



**Bremen Elementary / Middle School**  
**2019-2020 School Year**

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## **EQUAL OPPORTUNITY**

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

## **SPECIAL CIRCUMSTANCES**

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

## **MISSION STATEMENT**

*The Bremen Public School community works collaboratively to provide a safe, nurturing environment where students are inspired academically and socially to reach each one's potential in life.*

## **BREMEN CORE VALUES**

*MUTUAL RESPECT*

*CARING SCHOOL COMMUNITY*

*GREAT EXPECTATIONS*

## **BREMEN VISION**

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

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

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

## **BREMEN COMMITMENTS**

Commitment #1 – High Quality Education

Commitment #2 – College and/or Career Readiness

Commitment #3 – Technology Competence

Commitment #4 – Community Engagement

## **“A BREMEN GRADUATE...”**

Thinks critically

Leads a goal-oriented lifestyle

Is technology savvy

Thrives in the global environment

Embraces diversity

Prosperes, supports self and family

Leads with integrity

Contributes to the community

Communicates effectively

Manages time well

Uses resources wisely

Acts with respect and honor

Is thankful



**Elementary Quarters:**

1st Quarter: 08/07/19-10/10/19  
 2nd Quarter: 10/11/19-12/20/19  
 3rd Quarter: 01/06/20-03/10/20  
 4th Quarter: 03/11/20-05/20/20

**High School Trimesters:**

1st Trimester: 08/07/19-11/01/19  
 2nd Trimester: 11/05/19-02/14/20  
 3rd Trimester: 02/18/20-05/20/20  
 Graduation: May 31, 2020

2019 - 2020 Academic Calendar

| Month   | S  | M  | T  | W  | T  | F  | S  | Notes |
|---|----|----|----|----|----|----|----|-------|
| <b>August</b>   |    |    |    |    | 1  | 2  | 3  |       |
|   | 4  | 5  | 6  | 7  | 8  | 9  | 10 |       |
|   | 11 | 12 | 13 | 14 | 15 | 16 | 17 |       |
|   | 18 | 19 | 20 | 21 | 22 | 23 | 24 |       |
|   | 25 | 26 | 27 | 28 | 29 | 30 | 31 |       |
| 8/5 - 8/6<br>Staff Work &<br>Professional<br>Development Days<br>(No School)<br>8/27 Virtual Day<br>(Students Home) |    |    |    |    |    |    |    |       |
| <b>September</b>  | 1  | 2  | 3  | 4  | 5  | 6  | 7  |       |
|   | 8  | 9  | 10 | 11 | 12 | 13 | 14 |       |
|   | 15 | 16 | 17 | 18 | 19 | 20 | 21 |       |
|   | 22 | 23 | 24 | 25 | 26 | 27 | 28 |       |
|   | 29 | 30 |    |    |    |    |    |       |
| 9/2<br>Labor Day<br>(No School)   |    |    |    |    |    |    |    |       |
| <b>October</b>  |    |    |    |    |    |    |    |       |
|   |    |    | 1  | 2  | 3  | 4  | 5  |       |
|   | 6  | 7  | 8  | 9  | 10 | 11 | 12 |       |
|   | 13 | 14 | 15 | 16 | 17 | 18 | 19 |       |
|   | 20 | 21 | 22 | 23 | 24 | 25 | 26 |       |
|   | 27 | 28 | 29 | 30 | 31 |    |    |       |
| 10/23 & 10/24<br>Parent Teacher<br>Conferences<br>(BEMS Evening)<br>10/25-10/28<br>Fall Break<br>(No School)        |    |    |    |    |    |    |    |       |
| <b>November</b>   |    |    |    |    |    | 1  | 2  |       |
|   | 3  | 4  | 5  | 6  | 7  | 8  | 9  |       |
|   | 10 | 11 | 12 | 13 | 14 | 15 | 16 |       |
|   | 17 | 18 | 19 | 20 | 21 | 22 | 23 |       |
|   | 24 | 25 | 26 | 27 | 28 | 29 | 30 |       |
| 11/4 Staff<br>Development/<br>Work Day<br>(No School)<br>11/27-11/29<br>Thanksgiving Break                          |    |    |    |    |    |    |    |       |
| <b>December</b>   | 1  | 2  | 3  | 4  | 5  | 6  | 7  |       |
|   | 8  | 9  | 10 | 11 | 12 | 13 | 14 |       |
|   | 15 | 16 | 17 | 18 | 19 | 20 | 21 |       |
|   | 22 | 23 | 24 | 25 | 26 | 27 | 28 |       |
|   | 29 | 30 | 31 |    |    |    |    |       |
| 12/23/18-1/3/19<br>Winter Break<br>(No School)  |    |    |    |    |    |    |    |       |
| <b>January</b>  |    |    |    | 1  | 2  | 3  | 4  |       |
|   | 5  | 6  | 7  | 8  | 9  | 10 | 11 |       |
|   | 12 | 13 | 14 | 15 | 16 | 17 | 18 |       |
|   | 19 | 20 | 21 | 22 | 23 | 24 | 25 |       |
|   | 26 | 27 | 28 | 29 | 30 | 31 |    |       |
| 1/3 Final Day of<br>Winter Break<br>1/20 Virtual Day<br>(Students Home)   |    |    |    |    |    |    |    |       |
| <b>February</b>   |    |    |    |    |    |    | 1  |       |
|   | 2  | 3  | 4  | 5  | 6  | 7  | 8  |       |
|   | 9  | 10 | 11 | 12 | 13 | 14 | 15 |       |
|   | 16 | 17 | 18 | 19 | 20 | 21 | 22 |       |
|   | 23 | 24 | 25 | 26 | 27 | 28 | 29 |       |
| 2/17 Staff<br>Development/<br>Work Day  |    |    |    |    |    |    |    |       |
| <b>March</b>  | 1  | 2  | 3  | 4  | 5  | 6  | 7  |       |
|   | 8  | 9  | 10 | 11 | 12 | 13 | 14 |       |
|   | 15 | 16 | 17 | 18 | 19 | 20 | 21 |       |
|   | 22 | 23 | 24 | 25 | 26 | 27 | 28 |       |
|   | 29 | 30 | 31 |    |    |    |    |       |
| <b>April</b>  |    |    |    | 1  | 2  | 3  | 4  |       |
|   | 5  | 6  | 7  | 8  | 9  | 10 | 11 |       |
|   | 12 | 13 | 14 | 15 | 16 | 17 | 18 |       |
|   | 19 | 20 | 21 | 22 | 23 | 24 | 25 |       |
|   | 26 | 27 | 28 | 29 | 30 |    |    |       |
| 4/3-4/10<br>Spring Break  |    |    |    |    |    |    |    |       |
| <b>May</b>  |    |    |    |    |    | 1  | 2  |       |
|   | 3  | 4  | 5  | 6  | 7  | 8  | 9  |       |
|   | 10 | 11 | 12 | 13 | 14 | 15 | 16 |       |
|   | 17 | 18 | 19 | 20 | 21 | 22 | 23 |       |
|   | 24 | 25 | 26 | 27 | 28 | 29 | 30 |       |
|   | 31 |    |    |    |    |    |    |       |
| 5/25<br>Memorial Day<br>5/21 Staff<br>Work Day or<br>21,22,26,27,28<br>Snow<br>Makeup Days                          |    |    |    |    |    |    |    |       |



## **SECTION I - GENERAL INFORMATION**

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

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

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

### **B. ATTENDANCE POLICY (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 verified by a note from a physician 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 five 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.

