENCE**

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

## **TOBACCO / NICOTINE**

It is the policy of the Bremen Board of Education to prohibit any form of tobacco use in all school district buildings, buses, and enclosed work areas. This policy shall be in force at all hours, and shall apply to all forms of tobacco and/or electronic cigarette use, and to any person on school district property, including, but not limited to students, and visitors. Students in the Bremen School System may not have in their possession, including personal vehicles parked on campus, any form of tobacco at any practice, any competition, to and from any function, on school buses, or on any school property during the school day. Students may not use, possess, or distribute tobacco in any form while representing Bremen Schools in any way. Additionally, items such as electronic cigarettes, whether they contain tobacco or not, are not allowed. Students caught using or in possession of tobacco products, electronic cigarettes, or any similar product will be assigned:

- 1st Offense- 2 Days Out-of-School Suspension (+5 days no extracurricular or parking)
- 2nd Offense- 4 Days Out-of-School Suspension (+5 days no extracurricular or parking)
- 3rd Offense- 5 to 10 Days Out-of-School Suspension and a referral to a Disciplinary Tribunal where long term suspension or expulsion may be recommended.

### **TOBACCO / NICOTINE / EXTRACURRICULAR**

Students in the Bremen School System may not have in their possession, including personal vehicles parked on campus, any form of tobacco at any practice, any competition or to and from any function, on school buses or on any school property during the school day. Students may not use, possess, or distribute tobacco in any form while representing Bremen Schools in any way. Additionally, items such as electronic cigarettes, whether they contain tobacco or not, are not allowed. Students caught using or in possession of tobacco products, electronic cigarettes, or any similar product will be assigned OSS per the student handbook. In addition to OSS assigned administratively for tobacco or similar product use, students will not be eligible to participate in or attend any extracurricular activities for five calendar days. The five day extracurricular suspension and parking begins on the day of the offense. Repeated offenses will result in more serious consequences.

\*Nicotine/Tobacco violations are cumulative for a student's high school career.

### **VANDALISM**

Any student found to have willfully or maliciously damaged, marked, or destroyed school or personal property will make restoration and be assigned ISS, OSS, or Disciplinary Tribunal.

### **VERBAL ASSAULT OF STAFF**

Including threatening violence, of teachers, administrators, and other school personnel

**VERBAL ASSAULT OF OTHER STUDENTS**, including threatening violence or sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972; 160-4-8-.15 (Continued)

### **WEAPONS**

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

- Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined by in O.C.G.A 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
- Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahku, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess any weapon described in number 1 above in violation of this policy will be subject to a minimum of one calendar year expulsion. The superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one year expulsion under circumstances where one year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision

appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.

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

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

Parent/guardian will be notified immediately of their child’s involvement in any activity involving weapons.

It is unlawful for any person to carry, possess, or have under control any weapon at a school building, school function or on school property or on a bus or other transportation furnished by the school. The term “weapon” means and includes those items noted in the descriptions above.

Note: Self-defense sprays (mace, pepper spray, etc.) are prohibited on campus.

## **DISCIPLINE CONSEQUENCES**

Note: Referrals to the office will be documented on discipline referral forms. A copy will be given to students for their parents to sign and return to school. Failure to return will result in further punitive actions. A copy will be filed with the referring teacher. A copy of the referral will be placed in the student’s discipline folder. Parents will be called when serious offenses occur or when a student has accumulated an abnormal amount of office referrals.

NOTE: DISCIPLINE RECORDS ARE PART OF A STUDENT’S PERMANENT RECORD AND REMAIN IN THE STUDENT’S PERMANENT RECORD AFTER GRADUATION.

## **GENERAL PROCEDURES**

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

- Consideration is given to the severity of the offense;
- Consideration is given to the student’s previous discipline record;
- Consideration of other relevant material or information;
- Consideration will be given to a student’s disability;
- The local law enforcement agencies will be contacted for all forms of illegal behavior.

