



**Bremen High School**

**Student  
&  
Parent  
Handbook**

**2019-2020**

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## **School Mission Statement**

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

### **A PERSON IS ACADEMICALLY PREPARED IF HE/SHE:**

1. Math Skills
  - a. Mathematically Calculates Accurately
  - b. Possesses Problem-Solving & Reasoning Skills
  - c. Interprets & Communicates Data Effectively
2. Language/Communication Skills
  - a. Reads Proficiently & Comprehends
  - b. Writes Effectively
  - c. Communicates & Listens Effectively
  - d. Speaks Coherently
  - e. Comprehends & Follows Directions
  - f. Interprets & Communicates Data Effectively
3. Thinking Skills
  - a. Thinks Critically & Draws Conclusions Founded on Research & a Broad Base of Knowledge
  - b. Integrates Information & Uses Interdisciplinary Approaches
  - c. Has Learned How to Learn
  - d. Continues Personal Development
4. Work Ethic/Social Skills
  - a. Demonstrates Organization & Responsibility for Completing Tasks on Time
  - b. Maintains a High Level of Attendance
  - c. Knows When & How to Seek Help
  - d. Preserves & Remains Mentally & Emotionally Focused
  - e. Develops Adaptability to Keep Up With Future Demands
  - f. Demonstrates Teamwork & Leadership Skills
  - g. Demonstrates Honesty, Integrity, & Ethical Behavior in all Situations
  - h. Works for the Betterment of the School & Community
5. Technological Skills
  - a. Is Computer Literate
  - b. Is Technologically Literate

### **A STUDENT IS SOCIALLY PREPARED WHEN HE/SHE:**

1. Responsibility
  - Learns & Assumes Responsibility for His/Her Actions

- Reaches Decisions Based on Sound Rationalizations
  - Understands & Accepts Both Positive & Negative Consequences
  - Actively & Positively Participates in Society, Sets Priorities & Goals for the Future, & Takes the Necessary Steps to Reach Them
  - Is Self-Reliant & Economically Self-Sufficient
2.                    **Respect**
- Shows Respect for Him/Herself & Others in All Situations
  - Shows Respect for Those in Positions of Authority
  - Shows Respect for Personal Property & the Property of Others
  - Calmly Accepts & Discusses Differences of Opinion and Works With Others Regardless of These Differences
3.                    **Self-Control and Conflict Resolution**
- Exhibits Control of Actions and Emotions
  - Appropriately Resolves Conflicts
  - Accepts Constructive Guidance
  - Manages Stress Effectively

**Core Values of Bremen High School**

**Core Values:**

**Mutual Respect:**

- We will all support each other.
- We will show respect for self and all members of our school community.
- We will build trusting relationships.
- We will listen and value others' ideas/perspectives.
- We will demonstrate honest communication.

**Caring School Community:**

- We will emphasize teamwork.
- We will collaborate.
- We will involve the community in our schools and involve the school in the community.
- We will ensure physical and emotional safety and security.
- We will celebrate growth and success.

**Great Expectations:**

- We will commit to a proactive approach.
- We will remain optimistic through all challenges.
- We will engage our students in challenging curriculum.
- We will expect personal bests.

**VISITORS TO SCHOOL**

The public is always welcome to visit our school.

**SMOKE-FREE ENVIRONMENT:** By [Board Policy 7434](#): "For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes. In order to protect students and staff from the adverse impact of tobacco smoke on indoor air quality and encourage students to not use tobacco in any form, the Board prohibits the use of tobacco within any facility owned or leased or contracted for by the Board. The Board also prohibits the use of tobacco anywhere on the campus of any facility owned or leased or contracted for by the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, and all open areas and will remain in effect at all times. Furthermore, the Board prohibits the use of tobacco in all vehicles owned or operated by the Board, including, but not limited to, school buses, special purpose buses, vans, trucks, and cars."

**BY INDIANA LAW:** All parents & visitors to public schools are required to report to the main office when they first arrive at the school. A visitor's pass must be worn by all visitors.

Our students are familiar with the location of the various rooms within our facility in case a visitor is in need of assistance.

1. Parents are welcome to the building at any time to view our programs. Conferences with specific staff members should be scheduled in advance by contacting the office and the teacher involved. Teachers are not expected to take class time to discuss individual matters with visitors.
2. Student visitors are welcome under the following conditions:

- a. Appointments must be made at least one day in advance of the visit.
  - b. The sponsoring student must obtain a visitation form from the Attendance Office and receive approval from each of the receiving teachers.
  - c. The visiting student must be on a valid pass (vacation) from his or her home school and visit only one day per school year.
3. Visitors will not be permitted during the last week of any grading period or on days immediately preceding a school vacation.
  4. Visitors must use the main entrance on Grant Street or the north entrance from the faculty parking lot during school hours.
  5. Commercial advertisements and solicitations must comply with [Board Policy 9700](#).

**Protection of Pupil Rights [Board Policy 2416](#)**

Parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments. No student shall be required as a part of the school program or the Corporation's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or his/her parents;
2. Mental or psychological problems of the student or his/her family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or his/her parents; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall establish procedures whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

The school will comply with the requirements of FERPA and the Hatch Amendment in relationship to inspection and release of records and conduct of survey information.

**A MESSAGE TO THE STUDENT**

Dear Bremen High School Student,

As a Bremen High School student, you will have access to a variety of academic, technical, and social opportunities to help you to develop and prepare for the time after you graduate from B.H.S. The faculty has spent many hours designing courses and programs to help you to be the best at whatever you decide you want to be. I believe that the teachers and other adults in our building are genuinely interested in helping you to do your best. Ask for help, come in and discuss your questions with them, and show that you're interested.

The handbook you are reading has been prepared for you and your parents to help you to be aware of the general information and the various procedures pertaining to school life at Bremen High School. You should become thoroughly familiar with the contents of this handbook. It contains the answers to many of the questions that will arise as the new school year begins—and throughout the year.

Bruce D. Jennings  
Principal

**BREMEN PUBLIC SCHOOLS**  
Superintendent, Dr. Jim  
White

**BOARD OF SCHOOL  
TRUSTEES**

President, Brian Teall  
Vice-President, Dr. Suzanne  
Ginter  
Secretary, Jesse Bohannon  
Members, Todd Huff and Todd  
Stuckman

**BREMEN HIGH SCHOOL**

**FACULTY**  
Office Staff  
Meghan Atkins, Guidance  
Administrative Assistant  
Judy Brinkhoff,  
Administrative  
Assistant/Copy Room  
Stephanie Fish, Athletic

Administrative Assistant  
Troy Holmes, Athletic  
Director  
Lori Hundt, Director of  
Special Services  
Bruce D. Jennings, Principal  
Teresa King, Counselor  
Amber Lawmaster, Counselor  
Mallory Master-Ulch,  
Principal Administrative  
Assistant  
Andrew Rohde, Assistant  
Principal  
Nichole Stevens, Nurse

#### Professional Staff

Andrea Ailes, Resource  
Teacher  
Brandt Ayoub, English  
Chad Berger, Agriculture  
Ashley Boardman, Art  
Mischell Browning, Science  
Kanya Burdick, ENL  
Steve Caudill, Social  
Studies  
Kathy Cullers, Mathematics  
Kevin Ecenbarger, Science

Brenna Giazzon, Instrumental  
Music  
Ashley Griswold, Resource  
Teacher  
Shelby Frazier, Vocal Music  
Jennifer Heiter, English  
Karen Henion, Mathematics  
and Physics  
Scot Hollenbaugh, Industrial  
Technology  
Robert Holmes, Business  
Lindsay Hudkins, English  
Beth Huppert, FACS  
Tiffaney Inks, Mathematics  
Rose Kaseweter, Spanish  
John Kucela, Mathematics  
Aaron McNeely, Science

#### Professional Staff

(continued)  
Kristi Monesmith, English  
Lori Nykiel, Media Center  
Jenny Payne, Resource  
Teacher  
Aaron Perch, Social Studies  
and P.E.  
Amber Reed, Business

Patrick Stroud, Spanish  
Matthew Sutton, Instrumental  
Music  
John Rowe, Agriculture  
Andy Wassel, Social Studies  
Mark Yoder, Health and P.E.

#### Support Staff

Janell Bickel, Instructional  
Assistant  
Lexi Figg, Instructional  
Assistant  
Steve Hoese, Technical  
Assistant  
Courtney Mammon,  
Instructional Assistant  
Janet Miller, Instructional  
Assistant  
Melissa Miller, Technical  
Director  
Ted Schafer, Technical  
Assistant  
Joyce Sechrist,  
Instructional Assistant  
Stacy Taylor, ENL

#### HISTORY & ACCREDITATION

Bremen High School graduated its first class of four students in 1890 and celebrated its centennial in 1990. The first school was a wooden building located on Bike and Montgomery Streets. In 1939 a new building was constructed on South Street. A new high school building was completed on Grant Street in 1962. New construction was added to the high school in 1978, 1988, 1996, and 2008. The school has received a first-class accreditation from the Indiana Department of Education and has been an accredited member of AdvancED since 1915.

#### SCHOOL CAMPUS

Many visitors to B.H.S. have been impressed with our facility. They are surprised that the majority of our building is fifty years old. The additions have added greatly to the original facility and together provide our students a fine place in which to further their education. The building was wired for technology in 1996, linking all classrooms and offices for transmission of voice, data, and video. The high school was under another renovation, which was completed during the summer of 2008. This renovation consisted of adding new classrooms, remodeling old classrooms, adding air conditioning, and updating technology. The pool, Bowen Auditorium, and media center received renovations as well.

Students, parents, and patrons alike can be proud of our building, both because of its architectural value and its practicality for educational purposes. Our facility can be favorably compared with any of a similar size. It will take the cooperation of the entire student body to maintain and utilize our building for its intended purpose—the education of all our high school students. The cooperation of all students is needed in reporting any loss or damage of school property to the main office or to a teacher. This includes lab equipment, desks, lockers, textbooks, the building itself, the parking lot, or any part of the school that has been provided by the school corporation.

It is up to each student to contribute to the positive impression B.H.S. has in the community and the surrounding area by avoiding smoking on school property and avoiding throwing snowballs, paper, pop cans, etc. on school grounds and neighboring properties. Students are encouraged to use the recycling bins made available for aluminum cans and white paper. Each student's conduct helps to enhance our campus and to improve the respect our school and students have in the community. Our custodians try to keep the school clean and comfortable for our daily use. We can help their efforts through our thoughtfulness by discarding gum or candy wrappers, pop cans, etc. in the trash cans supplied throughout the building. We can also help them through our courtesy. By thinking before we act, we can avoid causing them additional work. Our custodians are available during the school day. Any student who needs the services of the custodian should contact the main office.

#### ONE-TO-ONE COMPUTER INITIATIVE:

The 2012-13 school year marked the beginning of the one-to-one computer initiative at Bremen High School. All students are issued a personal Chromebook. This device is available for use not only at school, but also home for use outside of the classroom setting.

For our students to accomplish complex learning tasks such as analysis, evaluation, and creation, they need to be given tools to aid them in these processes. We want them to move from consumers of knowledge to producers of knowledge. Laptops provide our students with the opportunity to nourish and grow the seeds we have planted by allowing them access to powerful computer-based programs, collaboration, and networking tools, and an educational experience that will prepare them to be competitive in a 21<sup>st</sup> century global economy.

These devices are intended for educational purposes only. Students and parents will be responsible for following all necessary rules and guidelines. Before these laptops are issued, students and parents must read and sign the Student/Parent Responsible Use Agreement and Contract during school registration. This document can be found in Appendix B of the Student/Parent Handbook for reference.

## **DAILY SCHOOL INFORMATION**

### DAILY INFORMATION

Students should plan to arrive between 7:45 and 8:00 A.M. each day with the exception of Thursday during teacher collaboration time (7:45 A.M. to 8:15 A.M.). Bus schedules on Thursdays will run thirty minutes later only in the mornings. Classes will begin on Thursdays at 8:25 A.M.; however, students have the option of coming early for breakfast in the K-8 cafeteria each day, including Thursday. Parents wishing to drop off or pick up their student at school should do so on the Grant Street side (south side) of the building.

### DAILY SCHEDULES

#### Monday-Wednesday, Friday

Ann/Bonus 8:00 - 8:21  
Period 1 8:25 - 9:35  
Period 2 9:40 -10:50  
Period 3 10:55 - 12:05  
LUNCH 12:05 - 12:45  
Period 4 12:45 - 1:55  
Period 5 2:00 - 3:10

#### Thursday

Period 1/Ann 8:25 - 9:35  
Period 2 9:40 -10:50  
Period 3 10:55 - 12:05  
LUNCH 12:05 - 12:45  
Period 4 12:45 - 1:55  
Period 5 2:00 - 3:10  
No Bonus Period; students report to Period 1 at 8:25.

#### 2-Hour Delay

Period 1/Ann 10:00 - 10:55  
Period 2 11:00 - 11:50  
Period 3 11:55 - 12:45  
LUNCH 12:45 - 1:25  
Period 4 1:25 - 2:15  
Period 5 2:20 - 3:10

Schedule Delay due to weather.

### DAILY ANNOUNCEMENTS

Announcements will be given Monday through Wednesday during the Bonus Period and on Thursdays and Fridays at the beginning of first period. Additional information is posted each morning on the public sign in front of the building and on the "b-informed" bulletin board.

1. Announcements must be as brief as possible and endorsed by the sponsor of the activity.
2. Morning announcements must be received in the office by 7:50 A.M.; afternoon announcements by 2:15 P.M.

### BONUS PERIOD (Homerom)

The "Bonus Period" occurs immediately following the 8:00 A.M. tardy bell, Monday through Wednesday, for twenty-one minutes. All students are expected to report promptly to their assigned homerooms. Juniors and Seniors will have the opportunity to be exempt from attending Bonus Period on Tuesdays and Wednesdays for three consecutive weeks if they

1. have passed both parts of ISTEP OR COMPLETED box 2 and box 3 for a graduation pathway.
2. have acquired no more than one tardy or absence from any class during the previous 3 weeks, and
3. have not enrolled in the credit retrieval program of the Bremen Academy (alternative education program)
4. have no current grade (in Harmony real time) = an incomplete or is < a "C."

#### Monday Bonus Period:

Students will report to their assigned Bonus Period for morning announcements (BTV), relationship-building activities, and miscellaneous activities such as student government and/or class meetings



and convocations.

Tuesday Bonus Period:

The freshmen will participate in a seminar/book study assignment (typically in the Bowen Auditorium) facilitated by administrators and counselors. Students in grades 10-12 will have silent reading time and "limited homework help" opportunities (beginning immediately following the brief morning announcements). Voluntary enrichment activities, in addition to mandatory math/English remediation activities for specific students, will be available. Silent reading will also be emphasized.

Wednesday Bonus Period:

Volunteer Mentors (senior/junior volunteers) will follow up with the freshmen regarding the assignment/project from the previous day's seminar. Students in grades 10-12 will have silent reading time and "limited homework help" opportunities beginning immediately following the brief morning announcements. Voluntary enrichment activities, in addition to mandatory math/English remediation activities for specific students, will be available. Silent reading will also be emphasized.

Thursday:

All students will report to 1<sup>st</sup> period class at 8:25 A.M. Staff collaboration will occur each Thursday from 7:45 - 8:15 A.M. No Bonus Period is scheduled for Thursdays.

Friday Bonus Period:

Volunteer Mentors (senior/junior volunteers) will follow up with the freshmen regarding the assignment/project from the week. Students in grades 10-12 will have silent reading time and "limited homework help" opportunities beginning immediately following the brief morning announcements. Voluntary enrichment activities, in addition to mandatory math/English remediation activities for specific students, will be available. Silent reading will also be emphasized.

STUDY PERIODS

The school day consists of five, 70-minute periods. Students are encouraged to enroll in five classes during each term in order to receive the most benefit from their high school career. A study period is an option a student may select, or be assigned, if there is a need for the following support:

1. Additional study time.
2. Special classes that require additional lab work beyond the regular class time.
3. Special tutoring and/or faculty assistance is needed to improve success in the classroom.
4. Participation in a math or English lab for ISTEP remediation.

Students will be limited to one study hall per year, unless they have an active IEP or ILP. Exceptions will be made on a limited basis and will be based on recommendations from classroom teachers and counselors according to individual student needs. Final approval for a student taking more than one study hall must be granted by the building principal.

Students who elect to take a study period instead of a fifth academic class are required to meet the following enrollment conditions:

1. Report on time to the assigned study area.
2. Bring sufficient school-related work to complete during the seventy-minute period.
3. Sign and follow the rules established for conduct.

Following an annual academic performance review, students who are determined to be in need of special academic assistance will be assigned to the directed study program through the guidance department.

Within each term, a student's study privilege may be restricted or suspended if one or more of the following conditions exists:

1. The prior trimester's grade point average drops below 2.0.
2. Behavioral/discipline problems persist.

At the end of each term, students who have not demonstrated the need for additional study time during the school day may be required to enroll in an additional academic subject.

INDEPENDENT STUDY HALL

A student is eligible to be on Independent Study Hall status if the following stipulations have been met:

1. The student must be at least a first-term sophomore.
2. The student must have acquired a minimum of a 3.3 grade-point average during the prior twelve-weeks grading period.
3. The student must have acquired NO administrative detentions during the prior twelve-weeks grading period.

