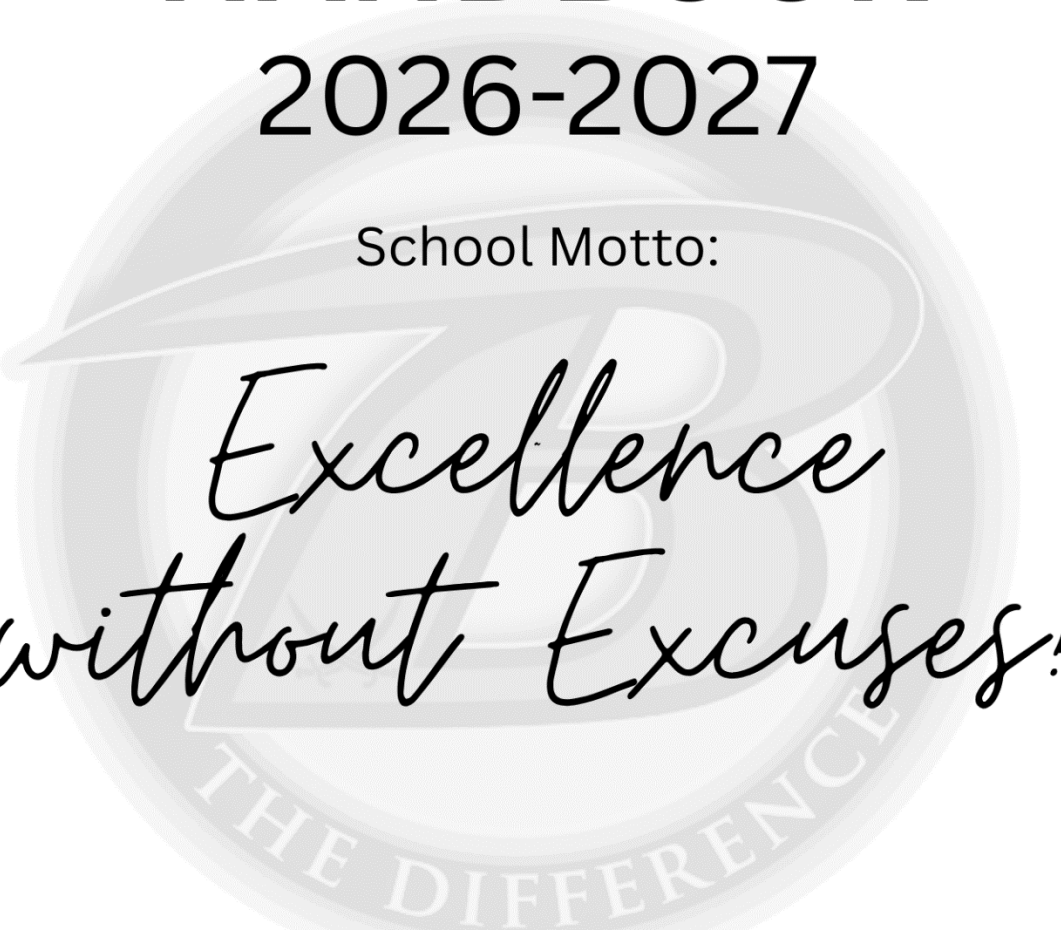


PARENT & STUDENT HANDBOOK

2026-2027

School Motto:

*Excellence
without Excuses!*



MELISSA KEGLEY, ED. D.
Principal

SHANNON DANFORTH
Assistant Principal

800 Tifton Rd. ~ Nashville, GA 31639 ~ 229-686-2021 ~ 229-686-6546 (Fax)



A Message to Our Parents:

Dear Parents/Guardians:

Welcome to a new school year at Berrien Middle School! Our faculty and staff are proud to partner with you in the education of your students. As the most influential people in your student's education, we value your participation in your child's education, and believe that an effective partnership is essential to serving your child's educational needs. We strongly encourage you to participate in Parent-Teacher Conferences, Title I Meetings, and other school activities so that your student(s) sees how much you value education as an important part of life success.

You will find important information in the Parent/Student Handbook regarding our school's policies and procedures established for the safety of our students and the smooth operations of our school. You can track your student's grades by signing up for a parent portal, track their behavior on the Rebel B page, and view daily assignments/upcoming tests in the agenda portion. Please familiarize yourself with these sections, and know that it will also be available on the school website for future reference at <https://bms.berrienschools.org>. **Students are required to replace lost agendas, or if the "B page" is missing, for progressive discipline purposes at a cost of \$5/handbook.**

While each new school year brings new challenges, our hope is that the partnership you develop with your student's teachers and the school will result in a positive feeling about education, and will be a pleasurable experience for everyone. Be sure to like our Facebook page for school announcements and to celebrate our student successes. **Too, be sure your contact information stays up-to-date throughout the year so that you don't miss important calls/texts!**

Finally, the handbook that follows is presented as a matter of information only and should not be construed as an all-inclusive agreement. The administration of the school reserves the right to change anything in the student handbook during the school year, without prior notice. Because school and board policies may be amended during the school year, students and parents should be aware of possible amendments and attachments to the student handbook. The school reserves the right to punish behavior which is subversive to good order and discipline in the school, even if the behavior is not specified in the Code of Conduct. Law enforcement may be alerted to incidents, even if not expressly covered in the school's progressive discipline plan.

Sincerely,

Dr. Melissa Kegley, Principal
Shannon Danforth, Assistant Principal



Berrien Middle School Handbook 2026-2027

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BERRIEN BOARD OF EDUCATION POLICIES

It is very important that you and your child review and understand certain Berrien County Board of Education policies. For your convenience, we have listed the policies below. You may view these policies at www.berrienschools.org - Please read these policies and review them with your child.

1. IDFA – Interscholastic Athletics—Equity in Sports
2. IHE – Promotion and Retention
3. JCDA – Student Behavior Code
4. JCDAE – Weapons in Schools
5. JCDAE – Bullying Policy
6. JCDB – Student Dress Code
7. JGCD – Medication Policy
8. JGI – Child Abuse or Neglect Policy
9. JGJA – Suicide Policy
10. JR – Student Records
11. JB/JBR - Student Attendance



CODE OF CONDUCT

The Berrien Middle School Student Code of Conduct has been developed in accordance with the Berrien County Board of Education discipline policy JCDA to provide students with an effective and safe learning environment, and to prevent our school from being labeled as an “unsafe school” by the Georgia State Board of Education Rule - Unsafe School Option. Disciplinary action for violations of the Code of Conduct are included herein. In all cases, the rights of individuals will be ensured and protected. BMS will make every reasonable effort to administer the discipline code consistently as set forth in the progressive discipline plan. However, due to variances in circumstances surrounding discipline incidents, disciplinary measures shall be administered at the discretion of the principal. This Code of Conduct applies to both on and off-campus school-related activities before, during, and after school hours. Violations of the Code of Conduct will include appropriate hearings and reviews. In all cases, the rights will be insured and protected by the Berrien County School System. **Students receiving discipline referrals will not participate in the Rebel Day following the writing of the referral, since Rebel Days are to reward good behavior.**

Students SHOULD:

- Participate fully in the learning process.
- Avoid behavior that impairs his/her own or others' educational achievement.
- Show respect for the knowledge and authority of teachers, administrators, and other school employees.
- Recognize and respect the rights of all students and adults.

A student shall **NOT** fail to comply with the school rules or with reasonable directions or commands of teachers, student teachers, substitute teachers, paraprofessionals, principals, school bus drivers, or other authorized school personnel.

DISCIPLINE PLAN – A PROGRESSIVE PLAN–

At BMS, the “Rebel B” page is utilized as the first step in our progressive discipline page. **This page MUST be maintained in the agenda.** Loss or damage to this page will necessitate the purchase of a new agenda. In the absence of a “Rebel B” page, teachers have no option but to submit a formal discipline referral to the front office for further action. **Photocopied “Rebel B” pages are not permitted.** If students do not have their “Rebel B” page (agenda) when asked for by faculty/staff to take a B, a discipline referral will have to be written.

Rebel B's behavior sheet for the year is included in the Agenda. This plan is implemented to encourage and reward students for good classroom behavior. Five Rebel B's are given for each four week activity period. When students break classroom rules or have discipline issues, a Rebel B is taken (marked out) and the offense is documented. At the end of the four week period, students will be rewarded Rebel Day for having five or less Rebel B's taken. Students with more than five Rebel B's taken will have detention (see Detention Hall). Rebel B's start over at the beginning of each four week activity period.

