

August - 2020

To The Student Body:

This 2020-2021 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.

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.

Mr. Jason Schrader, Superintendent
Mr. Marcus Overman, Gr. 7-12 Principal
Mrs. Diane Kramer, Gr. K-6 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

Mrs. Shelly Busse, President
Mrs. Michele Bambauer, Vice
President
Mr. Scott Bertke
Mr. Cory Suchland
Mrs. Suzanne Wells

ADMINISTRATION

Mr. Jason Schrader, Superintendent
Mr. Marcus Overman, Gr. 7-12 Principal
Mrs. Diane Kramer, Gr. K-6 Principal
Mrs. Jill Ahlers, Treasurer

STAFF

Secretaries - Mrs. Kathy Neumeier
Mrs. Heather Kuck
Mrs. Becky Eyink

Nurse - Mrs. Lisa Steinke

**Director of
Technology** Mr. Brian Puthoff

Cafeteria - Mrs. Mary Williams,
Head Cook

Personnel Mrs. Cindy Evers -
Asst. Head Cook
Mrs. Tiz Frey
Mrs. Julie Langhals
Mrs. Nancy Riethman
Mrs. Jenny Wendel
Mrs. Laura Freels
Mrs. Della Conradi

**Cafeteria -
Monitor** Mrs. Teresa
Gushing-Heitkamp

Aides - Mrs. Laura Springer -
Library
Mr. Wince Morris -
Special Ed
Mrs. Heather Powers
Study Hall/Technology

Treasurer Mrs. Yvette Blaine
Secretary/EMIS Coordinator

Custodians - Mr. Scott Paul – Head
Custodian
Mr. Mike Jenkins
Mrs. Helen Moeder
Mr. Eric Rauh
Mrs. Diane Wendel
Mrs. Wendy Anthony

Bus Drivers - Mrs. Sue Burnell
Mrs. Jackie Crites
Mr. Mike Heuker
Mr. Greg Maurer
Mr. Rob Sniegowski
Mr. Joe Thieman

Maintenance - Mr. Jeremy Krieg

JUNIOR/SENIOR HIGH SCHOOL FACULTY

Ms. Jan Beyke – 7th/8th Math

Mr. Josh Bowersock - Health, Phys. Educ

Mrs. Loresa Burden - Intervention Specialist

Mr. Bill Evans - 7th/8th Intervention Specialist

Mrs. Shannon Heckman - Computers, Business, 7th/8th Enrichment

Mr. Michael Heuker - PLTW/Industrial Tech.

