

# Bremen Elementary School

## Student Handbook

### 2020 – 2021



“Where little feet take big steps toward their future.”

5000 Main Street  
Bremen, KY 42325  
Phone: (270) 525-6686 Fax: (270) 525-3380  
Email: [grant.sharp@muhlenberg.kyschools.us](mailto:grant.sharp@muhlenberg.kyschools.us)  
School Website: [www.bremenelementary.weebly.com](http://www.bremenelementary.weebly.com)

Principal: Grant Sharp  
Assistant Principal: Lori Stover  
Counselor: Tina Stallins

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## MISSION STATEMENT

**“Where little feet take big steps toward their future.”**

### Principal’s Message

Dear Parents and Students:

We, at Bremen Elementary School, are very happy to have you as members of our school community. Our entire staff is dedicated to giving every student the best educational experience possible. Please read the information in this handbook. The school policies were developed with the best interests of our students in mind. Throughout this year, we will strive for excellence in all areas for all students. If you have any questions, concerns, or suggestions, please feel free to contact me at (270) 525-6686.

Thank you,  
Grant Sharp

# Bremen Elementary

## MASTER SCHEDULE

School Doors Open.....	7:00 AM
Buses arrive.....	at 7:00 AM
Car riders arrive no earlier than.....	7:05 AM
Classes begin.....	7:25 AM
Lunch.....10:30 AM – 12:30 PM (22 minutes each-one beginning and ending every five minutes)	
Recess.....(15 minutes) varied times throughout the day	
Health/Wellness.....(15 minutes) varied times throughout the day	
Classes end...(begin loading buses) – P1 – P5.....2:35 PM	
	4 <sup>th</sup> & 5 <sup>th</sup> .....2:38 PM
Non-bus riders will be escorted to vehicles after the buses leave.	
<b>Instructional Time.....</b>	<b>6 hrs. 30min.</b>
<b>Non-Instructional Time.....</b>	<b>40 minutes</b>
<b>Total School Day.....</b>	<b>7 hrs. 10 minutes (430 minutes)</b>

**Tardy**.....Students missing 146 minutes or less.

**Absent** .....Students missing 147-352 minutes of the school day will be counted as half-day absent. If a student misses 353 or more minutes of the school day, then he/she will be counted as all-day absent.

Parents:

Our instruction begins promptly at 7:25 AM each day. Students arriving after 7:25 AM not only miss instruction but also disrupt the educational opportunities for other students. Therefore, please make every effort to see that your child is in class by 7:25 AM each day. Thank you for your cooperation.

Arrive Late		Arrive Early	
Tardy	7:25 AM thru 9:51 AM	All Day	7:26 AM thru 8:32 AM
Half Day	9:52 AM thru 1:17 PM	Half Day	8:33 AM thru 11:58 AM
All Day	1:18 PM thru 2:35 PM	Tardy	11:59 AM thru 2:35 PM

## Attendance Policy

Students in grades 4 – 5 who have perfect attendance and exhibit proper classroom participation in an individual class for the nine weeks grading period may have 3% added to their class average.

- (1) Any student who has been absent from school without a valid excuse for three (3) days or more, or tardy without a valid excuse on three (3) days or more, is truant.
- (2) Any student who has been reported as truant two (2) or more times is habitually truant.
- (3) Any student who has been reported as habitually truant (having six (6) or more unexcused tardies or absences) may be referred to the Muhlenberg County Attorney.

### Procedures For Entering School Following An Absence

- (1) Parents should telephone the school the day of their child's absence to report why the absence is necessary. If a family does not have a telephone, a written note may be accepted.
- (2) Any student whose parent has NOT contacted the school within two (2) days will receive an unexcused absence unless he/she presents a doctor's excuse or a statement from the court. The DPP may be contacted.
- (3) Any exception to the procedures above must be cleared with the principal. No family vacations or absences for any other such reason will be excused unless the parents have made arrangements for the absences with the principal PRIOR to the student missing school.

### Excused and Unexcused Absences

The first seven (7) absences for the following valid reasons may be excused provided they are verified by the student's parent or guardian within two (2) days of the student returning to school.