Students who do not lose ANY “Bs,” or receive an office referral, including for electronic device violations, throughout the year, are recognized during our Annual Honors Day Program!!! 🏆

For each Rebel Day Period, once a student loses **FIVE Bs**, the student will miss Rebel Day and go to detention. Once a student loses **7 Bs** for the semester, parent contact will be made. If a student loses **10 Bs** per semester, parent contact will be made a second time. After the **15th B** is taken, the student will be considered to be persistently in violation of the BMS Code of Conduct. A parent conference will be scheduled to work out the student's behavior contract. **Students placed on behavior contracts will not be permitted to attend BMS school functions such as sporting events or field trips; if deemed necessary. Behavior contracts are used to correct behavior prior to being placed in the Alternative School Program.**

Major infractions of the Student Code of Conduct requiring the formal submission of a discipline referral include:

Abusive Language, Obscene Words, Gestures, or Materials

(including written or spoken words): Language, writings, drawings, and gestures that are considered to be abusive, offensive, obscene, sexually suggestive or derogatory, or profane will not be tolerated.

Detention or ISS may be considered a minimal punishment if the administrator believes that such discipline is appropriate for a minor offense. Depending on the severity of the incident, at any time the student may be referred to a disciplinary tribunal. Law enforcement may be contacted and possible charges filed.



Activating a Fire Alarm Under False Pretense: Law enforcement will be notified and charges may be filed.

- First offense: A minimum of 3 to 10 days of OSS and charges may be filed
- Second offense: A minimum of 5 to 10 days of OSS and charges may be filed.

Alcohol and Drugs: A student shall not possess, sell, use, transfer, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, or intoxicant of any kind. This includes prescription medications or over-the-counter medications that are given to others or are otherwise used illegally. Students suspected of substance abuse may be required to submit to sobriety testing or other testing as related to the illegal use of alcohol and/or drugs.

Alcohol- Parents and law enforcement will be notified and charges filed.

- First offense: 10 days OSS; may be referred to a discipline tribunal.
- Second offense: 10 days OSS; referral to a discipline tribunal.

Drugs - Parents and law enforcement will be notified and charges filed.

- First offense: 10 days OSS; referral to discipline tribunal

Assault/Battery on a School Employee: No student shall cause, or attempt to cause, physical injury or behave in such a way as could reasonably cause injury to a school employee or student, or make physical contact of an insulting or provocative nature.

- Depending on the nature of the event, a minimum of 5 days OSS to 10 days OSS. The student may be referred to a discipline tribunal. Law enforcement may be contacted.

Bomb Threat: Any student making a bomb threat will receive up to 10 days OSS, be referred to a discipline tribunal, parents and law enforcement will be notified, and charges filed.

Bullying: Bullying is any willful attempt or threat to inflict injury on another person or any intentional display of force giving the victim reason to fear or expect immediate bodily harm. This is also to include any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate. With any offense law enforcement may be notified and charges may be filed in compliance with the GA Bullying Law. The term “bullying” means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related 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, or cyberbullying.

- First offense: 5 days ISS
- Second offense: 5 days OSS
- Third offense: Out of School Suspension pending a discipline tribunal for placement at the alternative school.

Bus Misconduct: Failure to comply with rules 1-20 of BOE bus policy. **The full bus policy, JCDAD-R(0) can be viewed on the district website.** In addition to the referral being mailed home to the guardian, consequences for bus discipline offenses are:

- First offense: Warning
- Second offense: Suspension from bus 5-30 days
- Third offense: Suspension from bus for 10-90 days
- Fourth Offense: Suspension from bus for 15-120 days
- Fifth Offense: Suspension from bus for 30 days up to the remainder of the student’s academic career in Berrien County Schools

Students violating Rule 21 of the BOE bus policy, with the exception of vaping/possession of firearm/dangerous weapon, will receive the following consequences:

- First offense: Suspension from bus for 10-180 days
- Second offense: Suspension from bus 60 days to remainder of the student’s academic career in Berrien County schools.

Notwithstanding the forgoing, any student who violates Rule 21 by possessing a firearm or dangerous weapon at the bus stop or on the bus may, at the administrator’s discretion, be suspended from riding the bus permanently for a first or subsequent offense.

Cheating: A student shall not cheat on any test, project, homework, report, or other assignment which the student is expected to do on his/her own. Any student who helped another student by giving them answers or in any other way assisted in another student cheating is considered guilty of cheating as well. Plagiarism is also considered cheating, including the use of artificial intelligence programs such as ChatGPT.

- First offense: A grade of zero will be given, teacher will contact parents, and a referral will be made for an administrative conference.
- Second offense: A grade of zero will be given, parents will be contacted, an office referral will be given with administration to determine appropriate punishment.

Class or School Disruption: No student shall behave in a manner that interferes with the educational activities of the school.

- Depending on the nature of the offense and/or frequency of the offense, punishment may vary from receiving detention to OSS, parents may be contacted, and in severe cases, charges may be filed and a referral made to the discipline tribunal.

Computer Trespassing/Inappropriate Use of Technology:

Using the internet without permission, going to a forbidden internet site, or inappropriate use of allowed sites such as school email.

- Minimum of one day ISS and internet privileges may be revoked.

Damage or Destruction of Private or Public Property: Intentional damage or destruction of private property or public property at school, at a school activity, or on school sponsored transportation.

- Penalty will be determined based on the severity of the offense and restitution may be required. Parents will be notified and if necessary, law enforcement will be contacted and charges may be filed.

Dishonesty: Lying to school officials, altering documents or presenting false information in the form of notes or phone calls.

- First offense: 1 day ISS
- Second offense: 3 days ISS
- Third offense: 5 days ISS

Display of Affection: Inappropriate displays of affection are in poor taste and students shall refrain from kissing, embracing, holding hands, and other similar gestures on school property or during any school function.

- Depending on the nature of the offense and/or frequency of the offense, punishment may vary from receiving detention to OSS; parents may be contacted.

Disrespect/Disregard for Directions/Insubordination: A student must comply with the directives of all school personnel, including substitutes, teacher aides, bus drivers, custodians, lunchroom workers or other authorized personnel without responding in a rude manner. Due to the severity of the incident, a referral may be made to the discipline tribunal.

- First offense: 1-3 days ISS
- Second offense: 1-5 days ISS
- Third offense: ISS or OSS- admin will determine which and the number of days

Electronic Devices, to include Cell Phones: Pursuant to HB 340, cell phones and other electronic devices are prohibited during school hours. This includes, but is not limited to cell phones, electronic music devices, **Bluetooth earbuds**, personal computers/laptops, cameras, and video games. **Students have access to a school phone in the event they need to call a parent. The school is not responsible for lost, stolen, or damaged cell phones.**

All electronic devices must be POWERED OFF at all times throughout the school day (7:30-4:00). The school day includes the time a student steps on campus until the time they leave. Any electronic device that is visibly turned on will be confiscated. **The device should be powered down, and stored in the homeroom teacher's designated area.** Smartwatches, and similar devices, should be powered down as well. (The school is not responsible for lost, stolen, broken, or misplaced devices.)

- First offense: Warning given; parents contacted to pick up the phone, 30 day/\$30 contract signed by parents and the student
- Second offense: Device confiscated; parents contacted and 30 day/\$30 contract implementation
- Third offense: Device confiscated; parents contacted, 30 day/\$30 contract implementation, and assigned 3 days ISS
- Fourth offense: Device confiscated; assigned 3 days OSS
- Fifth offense: Device confiscated; assigned 5 days OSS and possible referral to tribunal

Students who refuse to relinquish their electronic device will receive the appropriate disciplinary actions listed above plus an immediate 1 day Out of School Suspension (OSS) on the first offense, 3 days OSS on the second offense, and 5 days OSS on the third offense, with possible referral to tribunal.

Fighting, Physical Abuse, or Assault: Involves physical contact by one student of hitting, the exchange of mutual physical contact of hitting, or any other type of physical aggression, with or without injury. If a student has an opportunity to avoid conflict but participates, then he/she is considered fighting.

- First offense: 3 days OSS unless the student has to be physically separated, in such a case the student will receive 5 days OSS. Law enforcement may be contacted.
- Second offense: Minimum of 5 days OSS and the students will be referred to law enforcement.
- Third offense: Out of School Suspension pending a discipline tribunal and the student will be placed under arrest.

~Any multiple participant fight (two or more students fighting against one student or another group of students) would result in the gang-style participants receiving Out of School Suspension pending a discipline tribunal and placed under arrest.

~Any student videoing a fight will be considered a participant and will receive one day OSS. Videoing devices may be confiscated and turned over to law enforcement.

~Any student responsible for instigating a fight will receive 3 days ISS.

***Because fights vary in intensity, the administration has the right to use discretion in handling fighting offenses.**

Food & Drinks: Only clear water bottles, containing water only, may be brought from home; however, glass bottles are NOT permitted. Water flavoring packets are not permitted. Students can purchase a drink at the school vending machine near the gym. Teachers desiring to use beverages or food items for instruction or rewards will receive administrative approval prior to doing so.

- **Energy drinks are NOT permitted at any time!**
- Students will be asked to dispose of any drink that is not located in their lunchbox and drank at lunch.
- Note: Teachers may implement rules for their own classrooms concerning food and drinks.

Gang Activity: Gang activity is not tolerated on campus or school sponsored transportation, or at school sponsored activities. This includes symbols, actions, graffiti and the like.