Once a student has acquired the Independent Study Hall status, the following guidelines must be followed in order to remain in the program:

1. STUDENT MUST REPORT TO THE REGULAR STUDY HALL FOR ATTENDANCE AT THE BEGINNING OF THE PERIOD. At this time, the student must indicate his/her intended study area on the form provided in each study hall.
2. Students must remain inside the building, designated study area, or courtyard during the study hall period until the conclusion of the period, unless a pass is obtained from the office to change locations.
3. STUDENTS ON INDEPENDENT STUDY ARE NOT TO WALK THE HALLS OR GATHER NEAR THE OFFICE DURING ANY PART OF THE CLASS PERIOD.

IN THE EVENT OF AN EMERGENCY OR DRILL, INDEPENDENT STUDY HALL STUDENTS ARE TO FOLLOW THESE PROCEDURES:

FIRE: EXIT THE BUILDING BY THE CLOSEST EXIT AND REPORT TO THE TEACHER IN CHARGE OF THE CLASS CLOSEST TO THIS EXIT FOR ATTENDANCE. SIGNS ARE POSTED IN EACH OF THE AREAS.

TORNADO: GO TO THE LOCATION POSTED IN THE AREA AND REPORT TO THE TEACHER/ASSISTANT IN CHARGE AND INFORM THE TEACHER THAT YOU ARE AN INDEPENDENT STUDY HALL STUDENT.

### HALL PASSES

All students must have a pass issued by a teacher if it is necessary to be in the halls during a regular class period. Students may lose all hall pass privileges if tardies are excessive or if pass privileges are being abused.

### PERMANENT PASSES

Teachers may issue a long-term pass from a study period to a student for the following reasons:

1. To obtain student classroom assistants. (Maximum of two student assistants per period.)
2. To complete long-term, supervised projects.
3. To provide tutorial time for students in need of assistance. No long-term "permanent" passes will be issued to freshmen students. All students must remain in the teacher's classroom or work area and be supervised by the teacher. If a teacher is absent, all passes are canceled for that day, and the student(s) must remain in the study period.

### STUDY HABITS

The three essential factors involved in creating this type of learning are

1. the active involvement of students in their education,
2. the development by students of an inquiring spirit, and
3. a cooperative effort among the school staff, students, and parents.

It is of the greatest importance that students be actively involved in the learning process. Students are encouraged to participate in setting their own personal goals in each course they take and to research areas of personal interest related to these courses. Other ways they can be active in the learning process are making the best use of their time in school, contributing suggestions on ways to improve courses, and looking for applications of these courses outside the formal structure of the classroom.

It is important to have good study habits in order to complete a high school course successfully. Freshmen students have consistently indicated that learning how to study at the high school level is one of the greatest adjustments for a student to make between the middle school and the high school. There is no getting around the fact that the responsibility for learning rests with the learner. However, the teachers are committed to helping each student to achieve his/her learning potential.

While studying, each student should be aware of what methods of studying work best for him/her. Each student should analyze where he/she seems to get the best quality work done. THE KEY IS TO LEARN HOW TO LEARN. EACH STUDENT SHOULD LEARN WHAT WORKS BEST FOR HIM/HER. This is what education is all about. Some sound study habit suggestions are:

1. Study alone. Be independent. Begin promptly. Be determined to learn.
2. Form a time-and-place study habit by studying the same subject in the same place at the same time each day.
3. For studying at home, have proper conditions and equipment, i.e. a quiet room that is not too warm, good lighting, a straight chair and table, the necessary supplies, pencils, and paper.
4. Plan study periods so as to study those subjects requiring the greatest mental effort first; those in which concentration is easier, later.
5. Be sure that the details of each assignment are understood. If in doubt, ask the teacher.
6. Before doing advanced work, review the previous assignment quickly.
7. The student should keep in mind that he/she is working for himself/herself and not the teacher.
8. The student should train himself/herself to distinguish the important from the unimportant. Form the habit of using the indexes, the dictionaries, encyclopedias, and original resource materials.

9. Some reasons students do poorly are listed below. Often students can adjust their attitude or outlook or identify reasons why they are doing worse than they should be doing.
  - a. Poor Study Habits
  - b. Absence from School
  - c. Careless and Indifferent Attitudes
  - d. Delay in Preparing Assignments
  - e. Improper School Relations
  - f. Not Having Selected Subjects of Interest
  - g. Not Following Proper Course of Study
  - h. Poor Health
  - i. High School Work Too Difficult

### LUNCH PERIOD

Each student at B.H.S. is scheduled for a forty-minute lunch period each day. Students may purchase nutritious meals daily through the school cafeteria. **NO CHARGING FOR LUNCHESES WILL BE ALLOWED.** Maintaining an adequate fund balance in the student's account is the responsibility of the student/parent. Some students may qualify for the "Free or Reduced Lunch Program." Families should follow procedure outlined in Board Policy #651 to apply. All students must use their accounts for any food purchases. Account activity, history, or balance may be monitored via the Internet. Payments are to be made in the morning at the lunch account window (or at the window prior to the lunch period). No payments or cash purchases will be allowed in the serving lines. Payments can be made online.

Students may select from:

1. A regular meal. Student Breakfast = \$1.40 (reduced price = \$0.30)  
     Student Lunch = \$2.30 (reduced price = \$0.40)  
     Adult Breakfast = \$2.10  
     Adult Lunch = \$3.50
2. Daily A'la carte Items (variable cost)
3. Salads and Hot Bar (variable cost and items)

All food purchased in the cafeteria and carried on regular plastic trays or plates must be eaten in the cafeteria. Students who must attend club meetings or school activities or who wish to leave the cafeteria should use the disposable plates provided for this purpose.

1. Please clean up spills and messes created on the tables and the floors.
2. Return all plates and trays to the proper receptacles.
3. Dispose of all trash, cups, wrappers, etc. in the trash cans provided.

Students who choose to leave the building for the lunch period will be expected to conduct themselves as if they were still in the school facility. The "open" lunch privilege will be suspended for those individuals who choose to behave in an inappropriate manner. Persistent student behaviors that result in repeated complaints from our neighbors, patrons, or local businesses may result in the general elimination of the "open lunch" privilege for all students.

## **ATTENDANCE POLICY**

### STUDENT ATTENDANCE (Guided by [Board Policy 5200](#))

The School Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered.

Attendance shall be required of all School Corporation students, except those exempted under other provisions of State law, during the days and hours that the school is in session.

Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by State statute are:

- A. service as a page or honoree of the general assembly (I.C. 20-33-2-14)
- B. service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
- C. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20- 33-2-16)
- D. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)

- E. participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)
- F. exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household (I.C. 20-33- 2-17.7)  
The student must be in good academic standing as determined by the Corporation. Parents must request the absence in writing, it must be approved in writing by the principal, and it may not exceed five (5) days.
- G. participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the School Corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)

For any of these exceptions a student shall not be recorded as absent from school.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a written or verbal statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of any school absence.

The Board considers the following for excused absences:

- A. illness/appointment verified by parent/guardian or physician
- B. required court attendance
- C. professional appointments - Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- D. death in the immediate family or of a relative
- E. observation or celebration of a bona fide religious holiday in accordance with [Policy 5223](#)
- F. maternity
- G. military connected families' absences related to deployment and return
- H. such other good cause as may be acceptable to the Superintendent or permitted by law
- I. five (5) days, per year, for family activities verified by parent/guardian

An unexcused absence is any absence not covered under the definition of excused absence or an exception to compulsory attendance. An out-of-school suspension shall not be considered an unexcused absence.

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student. Truancy is defined as absence from school without permission of the parent.

The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the Department of Child Services.

The Superintendent shall develop administrative guidelines for the attendance of students which:

- A. ensure a school session which is in conformity with the requirements of the law;
- B. ensure that students absent for any excusable reason have an opportunity to make up work they missed;
- C. govern the keeping of attendance records in accordance with the rules of the State Board;
- D. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the Corporation's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

Such guidelines also shall provide for the reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, expelled, or excluded for misconduct.

#### **UNEXCUSED ABSENCES**

**An unexcused absence is defined as any absence not described as an "Excused" absence as detailed above. Any student who acquires an unexcused absence is expected to make up the work missed and will receive credit for the work turned in. The following consequences will take place as the result of an unexcused absence per term:**

- 1<sup>st</sup> unexcused absence: Verbal Warning**
- 2<sup>nd</sup> unexcused absence: 3-Hour Detention**
- 3<sup>rd</sup> unexcused absence: 4-Hour Detention**

***If further unexcused absences occur, possible consequences include: 4-Hoour detentions, loss of open lunch, revocation of work permit, suspension of driver's license. The school also reserves the right to explore due process procedures (suspension/expulsion).***

**Truancy is an absence from school without parental and/or school consent regardless of the age of the student. In all cases of truancy, a parent contact will be attempted. The following**

consequences will be no stronger than the following consequences as a result of an unexcused absence per term:

- |                          |                  |
|--------------------------|------------------|
| 1 <sup>st</sup> truancy: | 3-Hour Detention |
| 2 <sup>nd</sup> truancy: | 4-Hour Detention |

*If further truanancies occur, possible consequences include: 4-Hoour detentions, loss of open lunch, revocation of work permit, suspension of driver's license, reporting to Marshall County Probation. The school also reserves the right to explore due process procedures (suspension/expulsion).*

#### PROCEDURES

1. Attendance will be taken by the teacher during each class period, including Bonus Period. This attendance will be collected and compiled into a master list. Students who are absent from more than half of a class period will be marked absent during that period. If a student arrives late to school and misses more than one half of a class period, he/she will not only be marked absent for that class but also tardy to school.
2. A student who is absent from school must verify each absence with a parental phone call to the attendance secretary (546-3511) by 8:00 A.M. each morning. The phone call must state the reason for the absence. Reasons other than those stated in the sections listed above may be considered unexcused. An absence that is not excused within two days will result in a truancy.
3. The school assumes that a student who is unable to complete the last half of the school day because of illness will also be unable to work or attend extra-curricular functions later in the same day. Students who attend such functions may be marked unexcused for the time that they missed.
4. College Visitations: Juniors and seniors may use up to two days to visit colleges (as an excused absence) if they have made prior appointments with the prospective colleges. Students must complete a form, which is available in the main office, prior to the absence. Proof (signature of an admissions counselor) may be requested to verify your visitation.
5. Student absences for any non-truant reason will be given a reasonable opportunity to complete work for full credit.

#### ABSENCE BY SUSPENSION

In order to allow the student an opportunity to continue to receive an education without major disruption, students who are suspended (in-school or out-of-school) will be required to make up all work due during the period of suspension and should be turned in the first day the student comes back to school. This will allow the student to receive information that is required to complete the course effectively.

#### PERMISSION TO LEAVE SCHOOL

STUDENTS MUST RECEIVE PERMISSION FROM THE PRINCIPAL, ASSISTANT PRINCIPAL, ATTENDANCE SECRETARY, OR THE SCHOOL NURSE IN ORDER TO LEAVE THE BUILDING FOR ANY REASON. (Students do not need permission to leave the building during lunch.) A permit to leave will be issued by the attendance secretary. It is the student's responsibility to present the early-dismissal slip to the teacher from whose class he/she is leaving. Any student who has received permission to leave the building must sign out at the attendance office and sign in upon his/her return to school. An unexcused absence may be administered if the above procedure is not followed.

#### SPECIAL ATTENDANCE SITUATIONS

1. ELKHART AREA CAREER CENTER - E.A.C.C. students are under the jurisdiction of the Bremen High School attendance policy when attending the E.A.C.C. students who are suspended or expelled from either the Career Center or from Bremen High School may have this penalty enforced for both programs.
2. I.C.E. students are under the jurisdiction of the B.H.S. attendance policy and the I.C.E. policy during the time that they are in school. They are under the jurisdiction of their employer's attendance policies while on the job with the exception of the following situation: THE STUDENT MAY NOT WORK ON A DAY WHEN HE/SHE IS ABSENT FROM SCHOOL FOR ANY ONE PERIOD, OR THE ABSENCE IS UNEXCUSED. An I.C.E. student who works during school time for his employer must get prior approval from the I.C.E. coordinator or the assistant principal. This will be allowed on a case-by-case basis in emergency situations only. Any days that are used for this purpose will be deducted from the three days available for pre-arranged absences. Failure to follow this procedure will result in the absence being marked as "unexcused."
3. HOMEBOUND INSTRUCTION - Parents should notify the school administration of the fact that their child will be unable to attend school for a MINIMUM OF FOUR WEEKS as verified in writing by a doctor. This notice will allow school personnel to arrange for instruction to continue during the student's prolonged absence.
4. TEMPORARY INJURY-Students enrolled in PE or keyboarding/computer classes that require demonstrations of skill development who sustain a temporary injury or illness may be removed from the class with no penalty. Inability of a student to participate in PE will require the student to retake the class following the fourth week of non-participation.

#### ATTENDANCE INCENTIVES

At the conclusion of each school year, public recognition will be given to each student who has met the following criteria:

1. The student has missed neither a full day nor a half day of school.
2. The student has acquired no unexcused absences for any class period.
3. The student has received no disciplinary consequences for excessive tardiness (as defined in the Student Handbook).

#### TARDINESS TO SCHOOL

A student arriving late to school will be counted tardy. Students arriving to school and missing more than one half of at least one class will not only be counted absent for the class/classes missed but also tardy to school. If a student does not show up for Bonus Period, but reports to first period on time, the student will be marked absent and tardy to Bonus Period showing a tardiness to school.

If a student comes to school late or returns to school from an absence during the school day, he/she must sign in at the attendance secretary's desk and get a pass for admittance to class. "CAR TROUBLE" IS NOT AN EXCUSED ABSENCE FROM SCHOOL AND WILL BE RECORDED AS "UNEXCUSED" AND/OR "TARDY," DEPENDING ON HOW MUCH OF THE CLASS WAS MISSED.

#### TARDINESS TO CLASS

All students are expected to be in their classrooms, seated at their desks, and ready to receive instruction by the time the tardy bell rings to begin each class period. Specific requirements will be given to those students taking physical education courses.

#### PENALTIES FOR TARDINESS

All tardies will be recorded in the attendance office. Students who develop a habit of tardiness by exceeding three tardies per twelve-week term will be subject to the following:

1. Fourth Tardy: 3-Hour Detention
2. Eighth Tardy: Parent Notification, Saturday Detention
3. Twelfth Tardy: Parent Notification, Saturday Detention, Loss of Study Hall Pass Privileges
4. Fifteenth Tardy: Parent Conference, Saturday Detention, Loss of all Pass Privileges

If tardiness continues, the school reserves the right to explore due process procedures (suspension/expulsion). Depending on a student's history of being tardy to school or class and his/her response to the consequences that have been given up to this point, the high school administrative staff has the latitude to modify consequences in the best interest of the student and/or school (within reason).

*At any point within student attendance or tardiness, if the issue persists, students may be subject to other disciplinary actions as defined by the discipline policy.*

## **DISCIPLINE POLICY**

#### DISCIPLINE (Guided by [Board Policy 5600](#))

The most effective discipline is self-discipline. This takes effect when a student is responsible for his/her own actions and behaves so that he/she is in compliance with the discipline policies at B.H.S. When each student uses self-discipline, circumstances are such that all students may attend school in an atmosphere where learning can take place, safety is kept in mind, people can enjoy their time in school, and a positive relationship can exist among students, teachers, and administrators. Self-discipline is not inherited; it must be learned. When students act in ways that are outlined as unacceptable at B.H.S. or at extra-curricular events in which B.H.S. is a participant, teachers and/or administrators must step in to help correct the unacceptable behavior.

In accordance with Indiana Code, the superintendent, principal, any administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with student behavior in addition to the actions specifically provided in this chapter, reasonably desirable or necessary to help any student to further school purposes, or to prevent an interference therewith such action. Incidents that occur during times immediately before or after school hours as students travel to or from their home and those incidents occurring over the lunch hour are under the jurisdiction of the school and will be handled accordingly.

Included in the disciplinary techniques used at B.H.S. are:

Verbal/Written Warnings and Lectures on Proper Conduct and Behavior	Removal of Eligibility for Local Awards
Parental Involvement	Disciplinary Removal from Course
Detention Before, During, or After the School Day	Notification of Police/Probation/B.M.V.
Saturday Probation (Detention)	Restriction of Study Hall Privileges and/or Hall Passes
Restriction of Driving Privileges and/or Work Permit	Restriction or Suspension of Open Lunch Privileges

Reduction of Grades and Loss of Credit	Referral to Special Service Programs Within the School or in the Community (for up to 120 hrs.)
Out-of-School Suspension	Rearrangement of Class Schedule
Expulsion from School	Restriction/or Suspension of Computer/Lab/Internet Use
Invalidation of Driver's License	Bonus Period Restrictions
Restriction or Suspension of Extra-Curricular Privileges	Revocation of Work Permit
Assignment to Work Details	Isolated Timeout
Suspension from Commencement Exercises	Non-Violent Physical Crisis Intervention

Discipline records are maintained for each student referred to the administration for disciplinary reasons. Under current state law, the school is required to transfer discipline records along with attendance and academic records when students move to a new school. The disciplinary measures employed for a student will be based on the following:

1. Type of Offense or Problem
2. Degree of Misconduct
3. Frequency of Misconduct for a Similar Offense
4. General Discipline Record of the Student(s)

Accordingly, the measures employed will be individualized to best meet the needs of the student(s) involved, and comparisons between discipline for individual students is not possible. However, the punishments assigned by the administration are similar for all students involved in the same type of misbehavior after review of the four criteria listed above.