## **AFTER SCHOOL DETENTION (Administratively-Assigned)**

- Students will report to assigned designated area.
- Students will bring work to complete while in detention.
- Students will remain in detention until 3:30.
- Students who are late to detention or off task while in detention will be assigned ISS.
- Students who have WBL and cannot serve detention will be assigned ISS.
- Cell phones are prohibited in ISS.

## **ALTERNATIVE SCHOOL**

The Crossroads Alternative Academy is available for BHS students. Crossroads Academy can be used as an alternative placement for students who violate school rules, policies, or break the law on or off campus or during a school sponsored function or for students who need to recover credit through the credit recovery program. Alternative School Credit Recovery is offered on a case by case basis after a thorough evaluation has been completed. Students assigned to the alternative school for credit recovery will return to BHS at the semester break once the required credit has been recovered. Alternative school will not be used for early graduation.

Students assigned to the alternative school for discipline reasons have a separate “Code of Conduct” and may not be eligible to attend activities at BHS. Other students attending the alternative school will be evaluated on a student by student basis. It should not be assumed that any student who wishes to attend will be allowed to attend the alternative school without administrative approval.

### **AUTHORITY OF THE PRINCIPAL**

The principal of BHS is the designated leader of the school. In concert with the staff of BHS, the principal and administrative team are responsible for the orderly operation of the school. In cases of disruptive or dangerous conduct not covered in this handbook, the principal may undertake corrective measures which he believes to be in the best interest of the students and the school.

### **BEHAVIOR CONTRACT**

Written agreement which serves as a plan between student and teacher/administration outlining corrective action and future disciplinary expectations.

### **CONFERENCE**

A formal conference is held between the student and one or more school official. During this conference, the student must agree to change his/her behavior.

### **DETENTION (Teacher Assigned)**

Mandatory attendance at an assigned study location before or after school may be assigned by classroom teacher as part of a behavioral plan.

### **IN-SCHOOL SUSPENSION PROCEDURES**

In-School Suspension (ISS). A basic objective of the ISS Program shall be to aid the student in maintaining his/her academic assignments while assigned to ISS. Students must attend ISS for the assigned number of days before returning to their regular school. When a student's length of assignment to ISS is extended by the ISS teacher, the appropriate school contact person will secure further assignments from the teachers involved. Students who are absent while assigned to ISS must make up all time missed. Repeated ISS assignments may result in OSS

- ISS begins at 8:00 each day and ends at 3:00.
- Students can complete class assignments for partial credit, but they must make arrangements with the teacher. The responsibility falls on the student.
- Students are not allowed to interact with other students.
- Students must remain on task.
- Students are not allowed to sleep in ISS.
- Students must complete all assigned work.
- Lunch will be delivered to the ISS room.
- ISS Students will be dismissed from school according to the bell schedule.
- Students in ISS may not participate in extracurricular activities on days ISS is served.
- Work-Based Students will not be excused from ISS until 3:00 unless approved by an administrator.

### **PROBATION**

An out of district student not meeting required expectations for discipline, attendance, and achievement may be placed on probation by school administration. Probation is a trial period during which a student violating school and/or school system expectations is subject to further disciplinary action.

### **OUT-OF-SCHOOL SUSPENSION (less than 10 days)**

Students are assigned OSS by an administrator for serious or repeat violations of the code of conduct. Students assigned OSS cannot come onto the BHS campus, participate in or attend extra-curricular activities on the days

assigned OSS. If the OSS includes a Friday and Monday day of school, the student cannot attend or participate in extracurricular activities that occur over the weekend until the suspension is complete.

Students being suspended off campus...

1. Will have their parent/guardian contacted before released for off-campus suspension;
2. Will not be able to complete assigned work for full credit during the time of the suspension without the permission of the administrator. Students can earn 50% of the initial grade.
3. Students are responsible for electronically submitting assignments that have been scheduled by the date and time the assignment is due for a reduced grade.
4. May not be on campus or at school functions during their time of suspension including nights, days, and weekends should the suspension carry over the weekend time period of Friday to Monday.
5. Students are responsible for initiating make-up work for absences due to out-of-school suspension.

