



**BREMEN ELEMENTARY-MIDDLE  
SCHOOL**

## **STUDENT HANDBOOK**

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***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_ LOCKER NO. \_\_\_\_\_ BUS NO. \_\_\_\_\_

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**EQUAL OPPORTUNITY**

Bremen Public Schools is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin, including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

For further information, clarification, or complaint (grievance) procedures, please contact the principal’s office or the superintendent of Bremen Public Schools.

# **BREMEN PUBLIC SCHOOLS**

## ***VISION - MISSION - CORE VALUES - GOALS***

### **MISSION**

The Bremen Public School community works collaboratively to provide a safe, nurturing environment where students are empowered academically and socially to succeed in life.

### **CORE VALUES**

**MUTUAL RESPECT  
CARING SCHOOL COMMUNITY  
GREAT EXPECTATIONS**

### **VISION**

Bremen Public Schools offers an exciting, enjoyable learning environment. This is evident from the positive relationships that exist on all levels. The staff models compassion, understanding and empathy through daily interaction with each other and their students. Through instruction and daily modeling, students learn how and why good social skills are important. Bremen students get along well with others, feel a deep sense of belonging and internalize the social skills that are modeled as their own.

School policy and procedures do not tolerate mediocrity in teaching and learning. At Bremen Public Schools, students experience a variety of opportunities, both academic and extracurricular, that match their interests and challenge their abilities. Various disciplines encourage and support career exploration. Students are expected to complete homework, be self motivated and work collaboratively with classmates. Technology is utilized by every student in every classroom, thus creating competency for a technical world. Students are encouraged to think creatively and critically in an effort to address today's problems and formulate the solutions of tomorrow.

Bremen Public Schools produces graduates who are competent with the necessary social skills to be successful citizens.

### **“A BREMEN GRADUATE...”**

Demonstrates intellectual curiosity  
Thinks critically  
Excels academically  
Draws on a variety of experiences  
Exhibits technological competence  
Is a capable communicator  
Acts with respect and honor  
Demonstrates integrity  
Knows oneself and is selfless


Abides by laws  
Becomes employable and  
self-supporting  
Contributes to the community  
Uses resources wisely  
Demonstrates a sense of humor and  
optimism; enjoys life  
Leads a goal oriented lifestyle  
Appreciates diversity

# The Pride of a Lion is in his Heart. The Heart of a Lion is in his Pride.



## Make a Meaningful Contribution



|  | What does this mean?  | What does this look like in the... Classroom? | What does this look like in the...Hallways?  | What does this look like on the...Bus?  | What does this look like in the... Lunchroom?   | What does this look like in the...Washroom?  |
|---|---|---|--|---|---|--|
| <p><b>Be Responsible</b></p>  | <p>I need to go above and beyond expectations in every environment.</p>   |   | <ul style="list-style-type: none"> <li>○ Carry and display a pass</li> <li>○ Stay to the Right</li> <li>○ Walk and keep moving</li> <li>○ If you see something on the floor, pick it up</li> </ul> | <ul style="list-style-type: none"> <li>○ Know and follow the bus rules</li> <li>○ Follow directions the first time</li> </ul>   | <ul style="list-style-type: none"> <li>○ Clean up after yourself</li> <li>○ Wait your turn</li> </ul>   | <ul style="list-style-type: none"> <li>○ Use facilities the way they were intended</li> <li>○ Clean up after yourself</li> </ul>   |
| <p><b>Be Respectful</b></p>   | <p>Respect is always showing consideration for the thoughts, feelings, property and personal space of others.</p> |   | <ul style="list-style-type: none"> <li>○ Interact in a positive manner</li> <li>○ Use appropriate volume and language</li> <li>○ Keep hands, feet, and objects to yourself.</li> </ul>             | <ul style="list-style-type: none"> <li>○ Do not distract the bus driver</li> <li>○ Keep your hands, feet, and objects to yourself</li> <li>○ Remain seated</li> <li>○ Use appropriate language and voice</li> </ul> | <ul style="list-style-type: none"> <li>○ Listen to all lunch staff</li> <li>○ Do not cut in line</li> <li>○ Display good manners</li> <li>○ No throwing</li> <li>○ Stay seated until dismissed</li> </ul> | <ul style="list-style-type: none"> <li>○ Keep hands, feet, and objects to yourself</li> <li>○ Stay within your own personal space</li> <li>○ No graffiti or vandalism</li> </ul> |
| <p><b>Be Accountable</b></p>  | <p>Recognizing actions have consequences and accepting them.</p>  |   | <ul style="list-style-type: none"> <li>○ Respond appropriately to peers and adults</li> <li>○ Acknowledge your actions impact others</li> </ul>  | <ul style="list-style-type: none"> <li>○ Be mindful of safety</li> <li>○ Respond appropriately to bus driver</li> </ul>   | <ul style="list-style-type: none"> <li>○ Be there and be ready</li> <li>○ Listen to and follow all directions</li> </ul>  | <ul style="list-style-type: none"> <li>○ Report concerns of misuse to appropriate staff</li> <li>○ Use the pass system appropriately</li> </ul>                                  |

# BREMEN ELEMENTARY-MIDDLE SCHOOL | 2011-2012 CALENDAR

**23** First Student Day

| AUGUST 2011 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             | 1  | 2  | 3  | 4  | 5  | 6  |
| 7           | 8  | 9  | 10 | 11 | 12 | 13 |
| 14          | 15 | 16 | 17 | 18 | 19 | 20 |
| 21          | 22 | 23 | 24 | 25 | 26 | 27 |
| 28          | 29 | 30 | 31 |    |    |    |

**20** Snow Make Up Day

| FEBRUARY 2012 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    |    | 1  | 2  | 3  | 4  |
| 5             | 6  | 7  | 8  | 9  | 10 | 11 |
| 12            | 13 | 14 | 15 | 16 | 17 | 18 |
| 19            | 20 | 21 | 22 | 23 | 24 | 25 |
| 26            | 27 | 28 | 29 |    |    |    |

**5** Labor Day – No School

| SEPTEMBER 2011 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | Th | F  | S  |
|                |    |    |    | 1  | 2  | 3  |
| 4              | 5  | 6  | 7  | 8  | 9  | 10 |
| 11             | 12 | 13 | 14 | 15 | 16 | 17 |
| 18             | 19 | 20 | 21 | 22 | 23 | 24 |
| 25             | 26 | 27 | 28 | 29 | 30 |    |

**5** HS Record Day  
**16** Snow Make Up Day  
**27** End of 3<sup>rd</sup> Nine Weeks  
**28** 4<sup>th</sup> Nine Weeks Begins

| MARCH 2012 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            |    |    |    | 1  | 2  | 3  |
| 4          | 5  | 6  | 7  | 8  | 9  | 10 |
| 11         | 12 | 13 | 14 | 15 | 16 | 17 |
| 18         | 19 | 20 | 21 | 22 | 23 | 24 |
| 25         | 26 | 27 | 28 | 29 | 30 | 31 |

**3-7** Book Fair  
**26** End of 1<sup>st</sup> Nine Weeks  
**27** PT Conf. – No School  
**28** Fall Break – No School  
**31** 2<sup>nd</sup> Nine Weeks Begins

| OCTOBER 2011 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    |    |    | 1  |
| 2            | 3  | 4  | 5  | 6  | 7  | 8  |
| 9            | 10 | 11 | 12 | 13 | 14 | 15 |
| 16           | 17 | 18 | 19 | 20 | 21 | 22 |
| 23           | 24 | 25 | 26 | 27 | 28 | 29 |
| 30           | 31 |    |    |    |    |    |

**2-6** Spring Break

| APRIL 2012 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
| 1          | 2  | 3  | 4  | 5  | 6  | 7  |
| 8          | 9  | 10 | 11 | 12 | 13 | 14 |
| 15         | 16 | 17 | 18 | 19 | 20 | 21 |
| 22         | 23 | 24 | 25 | 26 | 27 | 28 |
| 29         | 30 |    |    |    |    |    |

**18** HS Record Day  
**23-25** Thanksgiving Break

| NOVEMBER 2011 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    | 1  | 2  | 3  | 4  | 5  |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 | 29 | 30 |    |    |    |

**28** Memorial Day – No School

| MAY 2012 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          |    | 1  | 2  | 3  | 4  | 5  |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 | 29 | 30 | 31 |    |    |

**19-30** Winter Break

| DECEMBER 2011 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    |    |    | 1  | 2  | 3  |
| 4             | 5  | 6  | 7  | 8  | 9  | 10 |
| 11            | 12 | 13 | 14 | 15 | 16 | 17 |
| 18            | 19 | 20 | 21 | 22 | 23 | 24 |
| 25            | 26 | 27 | 28 | 29 | 30 | 31 |

**5** Last Student Day  
**6** K12 Record Day (Snow Make Up Day)  
**7** Snow Make Up Day  
**10** HS Graduation

| JUNE 2012 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    |    |    |    | 1  | 2  |
| 3         | 4  | 5  | 6  | 7  | 8  | 9  |
| 10        | 11 | 12 | 13 | 14 | 15 | 16 |
| 17        | 18 | 19 | 20 | 21 | 22 | 23 |
| 24        | 25 | 26 | 27 | 28 | 29 | 30 |

**2** No School  
**19** End of Semester  
**20** K8 Record Day – No School  
**23** 3<sup>rd</sup> Nine Weeks Begins

| JANUARY 2012 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
| 1            | 2  | 3  | 4  | 5  | 6  | 7  |
| 8            | 9  | 10 | 11 | 12 | 13 | 14 |
| 15           | 16 | 17 | 18 | 19 | 20 | 21 |
| 22           | 23 | 24 | 25 | 26 | 27 | 28 |
| 29           | 30 | 31 |    |    |    |    |

**4** Independence Day

| JULY 2012 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
| 1         | 2  | 3  | 4  | 5  | 6  | 7  |
| 8         | 9  | 10 | 11 | 12 | 13 | 14 |
| 15        | 16 | 17 | 18 | 19 | 20 | 21 |
| 22        | 23 | 24 | 25 | 26 | 27 | 28 |
| 29        | 30 | 31 |    |    |    |    |

## SECTION I - GENERAL INFORMATION

### **A. ACCIDENTS AND INJURIES**

A nurse is on duty at Bremen Public Schools during the school day. In the event of a serious accident involving a child, the parents will be notified. The nurse will use professional judgment to determine the severity of an injury. If the injury is not deemed severe, the nurse will treat the injury with basic first aid.