- First offense: 1- 3 days ISS
- Second offense: 3-5 days ISS
- Third offense: Out of School Suspension pending a discipline tribunal

Harassment of Students/Teachers: Disturbing consistently, by pestering or tormenting in the classroom, on the school bus, or elsewhere on the school site, including but not limited to posting inappropriate pictures/comments on social media; activity that has not reached the level of bullying.

- First offense: Minimum of 3 days ISS
- Second offense: Minimum of 5 days ISS
- Third offense: Will be considered 1st bullying offense (see Bullying)

Horseplay/Biting: Involves physical contact to include, but not to be exclusive to, one student hitting, kicking, pushing, choking, or biting another student, with or without injury. Depending on the severity of the incident, if both students are involved, it may be considered fighting.

- First offense: 1-3 days ISS depending on whether or not the student was injured and the severity of the injury.
- Second offense: 3-5 days ISS to 1 day OSS, depending on the severity of injury, if any.
- Third offense: 3-5 days OSS
- Fourth offense: 10 days OSS pending a tribunal hearing.

Inappropriate Items at School: Any item that is not pertinent to instruction and may cause a disruption of the learning environment should not be brought to school.

- Items confiscated; must be picked up by a parent. Depending on the nature of the item, further disciplinary action may be taken at the administrator's discretion.

Inappropriate Use of Technology: Using the Internet without permission or going to a forbidden Internet site.

- Minimum of one day ISS to OSS and Internet/Technology Device privileges may be revoked.



Persistent Violation of the School Code of Conduct: The willful and continuous disregard for the Code of Conduct.

- Once a student has been assigned ISS and/or OSS for a combined total of 7 days, a Behavior Contract with behavior parameters will be issued. **Administrators will determine if this infraction has occurred.**
- Once a student has been assigned ISS and/or OSS for a combined total of 14 days, students will receive OSS, pending a discipline tribunal for placement at the alternative school.

Possession and/or Use of Fireworks or Any Explosives:

- First offense: A minimum of 1 to 10 days OSS.
- Second offense: A minimum of 3 to 10 days OSS and a referral to discipline tribunal with recommendation for placement in the alternative school.

Depending on the severity of the incident, the student at any time may be referred to the Disciplinary Tribunal for placement in the alternative school or expulsion from school. Law enforcement may be contacted.

Possession of Weapons or Other Dangerous Objects: A building principal should be notified immediately if a student is suspected of violating the weapons policy (JCDAE) found in the Berrien County Board Policy Manual. In such cases, the administrator will determine whether the student has indeed violated the weapons policy. If the administrator determines the weapons policy has been violated, he/she will take the following actions:

1. Confiscate the weapon
2. Suspend the student pending discipline tribunal and notify his or her parents or guardian
3. Notify law enforcement and possibly file charges.

Sexual Harassment: Sexual harassment has no place at school and is illegal (Federal Register, Vol. 62, No. 49). If a student believes he/she has been sexually harassed, he/she should report such behavior to a school administrator. The school administrator or designee will begin a prompt investigation into the complaint. If evidence of sexual harassment is discovered, school administrators will refer the violation to the Title IX coordinator at the BOE. Upon completing a thorough investigation, the Title IX coordinator will take appropriate action. Students making false charges and students retaliating for being reported will be disciplined as warranted.

- Suspension from school, notification of parents and law enforcement. Disciplinary action could include long term suspension, alternative school placement, or expulsion.

Sexual Misconduct: No person at school or a school function shall be guilty of molesting another student, indecent exposure, rape, or any other overt sexual act on school property, during school functions, or under school staff supervision.

Suspension from school, notification of parents and/or law enforcement. Depending on the severity of the act, disciplinary action could include long term suspension, placement in the alternative school, or expulsion.

Skipping Class: Out of class without permission or valid excuse.

- First offense: 1 day ISS
- Second offense: 3 days ISS
- Third offense: 5 days ISS

Skipping School or Leaving Campus without Permission:

- First offense: 3 days ISS, parents contacted and possible notification of law enforcement.
- Second offense: 4 days ISS, parents contacted, and notification of law enforcement.
- Third offense: 5 days ISS, parents contacted, and notification of law enforcement.

Sniffing/Snorting/Huffing ANY Harmful Substance: A student shall not sniff/snort/huff any harmful substance or substances not intended to be inhaled. Substances may include, but are not limited to: hand sanitizer, spray paint, aerosols, crushed candies, or any other substance(s) that are powdery or contain alcohol. This rule applies to the school grounds, school sponsored field trips, on buses, or at other events held on or off campus. Parents will be contacted and law enforcement may be notified with charges filed, as deemed necessary. Items will be confiscated.

- First Offense: 3 days ISS; parents will be notified.
- Second Offense: 5 days ISS; parents and law enforcement will be notified.
- Third Offense: Minimum of 1-day OSS; parent and law enforcement will be notified.

~ In the event a student is responsible for another student sniffing/snorting/huffing harmful substances, the student will be disciplined according to consequences for Assaulting Another Student.

Terroristic Threats Toward a School Employee or Another Student: Students making threatening gestures or comments

involving harm towards school employees or other student(s) will receive the following consequences:

- First Offense: 1-5 days OSS; law enforcement will be contacted, and a referral to a discipline tribunal may be made.

Students making threatening comments involving the threat of death towards the school in general, towards school employees, or other student(s) will receive the following consequences:

- First Offense: 10 days OSS pending a tribunal hearing and law enforcement will be notified

Theft and Extortion: A student shall not steal private or school property. A student may not threaten or force another person to hand over money or property. With any offense, charges may be filed against the perpetrator.

- First Offense: Parents will be notified. The student will receive ISS or OSS, and restitution may be required at the discretion of the administration. Law enforcement may be notified.
- Second Offense: Parents will be notified of the student being suspended from school 10 days pending a discipline tribunal. Law enforcement will be notified.

Tobacco/Vape Possession or Use:

A student shall not possess or use smoke free nicotine pouches (such as ZYN or VELO) or tobacco in any form or related paraphernalia (matches, lighter, papers, pipes, etc.), in any school buildings, on school campus, on school buses, or at a school activity, function, or event on/off campus. Parents will be contacted and law enforcement may be notified and charges may be filed. Items will be confiscated.

- First Offense: 2 days ISS. Parents will be notified.
- Second Offense: 3 ISS. Parents will be notified.
- Third Offense: 4 days ISS. Parents will be notified.

Electronic cigarettes, juuls, vapes, etc... are prohibited. Due to the various substances that can be used with these devices, the following consequences will apply. In addition, law enforcement may be notified and charges may be filed. Items will be confiscated and not be returned.

- First Offense: 3 days OSS. Parents will be notified.
- Second Offense: 5 days OSS. Parents will be notified.
- Third Offense: 10 days OSS and referral to a discipline tribunal.

This DOES NOT include vapes or any vaping devices containing THC. Anything containing THC falls under 'drugs' in the Code of Conduct with the 1st offense resulting in 10 days OSS and a referral to a discipline tribunal.

At times, discipline offenses not covered in a previously mentioned section occur. Discipline consequences for those offenses will be at the discretion of the administration.



DISCIPLINE GLOSSARY

Behavior Contract: An agreement between the student, parent, and school that addresses specific behaviors and the consequences that could lead to placement in the Alternative School Program.

Bus Misconduct/Suspension: Failure to comply with the rules of bus safety or the student behavior Code of Conduct. The student is suspended from the bus for a specified period of time by the local school administrator. The student is expected to attend school, but the parents are responsible for providing transportation to school.

CBD: It is strictly prohibited for students to possess any products containing Cannabidiol (CBD) within the school premises, including but not limited to school buses, classrooms, hallways, common areas, and school events. This procedure applies to all students enrolled in a Berrien County School and extends to school-sponsored activities off-campus. The possession of these CBD products is considered a violation and will result in disciplinary action, which can include but is not limited to OSS and parental notification, notification of law enforcement, and referral to disciplinary tribunal.

Detention: Morning, lunch, or after school time assigned to students for minor infractions of the code of conduct. Students who fail to comply with assigned detention will be assigned 1 day ISS.

Discipline Referral: A formal request from a teacher to an administrator or principal requesting disciplinary action for severe or repeated misconduct.

Disobedience/Insubordination: Failure of the student to comply with a reasonable request, direction, or instruction of any school personnel.

Disrespect: Responding in a rude and impertinent manner.

Disruption: Behaving in a manner that interferes with educational activities.

Discipline Tribunal: A three-member panel composed of certified personnel, which hears evidence presented by the school, the student, parents, or legal counsel when a student is referred by the local school system. The tribunal has the authority to make decisions ranging from returning the student to the local school to recommending expulsion to the tribunal panel.

Due Process: A student is afforded oral or written notice of the charges against him/her and is given an opportunity for a review, hearing or other procedural rights in accordance with state and federal laws.

Expulsion: The student is removed from all public school property and activities or events for an indefinite period of time. This action may be taken only by the Board of Education.