If a student decides to misbehave, HE/SHE MUST BE AWARE OF THE CONSEQUENCES OF THE UNACCEPTABLE BEHAVIOR. Some of the areas of concern (listed alphabetically) which students should be aware of are defined below, but not limited to the following:

**ABUSE OF A STAFF MEMBER:** Back-talk, name calling, disrespect, lying, physical harm or other forms of abuse, deception, and harassment will not be tolerated. In addition, Board Policy has established that staff members should be able to work in an environment free of threatening speech or actions. Any student, parent, visitor, staff member or agent of the Board who is found to have threatened a member of the staff shall be subject to discipline or reporting to the authorities.

**CONSEQUENCES:** Such actions can lead to exploration of due-process proceedings. Minimum of suspension from class, Saturday detention, verbal or written apology to staff member, and additional requirements may be imposed before reinstatement in the classroom occurs. Non-student violators may be subject to removal from the premises, involvement by law enforcement, and/or issuance of "No-Trespass" orders.

**ACCESS TO K-8 BUILDING:** Students should be aware that the facility is linked to the K-8 building. Unless assigned to a class or a study hall in the K-8 area, students are to avoid unauthorized visits to this part of the building.

**CONSEQUENCES:** Restriction of lunch privileges, detention, and eventual due process.

**BAGS/BACKPACKS:** Due to safety and space concerns, students should leave all bags in their lockers, including purses, duffle bags, and book bags. However, students will be allowed to carry their school-provided computer case.

**CONSEQUENCES:** Students will be required to return their backpack or bag to their locker immediately, a tardy will be assessed as a result of missed class time. Repeated offenders could face detentions or other disciplinary actions.

**DAMAGE TO SCHOOL PROPERTY:** Students will be held accountable for any damage to school property.

**CONSEQUENCES:** Payment for damages and possible detention/due process for suspension/expulsion.

**DRUGS/ALCOHOL:** Bremen Public Schools adheres to [Board Policy 5530](#), establishing a drug-free environment for both staff and students. Possession, use, attempted sale or distribution, consumption on the property or at any school function (here or away) are not permitted. (Possession includes having drugs or alcohol in your system.) In addition, possession of drug paraphernalia is not allowed on school property.

**CONSEQUENCES:** Suspension from eligibility or privileges, suspension/expulsion from school, and notification of parents and police. If a student demonstrates a reasonable suspicion of having consumed alcohol, a breathalyzer may be used to verify consumption.

**FIGHTING:** Physical and verbal assaults and conflicts have no business in a school environment and disrupt the learning atmosphere.

**CONSEQUENCES:** A Saturday detention. Additional action, including suspension and/or expulsion, may be taken according to the frequency and/or severity of the incident(s).

**GANG-RELATED GROUPS/SYMBOLS:** Street gangs have no place at Bremen High School.

**CONSEQUENCES:** Students who, individually, or as a group, act in such a way as to intimidate, threaten, coerce, or physically harm any other student will be subject to the penalties

established for expulsions. The showing of gang-related symbols, colors, or clothing which causes a disruption in the learning environment and to school purposes shall be grounds for suspension or expulsion.

HOMEWORK: All homework should be completed according to the conditions established by each teacher.

CONSEQUENCES: Teacher warnings/detentions. Repeat offenders could receive administrative detentions.

HORSEPLAY: Irresponsible actions that could lead to physical harm or damage to other persons or property.

CONSEQUENCES: Minimum of a warning. Additional actions may be employed dependent on the type and frequency of the incident(s). Detention and notification to parents is possible for such actions as throwing food, snowballs, and other childish behavior.

INSUBORDINATION: Failing to follow the directions of a member of the staff, including such things as completion of class assignments, projects or homework, and proper use of computers while at school.

CONSEQUENCES: Minimum of student-teacher conference to rectify the problem, detention, written apology, suspension from school.

LANGUAGE: Using vulgar or obscene language as spoken or displayed on school property or during school hours (including open lunch time)

CONSEQUENCES: Verbal warning and student conference, detention, and Saturday detention according to incident and frequency.

OPEN LUNCH VIOLATIONS: Failure to follow rules of conduct either in the building or outside, reckless driving, improper disposal of trash, damage to neighboring properties, etc.

CONSEQUENCES: Possible restriction or suspension of open lunch privileges, oral/written apology to complainant, possible detention.

PUBLIC DISPLAYS OF AFFECTION (PDA): Examples of inappropriate behavior are kissing, excessive hugging, sitting on laps, etc... Holding hands is permissible.

CONSEQUENCES: Minimum verbal warning; detentions are possible. Repeated violations could result in disciplinary consequences (detention, loss of privileges, suspension, and/or expulsion).

P.E.: NON-DRESS/NON-SWIM (CONTINUOUS): Considered in the same category as insubordination and intentional failure.

CONSEQUENCES: Defined in classroom rules, minimum of student-teacher conference, detentions, leading to removal from class and loss of credit for the course.

RECKLESS DRIVING, IMPROPER PARKING OR REGISTRATION:

CONSEQUENCES: Minimum of verbal warning, detention, suspension of driving/parking privileges, notification to parents and/or police. CAR MAY BE TOWED FOR IMPROPER PARKING.

RUDE BEHAVIOR AT STUDENT ASSEMBLIES: Students are expected to show attention and respect at all assemblies.

CONSEQUENCES: Removal from program in progress, detention, possible suspension from future activities pending apology to student body.

RUNNING IN THE HALLS: Sufficient time is permitted for students to reach all areas of the building during passing times without running. This action endangers the safety of others in the building.

CONSEQUENCES: Minimum of verbal warning. Repeated violations will result in detention.

SEXUAL HARASSMENT: Bremen Public Schools has adopted [Board Policy 1662](#). Students/staff should be aware of the reporting and discipline procedures within this policy and the consequences outlined therein.

SMOKING: SMOKING BY MINORS IS A VIOLATION OF INDIANA LAW. Smoking or possession or selling/buying of tobacco products or other smoking devices (e-cigarettes, hookah pens, vaping devices, etc.) by any student is not permitted on school grounds or at any extra-curricular event.

CONSEQUENCES: If cigarettes, tobacco, smoking devices, or snuff is observed, it will be confiscated. Confiscated items may be claimed personally by parents at the high school office. Students who are observed possessing and/or using tobacco products or other smoking devices at B.H.S. events or on school grounds will be subject to the following punishments:

1<sup>st</sup> Offense: Saturday detention/Confiscation of Material

2<sup>nd</sup> Offense: Suspension from School/ Confiscation Material

3<sup>rd</sup> Offense: Initiation of Due Process (Suspension/Expulsion)/Confiscation of Material

VANDALISM (Including TP):

CONSEQUENCES: Minimum of payment for damaged or affected area and assigned work detail to clean



up area. A work detail may also be established to assist the student in paying for the damaged property. The school reserves the right to explore due process proceedings and to prosecute parties involved in vandalism and criminal mischievousness.

*Some disciplinary actions require a bit more definition, and they are defined as follows:*

**BULLYING: RACIALCONFLICTS/HARRASSMENT/INTIMIDATION BULLYING:** Such conflicts are contrary to the mission and objectives of this school. Symbols, signs, and activities of this nature that cause a disruption to the educational environment of this school constitute grounds for suspension or expulsion from school. All such incidents must be reported to the administration so that attempts can be made to resolve issues before a conflict occurs.

**CONSEQUENCES:** Minimum of verbal warning and conflict resolution meeting, up to due process proceedings based on severity and/or frequency of violations. Consequences are guided by the rules established in [Board Policy 5517.01](#).

**Definition:** overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student as objectively hostile school environment that:

1. places the targeted student in reasonable fear of harm to the targeted student's person or property;
2. has a substantially detrimental effect on the targeted student's physical or mental health;
3. has the effect of substantially interfering with the targeted student's academic performance;
4. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This rule may be applied regardless of the physical location in which the bullying behavior occurred, whenever:

1. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation and
2. disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Bullying by a student or groups of students against 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. The use of data or computer software that is accessed through a school computer, a school computer system, or a school computer network to engage in any bullying conduct described in this rule is also prohibited.

**CONSEQUENCES:** 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. The penalty for violation of this section prohibiting bullying: up to ten-day suspension and expulsion from school for a period not to exceed the remainder of the current trimester and one full trimester.

**CHEATING:**

Performance on assignments, quizzes, projects, tests, and other classroom activities is expected to be that of each individual student, unless the teacher designates such work as a group activity. While a student may obtain assistance in understanding concepts through tutoring, all work submitted in fulfillment of course requirements MUST be that of the student. FAILURE TO MEET THIS STANDARD WILL BE CONSIDERED CHEATING. Examples of cheating include copying homework, sharing test information, plagiarism/failure to cite sources, submitting work done by other students/people, use of reports/documents purchased from services, obtaining prior knowledge of test information not communicated by the teacher, transmitting information via wireless technology, etc.

Students who are caught cheating will receive the following consideration when determining their final academic standing during a term:

1. The classroom teacher shall be responsible for determining the weight or penalty toward the student's twelve-week grade for the first incident of cheating involving daily homework or minor quizzes. Such incidents will be reported to the office and shall be logged in the student's discipline log. Parent(s) will be notified by regular mail.
2. For the first incident of cheating on a major test or assignment, the student will automatically receive a "zero" for that particular instructional unit and will serve a minimum of one three-hour detention. Such incidents will be logged in the student's discipline file.

3. For any second incident of cheating during the current school year in either of the two categories above, the student will receive a grade of "F" for the term in the course in which the second infraction occurs.
4. Any student found to be cheating on a term final exam will automatically receive a failing grade in that course regardless of first or second offense.
5. Seniors who commit a second act of cheating in a course required for graduation will be subject to due-process proceedings as they relate to that class.

**ELECTRONIC DEVICE AND INTERNET USE GUIDELINES:**

(School-issued or student-owned devices)

**IMPROPER USE OF COMPUTERS/INTERNET ACCESS:** Students and their parents are required to sign a notice of understanding of the board policy concerning the use of computers and access to the internet using school resources and equipment. Accessing chat rooms and private email accounts during school time is not permitted. Use of school equipment to disparage peers, faculty, or other members of the staff may result in loss of privileges and additional disciplinary consequences as required by law. A more in-depth definition can be found in Appendix A - Technology Acceptable Use Policy.

**CONSEQUENCES:** Violations of the conditions of this use will result in the assigning of detentions, loss of access to school equipment and resources, and exploration of due process depending on the type, degree, and frequency of abuse. Any student found to be circumventing security systems (hacking) may be prosecuted and will be held accountable for costs incurred to repair damages that result from tampering with files. A person who knowingly or intentionally alters or damages a computer program or data that comprises a part of a computer system or computer network without the consent of the owner of the computer system or network commits computer tampering, a Class D Felony.

**FURTHER IMPROPER USE OF COMPUTERS/INTERNET ACCESS:** Students will have permission to possess electronic devices, such as cell phones, pagers, and music/movie players on school grounds and within the building; however, such devices may only be used before and after school hours, during passing periods, and during the open lunch time. Exceptions may be made if the device is used for educational purposes under the direct supervision of a teacher. If at any point this privilege becomes a nuisance or distraction to student learning, electronic devices may no longer be allowed in the school building at any time.

**CONSEQUENCES** for students not upholding the set guidelines for use of electronic devices (i.e. the device makes a noise or is seen during instructional time or in a restroom/locker room) will be as follows per school year:

- 1<sup>st</sup> Offense: Verbal warning by Staff Member and Administration. Device will be confiscated and held by the assistant principal until the end of the day when the student can pick it up in the office. Offenses will be recorded in the student's disciplinary profile.
- 2<sup>nd</sup> Offense: Device will be confiscated and held by the assistant principal until the parent makes contact and arranges a time to pick up the Device. The student will also receive a three-hour detention.
- 3<sup>rd</sup> Offense: Device will be confiscated and held by the assistant principal until the parent makes contact and arranges a time to pick up the Device. The student will also receive a four-hour Saturday detention.
- 4<sup>th</sup> Offense: Device will be confiscated and held by the assistant principal until the parent makes contact and arranges a time to pick up the Device. The student will receive a Supervised Out-of-School Suspension that would be held at the Plymouth School Service Center.
- 5<sup>th</sup> Offense: Initiation of Due Process (Additional Suspension or Expulsion)

Depending on a student's history of cell phone/electronic device violations and his/her reaction to the disciplinary consequences issued up to this point, the administrative staff has the latitude to modify consequences in the best interest of the student and/or school.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct," it is important for parents and students to be aware of the legal consequences of such behavior. 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 eighteen; or (2) to distribute, show to another person, or offer to so distribute or show matter that depicts or describes "sexual conduct" by a child under the age of eighteen. 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, requires 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. Students found to be in violation of this criminal statute could face suspension or expulsion from school in addition to criminal charges.\

INTERNET ACCESS PRIVILEGE: With the One-to-One Computer Initiative, the majority of students have access to computers both at school and after-school hours. With these computers, students also have access to the Internet, if provided at home. Regardless of when and where the computer devices are used, their Internet use is still tracked and monitored by the school-owned filter. At this time, all students have been given access to a less restrictive Internet filter when off school grounds and after school hours. In an effort to motivate students to improve classroom performance, school attendance, and behavior, the high school administration and staff has decided to implement an incentive program. If students meet the outlined criteria, they will maintain access to a less restrictive Internet filter. For those students who do not meet the outlined criteria, they will be added to a more restricted Internet use group. For the students who are placed on the restricted list, they will no longer have access to such programs as Facebook, Twitter, Pandora, etc.

The criteria to determine which group a student falls into is outlined below. This incentive program will run on a twelve-week basis and will be determined at the conclusion of each twelve-week grading period. If students do not meet all required areas, they will have limited access for the next term or grading period.

Criteria:

- The student must be enrolled in at least four classes and pass four out of the five possible classes with a "D-" or better.
- A student cannot exceed the attendance limit or miss six days in any one class period regardless of reason.
- The student cannot have received an administrative detention during the previous term for any reason.
- A student cannot be suspended or expelled during the previous or existing term.

The high school administration has the latitude to make decisions on student Internet access to assist in maintaining order in the class and school and to improve student achievement.

STUDENT GROOMING AND DRESS:

The Board of School Trustees originally reviewed the student dress policy at the request of the Student Council in the spring of 1977 and the fall of 1982. These guidelines were also reviewed and endorsed by the Student Council in 1982 as well as 2010, 2013, and 2015. In cooperation with the Student Council, a change in the dress policy was implemented in 1988. The School Board expressed the hope that parents would continue to encourage appropriate personal appearance and appropriate clothing for their children as in past years. The Board stated its confidence that students would display the same good judgment and discretion as in past years. It must be understood that current fashion trends may not be appropriate for or acceptable in school.

GROOMING: All students who attend Bremen High School are encouraged to come to school clean and dressed neatly. Students are asked to think about others with whom they must interact and to be considerate of them. Students who are referred to the nurse or to the main office because of lack of cleanliness and/or good hygiene will be instructed to clean up at school or will be sent home to wash, bathe, etc.

GENERAL CLOTHING: Any clothing that is dangerous (usually considered when working around machines or equipment) or disruptive in any way cannot be allowed at school. Students should monitor the weather conditions and wear appropriate clothing, especially during cold weather. Students should not plan to wear outside apparel during the school day. Jackets, coats, hats, hoods, and bandannas should not be carried into classrooms but should be kept in lockers. Hats/hoods should not be worn during any class period or during passing period. Torn clothing or clothing with holes that expose undergarments are not permitted. Clothing worn to school with advertisements or statements related to tobacco, alcohol, bars, illicit drugs, or containing offensive, off-color, or obscene connotations as interpreted by the administration, classroom teacher, or any other staff member in the building is contrary to the goals and objectives of the school and its programs. Metal plates should not be placed on shoes to be worn at school. The use of metal chains will not be permitted, including for the purposes of securing a wallet.

- SHIRTS/TOPS: Students are not permitted to wear shirts or other clothing with sayings or pictures that might be interpreted by the administration as offensive to others or disruptive to the learning environment. All shirts must be worn in a way that neither sides nor chest are exposed. Shirts and/or tops that must be constantly pulled down to cover the midriff are not appropriate for school wear.

- **UNDERGARMENTS:** All students are required to wear undergarments to school. At no time should a student wear articles of clothing primarily intended as undergarments for regular school wear. CLOTHING SHOULD BE WORN IN A WAY THAT COVERS UNDERGARMENTS OR AREAS NORMALLY COVERED BY UNDERGARMENTS.
- **PANTS/SHORTS/SKIRTS/etc.:** Should be at least mid-thigh in length and should be worn in a way that undergarments are not shown.
- **SHOES:** Students must wear shoes/sandals at all times to avoid injury and improve the sanitary conditions of the building.