The Superintendent shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process which:

- A. identifies the habitual truant, that is, a student who is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year;
  - B. investigates the cause(s) of his/her truant behavior;
  - C. considers, when appropriate, modification of his/her educational program to meet particular needs which may be causing the truancy;
  - D. ensures that truant students are disciplined in accordance with the Corporation's policies and administrative guidelines on student discipline;
  - E. provides for reporting to the Bureau of Motor Vehicles those students who are habitual truants.
- The Superintendent also shall ensure that the Board's policy on attendance and the Corporation's administrative guidelines are made available to all parents and adult students.

**Full vs. Half Day Absence\_-** Any student absent from the elementary for more than two hours, not counting the lunch period, will be counted absent a half day. Any student leaving school for scheduled medical appointments, etc., will not be counted absent if he/she is gone from school for less

than two hours. Any student leaving school early or arriving late must sign in at the Elementary Office. A student must be present for one-half the school day (four periods) in order to be eligible to participate in athletic, academic, and club practices and events unless approved by the administration. Middle school attendance is taken by period.

**Homework for Absent Students** - Students are expected to make up missed school work. Assignments are posted on Harmony and can be accessed for make-up work. Parents may request homework for students who have an extended illness of **at least two or more days**. Assignments will be requested through the office. **Parents should contact the office by 9:00 A.M.** for homework with the absence notification. Parents, siblings, or friends may pick up the requested assignments at the office any time after 2:30 P.M. and before 4:00 P.M. Students will have the equivalent number of days they were absent to make up work missed while being absent. Parents should contact teachers in cases where an extended illness makes completion of homework difficult and appropriate arrangements will be made.

**Pre-arranged Family Trips** - Since the school calendar includes considerable vacation time during a school year, other absences for vacation are strongly discouraged. If parents or guardians have circumstances, which necessitate other days than those already on the school calendar, please contact the school.

**Tardiness**- Tardies will be recorded by each teacher and parents will be notified of any continuing problems. In addition, at the middle school level, each teacher will record tardies for each class period. Once a student has been tardy to a particular class for the third time per semester, the student will be assigned a detention by that teacher. Any student with additional tardies during a semester may be referred to the administration for additional consequences. Tardies will be recorded by the semester. At the beginning of the second semester, each student will begin completely anew. At the elementary level, students with habitual tardiness may be referred to an administrator.

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

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

When it is time to leave, the student must sign out in the elementary office and present the *Excuse to*

*Leave School Grounds* pass to the office. If the student returns during the same school day, he/she is to sign in at the office upon his/her return.

- C. ARRIVAL AND DISMISSAL** Students should not arrive at school before 7:30 A.M. unless prior arrangements have been made with a coach or a teacher. Students who arrive before 7:45 A.M. must report to the cafeteria. The school day begins at 8:00 A.M. on Mondays, Tuesdays, Wednesdays, and Fridays and at 8:25 A.M. on Thursdays. No outside supervision is provided before school. On Thursdays students may arrive at 7:45 A.M. for breakfast services. The school day ends at 3:05 P.M. for kindergarten, and 3:09 P.M. for grades 1 – 8.

All bus students will be unloaded in the east lot and will access the K-8 building through the east doors (11 and 12). Students and staff members are not to walk between the school buses at any time.

**Due to bus traffic, parents are to use the North Lot to drop off and/or pick up students at Door # 9 and will utilize the main entrance with the student walkers.**

All doors at Bremen Elementary-Middle School are locked in the mornings. At 7:30 A.M. Doors 9, 11, and 12 are unlocked and supervised by an a staff member. Students who must arrive before 7:30 A.M. should be buzzed in at Door #10.

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

- D. BICYCLES** There are designated areas for students to park bicycles. The school is not responsible for bicycles stolen or damaged while at school and all bicycles should have locks on them to ensure against theft. If bicycles are ridden, they should be locked in bicycle racks.

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

**Balances** - The cashier will notify any student if his/her account has insufficient funds. Any student may request a verbal balance from any cashier. Parents can call between 7:30 A.M. and 2:30 P.M. for a current balance. Internet access will be available to parents to check balances and monitor activity for medical and financial reasons.

Parents can set up notifications for lunch balance, low balances & negative notice through Harmony. Parents should notify the school with current phone numbers & email address when changes occur. Adequate balance is the responsibility of the parent.

**Lunchroom Etiquette** The cafeteria staff will not tolerate loud noise, horseplay, or throwing food. Students in violation of lunchroom rules will be assigned consequences. No food should be taken from the cafeteria without permission.

**Breakfast** – students are expected to go immediately to the cafeteria for breakfast and report to their classrooms by 8:00 a.m. **Special Meals Brought by Parents:** Parents may bring for their child only a lunch on special occasions. Please contact the office ahead of time to make arrangements. Food and drink items are not allowed outside of the cafeterias or on the playground.

**Offer vs. Serve** – Offer vs. Serve is a program in which all five food items must be offered (made available) to all students. The student then has a choice of taking **all five food items or choosing to take at least three of the five food items offered, 1 must be a fruit or vegetable.** The lunch will be priced as a unit whether the student takes three, four, or all five items. The five lunch components are meat, vegetable, fruit, bread, and milk. A complete school breakfast consists of one serving of milk, one serving of vegetable/fruit or full-strength juice, and two servings of either bread/bread alternate, or meat/meat alternate, or one serving of bread/bread alternate and one of meat/meat alternate. The breakfast will be priced as a unit and students may take three or all four items offered for the same price.

**Payments** - Payment for meals can be made any day of the week. Students are encouraged to prepay by the week, month, or year on the first school day of each week. This payment should be turned in to their teacher. Students making payments after the first school day of the week should turn them in to the Lunch Account Secretary, located between the cafeterias, between 7:30 A.M. - 10:30 P.M., or they can be turned in at the breakfast line in the cafeteria. Payments can also be made online 24/7. Please remember this is not live update. It can take 24-48 hours to show on a student's account. No payments will be taken in the lunch lines. All payments must be turned in to the lunch account secretary prior to 10:30 a.m. Prices may change and would be advertised in the Parent Bulletin.

**Pricing** – Although prices are subject to change without advanced notification, the current food service prices as set by the Bremen School Board of Trustees are the following:

**Lunch**

|               |        |
|---------------|--------|
| Grades K-12   | \$2.30 |
| Reduced Price | \$.40  |
| All Milk      | \$.45  |
| Adult         | \$3.50 |

**Breakfast**

|                 |        |
|-----------------|--------|
| Grades K-12     | \$1.40 |
| Reduced Price   | \$.30  |
| Adult Breakfast | \$2.10 |

**Purchases** - Grades K-3 are not permitted to purchase a la-carte items or extra items. Grades 4-8 are allowed to purchase extra items, along with ala-carte items, providing they have money in their account. No charging will be allowed. If a parent doesn't want their child to purchase extra items and/or ala-carte items, please notify the cafeteria secretary and a block can be put on the child's account. This block cannot be removed unless the parent requests it.

**Students Qualifying for Free or Reduced Price Lunches** should obtain an [application form](#) online or from the principal's office and return it as soon as possible. This form can also be filled out and [submitted online](#). Parents will be notified of the status of the application as quickly as possible. **Student lunches must be paid in full by parent/guardian until the Free/Reduced Lunch Application has been approved.**

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

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

**H. COMPLAINT PROCEDURE** Constructive criticism of the schools is welcomed by the school board when it is motivated by a sincere desire to improve the quality of the educational program. Further, the school board recognizes its responsibility to protect the rights of citizens and employees who are concerned over policies, procedures, actions, and controversial issues or materials. These include the right to secure information from school officials, to inspect instructional materials, and to

file formal protests with the full expectation that they will receive a courteous, fair and prompt reply.