Mrs. Maria Homan - Agriculture Education

Mr. Dan Kanney - Chemistry, Biology

Mr. Ben Kramer - Social Studies

Mr. Chris Lauterbach – Guidance

Ms. Emily Mescher – 7th/8th ELA

Mrs. Heather Moeller - Art

Mrs. Theresa Newbright - English

Mrs. Cresta Ritter - Int. Specialist, Family Consumer Science

Ms. Sarah Ross - Spanish

Mrs. Patricia Ruckman - Music

Mr. Chris Schmidt - Social Studies

Mrs. Kathy Schmittmeyer - Math

Mrs. Jodi Schumm - English

Mrs. Jenifer Sniegowski - Science

Mrs. Kayla Steinemann - 7th/8th Science

Mrs. Jordyn Trabue - 7th/8th ELA

Mr. Randy Trentman - 7th/8th Social Studies

Mr. Chad Williams - Math

Ms. Rachel Wrobbel - Band

ELEMENTARY SCHOOL FACULTY

Mrs. Lori Baker - Elementary Art

Mrs. Veronica Bell – Intervention Specialist

Mrs. Christine Bertke - Grade 3A

Mrs. Amy Burnett – Cross Categorical Teacher

Mrs. Stephanie Elking - Intervention Specialist

Mrs. Darlene Gilberg - Grade 4B

Mrs. Judith Heitkamp - Grade 1A

Mrs. Tanya Homan - Kindergarten

Mr. Will Hoskins - Physical Education

Mrs. Becky Keller - Grade 4C

Mrs. Diana Kramer - Grade 2C

Mrs. Jodi Lange - Grade 4A

Mrs. Barbara Lemmon - Grade 2A

Mrs. Lauren Link - Guidance/School Psychologist

Mrs. Tess Moeller - Grade 5B

Mrs. Alycia Niemeyer - Grade 1B

Mrs. Abby Pax - Kindergarten

Mrs. Jennifer Perryman - Grade 3C

Mrs. Amy Poeppelman - Grade 6A

Mrs. Andrea Quellhorst – Intervention Specialist

Mrs. Lindsay Roiberg - Grade 2B

Mrs. Molly Rush - Grade 3B

Mrs. Donna Schmittmeyer - Kindergarten

Ms. Barbara Sims - Grade 1C

Ms. Holly Smith - Elementary Music

Mrs. Tracy Steinke - Grade 5 Science/Social Studies

Mr. Cory Stephens - Grade 6C

Mrs. Shelley This - Librarian

Mrs. Kate Timmerman - Grade 5C

Mrs. Tricia Wendel – Title I Reading

Mrs. Kelly Wilker - Intervention Specialist

Ms. Rachel Wrobbel - Band

2020-2021 NEW BREMEN HIGH SCHOOL CLASS OFFICERS

GRADE 12

President - Vivian Niekamp
Vice President - Alayna Thieman
Secretary - Madison Lozier
Treasurer - Katie Howell
Student Council - Josie Reinhart
& Claire Pape

GRADE 10

President - Maverick Nelson
Vice President - Kai Eastham
Secretary - Rianna Paul
Treasurer - Lily Rindler
Student Council - Dylan Bambauer
& Gavin Schrader

GRADE 11

President - Reece Busse
Vice President - Trevor Bergman
Secretary - Caden Puthoff
Treasurer - Ben Wells
Student Council - Mara Brackman
& Sami Hemmelgarn

GRADE 9

President - Logan Schumm
Vice President - Jonathan Rodriguez
Secretary - Mara Lozier
Treasurer - Greyson Pleiman
Student Council - Mackenzie Bornhorst
& Zach Wiedeman

CLASS ADVISOR ASSISTANTS

Senior Class - Mr. Lauterbach, Mrs. Moeller, Mrs. Schumm,
Mrs. Ruckman, Mrs. Schmitmeyer, and Mr. Starcher

Junior Class - Mr. Schmidt, Mr. Heuker, Mrs. Burden,
Mrs. Homan, and Ms. Ross

Sophomore Class - Mr. Kramer,
Mr. Bowersock, and Mr. Kanney

Freshman Class - Mr. Williams, Mrs. Heckman, Mrs. Ritter,
Mrs. Newbright, 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 two representatives of each class: ninth grade, tenth grade, eleventh grade, and twelfth 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 3.5 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.

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

The National FFA Organization (FFA) is a youth organization that promotes agricultural education through chartered chapters in high schools and other programs. 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.

STUDENT DISTRICT LEADERSHIP TEAM

Students with interests in promoting district wide initiatives and agendas are encouraged to be a member of the Student DLT. Primarily, these students will help develop the district brand by working with the middle school and elementary school students to arrange for mentors, provide tutoring, and organize the processes related to the, "We Are Cardinals," Brand, here within our school system. Anyone may attend and join.

CARDINAL BUSINESS CLUB

The Cardinal Business Club is for students in grades 9-12 that are interested in learning more about business. Activities of this club include business tours, speakers from area businesses, case studies, and philanthropic activities.

CARDINAL PRIDE TIME

An intervention time will be incorporated into the daily schedule. This is an opportunity for students to meet with their teacher and receive interventions, complete missing work/tests, pursue other academic needs, or have organizational meetings.