### **OUT-OF-SCHOOL SUSPENSION (more than 10 days)**

When school administration determines the severity of discipline requires suspension for more than 10 days, a tribunal hearing will be scheduled.

### **TRIBUNAL HEARING**

A student accused of a serious violation of the BHS Code of Conduct which, in the opinion of the principal or his designated representative, may require expulsion from school, shall be afforded the due process procedure described below. In emergency situations, these procedures may be modified so long as reasonable efforts are made to provide substantially similar opportunities for due process.

For the purpose of conducting certain student discipline hearings, as defined below, rendering a decision and imposing punishment, Bremen High School shall follow the steps described below.

- Step 1: The student must be told by the principal or his designee of the reason(s) for consideration of suspension or expulsion.
- Step 2: The student must be given the opportunity to present his side of the matter either verbally or in writing and must have the opportunity to present witnesses to the incident.
- Step 3: The principal or his designee shall make a determination in writing as to whether or not the student is guilty of misconduct and, if so, what the terms of the punishment will be. The student shall be informed of the determination. If the principal or his designee determines that there are sufficient grounds for expulsion or long term suspension, then the principal or his designee shall inform the student that he or she is being suspended from school for ten (10) days and a recommendation that the student be expelled or suspended for more than 10 days is being considered.
- Step 4: The principal or his designee shall report in writing to the student's parent or guardian and the Superintendent that the student has been suspended for ten (10) days and a recommendation that the student should be expelled from school is being considered. The report shall be mailed or delivery initiated within 24 hours of the start of the initial ten (10) day suspension or on the next regular work day. Reasonable effort shall be made to contact the parent or guardian prior to the start of the suspension. If the parent or guardian cannot be reached prior to the start of the suspension, the principal or his designee may determine that the suspension will start without the prior contact with the parent or guardian.
- Step 5: The Superintendent shall convene a hearing in the following manner:
  - o When the principal of a school refers a student to the Superintendent for a hearing as described above, the Superintendent or his staff shall choose three of these members to serve as the hearing committee.
  - o No member of the disciplinary committee shall be a member of the staff at the school which the student attends. The selection of employees to serve on the hearing shall be in accordance with rules and regulations to be promulgated by the Superintendent and his staff.



- Step 6: Whenever a principal refers a student discipline matter to the Superintendent, the Superintendent shall send a letter by certified mail to the student and his or her parents or guardians containing a statement of the time, place and nature of the hearing, a short and plain statement of the matters asserted and charges against the student, including names of any witnesses who may be called to testify at the hearing, a statement setting forth the right of the student to present evidence, cross-examine witnesses and be represented by legal counsel.

### **WAIVER OF RIGHT TO ATTEND STUDENT TRIBUNAL**

Parents may sign a waiver if they cannot attend or do not elect to attend the Tribunal hearing. In the event a parent or student does not sign a waiver, the tribunal will proceed as scheduled.

### **WORK-BASED LEARNING (WBL) PROCEDURES**

Students:

- Students wanting to participate in the WBL program need to communicate with Mrs. McBride ([christy.mcbride@bremencs.com](mailto:christy.mcbride@bremencs.com)).
- Students who leave campus for WBL will sign out in the front office.
- If WBL students work in the mornings but arrive to school before their first class on campus, they will go to the media center unless they have made arrangements with a particular teacher to be in his/her room working.

### **EXTRACURRICULAR**

School sponsored extracurricular and co-curricular activities and student organizations are those under the sponsorship, direction and control of the school that organize and meet for common goals, objectives, and purposes. Extracurricular includes all activities and groups representing BHS that occur in any capacity outside the classroom. All extracurricular activities are held to the same school level expectations regarding conduct. All clubs and extracurricular activities must have a faculty sponsor. State law provides parents the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. The school sponsored activities, organizations, and offerings are listed below. Information is provided regarding the name of each club, faculty sponsor, and a description of past or planned activities. You, as the parent/guardian, have the right to withhold in writing your permission for your student's participation in any club or organization. You must notify the principal in writing within 5 days after receiving this notice.