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

The person filing the complaint will be advised to discuss the issue with the employee(s) involved. If the issue is not resolved following such discussion, then the person filing the complaint must complete an applicable form detailing the specifics of the complaint and the action desired. The matter will then be referred to appropriate supervisory personnel for possible resolution. If a solution acceptable to the complainant and employee has not been achieved in a reasonable amount of time, then the matter will be referred to the Superintendent. Again, if a solution acceptable to all parties has not been achieved in a reasonable amount of time, the matter will be referred to the Board.

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

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

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

- Playbill, showing your student's role in a drama production
- Yearbook
- Honor roll or other recognition lists
- School websites and social media sites (FaceBook, Instagram, Twitter)



- Graduation programs
- Sports rosters

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

Bremen Public Schools has designated the following information as directory information:

- Student's full name
- Address
- Telephone listing
- Electronic mail address
- Photograph or image
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

**J. DRESS CODE** The administration and faculty feel that the attitude and behavior of the students are influenced by dress and grooming. With the cooperation of the parents, the school will continue to encourage all students to dress in a fashion that reflects good taste and a style appropriate for a school. If a style of dress and grooming appears to be disruptive to the educational process or could

constitute a threat to the safety and health of students, it will not be permitted in school. The following rules apply to dress:

- Clothing is to be worn as intended.
- Outerwear such as a jacket is not to be worn in school.
- Extremely short or tight shorts or skirts will not be allowed.
- Clothing exposing mid-bodies, clothing which is “see through” in nature, clothing that shows undergarments or other clothing, which is deemed immodest or distracting by the school administration are not to be worn.
- Spaghetti strap tops, crop tops, and halter tops are not permissible
- Wide-shouldered tank tops that are at least the width of three fingertips on the shoulders may be permissible providing that they are modest and non-revealing.
- Head coverings such as hats, hoods, bandanas, etc. are not to be worn in the building during school hours unless administrative allowance is given.
- Athletic shoes (non-marking) are required for physical education classes and for elementary indoor recess. Physical education students in grades 6, 7, and 8 are required to purchase and wear a gym uniform during P.E. class. The cost of a P.E. uniform (shirt and shorts) is \$17.00. Individual shirt or shorts cost \$9.00 each.
- No roller shoes of any kind allowed in school.
- Chains, including wallet and watch chains, are not permissible.
- Pajamas of any kind are not permissible unless a designated day is planned.
- Any item of clothing, shoes, jewelry, accessories, book bags, purses, and other similar items may not be worn or brought to school or school-related events that displays:
  - Inappropriate or offensive symbols, images, words, etc.
  - Any reference to alcohol, tobacco, drugs, etc. including advertisements
  - Any reference (symbols, images, words, etc.) to violence or gang activity
  - Repeated violations of the dress code may result in a student losing the privilege of wearing these specific types of clothing.
- Consequences for dress code violations
  - 1<sup>st</sup> Offense: Warning from Teacher; Exchange for PE clothing; Parent Contact
  - 2<sup>nd</sup> Offense: Office referral for detention; Exchange for PE clothing; Parent Contact
  - Further Offenses: Office referral for repeated offense; Exchange for PE clothing; Parent Contact

**K. EMERGENCY DRILLS AND PROCEDURES** Fire drills will be held periodically throughout the school year. Instructions for exiting the building will be posted in each classroom. Instructions to be followed in case of a disaster are also posted in each room, primarily for use during severe weather.

All students should be thoroughly familiar with exit routes and instructions in each room in which they are located during the school day--it may save a life. Doors and windows must be closed and everyone has to leave the building.

During lockdown drills, all doors should be locked and students should be prepared to follow teachers' instructions.

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

- a. Announcements to radio and TV stations: Plymouth AM Radio (1050 AM) and FM Radio (94.3 FM); WSBT Radio and Television: (960 AM) (Channel 22 TV) ([www.wsbt.com](http://www.wsbt.com)); WNDU Radio and Television (92.9 FM) (Channel 16 TV) ([www.wndu.com](http://www.wndu.com)); WSJV Television (Channel 28) ([www.fox28.com](http://www.fox28.com)); WFRN; WCMR; WYEZ; WRBR; STAR 96
- b. Nixle: Text zip code to 888777 to opt in for alerts from local government agencies.
- c. Do not telephone the school, teachers, superintendent, or principal for information. Please listen to the radio or TV or follow the corporation and school social media pages.
- d. When school is delayed, please continue to listen to TV or radio for any additional changes or possible cancellation. School will always begin at 10:00 am on a 2-hour delay with no breakfast offered.

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

- a. **Athletics** – Bremen Middle School offers a variety of sports throughout the school year. The following are the offerings per season:
  - i. **Fall** – Boys 7<sup>th</sup> and 8<sup>th</sup> Football, Girls 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Volleyball, Coed 6-8<sup>th</sup> Cross Country, Girls 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade Cheerleading
  - ii. **Winter** – Boys 5-8<sup>th</sup> Basketball, Girls 5-8<sup>th</sup> Basketball, Boys 6-8<sup>th</sup> Wrestling, Girls 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade Cheerleading, Swimming (club)

- iii. **Spring** – Boys 7<sup>th</sup> and 8<sup>th</sup> Track, Girls 7<sup>th</sup> and 8<sup>th</sup> Track, Tennis (club), Golf (club)
- b. **Clubs** – Information about school-sponsored after-school clubs will be made available to the students through the morning announcements, the school website, social media, and the Friday parent newsletter.
  - i. **Elementary Clubs:** spell bowl, math bowl, robotics, and coding
  - ii. **Middle School Clubs:** academic teams, spell bowl, geography bowl, student council, yearbook, Math Counts, coding, robotics, swimming, golf, and tennis
- c. **Extracurricular Practices/Athletic Practices** - There is allocated time for academic teams, spell bowl, student council, etc., to meet without conflicting with athletic practices. Wednesdays, from 3:10 P.M. to 4:00 P.M., will be reserved for such meetings. There will be no athletic practices on Wednesday until 4:00 P.M. Athletes practicing on Wednesdays are not to report to the practice until 4:00 P.M. Students intending to practice must leave the building unless they are under the direct supervision of a teacher/coach.
- d. **Extracurricular Dances** - Opportunities may be provided for Bremen Middle School students to enjoy school-sponsored dances. Students attending these events are expected to behave according to directions and specifications of chaperones present. Any students not fully cooperating with requests of chaperones will be asked to leave and will not be permitted to attend future dances. Any student eligible to attend dances can be denied participation for excessive tardies, detentions, suspension, or for any pattern of inappropriate behavior as determined by teachers and/or administrators. Middle school dances are for Bremen students only.

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

**O. FUNDRAISERS** Many school groups hold fundraisers throughout the school year. Although encouraged to benefit the particular team, activity, or school, students are not required to take part in fundraising.

**P. GUIDANCE** Guidance services are offered in grades K-8. These services include individual counseling, group counseling, and planned guidance programs. Please contact the office to make a request for guidance services (574-546-3554).