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	8:15
Kindergarten thru 2nd Grade Lunch/Recess	10:50 - 11:55
3rd Grade thru 6th Grade Lunch/Recess	11:20 - 12:15
Kindergarten thru 6th Grade Dismissal	3:05

5th Grade Schedule

Regular Schedule

8:15 - 8:20	Homeroom
8:20 - 9:00	Block 1A
9:03 - 9:46	Art / Music / Phys. Ed.
9:50 - 10:30	Block 1B
10:34 - 11:15	Band / Study Hall
11:18 - 11:25	Block 2A
11:25 - 12:10	Lunch / Recess
12:10 - 1:20	Block 2B
1:25 - 2:40	Block 3
2:40 - 3:00	CPT
3:00 - 3:05	Homeroom

6th Grade Schedule

Regular Schedule

8:15 - 8:20	Homeroom
8:18 - 9:03	Art / Music / Phys. Ed.
9:06 - 9:46	Block 1A
9:50 - 10:31	Band / Library
10:34 - 11:13	Block 1B
11:15 - 11:35	Block 2A
11:35 - 12:15	Lunch / Recess
12:15 - 1:15	Block 2B
1:15 - 2:40	Block 3
2:40 - 3:00	CPT
3:00 - 3:05	Homeroom

Jr./Sr. High School Schedule

Regular Schedule

8:05	Admission to Building
8:20	Tardy Bell
8:20 - 9:03	1st Period
9:06 - 9:47	2nd Period
9:50 - 10:31	3rd Period
10:34 - 11:15	4th Period
11:18 - 11:43	CPT
11:46 - 12:27	5A (11:43 - 12:13 A Lunch)
12:16 - 12:57	5B (12:27 - 12:57 B Lunch)
1:00 - 1:41	6th Period
1:44 - 2:25	7th Period
2:28 - 3:10	8 th Period

LATE ARRIVAL / EARLY DISMISSAL

Students arriving late or leaving early need to sign in or out in their building office. Requests for early dismissal should be made before 8:10 a.m.

EXTRA-CURRICULAR ACTIVITIES – REQUIRED ATTENDANCE

Student-athletes absent during any portion of the school day due to a doctor's appointment, funeral, college visitation, job shadowing, school-related function, or other excused absences as judged by the principal will be permitted to participate on the day of absence. A student-athlete must be in school for a minimum of 4 periods at New Bremen High School to be deemed eligible to participate in that evenings extra-curricular events. If students are enrolled in off-site CC+, Ag Co-Ops, or internships arrangements can be made with the principal.

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.

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.

1. 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	WCMS – 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. Other reasons as approved by the principal or superintendent prior to the absence, including family vacations and absence for work if 14 years old.

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. First offense if a warning.
- b. Second offense is a detention.
- c. Third offense will be handled as a truancy issue.

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 for 1 occurrence of up to five 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 and provides a physician's note.
 - 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, Tuesday 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.
6. Definition of "habitual truant" changed from days to hours. The new definition is:
 - a. Absent 30 (5 days) or more consecutive hours without a legitimate excuse;
 - b. Absent 42 (7 days) or more hours in one month without a legitimate excuse; or
 - c. Absent 72 (12 days) or more hours in one year without a legitimate excuse.
7. Includes "excessive absences":
 - a. Absent 38 (6 days and 2 hours) or more hours in one school month with or without a legitimate excuse; or
 - b. Absent 65 (10 days and 5 hours) or more hours in one school year with or without a legitimate excuse.
8. Requires updates to district policies, such as removing "excessive absences" from zero tolerance policies and committing to preventative approaches to truancy rather than suspensions or expulsions.
9. The optional creation of an absence intervention team to develop absence intervention plans for students who are habitually truant.

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. Disciplinary measures including Alternative School may be enacted. Following three days (cumulative) absence, parent and child will be notified to review 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

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 for 1 occurrence of up to 5 days, the school office must be contacted at least one week prior to the absence. Parents must complete a vacation request form available in the office or on the school website. 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

Language Arts
Math or Algebra
Science
American History
Health and Physical Education
Enrichment

Electives

Band

Seventh Grade

Required

Language Arts
Math
Science
World History
Health and Physical Education
Enrichment

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.

COLLEGE CREDIT PLUS ENROLLMENT OPTION PROGRAM

Formerly known as post-secondary and dual enrollment, this program has a meeting each Spring and more information can be found on the Guidance Website. Students who plan to participate in the program must notify New Bremen High School in writing of their intention by April 1. "Intent to Participate" forms are available in the high school office.