### **ATHLETICS**

Bremen High School offers a variety of sports activities for students in grades 9-12. A Bremen High School student may participate in football, basketball, baseball, track, tennis, softball, wrestling, cheerleading, cross-country, soccer, volleyball, swimming, lacrosse, and golf. As a Bremen High School student athlete, each individual has a responsibility to uphold the pride and tradition of Bremen High School by exhibiting exemplary character, pride, self-discipline, and good judgment. Bremen High School students will make a positive impact on their school and community. Students in an alternative school or home school setting may not participate in BHS athletic activities.

There are times when students may wish to participate in two sports/activities that occur during the same seasons or that overlap in seasons. Each situation will be handled on a case by case basis. Arrangements must be made between the player, parents, coaches of both sports, and the athletic director before the season begins.

### **ATHLETIC PASS**

Bremen High School students can purchase season passes granting access to all regular season home GHSA events as well as BMS home athletic events. The cost of a season pass is \$50.00. The value of the pass is well over \$200. Students must show the season pass to enter athletic events. Note: The only students who will be allowed to enter any athletic event for free are those participating in the event. Other students will have to pay or show their season pass.

## **ATTENDANCE**

Attendance should be a top priority of the student. The student should make every effort to attend all functions related to his/her chosen extracurricular activity. It is the responsibility of the student to notify the coach/sponsor prior to missing a meeting, practice, or competition. Contacting the BHS office does not replace contacting the coach or sponsor. Each coach/sponsor has the authority to suspend or dismiss a student for lack of attendance. If a student is absent from school more than one half of a day without clearance from the principal or one of the athletic directors, that student cannot participate in the practice or competition for that day.

## **CUTS FROM ACTIVITIES**

Not all students who wish to participate may be able to do so. Cuts will be made, when necessary, on the basis of skill development, readiness for competition and observance of the rules. Severe or continuous behavior problems may result in suspension or dismissal from extracurricular activities.

## **DEXTER MOSELY ACT**

I have received several inquiries regarding home school student participation so I want to let you know several things. The Dexter Mosley Act did pass and has been signed by the Governor. Eligibility will be submitted through transfer eligibility Form HS and the form will require the following:

1. One course facilitated by the school must be taken by the home school student during the semester in which the student participates. The approved course may be face to face, virtual or dual enrollment. The student must be registered 30 days prior to participation.
2. The student must meet the same eligibility requirements as the public school students (accumulated units, units passed the previous semester, etc.)
3. The student must live in the service area in which he/she participates, residence information must be provided.
4. The student must provide the home school curriculum used and upload a transcript.
5. Beginning and ending dates attended beginning with the 9th grade

Additionally the bill specifies that a student that withdraws from a public school to home school will be ineligible for one calendar year. Home school students must meet all requirements public school students meet in order for enrollment including a current physical examination. They must try out, pay participation fees and meet any other requirements all students must meet.

## **DISMISSAL FROM A TEAM OR GROUP**

In addition to administrative consequences, those involved in extracurricular activities will have additional consequences administered for the following offenses which will result in suspension from participation with a team, group or organization for a minimum of 20 school days. The 20 school day suspension will begin immediately if school is in session and if the sport is in season. If the incident occurs during the summer, the 20 day suspension from competition will begin on the first day of school. If the incident(s) occurs when the student's sport is not in session, the 20 day suspension from competition will begin on the first official date of practice for the sport as determined by GHSA. The dismissal may be carried into an upcoming season/semester or school year. During the suspension, the student may not compete in any manner including scrimmages nor may the student be present with the team during those competitions, practices, or any other similar events. Students cannot participate in team practice or competitions during athletic suspensions.