**Q. HARMONY** Harmony serves as the BEMS' student computerized management software system. Parents can access Harmony to view a variety of information on their child including but not limited to student grades and progress, homework assignments, discipline, lunch counts, library check outs, and textbook rental fees. In addition, emails of school information and calendar events can be sent electronically through Harmony. Passwords can be requested through the school offices. Parents are encouraged to keep their email addresses and contact information up-to-date. Parents can set alerts for their child's grades, discipline, and lunch account information. [Harmony Link](#)

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

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

**S. LOCKER USE** All students are expected to help keep the lockers in good condition. Any locker difficulties should be reported to the office. It is the responsibility of each student to maintain cleanliness in the locker. Backpacks, gym bags, and book bags must be kept in the student locker during the school day. The school is not responsible for locker contents. Students should not rig their lockers to prevent the lock from locking. At the close of the school year, each student must empty his/her locker.

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

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

in the school facility containing such a locker may, at the request of the school principal and in accordance with rules of the governing body of that school corporation, assist the school administrators in search such a locker and its contents.

**T. LOST AND FOUND PROPERTY PROTECTION** All articles found in or near the school should be turned in to the office. Lost articles may be claimed from the office, but they will be disposed of if not claimed within a reasonable length of time. A student should report any loss to the office as soon as it is discovered. Lost and found items are pictured regularly in the weekly parent bulletin.

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

**U. NURSE/MEDICATION (Board Policy 5330 & 5340.01)** The school provides the services of a registered nurse to all students. The duties of the nurse are to promote proactive health and safety, provide care for students who become ill at school, administer first aid, promote and provide medical testing, and assist the parents with obtaining professional help when needed for a child. Parents should encourage their children to report all injuries to their teacher.

Students are not to use their cell phones to contact parents during the school day. If there is an issue or concern with a student not feeling well, the student should ask to see the nurse. The nurse will assess the student's condition and will make a determination on whether or not a parent will be contacted to pick up the child from school.

Students sent home by the nurse will have their absence recorded as excused, and if the student is directed to stay home the next day (or additional days), those absences will also be marked as excused.

If possible, parents are advised to give medication at home and on a schedule other than during school hours. If it is necessary that medication be given during school hours, the following regulations must be followed:

- Medication must be brought to the nurse at the beginning of the school day in the original container with the appropriate label intact. Medication must be kept in the medication area of the health service department. **IF MEDICATION IS NOT PROPERLY LABELED, IT WILL NOT BE GIVEN TO THE CHILD.**
- A note granting parental permission to administer the medication must accompany the medication. The note must also state date(s) and time medication is to be administered. "Request to Administer Medication Form" is located on the school website and may be printed for use.

- Students are responsible for remembering medication schedules and with rare exception will not be reminded to take their medication.

According to the Indiana State Department of Health and Indiana Administrative Code 410-IAC-1-1-1, IC 20-81-7-9.5, state immunization requirements must be met. Prior to school admittance, immunization records must be verified by the school nurse as being current on all state required immunizations. Immunization requirements are listed on the school website under the [Health Services link](#).

**V. PESTICIDE APPLICATION NOTICE** (Policy 8432) Periodically throughout the year, it may be necessary that pesticides will 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 building. You will be given a form to fill out and will be notified of any pesticide application with at least a 48-hour advance notice.

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

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

**X. PLAYGROUND AND RECESS** Playground equipment is to be utilized as designed. Middle school students are not to play on playground pods if elementary students are present. Elementary students will receive specific playground rules for their designated areas of play. Middle school students should be role models for the younger students and should demonstrate proper behavior while on the playground.

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

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

- a. No student shall stand or move from place to place during the trip.
- b. Students are not allowed to throw anything on the bus.

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

**Z. SCHOOL NEWS AND ANNOUNCEMENTS** A parent bulletin is sent weekly via Harmony, where important events, activities, and happenings at school will be advertised. Please read these bulletins carefully. Anyone wanting to put an announcement in the bulletin must have it in the office in writing no later than Wednesday morning so that it can be included in the Friday school bulletin. A Spanish version of the Friday bulletin is available online and in the office. Morning announcements will be made daily at 8:00 A.M.. Anyone desiring to have a special announcement made (Camp Fire, scouts, little league, church, etc.) should have their written announcement in the office one day in advance. Only emergency announcements will be made at other times during the day.

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

The parent of every student-athlete should be absolutely certain that the student has adequate medical insurance to cover the cost of treating any injury incurred during athletic competition. The school does not pay for the cost of this insurance coverage. Student accident insurance information can be found on the [Bremen Athletics website](#).



## **AB. TECHNOLOGY ACCEPTABLE USE POLICY (Policy 7540.03)**

**1.0 Overview** Bremen Public Schools (herein —BPS) provides technology to the classroom to support learning. The use of such technology 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.

[Click here to read the complete BPS technology acceptable use policy.](#)

### **Student/Parent Responsible Use Agreement and Contract for Electronic Devices**

**General Guidelines** All 3rd-12th grade students at Bremen Public Schools are issued an electronic device for their educational use. It is our belief that if reasonable precautions and care are taken in the use of the device, the device should not experience physical damage. Each student and parent is 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.

[Click here to read the complete BPS Responsible Use Agreement and Contract](#)

## **AC. TELEPHONES, CELL PHONES and PERSONAL COMMUNICATION DEVICES (PCDs):**

The school office phones are for business. Student use of the office and classroom phones are limited to special circumstances. Students are not to use the gym lobby phone or cell phones during normal school hours. Cell phones and other electronic devices must be turned off and kept in lockers from 8:00 am until 3:09 p.m. with the exception of lunch for students in grades 7 and 8.

Students shall have no expectation of confidentiality with respect to their use of personal communication devices (PCDs) on school premises/property. Students may not use a PCD in any way that reasonably might create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2)

engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child protection services as required by law.

Students also are prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

**Students are not to use cell phones to contact parents during the school day.** If there is an issue or concern, the student should ask a staff member for permission to call home using a school phone. If the child is feeling sick and wants to go home, he or she should not use a cell phone to contact a parent. Students who are ill are to be sent to the nurse where a determination will be made on whether or not a parent will be contacted to pick up the child.

**AD. SCHOOL FEES** School fees are due the first week of school, unless arrangements are made with the bookkeeper. If a family needs monetary assistance, they must contact the elementary office and they will provide the family with the proper forms to complete. Care of school property is the responsibility of the student. Students will have to pay for lost or damaged books and other school property during the school year.

**AE. 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.”

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

**AG. VISITORS** Bremen Public Schools is committed to providing a safe environment for students and staff. During school hours parents are not to go beyond the glass front door area to pick up or drop off their children. All visitors are required to go to the main office to sign in and receive a visitor's badge before proceeding to classrooms.

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

**A. ACADEMIC CODE** Completing assigned school work on time is one of the most important responsibilities that a student can accept. Teachers will make a very conscientious effort to see that a student is not assigned work that he/she is incapable of completing satisfactorily. As a general rule, the recommended homework loads for the grade levels are as follows per evening:

- K-2 = minimal
- Grade 3 = 30 minutes
- Grade 4 = 40 minutes
- Grade 5 = 50 minutes
- Grade 6 = 60 minutes
- Grade 7 = 70 minutes
- Grade 8 = 80 minutes

All students are expected to use their time wisely at school so as to avoid excessive homework. Lengthy assignments will be avoided on Wednesday evenings since this is traditionally reserved for church activities. Parents should notify the teacher(s) if the child's homework load is consistently averaging more than the above-mentioned per evening's homework load. Each student must accept the responsibility of completing an assignment satisfactorily and on time. All work is expected to be completed.