Harassment: Disturbing consistently, by pestering or tormenting in the classroom, on the school bus, or elsewhere on the school site.

In-School Suspension: The student is removed from regular classes for a specified period of time at the local school. Teachers send class work assignments to the student. A student is limited to 14 total days of ISS per semester.

Long-Term Suspension: The student is suspended out-of-school for more than ten (10) school days.

Non-Prescription Drug: Over-the-counter drugs not authorized by a registered physician and not prescribed for the student. Student use is prohibited except in accordance with local school policy.

Prescription Drugs: Students are not allowed to be in possession of prescription drugs. All medicines must be given to the nurse for administration and must be given per the prescription label.

Search, Seizure, and Interviewing (Students): School officials may, according to law and board policy, have access to student lockers, automobiles, and personal belongings when there is reason to suspect that the welfare of students and other personnel may be threatened. Discovery of dangerous or illegal materials shall be reported to the proper authorities. In the course of the search and seizure, students will be interviewed, as needed. Furthermore, all bags are subject to random screenings.

Search and Seizure (Non-students): In accordance with Georgia Law any vehicle entering school grounds is subject to a complete search by school officials without the need of search warrants. When the request is made to search a vehicle, that vehicle must remain on campus until the search is completed. Failure to comply with such a request will result in referral to law enforcement officials.

Short-Term Out of School Suspension: The student is suspended out of school up to ten (10) school days by the local school administrator. The student may be suspended for an accumulation of offenses, as well as a major offense. Days suspended will be unexcused absences, and any grades taken will be recorded as zeros.

Soliciting: Students are not allowed to bring items from home to sale.

Terroristic Threat: When a person threatens any crime of violence O.C.G.A. §16-11-37(b). Charges may be filed.

Truancy: Being out of school or class without permission or a valid excuse.

Waiver of Tribunal: Parent and student may sign a waiver if they elect to not attend a tribunal hearing. In signing the waiver, they agree to accept the recommended punishment.

Weapon: “Weapon” means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, 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, such as nunchaku, 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 weapon of like kind, and any stun gun or taser as defined in subsection (a) of Code Section 16-11-106.

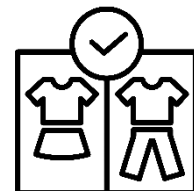
DRESS CODE

The purpose of this dress code is to assist administrators, teachers, students, and parents in fulfilling the mission of Berrien County Schools to provide all students quality educational opportunities that enable them to become successful, responsible, and contributing citizens. To accomplish this mission, the learning environment must be one that is safe, disciplined, and free of distractions. **Students**

are required to be neat and clean in both dress and person. The dress code regulations that follow are not designed to inhibit personal taste, but to encourage learning, good behavior, and safety.

Discretionary Statement: Administrative personnel have the authority to interpret the dress code and make a case-by-case determination for appropriateness of dress and appearance, which may or may not be covered in these dress code standards. Administration may make occasional, school-wide exceptions to these standards for such events as “hat days” or “spirit days.”

The following expectations apply to boys and girls! In general, apparel should be school appropriate and should not accentuate the body, expose excess skin, be worn at the waist, or be distracting in appearance as the school is a learning environment. Attire/accessories will not advertise contraband, sexual content, gang-related activity, or promote offensive/harmful behavior as those are inappropriate for school. For safety purposes, hats and other head-coverings will not be permitted inside the building, including hoodies covering the head. Students also may not wear masks which cover the face. Students may wear athletic, floral, & plastic headbands to hold back their hair, but “bandana prints,” or those considered to be “gang-style,” are not allowed. More specific guidelines are as follows:



1. Clothing must be suitable for all scheduled classroom activities including, PE, Science Labs, and other school activities. Requirements for classes will be outlined in course syllabi.
2. Body contouring dresses/clothing are not permitted.
3. Top apparel must have a 2-inch shoulder strap and cover private parts. Additionally, the entire torso in the front and back must be covered.
4. Bottom apparel must cover undergarments and private parts, and must not expose skin above the student's fingertips standing straight and tall (fingertip rule). Bottoms must not be see-through.
5. Leggings are permitted, provided the top/shirt covers below all private areas, front and back.
6. Pajama pants, bedroom shoes, and blankets are not permitted, including blankets that can be worn as jackets.

Dress Code Violation Consequences: Students who do not meet the dress code will be removed from class until they do meet the code. A student will be given the opportunity to comply with the dress code before being sent to ISS. Parents may be contacted to bring appropriate clothing to students. The student will remain in ISS for the duration of the school day or until they can comply with dress code.

Chronic/repeated dress code violations will be treated as insubordination and will result in more severe consequences.

BMS PROCEDURAL INFORMATION

ACCIDENTS

If a student is injured during the school day, at a school function, or on a bus, he/she should notify the person in charge. That person will complete a school accident report before leaving campus that day. The student's parent/guardian will be notified from the office if the injury warrants medical attention.

Parents/guardians should be sure the school office has up-to-date medical information on their children, especially an emergency contact name and number should the school not be able to contact the parent/guardian in the event of a medical emergency.

The registration form completed on each student entering BMS requires a parent/guardian signature that authorizes school personnel to seek medical care for the minor child in the event no one can be contacted.

ADDRESS/TELEPHONE/TRANSPORTATION CHANGES

Please notify the school immediately if there is a change in your address, telephone number, or emergency contact information.

This information is very important in case your child becomes ill or injured.

Anytime a student changes method of transportation, the office and/or teacher should be notified in writing. If notification is not received, your child will follow his/her regular method of getting home. Students must ride their assigned bus. **Students who need to ride a bus that is different from their assigned bus should present a note from their parent to the front office during morning homeroom. This note must contain a parent contact number in order to verify the information.**

AGENDAS

Berrien Middle School's curriculum includes the use of an agenda, which contains the BMS Handbook, the "Rebel Bs" Behavior Sheet, and Academic Tracking pages. BMS furnishes the first agenda to all students. **If a student should lose or destroy the agenda, including the "Rebel B" Page, it will be his/her responsibility to purchase an additional one for the remainder of the year at a cost of \$5.00.**

Students will be required to have the agenda with them during each class for recording assignments, test dates, project due dates, and for tracking progressive behavior issues. **Photocopied Rebel B pages are NOT permitted.** Individual teachers may have additional requirements for the agendas, such as parent signatures on certain days or routine communication with parents. Parents can help with the successful implementation of this management tool by regularly checking and monitoring their student's agenda.

ALTERNATIVE SCHOOL

While enrolled at the Alternative School, students are not permitted to ride the bus to and from school. Parents are responsible for arranging transportation for their child. Additionally, students are not allowed to participate in or attend any school related function on or off Berrien County campuses while enrolled at the Alternative School. Students are not permitted to visit any campuses in the district in which they receive their educational services until they

have successfully completed their Alternative School assignment, and have been reinstated in good standing at their home campus. Students disregarding this stipulation may risk the possibility of further disciplinary action or law enforcement involvement.

ATTENDANCE

Reducing the number of absences is our goal for school this year. Please help us reduce the number of absences reported by making sure your student is at school every day.

Students who arrive at BMS between 7:30 and 7:50 report to the cafeteria for breakfast or homeroom. Duty teachers will be on duty beginning at 7:30 a.m. Parents are asked **NOT** to drop off their student(s) before that time.

Georgia law requires a 180-day school year or the equivalent in hours. Each student should attend each day, for regular attendance and promptness are vital to student success. Frequent absenteeism and tardiness often result in poor achievement, even if a student makes a concerted effort to make up the work. Students will be allowed to make up all work missed due to an absence, unless the absence is due to a suspension or a verified truancy. **BMS has a make-up policy that allows students to make up work within THREE school days.** Students should be familiar with their teachers' make-up policies and arrange a convenient time with the teacher to make up missed work. **It is the responsibility of the student to plan arrangements with his or her teachers to make up missing assignments.** Attendance is taken by **BLOCK** at BMS. To be counted present for the block, students must attend at least half the block.

To accrue credit for one school year, a student must be in attendance for at least 166 days. In effect, **a student may not be absent (excused or unexcused) from ANY class for more than 14 days per year.** Please refer to the Berrien County Schools Attendance Policy JB-R and JB.

A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and the parent/guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent/guardian prior to deployment or during such person's leave.

Absences will only be "Excused" if it is covered by one of the following areas as defined by Georgia Law:

- Student illness whose attendance at school would endanger their health or the health of others, and/or students who were absent due to a medical/dental appointments
- A serious illness or death in the immediate family of a student;
- A mandate by order of governmental agencies
- Quarantine because of exposure to contagious disease

Please refer to the Berrien County Schools' website for more information on the district attendance policy. At BMS, we recognize how much effort a student exerts in being at school daily.



ARRIVAL & DISMISSAL FROM SCHOOL

Upon arrival at school, students have the option of eating breakfast before reporting to duty room on their respective grade-level hallway. Students are not allowed to loiter in the hallways or other areas of the building. Duty room teachers will dismiss students to their homeroom at the appropriate time.