- Alcohol – use or possession at any time
- Weapons – use or possession on campus, at school events, or while being transported on school transportation\*\*
- Drugs – use or possession at any time
- Misdemeanor, Felony Charges – for any of the above or other serious charge as determined by administration while on or off campus
- Any inappropriate conduct or accumulation of inappropriate conduct that is in direct violation of any team,

- group or organization's rules of Athletic Department, GHSA rules or any violation of state or federal laws.
- Second offenses warranting suspension from participation for any of the above listed incidents will result in a one year suspension from any and all extracurricular activities. In second offense cases, the suspension from participation begins immediately and concludes 365 days later.
- Third offenses warranting suspension for any of the above listed incidents will result in a total ban from extracurricular participation at BHS.
- Bremen High School does not condone any type of inappropriate behavior or conduct that violates any type of state or federal law. BHS reserves the right to act, punish, suspend or dismiss any student who violates state or federal law at any time. This includes pre-season, in-season, post season, or out of season periods of time including summer break.
- Investigations will be conducted by the school administration, coaches, and /or sponsors. The findings/results will be reported to the superintendent, participant and parents of the participant along with any punitive actions to be taken by the school. This does not apply to any general traffic citations.

### **Tobacco/Nicotine Use/Extracurricular**

Students in the Bremen School System may not have in their possession, including personal vehicles parked on campus, any form of tobacco at any practice, any competition or to and from any function, on school buses or on any school property during the school day. Students may not use, possess, or distribute tobacco in any form while representing Bremen Schools in any way. Additionally, items such as electronic cigarettes, whether they contain tobacco or not, are not allowed. Students caught using or in possession of tobacco products, electronic cigarettes, or any similar product will be assigned OSS per the student handbook. In addition to OSS assigned administratively for tobacco or similar product use, students will not be eligible to participate in or attend any extracurricular activities for five calendar days. The five day extracurricular suspension begins on the day of the offense. Repeated offenses will result in more serious consequences. Students or parents are to contact an administrator if payment for the drug testing creates a financial hardship.

### **ELIGIBILITY**

Questions related to eligibility should be referred to the Athletic Director Mr. Whitt Brown. All students participating in extracurricular activities must have passed three subjects from second semester 2021-2022 and be on track to meet academic eligibility requirements for first semester 2022-2023. Student must pass three subjects in the fall semester to meet academic eligibility requirements each succeeding semester. Academically ineligible students cannot try out for a team or program even though the team or program will not be in operation until the next school year. In accordance with Bremen School Board Policy, superlatives and elected honors are considered extracurricular and students must meet academic eligibility requirements to participate.

Students must be "On Track" for graduation according to the following criteria: First-year students (entering 9th grade) are eligible academically. The following unit requirements must be maintained in order to be considered On Track by the GHSA. 1.52 Students gain or lose eligibility on the first day of the subsequent semester. The first day of the Fall semester shall be interpreted as the first date of practice for the first sport.

- Exception: Students who successfully complete summer school to maintain eligibility become eligible the last day of summer school.
- Summer school is an extension of the previous semester and courses may be: a. remedial in nature where a previously-taken course is repeated in its entirety with a new grade being given. b. enrichment in nature where a new course is taken that results in new credit being earned.
- A maximum of unit credits earned in summer school may be counted for eligibility purposes. NOTE: Additional credits may be earned in credit recovery programs or make-up programs after the start of the new semester.
- Summer school credits earned in non-accredited home study programs or non-accredited private schools may not be used to gain eligibility. Accreditation recognized under the rule shall be from the Georgia Accrediting Commission (GAC) or a regional accreditation agency (such as SACS) or the Georgia Private School Accreditation Council (GAPSAC).
- An independent study course taken in summer school must be regionally accredited and accepted by the

school system for graduation credit.