The principal and/or designee is authorized to have students change their clothing in school and/or send the offending students home to change their clothing. Students wearing clothing deemed inappropriate for school use may be subject to disciplinary action.

#### WEAPONS:

The school environment is not a place for any type of weapon. The school will comply with Federal and State laws, requiring reporting, prosecution, and expulsion of students who bring weapons on school property. Articles designed to inflict bodily harm, used to inflict bodily harm, or represented as a device that could inflict bodily harm to another person will be subject to this rule.

#### POSSESSION OF A FIREARM

1. No student shall possess, handle, or transmit any firearm on school property.
2. The following devices are considered to be a firearm:
  - Any weapon that will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
  - The frame or receiver of any weapon described above.
  - Any firearm muffler or firearm silencer.
  - Any destructive device that is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
  - Any weapon that will or that may be readily converted to expel a projectile by the action of an explosive or other propellant and that has any barrel with a bore of more than one-half inch in diameter.
  - Any combination of parts, either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
  - An antique firearm.
  - A rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.
  - Destructive devices are defined in [Board Policy 5772](#).
3. The penalty for possession of a firearm: Ten days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
4. The superintendent will notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### POSSESSION OF A DEADLY WEAPON:

No student shall possess, handle, or transmit any deadly weapon on school property. Deadly weapons are defined in Indiana Code and in [Board Policy 5772](#). The penalty for possession of a deadly weapon will be ten days suspension and expulsion from school for up to one calendar year.

CONSEQUENCES: Consequences for violations of this rule are outlined in [Board Policy 5610](#), "STUDENT DISCIPLINE." The school will pursue due process proceedings against any student bringing such items on school property.

#### CONSEQUENCES EXPLAINED

##### DETENTION

Detention assignments are given in an attempt to change student behavior from unacceptable to acceptable. This method of discipline is usually an early step in the disciplinary process. Detention assignments will be made in two areas:

1. **Individual Teacher Assigned:** Given for improper classroom conduct, lack of work completed/turned in, disrespect to teachers, etc. Each teacher will assign and conduct his/her own detention room as a study time, custodial time in his or her room, or teacher-student conference time. Teacher-assigned detentions may be at noon (requiring a student to bring or buy a lunch, rather than leaving the building), or before or after school at the discretion of the teacher. Group detentions may be proctored by an assigned staff member.
2. **Administrative Assigned:** Given for various types of misconduct that are brought to the

administration's attention, including attendance infractions and failure to attend teacher-assigned detentions. The administrative-assigned detention will be for study or custodial activities in and around the building. The following rules will be enforced for administrative assigned detentions:

Detentions will be served on evenings from 3:15 P.M. to 6:15 P.M. Saturday detentions will be served from 8:00 A.M. to 12:00 P.M. Either of these may be assigned by the administration to fit existing administrative scheduling and supervision conditions.

In the case of a weekday detention, if a student is absent from school on the day he/she is expected to serve, this detention must be made up on the following detention. Two consecutive absences will result in the student being placed in Saturday detention. Exceptions to this procedure may be made in the case of an illness verified by a physician's statement.

In the case of a Saturday detention, a parent conference may be requested for the purpose of informing all parties concerned about possible suspension from school should the student's misbehavior continue. A contract may be employed at this time to ensure full understanding of the situation by all parties. Failure to attend an assigned Saturday detention may result in suspension from school.

The student is expected to report promptly to detention. If a student is late, an extra hour of detention may be assigned.

The student is expected to bring school work to the detention area and is expected to stay busy for the entire time. If the student runs out of school work, he/she is expected to have a book or magazine to read for the remainder of the time.

It is not the responsibility of the administration to provide the student with materials to read or things to do during a detention. Students who bring nothing with them may be given an additional hour of detention.

The student is expected to stay awake during detention time. Students caught sleeping may receive an extra hour of detention.

A student may be dismissed from detention for failure to comply with the rules that have been established. In such cases, any time served will be forfeited, and the detention will be reassigned.

The student is expected to be quiet and respectful of school property during detention time. If the student is seen talking to other students without the permission of an administrator, then an extra hour of detention time may be added. Likewise, if the student writes on a desktop or chair or litters the area around his/her desk, the student may be required to serve an extra hour of detention and clean up his/her mess. No food or drinks are to be consumed during detention. Neither food nor drinks are to be taken to the detention area.

The student will be told by the administrator when he/she has served the required time and can leave the building. Under no circumstances should the student leave the detention area until or unless an administrator has granted the student permission.

The student is expected to serve his/her detention in a cooperative, uncomplaining manner. Any negative statements, abusive gestures, or other behaviors that constitute insubordination or disrespect will result in further disciplinary action as determined by the administration.

#### SUSPENSION OR EXPULSION

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-33-8-14, the Board of School Trustees authorizes administrators and staff members to take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER: A 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. If a teacher removes a student from class, the principal may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension. The student may not be placed back into the original class until the principal has a meeting with the teacher, the student, and the student's parents to determine an appropriate behavior plan for the student. If the parents do not attend this meeting within a reasonable time, the principal may place the student in another class or educational setting.
2. 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

school days.

3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current term plus the following term, with the exception of a possession of a firearm incident.

#### GROUND FORS SUSPENSION OR EXPULSION

Student misconduct or substantial disobedience are grounds for suspension or expulsion. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property or attempting to set fire or cause damage. This includes the use of pipe bombs or other explosive or incendiary devices.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property or at a school-related activity, including the making of a false report of a bomb, fire, or uncommon disease-producing organism, as well as triggering a false fire alarm and delivering or sending an actual or look-alike uncommon disease-producing substance to any school property, vehicle, or activity.
  - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct or participate in the education function under this supervision.
  - f. Through any means of communication, including gestures, symbols, or signals, placing any student, teacher, employee, or other person in fear of harm to one's self, a family member, or personal property. This includes, by way of example, such conduct as threatening "to get" a person, creating a "hit list" of persons who are put in fear of harm, and warning a person that a family member could get hurt or one's property damaged.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of others to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school or private property, or stealing or attempting to steal school or private property.
5. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
6. Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value from the student.
7. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
8. Failing to report actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
9. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
10. Possessing, using, transmitting, or being affected by any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision.
11. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
12. Possessing, using, transmitting or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
13. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.

14. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
15. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
16. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state and federal law.
17. Falsely accusing any person of sexual harassment or of violating a school rule and/or state law.
18. Engaging in any activity forbidden by the laws of Indiana that constitute an interference with school purposes or an educational function. This includes aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
19. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test (assessment) copies or scores.
20. Taking, recording, displaying, and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
21. Possessing sexually-related materials, which include images displaying uncovered breasts, genitals, or buttocks.
22. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to be in violation of criminal laws will be referred to law enforcement authorities.
23. Engaging in pranks that could result in harm to another person.
24. Possessing or using on school grounds, during school hours, an electronic device, cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules.
25. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry, or hairstyle that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
  - f. violation of the school corporation's acceptable use of technology policy or rules;
  - g. violation of the school corporation's administration of medication policy or rules;
  - h. possession or use of a laser pointer while on school property, or while attending a school-sponsored activity on or off school property, unless under the supervision of a staff member and in the context of instruction;
  - i. using on school grounds, during school hours, an electronic device, cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function; and
  - j. any student conduct rule the building principal establishes and gives publication of to all students and parents in the principal's school building.

#### UNLAWFUL ACTIVITY

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. The grounds for suspension or expulsion listed above apply when a student is:

1. On school grounds immediately before, during, and immediately after school hours; and at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event, or
3. TRAVELING TO OR FROM SCHOOL OR A SCHOOL ACTIVITY, FUNCTION, OR EVENT.

#### SUSPENSION PROCEDURES

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - a. A written or oral statement of the charges.
  - b. If the student denies the charges, a summary of the evidence against the student will be presented, and,
  - c. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension meeting, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension and describe the student's misconduct and the action taken by the principal. In addition, the school will fax the relevant information to the Marshall County Out-of-School Suspension Center, where any suspended juvenile will be required to serve the suspension.

#### EXPULSION PROCEDURES

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting or may appoint one of the following persons to conduct the expulsion meeting:
  - a. Legal counsel
  - b. A member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their 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.
3. 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.
4. 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.
5. 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.

The student or parent has the right to appeal the decision of the person conducting the expulsion body may be appealed only under section 15.

1. A student or a student's parent who fails to request and appear at an expulsion meeting after receipt of the notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, the 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.
2. The governing body may vote not to hear appeals of actions taken under subsection (c). If the governing body votes not to hear appeals, after the date on which the vote is taken, a student or parent may appeal only under section 15.

## STUDENT INFORMATION

#### STUDENT DRIVING AND PARKING PRIVILEGES

All students should keep in mind that driving to school is a privilege. Any student who does not exhibit proper safety and driving attitudes or violates established rules pertaining to registration of vehicles or parking will immediately jeopardize his/her privilege of driving to school.

1. All students who drive any motorized vehicle to school must complete a Student Driver Registration Form and return it to the main office.
2. Due to limited parking space, sophomores, juniors, and seniors, should only park in the Grant Street parking lot south of the school. Elkhart Career Center students are allowed to park in the North Parking Lot in the last two full rows at the far east end of the parking lot. Elkhart Career Center students will be picked up and dropped off in the North parking lot. Proper parking permits must be obtained before parking on school grounds will be allowed.
3. Students are not to park in the following areas:
  - a. Spaces reserved for visitors or handicapped vehicles.
  - b. Any space surrounding the superintendent's office.



- c. On Sherman Street near the Doctors' Hospital entrances.
- d. In any spot surrounding the school that impedes bus transportation in the morning or afternoon.

PERSONAL VEHICLES MAY BE INSPECTED WHILE ON SCHOOL PROPERTY FOR ILLEGAL ITEMS SUCH AS WEAPONS, TOBACCO PRODUCTS, DRUGS, OR ALCOHOL. Cars may be towed at the owner's expense if parking regulations are abused.

Students should be aware of the possibility of invalidation of driver's licenses for habitual truancy, receiving more than one suspension, and expulsion from school.

#### BICYCLES, MOPEDS, AND SKATEBOARDS

Students who ride bicycles or mopeds to school must park them on the north side of the building in the racks provided. Skateboards are not to be ridden on school property. Bikes, without being used, should not be left at the school for an extended period of time. After attempting to find the owner, the school reserves the right to remove the bike.

#### LOCKERS, BOOK/GYM BAGS, AND BACKPACKS

The safety of every student must be the concern of everyone. The increasing number of book bags and backpacks being brought into the classrooms causes severe congestion in the aisles and outside the classroom doors. There is sufficient time in the passing periods for students to retrieve books and other materials from their lockers between classes. In addition, in the event of an emergency that requires a search of the building, having these items stored in the lockers allows us to narrow searches that may need to be conducted to ensure the safety of our student body. As required by the School Safety Plan, all book bags, gym bags, and backpacks must be stored in a student's locker during the school day. All books, supplies, and materials for class must be hand-carried. Non-compliance may result in disciplinary action for insubordination.

Each student will be assigned a locker for storage of clothes and books. Students should plan ahead and avoid the need to go to their lockers during class time. FOR THE PROTECTION OF STUDENT

#### BELONGINGS:

1. Close and lock locker each time after use.
2. Keep combination of locker confidential.
3. DO NOT STORE CASH OR ITEMS OF VALUE IN LOCKER. (INCLUDING P.E. Lockers)

The office will hold these items for you if necessary.

4. Any materials, books, or equipment issued to the student by the school are the responsibility of the student until their proper return; any damage to or loss of such items will be charged to the student. While every attempt is made to ensure the security of a student's locker, valuable property should not be stored in this area.

Each locker is cleaned, washed and given a new combination at the start of every school year. Repair of locks and/or lockers that are damaged through misuse, "setting," or storage of food or other activities will be charged to the student. Problems should be reported to the office immediately. Locks or lockers that show evidence of being kicked, vandalized, or bent will result in charges for replacement or repair.

The office maintains a list of all locker combinations in case a student forgets his/her combination. THE OFFICE WILL NOT GIVE OUT COMBINATIONS TO OTHER STUDENTS FOR ANY REASON. Each student is responsible for keeping his/her locker clean. Students should avoid the following:

1. Placing stickers or other adhesive-backed items on or inside the locker.
2. Placing pictures that may be interpreted by the administration, teachers, or any member of the staff as being obscene, vulgar, dirty, etc. in the lockers.
3. Writing on or otherwise damaging any locker.
4. Storing food or gym clothes for more than one school day.

AT THE CLOSE OF THE SCHOOL YEAR, EACH STUDENT MUST EMPTY HIS/HER LOCKER COMPLETELY. A \$10 replacement/repair fee will be charged to the student whose lock or locker shows evidence of being kicked, vandalized, or bent. To avoid such charges, it becomes the RESPONSIBILITY OF THE STUDENT TO REPORT OTHER STUDENTS WHO ARE SEEN DAMAGING HIS/HER LOCKER.

#### SEARCH AND SEIZURE

According to law, the student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol.

Locker and vehicle inspections utilizing specially trained narcotics dogs may be conducted periodically throughout the school year according to established [Board Policy 5771](#) and the related administrative guidelines.

At the request of the principal and in accordance with school board policies, members of a local law enforcement agency having jurisdiction over the geographical area of the school may assist in the search of student lockers and/or vehicles on school property.

Students, their vehicles, and their possessions 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.

#### LOST AND FOUND

The "lost and found" area is located in the main office. Students who have misplaced something should check with the secretaries and/or the custodial staff. Students are encouraged to bring "found" articles to the main office. Students are strongly encouraged not to bring large sums of money or valuables to school. B.H.S. will not be responsible for articles that are lost or stolen.

#### VENDING MACHINES

Food/drink is not permitted in the classroom unless it is a part of a demonstration or is related to a unit of instruction and required for participation. Dry food, juice, and soft drink machines are located in the halls at various places in the facility. Food/drink meeting the State's Wellness Standards will be available before school, during lunch, and after school. Food/drink not meeting the Wellness Standards will be available 30 minutes after the school day concludes. Tampering with the machines is not permitted, and students should report any problems with a machine to the main office. Candy sales, economics projects, and other fundraisers should not occur during class time.

#### TELEPHONES

All school telephones are for business purposes only and should not be used by students. Students will not be called from classes to answer telephone calls UNLESS IT IS A TRUE EMERGENCY. No incoming calls will be forwarded to a student's classroom for any reason. Messages will be taken and delivered to students only when they are determined to be important, or necessary. Telephone use associated with an extracurricular activity may be made under the supervision of the sponsor or coach.

#### BULLETIN BOARDS/BUILDING DECORATIONS

Bulletin boards are provided for each classroom and are for the use of teachers and students. Clubs may also use these bulletin boards for announcements and advertisements of club activities. The approval of a teacher/sponsor is needed before materials are to be posted. Students are encouraged to work with teachers in keeping bulletin-board materials attractive and current.

Students who want to decorate or post signs around the building may do so ONLY WITH THE PERMISSION OF THE ADMINISTRATION AND THE SPONSOR OF THE ACTIVITY. Posters, notices, or displays concerning events should be posted on hall bulletin boards or the hall tile (NOTHING IS TO BE POSTED ON CONCRETE BLOCKS). These materials are to be removed by the sponsoring organization the day following the event.

All requests from students, parents, or community organizations to distribute materials on school property must be submitted to the administration for review and approval.

#### FIRE DRILLS, DISASTER/TORNADO, LOCK DOWN DRILLS, AND EMERGENCY CLOSING

1. Fire drills are conducted each month of the school year, including cold weather periods.
2. Disaster drills and emergency lock-down drills are conducted during each term.
3. White directional signs are posted in each room with instructions telling where to go for each type of drill. Students should become familiar with exactly where to go when assigned to rooms in the building.
4. STUDENTS ARE EXPECTED TO BE QUIET DURING DRILLS. This is especially important should an exit or area be locked, resulting in the need for verbal instructions to change the original exit or place of safety that is posted in each room. Students may talk quietly after the designated "safety" area has been reached (during a fire drill).
5. ALWAYS REMEMBER THAT THE HORN (FIRE) OR VERBAL ANNOUNCEMENT/SIREN (DISASTER OR TORNADO) MAY INDICATE AN ACTUAL EMERGENCY AND NOT JUST A DRILL! Think and act as if it were the real thing.
6. FOR SNOW CLOSINGS AND FOG DELAYS, DO NOT CALL THE SCHOOL. Listen to or watch:

Radio Stations

TV Channels

WNZE (94.3)	WSBT (22) (8)
WNDU (U93)	WNDU (16) (10)
WSBT (101.5)	WSJV (28) (2)
WZZP (104)	Cable Access (33)
WTCA (STAR 96)	

## STUDENT SERVICES

### SPECIAL-EDUCATION SERVICES

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 students in learning, despite the disability. Special education services are provided by a wide variety of licensed teachers, related therapists, school psychologists, and support staff.

The North Central Indiana Special Education Cooperative supports and works with our local schools to make sure that all students are successful learners. If you have a question about special-education services, you may speak to the teachers, the guidance staff, or the building administration.

### ENL (English as a New Language)

Students identified as needing ENL services based on their participation in the WIDA testing program will be provided the opportunity to work with an ENL teacher's aid to receive assistance as determined by the ENL Department.