Upon dismissal, students are to go to the appropriate pick-up area. Walkers must exit the building at the gym hallway at the back of the building. Only bus riders should exit the building at the bus ramp when their bus load is called over the intercom.

BOOKBAGS

All students are asked to bring a clear or mesh backpack to carry their belongings from class to class. Rolling bags permitted as approved by admin due to health-related issues.

CAFETERIA SERVICES

Breakfast (7:30-8:00) and lunch are served daily.

While in the cafeteria, obey the following rules:

1. Wait quietly in line.
2. Get everything needed from the food line before being seated.
3. Noise in the lunchroom must be kept minimal.
4. Once seated, you are to remain seated, unless you have permission from duty personnel.
5. Clean your table area before leaving.
6. Food from outside vendors/restaurants is discouraged.
7. Do not take food from the cafeteria.
8. No Skipping in line. Consequences including, but not limited to detention or ISS.

For safety or crowd control purposes, students may be asked to sit at recess if overall behavior becomes an issue.

Healthy snacks are for sale after lunch. Snacks are to be eaten after leaving the cafeteria and wrappers are to be placed in campus trash cans.

CAR RIDERS

The **ONLY** approved drop-off and pick-up area for car riders is the front drive of our campus. **Students should not be dropped off prior to 7:30 am** and should be picked up no later than 3:50 pm, unless the student is involved in a school sanctioned activity. **ALL transportation changes must be made in WRITING and include a valid phone number for parent confirmation.** For student safety, call-in transportation changes are not ideal. However, in extenuating circumstances, we will allow a parent to make a transportation change over the phone after we validate parent identification.

School begins at 8:05 am. **Students that are brought to school later than this time are considered tardy and are to be escorted into the building by a parent to sign-in.** Car riders will be released at 3:20 and should report directly to the front campus for dismissal. They are expected to be paying attention for their ride. **If a student is not out front when it is time for him/her to load, then the parent will be asked to park until the student can be located.**

CELL PHONE USE IS NOT PERMITTED DURING DISMISSAL/PICKUPS.

CHECK-OUT PROCEDURES

Parents must complete the proper paperwork indicating the name(s) of persons who are authorized to checkout their child. **The parent, or authorized person, must come into the front office, present identification, and sign the check out sheet. For safety and security reasons, students may not be checked out by anyone other than the parent/guardian listed on the registration sheet.** When an authorized person arrives to check out a student, the student will be called to the office. *Please keep in mind that excessive early checkouts can severely hinder the learning process and may result in a referral to the school social worker.*

Students will not be allowed to check out after 2:45 pm.

CLEAR BAG POLICY: SCHOOL & ATHLETIC EVENTS

To enhance the safety of our fans, students, and staff, Berrien Middle and Berrien High School have implemented a Clear Bag Procedure for all school athletic events, performing arts events, and other large group school events as designated by school administration. The clear bag procedure approves only bags at a maximum of 12 inches x 6 inches x 12 inches or a one-gallon clear plastic storage bag, along with a small clutch or purse for privacy (no larger than 4.5 inches x 6.5 inches). Exceptions to the Clear Bag Procedure will be made for credentialed media and those with necessary medical items after proper inspection at designated areas.

All items, including clear bags and clutch purses, are subject to search upon entry to the events. No items can be left or stored at the gate.

We appreciate everyone's ongoing support to provide a safe environment on all Berrien Schools campuses and in our athletic facilities. Let's Be Clear!

COUNSELING SERVICES

The school guidance and counseling program is based on needs identified by students, teachers, and parents. Needs are addressed through individual counseling, small group meetings, and classroom guidance sessions. Students may request confidential, individual conferences with the counselor by completing a conference request form found in advisor classrooms or by completing a request in the counselor's google classroom. Parents may contact the counselor by calling the school to discuss any concerns they have for the student's personal/social adjustment or academic progress.

COURSES AS HIGH SCHOOL CREDIT

Students enrolled in high school courses while in middle school will be required to participate in the associated Georgia End of Course (EOC) assessment and End of Grade (EOG) assessment when applicable. The EOC assessment will count as 20% of the student's final course grade in accordance with state assessment guidelines. Upon successful completion of the course, students will earn one unit of high school credit, which will be recorded on the student's official high school transcript as a 9th grade credit. Grades earned in these courses will be included in the student's cumulative high school grade point average (GPA) and will also be considered in the calculation of honor graduate recognition and other academic honors once the student enters high school.

In accordance with Berrien County School System Board Policy IHA, eligible high school courses taken in middle school that are designated as honors courses will receive an additional three (3) quality points in the calculation of the local weighted GPA. However, these additional quality points are not included in the calculation of the HOPE Scholarship GPA.

DETENTION HALLS

Rebel Day Detention is held one Friday per three-week activity period. This is for students who do not meet the Rebel Day reward requirements. (see Rebel B's Behavior page)

Teacher Assigned Lunch Detention is assigned by teachers and held as needed for minor student misbehavior and the completion of missing assignments. Students will take their lunch to the teacher's classroom who issued the detention and will not go out to recess.

Administrator Assigned Lunch Detention is assigned by administration for disciplinary consequences. Students will report to the ISS room for their lunch and remain there until their lunch/recess concludes.

Detention rules for ALL detention halls are as follows:

1. No talking, socializing, or using electronic devices.
2. Report to detention in a timely manner.
3. Bring agenda, paper, and sharpened pencils, if necessary.
4. Complete all assigned work, if applicable.
5. Clean desk area when leaving.

EQUIPMENT, SUPPLIES, AND RECORDS

Berrien Middle School supplies students with the necessary resources needed for them to be academically successful. School personnel will maintain records of resources and equipment distributed to students including: band instruments, athletic uniforms, library books, consumable workbooks, and electronic devices, when deemed necessary. **Parents and students shall be held responsible for items that have been issued for their use. School resources will be inspected yearly by school personnel.**

FIELD TRIPS

Field trips may be scheduled during the year to supplement the instructional program. School rules of conduct and dress code apply on field trips, and exemplary behavior is expected of all students while representing the school. *Disciplinary action may be taken due to inappropriate behavior(s) on field trips.* Permission slips must be signed by parents and returned to the teacher/chaperone prior to the trip in order for a student to attend the trip. If field trips are taken within Berrien County, a separate consent form will not be sent home. The consent form for these in-county field trips is located in the beginning of the year paperwork. **Administration reserves the right to deny student participation due to persistent violations of the BMS Code of Conduct and/or grades.**

FOOD AND DRINK

All outside food/drinks must be in a student's lunch box. Takeout food must be placed in a student's personal lunchbox and may not be delivered by the restaurant, or anyone else, during the school day. Lunch box food should only be eaten during the student's designated lunch. Students may bring clear water bottles containing water. No

energy drinks are allowed in any form as they pose health concerns when consumed. Flavored water packets are not allowed.

Consuming snacks during class will be subject to each teacher's discretion. Snacking that causes disruptions (i.e. lack of focus/attention, and excessive sharing) will not be allowed.

GIFTED/TALENTED

Berrien County Schools provide gifted services to students who have been identified eligible under the GA gifted eligibility criteria. These services are provided in grades K-12. Under the Berrien County Gifted/Talented Program, students work under the guidance of a certified gifted teacher. For more information concerning these services, or the referral process, please contact the front office.

GRADING POLICY AND REPORTS

Grades are recorded numerically. The following grading scale is used for all classes:

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

***Weekly progress** may be checked through the Parent Portal on PowerSchool. *See the school registrar to register.*

***Mid-term progress reports** are sent home with the students at the midpoint of each nine weeks grading period.

***Report cards** are sent home one week after each nine weeks ends.

Students who owe money for lunch, textbooks, or library books must make arrangements to clear balances before the last day of school. Students must be present at school on the last day to receive their report cards that day. Students absent from school the last day may pick their report cards up the following week. Poor grades may indicate the need for a conference. Parents may call the school office to schedule conferences.

Zeros will be assigned to missing assignments. Students must make arrangements with teachers to make up their missing work. Additionally, teachers will make the final decision as to whether or not an assignment may be made-up due to poor work-ethic. **Students will not be allowed to make up unreasonably late assignments just before a grading period ends. Students assigned OSS will not be allowed to make up their work.**

HALL PASSES AND TRAFFIC

Students in the hall during class time **must have a pass** and observe the following rules:

1. Keep to the right and pass quickly and quietly.
2. No loitering in the hallways.
3. To avoid accidents, be mindful of those around you.

HOMEWORK

Homework is an integral part of school and learning. A reasonable amount of homework at the middle school level is to be expected. Teachers coordinate their assignments so that lengthy assignments are staggered. The school issues each student an agenda in which they are required to write all assignments. If a student rarely is seen doing homework or has a difficult time completing

homework, parents are encouraged to contact the school for a conference. **Students not completing multiple homework assignments will be monitored and will be directed to the ASP for tutoring.**

HONOR ROLL/STUDENTS OF EXCELLENCE

To make the honor roll, a student must maintain an overall GPA of 90 or above with no conduct grade below NI. The GPA will be for all subjects, including PE/Connections, with no individual nine weeks grade below 80. Students of Excellence must meet the same criteria; however, they may not have any individual nine weeks grade below 90.