- Courses completed after the beginning of a new semester may not be used to gain eligibility for that semester. Example: night school classes, correspondence courses, etc.
- Independent study courses taken during the school year must meet the criteria of 1.52

(a) 4. 1.53 Students must accumulate units towards graduation according to the following criteria:

- First-year students (entering 9th grade) are eligible academically. Second semester first-year students must have passed courses carrying at least 2.5 units the previous semester in order to participate.
- Second-year students must have accumulated five (5) total units in the first year, AND passed courses carrying at least 2.5 units in the previous semester.
- Third-year students must have accumulated eleven (11) units in the first and second years, AND passed courses carrying at least 2.5 units in the previous semester.
- Fourth-year students must have accumulated seventeen (17) units in the first three years, AND passed courses carrying at least 2.5 units in the previous semester.
- Students may accumulate the required units for participation during the school year and eligibility will be reinstated at the beginning of the next semester.

### **EQUIPMENT/UNIFORMS**

School equipment issued to an athlete for participation is his or her responsibility and must be returned promptly upon request. Reimbursement from the athlete will be expected for loss or destruction of equipment beyond ordinary wear and tear. All equipment must be accounted for before the student will be able to graduate, have possession of their final report card, or register for the following semester. Some teams, squads, or groups have rental charges and normal wear and tear is expected of said rental items.

### **FEES, FINES, OR EQUIPMENT**

Students who participate in extracurricular activities will be required to pay for items as determined by the coach/sponsor/director. Fundraising may be an avenue to help off-set the cost of purchases. Students and parents will be made aware of the financial obligations to participate in extracurricular activities by the coach/sponsor of the activity. While BHS cannot incur debt for items specifically ordered for individuals, students unable to pay fees associated with participation should speak with administration regarding financial hardships. Student accounts should remain debt free by understanding the obligation and working with the coach/sponsor/director in order to have fees paid to date. No student may begin another activity until all fees, fines or equipment have been paid, collected or returned.

### **14 DAY RULE**

A student receiving an incomplete on his/her report card has 14 calendar days after the close of the semester to make up any work missed. During this time the student is not eligible to participate in extracurricular activities for the semester (GHSA rules).

### **GENDER EQUITY IN SPORTS**

- I. Notice-State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act OCGA 20-2-315).
- II. Site Coordinator-Whitt Brown, Principal, Bremen High School, 504 Georgia Avenue, Bremen, Georgia 30110, 770-537-2592
- III. Pre-Filing Procedures-Prior to the filing of a written complaint, the student or parent is encouraged to visit with the Gender Equity Coordinator to make a reasonable effort to resolve the problem or complaint.
- IV. Filing Procedures-Contact the Gender Equity in Sports Coordinator for the grievance procedure, forms, and timelines.

## **GHSA SUSPENSIONS**

Suspensions from participation may occur from the Georgia High School Association for an ejection from a previous competition or Bremen City Schools for:

1. Continued willful disobedience
2. Open defiance of authority
3. The use of profane or obscene language
4. Misconduct when another means of correction has failed to be effective
5. Fighting
6. Tobacco

## **HEAT, HUMIDITY AND CONCUSSIONS**

Bremen High School Athletic Department has procedures in place to address severe heat and humidity along with how BHS will respond to in situations involving concussions. The safety of our athletes is a team effort between the administration, coaches, and athletes. Please see the Athletic Director, Athletic Trainer, or the head coach of your sport to gain additional information pertaining to the “Heat and Humidity” and “Concussions” procedures.

Concussions at all levels of sports have received a great deal of attention and a state law has been passed to address this issue. Every school district that participates in interscholastic athletics is required to adopt a policy that meets the requirements of House Bill 284 known as the “Return to Play Act of 2013.” The prevention and recognition of a sports-related concussion and head injuries are important components of the Bremen City School District’s program. Any student-athlete who exhibits the signs or symptoms of a sports-related concussion or other head injury during practice or competition shall be immediately removed from play and may not return to play that day. Any possible symptoms of a concussion can be reported by the student-athlete to: coaches, licensed athletic trainer, school or team physician, school nurse, and/or parent. The individual should then be evaluated by a licensed physician or another licensed individual under the supervision of a licensed physician who has received training in concussion evaluation and management.