### BREMEN ACADEMY/ALTERNATIVE SCHOOL

The Bremen Academy, also known as the Alternative School, is designed to assist students in meeting their educational needs by providing an alternative learning environment. This program is an option offered to past students looking to return to Bremen High School to earn their high school diploma, act as a credit retrieval option, or when scheduling conflicts have created difficulties offering students with the needed courses in order to graduate on time. Interested students and or guardians need to inquire at the Guidance Office to obtain an application for admittance. Involvement in this program is based on the decision of a selection committee.

### HARMONY

Students and parents will have access through the Internet to classroom information. This information may include up-to-date grades, classroom assignments, and upcoming classroom activities. This web-based tool will allow parents and students to monitor and track classroom performance. Harmony will act as an informative tool to assist in the success of student achievement. The use of Harmony is only one important element in checking classroom performance. Regular parent-to-teacher communication is encouraged.

### HEALTH SERVICE

The services of a registered nurse are available to all students. Teachers who have students with serious injuries or illnesses should first contact the nurse at extension 1114 and then the main office to receive immediate assistance. Students with less serious injuries or illnesses should report to the high school office and should notify the attendance secretary upon his/her arrival. The secretary will contact the nurse.

Every attempt is made to keep emergency information current in the event of injury or illness. It is imperative that students and parents keep the school informed of changes in home, work, and emergency phone numbers so that proper communication can occur should an incident develop. Parents will be contacted if an injury or illness occurs during the school day to determine what should be done with the student. If a parent cannot be reached, the student will remain at school, and the school nurse will be notified of the student's condition. Students who become ill during the school day will not be sent home unless a parent is notified, and permission is received from him/her to send the student home. In all cases of injury, a report will be filed with the principal and the school nurse by the teacher in charge of the injured student.

Students who sustain an injury or become ill during the school day or during extra-curricular activities must notify the office, which will in turn notify the nurse.

All students are encouraged to utilize the health service if it becomes necessary during the school day. No student should leave the building due to an accident or illness without first receiving permission from the school nurse, the attendance secretary, or an administrator. If the student leaves without permission, this will be counted against the student's attendance record as an unexcused absence.

According to the Indiana State Department of Health and Administrative Code, 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. In addition, all entering freshmen and all athletes are required to submit results of a physical health exam.

In the event a student or a school employee contracts a communicable disease, the procedures outlined in [Board Policy 8450](#) will be implemented.

#### ADMINISTRATION OF MEDICATION

Parents are advised, if possible, to give medication at home and on a schedule other than during school hours. If it is necessary that medication be administered during school hours, [Board Policy 5330](#) and [Board Policy 5340.01](#) established by the Board of School Trustees shall be followed.

1. All medication classified as controlled substances must be brought to the nurse in the K-8 building and fill out the appropriate paperwork.
2. Students who require self-medication for emergency purposes must provide physician and parental permission for carrying such medication/devices to the school nurse. The nurse shall work with physician/parent/student to develop Individualized Healthcare Plans for these students.
3. All other medication must be brought to the high school nurse's office 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 nurse's office. IF MEDICATION IS NOT PROPERLY LABELED, IT WILL NOT BE GIVEN.
4. Parental consent is required to administer medication at school and can take place by completing the "Request to Administer Medication" form available in the Registration Packet or at the nurse's office. Parental consent is required in writing and must include:
  - a. Name and description of the medication.
  - b. Date range medication is to be given.
  - c. Dosage and time to be administered.
  - d. Original container prescribed by physician or a copy of the physician's prescription.
  - e. Written notice if medication is to be terminated prior to the date indicated.
5. All administration of medication will be documented and kept on file.
6. Students are responsible for remembering medication schedules and with rare exception will not be reminded to take medication.
7. Selling or distributing medications to persons other than those defined in the prescription or "Request to Administer Medication" will be grounds for suspension or expulsion.
8. Field Trip Policy: Only physician-prescribed medications are permitted on field trips. These medications will be administered by the school nurse or the principal's designee according to board policy.

#### PESTICIDE APPLICATIONS (Board Policy 8432)

Periodically, it may be necessary for pesticides to be applied to external or internal areas of the school building and grounds. If you wish to be given notice of such pesticide applications, please notify the principal of the school. You will be given a form to fill out and will be notified of any pesticide application with at least a two school-day advance notice. The applications will not be done when children, staff members, or any other people are present in the area to be sprayed.

#### MEDIA CENTER

The Media Center is located in the southeast corner of the building next to room 308. It is open each day from 7:45 A.M. to 3:15 P.M.

Books are checked out for four weeks and may be renewed unless they have been placed on reserve by another student. A student can have a maximum of 6 books checked out at a time. Reference books may be checked out for a period of three days. Special permission to check out more materials or to keep them for a longer period of time may be given by the Media Center staff. Each person is responsible for the materials he or she checks out of the Media Center. All materials must be returned in the condition in which they were checked out.

A fine of 5 cents per book, per day will be charged for all overdue books. Media Center obligations such as unpaid fines, payment for lost books, or payment for damaged property must be settled satisfactorily before the beginning of the next term even if that term is in the next year. If the student is a Senior, all fines must be paid, books returned, and accounts settled before their Graduation Release Form will be signed by the Media Center staff. Students with fines or overdue books will not be allowed to check out any materials, even for a class, until materials are returned, and the fines paid.

The Media Center is fully automated. The 4-digit number that students are given for their lunch account is also used in the Media Center for checking out materials.

A copy of Media Center rules and policies is available to individual students upon request from the

Media Center staff. Students who do not abide by the rules and policies listed will lose the privilege of using the Media Center.

### STUDENT INSURANCE

The opportunity for students to buy school insurance on a voluntary basis is made available at the beginning of the school year. The types of coverage may vary from year to year and should be considered by the parents.

Athletic insurance is offered through a program sponsored by the Athletic Department. Parents of students planning to participate in an athletic program must either purchase an insurance package, provide proof of coverage, or sign a waiver of insurance in order for the student to be eligible. Athletic insurance packages may be obtained by contacting the school's insurance agent.

### WORK PERMITS

Work permits may be obtained from the attendance office by reporting to the attendance secretary. Students between the ages of fourteen and seventeen who plan to work must see the attendance secretary for an employment certificate. PRIOR TO SEEING THE ATTENDANCE SECRETARY, THE STUDENT MUST:

1. Obtain and complete an intent to employ form
2. Secure the required signatures
3. Bring his or her birth certificate if not a student at the high school.

During the month of July, work permits may be obtained from the superintendent's office (512 West Grant Street).

## **GUIDANCE DEPARTMENT**

### COLLEGE

DUAL CREDIT - DEFINITION from the Indiana Commission for Higher Education

Dual-credit courses are defined as courses that are taken by high school students and that can satisfy requirements for earning both a high school diploma and a college degree. Dual-credit courses are taught by regular high school faculty who have been trained by certified college faculty members or by regular or adjunct college faculty. The term "concurrent enrollment" is also sometimes used to describe high-school students who enroll in courses that generate dual credit.

Dual credit opportunities include the ACP Program (see below) or courses taken at the college level. For students to qualify to take courses at the college level that also count for high-school credits, they must meet the following requirements:

- Courses must be taken at an accredited college through which Bremen has an articulation agreement.
- Students must meet ACP (Advance College Project) requirements. (See Course Guidebook).
- Courses taken off campus must not also be offered at Bremen High School.

\*Note: Students who attend the Elkhart Career Center may have the opportunity to earn dual credit through Ivy Tech, or Vincennes University.

ACP PROGRAM (ADVANCE COLLEGE PROJECT) - Dual Credit with IUSB

Students who meet IU's requirements, may choose to enroll in classes that fulfill their high school requirements and also receive college credit through Indiana University. ACP is a dual credit partnership program between Indiana University and Bremen High School. Credits received in these courses are transferable to many colleges nationwide, providing students earn a "C" or higher and pay for the credits at the ACP rates determined by IUSB. Students are billed through the IUSB Bursar, not through Bremen High School.

### CURRICULUM

CORE 40 CURRICULUM

The State of Indiana has established a standardized curriculum essential for students to succeed in future years. All students are required to enter and pursue this curriculum to the best of their abilities. Colleges and vocational or technical school admission criteria will require completion of many "Core 40" components. All students must consult with the guidance staff to ensure that they are meeting the requirements that meet their post-secondary goals. All students must complete Core 40 end-of-course exams to receive credit.

### DIPLOMA INFORMATION

CORE 40 DIPLOMA

The Core 40 diploma became the standard diploma for students starting with the class of 2011. For Bremen High School, forty-seven credits will be required to receive this diploma. Students who complete the Core 40 curriculum and receive the Core 40 diploma will be eligible for admission to

any Indiana institution for post-secondary education.

#### CORE 40 WITH ACADEMIC HONORS

The Academic Honors Diploma is the most rigorous course of study required by the state of Indiana for high school graduation. Students earning this diploma must complete requirements above those required for the Core 40 diploma. Bremen High School requires a minimum of 50 credits for this diploma. Please consult the Course and Program Guidebook for additional requirements.

#### CORE 40 WITH TECHNICAL HONORS

The Core 40 with Technical Honors Diploma is the most rigorous course of study, both academically and technically, required by the state of Indiana for high school graduation. Students earning this diploma must complete requirements above those required for the Core 40 diploma, with a special emphasis on technical skills. Please consult the Course Guidebook for additional requirements.

\*Note: A student can receive both Academic and Technical Honors, providing ALL requirements are met.

#### GENERAL DIPLOMA / CORE 40 OPT-OUT PROCESS

To graduate with fewer than Core 40, the following formal opt-out process must be completed:

- The student, the student's parent or guardian, the student's counselor (or another staff member who assists students in course selection), and the school principal must meet to discuss the student's progress.
- The student's career and course plan are reviewed.
- The student's parent or guardian determines if the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.

#### COURSE GUIDEBOOK

The Course and Program Guidebook is a separate publication available in the high school office and on the school website. It is of special benefit when choosing courses during the spring enrollment for next year. The guidebook is revised during the fall term prior to enrolling students. There is an electronic copy of the Course Guidebook found on the school's website [here](#).

#### NEW STUDENT ENROLLMENT CONDITIONS

In order to enroll in B.H.S., students must follow these procedures: The student(s) must be accompanied by his or her parent/legal guardian. At the time of enrollment, the student must provide the name and address of the school last attended, if any, and a certified copy of the student's birth certificate or other reliable proof of the student's date of birth. We will comply with procedures established in Board Policy 5111 regarding fraudulent information and reporting to the Clearinghouse for Missing Children. In addition, the school requires a written statement of immunizations received by the student, including diphtheria, whooping cough, tetanus, measles, rubella, poliomyelitis, and hepatitis B.

Verification of legal residency within the Bremen School district should be obtained from the post office and be presented at the time of enrollment.

It is strongly recommended that a student's transcript or list of completed classes be made available at the time of enrollment.

Homeless Students: To the extent practical and as required by law, the corporation will work with homeless students and their families to provide stability in school attendance and other services. To the extent feasible, homeless students will continue in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in their school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living. We will follow procedures outlined in [Board Policy 5111.01](#).

Bremen High School reserves the right to review records of incoming students to determine eligibility for admission, and appropriate placement. Parents may be required to submit curriculum materials, samples of student work, grade and assessment records, and independent test results to assist with these determinations. Students may be required to complete local assessments to help determine placement decisions.

#### WITHDRAWALS FROM SCHOOL

EFFECTIVE JULY 1, 1992, AND EXPANDED IN 2001 and 2006, THE INDIANA LEGISLATURE ESTABLISHED A LAW GOVERNING A STUDENT'S WITHDRAWAL FROM SCHOOL. In effect, students are now required to remain in school until the age of 18 unless specific conditions are met. Students who are under the age of 18 and their parent or legal guardian must meet with the principal to conduct an exit interview covering topics defined by law. If the principal determines that the reasons for the student's

withdrawal do not meet the conditions established by law:

1. The student and the student's parent or guardian will receive a copy of the determination.
2. THE STUDENT'S NAME WILL BE SUBMITTED TO THE BUREAU OF MOTOR VEHICLES FOR THE BUREAU'S USE IN DENYING OR INVALIDATING A DRIVER'S LICENSE OR LEARNER'S PERMIT.

Permission to withdraw (without transferring) must be granted by the principal after a conference is completed.

1. Discuss educational options and receive permission from the principal if student is withdrawing, but NOT transferring;
2. Sign (parent/ guardian) a withdrawal sheet;
3. Turn in all books/materials belonging to the school;
4. Pay all textbook rental, fees, fines, etc.; and
5. Provide name/address of new school where records should be sent, if transferring.

If a student withdraws from school attendance, the student may re-enroll at the beginning of the next scheduled term. In such cases, the student must meet with the building principal and the guidance staff to plan a course of study. The administration reserves the right to review each request for readmission and set additional criteria for performance and/or behavior when necessary.

## GRADING

Student grades are determined on an accumulated point system over a twelve-week period. Final Exams are factored into the accumulated points for the trimester. All teachers issue a status report to every student during the midterm (sixth week) of the grading period either through a printed copy of current grades or through a password-secured posting of student progress on the Harmony Website. Students are expected to review this information with their teachers and with their parents to determine where improvements may be necessary. Both parents and students must be aware that student performance occurring after this status report or midterm report may have a significant impact on their final trimester grade.

## GRADING PROCEDURES

A uniform letter system of grading is used in all subject areas. Letter grades will be categorized as follows:

- |         |  |
|---------|--|
| A,A-    | Student has mastered all concepts presented.   |
| B+,B,B- | Student has exceeded expectations held for every student and has mastered almost all of the concepts presented.  |
| C+,C,C- | Student has met the expectations held for this class and has demonstrated mastery of those concepts required to continue study in his area.                  |
| D+,D,D- | Student has met minimum expectations held for this class. Advanced study in this area may be difficult.  |
| F       | The student has not met the minimal expectations held for all students and has not mastered sufficient concepts to warrant credit for study in this subject. |
| INC     | Incomplete: Due to health or an emergency condition, the student has not yet completed sufficient work to make a final grade determination.                  |
| WF      | Withdrawn-Failing: Student has been withdrawn from class and was failing. No credit is given.  |
| AUD     | Audit: Student is taking class for reinforcement or personal interest. No credit is earned, and this class DOES NOT COUNT for athletic eligibility.          |
| NCG     | No Credit Given: Credit has been denied.   |
| W       | Student has withdrawn. No credit given.  |
| P       | Student is passing.  |

## GRADING SCALE

Bremen High School will be uses a four-point grading scale. Bremen High School also uses a school-wide grading scale.

4-Point Grading Scale		
A = 4.0 pts	B- = 2.7 pts	D+ = 1.3pts

A- = 3.7 pts	C+ = 2.3 pts	D = 1.0 pt
B+ = 3.3 pts	C = 2.0 pts	D- = 0.7pts
B = 3.0 pts	C- = 1.7 pts	F = 0 pts
Grading Scale Percentages		
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

Any student who repeatedly refuses or fails to turn in assignments given by a teacher will be considered for disciplinary removal from the course involved. Students who are permanently removed from a class for disciplinary reasons shall receive no final grade or credit for work completed.

Students in PE classes are graded on fitness, written work, skills tests and participation. Doctor's notes are required to substantiate injuries or long-term illnesses that prevent participation. These notes should follow the guidelines established in the PE Rules and Procedures document distributed to all PE students at the beginning of each term. Students who miss MORE THAN four weeks of any term of PE due to a combination of absences and/or doctor's notes will be expected to repeat that term of PE unless an adaptive program can be arranged.

**GRADE-POINT AVERAGE AND CLASS RANK**

A student's grade-point average and class rank are maintained from the end of the first term through the twelfth term. All grades, with the exception of a "P" in a pass-fail setting, and an "NCG" resulting from exceeding the attendance limit (including +'s or -'s), are computed to determine honor roll, grade-point average, and class rank. Students desiring this information may obtain it from their counselor. Grades obtained in the 8<sup>th</sup> grade for Algebra shall be included in the GPA and class rank calculations.

**HOMEWORK POLICY (Board Policy 2330)**

Educators and parents share one common goal: to help each student be successful. Students learn best when they, their parents, and the school work together. Homework is an opportunity for students to spend time strengthening their self-discipline and extending their learning and practice skills. Homework is seen as an extension of learning, not as a substitute for classroom instruction. Homework that reinforces, enriches, and enhances instruction is intended to encourage families to become more involved with education.

*Failure to complete homework can result in the loss of lunch privileges or may result in delayed dismissal from school.*

**Guidelines:**

1. Homework will be assigned to all students at all levels.
  - a. The amount of homework is to be commensurate with the objectives of the class.
  - b. All students should expect to have some homework each evening.
2. For limited excused absences (1-2 days), assignments should be obtained from fellow classmate or the teacher. During extended excused absences (more than 3 days), the attendance secretary will obtain the assignments from the teachers.
3. The deadline for make-up work is set by the teacher, who will allow at least one day for each day of absence.
4. The student should make up work ahead of time if the absence is known in advance. It is understood that there are always unique situations that may be left to the discretion of the teacher in dealing with homework deadlines.
5. Students can expect to be held accountable for late homework assignments and may receive a reduced grade or no credit for the assignment depending on the teacher's classroom guidelines.