In the event of serious injury, the nurse will try to contact parents or guardians immediately. In the event that the parent can't be contacted, the emergency number on file in the nurse's office will be called and this person will be notified and asked for instructions. If a parent or emergency contact cannot be reached, the family physician will be contacted and/or the ambulance called. The school does not and cannot assume responsibility for the payments of these costs.

The school nurse completes an accident form when students are injured. A copy of this form is sent to the principal's office and is available upon request.

In the event a student or school employee contracts a communicable disease, the procedures as outlined in School Board Policy 440 will be implemented.

### **B. ATTENDANCE POLICY**

- **Law**

**Legal Policies and Guidelines given to schools under Indiana Law I.C. 20-8.1 are as follows:** Each principal within the school or school function under his jurisdiction and/or the administrative staff with his approval, with respect to all schools, may make written rules and establish written standards governing student conduct and take any action which is reasonably necessary to carry out or to prevent interference with carrying out an education function.

**Indiana Law I.C. 20-33-2-27 Compulsory Attendance; Parent's Responsibility:**

Sec. 27. (a) It is unlawful for a parent to fail to ensure that the parent's child attends school as required under this chapter.

(b) Before proceedings are instituted against a parent for a violation of this section, personal notice of the violation shall be served on the parent by the superintendent or the superintendent's designee:

- (1) having jurisdiction over the public school where the child has legal settlement; or
- (2) of the transferee corporation, if the child has been transferred.

(c) Personal notice must consist of and take place at the time of the occurrence of one of the following events:

- (1) The date of personal delivery of notice.
- (2) The date of receipt of the notice sent by certified mail.
- (3) The date of leaving notice at the last and usual place of the residence of the parent.

If the violation is not terminated not more than one (1) school day after this notice is given, or if another violation is committed during the notice period, no further notice is necessary. Each day of violation constitutes a separate offense.

**Indiana Law 20-33-2-44 Penalty**

Sec. 44 (a) This section does not apply to section 47 of the chapter.

(b) A person who knowingly violates this chapter commits a class B Misdemeanor.

- **Attendance Records - It is the parent's responsibility to properly communicate to the school when their child is absent. Any absent student will be marked as unexcused pending proper notification.**

The attendance officer will keep a record of daily attendance. The teacher will notify the office immediately if a student is not in class and not on the absence list. **Parents/guardians need to inform the office of a student's absence.** If the office is not notified by 8:30 a.m., the student may be considered truant and appropriate consequences may be administered. The attendance officer may call on homes of absent students whose parents did not notify the school. If extended illnesses or absences occur, the school reserves the right to require a statement from a physician or other appropriate professional. Any student whose rate of absence exceeds ten percent may be placed on an attendance contract by the administration.

In the event of any extended illness or communicable disease, the parent should notify the office directly. Students returning to school after an extended illness may be excused from recess and/or P.E. for two days with a note from the parent. Any additional excused days require a doctor's notification and/or personal contact from the parent.

Any student assigned a detention for tardies will not qualify for perfect attendance.

- **Absences**

Attendance in school is seen as an important part of a student's education. Bremen Public Schools Board of Trustees has developed Board Policy 706, which specifically addresses Student Attendance. Bremen Elementary-Middle School will abide by all provisions of this policy. Excusable reasons for absence from school include:

- Illness, quarantines, or temporary physical or mental disability
- Death of a member of the household or immediate family (the immediate family is interpreted to include the parents, brother, sister, grandparents, aunt, uncle, cousin, brother-in-law, and sister-in-law)
- Medical and dental appointments
- Approved religious holiday observances
- School sponsored/authorized activities - the student will not be counted absent
- Pre-arranged Family trips or vacations
- Serve as a page during a session of the Indiana General Assembly - the student will not be counted absent
- Any other absence authorized by State Law

Regardless of the reasons for non-attendance, a student must be present at least ninety percent (90%) of the time in order to be promoted or receive credit for courses. Various corrective measures will be imposed at any time an administrator deems necessary because of a student's pattern of non-attendance. The administration may develop specific guidelines to address non-attendance problems.

**It is the parent's responsibility to properly communicate to the school when their child is absent.**

Any student who is willfully absent from school without any advanced knowledge and permission from his/her parents, legal guardian, or school official may be classified as truant and treated accordingly in compliance with Board Policy 706.1:

- SECTION I. HABITUAL TRUANCY
  - A. Indiana law provides that any person, while of the ages of 13 and 14, who is determined to be a habitual truant as defined in this policy, cannot be issued an operator's license or learner's permit until the age of 18.
  - B. The term —Habitual Truant is hereby defined as a student who is absent from school without any knowledge and permission from his or her parents, legal guardian, or school official in any one of the following circumstances:
    1. Any combination of seven (7) unexcused absences or trancies in a semester, or

2. Any combination of nine (9) unexcused absences or trancies in any two semester period, or
3. Any combination of elect (11) unexcused absences or trancies in a period of three or more semesters.

**Full vs. Half Day's Absence** - Any student absent from the Elementary or Middle School for more than two hours, not counting the lunch period, will be counted absent a half day. Any student leaving school for scheduled medical appointments, etc., will not be counted absent if he/she is gone from school for less than two hours. Any student leaving school early or arriving late must sign in at the Elementary Office.

- **Homework for Absent Students** - Students are expected to make up missed school work. Assignments are posted on Harmony and can be accessed for make-up work. Parents may request homework for students who have an extended illness of **at least two or more days**. Assignments will be requested through the office. **Parents should contact the office by 8:30 A.M.** for homework with the absence notification. Parents, siblings, or friends may pick up the requested assignments at the office any time after 2:30 P.M. and before 4:00 P.M. Students will have at least two days, but no more than the equivalent number of days they were absent to make up work missed while being absent. Parents should contact teachers in cases where an extended illness makes completion of homework difficult and appropriate arrangements will be made.
- **Pre-arranged Family Trips** - Since the school calendar includes considerable vacation time during a school year, other absences for vacation are strongly discouraged. If parents or guardians have circumstances, which necessitate other days than those already on the school calendar, **ONE WEEK'S PRIOR WRITTEN CONTACT** is needed with the child's homeroom teacher and school administrator. A maximum of five (5) days per school year will be permitted with make-up and credit. Upon return, all work must be completed five (5) days after the work is received from the teacher. An excused absence will not be granted for all vacation days exceeding FIVE or for vacation days NOT PREARRANGED. Each case of unexcused absence may cause a reduction in a student's grade after review with administrators and teachers.
- **Tardiness** - Tardiness will be recorded by each teacher and parents will be notified of any continuing problems. In addition, at the Middle School level, each teacher will record tardies for each class period. Once a student has been tardy to a particular class for the third time per semester, the student may be assigned a detention by that teacher. Any student with additional tardies during a semester may be referred to the administration for additional consequences. Tardies will be recorded by the semester. At the beginning of the second semester, each student will begin completely anew.

Tardies to school will be recorded by the Attendance Officer. Each tardy after the third tardy may result in one or more of the following consequences at administration's discretion: Verbal warning, parent contact, detention, any other action deemed appropriate by administration.

- **Leaving School Grounds** - Once a student reports to school in the morning, he/she is not to leave the school without permission from the attendance officer and/or the principal's office. Students are discouraged from leaving during the school day, but when absolutely necessary (dentist appointment, doctor appointment, etc.) students should bring a note from their parent or guardian and present it to their homeroom teacher the first thing in the morning. Students should secure an "Excuse to Leave School Grounds" form from the teacher.

When it is time to leave, the student must sign out in the elementary office and present the "Excuse to Leave School Grounds" pass to the office. If the student returns during the same school day, he/she is to sign in at the office upon his/her return.

### **C. ARRIVAL AND DISMISSAL**

**Students should not arrive at school before 7:45 A.M.** unless prior arrangements have been made with a coach or teacher. The school day begins at 8:00 A.M. on Mondays, Tuesdays, Wednesdays, and Fridays and at 8:25 on Thursdays. No outside supervision is provided before school. On Thursdays students may arrive at 7:45 A.M. for breakfast services. Half-day Kindergarten children are not to arrive for the afternoon class before 12:00 P.M., as there is no outside supervision provided. The school day ends at 3:00 P.M. for grades K-2, 3:05 P.M. for grades 3-5, and 3:09 P.M. for grades 6-8.

All bus students will be unloaded in the east lot and will access the K-8 building through the east doors.

**Because of bus traffic, parents are to use the North Lot to drop off and/or pick up students and will utilize the main entrance with the student walkers.**

All doors at Bremen Elementary-Middle School will be locked by 8:15 A.M. From 8:15 A.M. until dismissal time all guests must use the front entrance.

**All students must be out of the building by 3:15 P.M. unless under the direct supervision of a teacher or administrator.** Students may not play on the playground equipment after school, as there is no supervision provided.

### **D. BICYCLES**

There are designated areas for students to park bicycles. The school is not responsible for bicycles stolen or damaged while at school and all bicycles should have locks on them to ensure against theft. If bicycles are ridden, they should be locked in bicycle racks. Bicycles should not be ridden on sidewalks. Students should be extremely cautious when riding to and from school.