ADVANCED PLACEMENT

New Bremen High School will be offering AP coursework in Calculus AB (grade 12), US Government and Politics (grades 11 and 12), Biology (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 of approximately \$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 almost 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.

ACADEMIC ACCELERATION

New Bremen Schools recognize that all students learn and progress at different rates and that the time it takes to reach academic standards varies among students. The Board believes students should be challenged and supported to reach their full potential and that the practice of educational acceleration is used to match appropriate learning opportunities with student abilities. The goals of acceleration are to adjust the pace of instruction to the student's capabilities, provide an appropriate level of challenge and to reduce the time period necessary for students to complete traditional schooling.

The District uses acceleration strategies in four academic areas:

1. Whole-grade acceleration
2. Individual subject acceleration
3. Early admission to kindergarten
4. Early high school graduation

For more details regarding academic acceleration, please reference Board Policy IKEB or contact your building principal.

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: Welding, Precision Machining, Ag Mechanics, Automotive Tech., Construction, Engineering Technology (CAD), Early Childhood Development and Education, Career-Based Intervention, Interactive Media, Graphic Communications, Med Prep., REC Tech (Robotics, Electronics, & Computer Technologies), Cyber Security and Veterinarian Technology.

In the event New Bremen Schools is delayed, Juniors will not report to Tri-Star. They must be at New Bremen in time for their 5th period class.

In the event New Bremen Schools is delayed, Seniors will need to report to New Bremen until the end of 2nd period (1 hour delay) & 1st period (2 hour delay). In the event of a 3 hour delay, seniors will not need to report to New Bremen Schools.

PARENT CONFERENCES

Individual 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 throughout the school year by teacher/parent referrals. Class wide screenings are done in the fall with the use of the CoGAT Assessment in grades two and four for superior cognitive abilities. The IOWA Assessment is also given in grades two and four for specific academic identification. The Gifted Rating Scales Checklist is used in grades two and four to identify creative thinking. The GATES 2 or Scales for Rating the Behavioral Characteristics of Superior Students 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 screening, 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 - Students identified as gifted in New Bremen Local School District will be serviced if they meet one of the following criteria based on any Ohio Department of Education approved test:

- Students in grades 2-12 will be identified as gifted, by the standards set forth in House Bill 282, in Reading with a score at or above the 95th percentile.
- Students in grades 2-12 will be identified as gifted, by the standards set forth in House Bill 282, in Math with a score at or above the 95th percentile.
- Students in grades 2-12 will be identified as gifted, by the standards set forth in House Bill 282, in Superior Cognitive with a qualifying score on the CoGAT Assessment.

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: **Graduation for 2023 & Beyond** must receive competent scores on the Algebra I and English Language Arts II End of Course Assessments. In addition, students must complete two seals as well as complete the minimum credits listed below.

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. Seals available for students to earn include: OhioMeansJobs Readiness, Industry-Recognized Credential, College-Ready, Military Enlistment, Citizenship, Science, Honors Diploma, Biliteracy, Technology, Community Service, Fine & Performing Arts, and Student Engagement.

1. School-related athletics that may be used to earn the Student Engagement Seal include: Cross Country, Golf, Volleyball, Football, Cheerleading, Basketball, Swim, Bowling, Softball, Baseball, and Track & Field.
2. School-related extracurricular clubs that may be used to earn the Student Engagement Seal include: Drama Club, Student Council, Class Officer, Junior District Leadership Team, Peer-Tutoring, Robotics, and FFA.

F. 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.

G. The Valedictorian honors would be given to the student earning the highest grade point average, up to 4 decimal places. A tie would only exist if the grade point averages were exactly the same, again up to 4 decimal places. Consecutively, the second highest grade point average would then warrant Salutatorian honors, which could also result in a tie but is not likely since the grade point average is carried out to 4 decimal places. No student shall be eligible for graduation honors, such as Valedictorian, etc. unless they have been enrolled for 3 consecutive semesters prior to the final semester utilized for purposes of determining such honors.