HONORS DAY

Near the end of the school term, BMS holds an Honors Day Program for each individual grade level. Students may be eligible for awards in the following categories:

- **Honor Roll:** To receive this award, a student must earn Honor Roll or Student of Excellence for each of the first three nine-week grading periods (Q1, Q2, and Q3).
- **Excellent Behavior:** To qualify for this award, a student must not have lost any "Bs" at any point during the school year and must not have any office referrals, including those related to cell phone violations.
- **Departmental Award:** One top-performing student will be selected from each academic content area and each connections course. These students will be chosen based on their outstanding performance in the respective subject areas.
- **Perfect Attendance:** This award is given to students who have not been absent from any academic block for the entire school year, as attendance is recorded for each class period.

HOSPITAL/HOMEBOUND

Hospital/homebound services are available through the school for students with extended, non-communicable illnesses. If a child faces an extended medical absence, parents should contact the school counselor to obtain the proper paperwork.

IMMUNIZATION INFORMATION

Chapter 290-5-4, Rules of the Department of Human Resources, Division of Public Health requires certain inoculations for children. It is required for initial entrance into school that a child has at least three doses of Diphtheria, Pertussis, Tetanus, and Poliomyelitis, the last dose of each administered on or after the child's fourth birthday, and at least one dose of Measles-Mumps-Rubella (MMR) vaccine administered on or after the child's first birthday.

For entrance into the sixth grade in Georgia schools, each child must have at least one additional dose of MMR vaccine, for a total of two MMR vaccines administered on or after the child's first birthday and at least 30 days apart. All students entering 6th grade must also show proof of immunization against chicken pox, also known as Varicella. Two doses of the Varicella vaccine are required for all students entering the 6th grade. For students entering the 7th grade OR new entrants into a Georgia school grades 8th through 12th, each child must have received one dose of Tdap (tetanus, diphtheria, pertussis) vaccine and one dose of meningococcal conjugate (meningitis) vaccine. A waiver of up to 30 days (90 days if enrolling from outside the state of Georgia) may

be granted by the responsible school official, if in his/her opinion a deferment of the certification requirement is justifiable. Parents/guardians may submit proof of immunization on the routine school certificate of immunization (Form 3231).

IN-SCHOOL AND OUT-OF-SCHOOL SUSPENSIONS

Students may be assigned to the In-School Suspension (ISS) program for up to 14 days per semester.

Students report to ISS at the end of homeroom and CAMP time and spend the entire day in ISS completing classwork they are missing for that day. As with a regular school day, there will be physical education in ISS. The school work is supervised by the ISS teacher and must be completed before the student is released from ISS.

Students in ISS will not participate in school activities/functions during the time they are assigned to ISS, including sports and After School Programs.

ISS rules and regulations are explained to the student by the ISS teacher on the first day. The breaking of any ISS rules results in Out of School Suspension. Severe and/or chronic misbehavior may result in out-of-school (OSS) suspension of up to 10 days per offense.

Out-of-school suspensions are for serious and/or repeated offenses and can be from one to ten school days, at the administrator's discretion. These are unexcused absences and work may not be made up.

LOST/ FOUND/DAMAGED PROPERTY

Student property found in and around the school should be turned in at the front office so that the rightful owners may claim their property by properly identifying it. Property not claimed will be discarded at the end of each nine weeks. Students are encouraged to take care of their belongings by not carelessly leaving them around the campus. **Valuable articles should not be brought to school. The school does not accept responsibility for lost, stolen, or damaged property.**

MEDIA CENTER

BMS has a fully-equipped media center with various print and non-print media. The media center is staffed by a certified media specialist and an assistant. Hours of operation are 7:45 a.m. until 3:45 p.m. Students may use the media center with passes from teachers during the school day, with their class, or immediately before or after school. Students are expected to exhibit quiet courtesy to other students when using the media center and to return materials to the appropriate area when finished. Books and other materials should be returned when due. Students with overdue or lost books may be denied loan privileges until overdue or lost fees are cleared.

MEDICATION/SICK STUDENTS

Only the school nurse is authorized to dispense medication at school. **All medication, both prescription and nonprescription, must be given to the nurse upon the student's arrival at school.** Students who must take medication at school should take the medication in its original container to the school nurse along with a note from the parent/guardian authorizing use of the medication.

Due to funding issues, supplies of nonprescription medication, such as aspirin and cough syrup are limited. If your child uses

nonprescription medications on a regular basis, please send it with your child to the school nurse.

If a student becomes ill while at school, he/she will be sent to the nurse. **If the student is obviously ill, a parent/guardian or the emergency contact person listed on the student's record will be contacted.** Students may be kept in the office for a short observational time and be allowed to return to class, or as condition dictates, may call their parent(s) to come check on them.

Do NOT send your student to school if they are, are have been in the last 24 hours, vomiting/diarrhea, coughing, or have had a fever.

MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

Students will have a moment of silence as required by state law prior to the first class of the day. State law also requires that each student in the public schools be afforded the opportunity to recite the Pledge of Allegiance each day.

The Pledge of Allegiance is a statement of loyalty and support for this nation of which we are all a part. It says that we believe in liberty, justice, and equality for everyone, regardless of race, color, or creed. These ideas are our nation's foundation.

All students at BMS are expected to participate in the Pledge of Allegiance unless there is a letter on file in the principal's office explaining the reason why participation is unacceptable. Students with legitimate reasons are asked to sit quietly while the rest of the students are involved with the ceremony.

PHILOSOPHY OF EDUCATION

The faculty and staff of Berrien Middle School believe that school should be a place where encouragement abounds and every student succeeds. We accept the responsibility of preparing every student in the sequential process of learning by providing a climate that enhances positive growth—socially, emotionally, physically, and academically. In addition, we believe school should be a place where team efforts of students and staff are encouraged, appreciated, and rewarded.

We believe school should be a place where teachers and parents work together to inspire each student to reach his or her potential. In conclusion, school should be a place where everyone is held accountable to common expectations yet encouraged to set personal goals and to pursue individual interests.

POSITIVE CONSEQUENCES

The school, and classroom teachers, have a plan that includes rewards and incentives for good behavior. Samples of positive consequences are listed below. Teachers will discuss these options and others with students and explain how they may be earned.

- Positive Notes/Calls Home
- Homework Pass
- Recognition Certificate
- Party
- Intramural Activity
- Free-time

PROMOTION REQUIREMENTS

The following criteria will be considered in the promotion or placement for students in grades 6-8:

- Passing score on the grade appropriate state-mandated assessment
- Passing yearly averages in Math and English Language Arts
- Passing yearly averages in three out of the four other subjects: Science, Social Studies, PE, and Connections
- Compliance with the BOE Attendance Policy

A copy of the entire policy is posted on BOE website for your review, or we will gladly send you a copy of the policy at your request. The promotion retention policy can be found on the district website under BOE Policy IHE.

SCHEDULES

Students attending BMS are assigned teachers who will teach the academic areas of Math, English/Language Arts, Science, and Social Studies. Middle school students are required to have five hours of academic instruction per day. With the flexibility allowed by the middle school concept, the teachers have the opportunity to group students throughout the year as necessary. All students also take connections classes. Connections classes change each semester and include FACS (Family and Consumer Science), Technology, Agriculture, Business, Art, and Physical Education/Health. Each student must have at least two years of Physical Education/Health before ending their 8th grade year. Some students may qualify for remedial math/reading connection classes. Band is also offered to 6th- 8th grade students. Students scheduled for this course will remain there for the entire year.

SCHOOL NUTRITION

As of the start of school, ALL students at BMS will receive free breakfast and lunch meals. Please note the following meal charge policy for the coming school year:

1. While all students will be able to receive free meals, any second meals require payment; second meals cannot be charged.

Parents/students are still responsible for balances previously incurred.

STUDENT COMPLAINTS AND GRIEVANCES

Berrien County Board of Education policy JCE governs our procedures for student complaints and grievances as follows:

The Board of Education realizes that there may be conditions in the school system that need improvement and that students should have a means to effectively express their concerns. Students' complaints and grievances shall be resolved through orderly processes and at the lowest possible level. However, the Board shall provide channels for eventual hearing, should circumstances dictate.

Complaints and grievances shall be approached in the following manner:

1. The opportunity shall be provided any student or his/her parents to discuss with his/her teacher a decision or situation which he/she considers unjust or unfair;
2. If the matter remains unresolved, the student or his/her parents, or the teacher, may bring the matter to the principal's attention for his/her consideration.

3. If the matter remains unresolved, it may be brought to the Superintendent or a designee for his/her consideration;

Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board of Education. The Board's decision, if it chooses to make one, shall be final.