#### Excused absences include:

- |   |  |
|---|--|
| (1) Illness of the student                                  | (6) Mandated court appearances                             |
| (2) Death in the family                                     | (7) School sanctioned activities                           |
| (3) Illness in the immediate family                         | (8) Approved religious holidays                            |
| (4) Medical appointments                                    | (9) Emergency situations as<br>determined by the principal |
| (5) One(1) day for attendance at the<br>Kentucky State Fair | (10) Documented military leave                             |

#### Unexcused absences include but are not limited to:

- |                       |  |
|-----------------------|--|
| (1) Babysitting       | (7) Out of town trips without prior<br>approval of the principal |
| (2) Hair appointments | (8) Failure of parent to notify school<br>of absence             |
| (3) Personal business | (9) Hunting  |
| (4) Job hunting       | (10) Missed bus  |
| (5) Vehicle breakdown |  |
| (6) Oversleeping      |  |

Seven (7) absences for the following valid reasons may be excused (anytime during the year) provided they are verified by phone and/or writing (school preference) by the student's parent or guardian within (2) days of the student returning to school. Any absence after the (7) call-ins and/or written notes (school preference) must have verifiable evidence that the absence was for a valid reason in order for it to be excused. Examples: written doctor excuse in case of sickness, death notice or funeral home card in case of death in the family, or court excuse in cases of mandatory court appearances.

## Early Check-Out/Late Arrival to School

(1) No student shall be dismissed early from school without written or telephone permission from the parent, guardian, or their designee. Anyone picking up a student other than their own child, or ward, must be on a pre-authorized list, signed and approved by the parent or guardian. Persons on this list should still have the parents' written permission to take a student from school. The person checking out a student must **"Sign Them Out"** with the school's secretary or the principal. No child will be permitted to leave school with any person unless the teacher has been notified by the school office. The parent/adult picking up the student will remain in the school lobby until the child is sent to the office.

(2) Students arriving after 7:25 AM are tardy and must be **"Signed In"** by whoever brings them to school. A written signature in the "late book" must be recorded along with the time of arrival and the reason for being late.

## Before and After School

Parents may drop off their children for school no earlier than 7:05 AM. Students will either go to the pod commons area or the cafeteria upon arrival.

All parents picking up their child/children will need to wait in the vehicle line. Students will be escorted to the vehicles after the buses leave.

## Change in Transportation

- If you need to change your child's transportation home from school follow these steps.
- When possible, please send a written note (or use one of the transportation forms the school provides).
- If you cannot send a change of transportation school form, your note should include the child's full name and teacher's name and contain if they are going to be a bus rider or car rider. If the change is for a car rider, please specify who will pick them up. We will refer to the sign out list on Infinite Campus. If a bus rider, please include the address for the bus driver.
- ***We realize sometimes these changes in routine may occur during the school day. We ask that parents phone the office prior to 1:30 p.m. whenever possible so that our staff can make the necessary adjustments needed to ensure your child gets the correct transportation.***
- Written permission is required from the parent for any student to ride a bus other than his/her regular one. Please plan ahead, as bus drivers will not be allowed to pick up/drop off friends at another student's home without this note.

# **Discipline Policy**

## **Philosophy**

Bremen Elementary believes that effective student discipline is necessary for the welfare of all students and is a primary ingredient in the educational process. It is the purpose of this Discipline Policy to provide a uniform system of discipline for the staff and students of Bremen Elementary. Therefore, the Bremen Elementary Behavior Plan includes three main components:

- (1) Actively teach all students the expectations for appropriate behavior (C.H.A.M.P.S Program).
- (2) Provide positive consequences and rewards for students who exhibit appropriate behavior, good attendance, and good effort.
- (3) Implement a fair and consistent set of consequences for students who exhibit inappropriate behavior.

## **Rationale**

It shall be the responsibility of the principal to implement and administer this policy within the school program. The principal and Site Based Council shall determine general procedures to be followed in carrying out the original intent and to insure, as generally as possible, that a uniform system of discipline is maintained within the school. The principal and Site Based Council shall have the right to set further reasonable standards to regulate student behavior not specifically listed in the discipline policy.

## **Dress Code**

The wearing of any attire, cosmetics, hair color, eyebrow, nose, or tongue rings, or other such visible items, presentation of extraordinary personal appearance, or any unsanitary body conditions which, in the judgment of the principal, significantly disrupts school work, interrupts scholastic endeavor, or threatens the health of other pupils, is prohibited. Students, faculty, and staff should be attired appropriately for school. All other issues of appearance are subject to principal discretion in an effort to reflect community values and create a positive educational environment. Per the CDC guidelines, all 1st - 5th grade students are required to wear a face mask/cloth covering.