The student-athlete’s physician or licensed health care provider must provide the school district with a written medical release/clearance for the student-athlete indicating when the student-athlete is able to return to the activity. The medical release/clearance must indicate the student-athlete is asymptomatic at rest and may return to the interscholastic athletic activity because the injury was not a concussion or other head injury or may begin a five day graduated return to competition and practice protocol.

## **INJURIES**

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

## **INSURANCE**

Every participant must sign a waiver or take out the school insurance policy offered prior to any tryout, practice, or competition. The school coverage is a minimum supplement and will not cover all charges. The following link is for a secondary school insurance policy the system will offer: <http://commercialtravelers.com/>.

## **QUITTING OR DISMISSALS FROM A TEAM/GROUP/ORGANIZATION**

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

## **TAUNTING**

Taunting an opponent is a violation of Georgia High School Association rules and could lead to an unsportsmanlike penalty or ejection from the contest, which in turn would end in a suspension from the activity for a period of time determined by the GHSA. The athletic department also reserves the right to act on a situation that involves taunting but is not addressed by the GHSA.

## **TRANSPORTATION**

During the transportation of students to and from competition, practice, or team trips, the student will be held accountable for his/her behavior. All rules and regulations of the regular school day apply to the transportation of participants. All students must travel to and from events with transportation provided by the school unless parent/guardians and coach/sponsors have given written permission for a student to travel differently. Verbal permission will not be accepted. Parents or guardians and only parents or guardians may sign out a student to ride home with them. All students must adhere to safety regulations during transportation to and from activities. Examples are to stay seated on buses, be quiet at railroad crossings, and follow all instructions of drivers. Students riding school provided transportation including buses should not have or use mirrors, lasers, radios/boom boxes without headphones etc. while on the school provided transportation.

## **TRY-OUT REQUIREMENTS**

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

- Be academically eligible as mandated by GHSA
- Have an up to date physical on file with the Athletic Director
- Not be in violation of the Quitting or Dismissal rule
- Have a parent/guardian consent form on file
- Sign a waiver or purchase insurance
- Sign Parent/Guardian/Student form indicating the student has read the Student Code of Conduct and Student Activities Handbook
- Sign the Drug Screening Consent Form and paid \$25 drug testing fee
- Be free from outstanding fines, fees, or items needing to be returned
- No student who is failing 2 or more classes at the time/first day of called tryouts or practice may tryout (Failing is the current semester average)

# BREMEN CITY SCHOOLS

## 2022-2023 School Calendar

<b>July 14, 2022</b>	<b>Online Registration</b>
<b>July 26 - August 2, 2022</b>	<b>Pre-Planning</b>
<b>August 3, 2022</b>	<b>First Day of School</b>
<b>September 5, 2022</b>	<b>Labor Day Holiday</b>
<b>September 28, 2022</b>	<b>End 1st Nine Weeks</b>
<b>October 3 - 7, 2022</b>	<b>Fall Break</b>
<b>October 11, 2022</b>	<b>Parent Conferences (Digital Learning for Students)</b>
<b>November 21 - 25, 2022</b>	<b>Thanksgiving Break</b>
<b>December 16, 2022</b>	<b>End 1st Semester</b>
<b>December 19, 2022 - January 4, 2023</b>	<b>Christmas Break</b>
<b>January 3 - 4, 2023</b>	<b>Staff Work Days</b>
<b>January 5, 2023</b>	<b>Students Return to Begin 2nd Semester</b>
<b>January 16, 2023</b>	<b>King Holiday</b>
<b>February 15, 2023</b>	<b>Parent Conferences (Digital Learning for Students)</b>
<b>February 20 - 24, 2023</b>	<b>Winter Break</b>
<b>March 16, 2023</b>	<b>End 3rd Nine Weeks</b>
<b>April 3 - 7, 2023</b>	<b>Spring Break</b>
<b>May 26, 2023</b>	<b>End 4th Nine Weeks / End 2nd Semester / Graduation</b>
<b>May 30 - June 2, 2023</b>	<b>Post-Planning</b>