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:

Career Tech 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 (94-100)	B- = 2.67 (82-84.999...)	D+ = 1.33 (70-72.999...)
A- = 3.67 (91-93.999...)	C+ = 2.33 (79-81.999...)	D = 1.0 (67-69.999...)
B+ = 3.33 (88-90.999...)	C = 2.0 (76-78.999...)	D- = 0.67 (64-66.999...)
B = 3.0 (85-87.999...)	C- = 1.67 (73-75.999...)	F = 0.0 (below 64)

AP teachers will use an adjusted scale by lowering our current scale by three percentage points for each grade earned. Dual Enrollment classes held at NBHS will follow the grading scale used by the partnering university.

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.

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 9 week grading period.

Students in Grades 9-12

1. Students must pass academic subjects in the preceding 9 week 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 9 week 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 for that sport.

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. A student-athlete must be in school for a minimum of 4 periods at New Bremen High School to be deemed eligible to participate in that evenings extra-curricular events. If students are enrolled in off-site CC+, Ag Co-Ops, or internships arrangements can be made with the principal.
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, e-cigarettes, and/or other vaping devices. 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 |

1. 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.
2. 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 **\$7.00**

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 \$4.00

4. Junior High and High School Track:

Regular Meets Students \$2.00 Adults \$4.00

TR Invitational Students \$4.00 Adults \$6.00

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)

Prices for Season tickets will be set before the fall sports season begins.

B. Senior Citizen's Pass

Senior Citizens (age 60 and older) may obtain a Senior Citizen's Pass. This pass will enable the individual to general admission to all home games throughout the school year. Excludes entry into home track invitationals and tournament games.

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 7:45 to 8:15 A.M. and the high school office from 8:30 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.

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.

PERSONAL ELECTRONIC DEVICES

Cell phones and other personal electronic devices used in school between 8:00 a.m. and 3:00 p.m. must be used in accordance with the Student Network and Internet Use and Safety Agreement. Every student and parent is required to review and sign the agreement. Violation of the policy may result in disciplinary action. At the High School, teachers will notify students if they are to bring their device to class, otherwise, devices will be kept in their lockers with an exception made during lunch time. Confiscated devices may be picked up in the office after school.

STUDY HALL

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

1. must sit in assigned seats.
2. will avoid talking unless given permission by the monitor.
3. will avoid using restrooms/going to lockers.
4. will not leave on passes until attendance is taken.
5. will maintain an atmosphere conducive to learning/study at all times.
6. will bring enough work or reading material to keep themselves busy for the entire time.
7. will ask permission to work in small groups and only if they have a note from their teacher.
8. will not bring cell phones to study hall and must ask permission to use Ipads, Ipods, etc. for educational purposes only. No game playing is permitted and no headphones or earbuds for listening to music are permitted.
9. will not bring food or drink with the exception of water in a clear container.
10. will sit where assigned when using a computer so that the screen may be monitored at all times.
11. not doing well in classes may be denied the privilege of leaving study hall until their grades are raised. A regularly generated student D/F list will be created and those students will be restricted to Study Hall/Learning Lab until determined by the Principal, Teacher, and/or Study Hall/Learning Lab Monitors.

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 3:00 P.M. with the exception of CPT/Lunch Time. 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. There is a fine of 5 cents per school day for overdue materials with a four week checkout and 25 cents per school day on overnight materials. Your account information (including due dates) can be accessed through the online catalog. Fine and overdue slips are only printed at midterms and at the end of the nine weeks. If you need a book for a class project, please notify the librarian so that the due date can be adjusted. Students must pay for lost or damaged materials. If accumulated fines reach \$5.00, loan privileges will be suspended until they are paid.

Students wishing to use the computers must document the purpose and/or subject on the computer log in sheet. In order to use the Internet you must have a signed **student acceptable use policy and contract** turned in to the main office. Computer privileges may be suspended until this is received by the office. The following online resources are available -

- Online catalog available 24/7 including reviewed websites (WebPath Express)
- eBooks
- FactCite
- Infohio
- Infotrac
- Print materials

See the Library Update handout for usernames and passwords. This is available from your librarian.

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. No trailers are allowed on school property on student vehicles.