## **Regulations**

Bremen Elementary School strives to ensure the safety of every child. Students are expected to behave in an acceptable manner at all times. Students are expected to follow the directions of the teachers both in the classroom and at all other locations in or out of the school building. Teachers will not permit students to display disrespectful attitudes. Please discuss the school rules listed with your child or children. If a child repeatedly disobeys these rules, or any rule that is imposed by a teacher, he/she will be subject to penalties listed.

## C.H.A.M.P.S

As an effort to help students exhibit proper behavior and increase academic performance, Bremen Elementary uses the C.H.A.M.P.S Program. The C.H.A.M.P.S acronym is a reminder of the appropriate answers to five (5) important questions for any school situation and the student expectations associated with each of those activities. The five aspects of C.H.A.M.P.S are:

- C - (Conversation) In this school activity, is it appropriate for me to talk? If so, to whom may I talk? For how long? About what? How loudly may I talk?
- H - (Help) In this school activity, how can I obtain help in the appropriate manner?
- A - (Activity) To what specific activity are these expectations being applied? (For example: small group work, independent seat work, teacher directed instruction, hallways, cafeteria, playground, etc.)
- M - (Movement) In this activity, is it appropriate for me to move about? If so, to where may I move? What route should I take?
- P - (Participation) In this activity, how do I demonstrate proper participation?

All Bremen Elementary faculty and staff strive to ensure that all students are successful and reach their fullest potential. Therefore, we will emphasize the following “Guidelines for Success” on a daily basis for our students.

### **BREMEN ELEMENTARY SCHOOL**

#### **“GUIDELINES FOR SUCCESS”**

- a. **Be Responsible**
- b. **Always Try**
- c. **Do your Best**
- d. **Cooperate With Others**
- e. **Treat Everyone With Respect  
(Including Yourself)**

# Bremen Elementary Behavior Plan

The entire staff of Bremen Elementary School has the goal of establishing an atmosphere throughout the school in which children will feel safe, secure, happy, and have a maximum opportunity to learn.

In an effort to accomplish this goal, we have developed a School-Wide Behavior Plan. The plan specifies rules that cover the behaviors we expect from our students while at school. Students who break the rules will receive consequences and students who follow the rules will receive positive rewards.

## School-Wide Rules

1. Listen to your teacher and follow his/her directions.
2. Stay in line when following your teacher.
3. Always walk in the school building.
4. Use appropriate voice level in the school building.
5. Show respect for others and their property.
6. Follow CHAMPS expectations in all areas of the school.

## Harassment/Bullying

Our school is a place where we want everyone to feel safe, accepted, and a sense of belonging. Bullying will not be tolerated. School personnel, students, parents, and the community will seek to prevent and stop all forms of bullying by being active participants in the Bully Free Program.

### Bully Free Rules

- Bullying is not allowed.
- We don't tease, call names, or put people down.
- We don't hit, shove, kick, or punch.
- If we see someone being bullied, we speak up and stop it (if we can) or go get help right away. It is always right to tell an adult.
- When we do things as a group, we make sure that everyone is included and no one is left out.
- We make new students feel welcome.
- We listen to each other's opinions.
- We treat each other with kindness and respect.
- We respect each other's property (school property, etc.).
- We look for the good in others and value differences.

For student to student harassment, the discipline imposed will appropriately meet the seriousness of the charge. **STUDENTS MUST RESPECT THE RIGHTS OF OTHERS!**

Any school safety issue or concerns, please contact the principal. Questions about anything directly related to students, contact the teacher. Communication is the key to success.



## **Property Damage**

For any student who willfully cuts, injures, or defaces any portion of the school building, furniture, textbooks, or any other public property, the student and his/her parent/guardian shall be responsible for the full amount of the damages. The student shall be subject to punitive action by the teacher or the principal.

Any student that willfully damages or destroys the property of school personnel on school property, off school property, or at school-sponsored activities shall be subject to suspension and referral to the Muhlenberg County Board of Education for a due process hearing.

## **Threatening**

Any student that threatens the safety of another student, or school personnel, will be subject to a district threat assessment and possible suspension.

## **Assault and Battery**

Any student that commits assault and battery upon school personnel, or another student, will be subject to suspension and referral to the Juvenile Court.

## **Weapons**

Students shall not carry on their person or cause to be brought to school: firearms, knives, or any other objects that can be classified as dangerous or used as a weapon. Any student that carries a weapon will be subject to suspension and referral to the Juvenile Court.