Teachers/Parents will be aware of when a child consistently fails to complete school assignments satisfactorily and/or on time. Teachers may offer additional help to the child when needed. If the problem continues to exist, parents, teacher(s), and possibly the student may meet for a conference to assist in correcting the problem.

**B. CURRICULUM** A list of materials and books used at each grade level is provided when textbook rental is paid. Please refer to your textbook rental list for an accurate list of subjects studied at each grade level. Feel free to contact the office if you have questions. Bremen Elementary- Middle

School attempts to provide for individual needs of students by providing a differentiated curriculum.

**C. GRADE CARDS AND PROGRESS REPORTS** Report cards will be sent home at the end of each nine week grading period. Computerized report cards will be used in grades 3-8. In addition, all students in grades 4-8 will receive a progress report at the middle of each grading period via Harmony. Families without internet access may sign up to receive hard copies of mid-term reports and report cards.

**D. GRADING PROCEDURE** Kindergarten through second grades use a standard based grading system. A uniform letter system of grading is used in all subject areas from fourth through eighth grades. Letter grades may be categorized as follows:

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

**E. HONOR ROLL** Each grading period an A Honor Roll and an A/B Honor Roll are compiled for grades 4-8. In order to be placed on the A Honor Roll a student must earn all grades at an “A-” or higher for the grading period. To be placed on the A/B Honor Roll a student must have all grades at a “B-” or higher.

**F. MULTI-TIERED SYSTEM OF SUPPORT (MTSS)** MTSS is a framework for prevention, advancement, and early intervention which involves determining whether or not all students are learning and progressing academically and behaviorally when provided high quality instruction. A team, which may be composed of administrators, counselors, teachers, the school psychologist, and the parents of the referred students, uses data-based decision making to provide students with interventions and/or extensions to the core curriculum and instruction. The students are progress monitored and assessed depending on the guidelines of their individual plan. Teachers and parents may refer a student for MTSS by contacting the Bremen Elementary-Middle School office.

The purpose of MTSS is to identify those children who are not readily progressing in school and to ensure that each of those students receives appropriate instruction or intervention to be successful in the school environment.

**G. PARENT-TEACHER CONFERENCES** Parents of students in grades K-8 will have an opportunity for a conference with their child's teacher during the fall parent-teacher conference days. Parents may also request a special conference with any teacher at any time during the school year.

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

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

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

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

- The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.
- Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records the parent or eligible student believes is inaccurate.
- Parents or eligible students may ask the school to amend a record they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board, a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Bremen Public Schools to comply with the requirements of FERPA.

- I. RETENTION POLICY and IREAD (Grade 3)** The intent of retention is to help a child succeed in school and is not intended as a punishment. A child may be retained if the teacher feels the child will not be able to function within the structure of the next grade level. The teacher should be able to substantiate the recommendation with achievement test scores, levels of standard mastery, observations of social and/or emotional deviations, written observations of attitude problems, and work habits. In addition, a child may be retained according to our student attendance policy. The school administration will make the final determination for student retention.

In accordance with HEA 1367 (also known as PL 109 in 2010), general education students who do not pass the third grade reading assessment (IREAD-3) will continue to receive reading instruction in third grade, be officially reported as a fourth grader, and fully participate in third grade's ISTEP+ assessment.

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

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

- K. SPECIAL EDUCATIONAL TESTING** No student will be evaluated for special education services without prior parental permission and full disclosure of the parent's and child's rights.

- L. SPEECH, LANGUAGE, AND HEARING** A Speech Language Pathologist (SLP) is available for qualifying students who need special help in speech, language, or hearing. All students in 1st, 4th, 7th, and 10th grades have their hearing screened yearly. Parents are notified by the SLP if their student did not pass his/her screening. Any parents with concerns regarding their student's speech, language, or hearing ability can contact the SLP directly or their student's teacher.

### **SECTION III - DISCIPLINE (Board Policy 5600)**

The school should be a setting in which respect for rules and common decency is accepted by all. Rules and regulations are established for the purpose of maintaining an environment that is conducive to learning. It is mandatory that students behave in a responsible and mature manner towards all members of the staff and each other while in the classroom, on school grounds, and at school activities. The

greatest success in the area of discipline occurs when parents, teachers, and administrators see themselves as a team in recognizing good behavior and making negative behavior unprofitable for the child.

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

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

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

As a basis for behavior, students should follow these three Bremen Core Values:

1. **Great Expectations**
2. **Mutual Respect**
3. **Caring Community**

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



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

- **Aggressive Behavior:** any physical act that compromises the safety of others.
- **Athletic Code Violation:** [See pg. 46](#)
- **Cell Phone and other Personal Electronic Devices Violation:** cell phones and other personal electronic devices are to be turned off and kept out of sight during regular school hours (8:00 A.M.- 3:09 P.M.) The school is not responsible for the loss or theft of expensive items such as cell phones or other personal electronic devices.
- **Book bags and gym bags Violation.** Book bags and gym bags must be kept in school lockers during the school day.
- **Cheating:** dishonesty while completing schoolwork, using inappropriate materials (e.g., test, teacher's note, etc.) and/or falsifying or altering records.
- **Deception/Lying:** dishonesty
- **Disruption:** any negative behavior that tends to disturb or endanger the educational process and/or interferes with the liberty, property or other rights of a school employee, student, or any other person on school premises or attending a school or school-related event - this includes behavior in classrooms, media center, school grounds during the school day and at school and school-related events.
- **Disrespect:** to insult, call derogatory names, dishonor, or in any other manner abuse verbally or in writing any member of the school staff or student body.
- **Distracting Non-Educational Items:** Non-educational, personal items brought to school that create a distraction to the learning environment.
- **Dress Code:** Improper dress as defined in the [Dress Code](#) on page 19.
- **Failure to Complete Assigned Task:** the willful failure to complete assigned duties, tasks, assignments, or expected norms of the classroom or school.
- **Gossiping/Name Calling/Drama:** an emotional disruption of another.
- **Graffiti:** an inscription or drawing on any surface that is inappropriate or unauthorized.
- **Gum, Candy, Soda, or Food:** consumption/use at unauthorized places and/or times.
- **Horseplay:** to use physical play - this may include but limited to acts such as touching, jumping, and running.
- **Plagiarism:** the act of claiming, using, or imitating the ideas, thoughts, or writing of someone else without permission.
- **Profanity:** obscene language, racial profanities, gestures (written, drawn, acted or spoken).
- **Tardiness:** the act of unexcused lateness to school, class, homeroom, or any other part of the student's schedule.
- **Throwing of Items/Objects:** any item/object that is intended to disrupt the educational process or may result in the harm of another student. Examples may include but are not

limited to: food, snowballs, ice, ordinary objects, etc.

- **Trespassing:** being on school grounds unsupervised during non-purposeful times or events.

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

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

- **Bullying and Intimidation:** any aggressive or negative gesture, or written, verbal, or physical act that places another student in reasonable fear or harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying most often will occur when a student asserts physical or psychological power over, or is cruel to, another student perceived to be weaker. Such behavior may include but is not limited to pushing, hitting, threatening, name-calling, or other physical or verbal conduct of a belittling or browbeating nature (see page 39).
- **Computer Use Violation:** unauthorized and/or improper use of the Internet or a violation of the District's Network/Internet Use Policy.
- **Cyberbullying:** misuse of technology to harass, tease, intimidate, threaten, or terrorize another person
- **Disrespect of Authority:** any act or verbal communication that displays the lack of respect of an adult in charge.
- **Failure to Serve Detention**
- **Forgery:** The act of falsely using the name of any other person or falsifying time, dates, grades, addresses or other data on school forms
- **Inappropriate Display of Affection:** Embracing, kissing, caressing, hand-holding, or sexting another in a situation or circumstances deemed inappropriate
- **Indecency:** any crude act

- **Insubordination/Non-Compliance:** the willful failure to respond or carry out a reasonable directive by authorized school personnel.
- **Invasion of Privacy:** Any invasion of privacy of another, including but not limited to using any wireless communication or photographic device to take and/or pictures of another without that person's consent.
- **Obstruction of an Investigation:** Students who willfully obstruct the investigation of a school official by withholding information in response to direction questions or by giving false information.
- **Repeat Offense:** any Level I offense that occurs on a frequent basis
- **Solicitation:** unauthorized selling or trading
- **Theft:** taking, removing, or possessing, without permission, property belonging to others
- **Truancy:** absence without valid cause during the school day or portion thereof

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

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

- **Alcohol, Drugs, Paraphernalia, Tobacco, and Other Substances:** Use, possession, sale, or being under the influence of any illegal or controlled substance or paraphernalia including juuling and vaping devices. Substances including tobacco, marijuana, alcohol, steroids, unlawful drugs, "look-alike" drugs or any other substance not prescribed for the student that is used or typically intended to be used to achieve a high or altered mental or physical state. This definition includes drugs lawfully prescribed to a student but which the student has used, possessed, distributed, etc. contrary to its prescribed use. Being under the influence includes, but is not limited to, the emission of the odor of any of these substances, such as having alcohol on the breath, or any impairment of normal functioning, such as slurred speech, inability to walk properly, or dilated pupils. A student may be disciplined for coming to school or a school-related event after using alcohol or drugs even if the substance was not consumed on school grounds.
- **Assault/Battery:** bodily contact with the intent to do harm or reckless disregard for safety of another or the verbal, written or physical attempt to do substantive physical harm to another

- **Explosives:** Possession, sale, purchase, use, transfer or attempt to transfer ammunition, explosives, fireworks, or other flammable substances not authorized by school personnel. This definition includes any component of an explosive or incendiary device, e.g., schematic or other drawing, ignition agent, container, wiring, etc., when it is reasonably determined that the component was intended to be used as part of an explosive or incendiary device.
- **Failure to serve a mandated SOSS in Plymouth**
- **False Alarm:** the act of initiating a false alarm or initiating a false report, warning of a fire, or an impending bombing or other catastrophe. unauthorized use of a fire extinguisher.
- **Fighting:** Engaging in physical contact for the purpose of inflicting harm to another person.
- **Gang Activity:** A “gang” means an organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or act in violation of school rules, which have an identifiable sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules.
- **Gross Disobedience:** any conduct, behavior, or activity which causes or may reasonably lead school authorities to forecast substantial injury, disruption, or interference with school activities or the rights of other students or school personnel.
- **Harassment:** any intimidating, demeaning or threatening behavior, verbal, non-verbal or written remarks which are based on a person’s race, color, religion, national origin, sex, or disability and in violation of the District policy regarding harassment.
- **Repeat Offense:** Any level one or level two offense.
- **Threat/Endangering the Safety of Students and Staff:** Any act, threat, hoax, or prank of a terrorist nature, especially involving weapons, explosives, biological agents, or other dangerous looking material or look-alikes of such agents.
- **Vandalism:** Vandalizing school property or private property, which is lawfully on school premises or being used in conjunction with a school-related activity.
- **Weapons:** Possession, use, control or transfer of a weapon. Weapons include, but are not limited to:
  - A weapon, taser, or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
  - Items such as baseball bats, pipes, bottles, locks, sticks, compasses, pencils and

- pens if used, or attempted to be used, to cause bodily harm: and
- Look-alike weapons.

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

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

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

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

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

- **Removal from Class or Activity** – A middle school, junior high, or high school teacher may remove a student from the teacher’s class or activity for a period of up to one (1) school day, not to exceed five (5) days if the student is assigned regular or additional work to be completed in another school setting. An elementary teacher may remove a student from the teacher’s classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
- **Suspension from School – Principal** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days, not to exceed ten (10) days.
- **Expulsion** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester.

**Detention** Detentions may be assigned for disciplinary reasons by any teacher or administrator. Failure of a student to serve any detention may result in increased consequences. Transportation for students serving detentions is the responsibility of the parent or guardian, as detentions will be

assigned at the convenience of the assigning teacher or administrator. Efforts to notify a parent will be provided prior to a detention being served.

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

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

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

- The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - legal counsel
  - a member of the administrative staff who has not expelled the student during the present school year and has not been involved in the events giving rise to the expulsion.
- An expulsion will not take place until the student and the student's parent are given notice of the right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
- The notice of the right to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting an expulsion meeting.
- At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
- If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be

appropriate, and give notice of the action taken to the student and the student's parent.

- A student or a student's parent who fails to **request** and appear at an expulsion meeting after receipt of **notice of the right to appear at an expulsion meeting** forfeits all rights administratively to contest and appeal the expulsion. **Notice of the right to appear** at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student and the student's parent. The governing body may vote not to hear appeals of actions taken by the person conducting the expulsion meeting. If the governing body votes not to hear appeals, after the date on which the vote is taken a student or parent may appeal to the court, but the review is limited to the issue of whether the board acted without following the procedures required by the due process chapter.

**Right to Appeal** The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

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

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

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

This provision on possession applies to any policy or rule which regulates or prohibits possession of any item, such as weapons or drug paraphernalia, and such substances as tobacco, e-cigarettes, hookah pens, juuls, vape pens, other smoking devices, alcohol, drugs, and look-alikes of such items

or substances.

- **Bullying (Policy 5517.01)** It is the policy of Bremen Public Schools to maintain a learning and working environment that is free from bullying / harassment.

A. **Definition of Bullying** Bullying means overt, unwanted, repeated acts or gestures, including verbal or written communication or images transmitted in any manner, including digitally or electronically, physical acts committed, aggression, or other behaviors, that are committed by a student or group of students against another student with intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an 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

The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:

1. Participating in a religious event.
2. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
3. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
4. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
5. Participating in an activity undertaken at the prior written direction of the student's parent.
6. Engaging in interstate or international travel from a location o another location outside of Indiana.



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.

Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.

Counseling, correct 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.

All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

B. Staff Training: Bremen Public Schools shall provide training to the school corporation employees and volunteers who have direct, ongoing contact with students concerning the school's bullying prevention and reporting policy and Indiana Code.

C. Student Instruction: Not later than October 15 of each year, each school in the corporation shall provide age appropriate, research based instruction focusing on bullying prevention for all students K-12. The school safety specialists and school counselors shall prepare outlines or materials for the instruction and incorporate the instruction in grades K-12. Instruction on bullying may be delivered by a school safety specialist, school counselor, or any other person with training and expertise in the area of bullying prevention and intervention.

**D. Discipline Rules adopted by the School Board:**

- must prohibit bullying; and
- must include:
  - provisions concerning education, parental involvement, and intervention;
  - a detailed procedure for the expedited investigation of incidents of bullying that includes:
    - appropriate responses to bullying behaviors, wherever the behaviors occur;
- provisions for anonymous and personal reporting of bullying to a teacher or other school

- staff;
  - timetables for reporting of bullying incidents to the parent of both the targeted student and the bully, in an expedited manner;
  - timetables for reporting of bullying incidents to school counselors, school administrators, the superintendent, or law enforcement, if it is determined that reporting the bullying incident to law enforcement is necessary;
  - discipline provisions for teachers, school staff, or school administrators who fail to initiate or conduct an investigation of a bullying incident; and discipline provisions for false reporting of bullying; and
    - a detailed procedure outlining the use of follow-up services that includes:
      - support services for the victim; and
      - bullying education for the bully.
      - must prohibit bullying through the use of data or computer software that is accessed through a:
        - a. computer
        - b. computer system or computer network
- E. Any record made of an investigation, a disciplinary action, or a follow-up action performed under rules adopted on bullying is not a public record.

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

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digital image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digital image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as

a sex offender.

- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

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

#### Sexual Harassment:

- Unwelcome sexual propositions, invitations, solicitations, and flirtations
- Physical assault
- Threats or insinuations that a student’s grade, classroom assignments or participation in extracurricular activities may be adversely affected by not submitting to sexual advances
- Unwelcome verbal expressions of a sexual nature
- Sexually suggestive objects, pictures, videotapes, audio recordings or literature
- Unwelcome and inappropriate touching, patting, or pinching
- A pattern of conduct that is intended to create or has the effect of creating discomfort and/or humiliation to another
- Remarks speculating about a person’s sexual activities or sexual history
- Race/Color Harassment: Directed at the characteristics of a person’s race or color, such as racial slurs, nicknames implying stereotypes, epithets, and negative references relative to racial customs.

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

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

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

**Policy to Prohibit Gangs and Criminal Gang Activity in its Schools** It is the policy of Bremen Public Schools to prohibit gang activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions. It is the policy of Bremen Public Schools to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.

"*Criminal Gang*" defined (per IC 35-45-9-1) - means a group with at least three (3) members that specifically:

1. Either (a) promotes, sponsors, or assists in; or (b) participates in; or
2. Requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

"*Gang Activity*"- a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

**A. Indiana Code 20-33-9-10.5 Reporting Procedures**

1. This section does not apply to a charter school or an accredited nonpublic school.
2. A school employee shall report any incidents of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. This report will be investigated promptly.
3. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

**B. Indiana Code 35-45-9-5 Criminal Gang Recruitment**

1. Except as provided in subsection (2), an individual who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang commits criminal gang recruitment, a Class D felony.
2. The offense under subsection (a) is a Class C felony if the solicitation, recruitment, enticement, or intimidation occurs within one thousand (1,000) feet of school property; or the individual who is solicited, recruited, enticed, or intimidated is less than eighteen (18) years of age.

**C. Intervention and Support Services**

Bremen Public Schools will provide support services, including family support services, for a student suspected of participating in gang activity and will make recommendations concerning criminal gang prevention and intervention services and programs for students that maximize community participation and the use of federal funding.

**SECTION IV - ATHLETICS**

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

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

- A. ATTENDANCE** The athlete must be in attendance at school for at least a half day to participate in practice or contest. A half day is defined as four (4) academic classes (i.e., periods 4-7). If the criteria are not met, the athlete cannot participate in a practice or contest. A student-athlete must be in attendance on a Friday for at least four academic classes to participate in a Saturday contest.
- B. AWARDS** All students-athletes will earn a participation certificate for successfully completing a season of a sport. In order to successfully complete a season, an athlete must fulfill the guidelines set forth by the coach and participate for the full season. In addition, a Mental Attitude and a Most Improved Award (or coaches' award) are generally granted to the top student-athletes per sport.
- C.** Upon completion of the second middle school sport, a student-athlete will receive a green athletic ribbon. Upon completion of the fifth middle school sport, the student-athlete will receive a medallion. The sports that count toward these two awards include middle school cross country, 7/8 football, 7/8 volleyball, 7/8 cheerleading, 7/8 basketball, middle school wrestling, and 7/8 track and field.
- D. CONDUCT AND DISCIPLINE** Bremen athletes are expected to set a positive example of leadership, attitude, cooperation, sportsmanship, and conduct at school, at school activities, at athletic events, and throughout the community. Bremen athletes reflect not only a personal image, but an image of our team, our school, and our community. The coaches will distribute expectations, rules, award policies, etc., to athletes and parents at the start of each season. Coaches may suspend or remove students from the team for a severe violation or repeated violations. Students suspended from school for violating school rules will not be allowed to practice or participate in athletic contests during their suspension. Parents will be notified in writing by the coach and/or athletic director if major disciplinary action is taken.

Any smoking, the use of smoking devices (e-cigarettes, hookah pens, juuls, vaping devices, etc.) the

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

- **First Offense** - Suspension from contest participation for a period of time equal to 50% of the season. If the violation occurs out of season or at a time when the athlete is not participating in sports, the suspension will be effective at the beginning of the next sports season in which he/she does participate. The suspension does not exclude the athlete from practice. It is suggested that the coach require the athlete to practice or to maintain conditioning during the suspension period.
- **Second Offense** - (within one year of the first) Suspension for a full sports season. When the violation occurs during a season, the suspension will cover that season plus the next season in which the athlete had participated during the previous year.
- **Third Offense** - (within one year of the second) Suspension from all athletics seasons for one calendar year from the date of the incident.

At the conclusion of the track season, all 8th grade athletes will be under the jurisdiction of the high school athletic code.

**E. COMPLAINT PROCEDURE** Please talk to the coach first during an appropriate time and in a respectful manner about any complaint(s) concerning athletes. He/she deserves that courtesy and can probably speak on the issue most directly. Should a problem continue to exist, please contact the middle school athletic director.

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

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

**Academic Eligibility Defined:** In order to be considered eligible to participate in athletics, a student must receive passing grades in all subjects. Student-athletes, managers, and mat maids will be checked on their academic eligibility status from the

start of the competition season until the end of the competition season. If the student-athlete does not meet the requirements, he or she will be ineligible for the week. Eligibility will be checked each Monday morning and will be in effect immediately for the entire week. The athlete should not expect papers or makeup tests handed in to be graded and entered into the grade book immediately to make him/her eligible to play that evening. Makeup work should be handed in as early as possible because of the skills gained academically, not to make him/her eligible for team play. It is the primary responsibility of the student-athlete to maintain eligibility status.

- G. INSURANCE** Students who participate in the athletic program must be covered by their parent's insurance policy, or student athletes may purchase athletic insurance for a nominal fee from a local insurance company. The school does not carry insurance for its athletes. Insurance forms are available in the office or can be downloaded from the school's [athletic website](#).
- H. LATE PRACTICES** If a team is not practicing right after school, athletes are expected to leave the school building at the end of the day and then return for practice unless under the direct supervision of a teacher or coach. Student-athletes are not allowed to be unsupervised in the building after the school day.
- I. PHYSICAL EXAMS** All students who are planning to participate as cheerleaders or in athletics must have a physical exam on file in the office of the middle school athletic director. **Physicals are only good through the current school year and need to be updated after April 1<sup>st</sup>.** These physicals must be on the IHSAA physical forms. You may pick up a form from either the elementary or middle school office or downloaded from the [school's athletic website](#).
- J. SCHOOL-ISSUED DEVICES:** iPads and laptops should remain in students' school lockers during home games and practices. Student-athletes not returning to school after an away contest should bring their devices with them and hand them over to a parent or guardian for secure keeping. Otherwise, student-athletes should leave their devices in their school lockers until returning back to school from an away contest. Coaches should allow student-athletes to return to their school lockers to retrieve their devices upon returning to BEMS.
- K. TRANSPORTATION** School buses transport students to and from away athletic events. Behavior of athletes must adhere to the strict standards required of Bremen Elementary-Middle School students. Athletes will be loaded and unloaded at the front of Bremen Elementary-Middle School unless otherwise indicated.