Students are not permitted in their cars between 8:05 and 3:00 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 or accountability put in place 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 getting a zero, re-doing the work, additional assessment, detention, Tuesday school and/or alternative school.

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 of appropriate length
- jogging suits
- jeans, shirts
- hemlines of reasonable length
- makeup should be conservative
- hair clean and out of eyes
- shorts of appropriate length may be worn
 - 7-12 Students: Year-round, Kg-6 Students: April through October

Unacceptable -

- ear gauges (anything that could be potentially harmful to student safety)
- revealing clothing
- bare midriffs, halter tops
- tube tops, tank tops, tops with spaghetti straps
- fishnet mesh tops
- biker shorts, cheer shorts, and tights/yoga pants 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.

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 could be later. 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 and can occur at any school function.
6. Students are not permitted on school grounds before 7:50 a.m. or after 3:10 p.m., unless they are under the supervision of a staff member.
7. Lunch is closed for all students. Only water in a clear container is allowed to be brought to school for consumption outside of lunch time, water fountains are available for student use. Food may not be ordered in. Students may, on rare occasion, go to lunch with their parent; the student must be picked up by the parent/guardian. Students may pack a lunch or purchase a lunch from our cafeteria.
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.
No books are to be left in the hallways, cafeteria, restrooms, or on the floor at any time.
14. No coats or jackets are to be worn in the classroom without the teacher's permission.
15. 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. Every student and parent is required to review and sign the Student Network and Internet Use and Safety Agreement. Violation of the agreement 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. Homework is an important part of the educational process. Failure to complete homework by the established deadlines may result in students being kept after school, denial of privileges, or other disciplinary measures being taken.
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.
25. Student lockers and book bags may be searched at any time.

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. Involving law enforcement officials.
- j. Filing of charges in Juvenile Court.
- k. Emergency removal.
- l. Suspension (in-school, alternative school, or out-of-school)
- m. Expulsion by the Local Superintendent.
- n. 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 school equipment or materials.
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.**

- 1st 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 suspension.
- 2nd Violation: The student may be suspended by the principal for a period of one (1) to three (3) days.
- 3rd 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 or urine analysis test may be given at any extracurricular or school activity if suspicion of alcohol or drugs are present. Local law enforcement officials may be contacted.
 - a. 1st Offense: Normally a suspension of up to 5 days.
 - b. 2nd Offense: Normally an expulsion of up to 80 days.
6. Possession or use of any tobacco product or accompanying paraphernalia.
7. Possession or use of any e-cigarette and/or vaping device.
8. The use or possession of fireworks, firearms or weapons.
9. Skipping class, detention, or being off limits.
10. Any illegal or disruptive behavior (stealing, forgery, hazing, threats, etc.)
11. Insubordination (refusal to obey reasonable directions).
12. Excessive tardiness or unexcused absences.
13. Any verbal or physical sexual harassment.
14. 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 m). 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. A suspended student may be allowed to make-up school work missed due to suspension and will receive 100% credit for correctly completed work during the length of the suspension. Tests may be made up for 100% credit as well.

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, 7-12 detentions will be served from 7:25 to 8:10 a.m. on Tuesdays. Grades 5-6 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. Repeatedly missing detention will result in Tuesday School, Alternative School, and/or Suspension.
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	Tuesday School
4 th Offense	In School Suspension / Alternative School
5 th Offense or More	Out-Of-School Suspension / Alternative School

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

Bullying is defined as ‘an individual or a group of people with more power, repeatedly and intentionally causing hurt or harm to another person or group of people who feel helpless to respond.’ 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 in route 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/VAPING POLICY

First offense will result in a suspension from school for a determined number of days. Second offense will result in a suspension from school for a determined number of days, and the student may be required to receive professional assistance. Failure to receive professional assistance will extend the students suspension for a determined number of days. 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.

HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

School Personnel Responsibilities and Complaint Procedures

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
 - A. posting slurs on websites, social networking sites, blogs or personal online journals;

- B. sending abusive or threatening e-mails, website postings or comments and instant messages;
 - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
 - D. using websites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

Teachers and Other School Staff

Teachers and other school staff who witness acts of hazing, bullying and/or dating violence as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

Complaints

1. **Formal Complaints**

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

2. **Informal Complaints**

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. **Anonymous Complaints**

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

4. **False Complaints**

Students are prohibited from deliberately making false complaints of harassment, intimidation or bullying. Students found responsible for deliberately making false reports of harassment, intimidation or bullying may be subject to a full range of disciplinary consequences.

Intervention Strategies

1. **Teachers and Other School Staff -**

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

2. Administrator Responsibilities -

A. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

B. Nondisciplinary Interventions

When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

Report to the Custodial Parent or Guardian of the Perpetrator

If, after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the custodial parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

Strategies are developed and implemented to protect students from new or additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

Reports to the Victim and His/Her Custodial Parent or Guardian

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the custodial parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the custodial parents or guardians of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the custodial parents or guardians of students

against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

Police and Child Protective Services

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by outside agencies.

DRUG TESTING OF THOSE IN INTERSCHOLASTIC ATHLETICS/CO-CURRICULAR/ EXTRACURRICULAR ACTIVITIES

Students participating in interscholastic athletics programs, co-curricular activities, or extracurricular activities participate in a drug testing program. Each student and parent(s) are required to sign a form consenting to the drug testing. If the form is not signed, the student may not participate in interscholastic athletics, co-curricular activities, or extracurricular activities.

Once the form is signed, the student is tested randomly. Following are the regulations to implement the drug testing procedure.

The student will be notified to report to the collection site. A specimen from the student will be collected as follows and all students must follow this process:

- All students must have a picture ID or be identified by the Athletic Director or Principal. No exceptions will be allowed.
- Drug testing area must be secured during the testing.
- Only lab technicians, designated school administrator, school nurse, and students will be witness to the test.
- Privacy must be kept for all students.
- The Athletic Director is responsible for ensuring that all of the forms are completed and signed by both parent/guardian/custodian and student. No student is to enter the collection site until forms and proper ID are completed.
- When students arrive and cannot give a sample, they will need to start drinking water, pop or juice. After 36 oz. the human body will need to urinate.
- No cell phones or other personal electronic devices, bags, backpacks, purses, cups, containers or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves or baggy clothing must be removed before entering the collection site. Only pants and t-shirts or dresses may be worn in the collection area. Any infringement of the rules will result in the student taking the test over.
- Students processed by the lab technician who cannot produce a sample will be kept in a secured area to wait until they can test. If they leave this area they will not be allowed to test. They are not to have contact with anyone until after the sample is given.
- Students will be asked to hold out their hands and a sanitizer will be put on their hands or will wash hands with water. The bathroom personnel will add a dye to the toilet.
- Students will be asked to urinate directly into the collection cup given to them by the lab personnel. The lab technician will stand outside the stall and listen for normal sounds of urination.
- Any and all adulterations of the specimen will be detected and considered the same as a test refusal or 1st time infraction. (The lab checks every sample for adulteration, such as additives you drink or add to urine to change the sample.)
- **Adulterations:** We may treat adulterations and diluted samples as first time offenses. They are not called positives but could have the same consequences. A retest will be required within 24 hours.
- Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be screened or sent to the lab for immediate confirmation of tampering.
- The sample must be taken in one attempt and be at least 30 ml in size. The student must hand the cup to the lab technician.
- Students are not to flush the toilets or urinals. In the event that a student flushes the toilet he or she will be required to give a new sample immediately or the sample will be invalid.
- With student watching, the lab technician will recap the sample and hand it to the student who must then return it to the intake technician. In the event that the student does not hand the cup directly to the intake technician, the sample is invalid and a new sample must be taken. If the student leaves the collection area or has contact with anyone, the sample will be invalid and the student will have to give another sample.

- This collection procedure is subject to change because of procedural requirements by the testing agency. The School Board reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency.
- When using rapid screens, all non-negative screens will be sent out with a chain of custody to a certified laboratory for confirmation. A Certified Medical Review Officer will verify the positive test.
- Testing will be done by Great Lakes Biomedical only so long as this is the company the school selects.