### **E. CAFETERIA/FOOD SERVICES**

The Elementary-Middle School Cafeteria operates a closed lunch, where all students must stay at school for lunch. All school lunches provided by the cafeteria meets the standards specified by the Indiana Department of Education. Students may choose to purchase a well-balanced meal, or they may choose to bring their own lunch. Each student is issued a student identification number upon entering kindergarten. This number is used throughout a child's tenure at Bremen Elementary-Middle School for school lunches. Lunch and breakfast menus are subject to change without notification.

- **Balances** - The cashier will notify any student if his/her account has gone below \$5.00. Any student may request a verbal balance from any cashier. Parents can call between 7:30 A.M. and 12:30 P.M. for a current balance. Internet access will be available to parents to check balances and monitor activity for medical and financial reasons. Parents will be notified by phone when their child's account falls below a \$2.00 balance. Parents should notify the school with current phone numbers when changes occur. Failure to update phone number changes may result in your child receiving an alternate meal. Adequate balance is the responsibility of the student/parent.
- **Lunchroom etiquette** will not tolerate loud noise, horseplay, or throwing food. Students in violation of lunchroom rules will be dealt with. No food should be taken from the cafeteria.
- **Offer vs. Serve** – Offer vs. Serve is a program in which all five food items must be offered (made available) to all students. The student then has a choice of taking **all five food items or choosing to take at least three of the five food items offered.** The lunch will be priced as a unit whether the student takes three, four, or all five items. The five lunch food items are meat, vegetable, fruit, bread, and milk. A complete school breakfast consists of one serving of milk, one serving of vegetable/fruit or full-strength juice, and two servings of either bread/bread alternate, or meat/meat alternate, or one serving of bread/bread alternate and one of meat/meat alternate. The breakfast will be priced as a unit and students may take three or all four items offered for the same price.

- **Payments** - Payment for meals can be made any day of the week. Students are encouraged to prepay by the week, month, or year on the first school day of each week. This payment should be turned into their teacher. Students making payments after the first school day of the week should turn them in to the Lunch Account Secretary located between the cafeterias between 7:30 A.M. -12:30 P.M., or they can be turned in at the breakfast line in the cafeteria. No payments will be taken in the lunch lines. All payments must be turned into the Lunch Account Secretary prior to eating. Prices may change and would be advertised in the Parent Bulletin.
- **Pricing** – Although prices are subject to change without advanced notification, the current food service prices as set by the Bremen School Board of Trustees are:
  - Grades K-12 Lunch - \$2.00
  - Grades K-12 breakfast - \$1.10
  - Reduced Price Lunch - \$.40
  - All milk - \$.40/half pint
  - Adult Lunch - \$2.85
  - Adult Breakfast - \$1.30
- **Purchases** - Grades K-3 are not permitted to purchase ala-carte items or extra items. Grades 4-8 are allowed to purchase extra items, along with ala-carte items, providing they have money in their account. **No charging will be allowed.** If a parent doesn't want their child to purchase extra items and/or ala-carte items, please notify the Cafeteria Manager and a block can be put on the child's account. This block cannot be removed unless the parent requests it.
- **Students qualifying for free or reduced price lunches** should obtain an application from the principal's office and return it as soon as possible. Parents will be notified of the status of the application as quickly as possible. **Student lunches must be paid in full by parent/guardian until the Free/Reduced Lunch Application has been approved.**

#### **F. CARE OF SCHOOL PROPERTY**

Proper care of all school property including desks, woodwork, walls, etc. is the responsibility of all. If something is accidentally damaged, report it as quickly as possible. Intentional markings, cutting, carving, or other damage will result in serious and expensive problems and major consequences. It is the obligation of each student to report all acts of damage.

#### **G. CHANGE OF RECORD, ETC.**

Parents are requested to provide the office with the necessary documentation regarding updated legal names, guardianship, address, phone number, bus number, or emergency number. A child's legal name must be written on all legal documents.

#### **H. COMPLAINT PROCEDURE**

Constructive criticism of the schools is welcomed by the Board when it is motivated by a sincere desire to improve the quality of the educational program. Further, the Board recognizes its responsibility to protect the rights of citizens and employees who are concerned over policies, procedures, actions, and controversial issues or materials. These include the right to secure information from school officials, to inspect instructional materials, and to file formal protests with the full expectation that they will receive a courteous, fair and prompt reply.

The Board places trust in its employees and desires to support their actions so that they may be free from unnecessary, spiteful or negative criticism or complaint. The Board will not consider anonymous complaints or grievances, nor will the Board consider complaints which have not first been explored at the appropriate administrative level. Therefore, when a complaint is made directly to an individual Board member or to the Board as a whole, it will be referred to the administration for study.

The person filing the complaint will be advised to discuss the issue with the employee(s) involved. If the issue is not resolved following such discussion, then the person filing the complaint must complete an applicable form detailing

the specifics of the complaint and the action desired. The matter will then be referred to appropriate supervisory personnel for possible resolution. If a solution acceptable to the complainant and employee has not been achieved in a reasonable amount of time, then the matter will be referred to the Superintendent. Again, if a solution acceptable to all parties has not been achieved in a reasonable amount of time, the matter will be referred to the Board.

Generally, at this point, all parties involved will be given the opportunity to present additional facts, make further explanations, and clarify the issues. Hearsay and rumor shall be discounted as well as emotional feelings except those directly related to the facts of the situation. The Board shall conduct its review of the matter in as fair and just a manner as possible. The Board will determine the final resolution of the matter and will issue its decision in a timely fashion.

The provisions of this policy apply to complaints, concerns and suggestions regarding any employee of Bremen Public Schools in the performance of his/her duties as a professional, paraprofessional, classified, or volunteer staff member implementing the curricular, extracurricular, or service programs of the corporation and all policies, procedures, book and materials related hereto.

## I. DIRECTORY INFORMATION

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. <sup>(1)</sup>

**If you do not want Bremen Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the school principal in writing by ten days after enrollment each year.** Bremen Public Schools has designated the following information as directory information:

- Student's full name
- Address
- Telephone listing
- Electronic mail address
- Photograph or image
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports

- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

## **J. DRESS CODE**

The administration and faculty feels that the attitude and behavior of the students are influenced by dress and grooming. With the cooperation of the parents, the school will continue to encourage all students to dress in a fashion that reflects good taste and a style appropriate for a school. If a style of dress and grooming appears to be disruptive to the educational process or could constitute a threat to the safety and health of students, it will not be permitted in school. The following rules apply to dress:

- Clothing is to be worn as intended.
- Outerwear is not to be worn in school.
- Extremely short or tight shorts or skirts will not be allowed.
- Pants with holes above the knees are not permissible.
- Clothing exposing mid-bodies, clothing which is "see through" in nature, clothing that shows undergarments or other clothing, which is deemed immodest or distracting by the school administration are not to be worn.
- Spaghetti strap tops, crop tops, and halter tops are not permissible. (Wide tank tops may be permissible providing that they are modest/non-revealing).
- Head coverings such as hats, hoods, bandanas, etc. are not to be worn in the building during school hours unless administrative allowance is given.
- Athletic shoes (non-marking) are required for physical education classes and for elementary indoor recess. Physical education students in grades 6, 7, and 8 are required to purchase and wear a gym uniform during P.E. class.
- No Roller Shoes of any kind allowed in school
- Chains, including wallet and watch chains, are not permissible.
- Pajamas of any kind are not permissible unless administrative allowance is given.
- Any item of clothing, shoes, jewelry, accessories, book bags, purses, and other similar items may not be worn or brought to school or school-related events that displays:
  - Inappropriate or offensive symbols, images, words, etc.
  - Any reference to alcohol, tobacco, drugs, etc. including advertisements
  - Any reference (symbols, images, words, etc.) to violence or gang activity

## **K. EMERGENCY DRILLS AND PROCEDURES**

Fire drills will be held periodically throughout the school year. Instructions for exiting the building will be posted in each classroom. All students should be thoroughly familiar with exit routes and instructions in each room in which they are located during the school day--it may save a life. Doors and windows must be closed and everyone has to leave the building.

During a lockdown drill, all doors should be locked and students should remain out of sight.

Instructions to be followed in case of a disaster are also posted in each room, primarily for use during tornado weather.

## **L. EMERGENCY SCHOOL CLOSING**

If it becomes necessary to close school because of inclement weather or for any other reason, the following procedures will be in effect:

- Announcements to radio and TV stations: Plymouth AM Radio (1050 AM) and FM Radio (94.3 FM); WSBT Radio and Television: (960 AM) (Channel 22 TV) ([www.wsbt.com](http://www.wsbt.com)); WNDU Radio and Television (92.9 FM) (Channel 16 TV) ([www.wndu.com](http://www.wndu.com)); WSJV Television (Channel 28) ([www.fox28.com](http://www.fox28.com)); WFRN; WCMR; WYEZ; WRBR; STAR 96
- Do not telephone the school, teachers, superintendent, or principal for information. Please listen to the radio or TV.
- When school is delayed, please continue to listen to TV or Radio for any additional changes or possible cancellation.
- If school is dismissed early once students are already at school, kindergarten students will be allowed to ride the bus home.

In the event of an emergency that would cause our students to be gone from the building for an extended period of time, students will go to one of the following locations:

- Bus Garage
- Lutheran School
- St. Isidore Hall
- Local Churches - St. Dominic's, St. Isidore, Bremen Bible, (old) Church of Brethren, Methodist, 1<sup>st</sup> UCC

## M. EXTRACURRICULAR ACTIVITIES

Students are encouraged to get involved. Bremen Elementary-Middle School offers a variety of opportunities for students to get involved in ways other than the classroom. Sharing accomplishment and learning experiences beyond those that occur in the classroom can be gained as well as a sense of Lion Pride.