Students can expect disciplinary consequences to be applied for failure to complete homework.

**Principal's Role:**

The principal is to provide for the implementation of the policy. The principal should ensure that the staff complies with the policy, encourages reasonable quality homework, and uses that homework effectively. The principal should make certain that the homework policy is communicated to teachers, parents, and students.

**Teacher's Role:**

The teacher will be conscientious and thoughtful about making appropriate homework assignments and properly preparing students for completing them. The following guidelines will assist the teachers in planning homework:



1. Assignments need to be specific, and students should know what is expected of them.
2. Assignments will have direct application to classroom studies.
3. Assignments should be evaluated, and the results must be shared with students, either through formal grading or through discussion of general class performance.
4. Assignments will be reasonable in relationship to difficulty and time required for completion.
5. Teachers will notify the parent if a student consistently fails to satisfactorily complete homework assignments.
6. Homework should never be assigned for busy work or punishment.

#### Student's Role:

1. Clarify with the teacher any questions pertaining to the assignment before leaving class.
2. Take home all materials and information needed to complete the assignment.
3. Learn to budget time by using study periods provided during the school day and completing long-term assignments efficiently.
4. Analyze study habits and take advantage of available study helps.
5. Set aside a special time to do assignments.
6. Find a special place away from excessive noise and distraction in which to work.
7. Organize time so that assignments can be completed in an expedient fashion.
8. Check completed assignments for accuracy.
9. Return assignments to the teachers by the date requested.
10. Make up all work missed during periods of absences.

#### Parent's Role:

Parents can be helpful to their children by showing an interest and encouraging positive attitudes toward homework.

1. Resources for doing homework should be provided.
2. A quiet, well-lighted, appropriate setting should be available for homework.
3. In the discussion of duties, rights, and responsibilities, completion of homework assignments should be given a high priority.
4. Parents should be supportive and understanding.
5. Parents should feel free to communicate with the teacher when the student is having difficulty completing homework assignments.

#### INCOMPLETE GRADES / INTENTIONAL FAILURES

A student will receive a grade of "INC" (incomplete) when he/she has not completed all the required work in a course. There may be a number of reasons for an incomplete. Some reasons are hospitalization, prolonged illness, family emergency requiring the student's presence, or the student not having completed ALL work required to complete the course. All incomplete grades will be checked periodically during each trimester grading period. If a student has not completed all work, which resulted in the incomplete being issued in the same amount of time that he or she was absent, the grade of "INC" may be changed to an "F". In the case of seniors, NO "INC's" WILL BE RECORDED FOR THE THIRD TRIMESTER GRADES. Seniors who did not do all required work in a required course would be unable to graduate; elective courses where all required work was not done would revert to an "F". SENIORS WHO SIMPLY DECIDE NOT TO WORK AND INTENTIONALLY FAIL A COURSE WILL NOT BE ALLOWED TO PARTICIPATE IN COMMENCEMENT. Freshmen, sophomores, and juniors who receive an "INC" in any length course at the end of the school year have the same number of days absent to complete the work which resulted in the "INC" so it may be changed to a regular (A-F) grade. Failure to complete this requirement will result in no credit for that course or portion of the course taken and may result in problems for students who want specific courses in the future or who plan to graduate with their class.

#### PARENT / TEACHER CONFERENCES

Due to changes with the Indiana State Legislation, Bremen high School will no longer be holding formal Parent/ Teacher Conferences. If a student or a student's parent wishes to confer with his/her teachers, conferences may be arranged before school, prior to 8:00 A.M. or after 3:10 P.M. Students are encouraged to talk with their teachers about their classroom progress or any problem that may be confronting them. The guidance counselors will help arrange a conference with a teacher(s) and a student and/or parent, if assistance is requested.

#### WEIGHTED GRADES

All ACP (Advance College Project), AP (Advanced Placement), and other dual-credit courses that are in the College Transfer Library will be weighted by adding 1/3 of the numerical value of a letter grade to the final term grade issued by the teacher. The weighting process will be administered in the office at the conclusion of each term after the teacher has submitted the grades to the office. As an example, if the teacher gives a grade of an A, the student will be awarded 4.3 points toward the G.P.A. instead of 4 points. In this example, the grade on the report card remains an A.

## COURSE RE-TAKE POLICY

Bremen High School students will be allowed to retake a course for a higher grade. Students must make the request to a guidance counselor and complete the appropriate paperwork. In addition, students must follow the guidelines listed below.

Students wishing to retake a course must agree to the following conditions:

1. Make timely contact with a Guidance Counselor to initiate the request, submit the proper documentation, and re-take the course as soon as the Master Schedule allows.
2. A class can only be re-taken if the student has received a grade of "C" or lower, and a grade of "F" is not applicable to this policy.
3. The original grade will remain on the transcript; however, the grade received on the second attempt is the one that counts for credit/GPA - even if it is a lower grade.
4. A maximum of two courses can be repeated during the student's high school career.
5. All re-takes must be completed in classes offered at Bremen High School. Only one of the two possible re-take opportunities may be done online and the online re-take must be done in the summer.
6. A course can be re-taken only if space is available, and the enrollment capacity shall be at the sole discretion of the High School Principal.
7. Re-taking a course under the policy will make the student ineligible for Valedictorian or Salutatorian recognition.

## GRADUATION

### COMMENCEMENT

Commencement is a privilege offered to all seniors who have met the requirements established by the school board and the State of Indiana. Traditional caps, gowns, and dress clothes are worn for this program which signals the climax of the student's high school career. ALL OBLIGATIONS/REQUIREMENTS MUST BE SETTLED/MET PRIOR TO PRACTICING FOR GRADUATION, AND ONE MUST ATTEND PRACTICE IN ORDER TO PARTICIPATE IN THE GRADUATION EXERCISES.

While members of the senior class will have an opportunity to share in the planning of the commencement program, the school, through the administration, shall retain the authority to plan and conduct the ceremony in keeping with the expectations of the school board and the traditions of the school.

### EARLY GRADUATION

Beginning with the class of 2003, a student may elect to "graduate" after eleven terms, provided that all graduation requirements are met, the Algebra I and English 10 End-of-Course Assessments have been passed, and appropriate notification (application completed) is given to the Guidance Office during the scheduling process in the last term of the junior year. Early graduation may also be dependent on the individual needs of the student and whether course selections coincide with the master schedule.

Seniors who attend the Elkhart Career Center may NOT graduate early.

Students must be aware that all behavioral expectations must be maintained through the graduation ceremony at the end of the third term.

Final approval will be granted by the building principal. Students who fail a required course in Term 2 will forfeit their early graduation status and return for a full schedule during Term 3. Students are strongly encouraged to complete the early-graduation application prior to the end of their junior year. Realizing that situations may change over the summer, students will be allowed five school days in the fall to apply for early graduation.

### GRADUATION REQUIREMENTS

Beginning with the Class of 2010, forty-seven credits are required to graduate from B.H.S. with a Core 40 Diploma. Beginning with the Class of 2017, forty credits are required to graduate from B.H.S. with a General Diploma. A specific number of credits is suggested to be classified as a sophomore, junior, or senior. See your counselor for details.

**Diploma:** Students who meet all state and local requirements for graduation and pass the Algebra I and

English 10 End-of-Course Assessments or ISTEP Math and English will be eligible to receive a diploma.

**Certificate of Completion:** Students who meet all state and local course requirements for graduation but have not passed one or both of the End of Course Assessments and students on a non-diploma track who complete all requirements established in their IEP are eligible to receive a Certificate of Completion.

Students who qualify for either of the awards listed above may participate in the commencement exercises.

Note: Beginning physical education is required of all students. A DOCTOR'S CERTIFICATION OF EXEMPTION MUST BE ON FILE IN THE PRINCIPAL'S OFFICE, WHICH ESTABLISHES A PERMANENT CONDITION THAT PREVENTS PARTICIPATION IN THE REGULAR P.E. CURRICULUM FOR THE DURATION OF THE STUDENT'S HIGH SCHOOL CAREER. This certification must be updated annually. Students who have established such certification will have an individualized (adaptive) program of physical and/or written work designed according to their physical limitations. Students who experience temporary disabilities due to injuries or illness will have this requirement postponed according to the conditions established under the "SPECIAL ATTENDANCE SITUATIONS" sections of the handbook.

#### SPECIAL STUDENTS

Regulations applicable to special students:

- The high school principal is responsible for all decisions relating to students in this category, and all questions or concerns must be directed to him by school personnel.
- All students who request and are allowed to attend school on a part-time basis shall be considered as special students who are in attendance only for the purpose of completing the requirements for graduation. In this status, they may not be granted the privilege of participating in extra-curricular activities.
- Students who are married should inform school officials at the time of their marriage.
- Married students, students who are parents, and students who are expecting children shall be permitted to attend school during the hours in which they must take classes in order to satisfy graduation requirements.
- Such special students may also participate in extra-curricular activities, providing they meet all the requirements established by the I.H.S.A.A. and the Bremen High School Athletic and Extra-Curricular Codes.

### RECOGNITION

#### ACADEMIC AWARDS

##### Academic Lettering Criteria @ Bremen High School

The Academic Letters Program began at BHS in 1988, in an effort to recognize those students (in grades 10-12) who have performed very well in difficult courses, and those students who have participated on our academic teams. A point system, based upon "weighted" grades for advanced level courses, was developed to reward students who acquired A's & B's. Bonus Points were then added to reward participation on academic teams at various levels of state and national competition. Under the guidelines, freshmen are not eligible to acquire an academic letter. Once a student has received a letter, chevrons are awarded each year as long as the student maintains good grades in challenging courses. In addition to the letters and chevrons, medallions and plaques are also awarded for outstanding achievement.

##### System (spreadsheet) Cut Scores:

Sophomores (after 5 trimesters): Need 40 points for a letter

Juniors (after 8 trimesters): Need 65 points for a letter or 1<sup>st</sup> chevron (if they received a letter as a sophomore); 80 points for a silver medallion

Seniors (after 11 trimesters): Need 80 points for a letter (or a chevron, if a letter was already acquired in a previous year); 90 points for a silver medallion; 110 points for a gold medallion

The Senior with the highest number of points earns the "Principal's Plaque" of Distinction (in addition to a gold medallion and a chevron).

##### Academic Competition Bonus Points

- 10 points are added to the students total for participation on an Academic Team
- 10 additional points are added if the student's Academic Team advanced to State-level competition
- 10 additional points are added if the student's Academic Team wins the State competition
- 10 additional points are added if the student qualifies for National/International competition
- Academic Teams considered include:
  - Spell Bowl Team
  - Super Bowl Team (math, science, fine arts, social studies, or English)
  - DECA
  - Skills USA

"Weighted" Courses only for the purpose of calculating Academic Awards (letters, chevrons, medallions, plaques) for students in grades 10-12

For the courses listed below, each A is worth 4 points (instead of only 2), and each B is worth 2 points (instead of only 1). Remember, the students EACC or ICE grade should be multiplied by number of credits earned in that course (i.e. 2 points for an "A" times 2 credits = 4). In addition, online Advanced Placement courses on a student's transcript should be included in the point total.

Fine Arts:

Photography II  
 Advanced 2D Art  
 Advanced 3D Art  
 Drawing  
 Painting  
 Ceramics I/II  
 Sculpture  
 Music Theory  
 Band (3<sup>rd</sup> & 4<sup>th</sup> Years) - Advanced  
 Marching/Concert Band & Advanced  
 Marching/Concert Band 2  
 Jazz Ensemble/Jazz Band (3<sup>rd</sup> & 4<sup>th</sup> Years)  
 Choir (3<sup>rd</sup> & 4<sup>th</sup> Years) - Advanced Chorus &  
 Advanced Chorus 2  
 Women's Choral Ensemble (3<sup>rd</sup> & 4<sup>th</sup> Years) -  
 Women's Show Choir  
 Choral Chamber Ensemble (3<sup>rd</sup> & 4<sup>th</sup> Years) -  
 Show Choir

Practical Arts:

Accounting II  
 Business Law  
 Principles of Marketing  
 Entrepreneurship and New Ventures  
 ACP Personal Finance  
 ACP Advanced Business  
 PLTW Computer Science Principles/Computer  
 Science  
 PLTW Introduction to Engineering Design  
 PLTW Principles of Engineering  
 CAD II  
 Mechanical Drafting II  
 Advanced Child Development  
 Advanced Nutrition & Wellness  
 Fashion & Textiles Careers II  
 Ag Power (Ag Mechanics) II  
 Advanced Animal Science  
 Advanced Plant Science

Language Arts:

English Honors 9, 10, 11, &  
 12  
 ACP Speech  
 ACP Composition  
 ACP Literature  
 Creative Writing  
 Student Publications (3<sup>rd</sup> &  
 4<sup>th</sup> Years) - Student Media  
 Spanish III  
 AP Spanish IV

Math & Science:

Probability & Statistics  
 ACP Pre-Calculus/Pre-  
 Calculus  
 Calculus  
 ACP  
 Trigonometry/Trigonometry  
 ACP/AP Calculus I/II  
 ACP Finite Math  
 PLTW Principles of  
 Biomedical Science  
 ACP/Advanced Chemistry  
 (Chemistry II)  
 Astronomy  
 Biology I Honors  
 AP Statistics

Social Studies & Health/PE:

Elective PE  
 Current Health Issues  
 (Advanced Health)  
 Psychology  
 Current Issues  
 World History Honors  
 Geography & History of the  
 World Honors  
 ACP U.S. History  
 ACP Government  
 AP Microeconomics

Math & Science:

- In addition, online AP courses are weighted.

HONOR ROLL

All full-time students (including E.A.C.C. and I.C.E. students) are eligible for scholastic recognition by meeting the following standards: Distinguished: "A's" in all subjects. Honors: "B's" and above in all subjects. Honor roll is determined at the end of each trimester.

GOVERNOR'S WORK ETHIC CERTIFICATE

A goal of the Bremen High School staff is to ensure that every student graduates ready to meet the challenge of post-secondary opportunities, i.e. four or two-year college, workforce, military, etc. In order for students to achieve their goal(s), we acknowledge that students must have both academic and soft/process skills to succeed in their chosen post-secondary setting. Work Ethic Certification (WEC) is a verifiable way to identify graduating seniors from Bremen High School who have, during their senior year of high school, demonstrated that they have obtained the work characteristics that will make them the ideal candidate for employment. Bremen High School, supported by The Bremen Chamber of Commerce, has committed to implementing the Work Ethic Certification program, and the first graduates to obtain WEC in Bremen will be the Class of 2020. The Indiana Governor's Work Ethic Certificate is recognized by participating business around the State and has been implemented, or will be soon, by a number of high schools in the state of Indiana.

Students will meet with school representatives at the end of their junior year or beginning of their senior year to apply for the Work Ethic Certification program.

Criteria:

- Students must have 98% school attendance during their senior year.
- Students can have no more than 4 tardies to school during their senior year
- Students must have a minimum cumulative 2.0 GPA.
- Students can receive no more than one office referral during their senior year.

- Students must perform 6 hours of community service after completion of their junior year but prior to 2 weeks before their graduation.
- During the students' senior year, they must have an internship, do a job shadow, or participate in a work place tour.
- Students must have 3 signatures verifying they have demonstrated consistent levels of Persistence, Respectfulness, Initiative, Dependability, and Efficiency.
- Students will submit to and pass a random drug test during their senior year of high school.

### VALEDICTORIAN / SALUTATORIAN

Valedictorian and Salutatorian will be chosen based on achieving a class rank of one and two respectively. Students must be eligible for the Academic Honors Diploma and must not have retaken any courses in their high school career.

### SCHEDULING

#### SCHEDULING PROCESS

Students will start the scheduling process for the following year in December. Students will be given information at least a week before the counselors begin scheduling each class. During this meeting, counselors will review transcripts and four-year plans as well as discuss post-secondary goals. Students will select courses on the scheduling form, and then they will be required to obtain parental signatures. It is recommended that parents play an active role in this process, and parents are welcome to contact the counselors with questions at any time.

#### SCHEDULE CHANGES

Students will be allowed to change their schedules for the upcoming year until the last day of school of the current year.

Students may drop a study hall to add an additional course if the change is made within the first week of the term, if space is available, and if permission is obtained from the instructor. Students MAY NOT drop a class for a study hall.

Once a term has begun, all course changes must be initiated by the teacher and approved by the parent and principal. Changes will not be approved if the request overloads another class or depletes the class to become inefficient.

#### WITHDRAWALS FROM CLASS

Withdrawals from a course may be recommended by a teacher for academic reasons and must be approved by the principal before the student is withdrawn from the class. Students who are removed from a course will not receive credit for the course. Students who are withdrawn from a class for disciplinary reasons may receive a grade of "WF" for the course if they are failing the course at the time of withdrawal.

### STUDENT RECORDS & TRANSCRIPTS

#### STUDENT FEES AND TEXTBOOK RENTAL

Textbook rental fees are due during registration, unless payment arrangements are made with the bookkeeper. Parents who qualify for assistance should contact the school office for the proper forms to complete for this purpose. Textbook and equipment care is the responsibility of the student. Students must pay for lost or damaged books or equipment. Additional fees may be required during the year for trips, events, admissions, etc. related to the courses being completed.