## **Lost & Stolen Items**

Do not send valuables to school. This includes but not limited to: toys, electronics, or large sums of money. Bremen Elementary School is not responsible for lost or stolen property.

# Homework Policy

## Purpose

Homework can be a valuable aid in helping students make the most of their experience in school. It is a vehicle for reinforcing classroom learning, building responsibility, developing essential study habits, and home-school communication. Parents can assist in making it a positive experience for children. Homework must be planned to strike a balance between academics, family life, and the child's needs.

## Guidelines

Most homework should be something that a student already has understanding of and can accomplish alone with little or no parent assistance. When an assignment or project requires extended parental help, it should be assigned at least seven (7) days prior to the due date.

**Daily reading practice programs, for example, "Book It", would be in addition to the time guidelines given for assignments.**

Any assignments going home should fall within these time guidelines for total minutes spent daily for an average student.

P1-P2	10 – 15 minutes assigned as needed
P3-P4	15 – 30 minutes assigned as needed
Grades 4 & 5	30 – 45 minutes assigned as needed

**\* These times DO NOT include work that is not finished in class or missed assignments.**

Students in all grades will be given a homework folder at the beginning of the school year. Parent/teacher daily communication will be possible in written form as a result of these folders since students will carry them to and from school each day. Any student who loses his/her folder will be required to purchase a new homework folder at a cost of \$2.00.

## **Guidance Department**

The major aim of the counseling and guidance department is to assist each student in attaining the most from their educational opportunities and to make the best use of his/her individual abilities. Students are also urged to consult with the counselor about problems pertaining to school or any personal concern. Our counselor maintains an open door policy for all students and parents. The counselor is in charge of planning, administering, and interpreting tests. The results are kept in the counselor's office. Students and parents should consult the counselor on the results of testing.

### **Closing of School – Severe Weather**

In case of severe weather, (snow, ice, etc.) the official announcement for school closing may be heard over the local radio, television stations, School Messenger All Call system, and social media. In addition, the Muhlenberg County School District will be using School Messenger to call all households with school closing information or other important messages for parents. Please make sure to notify the front office with the most up-to-date contact information, especially when a change has occurred.

### **Pediculosis (Head Lice) Control**

1. Every child may be checked weekly for lice infestation.
2. It will be the responsibility of the homeroom teacher to examine or supervise an examination of each of their students' hair once per week.
3. If any lice are found on a child's head, the child shall be sent home until all lice have been removed from the child's hair. Students who have been sent home with head lice may return to school when all lice have been removed and there is no further sign of lice contamination. If a child returns to school three (3) times with the lice contamination not cleared up, the principal or his designee will notify social services of this neglect. If a child is found to have head lice, a lice shampoo and application instructions will be sent home with him/her.

### **Library Book & Textbook Replacement Policy**

Any student enrolled in Bremen Elementary School is eligible to check out books from the school library. In the event that a book is lost or damaged, the student is responsible for replacement costs for that book. The replacement payment schedule will be as follows:

- Actual cost of the book, (if known), or \$5.00 for a paperback book, and \$8.00 for a hardback book. (Actual cost is not always known especially if the book is an older edition).
- In the event that a student does not pay for the lost or damaged book, that student loses his/her library privileges until the debt is paid.
- Library materials are checked out to students for a two-week period. They may be renewed as many times as needed as long as the material is presented at the time of renewal and it is not on reserve for someone else.
- Notices of overdue materials will be sent out periodically throughout the school year. Fines are not charged for overdue materials, but students may not be allowed to check out another item if any materials checked out to them are overdue.
- If a student has not returned any library item (or paid for it) by the last day of school, his/her report card will be held in the school office. Parents may pick up the report card and pay the debt in the office.
- Students who lose textbooks will be expected to pay for replacement textbooks.

# UNPAID OBLIGATIONS

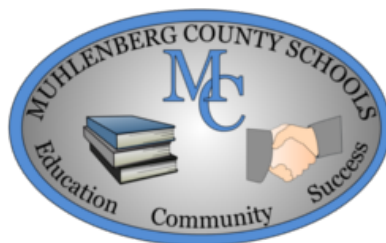
## Library Materials

Library books are checked out to students for a period of two weeks. If books are not returned within two weeks they are considered overdue. Fines are not charged for overdue books, but students will not be allowed to check out other items until the overdue books are returned. Notices of overdue materials will be sent out periodically during the school year and with each report card. If books are damaged, the student will be charged to replace the book at current book prices. Any lost or damaged book must be paid for before students have checkout privileges restored.