STUDENTS OF THE MONTH

At BMS, we place great value on promoting positive behavior, moral character, and citizenship. Each month, a student from each homeroom is recognized as Student of the Month for the positive contributions they have made to the overall school program. These students are treated to a "special" treat once per month. From those students, each grade level chooses a "B the Difference" Student for the grade level. These students are recognized with a field trip off campus at the end of the semester.

TARDINESS

The school day officially begins at 8:05. **If a student arrives after 8:05, he/she must be checked in at the office by a parent or guardian to receive a tardy slip to be admitted to class.** Local stakeholders indicate tardiness is a bad habit that their employees have developed. Please help us teach our students the importance of being on time by reducing the number of tardies our school has to report each year!

TELEPHONE

The school's student telephone is for emergency situations, or other extenuating circumstances, as determined by office personnel. Excessive phone use by a student could result in him/her not being allowed the privilege of using the phone.

A parent/guardian needing to get a message to his/her child may leave the message with office personnel who will relay the message to the student prior to the afternoon dismissal. **Students will not be called from class to receive phone calls. Please do not call with messages after 2:45 pm,** as we may not be able to deliver them before afternoon dismissal. Emergency messages will be relayed immediately.

TESTING

The state of Georgia has a comprehensive testing program for schools. These different test batteries assist the schools, district, and state in evaluating the instructional programs, as well as students' needs.

In the spring, all students at BMS take a Georgia Milestone Assessment System, which assesses the Georgia Standards of Excellence. Eighth grade students are required to achieve grade level on the Georgia Milestone assessment System (GMAS) in Reading and Math in order to be promoted to the ninth grade.

VIDEO/PHOTOGRAPHY NOTIFICATION

At various times during the school year, your student may be photographed or videotaped participating in activities at BMS, such as yearbook candids, clubs and sports activities, and award presentations. These pictures/videos may be published in the local newspaper, placed on the school website/social media pages, and/or broadcast over closed-circuit television.

As a parent, you may request that your child not be videotaped or photographed in situations where he/she will be individually

identifiable. **If you do not give permission, please sign the Photo/Video Exclusion, located in the beginning of the year paperwork, at the end of the handbook and return it to BMS.** It is expected that "excluded" students will also accept responsibility to avoid obvious photo situations.

VISITORS

Visits from parents/guardians are welcomed and encouraged. If the purpose of the visit is to see teachers, you are asked to call in advance for an appointment. **For safety and security purposes, ALL visitors must report to the office when arriving on campus and should not visit any campus area without checking through the office. ALL visitors must sign in and obtain a pass that must be worn while in the building or on campus.** Visitors are also asked to adhere to the BMS Dress Code.

ATHLETICS

Athletic activities are offered throughout the year. These include football, basketball, softball, baseball, golf, cross country, tennis, wrestling, soccer, and cheerleading. All athletes are expected to demonstrate behavior that reflects pride and excellence in the athletic program at BMS. Attitude and actions reflect on the student as an individual and as a representative of the school.

According to Berrien County Board of Education policy, for a student in grades 6-8 to be involved in competitive interscholastic activities (any school sponsored program involving competition between individuals or groups representing two or more schools and cheerleading), he/she must pass five subjects in the semester immediately preceding participation. These subjects shall carry credit toward grade promotion. Students not meeting this requirement will be ineligible for one semester until they pass five subjects in the semester prior to participation.

All students who participate in competitive interscholastic athletics and cheerleading must have an annual physical examination prior to participation in any tryout or practice, whichever comes first. The physical examination form shall indicate approval for participation and must be signed by a doctor of medicine or a doctor of osteopathy. It shall also include the date that the exam was performed (month, day, year) and the student's name.

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. 20-2-315). Students are hereby notified that the Berrien County School System does not discriminate on the basis of gender in its athletic programs. Inquiries or complaints concerning sports equity in this school system may be submitted to the Sports Equity

Coordinator for Berrien County Schools, Mr. Jarrett Luke, 500 E. Smith Ave, Nashville, Georgia, 31639, (229-686-7438).

CLUBS AND ORGANIZATIONS

There are many clubs and organizations at BMS which offer positive involvement. Each club, and its purpose, is listed below. **To attend meetings, you must pay your dues and have the membership page signed and stamped by each adviser. You must carry your agenda to your club meeting.**

4-H: to assist youth in acquiring knowledge, developing life skills, and forming attitudes that will help them become self-directing, productive, and contributing citizens; Adviser: Patrick Willis (from the Extension Office).

Drama Club: to offer an opportunity for students to explore theater arts, build self-confidence, and collaborate on stage productions. It offers a creative outlet through acting, improvisation, and stagecraft, while fostering a supportive, inclusive community for students to express themselves and make friends across different grades.

Family, Career, and Community Leaders of America (FCCLA): to address important personal, work, and societal issues through family and consumer sciences education.

Future Business Leaders of America (FBLA): to gain career success. By taking advantage of the many programs FBLA offers, students acquire the skills that set them apart from the average student. Members participate in a variety of class activities and competitive events that help build their skills while contributing to the improvement of their chapter, their school, and their community through service related projects.

Fellowship of Christian Athletes (FCA): to serve local communities by equipping, empowering, and encouraging people to make a difference for Christ. This club meets before school.

Future Farmers of America (FFA): to make a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education.

Junior Beta Club: to promote the ideals of character, service and leadership and to reward meritorious achievement; membership is by invitation only. Any student assigned ISS/OSS, at any time in the current school year, is disqualified from being a Beta Club member.

Media Staff: to provide the student body with a daily, informative and professional morning broadcast; application process applies.

Student Council: The student council helps share students' ideas, interests, and concerns with teachers and school principals. They often also help raise funds for school-wide activities, including social events, community projects, helping people in need, and school reform.

Technology Student Association (TSA): to provide students with leadership and opportunities in technology, innovation, design, and engineering.

Wildlife Club (STEM Focused): The BMS Wildlife Club focuses on science topics while incorporating technology, engineering, and mathematics. This club aims to provide opportunities for students to explore STEM careers, activities, and challenges through hands-on learning, activities, and field trips.

NOTICE OF NON-DISCRIMINATION

The Berrien County School System does not discriminate on the basis of sex, race, creed, age, national origin, marital status, or handicap (Title VI of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972 and Rehabilitation Act of 1973) in educational programs or activities receiving federal assistance.

Employees, students, and the general public are hereby notified that the Berrien County Board of Education does not discriminate in any educational programs or activities or employment policies. In compliance with the Americans with Disabilities Act, anyone attending school activities and needing assistance due to a disability should notify the school in advance.

Ms. Nicole Richbourg is the Civil Rights Coordinator and the Title IX Coordinator (for staff) for the Berrien County School System.

Mr. Jamie Taylor is the Title IX Coordinator for students for the Berrien County School system.

Mr. Jamie Taylor is the Title I Coordinator for the Berrien County School System.

The Berrien County Special Education Director, Dr. Jamie Dawson, is the Section 504 Coordinator and the Americans with Disabilities (ADA) Coordinator for the Berrien County School System.

They may be reached at the Berrien County Board of Education, 810 South Dogwood Dr., Nashville, GA, Phone: 229-686-2081.

In addition to Nicole Richbourg, other inquiries may be directed to the Regional Office of Civil Rights, Atlanta, Georgia, 30323; or to the Director, Office of Civil Rights, Education Department, Washington, D.C., 30301.

NOTICE OF TITLE II

In compliance with the requirements of *Every Student Succeeds Act*, the Berrien County School District informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

1. Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
3. The college major and any graduate certification or degree held by the teacher;
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

To request information concerning teacher qualifications, please contact Ms. Nicole Richbourg, Title II Coordinator, at 229-686-2081.

Rebel Days 2026-2027

Name: _____

1st Semester Rebel Days

Behavior Legend	
Horseplay-HP	Profanity-P
Rude-R	Excessive Talking-T
Disrespectful/Defiant-D	
Disruptive/Uncooperative-D/U	
Not Following Directions-NFD	
Inappropriate Behavior-IB	

1st Rebel Day Activity: August 28th

B B B B B

Parent Contact

Date: _____ **B**

Teacher: _____

Reason: _____

Mode of Contact: _____

Are parents aware the next infraction results in a referral?

☐ Yes ☐ No

Discipline Referral

Date: _____

Teacher: _____

Reason: _____

2nd Rebel Day Activity: September 25th

B B B B B

Parent Contact

Date: _____ **B**

Teacher: _____

Reason: _____

Mode of Contact: _____

Are parents aware the next infraction results in a referral?

☐ Yes ☐ No

Discipline Referral

Date: _____

Teacher: _____

Reason: _____

3rd Rebel Day Activity: October 23th

B B B B B

Parent Contact

Date: _____ **B**

Teacher: _____

Reason: _____

Mode of Contact: _____

Are parents aware the next infraction results in a referral?