- **Athletics** – Bremen Middle School offers a variety of sports throughout the school year. The following are the offerings per season:
  - Fall – Boys 7<sup>th</sup> and 8<sup>th</sup> Football, Girls 7<sup>th</sup> and 8<sup>th</sup> Volleyball, Coed 6-8<sup>th</sup> Cross Country, Girls 7<sup>th</sup> and 8<sup>th</sup> Cheerleading
  - Winter – Boys 5-8<sup>th</sup> Basketball, Girls 6-8<sup>th</sup> Basketball, Boys 6-8<sup>th</sup> Wrestling, Girls 7<sup>th</sup> and 8<sup>th</sup> Cheerleading
  - Spring – Boys 7<sup>th</sup> and 8<sup>th</sup> Track, Girls 7<sup>th</sup> and 8<sup>th</sup> Track
- **Clubs** – Information about school-sponsored clubs will be made available to the students through the morning announcements, the school website, the bulletin, and/or fliers. Academic Clubs, Student Council, and Yearbook are some examples of club offerings.
- **Extracurricular Practices/Athletic Practices** - There is allocated time for Academic Teams, Math Counts Teams, Spell Bowl Teams, Student Council, etc., to meet without conflicting with athletic practices. Wednesdays, from 3:10 P.M. to 4:00 P.M., will be reserved for such meetings. There will be no athletic practices on Wednesday until 4:00 P.M. Athletes practicing on Wednesdays are not to report to the practice until 4:00 P.M. Students intending to practice must leave the building unless they are under the direct supervision of a teacher/coach.
- **Extracurricular Dances** - Opportunities are provided for Bremen Middle School 7<sup>th</sup> and 8<sup>th</sup> grade students to enjoy school-sponsored dances. Students attending these events are expected to behave according to directions and specifications of chaperones present. Any students not fully cooperating with requests of chaperones will be asked to leave and will not be permitted to attend future dances. Any student eligible to attend dances can be denied participation for excessive tardies, detentions, suspension, or for any pattern of inappropriate behavior as determined by teachers and/or administrators.

## N. FIELD TRIPS

All students participating in field trips are required to have parental/guardian permission for each individual trip. Students will not be allowed to participate without this written permission. Each grade level may have additional specific criteria for incentive field trip eligibility, which will be communicated to parents. A student is required to attend school even if not participating in the field trip.

## **O. FUND RAISERS**

There are varieties of fund raisers throughout the school year with a variety of school groups. Although encouraged to benefit the particular team, activity, or school, students are not required to take part in fund raising.

## **P. GUIDANCE**

Guidance services are offered in grades K-8. These services include individual counseling, group counseling, and planned guidance programs.

## **Q. HARMONY**

Harmony serves as the BEMS' student computerized management software system. Parents can access Harmony to view a variety of information on their child including but not limited to student grades and progress, homework assignments, discipline, lunch counts, library check outs, and textbook rental fees. In addition, emails of school information and calendar events can be sent electronically through Harmony. Passwords can be requested through the school offices.

## **R. LIBRARY**

Books may be borrowed for two weeks and renewed as many times as necessary as long as no one is on the waiting list for that material. Students in grades 3 through 8 may have up to three books checked out at one time. Kindergarten and first grade students check out one book per week and second graders check out two.

No fines are charged for overdue material but the student will not be allowed to check out another book until the overdue book is returned. After one month the book is considered lost and a letter will be sent home indicating the price that is to be paid. If a lost book has been paid for and then returned within three months time, the money will be refunded.

## **S. LOCKER USE**

All students are expected to help keep the lockers in good condition. Any locker difficulties should be reported to the office. It is the responsibility of each student to maintain cleanliness in the locker. Backpacks must be kept in the student locker during the school day. The school is not responsible for locker contents. At the close of the school year, each student must empty his/her locker.

IC 20-8.1-5 states the following statute concerning lockers:

- Students are not to share lockers with other students. Each student needs to keep his/her belongings in his/her locker.
- A student using a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or its contents.
- A principal or other member of the administrative staff of a school designated in writing by the principal may, in accordance with the rules of the governing body of that school corporation, search such a locker and its contents at any time.
- Other than a general search of lockers of all students, any search conducted under this section shall be, where possible, conducted in the presence of the student whose assigned locker is the subject of the search.
- A law enforcement agency having jurisdiction over the geographic area in which is located in the school facility containing such a locker may, at the request of the school principal and in accordance with rules of the governing body of that school corporation, assist the school administrators in search such a locker and its contents.

## **T. LOST AND FOUND PROPERTY PROTECTION**

All articles found in or near the school should be turned in to the office. Lost articles may be claimed from the office, but they will be disposed of if not claimed within a reasonable length of time. A student should report any loss to the office as soon as it is discovered.

It is recommended that students do not bring in expensive equipment such as iPods, cell phones, etc. that are not necessary for the function of learning. In addition, it is suggested that student's names be put in all removable clothing such as gloves, coats, hats, boots, etc. The school does not assume liability for any lost or stolen items.

#### **U. NURSE/MEDICATION**

The school provides the services of a registered nurse to all students. The duties of the nurse are to assist students who become ill at school, give first aid, promote medical testing, and assist the parents to obtain professional help when needed by a child. Parents should encourage their children to report all injuries to their teacher. If possible, parents are advised to give medication at home and on a schedule other than during school hours. If it is necessary that medication be given during school hours, the following regulations must be followed:

- Medication must be brought to the nurse at the beginning of the school day in the original container with the appropriate label intact. Medication must be kept in the medication area of the health service department. IF MEDICATION IS NOT PROPERLY LABELED, IT WILL NOT BE GIVEN.
- A note granting parental permission to administer the medication must accompany the medication. The note must also state date(s) and time medication is to be administered.
- Students are responsible for remembering medication schedules and with rare exception will not be reminded to take their medication.

According to the Indiana State Department of Health and Indiana Administrative Code 410-IAC-1-1-1, IC 20-81-7-9.5 state immunization requirements must be met. Prior to school admittance, immunization records must be verified by the school nurse as being current on all state required immunizations.

#### **V. PERSONAL PLANNERS**

Each student in grades 4-8 is furnished a personal planner as a part of the textbook rental. Students are required to take their planners to each class. A student will be required to purchase another planner if his/her planner becomes lost or unusable.

#### **W. PESTICIDE APPLICATION NOTICE**

Periodically throughout the year, it may be necessary that pesticides will be applied to external or internal areas of the school building and ground. If you wish to be given notice of such pesticide applications, please notify the principal of the building. You will be given a form to fill out and will be notified of any pesticide application with at least a 48-hour advance notice.

Pesticide applications will not be done when children, staff members or any other people are present in the area that is to be sprayed.

#### **X. PHYSICAL EDUCATION EXCUSE NOTES**

A student may be allowed to miss a maximum of one day of physical education each semester for injury or illness based upon a parent note. Additional restriction of physical education activity requires a physician's note. It is the responsibility of the student to contact the physical education teacher to make up all absences.

#### **Y. PLAYGROUND AND RECESS**

Playground equipment is to be utilized as designed. Middle school students are not to play on playground equipment/pod at any time. Playground manufacturers recommend equipment for elementary students. Elementary students will receive specific playground rules for their designated areas of play.

As a general guideline, Bremen Elementary-Middle School students will not have outside recess when the temperature drops below 10 degrees Fahrenheit. However, outside recess is always at the discretion of each teacher and administrator.

## **Z. SCHOOL BOARD MEETINGS**

School Board meetings are held on the first and third Tuesday of each month at 7:00 P.M. in the high school Lion's Den, unless otherwise announced. The public is invited to attend all school board meetings.

## **AA. SCHOOL BUS**

The school bus drivers will maintain the safety of the children under their charge. The following are many of the school bus guidelines. Individual bus drivers may include additional reasonable guidelines to maintain order and safety.

- No student shall stand or move from place to place during the trip.
- Students are not allowed to throw anything on the bus.
- Loud, boisterous, or indecent conduct shall not be tolerated.
- No windows or doors will be opened or closed except with the permission of the bus driver.
- No student shall leave the bus until it has come to a full stop and the driver has opened the door.
- The child should be waiting at his/her boarding station when the school bus arrives. In case of an emergency causing late arrival by the student at his/her station, the school bus driver will be required to wait no longer than three minutes after schedule time for arrival at the student station. If the school bus driver is already three minutes late, he/she need not wait at all.
- Upon recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any student who refuses to conduct himself or herself appropriately.
- Students must not deface property. Students found damaging property will be responsible for the repairs and the cost of rectifying the damage.
- When a student is to be delivered to a location other than his/her regular stop, a note from the child's parents/guardians must be given to the school office.

## **AB. SCHOOL NEWS AND ANNOUNCEMENTS**

A parent bulletin is sent weekly via Harmony, where important events, activities, and happenings at school will be advertised. Please read these bulletins carefully. Anyone wanting to put an announcement in the bulletin must have it in the office in writing no later than Wednesday morning so that it can be included in the Friday school bulletin. Morning announcements will be made daily at approximately 8:00 A.M. Anyone desiring to have a special announcement made (Camp Fire, Scouts, Little League, Church, etc.) should have their written announcement in the office one day in advance. Only emergency announcements will be made at other times during the day.

## **AC. SPECIAL CIRCUMSTANCES**

Since it is impossible to envision all possible questions and situations that must be dealt with during a school year, the responsibility of settling matters not covered in this handbook must be placed with the principal, who will handle them in the spirit of the guidelines as set forth in this handbook.