## Fundraisers

Participation in school fundraisers is strictly voluntary and will not affect student grades in any way. Most school-wide fundraisers operate on a “take orders” basis; therefore, money is collected when the merchandise is delivered. Students turning in orders and taking merchandise home are responsible for the return of money collected or the return of undelivered merchandise. Failure to fulfill this responsibility may result in the following:

- Not eligible to receive any prizes or rewards associated with the fundraiser.
- Not eligible to participate in future fundraisers.
- Application of other school policies pertaining to unpaid obligations.



## One to One Technology Use Agreement

Muhlenberg County School District may provide and assign students a device for use both at school and at home as a means to promote achievement and provide flexible learning opportunities. This policy provides guidelines and information about district expectations for students and families who are being issued these one-to-one (1:1) computing devices. Additional rules may be added as necessary and will become a part of this policy. *The district reserves the right to track the location of devices using geolocation software.*

Our expectation and belief is that students will responsibly use district technology and that they understand the appropriate and acceptable use of both the technology and district network resources. We also expect that students will make a good faith effort to keep their district-issued devices safe, secure and in good working order. These expectations apply to all school computers and all school-provided laptops wherever used, and all uses of school servers, internet access and networks regardless of how they are accessed.

## Student Responsibilities

1. Adhere to these guidelines each time the device is used at home and school.
2. Charge their 1:1 device at home nightly, bringing it to school each day with a full charge.
3. Use appropriate language in all communications. Do not use profanity, obscenity and offensive or inflammatory speech. Cyber bullying, including personal attacks or threats toward anyone made while using either the district owned or personally owned technology, is to be reported to responsible school personnel. Communication should be conducted in a responsible and ethical manner.
4. Respect the Internet filtering and security measures included on the device. All students on 1:1 computing devices are configured so that the Internet content is filtered both when the student is at school and when on any other public or private network.

## **One to One Technology Use Agreement (Continued)**

5. Only use technology for school-related purposes during the instructional day. Do not use the device for commercial or political purposes.
6. Follow copyright laws and fair use guidelines and only download or import music, video or other content that students are authorized or legally permitted to reproduce or use for school related work.
7. Make available for inspection by an administrator or teacher any messages or files sent or received to or from any Internet location using district technology. Files stored and information accessed, downloaded or transferred on district-owned technology are not private insofar as they may be viewed, monitored, or archived by the district at any time.
8. Transport computer in sleep mode, with screen closed, and in a protective case.
9. Provide their own headphones and/or ear buds as needed for school related work.
10. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
11. Return (including the charger) the device and protective shell upon transferring out of school, at the end of the school year, or at the request of the school or technology administrator.

### **Restrictions**

1. Do not mark, deface or place stickers on the device. School issued cases may also not be personalized.
2. Do not reveal or post identifying personal information, files or communications to unknown persons through email or other means through the Internet.
3. Do not attempt to override, bypass, or otherwise change the Internet filtering software, device settings or network configurations.
4. Do not attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
5. Do not share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
6. Do not download and/or install any programs, files or games from the internet or other sources onto any district-owned technology. This includes the intentional introduction of computer viruses and other malicious software.
7. Do not tamper with computer hardware or software, attempt unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software may result in criminal charges.
8. Do not attempt to locate, view, share or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers and the school media center.
9. Do not modify or remove the MCS D asset tag or the manufacturer serial number and model number tag.

### **General Rules**

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply commonsense to the care and maintenance of district-provided 1:1 technology. In order to keep devices secure and damage free, please follow these additional guidelines.

- ★ You are responsible for the device, charger, cords, school-owned case, etc. Do not loan any of these items to anyone else.
- ★ While a properly designed case affords some protection, there are still many fragile components that can easily be damaged by dropping, twisting, throwing bookbags, or crushing the device.
- ★ Do not eat or drink while using the 1:1 device or have food or drinks in close proximity. Any liquid spilled on the device may very well cause damage (often irreparable) to the device.