☐ Yes ☐ No

Discipline Referral

Date: _____

Teacher: _____

Reason: _____

4th Rebel Day Activity: November 20th

B B B B B

Parent Contact

Date: _____ **B**

Teacher: _____

Reason: _____

Mode of Contact: _____

Are parents aware the next infraction results in a referral?

☐ Yes ☐ No

Discipline Referral

Date: _____

Teacher: _____

Reason: _____

5th Rebel Day Activity: December 16th

B B B B B

Parent Contact

Date: _____ **B**

Teacher: _____

Reason: _____

Mode of Contact: _____

Are parents aware the next infraction results in a referral?

☐ Yes ☐ No

Discipline Referral

Date: _____

Teacher: _____

Reason: _____

For each Rebel Day Period, once a student loses FIVE B's, the student will miss Rebel Day and go to detention. Upon losing the 6th B, parent contact will be made and recorded. The next discipline infraction will result in a discipline referral. Once a student loses 7 B's for the semester, parent contact will be made. If a student loses 10 B's in a semester, parent contact will be made a 2nd time. After the 15th B is taken, the student will be considered to be persistently in violation of the BMS Code of Conduct. A parent conference will be scheduled to work out the student's behavior contracts. Students placed on behavior contracts will not be permitted to attend BMS school functions such as sporting events or field trips, if deemed necessary. Behavior contracts are used to correct behavior prior to being placed at the Alternative School. Students who checkout to avoid Rebel Day Detention will be referred to the office for disciplinary action.

B's Lost for the Semester

	Date	Teacher Who Contacted Parent
7 B's Lost for Semester	_____	_____
10 B's Lost for Semester	_____	_____ & Contact Admin
15 B's Lost for Semester	_____	_____ Contact Admin
Behavior Contract issued on	_____	

Rebel Days 2026-2027

Name: _____

2nd Semester Rebel Days

6th Rebel Day Activity: January 29th

B B B B B

Parent Contact	
Date: _____	B
Teacher: _____	
Reason: _____	
Mode of Contact: _____	
Are parents aware the next infraction results in a referral?	
☐ Yes ☐ No	

Discipline Referral	
Date: _____	
Teacher: _____	
Reason: _____	

7th Rebel Day Activity: February 26th

B B B B B

Parent Contact	
Date: _____	B
Teacher: _____	
Reason: _____	
Mode of Contact: _____	
Are parents aware the next infraction results in a referral?	
☐ Yes ☐ No	

Discipline Referral	
Date: _____	
Teacher: _____	
Reason: _____	

8th Rebel Day Activity: March 26th

B B B B B

Parent Contact	
Date: _____	B
Teacher: _____	
Reason: _____	
Mode of Contact: _____	
Are parents aware the next infraction results in a referral?	
☐ Yes ☐ No	

Discipline Referral	
Date: _____	
Teacher: _____	
Reason: _____	

9th Rebel Day Activity: April 30th

B B B B B

Parent Contact	
Date: _____	B
Teacher: _____	
Reason: _____	
Mode of Contact: _____	
Are parents aware the next infraction results in a referral?	
☐ Yes ☐ No	

Discipline Referral	
Date: _____	
Teacher: _____	
Reason: _____	

10th Rebel Day Activity: May 19th

B B B B B

Parent Contact	
Date: _____	B
Teacher: _____	
Reason: _____	
Mode of Contact: _____	
Are parents aware the next infraction results in a referral?	
☐ Yes ☐ No	

Discipline Referral	
Date: _____	
Teacher: _____	
Reason: _____	

For each Rebel Day Period, once a student **loses FIVE B's**, the student will miss Rebel Day and go to detention. Upon losing the 6th B, parent contact will be made and recorded. The next discipline infraction will result in a discipline referral. Once a student **loses 7 B's for the semester**, parent contact will be made. If a student **loses 10 B's in a semester**, parent contact will be made a 2nd time. After the **15th B is taken**, the student will be considered to be persistently in violation of the BMS Code of Conduct. A parent conference will be scheduled to work out the student's behavior contracts. **Students placed on behavior contracts will not be permitted to attend BMS school functions such as sporting events or field trips, if deemed necessary.** Behavior contracts are used to correct behavior prior to being placed at the Alternative School. **Students who checkout to avoid Rebel Day Detention will be referred to the office for disciplinary action.**

Behavior Legend

Horseplay-HP	Profanity-P
Rude-R	Excessive Talking-T
Disrespectful/Defiant-D	
Disruptive/Uncooperative-D/U	
Not Following Directions-NFD	
Inappropriate Behavior-IB	

B's Lost for the Semester

	Date	Teacher Who Contacted Parent
7 B's Lost for Semester	_____	_____
10 B's Lost for Semester	_____	_____ & Contact Admin
15 B's Lost for Semester	_____	_____ Contact Admin
Behavior Contract issued on	_____	

BMS Club Membership Passes

"A" Clubs	"B" Clubs	"C" Clubs
<p>Paid Member of <i>TSA</i></p> <p>_____ Advisor Signature</p> 	<p>Paid Member of <i>FCCLA</i></p> <p>_____ Advisor Signature</p> 	<p>Paid Member of <i>FBLA</i></p> <p>_____ Advisor Signature</p> 
<p>Paid Member of <i>BETA Club</i></p> <p>_____ Advisor Signature</p> 	<p>Paid Member of <i>FFA</i></p> <p>_____ Advisor Signature</p> 	<p>Paid Member of <i>4-H (6th)</i></p> <p>_____ Advisor Signature</p> 
<p>Paid Member of <i>Drama Club</i></p> <p>_____ Advisor Signature</p> 	<p>Paid Member of <i>4-H (7th/8th)</i></p> <p>_____ Advisor Signature</p> 	<p>Paid Member of <i>Wildlife Club</i></p> <p>_____ Advisor Signature</p> 
<p><i>Student Council</i> Member</p> <p>_____ Advisor Signature</p> 	<p><i>Media Staff</i> Member</p> <p>_____ Advisor Signature</p> 	<p><i>Yearbook</i> Member</p> <p>_____ Advisor Signature</p> 



Approved School Calendar

July 6-10	District Office Closed
July 29-Aug 4	Pre-Planning
August 5	First Day of School
September 7	Labor Day
October 12-13	Fall Break
October 14	Digital Learning Day
November 23-27	Thanksgiving Holiday
December 18	Early Release Day
December 21-Jan 1	Christmas Holiday
January 4-5	Student Holiday/In-Service
January 6	Students Return to School
January 18	MLK Holiday
February 15-16	Winter Break
March 29-April 2	Spring Break
May 21	Early Release/Last Day
May 21	Graduation
May 31	Memorial Day

Teacher Work Days	
Open House	
School Holiday	
First Day of Semester	
Half Day	
Digital Learning Day	

Providing opportunities today for excellence tomorrow!

ELA

Goal Setting

NAME: _____

GRADE: _____ TEACHER: _____

FALL GOAL: _____

FALL SCORE: _____

WINTER **GOAL:** _____

WINTER SCORE: _____

SPRING GOAL _____

SPRING SCORE: _____

GMAS SCORE: _____

FALL LEXILE SCORE: _____

WINTER LEXILE SCORE: _____

SPRING LEXILE SCORE: _____

GMAS LEXILE SCORE: _____

ACTION PLAN

- [illegible]

Fall Score	Winter Score	Spring Score	GMAAS Score

Directions: Based on your grade level, your teacher will tell you what range to put for your bar graph. Then, color your score for each test administration to see your progress.

Math Goal Setting

NAME: _____

GRADE: _____ TEACHER: _____

FALL GOAL: _____

FALL SCORE: _____

WINTER **GOAL:** _____

WINTER SCORE: _____

SPRING GOAL _____

SPRING SCORE: _____

GMAS SCORE: _____

ACTION PLAN

- [illegible]

Fall Score	Winter Score	Spring Score	GMAAS Score

Directions: Based on your grade level, your teacher will tell you what range to put for your bar graph. Then, color your score for each test administration to see your progress.

My Goals

1st Semester

Name _____

Grade _____

Describe one or two areas that have been difficult for you in your classes in the past that you would like to improve in.

How have you addressed or coped with these difficulties?

Have you ever talked about them with teachers or other adults? What advice have they given you, and have you found it helpful?

Write down one or two goals that you would like to set for yourself for this semester. Remember, goals need to be measurable!

Think about what you need to do to meet these goals. Write down the specific steps you will take to help yourself meet them.

What will success look like? How will you know if you have achieved your goals?

My Thoughts:

My Goals

2nd Semester

Name _____

Grade _____

Describe one or two areas that have been difficult for you in your classes in the past that you would like to improve in.

How have you addressed or coped with these difficulties?

Have you ever talked about them with teachers or other adults? What advice have they given you, and have you found it helpful?

Write down one or two goals that you would like to set for yourself for this semester. Remember, goals need to be measurable!

Think about what you need to do to meet these goals. Write down the specific steps you will take to help yourself meet them.

What will success look like? How will you know if you have achieved your goals?

My Thoughts:
