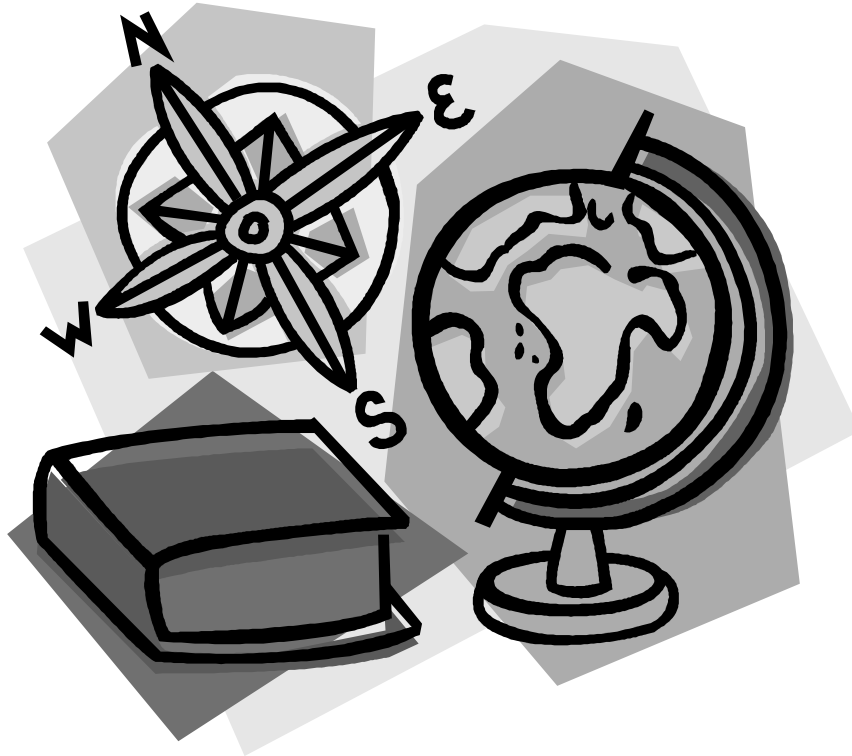


NEW BREMEN SCHOOLS

STUDENT HANDBOOK 2011 - 2012



*“Education is a
journey,
not a
destination.”*

Anonymous



School Website: www.newbremenschools.org

Student's Name _____



August - 2011

To The Student Body:

This 2011-2012 Student Handbook contains important information for you. In this handbook are many answers to questions that students and parents ask. You are expected to be familiar with all policies and regulations that are included under the various topics and you should inquire about any items that need further clarification. Please sign your name on the cover and keep this book available for reference throughout the year. You may want to insert it in a 3-ring notebook or hang it on the wall at home.

Our New Bremen Schools offer a wide range of curricular and extra-curricular programs and we encourage you to take advantage of these offerings and opportunities. We have a fine education program, and you, the students, can help make it even better. You can help promote school spirit and enthusiasm and you can help make our school programs an exciting adventure in learning. The benefits of our public education are available to everyone, but in order to acquire the maximum benefits, you need to accept individual responsibilities. It is our hope that you do accept your responsibilities to your school, your community, your friends and classmates, your family, and most of all, to yourself.

We wish to thank the many persons who have contributed to the development and improvement of the New Bremen Student Handbook over the years and we encourage suggestions for future editions. May each of you have a great school year filled with learning, success, and enjoyment.

Mrs. Ann Harvey, Superintendent
Mr. Frank Borchers, High School Principal
Mrs. Diane Kramer, Elementary Principal
Mr. Howard Overman, Middle School Principal

NEW BREMEN LOCAL SCHOOLS

MISSION

The mission statement of New Bremen School is to provide a safe, nurturing environment to enable each student to reach his or her highest potential in academic and personal growth.

VISION

We believe . . .

- ❖ all students will demonstrate effective critical thinking and decision making skills.
- ❖ education is a partnership between the school and parents, supported by and responding to the entire community.
- ❖ each student must have an active role in his/her own education.
- ❖ students are best able to learn in a supportive setting which fosters self-esteem and self-discipline.
- ❖ students need a clean, healthy, and safe environment in which to learn.
- ❖ students must be encouraged to develop mutual respect for individual differences.

NONDISCRIMINATION

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public, and individuals with whom it does business and applies to race, color, national origin, citizenship status, religion, sex, economic status, age, or disability.

BOARD OF EDUCATION

Mr. Keith Bornhorst, President
Mrs. Kami Fox, Vice-President
Mrs. Sharon Miller

Mrs. Mandy Niekamp
Mr. Tim Quellhorst
Mrs. Debra Meyer

ADMINISTRATION

Mrs. Ann Harvey, Superintendent
Mr. Frank Borchers, High School Principal
Mrs. Diane Kramer, Elementary Principal
Mr. Howard Overman, Middle School Principal

STAFF

Secretaries - Mrs. Kathy (Joe) Neumeier
Mrs. Yvette (Mike) Blaine
Mrs. Peg (Joe) Eilerman
Mrs. Pam (Michael) Dick
Mrs. Heather (Kris) Kuck

Nurse - Mrs. Kay (Tim) Schmiesing

Dir. of Technology - Mr. Brian Puthoff

**Cafeteria -
Personnel** Mrs. Susan (Robert) Kramer, Head Cook
Mrs. Linda (Dennis) Hainline, Asst. Hd. Cook
Mrs. Cindy (Ron) Evers
Mrs. Joan (Jan) Fark
Mrs. Nancy (Michael) Henderson
Mrs. Kendra (James) Knapke
Mrs. Bert (Steve) McDermitt
Mrs. Nancy (William) Riethman
Mrs. Donna (Wayne) Steineman
Mrs. Jenny (John) Wendel

Cafeteria Monitor - Mrs. Teresa Gusching-Heitkamp (Part-Time)

Aides - Mrs. Judy (William) Baker - Elem. Library Aide
Mrs. Laura (Edwin) Springer - MS Library Aide
Mrs. Jane (William) Moser - HS S. H. Monitor

**Learning Lab -
Coordinator** Mrs. Shannon (Shawn) Heckman

Maintenance - Mr. Steve Patterson

Custodians - Mr. Scott Paul - Head Custodian
Mrs. Bertha (Joe) Rosenbeck
Mr. Kent Place
Mr. Eric Rauh
Mr. Steven Flaughter
Mrs. Helen (Gary) Moeder
Mrs. Diane (Chris) Wendel

Bus Drivers - Mr. Urban Bertke
Mrs. Jackie (William) Crites
Mr. Mike Heuker

Mr. Greg Maurer
Mrs. Sue (Dennis) Burnell

HIGH SCHOOL FACULTY

Mrs. Jill (Jeff) Ahlers - Accounting, Marketing
Mr. Josh Bowersock - Health, Phys. Ed.
Mr. Don Burroughs - Computer Classes, Business Classes
Mrs. Miranda (Andrew) Franck - English
Mr. Craig Griesdorn - Social Studies
Ms. Sarah Hemmelgarn - English (Part-Time)
Mr. Michael Heuker - PLTW / Industrial Technology
Mrs. Tanya (Gregory) Homan - Intervention Specialist
Mr. Gary Jones - Math
Mr. Dan Kanney - Chemistry, Biology
Mr. Ben Kramer - Social Studies
Ms. Katy McGovern - Agriculture Education

Mrs. Heather (Carl) Moeller - Art
Mrs. Shelly (Jay) Poeppelman - English
Mrs. Cresta (Tony) Ritter - Intervention Specialist, Family Consumer Science
Mrs. Patricia (Dan) Ruckman - Music
Mrs. Kathy (Larry) Schmitmeyer - Math
Ms. Ana Smothers - Spanish (Part-Time)
Mrs. Jennifer (Robert) Sniegowski - Science
Mrs. Shelley (Peter) This - Librarian
Mrs. Amanda (Jerry) Wehrman - Spanish
Mrs. Tricia (Chuck) Wendel - Guidance Counselor (9-12)
Mr. Chad Williams - Math
Mr. Ryan Yahl - Music

ELEMENTARY FACULTY

Mrs. Lori (Hud) Baker - Elementary Art
Mrs. Christine (Allen) Bertke - Grade 3A
Mr. Josh Bowersock - Health, Physical Education
Mrs. Loresa (Chris) Burden - Intervention Specialist
Mrs. Melinda (Randy) Clark - Grade 1B
Mr. Adam Dougherty - Physical Education, K thru 4th
Mrs. Stephanie (Greg) Elking - Intervention Specialist
Mrs. Darlene (Jack) Gilberg - Grade 4B
Mrs. Brigid (Ronald) Hegemier - Grade 6C
Mrs. Judith (John) Heitkamp - Grade 1A
Mrs. Tonya (Gregory) Homan - Intervention Specialist, Title I Teacher
Mrs. Becky (Chris) Keller - Grade 4C
Mrs. Linda (Steve) Kremer - Grade 5C
Mrs. Jodi (Tony) Lange - Grade 4A
Ms. Julie Lee - Guidance Counselor (K-8)
Ms. Barbara Leshner - Grade 5B
Mrs. Cathy (Greg) Maurer - Grade 5A
Ms. Nita McKinney - MS English
Mr. Rob Messick - MS Social Studies

Mrs. Debbie (Dan) Miller - Kindergarten
Mrs. Alycia (Matthew) Niemeyer - Grade 2B
Mrs. Angie (Thomas) Niemeyer - Grade 6B
Mrs. Maria (Ted) Oldiges - MS Math
Mrs. Shannon (David) Pence - Elementary Computer Lab
Mrs. Jennifer (Clifton R.) Perryman - Grade 3C
Mrs. Amy (Mark) Poeppelman - Grade 6A
Mrs. Patricia (Dan) Ruckman - Instrumental Music
Mrs. Molly (Collin) Rush - Grade 3B
Mrs. Donna (Gary) Schmitmeyer - Kindergarten
Ms. Barbara Sims - Grade 1C
Mrs. Tracy (Michael) Steinke - MS Science
Mrs. Kelli (Steven) Tebbe - Gifted Education
Mrs. Mary (David) Thornsberry - Music
Mrs. Nancy (Larry) Topp - Grade 2C
Mr. Randy Trentman - MS Reading
Mrs. Marsha (Bob) Wierwille - Grade 2A
Mrs. Kelly (Matthew) Wilker - Intervention Specialist
Mr. Ryan Yahl - Instrumental Music

EXTRACURRICULAR ASSIGNMENTS

Athletic Director - Mr. G. Jones
Asst. Athletic Director - Mr. H. Overman
Ticket Manager - Mr. C. Griesdorn
Weight Room Supervisor - Mr. R. Messick
Head Football Coach - Mr. R. Messick
Asst. Football Coaches - Mr. D. Kanney, Mr. J. Lammers,
Mr. C. Williams, Mr. J. Bowersock
Head JH Football Coach - Mr. R. Trentman
Asst. JH Football Coaches - Mr. G. Moeder, Mr. H. Overman, Mr. D. Kramer
Varsity Volleyball Coach - Mrs. T. Jenkins
Reserve Volleyball Coach - Mrs. L. Thobe
Junior High Volleyball Coaches - Mrs. L. Utz, Mrs. J. Hirschfeld
Co-Cross Country Coaches - Mr. A. Topp, Mrs. J. Ferguson
Boys Var. Basketball Coach - Mr. A. Dougherty
Asst. Boys Var. Basketball Coach - Mr. D. Cook
Girls Var. Basketball Coach - Mr. R. Eckert
Boys Res. Basketball Coach - Mr. C. Griesdorn
Girls Res. Basketball Coach - Mrs. K. Dabbelt
Boys Fresh. Basketball Coach - Mr. R. Sniogowski
Boys JH Basketball Coach - Mr. B. Suchland
Girls JH Basketball Coaches - Mr. B. Fiser, Mr. G. Maurer
Cheerleader Advisor / HS - Mrs. D. Cox
Cheerleader Advisor / JH - Mrs. S. Scheib
Swim Coach - Mrs. C. Ritter
Boys Varsity Track Coach - Mr. G. Jones
Girls Varsity Track Coach - Mrs. S. Burnell
Asst. HS Track Coaches - Mr. M. Sharp, Mr. C. Williams
Co-JH Track Coaches -
Asst. JH Track Coaches -
Baseball Coach - Mr. G. Cox
Asst. Baseball Coaches - Mr. J. Bowersock, Mr. M. Holdren
Softball Coach - Mr. C. Griesdorn

Asst. Softball Coaches -
Co-Golf Coach
Co-Golf Coach
Marching Band Front Advisor -
Marching Band Assistant -
Music Department Assistant -
Accompanists -
Elementary Music Program -
AV Coordinator -
Yearbook Advisor -
Student Council Advisor -
School Play -
School Play Prod. Advisor -
MS Student Council Advisors -
Auditorium Manager -
Spanish Club Advisor -
National Honor Society Advisor -
Senior Class Advisor -
Junior Class Advisor -
Sophomore Class Advisor -
Freshman Class Advisor -
Scholastic Team Advisor -
Scholastic Bowl Advisors (JH) -
Power of the Pen Advisor & Assessor -
Project Ease Coordinators -
RtT Transformation Team -
STEM Fair -
STEM Camp -

Mr. G. Moeder, Ms. K. McGovern
Mr. D. McNaughton
Mr. M. Holdren
Ms. C. Homan
Mr. S. Frey
Mrs. P. Ruckman
Mrs. S. Chaney, Mr. G. Mayer,
Mrs. T. Richter
Mrs. M. Thornsberry
Mrs. S. This, Mrs. J. Baker
Mrs. J. Ahlers
Mr. C. Griesdorn
Mr. D. Keyes
Mr. M. Heuker
Mrs. L. Burden, Ms. N. McKinney
Mr. C. Williams
Mrs. A. Wehrman
Mr. D. Burroughs
Mrs. T. Wendel
Mrs. M. Williams
Mr. B. Kramer
Mr. C. Williams
Mrs. N. McKinney, Mr. R. Messick
Mrs. K. Tebbe, Mrs. S. Pence
Mrs. D. Miller, Mrs. D. Schmitmeyer
Mrs. D. Gilberg, Mrs. S. Pence,
Mrs. T. Homan, Mrs. S. This,
Mrs. L. Burden, Mrs. K. Tebbe
Mrs. T. Steinke
Mrs. A. Poeppelman, Mrs. C. Maurer

2011-2012 NEW BREMEN HIGH SCHOOL CLASS OFFICERS

GRADE 12

President - Matthew Travis
Vice-President - Doug Kremer
Secretary - Gina Griesdorn
Treasurer - Jenna Ahlers
Student Council - Ethan Elshoff
and Alec Frideger

GRADE 11

President - Emily Niekamp
Vice-President - Emma Hall
Secretary - Madison Barlage
Treasurer - Meagan Brandt
Student Council - Alex Feltz
and Kristin Sprague

GRADE 10

President - Drew McClurg
Vice-President - Bennett Staton
Secretary - Mackenzie Howell
Treasurer - Brice Boroff
Student Council - Andersen Reed
and Garrett Westerbeck

GRADE 9

President - Jared Hagan
Vice-President - Ally Pulskamp
Secretary - Stephanie Brandt
Treasurer - Becca Kaiser
Student Council - Chris Albers
and Sawyer Williams

STUDENT COUNCIL

President - Troy Williams
Vice-President - Kyleigh Suchland
Secretary - Alex Feltz
Treasurer - Kristin Sprague

CLASS ADVISOR ASSISTANTS

Senior Class - Mrs. Wendel, Mrs. Moeller, Mrs. Poepelman, Mrs. Ruckman, and Mr. Yahl
Junior Class - Mr. Griesdorn, Mr. Heuker, Mrs. Homan, Mrs. This, and Mrs. Wehrman
Sophomore Class - Mr. Kramer, Mrs. Ahlers, Ms. Hemmelgarn, Mr. Jones, and Mr. Kanney
Freshman Class - Mr. Williams, Mr. Burroughs, Mrs. Ritter, Mrs. Franck, and Mrs. Sniegowski

STUDENT ORGANIZATIONS

STUDENT COUNCIL

The purpose of the Student Council is to serve as a medium between the students and the teachers, to help improve the school, to promote worthwhile student activities and to educate the students in democratic government. The Student Council of New Bremen High School is composed of representatives of each class: ninth grade, two; tenth grade, two; eleventh grade, two; and twelfth grade, two. The Student Council of New Bremen Junior High is composed of four representatives from the seventh grade and four from the eighth grade. These representatives are elected in the regular class elections each spring and hold office for one year. Also, each club in the high school shall have one representative.

NATIONAL HONOR SOCIETY

The National Honor Society represents the highest goal a junior or senior may reach during their high school career. Candidates for membership must have a cumulative scholastic average of 3.4 or higher and must rate high in leadership, service and character. Membership is granted only by meeting requirements and by receiving a positive vote by a faculty committee. The object of this organization is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in all of the students of New Bremen High School.

THE MIRAGE

Membership to "The Mirage" staff is open to students in New Bremen High School who are interested in producing a school yearbook of high quality. Staff members will assist the yearbook advisor in determining pictorial displays and write-ups and will be responsible for obtaining financial support.

SPANISH CLUB

The objective of the Spanish Club is to learn more about the Spanish language and the Spanish-speaking people, including their customs, history and geography of the various countries. All students currently taking Spanish or have previously taken Spanish are eligible to join.

NATIONAL FFA ORGANIZATION

Known for the national-blue and corn-gold jackets worn by its members, The National FFA Organization (FFA) is a youth organization that promotes agricultural education through chartered chapters in high schools and other programs. They are the largest youth group organization in the United States nearly 500,000 members and more than 7,200 chapters in all 50 states, Puerto Rico, and the Virgin Islands. FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education.

ACTIVITY PERIOD

On the first or second Thursday of each month an activity period will be scheduled during an assigned period. Class and organizational meetings may be held during this period. Students not involved in a meeting will remain in their regular class.



STUDENTS IN PHOTOGRAPHS

Often throughout the course of the school year, students could be photographed in individual or class activities for newsletter, newspaper, website, or other school publication.

Unless the Principal of the building is notified in writing, students are assumed to have given permission for New Bremen to use their picture in connection with school or school-related activities and to put the pictures to any legitimate use without limitation, reservation or compensation.

ELEMENTARY SCHOOL SCHEDULE

Admission to Building	8:05
Tardy Bell	8:13
Kindergarten thru 3 rd Grade Lunch Period	10:55 - 11:40
4 th Grade thru 6 th Grade Lunch Period	11:55 - 12:40
Kindergarten thru 4 th Grade Dismissal	3:00
All Bus Students	3:05
5 th Grade thru 8 th Grade Dismissal	3:05
Bus Departure	3:10
Friday Only - Kindergarten a.m.	8:15 - 10:50
Kindergarten p.m.	12:20 - 3:00

JUNIOR HIGH (GR. 7 & 8) SCHOOL SCHEDULE

Admission to Building	8:05
Tardy Bell	8:13
Period 1	8:15 - 9:00
Period 2	9:03 - 9:45
Period 3	9:51 - 10:36
Period 4	10:39 - 11:24
Period 5 (Lunch Period for Gr. 7-8)	11:24 - 11:54
Period 6	11:57 - 12:42
Period 7	12:45 - 1:30
Period 8	1:33 - 2:18
Period 9	2:21 - 3:05
Dismissal	3:05

HIGH SCHOOL SCHEDULE

Admission to Building	7:55
Tardy Bell	8:05
Period 1	8:05 - 8:53
Period 2	8:56 - 9:40
Period 3	9:43 - 10:27
Period 4	10:30 - 11:14
Period 5 (Lunch 11:14 - 11:43)	11:17 - 12:02
Period 6 (Lunch 12:02 - 12:31)	11:46 - 12:31
Period 7	12:34 - 1:18
Period 8	1:21 - 2:05
Period 9	2:08 - 2:55
Dismissal for Bus Students Only	2:55
Bus Departure and Dismissal of Student Body	3:00

LATE ARRIVAL / EARLY DISMISSAL

Students in grades 9 thru 12 who arrive late or leave early must sign in or out at the principal's office. Students in K-8 who arrive late or leave early must sign in or out in the elementary office. Requests for early dismissal should be made before 8:05 a.m.

EXTRACURRICULAR ACTIVITIES – REQUIRED ATTENDANCE

A student must be present at school the afternoon (12:34 to 2:55 p.m.) of the practice, game, performance, etc. to participate that day. Participation arrangements should be made in advance of the absence with the principal, when the absence is not due to illness.

PRACTICES ON SUNDAY

As a general rule, there shall be no practice of any kind scheduled on Sunday, with the only exception being the rare occasion involving tournament action. In such occasion, the Superintendent may waive the policy of no practice on Sunday after determining that such practice was imperative prior to the game or performance. Performances on Sunday will be discouraged and will be limited to those activities such as Concerts and Graduation Programs.

EXTRACURRICULAR ACTIVITIES WHEN CLASSES ARE CANCELLED DUE TO WEATHER

The primary reason for canceling school classes or sending students home early is for the safety of the students. The same reasoning should be used in dealing with the holding of extracurricular activities during inclement weather.

1. Games or Performances on days when classes are cancelled.

Games and performances are usually held in the evening, and weather and road conditions may improve prior to the scheduled activity. Therefore a decision will be made as to whether the activity will be held following consultations between the Superintendent, Principal, Athletic Director and Coach for athletic activities, and between the Superintendent, Principal and respective advisor for any other activity.

2. Practices on days when classes are cancelled.

There shall be no practice of any kind on days when school has been cancelled. However, if the weather and road conditions improve significantly and it can be determined that attendance at a practice later in the day would not be a safety hazard for the involved, this policy could be waived. Such determination would be made by the Superintendent and Principal after consulting with the faculty member involved. There shall be no "elective practices" which would allow practices to be held and determination by the student if they could safely attend the practice.

SCHOOL DELAYS AND CANCELLATIONS

It is the policy of New Bremen School to delay classes or close school at any time when it is determined that the safety or the health of the students is in question. This includes severe fog, unsafe roads due to snow or ice, tornados, contagious diseases of an epidemic nature, or a severe utility problem at the school. Announcements are made as early as possible. However, a dense fog, heavy snowfall or tornado alert at the time of bus departure could cause a late announcement. A school delay may vary from one to three hours. School functions scheduled on the day of a closing are usually cancelled unless a change in the weather or the correction of a utility problem allows the activity to be held. Students and parents are requested to not call the school office or school officials for information concerning a delay or cancellation. The information will be on one of the following radio or television stations and/or you will be notified by the school's automated notification system.

Radio: WIMA/WIMT – Lima 102.1 FM WCSM – Celina 1350 AM
WKKI – Celina 94.3 FM 96.7 FM

TV: WLIO – Lima Channel 35
Dayton Channel 2
Dayton Channel 7

In case of delay, continue listening to the radio or television for any additional announcement.

ABSENCE / TARDINESS K - 12

Ohio's Missing Child Law requires schools to make every effort to contact parents of absent students. Parents of absent students are to call the office on the morning of each day their child will be absent. K-8 absences need to be reported to **(629-3244)** and 9-12 absences need to be reported to **(629-8606 – Ext. 301)**. Parents that do not call to report an absence will be called at home or at work to comply with the Missing Child Law. If no parent contact is made, the student, upon returning to school, *must bring a note signed by the parent* giving reason for the absence. Students will report to the office with their note when they return to school. The office must have this note no later than the students third day back in order for the absence to be considered as excused.

Excused Absence or Tardy for students may include the following:

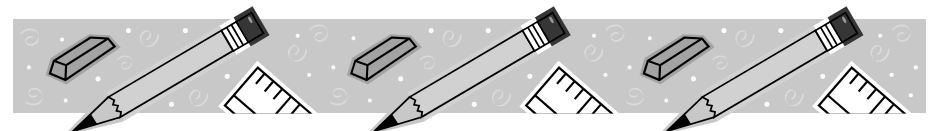
1. Personal illness.
2. Illness or death in the immediate family.
3. Death of a relative.
4. Observance of a religious holiday.
5. Medical or dental appointments.
6. Wedding of a member of the immediate family.
7. Performing necessary work for the parent or guardian.
Absence for work must be by permit signed by the parent and the principal *prior* to the days missed. These permits are available in the high school office for students 14 years or older.
8. Other reasons as approved by the principal or superintendent *prior to the absence*.

Unexcused Absences are truancy, failure of parents to notify the office by phone or note of absence, or failure of the student to check out when leaving school during the day. Each unexcused absence will result in consequences including, but not limited to, hour for hour detention for all time missed.

Unexcused Tardies are oversleeping, car trouble, loitering in halls or restrooms, and arriving late to school, unless the reason is included in the excused list. Each unexcused tardy will result in detention according to the following schedule.

- a. One fourth of an hour detention for up to 15 minutes tardy.
- b. One half of an hour detention for 15 to 30 minutes tardy.
- c. One hour detention for 30 to 60 minutes tardy.
- d. Hour for hour detention for over 60 minutes tardy.

All students who leave school early for any reason must report to their elementary teacher or the school office before leaving. They will be considered unexcused unless they notify the office prior to the start of their afternoon classes. Failure to do so will result in an unexcused absence regardless of the reason for the absence. Students who arrive late for school must report to the school office for an appropriate pass before going to class.



ATTENDANCE POLICY K – 12

New Bremen Schools' educational program is built on the premise that regular school attendance is vital to a student's success in school while better preparing the student to be college and career ready. The student who is frequently absent misses crucial instruction during classes and has a difficult time keeping up with classmates who are in class regularly. In compliance with Section 3321.091 of the Ohio Revised Code, parents and guardians are expected to make reasonable efforts to ensure their child's regular attendance.

1. All absences, excused and unexcused will be recorded. Classes missed for school related activities, such as field trips, will not be counted as absences.
2. Pre-approved vacation days count as excused absence days.
3. When a student has accumulated seven absences during a semester, a letter of caution will be mailed to the parents or guardians. The letter will indicate that seven days of school have been missed and any absences beyond ten days will require a physician's note stating the child is too ill to attend school for each day missed. Absences for the following reasons will not be counted as part of the seven or ten days:
 - a. The student is hospitalized.
 - b. The student is confined at home by a doctor's orders and a note from the doctor is given to the principal specifying the exact dates the student is/was confined to home. This note must be submitted to the principal within three school days of the student's return to school.
 - c. The student has medical appointments that cannot be scheduled outside of school hours.
 - d. Special cases/circumstances may be considered by the superintendent or principal.
4. A letter will be mailed to the parents/guardians of all students who have accumulated nine absences during a semester. The letter will again inform parents/guardians that absences beyond ten days will be considered unexcused without a physician's statement verifying the student was too ill to attend school. Unexcused absences may result in disciplinary measures such as detentions, Saturday Schools, suspensions, or the filing of court charges.
5. Students who accumulate three unexcused absences during a semester will be reported to the county attendance officer. The attendance officer shall warn the student and parents/guardians in writing of the legal consequences of truancy and require the child to attend school. If the attendance pattern is not corrected, a complaint against the parent/guardian will be filed in court under Ohio Law governing failure to send children to school.

COLLEGE VISITATION

College visitation provides an opportunity for seniors, juniors, and parent(s) to visit a college campus to look at its facilities and programs. If possible, college visitations should be scheduled so that no school time needs to be missed. If school time needs to be missed, it will be considered a day of absence for the student. For it to be an excused day of absence, the student will need to bring a parent note to the office before the scheduled visit day. No more than three students are permitted to use a college visit day on the same day, so it will be an advantage to notify the office early in the planning process. Students will want to contact the college in advance to schedule a tour and make an appointment with an admission counselor.

TRUANCY

Unexcused absences are considered to be truancy situations. After one day (cumulative) of unexcused absence, notification will be provided to the student and parent. Disciplinary measures including Alternative School may be enacted. Following three days (cumulative) absence, a certified letter will be sent to the parent and child, containing a review of applicable state law and notification of required meeting with attendance officer. Alternative School may be assigned. Any further truancy violations will result in referral to the County Prosecutor's Office.

ABSENCE AND MAKE-UP WORK – GRADES 9 THRU 12

A student will be given the opportunity to do make-up work following an excused absence. Except for vacation absences, one day's time for each day's absence will be given for make-up work. This is the responsibility of the student, not the teacher.

PARENTAL INVOLVEMENT IN EDUCATION

Parent involvement is an important part of the educational program. Current research indicates that a home-school partnership and greater involvement on the part of parents in the education of their children generally result in higher achievement scores, improved student behavior, and reduced absenteeism. All parents are encouraged to take an active role in the education of their children.

FAMILY VACATIONS

Absence from school for family vacation is discouraged. When a student will be absent from school due to a family vacation, the school office must be contacted at least one week prior to the absence. These days count towards the absence policy. Vacation days will not be approved during semester or final exams.

The student may be issued an Approved Vacation Absence Form which must be shown to his/her teachers at least three days prior to leaving. The teachers will determine homework assignments that need to be completed and the deadline for completing the work, which may be prior to the vacation or when the student returns.

NOON TIME HOLY DAY MASSES

Due to the availability of scheduled masses outside of school time, students will not be excused from classes for noontime holy day masses.

JUNIOR HIGH COURSE OF STUDY

Eighth Grade

Required

English
Math or Algebra
Reading
Science
American History
Health and Physical Education
Art
Enrichment - Grade 8

Electives

Band

Seventh Grade

Required

English
Math
Reading
Science
Human Heritage
Health and Physical Education
Music
Enrichment - Grade 7

Electives

Band

HIGH SCHOOL COURSE OF STUDY

A complete list of high school courses is available in the Guidance Office. Students will not be permitted to drop a class after the first week of the course.

POST SECONDARY ENROLLMENT OPTION PROGRAM

Students entering their freshman through senior years of high school have the opportunity to take college coursework for college credit or a combination of high school and college credit. If the school is paying for the college course, then the grade earned will be used in both the cumulative college grade point average and the high school grade point average. In order to participate, students must meet all admission requirements of the post-secondary institution he or she desires to attend. Students who plan to participate in the program must notify New Bremen High School in writing of their intention by March 30. "Intent to Participate" forms are available in the high school office.

DUAL ENROLLMENT

Dual Enrollment at New Bremen High School is available in Spanish IV, Project Lead the Way, Sociology, Psychology, Biology, and Physiology/Advanced Physiology. This option allows a student to earn credit from the University of Findlay for an Intro Spanish Class while taking Spanish IV at the high school and for the other coursework at Wright State University Lake Campus (while taking them here at the high school). Specific requirements must be met in order for the college credit to be earned. The student is responsible for the cost of the tuition, which is at a discounted rate. If a student earns credit through the University of Findlay or Wright State University through this option, then the student would have an established transcript at the University of Findlay and/or Wright State University and would need to look into transferring the credit to whichever college he/she chooses to attend after high school. Because Dual Enrollment requires an agreement between the secondary school and higher education institution, dual enrollment opportunities can vary from one high school to the next.

ADVANCED PLACEMENT

New Bremen High School will be offering AP coursework in Calculus AB (grade 12), US Government and Politics (grades 11 and 12), and English Literature and Composition (grade 12). Students take these classes like any regular high school course; however, at the end of the school year, students in these classes will take an AP exam (at a cost less than \$100) to test their level of competency in the subject. If a student scores high enough on this exam, they have the potential to earn credit for the equivalent college course at any college they choose to attend. Required scores on the exam for college credit vary from one college to the next and can also vary according to the subject area. Also, because the course load in the classes is steeper than the typical high school course, the grading scale for AP classes taken at New Bremen High School has been adjusted (lowered) by three points.

CREDIT FLEXIBILITY

Students may earn high school credit through a variety of methods such as testing out of a subject, demonstrating mastery of course standards using existing evidence, e.g. portfolio of existing work, internship, independent study, online coursework, or some combination of the above. Application forms are available from the high school office. Care needs to be given for maintaining athletic eligibility and NCAA compliance.

TRI STAR PROGRAMS

Written articulation agreements between Tri Star and various colleges permit Tri Star students the potential to earn college credit. A list of colleges that have signed agreements with Tri Star are listed in the Tri Star program catalog booklet, including which programs are articulated and how many potential college credits can be earned

Tri Star courses being offered are: Electronics, Welding, Precision Machining, Ag Mechanics, Automotive Tech., Construction, Engineering Technology (CAD), Early Childhood Development and Education, Career-Based Intervention, Network Systems, Marketing and Distributive Education, Horticulture, Interactive Media, Business Management, Graphic Communications, Med Prep. and Veterinarian Technology.

PARENT CONFERENCES

Parent conferences are always welcome. Parents should call ahead for an appointment to be sure the teacher will be available and prepared to discuss your concern(s).

IDENTIFICATION OF STUDENTS WHO ARE GIFTED

Identification Plan - In accordance with House Bill 282, New Bremen Local School District has the following plan in place for the identification of gifted students.

Screening is completed in the fall and spring by teacher/parent referrals. Class wide screenings are done in the fall with the use of the Otis Lennon Achievement Test in grades two and four for superior cognitive abilities. The Stanford Achievement Test is also given to grades two and four for specific academic identification. The Gates or Renzulli Checklist is also used as well as either a portfolio or audition for screening in the visual and performing arts area. Parents and teachers may refer a student for screening by contacting the principal in the building in which the student attends.

If a child scores within a narrow margin from the fall testing, a second round of testing may be administered with parent permission. These tests are given individually or in small groups and only specific areas will be assessed.

Service Plan - Children identified as gifted in New Bremen Local School District will be served if they meet one of the following criteria based on any Ohio Department of Education approved test:

- Students in grade 4 must be identified as gifted, by the standards set forth in House Bill 282, in Math or IQ.
- Students in grades 5 and 7 must be identified as gifted, by the standards set forth in House Bill 282, in Math with an IQ score of at least 115.
- Students in grade 6 must be identified as gifted, by the standards set forth in House Bill 282, in Math or Reading with an IQ score of at least 115.

GUIDE FOR PROMOTION AND GRADUATION

A. New Bremen School used the following minimum requirements to classify students:

For assignment to Grade 9 – completion of Grade 8
For assignment to Grade 10 – 5 academic units from Grade 9
For assignment to Grade 11 – 10 academic units from Grade 10
For assignment to Grade 12 – 15 academic units from Grade 11

B. Graduation Requirements:

Requirements for 2011 – 2013 high school graduation shall include passing the Ohio Graduation Test and earning twenty-one units in grades nine through twelve distributed as follows:

1. English - 4 units
2. Health - ½ unit
3. Mathematics - 3 units
4. Physical Education - ½ unit (2 classes)
5. Science - 3 units (one must be Earth Science)
6. Social Studies - 3 units (must include American History and American Government)
7. One full credit or two half credits must include business / technology, fine arts, and/or foreign language.
8. Electives - 7 units

Requirements for 2014 high school graduation and beyond shall include passing the Ohio Graduation Test and earning 21 units in grades nine through twelve distributed as follows:

1. English Language Arts - 4 units
2. Health - ½ unit
3. Mathematics - 4 units (must include 1 unit of Algebra II or the equivalent)
4. Physical Education - ½ unit (may choose to Opt Out and replace with another ½ unit course)
5. Science - 3 units (must include 1 unit of Physical Science, 1 unit of Life Science and 1 unit of advanced study in Chemistry, Physics, Life Science, etc.)
6. Social Studies - 3 units (must include American History and American Government)
7. Electives - 6 units
8. Economics and Financial Literacy / Fine Arts - All students must receive instruction in Economics and Financial Literacy during grades 9-12 and must complete at least two semesters of fine arts taken any time in grades 7-12. Students following a career-technical pathway are exempted from the fine arts requirement.

- C. A student should carry at least 6 full academic units per year and schedule 7 or more class periods per day unless waived by the administration.
- D. Credits gained through summer work for any additional credit received will be credited in the New Bremen School toward graduation only if the course work is taken in a fully accredited high school.
- E. Pupils of grade seven or eight who receive a failing mark in three of the four or five basic courses shall be retained. Pupils receiving a failing mark in two courses shall be evaluated by the Principal for possible placement.

STANDARD FOR HONORS DIPLOMA AS ESTABLISHED BY THE STATE

Students may receive an Honors Diploma upon graduation provided that they meet seven of the following seven requirements:

College Prep Students

1. 4 units of College Prep English
2. 4 units of College Prep Math
3. 4 units of College Prep Science, including one unit of Physics and one unit of Chemistry
4. 4 units of College Prep Social Studies
5. 3 units of one Foreign Language or 2 units of two Foreign Languages
6. 1 unit of Fine Arts

7. 3.5 Grade Point Average
8. A composite score of 27 on the ACT or 1210 on SAT (excluding scores from the writing sections)

* Diploma with Honors requirements pre-suppose completion of all high school diploma requirements in Ohio Revised Code including:

- ½ unit Physical Education
- ½ unit Health
- ½ unit in American History
- ½ unit in Government

Students may receive a Vocational Honors Diploma upon graduation provided that they meet seven of the following eight requirements:

Vocational Education Students

1. 4 units of College Prep English
2. 4 units of College Prep Math
3. 4 units of College Prep Science, including one unit of Physics and one unit of Chemistry
4. 4 units of College Prep Social Studies
5. 4 Career Technical units
6. 3.5 Grade Point Average
7. Achieve the proficiency benchmark established for the Ohio Career – Technical Competency Assessment
8. A composite score of 27 on the ACT or 1210 on SAT (excluding scores from the writing sections)

DEFINITION OF GRADES

A = 4.0 (96-100)	B- = 2.7 (87-88.9)	D+ = 1.3 (73-74.9)
A- = 3.7 (94-95.9)	C+ = 2.3 (85-86.9)	D = 1.0 (67-72.9)
B+ = 3.3 (92-93.9)	C = 2.0 (77-84.9)	D- = 0.7 (65-66.9)
B = 3.0 (89-91.9)	C- = 1.7 (75-76.9)	F = 0.0 (below 65)

HONOR ROLL

- High Honor Roll - Student must have a 4.0 point average.
- Honor Roll - Student must have a 3.5 point average.
- Merit Roll - Student must have a 3.0 point average.

All courses are included in the calculation of GPA and Honor Roll.

GRADUATION TEST REQUIREMENTS OHIO GRADUATION TEST (OGT)

For students who need to pass the Ohio Graduation Test (OGT):

- A. Notify student and parents about:
 - * Importance of earning a diploma
 - * Need to meet both testing and curriculum requirements to earn a diploma
 - * Any additional local graduation requirements
 - * District's policy about participation in commencement ceremony
- B. How to access information (test blueprints, previous tests) on the Web about OGT:
 - * <http://www.ode.state.oh.us> and search keyword: OGT
- C. OGT test administrations before graduation:
 - * Spring of 10th grade
 - * Summer between 10th and 11th grade (optional)
 - * Fall and spring of 11th grade
 - * Summer between 11th and 12th grade (optional)
 - * Fall and spring of 12th grade
 - * Graduation
- D. How to access previous graduation tests:
 - * OGT Reading, Mathematics, Writing, Science and Social Studies
 - * <http://www.ode.state.oh.us> and search keywords: released test materials

Alternative Way to Meet the Testing Requirements:

A student may meet the testing requirements for passing all five Ohio Graduation Tests if he/she meets ALL of the following criteria:

- * Passes four of the five tests and has missed passing the fifth test by no more than 10 points;
- * Has a 97% attendance rate, excluding any excused absences, through all four years of high school and must not have had an expulsion in high school;
- * Has at least a grade point average of 2.5 out of 4.0 in the courses of yet passed;
- * Has completed the high school curriculum requirement;
- * Has participated in any intervention programs offered by the school and must have had a 97% attendance rate in any programs offered outside the normal school day; and
- * Has letters recommending graduation from the high school principal and from each high school teacher in the subject area not yet passed.

ATHLETIC AND EXTRACURRICULAR ACADEMIC ELIGIBILITY

Students who participate in athletics and extracurricular activities are expected to represent the New Bremen Schools and community with dignity, honor, and respect. Realizing that students who represent our school in athletics and extracurricular activities should be in good academic standing, the following minimum academic eligibility requirements shall be in effect for students in grades 7-12 to become and/or maintain eligibility for the next nine weeks:

Students in Grades 7-8

1. Students must have earned at least a 1.5 Grade Point Average (GPA) the previous nine-week grading period.
2. All students in grades 7-8 who wish to participate in interscholastic athletics must pass five courses in the preceding grading period.

Students in Grades 9-12

1. Students must pass academic subjects in the preceding grading period that earn a minimum of five credits per year which count toward graduation.
2. Students cannot fail more than one (1) subject at the end of the grading period and must have at least a 1.5 Grade Point Average (GPA) to maintain eligibility for the next nine weeks.



ATHLETIC TRAINING AGREEMENT

I. Statement of Philosophy

Students who wish to participate in the New Bremen Athletic Program must be willing to accept the guidelines, rules, and regulations of the program. Student athletes are expected to maintain a high standard of personal appearance and conduct at all times.

II. General Rules

1. Participation in the New Bremen Athletic Program is a privilege, not a right. Students can be removed from an athletic activity for misconduct, violation of rules, court action, or non-attendance. This removal may be by the coach or advisor of the activity or by the administration.
2. All rules will be in effect starting the first day of practice for that sport as established by the Ohio High School Athletic Association. These rules will remain in effect until a student has completed competition or the awards for that sport have been presented – whichever comes last.

III. Specific Rules

1. All students must have a current physical and OHSAA Authorization Form on file with the office prior to beginning competition. Students using any prescribed inhalers or medication must report such use to their coach or the athletic trainer as soon as the use begins.
2. Students must be present in school from the beginning of the seventh period to be eligible for practice or game competition on that day. Exceptions to this rule may be granted by the school administration.
3. All students must be academically eligible on the first day of a sport season to be eligible to participate in that sport. To be eligible, a student must have earned a minimum of a 1.5 grade point average and had no more than one failing grade in the previous nine week grading period. A student must be passing five units that count for graduation. Any loss of eligibility due to academics is for a nine week grading period.
4. Any student subject to school disciplinary action must fulfill that penalty before participating in a game, scrimmage, or practice. Any student assigned to Alternative School will be unable to participate in athletics. Students may return to athletic competition on the first day after the completion of Alternative School.

IV. Chemical Abuse

A student will not possess, use, transmit, conceal, or be under the influence of alcohol, illegal drugs, or any substance that may cause physical or mental change. Students will not use or possess smoke or smokeless tobacco products. Students will not possess or use anabolic steroids or any other performance enhancing drugs or substances.

V. Penalties

Violations will be handled in the following manner:

FIRST OFFENSE

Denial of participation for a designated number of contests of the season in which the violation happens. Penalties may carry over to the next participation season if not fulfilled. Any rule infraction that happens after the end of the playing season but before the presentation of awards will be handled as follows. The athlete will lose playing privileges in the next season of athletic competition. The number of contests involved are prescribed for that season in the New Bremen Training Rule Agreement.

- | | |
|--------------------------------------|---------------------------------------|
| (A) Football – 2 games HS, 1 JH | (F) Baseball – 4 games HS |
| (B) Cross Country – 2 meets HS, 1 JH | (G) Track – 2 meets HS, 1 JH |
| (C) Volleyball – 4 matches HS, 2 JH | (H) Softball – 4 games HS |
| (D) Golf – 2 matches HS | (I) FB Cheerleaders –2 games HS, 1 JH |
| (E) Basketball – 4 games HS, 2 JH | (J) BK Cheerleaders –4 games HS, 2 JH |
| | (K) Swimming – 3 meets |

2. Students who admit to having broken the training rules will be subject to denial of participation but will maintain the season awards to which they are entitled. Students proven to have not told the truth about their actions will be subject to both denial of participation and will forfeit all local awards to which they are entitled.
3. During denial of participation, an athlete may be given permission to practice and attend scheduled contests. When attending such contests during this time, the student will not dress in team uniform.

SECOND OFFENSE

Any second offense that takes place during the same school year as the first offense will result in loss of participation for the remainder of the school year.

THIRD OFFENSE

Any third offense during a student's athletic career will result in total denial of athletic participation for the remainder of time the student is enrolled at New Bremen High School. A student may petition the Athletic Council for reinstatement upon successfully completing a substance abuse program. Any reinstated athlete will lose all participation privileges with a fourth offense.



ATHLETIC TICKET POLICIES

The following policy has been adopted in order to clarify the sale of tickets for athletic contests. As adopted by the Midwest Athletic Conference, ticket prices are as follows:

1. Boys Basketball and Football:
Presale Students \$4.00 Adults \$6.00
All tickets at the game are **\$6.00**
2. Girls Basketball and Volleyball:
No Presale Students \$4.00 Adults \$6.00
3. Junior High Football, Volleyball, Boys Basketball, and Girls Basketball:
No Presale Students \$2.00 Adults \$3.00

Season tickets will be available on the following basis with first preference being given to last season's seat holders:

A. Season Ticket Prices (Adult and Students)

SPORT	RESERVED SEAT	GENERAL ADMISSION	
	Adult	Adult	Student
Football	\$27.00	----	----
Volleyball	----	\$22.50	----
Fall Student Pass			\$30.00
Boys Basketball	\$55.00	----	----
Winter Sports Pass	\$65.00 **	----	\$40.00
Fall Family Pass	\$100.00 *	\$90.00 *	
Winter Family Pass	\$160.00 *	\$155.00 *	

* Family Pass = 2 Adults and Students K-12 (Family Pass is good for all high school and junior high sporting events during that season).

** Winter Sports Pass = One reserved basketball seat and general admission to all girls basketball and junior high basketball games.

B. Senior Citizen's Pass

Senior Citizens (age 60 and older) may obtain a Senior Citizen's Pass for \$30.00 per adult. This pass will enable the individual to general admission to all home games throughout the school year.

ADVANCE TICKET SALES

Presale tickets for varsity football and boys basketball games will be sold on Fridays. Tickets will be sold at the junior high school office from 7:30 to 8:15 A.M. and the high school office from 7:30 to 3:00 P.M.

In the event a limited number of tickets are available, tickets will be sold first to parents of players, cheerleaders, managers, and season ticket holders. Any remaining tickets will be sold to the general public.

HALLS AND LOCKERS

Students should walk in the halls in an orderly manner when changing classes during the school day. No students are permitted in the halls during class time without a pass signed by the teacher responsible. Students must obtain hall passes to leave study hall.

Students should not leave money or other valuables in their coats, desks, or lockers. It is highly recommended that students use locks on their lockers for their own protection.

Student lockers are school property and may be searched by school administrators at any time, including non-emergency situations and when there is reasonable cause to believe the locker contents may violate the Student Discipline Code.

STUDY HALL

For the sake of uniformity, the following standards of student behavior are expected in every study hall.

1. All pupils are to be seated in assigned places.
2. There is no talking during the study hall period except by permission of the study hall teacher.
3. Students will not leave on passes until after attendance is taken.
4. An atmosphere that is conducive to study must be maintained at all times during study period.
5. Students are to bring along enough school work or reading material to keep themselves busy throughout study hall.
6. Students not doing well in classes may be denied the privilege of leaving study hall until their grades are raised.

TELEPHONE

Students will be permitted to use the office telephone only in extreme emergencies and will be called from their classes only when it seems most necessary. Because of the great amount of school business transacted by telephone, it is necessary that this telephone is kept as free from interference as possible. Students are to use the phone in the South hall by the gym. Cell phones and electronic devices cannot be used in school between 8:00 and 3:00.

HIGH SCHOOL LIBRARY MEDIA CENTER

In accordance with the revised State Standards, the library media center (LMC) will be open from 8:00 A.M. until 3:15 P.M. with the exception of 5th period. All students are expected to use the LMC and its resources according to the rules prescribed.

Collaboration is welcome, keeping in mind that an appropriate learning environment must be maintained at all times and the library media specialist (LMS) in charge retains the right to determine if such is followed. Individuals breaking any library rules will lose their library privileges for a period of time as determined by the LMS in charge.

Students wishing to use the LMC resources during class time must secure a research pass from their teacher.

Students are expected to keep all LMC materials in good condition. Circulating books and back issues of periodicals may all be checked out for four weeks and renewed thereafter unless reserved by another student. Reference books and overnight books and materials may be signed out after 2:55 P.M. and must be returned by 8:05 A.M. the following school day.

Overdue fines are 5 cents per school day on 4-week books and materials and 25 cents per school day on reference books and overnight materials. No fines are assessed for an excused absence. Fines must be paid to the LMS only. It is the student's responsibility to return materials on time.

GUIDANCE PHILOSOPHY

The guidance services at New Bremen School are based upon the awareness that as young people grow and mature intellectually, emotionally, physically and spiritually, they will inevitably encounter problems along the way. Our function is to aid students seeking solutions to these problems in such a manner that they will develop the capacity to make wise choices, plans, and interpretations at critical points in their lives.

We believe that the complexity of our modern society forces young people to make choices and decisions for which they are not adequately prepared and as we recognize the right of individuals to make their decision independently, we also believe it is their right to seek assistance in making choices and solving problems if they so desire.

Guidance seeks to aid students to make these choices and to understand them, so that with this understanding they can better adjust to this rapidly changing environment.

Although there are many facets to the guidance program, its primary function and purpose is simply that students may learn to live better lives.

TORNADO DRILL PROCEDURES

“Tornado Watch” means there is a chance of dangerous weather later with damaging winds. The Central Office will monitor for danger signs of a “tornado warning”. **“Tornado Warning”** means that a tornado has been sighted in the area and you should go at once to the area listed below. If you see or hear the tornado coming, do not wait for the warning signal . . . go to your shelter area if there is time. If not, use desks or tables for protection and assume a “tuck” position. **“Warning Signal”** . . . the public address system will be used for this purpose so that there will be no confusion with the fire drill procedure. We have the NOAA (National Oceanic and Atmospheric Administration) Weather Radio System coded for regional alerts installed in the Central Office along with a county alert system.

When a “Warning Signal” is given over the PA system, the following procedures will be followed:

- a. Doors and windows should be closed if time permits.
- b. Students are to remain quiet and file out in an orderly manner to the designated shelter area.
- c. Upon arrival at the designated area, students are to assume a “tuck” or “crouch” position and wait for further instructions over the PA system. All shelter areas will be supervised by designated staff members who will have flashlights. The Central Office will monitor all shelter areas with the PA system. The school nurse will be stationed in the Central Office on a “call” basis.
- d. School buses will be operated during a “Watch”, but not during a “Warning”. Buses are easily rolled by tornado winds. If a bus is caught in the open when a tornado is approaching, the students will be escorted to a nearby ditch or ravine far enough so that the bus cannot topple on them.
- e. Parents will be instructed not to come to school during a “Warning”, but should prepare for their own protection.
- f. The PA will announce “All Clear”, etc.

FIRE DRILL REGULATIONS

In order to fulfill state requirements for fire drills, periodic drills will be held. All students are to be silent when the fire bell rings, and are to remain so until the drill is over. The windows and doors are to be closed when vacating the room and building. It is imperative that all students move quickly out of the building, since the signal for a real fire would be the same as one for a fire drill. Fire exit routes are posted in each classroom.

SCHOOL BUS REGULATIONS

1. Buses will enter and leave the elementary/junior high school grounds by way of Cherry Street.
2. The school buses load and unload on the south side of the building. Pupils riding on the buses are to leave and enter the building by the entrance designated.
3. Students riding buses should be ready to board their respective buses at the scheduled time since drivers are not required by law to wait for children, as all children farther along the route will be forced to wait that much longer.
4. Student should load and unload from the bus in an orderly manner.
5. The consumption of food and beverage is not permitted in public school buses.
6. Follow all directions by the bus driver. The bus driver is in charge of students while they are riding in his bus. Disorderly conduct or refusal to submit to driver authority, are sufficient reasons for transportation services to be denied for a period of up to one year. Due process will be provided as per board policy, before an administrator suspends bus-riding privileges.
7. All non-bus students are requested to have a signed note from their parent if they ride the bus in the afternoon. The note should be given to their teacher.

HEAD LICE / PEDICULOSIS

A student will be sent home if lice nits or live lice are found. They will be excluded from school until the morning after the first treatment. If the student is referred or sent home more than three times with head lice infestation, they will be excluded from school until the nurse indicates that they are nit free. Furthermore, if the problem continues, the Auglaize Children Services may be called for follow-up consultation.

MEDICATION

If a student is required to take medicine while at school, the school nurse should be contacted prior to the medicine being taken on school grounds. Should the medicine need to be dispensed to the student by a school employee, it will be done in accordance with Board Policy.

PERMISSION TO DRIVE A CAR / MOPED TO SCHOOL

Upperclassmen that have a valid driver's license and proper insurance coverage may drive to and from school if permission has been granted by the parents and school officials. Permission slips to be signed by the parents should be picked up in the high school office on the first day of classes or when the student driver wants to start driving to school. All students driving to school must use the school parking lot.

Students are not permitted in their cars between 8:05 and 2:55 p.m. unless permission is granted by the principal because an emergency exists or it is necessary that they leave school early. In the afternoon, cars may not leave school grounds until the buses have left the parking lot. It should be understood that this privilege will be revoked by the school officials for infringement of driving rules or for other disciplinary reasons.

Students in junior high and high school must complete a permission form and have a parent signature to ride a moped to school. Forms are available in the office.

VANDALISM

Any student found guilty of vandalism or defacement of school property may be subject to suspension or expulsion. Criminal charges may be filed against the perpetrator. Parents are liable up to the amount provided by law, for the willful destruction of property by their child.

ACADEMIC CHEATING

Academic cheating shall include, but not be limited to, the act or appearance of giving, receiving, or obtaining answers through any inappropriate means such as talking, cheat sheets, copying from another's work, electronic transmission, and plagiarism. Consequences may include re-doing the work, additional assessment, detention, Saturday school and/or alternative school.

SEXUAL HARRASSMENT

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment. The Board of Education has appointed the Building Principals and Superintendent to be Grievance Officers having the responsibility to deal with all sexual harassment complaints.

SEXTING

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under State and/or Federal law. Any person taking disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

GENERAL INFORMATION FOR STUDENTS

1. During the school day all outside doors will be locked at 8:15 a.m. except the front door at the Elementary Office entrance and the front door at the High School which enters the commons area. Any student arriving after 8:15 a.m. will have to enter through the designated door and sign-in at either the elementary or high school office.
2. Requests for all social events and student activities must be cleared through the Principal and by the sponsor of the activity or events.
3. "Dark Night" . . . All activities must conclude with students out of the building by 6:00 p.m. every Wednesday during the school year.
4. All school functions are to be over by 11:00 p.m. with the exception of the Junior-Senior Prom and Homecoming Dance, which are 12 midnight. The school buildings and grounds are closed from 11:00 p.m. to 6:00 a.m. unless permission has been granted by the Board of Education.
5. Alcohol screenings will be conducted at all high school dances.
6. Students are not permitted to enter the high school building before 7:55 a.m. and the elementary building before 8:05 a.m. unless permission has been granted for an extracurricular meeting held prior to classes. Students are expected to leave the building by 3:10 unless permission is granted. Students are not permitted on school grounds before 7:50 a.m.
7. Lunch is closed for all students. Food may not be ordered in. Students may, on rare occasion, go to lunch with their parent; the student must be signed out by the parent/guardian.

STUDENT DRESS AND PERSONAL APPEARANCE CODE

The Faculty, Parents, Student Body, Community and Board of Education expect everyone to dress appropriately for school. A guideline is given below.

In general, school dress and appearance should be such that it does not cause disruption or threaten the health or safety of the pupils. Standards of dress and appearance should help to create an educationally conducive atmosphere for learning. Any form of dress or grooming that attracts undue attention or violates the previous statements would be unacceptable.

Acceptable -

- dress, skirts
- jogging suits
- sweaters, slacks, suits
- jeans, shirts
- hemlines of reasonable length
- makeup should be conservative
- hair clean and out of eyes
- shorts of mid-thigh length or longer may be worn by Kg. – 12 students from April through October

Unacceptable -

- revealing clothing
- bare midriffs, halter tops
- tube tops, tank tops, tops with spaghetti straps
- fishnet mesh tops
- biker shorts, cheer shorts, and tights without an appropriate length top
- pajama pants
- gloves, extended gloves up to elbow
- pants must be worn at the hips
- clothing with alcoholic, drug, tobacco advertisements or inappropriate messages
- hats, caps, or other head gear
- untied shoes
- extremely worn or torn clothing
- clothing displaying or suggesting obscene language or images
- outerwear coats or jackets
- chains
- undergarments that are visible
- shirts with sleeves removed or leaving the armpits exposed

Students who refuse to meet these requirements will be sent home. Time missed will be unexcused. Repeated non-compliance may result in suspension.

8. No student shall be excused from study hall unless a pass is presented by the student and signed by the teacher requesting permission.
9. If students are late in passing from one class to another, the teacher is to notify the office and it will be recorded on the student's tardy record. Detention will be assigned as needed per policy.
10. Student visitors are not permitted without the permission of school officials granted before the visitation day.
11. Student accident insurance is available to all students. The cost is minimal and it is recommended that students take advantage of this benefit if the family has no other insurance. All students participating in athletics are required to have accident insurance coverage either through the school program or home.
12. Students will not be permitted to carry book bags from class to class. Book bags must be of size to fit into the students' locker/storage area.
13. It is recommended that textbooks be covered. Students losing or damaging books will be required to pay a fine in the amount of the replacement value.
14. No books are to be left in the hallways, cafeteria, restrooms, or on the floor at any time.
15. No coats or jackets are to be worn in the classroom without the teacher's permission.
16. Students may not leave school for forgotten items (homework, clothes for practice, uniforms, etc.)
17. Students are requested not to visit the office between classes unless an urgent need requires it. It is preferred that you bring your problem to the office before school begins in the morning, at noon, or after school is dismissed in the afternoon.
18. Field Trips . . . All students must have a signed parental permission slip turned in prior to departure on the day of the trip. This includes any type of vehicle transportation. Students may be denied participation due to poor attendance or grades.
19. Computer and internet usage are a part of everyday learning. Every student and parent is required to review and sign the "Computer Acceptable Use Policy." Violation of the policy may result in disciplinary action.
20. Bicycles must be in racks. Bicycles are not to be used on the parking lot or playground area.
21. Skateboards are not permitted on school property.
22. Cell phones and electronic devices are not permitted in school between 8:00 and 3:00.
23. Electronic video surveillance equipment is used in the high school building in some hallways, entrances, and the commons area. Recorded images may be used by the school in resolving discipline issues, and may be shared with law enforcement and court officials as deemed appropriate by the administration.
24. During ballgames and assemblies, student will be seated in the areas assigned by the administration.

ELEMENTARY PLAYGROUND RULES AND REGULATIONS

1. Elementary students are required to go outside during recess and noon period unless it is determined that the weather is too inclement and that all students will remain indoors. The only exceptions to this rule are:
 - a. One day exception based on classroom teacher's permission following note from parents.
 - b. Exception upon receipt of written note from family physician.
2. Appropriate clothing for outdoor play as well as indoor gym recreation or physical education should be worn by all students. Appropriate outdoor clothing includes boots, warm coats, etc. in cold weather.
3. No throwing of snowballs, ice balls, rocks, etc. No sharp objects are to be carried.
4. No skates, no bare feet, no use of balls near windows.
5. Football field, shop areas, parking lot, and buses are "off limits".
6. Kindergarten through 2nd Grade students are not permitted to cross Plum Street without teacher permission.
7. Children will climb steps of slide only and will go down sitting and facing forward. No standing on slide or swings.
8. One person in a swing, not to be twisted or used sideways.
9. Students are not permitted on top of monkey bars.
10. Tag should not be played on the equipment.
11. No piggy-back riding or excessive roughness or red rover.
12. No standing on inside of doorways.
13. Restroom use with the permission of the playground teacher.
14. Avoid classroom areas which are in session.
15. Do not enter private property without permission.
16. Hard balls are not to be used.
17. No climbing on baseball dugouts.
18. No electronic devices are allowed on the playground.

ELEMENTARY RULES FOR INDOOR RECESS

1. No use of balls in the room.
2. No tag of any kind.
3. No cheers or loud yelling.
4. Students will stay in their homerooms.
5. Stay out of lockers.
6. The students are encouraged to participate in quiet games and activities.
7. No electronic devices are to be used.

ELEMENTARY PHYSICAL EDUCATION

For the safety of your child, and the safety of others, tennis shoes are required for all physical education classes.

KINDERGARTEN THRU GRADE 12 STUDENT DISCIPLINE CODE

New Bremen students are required to follow all the rules and regulations set forth by the Board of Education and Administration. Students who are attending school, a school sponsored activity or are under the discretionary jurisdiction of the school are expected to abide by the rules and regulations of the school. Also covered by school rules and regulations is misconduct by a pupil that occurs off property owned or controlled by the district but is connected to activities or incidents that have occurred on property owned or controlled by that district . . . and . . . misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.

The methods of discipline used by school employees to correct improper behavior may include, but shall not be limited to, the following:

Methods of Discipline:

- a. Verbal reprimand by the staff to improve student behavior.
- b. Counseling by teachers, administrators and members of the guidance staff.
- c. Denial of privileges which could include graduation, class trips, attending prom, or other extracurricular activities.
- d. Assertive discipline.
- e. Parental contact.
- f. Detention.
- g. Removal from class or activity.
- h. Referral to a member of the guidance staff.
- i. Saturday School - 7:00 – 10:00 a.m.
- j. Involving law enforcement officials.
- k. Filing of charges in Juvenile Court.
- l. Emergency removal.
- m. Suspension (in-school, alternative school, or out-of-school)
- n. Expulsion by the Local Superintendent.
- o. Permanent exclusion by the State Superintendent.

Permanent Exclusion: The term permanent exclusion shall be understood to mean the permanent removal of a student from all school attendance and related activities by the State Superintendent. The permanent exclusion shall only apply when the student is age sixteen or over and is convicted of committing, or adjudicated delinquent for committing, any of the following offenses:

- a. Conveying, possessing, or carrying a deadly weapon onto school property or to a school function.
- b. Possessing or selling drugs on school property or at a school function.
- c. Murder or aggravated murder on school property or at a school function.

- d. Voluntary or involuntary manslaughter on school grounds or at a school function.
- e. Assault or aggravated assault on school grounds or at a school function.
- f. Rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school function, or when the victim is a school employee.
- g. Complicity in any of the above offenses, regardless of location.

Board Policy authorizes the expulsion of a student for up to one year for making a bomb threat to a school or a school activity. Bomb threats are a violation of federal law which can result in a five-year jail term and/or a \$5,000 fine. Appropriate law enforcement agencies will be notified.

Student Disciplinary Action: In determining the appropriate disciplinary action which is necessary to properly maintain a conducive educational environment, it is important to classify the behavior as minor or major misconduct. The following categories are established with examples of inappropriate behavior which most often occur, but are not limited to the examples given:

A. Minor Misconduct Behavior

1. Disobeying classroom or school rules.
2. Being tardy to class.
3. Inappropriate actions or dress which is dangerous, disruptive and/or distracting to the educational process.
4. Disrespect of school personnel through actions or verbal expression.
5. Inappropriate care for classroom textbooks, supplies or equipment.
6. * Failure to complete homework or school assignments.
7. Hazing.
8. Use of profanity or obscene language or inappropriate gestures.
9. * Plagiarizing and/or cheating or lying.
10. * Unexcused absence from class or school.
11. Disobeying school rules concerning student use of cars.
12. Public display of affection.
13. Unauthorized use of radios, record players, tape players, etc.
14. Other types of minor misconduct behaviors as determined by the administration.

* ***Classroom grades and/or credit may be affected with this offense as noted in the Student Handbook or Board Policy Book.***

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|----------------------------|--|
| 1 st Violation: | The teacher may use any or a combination of actions listed in the Methods of Discipline (a thru h). Depending on severity of the offense, the administrator, if involved, may impose a Saturday School assignment or suspension. |
| 2 nd Violation: | The student may be assigned to Saturday School and/or suspended by the principal for a period of one (1) to three (3) days. |
| 3 rd Violation: | Reclassification of behavior as Major Misconduct. |

B. Major Misconduct Behavior

1. Third violation offenses of minor misconduct behavior.
2. Disruption of the school, the classroom or another's educational welfare
3. Fighting or assaulting a teacher, staff member, or student.
4. False alarm.
5. Possession, use selling, or showing evidence of use of any illegal drug, counterfeit drug, narcotic or alcoholic beverage, or paraphernalia on school property or at any school function. Alcohol breathalyzer test may be given at any extracurricular or school activity if suspicion of alcohol is present.
 - a. 1st Offense: Normally a suspension of up to 5 days.
 - b. 2nd Offense: Normally an expulsion of up to 80 days.
 - c. Local law enforcement officials will be contacted.
6. Possession or use of any tobacco product or accompanying paraphernalia.
7. The use or possession of fireworks, firearms or weapons.
8. Skipping class, detention, Saturday School or being off limits.
9. Any illegal or disruptive behavior (stealing, forgery, hazing, threats, etc.)
10. Insubordination (refusal to obey reasonable directions).
11. Excessive tardiness or unexcused absences.
12. Any verbal or physical sexual harassment.
13. Other types of major misconduct behaviors as determined by the administration to be antisocial and/or disruptive.

Corrective Action: The principal may use any or a combination of actions listed in the Methods of Discipline (a thru l). Although the principal may suspend a student up to ten days in addition to recommending expulsion to the superintendent, a progression of suspensions (3-5-10) is encouraged unless the action(s) of the student warrant deviation from standard practice.

SUSPENSION / REMOVAL / EXPULSION / DETENTION

Suspension

1. The Principal or Superintendent may suspend up to a period not to exceed ten school days.
2. Written notice of intention to suspend including reasons why will be given to the pupil.
3. The pupil will have the opportunity to appear at an informal hearing immediately.

4. The parents, guardian or custodian of the pupil and the Treasurer of the Board will be notified of the suspension within twenty-four hours of the actual suspension.
5. The notice of suspension will include the reasons and the right to appeal. The complete procedure is outlined in Board Policy.

Removal

1. The Principal or the Superintendent may remove a pupil from the premises, or from any curricular or extracurricular activity.
2. A teacher may remove the pupil from curricular or extracurricular activity but not from the premises during school-time hours.
3. The pupil will have the opportunity to appear at an informal hearing and a due process hearing will be held within seventy-two hours after the removal if the student's actions may lead to a suspension or expulsion.
4. The parents, guardian or custodian of the pupil and the Treasurer of the Board will be notified of the decision within twenty-four hours of the actual suspension or expulsion.
5. The notice of suspension or expulsion will include the reasons and the right to appeal. The complete procedure is outlined in Board Policy.
6. In an emergency removal, a pupil can be kept from class until the matter of misconduct is disposed of.

Expulsion

1. Only the Superintendent may expel a pupil for up to eighty school days, which may carry over into the next school year.
2. Written notice of the intention to expel including reason why will be given to the pupil and his parents, guardian or custodian.
3. The right of a hearing before the Superintendent by the pupil and parents, etc. is given upon request. The time of the hearing shall not be more than five days after the notice is given.
4. The parents, guardian or custodian of the pupil and the Treasurer of the Board will be notified of the decision to expel within twenty-four hours of the actual expulsion.
5. The notice of expulsion will include the reasons and the right to appeal to the Board of Education. The complete procedure is outlined in Board Policy.
6. A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event, or program.

Detention

Unless a teacher chooses to have the pupil serve detention in his/her classroom, all detentions will be served from 7:15 to 8:00 a.m. on Wednesdays. Grades 5-8 detentions will be served on Wednesdays from 3:10 to 3:50. The following specific rules apply to the detention settings as well as all normal school rules:

1. Missing detention or failing to abide by detention rules will result in Saturday School. Repeatedly missing detention will result in suspension or Alternative School.
2. Students arriving late will have their detention reassigned.
3. No food or beverages in detention.
4. The pupil must bring school work and remain busy throughout detention. (No sleeping)
5. No talking or disturbing the detention setting.

Repeated rule infractions will result in more serious disciplinary actions being implemented. Suggested steps include:

1 st Offense	Detention and <u>parent contacted</u> by teacher.
2 nd Offense	Detention and letter sent home from office.
3 rd Offense	Detention doubled.
4 th Offense	Saturday School (7:00 – 10:00 a.m.)
5 th Offense	In School Suspension / Alternative School
6 th Offense or More	Out-Of-School Suspension / Alternative School

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

Harassment, intimidation, bullying, or cyber bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. Gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation will not be tolerated. This applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control or in a school vehicle.

TOBACCO POLICY

First offense will result in Alternative School placement of one day and requirement to attend the Tobacco Education Group on their own time and expense. Failure to complete the program in a timely manner will result in two additional days at Alternative School. Second offense will result in a five day Alternative School placement. A third offense will result in a ten-day suspension and request for expulsion. Any tobacco violation by a minor will be reported to the Auglaize County Prosecutor's office.



Testing Schedule

2011

September 20 October 3 – 7	ASVAB Stanford Testing / OLSAT Testing	All Juniors Grades 2 and 4
October 4 October 4 October 12	PLAN Reading Achievement PSAT / NMSQT	All Sophomores Grade 3 Most Juniors – Some Sophomores
October 24 – 28	Ohio Graduation Test	Some Juniors and Seniors
November 1	Americanism / Government Test	All Students 9-12

2012

January 9 – 11 March 12 – 16	High School Exams Ohio Graduation Test	Grades 9-12 All Sophomores Some Juniors and Seniors
April 23 – 27 May 1 – 4 May 9 May 10	Kg. Metropolitan Test Achievement Testing AP Calculus AB Test AP English Literature & Composition Test	Kindergarten Grades 3 – 8 Srs. in AP Calculus Srs. in AP English
May 15	AP Government & Politics: U. S. Test	Juniors and Seniors in AP Government
May 16 – 18 May 22 – 24 June 18 – 22	Final Exams Final Exams Ohio Graduation Test	All Seniors Grades 9-10-11 Students still needing to pass

ACT Test Dates:

September 10
October 22
December 10
February 11
April 14
June 9

SAT Test Dates:

October 1
November 5
December 3
January 28
March 10
May 5
June 2

Important Dates

September 9	Student Picture Day Grades K – 12
September 15	COSI on Wheels K - 6
September 24	Homecoming - Dance 8:30 - 11:30 PM
September 26	National Honor Society Induction 7:30 PM
September 26	8 th Grade Parent Meeting for Washington, D.C. Trip 7:00 PM
October 11	Picture Retake Day – Elem./JH 8:15 HS 9:45
November 3	Jostens - Senior Graduation Items
November 10	College Night for Parents of Juniors and Seniors 6:30 PM
November 10	Student – Parent – Teacher Conferences 4:30 – 8:00 PM
November 11	Jostens - Senior Graduation Orders
November 15	Student – Parent – Teacher Conferences 8:00 AM – 3:00 PM and 4:30 PM – 8:00 PM
January 9	Local Spelling Bee 7:00 PM
January 9	Tri Star Open House at all Tri Star Locations 6:00 - 8:30 PM
January 10	Financial Aid Night for Juniors, Seniors, and Parents 7:00 PM
January 30	8 th Grade Orientation 7:00 PM
February 2	Jostens - Freshman Ring Assembly
February 10	Jostens - Ring Orders
February 14	Post Secondary Enrollment Options (PSEO) Meeting for Parents and Students in Gr. 8 – 11 that are considering PSEO 6:00 PM
February 16	STEM Fair Grade 7
March 12	Open House 6:30 - 8:00 PM
March 20	Final Washington, D.C. Trip Meeting 7:00 PM
March 20 – 22	Kindergarten Screening
April 21	Prom - 8:30 Promenade 9:00 - 12:00 Dance
May 7	High School Academic Awards Assembly
May 10	BIY Days
May 14 – 18	8 th Grade Washington, D. C. Trip
May 27	Graduation - 1:30 Baccalaureate 2:30 Commencement

Student Record Notification

To comply with state and federal law pertaining to student records (FERPA), the New Bremen Local School shall annually publicize in the student handbook its policy to inform parents and eligible students of their rights. Those rights pertaining to student records include the right:

- A. To inspect and review the student's educational records. Access must be given in 45 days or less from the receipt of the written request. The parent or eligible student may not inspect nor review the portion of the record which pertains to other students. A reasonable fee for copies and/or postage will be charged.
- B. To request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- C. Be aware that the intent of the School District to limit disclosure of information contained in a student's education records, except:
 1. By prior written consent of the parent or eligible student.
 2. As directory information (age, sex, height, etc.)
 3. Under certain limited circumstances as permitted by law, including military recruiters. Under the provisions of the No Child Left Behind Act (NCLB), names and addresses of students in grades 10 through 12 must be released to an armed forces recruiting officer unless a parent, or a student age 18 or older, submits a written request not to release the information.
- D. Parents and/or students in secondary school may request in writing that records not be released without their prior written consent.
- E. To file a complaint with the Department of Education if the School District violates sections of this regulation (FERPA).

A complete copy of the Student's Record Policy is available by contacting the Building Principal's Office or the Superintendent's Office. In accordance with federal law, the New Bremen Schools will provide arrangements for translations of this notice to non-English speaking parents in their native language if requested.

Alma Mater

**There is a name we all hold dear,
We will love it till we die.
It is the name of our high school
The dear New Bremen High.**

**Then hurrah for our school,
Our dear high school.
Her honor we'll uphold,
And to the end, we will defend
The Crimson and the Gold.**



Fight The Team

**Fight the team across the field (floor)
And show them that Bremen is here.
Send the field (gym) reverberating
with a mighty cheer,
Rah! Rah! Rah!**

**Hit them hard and see how they fall,
Never let that team have the ball,
Hail, hail, the gang's all here,
And we're in for a victory now.**