## **AD. STUDENT INSURANCE**

Each parent should see that adequate medical insurance is provided for their child(ren), as the school does not provide insurance to pay for medical costs incurred whenever a student is involved in an accident. Insurance is a parental responsibility.

The parent of every student-athlete should be absolutely certain that the student has adequate medical insurance to cover the cost of treating any injury incurred during athletic competition. The school does not pay for the cost of this insurance coverage.

## **AE. TECHNOLOGY ACCEPTABLE USE POLICY**

### **4.1 Privileges and Privacy**

- When using BPS technology, students and employees shall have no expectation of privacy and will give up all rights of privacy under any law or constitution. Additionally, students and employees will consent to monitoring of their activity and if necessary seizing of the BPS technology assets and data without warning, prior consent or notice by either school officials or law enforcement agencies.
- Students and employees shall not hold BPS liable for any damage to assets or data due to harmful programs or viruses that may extend through the technology.
- BPS provides access to the Internet, but does not endorse all content found on the Internet.

### **4.2 General Use and Ownership Match**

**Before using technology within Bremen Public Schools, all students and employees must read and understand this acceptable use policy. Additionally, by using any school technology a student or employee is agreeing to this policy whether or not it has been read and understood by the student or employee. Parents who do not agree with the rules regarding Internet usage should complete the Student Internet Non-Consent Form.**

- Technology is made available to students and employees to support the educational process. This includes web-based assessment/testing programs, research materials, subject specific software, as well as any software or hardware which is used to support the curriculum and/or operations of the schools.
- For security and network maintenance purposes, authorized individuals within the BPS may monitor equipment, systems and network traffic at any time.
- BPS reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

### **4.3 Security and Proprietary Information**

- Students and employees may only access information and/or computer systems to which they are authorized.
- Students and employees must secure their electronic data. Sensitive files must be saved to a secure location such as the individual's home directory.
- Students and employees may not unlock computers from their security devices or remove computers from any BPS premises without the written permission from the Technology Director or Media Specialist as appropriate.
- Students and employees may not remove inventory markings or tags from computers or other technical equipment.
- Students and employees may not disable or modify security settings or measures.
- Keep passwords secure and do not share accounts. Students and employees with network accounts are responsible for the security of their passwords and accounts.
- Students and employees should not open email attachments received from unknown senders as they may contain viruses that may harm BPS information.

### **4.4 Unacceptable Use**

The following activities are, in general, prohibited. Under no circumstances is a student or employee of the BPS authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing BPS owned resources. The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

- **System and Network Activities** - The following activities are strictly prohibited, with no exceptions:
  - Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the BPS.
  - Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted

music, and the installation of any copyrighted software for which BPS or the end user does not have an active license in the BPS' name is strictly prohibited.

- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
  - Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
  - Revealing your account password to others or allowing use of your account by others.
  - Using a BPS computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
  - Making fraudulent offers of products, items, or services originating from any BPS account.
  - Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee/student/user is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
  - Executing any form of network monitoring which will intercept data not intended for the student, employee or other user's computing asset, unless this activity is a part of the employee's normal job/duty.
  - Circumventing user authentication or security of any host, network or account.
  - Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
  - Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
- **Internet Activities** - BPS uses Internet filtering software to protect its network and prevent students, employees or other users from viewing undesirable sites. This filtering software is required by law (Child Internet Protection Act) as a means to protect BPS' students. However, no filtering software is 100% effective, so students should access the Internet only with adult supervision. At no time is any BPS student or employee permitted to circumvent this software to access a denied site. Other prohibited activities include:
    - Utilizing Internet "proxy" sites to circumvent Internet filtering software and filtered sites
    - Accessing profane or obscene material, material suggesting illegal acts and/or material advocating violence or discrimination
    - Posting personal contact information if you are a student
    - Agreeing to meet someone online if you are a student
    - Using obscene, profane, lewd, vulgar, inflammatory or threatening language
    - Posting false or defamatory information
    - Plagiarizing information found on the Internet
- **Email and Communications Activities** - While not all students or employees have BPS-assigned email accounts, they might have personal email accounts (Gmail, Hotmail, Yahoo, etc.) that they can access through the BPS network and Internet connection. BPS cannot access, review, copy or delete any such messages sent, received or stored on the external email systems. Therefore students and employees are expected to adhere fully to the acceptable and unacceptable uses as outlined here.
    - Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
    - Any form of harassment or cyberbullying via email, telephone, texting, or paging, whether through language, frequency, or size of messages.
    - Any type of threats to persons, places, or things, including terrorist-related activities.
    - Unauthorized use, or forging, of email header information.

- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.

### **5.0 Enforcement**

A violation of this policy by any student or employee may result in the cancellation of technology privileges, possible discipline, and/or possible juvenile or criminal court prosecution.

### **AF. TELEPHONES**

The school office phones are for business. Student use of the office phones is limited to special occasions. Students are not to use the gym lobby phone or cell phones during normal school hours.

### **AG. TEXTBOOK RENTAL AND CARE**

Book rental fees are due the first week of school, unless arrangements are made with the bookkeeper. If a family needs monetary assistance, they must contact the elementary office and they will provide the family with the proper forms to complete. Textbook care is the responsibility of the student. Students will have to pay for lost or damaged textbooks during the school year.

### **AH. USE OF SCHOOL FACILITIES**

Community groups may use school facilities in accordance with school board policies. Interested persons should contact the principal of the building they wish to use to obtain additional information.

### **AI. VISITORS**

In an attempt to provide a safe and secure environment, all visitors are required to go to the main office to receive a pass.

## **SECTION II – CURRICULUM, EVALUATION AND SPECIAL SERVICES**

### **A. ACADEMIC CODE**

Accepting the responsibility for completing assigned schoolwork on time is one of the most important responsibilities that a student can accept. Teachers will make a very conscientious effort to see that a student is not assigned work that he/she is incapable of completing satisfactorily. All students are expected to use their time wisely at school so as to avoid excessive homework. The recommended homework load for classes at all levels is as follows: K-2 minimal; grade 3 is 1/2 hour per evening; grades 4 & 5 should be one hour per evening; and grades 6-8 should average 15 minutes per class per evening. Lengthy assignments will be avoided on Wednesday evenings since this is traditionally reserved for church activities. Parents should notify the teacher if the child's homework is taking more than the above-mentioned time. Each student must accept the responsibility of completing an assignment satisfactorily and on time or accept an incomplete. All work is expected to be completed.

Teachers will inform parents of any situations where a child consistently fails to complete school assignments satisfactorily and/or on time. Teachers will offer additional help to the child when needed. If the problem continues to exist, parents will be called in for a conference with the teacher and they will be given an opportunity to correct the problem. If the parents and teacher are not able to resolve the problem, then a parent/teacher/principal conference will be held and alternate disciplinary options will be decided upon by the parent and teacher before any punishment is administered.

### **B. CURRICULUM**

A thorough list of materials and books used at each grade level is provided when textbook rental is paid. This list shows the name of the book studied at each grade level, the publisher, and the year of publication. Please refer to your textbook rental list for an accurate list of subjects studied at each grade level. Feel free to contact the office if

you have questions. Bremen Elementary-Middle School attempts to provide for individual needs of students by providing a differentiated curriculum.

### **C. GRADE CARDS AND PROGRESS REPORTS**

Report cards will be sent home at the end of each nine week grading period. Computerized report cards will be used in grades 4-8. In addition, all students in grades 4-8, will receive a progress report at the middle of each grading period via Harmony. Families without internet access may sign up to receive hard copies of mid-term reports and report cards.

### **D. GRADING PROCEDURE**

Kindergarten through third grades use a standard based grading system. A uniform letter system of grading is used in all other subject areas through fourth through eighth grades. Letter grades may be categorized as follows:

|            |            |                  |
|------------|------------|------------------|
| A = 93-100 | B- = 80-82 | D+ = 67-69       |
| A- = 90-92 | C+ = 77-79 | D = 63-66        |
| B+ = 87-89 | C = 73-76  | D- = 60-62       |
| B = 83-86  | C- = 70-72 | F = 59 and Below |

### **E. HONOR ROLL**

Each grading period a High Honor Roll and an Honor Roll are compiled for grades 4-8. In order to be placed on the High Honor Roll a student must earn all grades at a "A-" grade or higher for the grading period. To be placed on the Honor Roll a student must have all grades at a "B-" grade or higher.

### **F. PARENT-TEACHER CONFERENCES**

Parents of students in grades K-8 will have an opportunity for a conference with their child's teacher during the fall parent-teacher conference day. Parents may also request a special conference with any teacher at any time.

### **G. PROFESSIONAL QUALIFICATIONS**

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) *PARENTS' RIGHT TO KNOW*, this is a notification from Bremen Public Schools to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teachers baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

If at any time your student has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information. If you have questions or concerns, please feel free to contact the school.

### **H. PROTECTION OF PUPIL RIGHTS**

**The following rights pertain to all programs funded by the United States Department of Education:**

- All instructional material, including teacher's manuals, films, tapes, or other supplementary instructional materials which will be used in connection with any research or experimentation program or project shall be available for inspection by the parents or guardians of the children engaged in such program or project in any applicable program designed to explore or develop new or unproven teaching methods or techniques.
- No student shall be required, as part of any applicable program, to submit to psychiatric examination, testing, or treatment in which the primary purpose is to reveal information concerning:

- political affiliations;
- mental and psychological problems potentially embarrassing to the student or his family;
- sex behavior and attitude
- illegal, anti-social, self-incriminating and demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of unemancipated minor, without the prior written consent of the parent.