Student-athletes are required to ride the school bus to away contests. It is recommended that student-

athletes ride the school bus home from away contests. Parents are allowed to drive their own child home from an away event with a written note to the coach or by signing out with the coach. A parent may take the responsibility of transporting another child home from an away event provided that the coach is given a signed note from that child's parent / guardian.

**L. WEDNESDAY PRACTICES** Athletic practices on Wednesdays begin at 4:00 P.M. in order to allow academic teams and clubs/organizations to meet from 3:15 – 4:00 P.M. Athletes not on an academic team are expected to leave the building at the end of the school day and return for practice at 4:00 P.M.

## **M. DIRECTIONS TO AREA SCHOOLS**

**Argos:** US 6 West to US 31 South. Travel south approx. 15 miles, turn left on Indiana Ave. for ½ mile, and turn left on Clinton St. Clinton Streets turns right and become W. Plum Street. Turn left on Yearick. (500 Yearick Drive, Argos, IN 46501)

**Bethany Christian:** US 6 East approx. 15 miles to State Road 15. Turn left (north) on 15 and travel approximately 6.5 miles. The school will be on the right. (2904 S. Main St., Goshen, IN 46526)

**Culver:** US 31 South to IN 10 (At Argos McDonald's). Turn right (west) on IN-10 approx. 18 miles. Turn left on School Street; go past the high school approx. 3 blocks, elementary school sets on the right. (Inside sports are played at the elementary school, outside sports behind the high school).

**Edgewood (Warsaw):** 331 South approx. 10 miles, East on US 30 approx. 14 miles to State Road 15. Follow SR 15 South approx. 2 miles, turn right on East Winona Ave. Take third left on S. Buffalo St. ½ mile, slight right on Fisher, slight right onto Kincaid Street. Take first right on S. Union St. (900 S. Union St., Warsaw, IN 46580)

**Fairfield:** US 6 East 15 miles then left on IN-15 for approx. 7 miles. Turn right on CR 38/E. Kercher Road for approx. 2 miles, then right on Lincolnway E for ½ mile. (67530 US 33, Goshen, IN 46526)

**Jimtown:** 331 North approx. 12 miles to US 20 Bypass. Go east on US 20 approx. 9 miles. Exit on IN-19 South. Turn right on CR 26, then 1<sup>st</sup> right on CR 22 and then right on CR 3. (58903 CR 3 S, Elkhart, IN 46517)

**John Young MS (Mishawaka):** Cross country meets are held at Wilson Park. Take SR 331 North approx. 13 miles. Turn right on Dagoon Trail for approx. 1.3 miles. (Wilson Park, Mishawaka, IN)

**Knox:** US 6 West to US 31 South to US 30 West. Travel approx. 9 miles and turn left on IN-23 S. Follow IN-23 S approx. 6 miles, turn right on IN-8 W/E 100 S approx. 5 miles. (901 S. Main St., Knox, IN 46534)



**Lakeview (Warsaw):** US 30 East to IN-15. Follow IN-15 South 2 miles, go left on E. Winona Ave. Take 3<sup>rd</sup> right on to S. Wood St. Turn left on E. Smith St. School is on the right. (848 E. Smith St., Warsaw, IN 46580)

**LaVille:** US 6 West to US 31. Turn right and travel north approx. 2 miles to the flashing light. School is on the left. (69969 US 31 S, Lakeville, IN 46536)

**Lincoln (Plymouth):** US 6 west to US 31 South. Take exit into Plymouth merging onto Michigan Road for approx. 5.9 miles. Turn left on Jefferson St. approx. 1/3 mile. Turn right on Liberty Street. (220 N. Liberty St., Plymouth, IN 46563)

**Mentone:** SR 331 South approx. 19 miles. Turn left on IN-25 approx. 4.3 miles into Mentone. Turn right on Harvard St. (301 E. Jackson, Mentone, IN 46539)

**Milford:** US 6 East approx. 15 miles to IN-15. Go South on IN-15 approx. 2.9 miles. Turn right on West Emeline St. Travel approx. 2 blocks and school is on the right. (611 W. Emeline St, Milford, IN 46542)

**New Prairie:** North on 331 to US 20 West. Travel on US 20W for approx. 9.9 miles to IN- 2 West. Go approx. 12 miles to N 700 E/N. Cougar Road, turn right and go approx. 1 mile. (5331 N. Cougar Rd., New Carlisle, IN 46552)

**North Liberty Elementary:** US 6 West to US 31. Travel north approx. 5.9 miles, turn left on Pierce Rd/SR 4 and go approx. 4.8 miles. Turn right on S. Washington St., turn left on E. Market St., and turn right on School Drive. (400 School Drive, North Liberty, IN 46554)

**Northwood Middle School:** Take 331 North approx. 5.5 miles, turn right on Pierce Road. Travel 5.5 miles on Pierce (Pierce becomes CR 40 and then West Waterford St.) Turn left on CR 3/N. Elkhart St. (301 N. Elkhart St., Wakarusa, IN 46573)

**Oregon-Davis:** West on US 30 approx. 21.5 miles, turn right on N 750 E. Go 3/4 mile. (5590 N 750 E, Hamlet, IN 46532)

**Riverside Elementary (Plymouth):** US 6 west to US 31 South. Take exit into Plymouth merging onto Michigan Road for approx. 5.9 miles. Turn left on Baker St. approx. 3/4 mile. (905E. Baker St., Plymouth, IN 46563)

**Rochester:** US 31 South. Turn left on Sweetgum Road. Take 3<sup>rd</sup> right onto Division Line Rd/W 18<sup>th</sup> St/IN-14. Take 1<sup>st</sup> left onto S. Park Road. Take 1<sup>st</sup> right onto Zebra Lane. (650 Zebra Lane, Rochester,

IN 46975)

**Tippy Valley:** SR 331 South approx. 19 miles. Turn left on IN-25 into Mentone. Turn right on IN-19 S/S. Franklin St. approx. 4 miles. Turn right on W 800 S. (11303 W 800 S, Akron, IN 46910)

**Triton:** Take 331 South approx. 10 miles. Turn left on Shaffer Road, then right on Triton Drive. (300 Triton Drive, Bourbon, IN 46504)

**Urey:** US 6 West approx. 16 miles to Walkerton. Turn left on Washington Street. School is on the left. (407 Washington St, Walkerton, IN 46574) Football and track are held at **John Glenn High School:** US 6 West approx 15 miles, turn left on John Glenn drive. School is on the left.)

**Walkerton Elementary:** US 6 West approx. 15 miles, turn left on Indiana St., then left on Washington. (805 Washington St., Walkerton, IN 46574)

**Wawasee Middle School:** US 6 East for 20 miles, right on IN-13S. Travel south 6.8 miles to school. (9850 N SR 13, Syracuse, IN 46567)

**West Noble:** US 6 east approximately 30 miles to Ligonier. Turn right (south) onto US 33 / IN 5 approximately 2 miles. School is on the left. (5194 N Us Highway 33, Ligonier, IN 46767).