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.

- 1st offense bullying: 3 days OSS
- 2nd offense bullying: 5 days OSS
- 3rd 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 or courtyard.
- Cafeteria food/drink cannot be taken into classrooms or eaten in other areas.
- Students are expected to clean up after themselves.
- Quiet voice levels are to be used in the cafeteria and courtyard.
- Students will comply with all requests of all cafeteria personnel.

There may be times the courtyard is off limits. On these days, all students will eat in the cafeteria

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.

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 lead 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 cost for attendance.

Dress Code:

Some dances such as PROM are more formal. Dance sponsors will notify students if there are specific expectations. In general, girls will wear semi-formal attire or formal gowns or pantsuits. Strapless and spaghetti straps will be permitted. Boys will wear a tuxedo or suit.

Reminders:

• Dresses are to be no more than 5 inches above the knee (front and back). This also applies to slits in dresses.

• Dress may not be extremely low-cut in the front or back. The front of the dress must not fall below the bra line; the back of the dress must not fall below the waist.

• Dresses may not be extremely tight/form-fitting. Be aware of the material that gathers and rises when you walk.

The following will not be permitted:

• Dresses with revealing cut-outs

• Running Shorts

• Torn clothing

Appropriate dance styles are required. Anyone dancing inappropriately will be warned first and dismissed from the dance on the second offense. Formal dances require formal wear and will be monitored by the administration.

Anyone suspected of being under the influence of either drugs or alcohol at school or school functions will be subject to having the law enforcement contacted for further evaluation.

Anyone found in possession of alcohol, drugs, or weapons will be taken to the police department and parents will be contacted from there. (Possession means - found on you, in a personal bag, or found in your vehicle etc.)

Modern day music will be allowed and played as long as it does not contain vulgar language, profanity, and/or remarks relating to drugs or sexual acts.

Each trip out of the dance location will require an additional admission charge unless approved by the administrator in charge.

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.

DEPARTURE FROM SCHOOL

At 3:00 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

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 student 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 DISTRUPTIONS

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) 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 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

1st Fight in high school career: 3 days OSS and legal charge

2nd Fight in high school career: 5 days OSS and legal charge

3rd 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

Students may be disciplined for conduct off campus which could result in the student being criminally charged with a felony, which makes the student's continued presence at school a potential disruption or which disrupts the educational process.

PARKING

A parking lot is available for student parking. The BHS student council will sell a numbered permit. 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.

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.

**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.

- 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.

1st offense – Parent Contact

2nd offense- 1 day ISS

3rd offense- loss of parking privileges to be determined by administration

PORNOGRAPHY

1 to 3 Days OSS

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

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).

- 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.