**The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:**

- The rights to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible student should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board, a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Bremen Public Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
  - Family Policy Compliance Office
  - U.S. Department of Education
  - 400 Maryland Avenue, SW
  - Washington, DC 20202-4605

**I. RESPONSE TO INTERVENTION (RTI) FRAMEWORK**

The Building Base Problem Solving Team has been trained in the Bloomberg Model for creative problem solving using the Response to Intervention framework. RTI is a framework for prevention, advancement and early intervention which involves determining whether all students are learning and progressing academically and

behaviorally when provided high quality instruction. The team, composed of administrators, counselors, teachers, school psychologist, and the parents of the referred students, uses data-based decision making to provide students with interventions and/or extensions to the core curriculum and instruction. The students are progress monitored and assessed depending on the guidelines of their individual plan. Teachers and parents may refer a student to the BEMS Building Based Problem Solving team by contacting the Bremen Elementary-Middle School office.

The purpose of RTI is to identify those children who are struggling in school and to ensure that each of those children receive just the right instruction or intervention to be successful.

#### **J. RETENTION POLICY**

The intent of retention is to help a child succeed in school and is not intended as a punishment. A child may be retained if the teacher feels that the child will not be able to function within the structure of the next grade level. The teacher should be able to substantiate the recommendation with: achievement test scores, level of standard mastery, observations of social and/or emotional deviations, written observations of attitude problems, and work habits. In addition, a child may be retained according to our student attendance policy. The school administration will make the final determination for student retention.

#### **K. SPECIAL EDUCATION**

Special education services are available to eligible children/youth with disabilities at all schools within the school corporation. These services are designed to assist the student in learning, despite the disability. Special education services are provided by a wide variety of licensed teachers, related therapists, school psychologists and support staff.

If you have a question about special education services, you may speak to your students' teacher or Bremen Public Schools Special Education Director. If you know of a preschool child who may have a disability, you may refer the parent/family to the Special Education Director at 546-3554.

#### **L. SPECIAL EDUCATIONAL TESTING**

No child will be special education tested without prior parental permission and full disclosure of the parent's and child's rights.

#### **M. SPEECH AND HEARING**

A speech/language/hearing pathologist is available for all students who need special help in speech, language, or hearing. All students in 1st, 4th, 7th, and 10th grades have their hearing tested yearly and parents are alerted if the students are having difficulties.

### **SECTION III - DISCIPLINE**

The school should be a setting in which respect for rules and common decency is accepted by all. Rules and regulations are established for the purpose of maintaining an environment that is conducive to learning. It is mandatory that students behave in a responsible and mature manner towards all members of the staff and each other while in the classroom, on school grounds, and at school activities. The greatest success in the area of discipline occurs when parents, teachers, and administrators see themselves as a team in rewarding good behavior and making negative behavior unprofitable for the child.

#### **A. BEHAVIOR CODE**

Students are expected to behave in an orderly and appropriate manner with respect for the rules and regulations of Bremen Elementary-Middle School. Misbehavior is a matter of choice. Disruptions infringe upon the rights of the teacher and the rights of other students to learn. Students who choose to behave in an inappropriate manner will be subject to appropriate disciplinary measures.

In accordance with Indiana Code 20-8.1-5-7, the superintendent, principal, administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with student behavior. The teacher will exercise professional judgment regarding appropriate disciplinary measures to be taken in the classroom. If the circumstances warrant more extensive discipline and after appropriate and prior action has been taken, the teacher may wish to refer the student to the administrative staff. The administrative staff will then exercise professional judgment about the appropriate disciplinary measures to be taken outside the classroom, which may include suspension and expulsion. Such a determination is to be made based upon the seriousness of conduct, the past conduct of the student, the effect of the action on the delivery of educational services, maintenance of safety and discipline, the severity of penalty to be imposed, and the student's interests. Consequences typically become more restrictive as the behavior persists. Every effort will be made to insure that students are treated in an equitable manner.

Students may be subject to disciplinary consequences for disobedience or misconduct which occurs on school grounds, at school-sponsored or school-related activities, in connection with student transportation, or at any place when the misconduct has a reasonable relationship to school or may reasonably carry over into the school setting.

As a basis for behavior, students should follow these three school rules:

1. **Do your work.**
2. **Do what an adult tells you to do.**
3. **Keep your hands, feet, and unwanted comments to yourself.**

## **B. CATEGORIES OF BEHAVIORAL OFFENSES**

The following should not be interpreted as being the only offenses for which disciplinary actions may be taken. Any behavior or attempt of any of the prohibited activities, whether or not on school property, that is not conducive to a healthy school environment or could pose a danger to oneself or others will be dealt with accordingly.

### **LEVEL 1**

Teachers will respond based on the circumstances and the actions of the student(s). Level 1 infractions may include, but are not limited to:

- **Cell Phone Violation:** Cell phones are to be turned off and kept out of sight during regular school hours (8:00 A.M.-3:10 P.M.) and will be confiscated and given to an administrator by staff members during regular school hours if observed. The school is not responsible for the loss or theft of expensive items such as cell phones.
- **Cheating:** dishonesty while completing schoolwork, plagiarism, using inappropriate materials (e.g., test, teacher's note, etc.) and/or falsifying or altering records.
- **Disruption:** any negative behavior that tends to disturb or endanger the educational process and/or interferes with the liberty, property or other rights of a school employee, student, or any other person on school premises or attending a school or school-related event - this includes behavior in classrooms, media center, school grounds during the school day and at school and school-related events.
- **Disrespect:** to insult, call derogatory names, dishonor, or in any other manner abuse verbally or in writing any member of the school staff or student body.
- **Failure to Complete Work:** the willful failure to complete educationally assigned duties, tasks, or assignments.
- **Graffiti:** an inscription or drawing on any surface that is inappropriate or unauthorized.
- **Gum, Candy, Soda or Food:** consumption/use at unauthorized places and/or times.
- **Insubordination:** the willful failure to respond or carry out a reasonable directive by authorized school personnel.
- **Horseplay:** to use physical play - this may include but limited to acts such as touching, jumping, and running.

- **Laser Pointers:** using the object to disrupt the educational process or resulting in the harm of another person.
- **Off Task:** the willful non-compliance with the norms of the expected procedures, activities, or tasks of the classroom.
- **Profanity:** obscene language, racial profanities, gestures (written, drawn, acted or spoken).
- **Student Attire:** Improper dress as defined in the Dress Code on page 17.
- **Tardiness:** The act of unexcused lateness to school, class, homeroom, or any other part of the student's schedule.
- **Throwing of Items/Objects:** Any item/object that is intended to disrupt the educational process or may result in the harm of another student. Examples may include but are not limited to: food, snowballs, ordinary objects, etc.

Consequences are based on the seriousness of the incident and become more restrictive as the behavior persists. One or more of the following consequences may occur, but are not limited to: verbal warning, student conference, classroom isolation, parent contact, Catch-up café, student contract, study table, team intervention, conflict resolution, Non-Violent Physical Crisis Intervention, detention, or office referral. Office referrals can result in detention (before school, after school, recess, in-school, or Saturday), restrictions of extracurricular activities, referral to the police, probation, or Marshall County Court, suspension (including mandatory attendance at the SOSS program), or expulsion.

## LEVEL II

These incidents require the attention of the administration because they are too disruptive, too frequent, or too serious to be handled by school staff members while they are supervising or teaching other students. Level II infractions may include but are not limited to:

- **Bullying and Intimidation of Other:** any aggressive or negative gesture, or written, verbal, or physical act that places another student in reasonable fear or harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying most often will occur when a student asserts physical or psychological power over, or is cruel to, another student perceived to be weaker. Such behavior may include but is not limited to: pushing, hitting, threatening, name-calling, or other physical or verbal conduct of a belittling or browbeating nature. (See page 33.)
- **Cyberbullying:** misuse of technology to harass, tease, intimidate, threaten, or terrorize another person
- **Failure to Serve Detention**
- **Forgery:** The act of falsely using the name of any other person or falsifying time, dates, grades, addresses or other data on school forms
- **Inappropriate Display of Affection:** Embracing, kissing, caressing, or sexting another in a situation or circumstances deemed inappropriate
- **Invasion of Privacy:** Any invasion of privacy of another, including but not limited to using any wireless communication or photographic device to take and/or pictures of another without that person's consent.
- **Obstruction of an Investigation:** Students who willfully obstruct the investigation of a school official by withholding information in response to direction questions or by giving false information.
- **Repeat Offense:** any Level I offense that occurs on a frequent basis
- **Solicitation:** unauthorized selling or trading
- **Theft:** taking, removing, or possessing, without permission, property belonging to others
- **Tobacco:** Possession, sale, purchase, use or transfer of a tobacco product, including matches & lighters.
- **Truancy:** absence without valid cause during the school day or portion thereof

One or more of the following consequences may occur, but are not limited to: detention (before school, after school, recess, in-school or Saturday), restrictions of extracurricular activities, referral to the police, probation, or Marshall County Court, suspension (including mandatory attendance at the SOSS program), or expulsion.