#### STUDENT RECORDS & RELEASE OF DIRECTORY INFORMATION (Guided by [Board Policy 8330](#))

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Bremen Public Schools (BPS) with certain exceptions obtain written consent prior to the disclosure of personally identifiable information from a 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 a student's education records in certain school publications. Examples include:

- A playbill, showing a 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.

If parents do not want Bremen Public Schools to disclose directory information from their child's education records without prior written consent, they 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.)

#### PERMANENT RECORDS & TRANSCRIPTS (Board Policy 8330)

A permanent record is maintained on each student and follows the student each year of his/her education. Contained in this record are courses taken and grades earned, standardized-test scores, days present/absent, conduct and discipline, health and immunization records, and any other pertinent information. Transcripts of this record are prepared upon written request of the student (if 18 or older, or the parent, if the student is under 18) to provide prospective **employers and college or technical school officials a thorough picture of a student's educational progress.** Normally transcripts are sent directly to the employer, college, or school and are not given to the student to hand carry.

### TESTING

#### TESTING PROGRAMS

Bremen High School provides access to many types of tests that help students learn about themselves and how they rank with other students in the state and nation. These could include:

- ISTEP+ English and Math
- ILEARN Science
- Multi-lingual Test (for Certificate of Multi-lingual Proficiency)
- Pre-ACT (Grade 9)
- PSAT/National Merit Scholarship Qualifying Test (Grade 10)
- Scholastic Aptitude Test (SAT)
- ACT (Grade 11)
- Armed Services Voc. Aptitude Battery (ASVAB)
- Special Education and English Language Assessments

#### ISTEP

The Indiana legislature and the Indiana Department of Education establish mandates for participation in state-wide testing programs. Beginning with the class of 2019, ISTEP returned as the graduation qualifying exam. Students may also meet part of the graduation requirement by completing a pathway. Beginning with the class of 2023, ISTEP will be gone and students must complete a pathway.

Failure to pass the ISTEP Math and English may result in:

- Modification of the student's class schedule.
- Required participation in remediation activities.
- Continued retesting until all exams have been passed.

Parents should make direct contact with the guidance office to receive information about passing scores, remediation requirements & activities, and conditions for waivers.

#### SAT / ACT

Students wishing to take either the SAT or the ACT should register online. For the SAT,

students will need to create a College Board account and then will be prompted through the registration process. For the ACT, all Juniors will have the opportunity to take the ACT at BHS free of charge. If a student wants to take the ACT again, the student needs to visit the website to complete the registration process. Many students prefer the SAT, but students and parents need to confer with colleges to find out which test should be taken. All college-bound juniors are encouraged to take either the SAT or the ACT at the end of the junior year.

## **EXTRA-CURRICULAR & SPECIAL ACTIVITIES**

Students are encouraged to participate in a variety of extra-curricular organizations as a way to broaden their educational experiences. Student organizations that conduct activities on school premises (or off school premises representing B.H.S.) must be authorized to do so by the administration and must have faculty supervision. Students should be aware that the wearing of a B.H.S. jacket, t-shirt, uniform, or being identified as a B.H.S. student and participating in illegal, indecent, etc. activities that reflect on B.H.S. may cause the school to become involved in actions that otherwise would have been beyond the school's jurisdiction. Students should try to think ahead concerning their actions so that they might be aware of all the consequences of their deeds.

### **BOARD POLICY 3122.01 (DRUG-FREE WORKPLACE AND PREVENTION OF SUBSTANCE ABUSE)**

The Board of School Trustees of the Bremen Public Schools recognizes the health risks and dangers associated with the use of unlawful, illicit drugs and/or alcohol abuse in the work place are a threat to the safety and health of our employees and students, and they jeopardize the efficiency of our operations and the quality of our educational programs. These risks may include the possibility of impaired judgment, diminished capacity, deterioration of the organs of the body, addiction, the contraction of associated disease through the use of common or unsterilized paraphernalia, modification of behavior, death or other conditions that substantially inhibit a person from performing to their fullest natural ability. Students found to be in violation of this policy will be subject to the disciplinary measures described in the respective handbook up to, and including, expulsion from school through the due process proceedings. In addition, such students may be required to show proof of participation in the substance abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health law enforcement or other appropriate agency. Because of the "privilege" status of the extra-curricular programs of the Bremen Public Schools, students desiring to participate in such activities may be required to submit to random drug/alcohol testing as a condition of participation. Initial testing shall be done at the expense of the corporation and shall be conducted according to guidelines established by the administration and approved by the Board of School Trustees. A full copy of the requirements of this program is distributed to each student during their registration program. Additional copies may be obtained by contacting the high school office.

### **RULES AFFECTING GROUPS & CLASS OFFICERS**

Officers are to be elected in the spring for the ensuing school year. Any student may run for any office providing he/she is a member in good standing of the club/class.

### **ACADEMIC COMPETITIONS**

Bremen High School participates annually in the Hoosier Academic Competitions shown below. Any B.H.S. student is eligible to try out for participation on any of these teams. Participation on these teams helps students accumulate points toward academic letters and medallions awarded by the school.

- Spell Bowl
- Hoosier Super Bowl in Math, Social Studies, English, Science, Fine Arts, and Interdisciplinary.
- DECA
- Skills USA

### **ART CLUB**

The Art Club was organized to promote better art understanding and appreciation for the arts among students and to provide an outlet for art expression and experiences for club members. Membership is open to any B.H.S. student.

#### "B" CLUB

The "B" Club is an organization composed of boys and girls who have earned a varsity letter in one or more of the inter-scholastic sports offered by B.H.S. The club is to be a service club for sports activities by giving of its manpower and/or finances. Membership is open to B.H.S. students who have earned a varsity letter or who are currently cheerleaders.

#### CHEERLEADERS

Cheerleading squads are formed for the fall and winter sports seasons. The purpose of the cheerleaders is to support the various athletic teams, instill spirit in the spectators attending the events, and to serve as "ambassadors" of B.H.S. at home and away athletic events. Students interested in trying out for one of these squads should contact the cheerleading sponsor and pick up a "cheerleader policy" from the main office. Tryouts are conducted in the spring for the following year. Practice sessions are set up for students who will try out for the squads during the week before tryouts are held. The tryouts are closed to other students and the public.

#### CHESS CLUB

The Chess Club is open to any student who enjoys playing chess. Meetings are informal sessions usually involving competitions. Members of the club also have the opportunity to participate in local, area, and state level competitions if qualified.

#### DECA

DECA is open to any student who is currently enrolled in business classes or has been enrolled in business classes. Since 1946, DECA has been assisting in the preparation of students for the business world. Whether the student is interested in marketing, management, entrepreneurship, or related fields, DECA can help them get where they want to go. DECA's co-curricular programs bring the real world of business into the classroom with an approach that emphasizes leadership and making the most of a student's talents and abilities.

#### BREMEN F.F.A.

F.F.A. is the national organization of high school and post-secondary students in agribusiness and agriculture education. The primary purpose of the F.F.A. is to develop agricultural leadership, cooperation, and citizenship. The F.F.A. is concerned with training young men and women, ages 14-21, in all aspects of agriculture. Not only do young people learn production agriculture, but emphasis is placed on training them for service in industries that support agriculture. Members elect officers who lead the organization under adult guidance. The F.F.A.—at local, state, and national level—is concerned with leadership and character development, improved agriculture, cooperation, service, thrift, scholarship, sportsmanship, organized recreation, citizenship, and patriotism.

#### INTRAMURALS

This program is for students who are not participating on a school team. Activities are scheduled from January through March.

#### KEY CLUB

Key Club is the oldest and largest service program for high school students. It is a student-led organization whose goal is to teach leadership through serving others.

#### NATIONAL HONOR SOCIETY

The National Honor Society of Secondary Schools was organized for the purpose of creating enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to encourage the development of character. It is an honorary organization to which students of the sophomore, junior, and senior class who meet eligibility requirements make application to the officers and sponsors of the local organization. Membership is based upon scholarship, service, leadership, and character. Scholarship is based on a 3.3 accumulative grade-point average (minimum of 5 trimesters). Students who meet these academic standards will be notified of their eligibility and will be asked to complete a form listing their service and leadership in school and out-of-school activities. Activities include membership in clubs, athletic teams, youth groups, church groups, part-time jobs, volunteer work, offices held, etc. No underclassman will be selected who has not participated in some of these activities. A candidate for membership must have spent at least one term in Bremen High School. According to the National Honor Society Constitution, once a membership has been revoked, it may never be reinstated.

#### SCIENCE CLUB

Club meetings offer demonstrations in science and discussion of business and group activities in science. Field trips to points of interest in science are included in the club activities.



Membership is open to all BHS students interested in science. Members do not need to be enrolled in a science class.

#### SPANISH CLUB

The purpose of this club is to promote, throughout the school and the community, an appreciation and understanding of the Spanish and Hispanic American cultures and civilizations. Some club activities include dinners and parties related to the cultures, and field trips, plays, and programs that help to explain these cultures and lifestyles.

#### STUDENT COUNCIL

The B.H.S. Student Council is a working organization with the following purposes: promote harmonious relations through the entire school, improve student-teacher relationships, improve school morale, assist in the management of the school, provide a forum for student expression, provide orderly direction of school activities, and promote the general welfare of the school. Membership shall consist of seven representatives from each class, elected for a one-year term. In order to be a candidate for an office (except president), a student must be a council member. The office of president must be held by a junior or senior at B.H.S. Elections for Student Council membership take place before the end of the previous school year.

#### STUDENT PUBLICATIONS

The school provides opportunities for students to write and produce a variety of publications. These are considered co-curricular activities and are associated with a class. The school reserves the right, as owner and publisher of these publications, to screen, edit, or reject student submissions for our publications.

#### FIELD TRIPS

Students going on a field trip must have a parental permission slip signed and on file in the main office before departing the school. Athletic and recreational trips are subject to the same requirements as are instructional field trips. Students must remember that a field trip is an extension of the school's educational facilities. They are responsible for their actions and behavior just as if they were in the classroom. Students who are academically deficient in other classes or who are academically ineligible may be denied the opportunity to participate in field trips that require them to miss other classes. All of the requirements of [Board Policy 2340](#) & [Board Policy 8640](#) must be followed.

#### RULES FOR STUDENTS ON SCHOOL BUS

School bus drivers are to have control of all school children conveyed between the homes of the children and the school. The driver shall keep order and maintain discipline among children while in the bus or along the route, treat the children in a civil manner, see that no child is imposed upon or mistreated while in his/her charge, and shall use every care for the safety of the children under his/her charge. School bus drivers shall assure that the following regulations are observed by all pupil passengers:

1. Each pupil shall sit immediately upon entering the bus.
2. No pupils shall stand or move from place to place during the trip.
3. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
4. Pupils shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands or feet or body in any other objectionable manner.
5. No windows or doors will be opened or closed except with the permission of the bus driver.
6. No pupils shall leave the bus until it has come to a full stop and the door has been opened by the driver.
7. 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 pupil at his/her station, the driver will be required to wait no longer than three minutes after the scheduled time for arrival at the pupil station. If the driver is already late, he/she need not wait at all.
8. Smoking, drinking, or using drugs will not be permitted on the bus at any time.
9. Students who do not act properly will be assigned seats.
10. Students are not allowed to throw anything on the bus.
11. Defacing or damaging the bus will result in restitution and other disciplinary measures applied as necessary by the administration.
12. Upon recommendation of the bus driver, school authorities will deny the privilege of riding on the school bus to any pupil who refuses to conduct himself or herself according to these rules.

#### RULES FOR STUDENTS RIDING BUSES TO SCHOOL-SPONSORED EVENTS

In order to clarify what is expected of students riding school buses to school-sponsored events such as athletic events and field trips, the following rules for the guidance of students, bus drivers, and adult chaperones are given. Bus drivers and adult chaperones are asked to inform the high school office of violations of these rules, and the privilege of riding the buses by violators will be revoked.

1. While it is recognized that a certain amount of talking and noise will occur, especially after winning a game, students will refrain from excessive boisterousness and will quiet down upon the request from the driver or adult supervisors. Common sense and good judgment are expected of students.
2. Public displays of affection (kissing, etc.) are not in good taste and shall not take place on any bus trip.
3. No part of any student's body is to be extended through a window at any time.
4. The bus driver's and the adult supervisor's instructions are to be followed at all times.
5. Students are to clean up the bus after eating while on a trip. Everyone wants the student body to be enthusiastic and have a good time on game trips and other trips. We also want students to have a safe trip and to uphold the good name our high school enjoys.

#### DANCES, SOCIAL EVENTS

Dances and other social events will be held throughout the school year by various organizations. The following guidelines should be employed when planning any type of dance or social activity:

1. During the week, all activities will end by 10:00 P.M. and on weekends by midnight.
2. All dances should be chaperoned by the organization's sponsor, additional faculty members.
3. School attire will be worn unless otherwise specified, and proper conduct will be expected at these functions.
4. Attendance at these activities is reserved for students of BREMEN HIGH SCHOOL and their dates. ADMISSION WILL NOT BE GRANTED TO STUDENTS WHO HAVE QUIT SCHOOL. Students are eligible to attend the prom if they are enrolled in Bremen High School and are members of the junior or senior class. Each eligible Bremen student is allowed to bring one guest. Early graduates may return to attend the prom along with the other members of their graduating class. For non-Bremen High School students to attend the Junior and Senior Prom, a date submission form must be completed and returned.
5. ONCE STUDENTS HAVE BEEN ADMITTED, ANY STUDENT WHO LEAVES WILL NOT BE RE-ADMITTED EXCEPT IN A CASE OF AN EMERGENCY WHERE PRIOR APPROVAL HAS BEEN GRANTED BY THE FACULTY SPONSOR. NO ONE WILL BE ADMITTED WHO ARRIVES OVER ONE HOUR AFTER THE STARTING TIME OF THE ACTIVITY.
6. No junior high school students are permitted to attend high school dances, including the prom.

#### FUND RAISING

No student, group of students, class, club, or organization will be allowed to purchase or sell materials unless authorized by the high school principal. There is to be no solicitation of funds in the building or in the community unless authorized by the high school principal. Organizations are urged to keep fund-raising projects to a minimum. The sale of items during class time is expressly prohibited. All of the requirements of [Board Policy 5830](#) MUST be followed.

#### CONVOCATIONS

A variety of programs are held during the school year to provide the study body with an opportunity to gain a better insight into situations and experiences which they normally would not gain during the regular school day. B.H.S. students should give respectful attention to all programs, and all visitors to the school should be shown hospitality. Not only are respectful acts appreciated but also reflect favorably on the student body.

#### HOMECOMING/WINTERFEST

Homecoming, held at a home football game, is an important tradition during the school year. Inter-class competition is held through the creation of banners and signs. A queen and king and their respective courts are honored by the student body during pre-game and half-time activities. A dance is held in the high school. Winterfest activities are similar to those for homecoming and are held on the weekend of a home basketball game.

#### CLASS RINGS

Class rings are ordered early in the first trimester of the freshman year. Ring deliveries are made prior to Christmas. Ring company representatives will handle all aspects of ordering and delivery. No school time is devoted to ordering or delivering. Parental involvement in the selection, ordering, and payment is strongly encouraged.

#### SENIOR PORTRAITS

The school selects a photographer who is designated to supply all senior portraits that will be used in the school yearbook. The photographer will make arrangements between the student's junior and senior years to take the portraits. Portrait sessions are arranged directly with the students by the photographer. A junior class meeting is held in April of each school year to explain the program to the students. In order to have your senior portrait included in the yearbook, you must have your picture taken by the photographer designated by the school.

# ATHLETICS

Bremen High School is a member of the Northern Indiana Conference. The NIC Conference includes Elkhart Central, Jimtown, John Glenn, Mishawaka, Mishawaka Marian, New Prairie, Penn, South Bend Adams, South Bend Clay, St. Joe, South Bend Riley, and South Bend Washington. Students have the opportunity to participate in the following conference sports:

## BOYS

Cross-Country  
Football  
Soccer  
Tennis  
Basketball  
Swimming  
Wrestling  
Baseball  
Golf  
Track

## GIRLS

Cross-Country  
Golf  
Soccer  
Volleyball  
Basketball  
Swimming  
Tennis  
Track  
Softball

\*In addition to the sports listed above, Bremen High School offers Unified Sports.

## ATHLETIC PHILOSOPHY

- We believe that interscholastic athletics are an integral part of the total school's curriculum.
- We believe that participation in athletics should be a part of the total educational experience for all youth who attend B.H.S.
- We believe that the participation in a sound athletic program contributes to the development of health, happiness, physical skills, emotional maturity, social competence, moral value, and self-discipline.
- We believe that a sound athletic program teaches the participants the values of cooperation as well as the spirit of competition so important to our society. The student learns how to work with others for the achievement of group goals, and the understanding that individual needs can be shared by a group effort.
- We believe that the ability to take it when things are going against them in vigorous play; experiencing defeat without whimpering or griping; experiencing victory without gloating; and disciplining one's self to comply with the rules of the game, self-conduct, and of good sportsmanship are all necessary to the development of our youth.
- We believe that athletics are a wholesome equalizer because individuals are judged for what they are and for what they can do, not on the basis of the social, ethnic, or economic group to which their families belong.
- We believe that the child is an entity who should become an integrated whole as a result of our total educational program, of which athletics is an important phase.