## **One to One Technology Use Agreement (Continued)**

- ★ Keep your 1:1 device away from precarious locations like table edges, floors, seats, or around pets.
- ★ Do not stack objects on top of your 1:1 device; leave outside or use near water such as a pool.
- ★ Devices should not be left in vehicles.
- ★ Devices should not be exposed to extreme temperatures (hot or cold) or inclement weather (rain, snow).
- ★ Do not store or transport papers between the screen and keyboard.

### **Computer Damages**

If a computer is damaged, the school must be notified immediately. If a student damages a computer, the student/student's family may be responsible for paying repair costs according to the repair costs determined by MCSD up to the full cost of a replacement device. The student's device will not be returned until the repair fee has been paid. MCSD reserves the right to charge the Student and Guardian the full cost for repair or replacement when damage occurs as determined by the administration.

Examples of negligence include, but are not limited to:

1. Leaving equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured device at school.
2. Lending equipment to others other than one's parents/guardians.
3. Using equipment in an unsafe environment.
4. Using equipment in an unsafe manner.
5. Ignoring common sense guidelines described above.

★ A student who does not have a computer due to a computer being damaged may be allowed to use a computer from the school depending on availability and reason for loss. Students whose computer has been damaged due to negligence will not be allowed to take the loaner computer home.

★ Access to a MCSD provided 1:1 device and network should be considered a privilege that must be earned and kept. A student's technology privileges may be suspended due to negligent damage to the device, or inappropriate use of the device that fails to comply with the MCSD technology agreements outlined in this document.

### **Failure to fulfill any of the above obligations may result in the following:**

- Student will not be eligible to participate in Field Day, Spring Festival, or end of the year incentive field trips.
- Student's grade card will be held in the school office.

## School Parties/Assemblies/Lunch

For safety and confidentiality reasons, some school events are for students and school personnel only. Please use the following guidelines, or call the front office.

- Teachers will be permitted to have class parties during the school year. These parties will be limited to the following: Halloween, Christmas, and Valentine's Day. All parties will begin at 1:30pm, unless changed for a specific reason by the administration. The teacher may designate a room mother to be in charge of the party. **NO PARENTS WILL BE ALLOWED TO VISIT THE CLASSROOM BEFORE 1:30pm.**
- Every month the school will have an Eagle Pride Assembly. Teachers will send invites to parents of the students who are receiving the Student of the Month award.
- Family Days will be offered during the year for parents/grandparents to come and eat lunch with students.

**Due to COVID-19, no parties, assemblies, or large gatherings will be permitted.**

## Extended School Services (ESS)

ESS is a school day program designed to offer students extended time to enhance necessary skills for improved academic performance.

Students may be referred for ESS by teachers, and occasionally by parents. Students who accept placement will be provided assistance based on his/her needs. Progress reports will be sent out with grade cards.

## Backpacks

Due to safety concerns, the SBDM Council requires that all students use the non-rolling type of backpack.

## Water Bottles

Students will be allowed to bring their own water bottles to school. **Due to Covid-19, all water fountains in the school building will be closed.**

## Birthday Party Invitations

### Birthdays

- Students are not allowed to bring party invitations, **UNLESS** the student plans to distribute to the entire class.
- **Office staff and teachers will not be permitted to give out other student's addresses and phone numbers.**

### Birthdays at school:

- If you choose to send a food treat, it must be store bought cookies, cupcakes or donuts. Please do not send cakes or items that can't be shared easily with all students. Please always check with the teacher before sending any food items.
- Please drop off the supplies for your child's birthday at the front office.

## **Student Wellness Policy**

Bremen Elementary is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Healthy kids do better in school on a daily basis. By committing to the following goals, we will be laying the groundwork to help our student become healthier individuals.

- Students will receive 30 – 60 minutes of organized P.E. weekly.
- Foods and beverages sold or served will meet the nutrition recommendations required by the Kentucky Department of Education.
- Students will have the opportunity to participate in recess approximately 60 minutes per week.
- Students will have the weekly opportunity to participate in “Go Noodle.” The primary goal of this program is to get kids moving during the school day without compromising learning. “Go Noodle” integrates academic lessons with movement. Teachers decide when and how to introduce an activity.



# **Telecommunication Devices (Cell Phones, iPods, iPads, etc.)**

## **Possession and Use**

While on school property or while attending school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunication devices, provided they observe the following conditions:

- Devices shall not be used in a manner that disrupts the educational process, including but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency exists, students shall turn on and/or use/operate devices only before and after the regular school day.
- When students violate the prohibition, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.
- Students are responsible for keeping up with the devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
- Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
- Students shall not utilize telecommunication devices or similar electronic devices in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.
- Devices should be turned off and stored in student's backpack.