### LEVEL III

These severe offenses present a substantial disruption and/or danger to the orderly operation of the school and/or to the health and safety of students, employees, and other persons. Level III infractions may include but are not limited to:

- **Alcohol, Drugs, Paraphernalia, and Other Substances:** Use, possession, sale, or being under the influence of any illegal or controlled substance or paraphernalia. Substances including marijuana, alcohol, steroids, unlawful drugs, “look-alike” drugs or any other substance not prescribed for the student that is used or typically intended to be used to achieve a high or altered mental or physical state. This definition includes drugs lawfully prescribed to a student but which the student has used, possessed, distributed, etc. contrary to its prescribed use. Being under the influence includes, but is not limited to, the emission of the odor of any of these substances, such as having alcohol on the breath, or any impairment of normal functioning, such as slurred speech, inability to walk properly, or dilated pupils. A student may be disciplined for coming to school or a school-related event after using alcohol or drugs even if the substance was not consumed on school grounds.
- **Assault/Battery:** bodily contact with the intent to do harm or reckless disregard for safety of another or the verbal, written or physical attempt to do substantive physical harm to another
- **Explosive:** Possession, sale, purchase, use, transfer or attempt to transfer ammunition, explosives, fireworks, or other flammable substances not authorized by school personnel. This definition includes any component of an explosive or incendiary device, e.g., schematic or other drawing, ignition agent, container, wiring, etc., when it is reasonably determined that the component was intended to be used as part of an explosive or incendiary device.
- **Extortion:** to obtain property or conduct from a person by force or threats
- **Failure to serve a mandated SOSS in Plymouth**
- **False Alarm:** the act of initiating a false alarm or initiating a false report, warning of a fire, or an impending bombing or other catastrophe.
- **Fighting:** Engaging in physical contact for the purpose of inflicting harm to another person.
- **Fire:** Unauthorized use of a fire extinguisher, falsely activating a fire alarm, or arson.
- **Fireworks:** pyrotechnic devices such as firecrackers, rockets, sparklers, and poppers, which are exploded, burned, or produce a loud noise or lighting effect.
- **Gang activity:** A “gang” means an organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or act in violation of school rules, which have an identifiable sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules.
- **Gross disobedience:** Any conduct, behavior, or activity which causes or may reasonably lead school authorities to forecast substantial injury, disruption, or interference with school activities or the rights of other students or school personnel.
- **Harassment:** any intimidating, demeaning or threatening behavior, verbal, non-verbal or written remarks which are based on a person’s race, color, religion, national origin, sex, or disability and in violation of the District policy regarding harassment.
- **Hazing:** Any act of aggressive behavior directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, activity, event or athletic team, whether sponsored or not sponsored by the District, whose members or participants include other students.
- **Gross misuse of the Internet/Computers:** Unauthorized and/or improper use of the Internet or a violation of the District’s Network/Internet Use Policy.
- **Threats:** Any act, threat, hoax, or prank of a terrorist nature, especially involving weapons, explosives, biological agents, or other dangerous looking material or look-alikes of such agents.

- **Theft (major-\$300 or more):** taking, removing, or possessing, without permission, property belonging to others.
- **Vandalism:** Vandalizing school property or private property, which is lawfully on school premises or being used in conjunction with a school-related activity.
- **Weapons:** Possession, use, control or transfer of a weapon. Weapons include, but are not limited to:
  - 1) A weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - 2) An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
  - 3) Items such as baseball bats, pipes, bottles, locks, sticks, compasses, pencils and pens if used, or attempted to be used, to cause bodily harm: and
  - 4) Look-alike weapons.

If a student sees a weapon on school property or on a school bus, the child should never touch the weapon. That child must go immediately to an adult and inform them about the location of the weapon. Administrators shall be required to refer any student who brings a weapon to school to the local law enforcement agency.

One or more of the following consequences may occur, but are not limited to: referral to the police, probation, or Marshall County Court, suspension (including mandatory attendance at the SOSS program), or expulsion.

The foregoing should not be interpreted as being the only offenses for which disciplinary actions may be taken. Any behavior, or attempt at any of the prohibited activities, whether or not on school property, that is not conducive to a healthy school environment or could pose a danger to oneself or others will be dealt with in accordance with the provisions of this policy.

## **C. DISCIPLINE DEFINITIONS, POLICIES AND PROCEDURES**

### **School Board Policy 708**

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-8.1-5.1, administrators and staff members may take the following actions:

- **Removal from Class or Activity – Teacher**
  - A middle school, junior high, or high school teacher may remove a student from the teacher’s class or activity for a period of up to one (1) school day, not to exceed five (5) days if the student is assigned regular or additional work to be completed in another school setting.
  - An elementary teacher may remove a student from the teacher’s classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
- **Suspension from School – Principal**

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days, not to exceed ten (10) days.
- **Expulsion**

A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester.

### **Detention**

Detentions may be assigned for disciplinary reasons by any teacher or administrator. Failure of a student to serve any detention may result in increased consequences. Transportation for students serving detentions is the responsibility of the parent or guardian, as detentions will be assigned at the convenience of the assigning teacher or administrator. Efforts to notify a parent will be provided prior to a detention being served.

### **Supervised Out of School Suspension Program or SOSS**

Middle school students suspended out of school may be required to report to a specific classroom to serve the suspension. Students will earn credit for work completed. Repeated assignments to this program may result in requirement to appear to the Marshall County Court building with a parent or parent designee. This program is a joint effort between Bremen Public Schools and the Marshall County Circuit Court to provide a safe, supervised place for students on suspension.

### **Student Due Process Procedure for Suspensions**

The district affords a due process appeal procedure only for external suspensions. The student shall be entitled to written or oral statement of the charges, evidence against the student should a denial occur, and an opportunity for conduct explanation by the student. The meeting shall precede suspension of the student except where the nature of the conduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct and the action taken by the principal.

### **Student Due Process Procedure for Expulsions**

- The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - legal counsel
  - a member of the administrative staff who has not expelled the student during the present school year and has not been involved in the events giving rise to the expulsion.
- An expulsion will not take place until the student and the student's parent are given notice of the right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
- The notice of the right to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting an expulsion meeting.
- At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
- If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.
- A student or a student's parent who fails to **request** and appear at an expulsion meeting after receipt of **notice of the right to appear at an expulsion meeting** forfeits all rights administratively to contest and appeal the expulsion. **Notice of the right to appear** at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student and the student's parent. The governing body may vote not to hear appeals of actions taken by the person conducting the expulsion meeting. If the governing body votes not to hear appeals, after the date on which the vote is taken a student or parent may appeal to the court, but the review is limited to the issue of whether the board acted without following the procedures required by the due process chapter.

### **Right to Appeal**

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it votes not to hear the appeal. If the board hears the

appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

### **Legal Settlement**

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

### **Searches**

Students, their possessions, and their lockers may be searched if there is reasonable suspicion to believe the search is necessary to maintain school discipline and order. Refusal to consent to a search will be considered an act of insubordination and may constitute grounds for suspension or expulsion.

### **Additional Definitions/Clarifications:**

- **Possessions**

"Possession" means having any knowledge of, and any control over, an item. Control includes, but is not limited to having access to an item in a school locker, personal effects, a vehicle, or other place where the item is located. It is not necessary that a student intend to control the item. A student may acquire knowledge of an item visually, by being told about the item, or through other sensory perception. A student's knowledge will be determined based on the surrounding circumstance, not just the student's statements. For example, "forgetting" that an item is in one's locker, personal effects, or vehicle does not constitute lack of knowledge. Also, for example, coming onto school grounds or to a school-sponsored event in a vehicle, which the student knows contains an item, constitutes possession of the item, even if the vehicle or the item is not the student's.

- This provision on possession applies to any policy or rule which regulates or prohibits possession of any item, such as weapons or drug paraphernalia, and such substances as tobacco, alcohol, drugs, and look-alike of such items or substances

- **Bullying**

- Bullying as defined by the State of Indiana occurs when a student or groups of students target another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
- This rule applies when a student is:
  - On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
  - Off school grounds at a school activity, function, or event; or
  - Traveling to or from school or a school activity, function or event; or
  - Using property or equipment provided by the school.
- Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee, as bullying is a criminal offense. School personnel will investigate all reports of bullying.
- Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
- Bremen Elementary/Middle School will enforce all Indiana law/codes that pertain to bullying.

- **Wireless Communication Devices (WCD) - Inappropriate Uses**

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.

- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

- **Anti-Harassment**

It is the policy of Bremen Elementary-Middle School to maintain a learning and working environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all school operations, programs, and activities. All students share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property by staff to staff, staff to student, student to student, and student to staff, or an another location if such conduct occurs during a school-sponsored activity. Any violation of this policy should be reported to a building administrator.

Sexual Harassment:

- Unwelcome sexual propositions, invitations, solicitations, and flirtations
- Physical assault
- Threats or insinuations that a student’s grade, classroom assignments or participation in extra-curricular activities may be adversely affected by not submitting to sexual advances
- Unwelcome verbal expressions of a sexual nature
- Sexually suggestive objects, pictures, videotapes, audio recordings or literature
- Unwelcome and inappropriate touching, patting, or pinching
- A pattern of conduct that is intended to create or has the effect of creating discomfort and/or humiliation to another
- Remarks speculating about a person’s sexual activities or sexual history

Race/Color Harassment: Directed at the characteristics of a person’s race or color, such as racial slurs, nicknames implying stereotypes, epithets, and negative references relative to racial customs.

National Origin Harassment: Directed at the characteristics of a person’s national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Religious (Creed) Harassment: Directed at the characteristics of a person’s religious tradition, clothing, or surnames, or involving religious slurs.

Disability Harassment: Directed at the characteristics of a person’s disabling condition, such as negative comments about speech patterns, movement, physical impairments or appearances.

## **SECTION IV - ATHLETICS**

Athletics at Bremen Middle School are an integral part of our school program. It is by far the broadest and most comprehensive element of the student activities program. Since student activities are not solely supported by tax dollars, the athletic program is largely financed through gate receipts and athletic concessions. Expenditures for athletics include uniforms, equipment, awards, transportation, officials, and other miscellaneous needs.

Bremen's athletic program provides opportunities for all students to learn and improve their individual skills in a competitive situation to develop physical fitness and desirable habits of health and safety, and to make meaningful friendships through team play. More importantly, athletics help instill the meaning of sportsmanship, responsibility, sacrifice, and respect. Win or lose, a Bremen athlete should represent the school and community in the finest possible manner.