The I.H.S.A.A. regulates participation, with the school administration and coaching staffs setting forth additional necessary requirements for participation in athletics. If you have any questions regarding your eligibility, contact the athletic director or principal before you endanger your athletic eligibility rather than after it is too late.

## STUDENT RESPONSIBILITY

The privilege of participating in our athletic program is extended to all students regardless of sex, providing they are willing to assume certain responsibilities. The greatest responsibility is to be a credit to your parents, your school and your community. Therefore, it is required that you:

1. Abide by the rules and guidelines established in the extra-curricular and athletic codes.
2. Participate in the drug education and testing program.
3. Display high standards of behavior.
4. Display outstanding sportsmanship.
5. Display proper respect for those in authority, including teachers, coaches, officials, and most of all, your opponents.
6. Display a real spirit of cooperation.
7. Dress with special care when attending a contest, whether at home or away. Keep yourself neat, clean, and socially presentable at all times.
8. Use language that is socially acceptable. Profanity, vulgar talk, and obscene gestures will not be tolerated on or off the field of play.

All athletes are required to be in attendance in school at least half of the regular school day on the day of any contest or practice in order to be eligible to participate. Students must avoid leaving school during the last half of the school day because of illness on the day of an event in

order to remain eligible. Students who are absent during their 4<sup>th</sup> or 5<sup>th</sup> class periods on the day of events or practice, for reasons other than an approved appointment, will be ineligible to participate. Appointments must be approved by the administration.

### ATHLETIC IHSAA AWARDS SYSTEM

#### Varsity Awards:

1. First Award: A Varsity Letter and a chevron will be given.
2. All Additional Awards: A chevron will be given for lettering in that sport.

#### Additional Award Conditions:

1. Student manager awards will be given according to the criteria established by the coach of that sport.
2. Major letter winners moving to Bremen may have awards earned from their previous school honored toward awards in the Bremen Athletic Award System.
3. All awards given in each sport will be given upon the recommendation of the head coach of that sport.
4. A gold star will be given to the team captain(s).
5. Award patches selected by the athletic department will be presented to the members of teams that win conference titles or state tournaments.
6. A medal will be presented to an individual who earns four (4) varsity letters in one sport.

#### Wall of Fame Award

##### If an athlete:

1. Earns nine or more IHSAA varsity letters during her/his high school career, and (Condition (a) applies only to the graduating class of 2018 and Condition (b) is effective beginning with the graduating class of 2019):
  - a. Defends her/his letter in all IHSAA sports where a letter has been earned, or must participate in the IHSAA athletic program in another sport during that season.
  - b. Participates in an IHSAA sport in each athletic season (fall, winter, spring) during her/his junior and senior years. An athlete who quits a sport prior to its conclusion does not meet this criteria, or
2. Is an individual state finalist, or
3. Is named to the first or second All-State Team in a sport, or
4. Is selected to a Statewide All-Star Team, and
5. Has not forfeited "Wall of Fame" award eligibility per the Bremen High School Extra Curricular Code during his/her high school career, that athlete will have his/her picture displayed in the gymnasium lobby in the sport of his/her choice. Letters earned as a manager of a team do not count towards this award.

## **Extra-Curricular Code**

Refer to the Bremen High School's Extra-Curricular Code and Drug Testing Policy at the Bremen High School Athletic Website under the Health and Safety tab. The link to the Extra-Curricular Code can be found [here](#).

## **Appendix A**

### Bremen Public Schools Technology Acceptable Use Board Policy 7540.03

#### 1.0 Overview

Bremen Public Schools (herein "BPS") provides technology to the classroom to support learning. The use of these devices and the networks they are connected to shall be consistent with the curriculum adopted by BPS and/or activities required to support instruction or school operations. Effective security requires a team effort involving the participation and support of every BPS student and employee. Therefore, it is the responsibility of every student and employee to know this policy and to conduct their activities accordingly.

#### 2.0 Purpose

The purpose of this policy is to outline the acceptable use of technology at BPS. Inappropriate use seriously impacts the learning process, exposes students and employees to objectionable matter, and/or may present legal issues.

#### 3.0 Scope

This policy relates to all technology equipment owned by BPS or any other technology equipment

utilized on BPS property.

#### 4.0 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 that 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 that 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 that 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.

## Appendix B

### Bremen High School Student/Parent Responsible Use Agreement and Contract:

#### GENERAL GUIDELINES:

All 9th-12th grade students at Bremen High School are issued a laptop computer for their educational use. It is our belief that if reasonable precautions and care are taken in the use of the laptop, the laptop should not experience physical damage. Each student and parent are asked to read this document carefully. Once completed with reviewing the document, the student and parent/guardian should sign on the last page indicating their understanding of the guidelines and procedures that will be in place for the use of the electronic devices.

#### EDUCATIONAL PURPOSE:

The use of the Bremen Public School's technology resources is subject to the following terms and conditions:

- The district Internet system has been established for a limited "educational purpose." The term "educational purpose" includes classroom activities, continuing education, professional or career development, and high quality educationally enriching personal research. In compliance with federal law, the school district shall make reasonable efforts to restrict

access to inappropriate materials and shall monitor the online activities, as reasonably able, of the end users in the school environment.

- The district Internet system has not been established as a public access service or a public forum. The district has the right to place reasonable restrictions on the material the student accesses or posts through the system. Students are also expected to follow the rules set forth in this agreement, the student disciplinary code, and the law, when utilizing the district Internet system.
- Students may not use the district Internet system for commercial purposes. A user may not offer, provide, or purchase products or services through the district Internet system.

#### STUDENT/PARENT RESPONSIBILITY:

##### General Responsibilities of Students and Parents:

- I/We understand and agree to abide by the rules and regulations of the BHS Responsible Use Agreement and Contract. Failure to abide by this agreement will result in disciplinary action as set out herein.
- I/We understand that the laptop and its accessory equipment are the property of Bremen High School.
- I/We understand that I/we must report all laptop damages or the theft/loss of the laptop to the high school administration or technical support staff located in the Media Center.
- I/we understand that I/we will be responsible for all repair/replacement charges associated with laptop damages caused through a lack of reasonable precautions. Cost will be set by repair professionals authorized to act in such capacity.
- I /We will take good care of the laptop computer and know that I/we will be issued the same laptop computer each year.
- I will never lend the laptop computer to other individuals. Misuse of the computer or electronic resources provided on the device by family, friends, or other individuals will ultimately be the responsibility of the student that the device was issued.
- I understand that my laptop computer is subject to inspection at any time without notice and remains the property of Bremen Public Schools.
- I/We agree to file a police report and then provide a copy to high school administration in the case of theft.
- I agree to pay for the replacement of my power cords, battery, stylus (if applicable), or laptop computer case in the event any of these items are lost or stolen.
- I agree to return the laptop computer, power cords, and the issued carrying case in good working condition as determined by the Bremen High School Technology Help Desk and the Bremen Public Schools Technology Department.
- I will abide by all rules and policies outlined in the Student/Parent Handbook, Bremen Public School Acceptable Use Internet/Technology Policy, and the Student/Parent Responsible Use Agreement and Contract while using electronic information resources.
- I/we understand that any information shared, researched, or saved on the school owned device is subject to search without notice and is not private.
- The District reserves the right to log the use of all systems and monitor file-server space utilization. Should it become necessary, files may be deleted.
- The District is not responsible for any Internet or network connections' interruptions, changes, or consequences arising there from, even if these arise from circumstances under the control of the District.
- The District makes no warranties of any kind, whether expressed or implied. Service is provided on an "as-is, as-available" basis.
- The District reserves the right to establish such rules and regulations as may be necessary for the efficient operation of the electronic information systems.

##### Laptop Care:

- I/We understand that the student, with the support of the parent, is responsible for the daily care and maintenance of the laptop.
- I/We understand that the laptop will be returned at the corporation's discretion for upgrades and maintenance.
- I/We understand that the laptop must be in its approved and provided case when being transported as a reasonable precaution against damage, theft, or loss.
- Items transported in the same backpack or carrying case should be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- I/We will keep food and beverages away from my laptop computer since these items may cause damage to the computer.
- I/We will not disassemble any part of my laptop computer or attempt any repairs.
- I will not place decorations (such as stickers) on the laptop computer.

- I will not attempt to harm, modify, or destroy hardware or software or interfere with system security.
- Laptops must never be left in a car, bus, or any unsupervised area.
- Students should never carry their laptops while the screen is open.
- Students should keep the power cord and adapter out of the reach of pets. Damage to these items, especially by cats, is common and will result in needing to replace either the power cord and/or adapter.

Digital Citizenship:

- I will accept personal responsibility in reporting any misuse of the network to the school administration. Misuse can come in many forms, but it is commonly viewed as any material sent or received that indicates or suggests pornography, unethical or illegal behavior, racism, sexism, inappropriate language, bullying, or violation of other issues described below.
- I/We understand that the use of electronic information resources must be in support of education, research, and the educational mission and core values of the Bremen Public Schools.
- I will use electronic information resources for educational purposes only.
- I agree not to submit, publish, display, or retrieve any defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, cyber bullying/bullying, or illegal material.
- I will abide by all copyright regulations.
- I will not reveal home addresses, personal phone numbers, or network passwords of others or myself.
- I will not use the network in any way that disrupts the use of the network by others.
- I will not use the network for commercial purposes.
- I understand that many services and products are available for a fee and acknowledge that I am responsible for any expenses incurred.

Additional Parental Responsibilities:

Parents' failure to execute all required Responsible Use requirements and Student/ Parent Responsibilities within the Laptop Use documents will result in the student being provided a laptop for school use only. The student will not be allowed to take the laptop home and will only have access of the laptop during school hours.

- Parents will be responsible for monitoring the student's use of the laptop outside the school setting.
- Parents will be responsible for reviewing the Acceptable Use Agreement and the Student/Parent Responsibilities for Laptop Use Agreement with their students.
- Parents are asked to monitor their student's activities on the laptop/Internet on a regular basis. Remember, parents are responsible for overseeing their student's use of the Internet while the student is at home.
- Parents are responsible to make sure the school-owned laptop computers and accessories are returned to Bremen High School at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at BPS for any other reason must return their individual school laptop computer on the date of termination.

Where does my son/daughter go if technical support is needed?

- If the problem originates while in class, the student should report all issues to his/her teacher. The teacher will then refer them to the Technology Help Desk located in the Media Center
- If the problem originates at home or when not in class, the student should report all issues to the Technology Help Desk located in the Media Center. If the Technology Help Desk is not available or closed at the time of the problem, the student should report all incidents at the next available time that the help desk is open.
- All technical or mechanical issues with the laptop must be reported immediately to school personnel, preferably the technical support team located in the Media Center. If a student fails to report it immediately, it may result in additional damage and an increased responsibility on the student for such damages.

Additional Laptop Scenarios to Remember:

- If a student leaves his/her laptop at home, he/she will be asked to call home and have a parent bring the laptop to the school. If this scenario is not possible, he/she may be issued a loaner computer, if available, for the remainder of the school day. (Repeated violations will result in disciplinary action as set out herein.)
- If a student has his/her laptop confiscated for any period of time, he/she will be issued a loaner laptop on a day-by-day basis but only while at school.



- If a student's laptop is undergoing repair, the school will issue a loaner laptop to the student during this period of time.
- Students will have access to a personal file "H-Drive" on the Bremen Public School network. The content saved in the school-designated folder shall be specific to education. The space allowed in this file is limited and is subject to review at any time. Items deemed as unnecessary for education will be deleted following a conversation with the student. Unnecessary items include but are not limited to media files, mp3/music, and pictures. If any material is found and considered inappropriate, not only will the material be deleted but also disciplinary action could be taken as set out herein.
- The software originally installed on the laptops must remain on them in usable condition and be easily accessible at all times. From time to time, the school may add software applications for use in a particular course. Some licenses for this software require that the software be deleted from laptops at the completion of the course. If deletion is required, students will be informed and periodic checks of laptops will be made to ensure that software is in fact deleted once it is no longer required in the course. This is done to ensure that the school does not exceed license limitations for specific software.
- Students are not allowed to install software on their laptops other than what is installed by Bremen Public Schools. This includes but is not limited to applications such as music downloading utilities, other media downloading utilities, and games unless directed by a teacher for a specific purpose for a class.
- Students may be selected at random to provide their laptop for inspection. Students may also be selected for inspection of their laptop if a staff member suspects that inappropriate material resides on the device or the student has violated the Bremen Public Schools Responsible Use Agreement and Contract.
- When laptops are not in use during the school day, they should be stored in the approved carrying case and in the student-issued locker. Students should not place other items on the laptops while they are in the locker and need to be taken home each night after school or extracurricular events.
- Students will no longer have the option to "set" their lockers. In order to keep the students' laptops and other personal items safe, students are prohibited from "setting" their lockers.
- If a student is participating in an extra-curricular event after school hours and does not have the opportunity to take the laptop home or secure it in a safe place, he or she will be able to keep the laptop secured in their school issued locker until the conclusion of the event. The high-school hallways will be accessible late enough to accommodate students needing to retrieve their laptops.

#### POSSIBLE INFRACTIONS AND CONSEQUENCES FOR MISUSE:

The use of electronic information resources and the electronic device is a privilege, not a right, and may be revoked or limited at any time. The school administration reserves the right to address any incidents involving the use of the electronic device on a case-by-case basis.

Possible infractions include but are not limited to the following;

- Anything illegal or against local, state, or federal laws
- Viewing, storing, sharing, accepting pornographic material
- P2P file sharing of any sort (LimeWire, BearShare, BitTorrent)
- Changing the configuration of the laptop, installing or removing software or hardware without consent
- Physically altering the MacBook or attempting self-repair
- Using inappropriate material including, but not limited to, guns, weapons, pornographic material, inappropriate language, alcohol, drugs, and gang-related symbols or pictures as screensavers
- Cheating through the use of the device
- Cyber bullying or harming others through the use of the device or the school's network
- Recording (audio or video) others without their permission
- Using another person's password, login, or computer without consent/ "hacking"
- Vandalizing, damaging, or disabling property of the school or another individual or organization. Failing to report such incidents in a timely manner will also be considered a violation
- Repetitive classroom or out-of-the-classroom infractions involving the devices as established by the school administration or classroom teacher

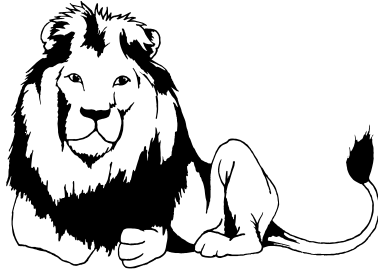
Possible consequences include but are not limited to the following:

- Loss of use of the device completely or limited to use only during the regularly scheduled school day
- Re-imaging of the device
- Detentions

- Suspension or Expulsion
- Reporting of the incident to local law enforcement and/or probation
- Parent Conference
- The high school administration holds the right to issue disciplinary consequences based on school/corporation rule and/or policies
- Some violations, as a result of misuse of the electronic device, could result in a possible fine (removing identification tags/labels, cleaning fees, lost/damaged power cords, etc.).

**INSURANCE:**

- I/We understand that each laptop includes insurance coverage for accidental damage, liquid submersion, theft, fire & flood damage, vandalism, natural disasters, and power surge due to lightning.
- I/We understand that I/we will be responsible for the annual premium payment. For the 2019-2020 school year, this premium payment will be \$40.00 per laptop. This charge of \$40.00 (per laptop) must be paid in full before the laptop is issued to the student/parent.
- I/We understand that there is a \$100.00 deductible that must be paid by the family for each incident. (Damaged accessories are separate from the deductible.)
- I/We understand that the damages must result from the perils listed above. Details of each incident must be submitted with every claim to the Technology Help Desk.
- I/We understand that if in the opinion of the building administration and the Technology Help Desk staff it is felt that the student did not exercise proper care and/or take appropriate precautions and this behavior resulted in damage or loss/theft of the laptop, the cost/replacement of the repair will be the responsibility of the student/parent.
- I/We understand that in the event there are repeated "accidents" of a similar nature, the school administration and the Technology Help Desk staff may view this as a situation whereby the student did not exercise proper care and/or reasonable precautions. In the event this should be the case, the cost of the repair/replacement will become the responsibility of the student/parent.
- All damaged items, including the power cord and adapter, must be returned to Bremen Public Schools.
- I/We understand that in the event my laptop is stolen, I/we must contact the school administration immediately, file a police report, and then supply the high school administration with a copy of the police report.
- If a student transfers or moves to Bremen High School, the insurance premium of \$40.00 will be prorated by the number of terms in attendance. If a student transfers from Bremen or moves to another school district, the insurance premium of \$40.00 will be reimbursed to the family based on the number of terms in attendance.



SCHOOL SONG

(Music of "Go Ye Northwestern")

team.

Fight on, oh Bremen, Fight for victory  
With our colors white and green, We'll cheer our mighty

Rah! Rah! Rah!  
Fight on, oh Bremen, Fight for victory.  
Spread forth the fame, Of our fair name.

Come on, you Lions, win this game.  
Go, Lions, Go! Fight Lions, Fight!  
Let's go, let's fight, let's win tonight!  
(Repeat First Two Verses)