### **A. ATTENDANCE**

The athlete must be in attendance at school for at least a half day to participate in practice or contest. A half day is defined as four academic classes (i.e., periods 5-8). If the criteria are not met, the athlete cannot participate in a practice or contest. A student-athlete must be in attendance on a Friday for at least four academic classes to participate in a Saturday contest.

### **B. AWARDS**

All students-athletes will earn a Participation Certificate for successfully completing a season of a sport. In order to successfully complete a season, an athlete must fulfill the guidelines set forth by the coach and participate for the full season. In addition, a Mental Attitude and a Most Improved Award are generally granted to the top student-athletes per sport. The coach will distribute to all players the criteria needed to earn various awards.

### **C. CONDUCT/DISCIPLINE**

Bremen athletes are expected to set a positive example of leadership, attitude, cooperation, sportsmanship, and conduct at school, at school activities, at athletic events, and throughout the community. Bremen athletes reflect not only a personal image, but an image of our team, our school, and our community.

The coaches will distribute expectations, rules, award policies, etc., to athletes and parents at the start of each season. Coaches may suspend or remove students from the team for a severe violation or repeated violations. Students suspended from school for violating school rules will not be allowed to practice or participate in athletic contests during their suspension. Parents will be notified in writing by the coach and/or athletic director if major disciplinary action is taken.

Any smoking, the use of alcoholic beverages, and the use of or involvement with illegal drugs is strictly prohibited. These expectations are in effect at all times, not just during a sports season. The following are the minimum disciplinary action for such offenses:

**First Offense** - Suspension from contest participation for a period of time equal to 50% of the season. If the violation occurs out of season or at a time when the athlete is not participating in sports, the suspension will be effective at the beginning of the next sports season in which he/she does participate. The suspension does not exclude the athlete from practice. It is suggested that the coach require the athlete to practice or to maintain conditioning during the suspension period.

**Second Offense** - (within one year of the first) Suspension for a full sports season. When the violation occurs during a season, the suspension will cover that season plus the next season in which the athlete had participated during the previous year.

**Third Offense** - (within one year of the second) Suspension from all athletics seasons for one calendar year from the date of the incident.

At the conclusion of track season, all middle school athletes will be under the jurisdiction of the high school athletic code.

#### D. COMPLAINTS

Please talk to the coach first about any complaint concerning athletes during an appropriate time and in a respectful manner. He/she deserves that courtesy and can probably speak on the issue most directly. Should a problem continue to exist, please contact the Middle School Athletic Director.

#### E. ELIGIBILITY

Extra-curricular activities such as athletics require that students maintain their eligibility in order to participate. Athletics are a privilege and not a right of a student. A student may become ineligible to participate in athletics if:

- A parent and physician's certificate is not on file with the Athletic Director.
- **6th Grade** - His/Her 13th birthday occurs before August 15 of that school year.
- **7th Grade** - His/Her 14th birthday occurs before August 15 of that school year.
- **8th Grade** - His/Her 15th birthday occurs before August 15 of that school year.
- He/She has been absent five or more days from school due to illness or injury and has not presented to the Athletic Director a written statement by a physician, licensed to practice medicine in Indiana that he is again physically fit.
- A student-athlete conducts himself/herself improperly.
- A student-athlete has not maintained academic standing.

#### **Academic Eligibility Defined:**

In order to be considered eligible to participate in athletics a student must receive passing grades in all subjects. Student-athletes will be checked on their academic eligibility status once a week beginning at progress report time through to the final grade of the grading period. If the student-athlete does not meet the requirements, he/she will be ineligible for the week. Eligibility will be checked each Monday morning and will be in effect immediately. The athlete should not expect papers or makeup tests handed in to be graded and entered into the grade book immediately to make him/her eligible to play that evening. Makeup work should be handed in as early as possible because of the skills gained academically, not to make him/her eligible for team play. It is the primary responsibility of the student-athlete to maintain eligibility status.

#### F. INSURANCE

Students who participate in the athletic program must be covered by their parent's insurance policy or student athletes may purchase athletic insurance for a nominal fee from a local insurance company. The school does not carry insurance for its athletes.

#### G. PHYSICAL EXAMS

All students who are planning to participate as cheerleaders or in athletics must have a physical exam on file in the office of the middle school athletic director. **Physicals are only good through the current school year and they need to be made after May 1<sup>st</sup>.** These physicals must be on the ISHAA physical forms. You may pick up a form from either the elementary or middle school office.

#### H. TICKET INFORMATION

The ticket price for the middle school girls and boys athletic contests will be as follows:

|                              |        |
|------------------------------|--------|
| Adult .....                  | \$3.00 |
| Student/Senior Citizen ..... | \$2.00 |
| Family .....                 | \$8.00 |

## I. TRANSPORTATION

School buses transport students to and from away athletic events. Behavior of athletes must adhere to the strict standards required of Bremen Elementary-Middle School students. Athletes will be loaded and unloaded at the front of Bremen Elementary-Middle School unless otherwise indicated.

Student-athletes are required to ride the school bus to away contests. It is recommended that student-athletes ride the school bus home from away contests. Parents are allowed to drive their own child home from an away event with a written note to the coach.

## J. TRANSPORTATION - DIRECTIONS TO AREA SCHOOLS

- **Bethany Christian:** US 6 East to State Road 15. Turn left (north) on 15 and travel approximately 6.5 miles, the school will be on the right.
- **Culver:** US 31 South to IN 10 (At Argos McDonald's). Turn right (west) on 10, follow into Culver. Turn left on School Street; go past the high school approx. 3 blocks, elementary school sets on the right. (Inside sports are played at the elementary school, outside sports behind the high school).
- **Edgewood:** East on US 30 to State Road 15. Follow SR 15 South through Warsaw. SR 15 turns to the right and after several blocks turns left (south). Do not turn left (south) on 15 at Marsh Grocery Store; instead continue straight ahead (west) about 3 blocks to Union Street. Turn left on Union St., go approx. 3/4 miles. There is a short one-way street that goes to the right (just after some dentist offices). This street leads directly to Edgewood School.
- **Jimtown:** 331 North to US 20 Bypass, go east on 20 to SR 19. When exiting onto 19, you will turn right (north). There is one stoplight right after exiting the bypass, proceed on to the 2nd stoplight (CR 24). Turn left, then immediately to your left again, follow this road to Jimtown School.
- **Jimtown Cross Country at Ferrettie/Baugo Country Park:** 331 North to US 20 Bypass, go east on 20 to SR 19 North. Take SR 19 to Elkhart to SR 933 (about 4 miles) just north of the railroad viaduct – turn left onto 933. Take SR 933 west to Ash Road (about 4 miles) and turn right at the Phillips 66 gas station – the park will be ¼ of a mile on your left.
- **Knox:** US 30 west to Hwy. 35. Go south on 35 into Knox. Turn right on Redskin Trail (3rd stoplight). School is 1 block from 35.
- **Lakeview:** East on US 30 to State Road 15. Follow SR 15 South, when 15 turns right, do not turn right but continue straight through light to East Smith Street. Turn left onto Smith Street and follow to the school. School sets on the right side.
- **LaVille:** US 6 West to US 31. Turn right (North) on US 31, go approx. 2 miles to the flashing light. The school is on the west side of US 31.
- **Milford:** US 6 East to SR 15. South on 15 into Milford. One block before the stoplight, turn right and Milford School is approx. 2 blocks from 15.
- **New Prairie:** Go west on US 20 bypass to Hwy. 2 West. Go west 12 miles on Hwy. 2 to Cougar Road (flashing light), turn right (north) approx. 1 mile.
- **North Liberty Elementary:** US 6 West to 31 North through LaPaz and Lakeville. Turn left on Pierce Road (IN 4). Turn right on N. Washington Street, turn left on E Market Street, turn right on School Drive.
- **Northwood:** (School is in Wakarusa). US 6 east to Plymouth-Goshen Trail at Pla-Mor. Follow Plymouth-Goshen Trail until it T's. Turn right and go 1/8 mile, turn left on CR 3, follow into Wakarusa. Continue north through the stoplight approx. 4 blocks, schools sets on the left side of CR 3.
- **Oregon-Davis:** West on US 30 - 2-1/2 miles west of IN 23, turn right on 750 E. Go 3/4 mile.
- **Plymouth:** US 6 west to US 31, go south on 31 into Plymouth. Turn left on Jefferson St. (Subway, Redi-Mart, Amoco intersection). Follow approx. 4-6 blocks to Liberty Street. Turn right and go approx. 2 blocks on Liberty Street to Lincoln Junior High or coming into Plymouth by Big Blue, follow Jefferson Street west to Liberty Street, turn left and go 2 blocks to Lincoln Jr. High.
- **Rochester:** US 31 South to the Hwy 25 exit. Turn left on Hwy 25. Go to 2nd stoplight. Turn left again and go 2 blocks and turn right to the HS/MS parking lot.

- **Tippy Valley:** SR 331 South until it T's into 25, turn left on 25 and follow into Mentone. As you enter Mentone, turn right (south) immediately after crossing the railroad tracks, which is SR 19. Tippy Valley is 5 miles south of Mentone on SR 19. School sets on the right hand side of 19.
- **Triton:** 331 South to Bourbon. As you enter the city limits of Bourbon, go 2 blocks and turn left on Shaffer Road. Stay on this road to Triton school on the right side.
- **Urey:** US 6 west to Walkerton. Travel on through the stoplight. As you are nearing the edge of Walkerton, turn left on the street between the license branch and empty lot. (In the past, wrestling and cross country meets have been held at North Liberty Elementary School. Take US 31 to SR 4, 3-4 blocks before the center of town, you will see a sign on the right for North Liberty Elementary. Turn right and travel 4-6 blocks to the school. Football and track are held at John Glenn High School. US 6 West to Walkerton. As you reach the east edge of Walkerton, you will see a sign for John Glenn High School, turn to the left.)