Reference: KRS 158.165

## **Social Media Policy**

### **Students**

- Students may not use social media sites during the school hours.
- Students must sign an electronic access agreement from the district. (08.2323 AP.21)
- Students accessing social media sites during the day will be subject to loss of privilege up to suspension from school.
- If students use social media in a threatening way toward another student or staff member, the student will be subject to loss of school privilege up to suspension from school pending a threat assessment.

### **Faculty**

- Faculty must sign the district electronic access agreement form. (08.2323 AP.21)
- Faculty may not use social media sites during instructional times during the day.
- Faculty must maintain a professional presence on social media accounts.
- Faculty must not use social media to post pictures of students, unless given permission from the principal.

## **Social Media Policy (continued)**

### **General Public**

We value your input and feedback on our district run social media outlets. In an effort to keep all dialogue on a respectful level, we reserve the right to delete a post or comments and block users for any of the following reasons:

- Unrelated comments: If the comment is unrelated to the subject of a post, the comment will be deleted.
- Inappropriate comment/language: Any comment or post that contains any obscenities, profanity, or contains content that is illegal, offensive, abusive, defamatory, or harmful will be deleted and the user will be blocked.
- Attacks or Threats: Any content that directly threatens or attacks another user, the school district, or any employee of the school district directly or indirectly will be deleted and the user will be blocked. The material may also be turned over to the Muhlenberg County Sheriff's Office for criminal investigation.
- Any post or comment deemed inappropriate, abusive, offensive, defamatory, harmful, or illegal on any district run social media platform will be considered a violation of the Technology Acceptable Use Policy (08.2323 AP.21).

### **Morning Message**

At Bremen Elementary, the faculty, staff, and students will recite the following message every morning.

You are great.  
You are important.  
You are valuable.  
Your words are meaningful.  
You make me proud.  
You are loved.



The **MCBOE Policy 10.5 Visitors to the Schools** states:

“To ensure that school personnel are aware of visitors’ presence, visits to classrooms shall be scheduled in advance unless authorized by the Principal/Designee and all visitors must report immediately to the Principal’s office and obtain permission to visit upon entering the school and identify themselves as well as declare their purpose for visiting.” In conjunction with the above policy, this document has been developed to provide guidance on the implementation of the **RAPTOR Technologies Visitor Response System**.

1. ***Who must be scanned?***

Anyone who will be entering through and going beyond the front office during regular school hours must have his/her ID scanned. This does NOT include parents attending assemblies, participants in events such as Operation Preparation, Career Fair, and the Reality Store.

2. ***What types of identification can be used when entering the building as a visitor?***

The following will be utilized as acceptable forms of identification when entering the building as a visitor:

- A. Driver’s License
- B. Passport
- C. U.S. Military ID
- D. Valid State ID

3. ***What if there is no acceptable form of identification presented?***

There are two ways to be admitted as a visitor in the building.

- A. Presentation of a valid form of ID as listed in Question 2.
- B. Site-identification by employee at the front desk.
  - If no ID is presented but the visitor can be identified visually by the employee at the desk, the employee may manually enter the person’s name and date of birth into the RAPTOR system. This should never take the place of presentation of ID and used only when absolutely necessary. On the next visit, the employee will ask for valid ID.

4. ***What happens when a visitor refuses to present or show ID?***

This situation would be handled as any other front office situation of this nature. An administrator is notified to report to the office and/or if the employee at the front desk feels it is necessary, emergency protocol can be initiated including but not limited to: Lock Down, Panic Button, and/or Emergency Call.

## Helpful Tips for Parents

1. Establish for your child a regular time and place for doing homework with materials available and limited distractions.
2. Question your child about the assignment and make sure that they can explain to you what the task is, when it is due, and what is needed to get it done. Each student's assignments should be written in their assignment folder each day.
3. Look over the assignment upon completion and make sure that your child's work is up to your own standards.
4. Send a note, or write a note in your child's assignment folder to the teacher when you have a question or concern about your child's homework.

## Helpful Tips for Students

1. Be sure that you know what your homework is and when it is due. Write it down daily.
2. Don't leave school without materials that you need for the assignment.
3. Make sure that you understand the assignment before you leave school. Try calling a friend in your class if you have a question.
4. When you finish your homework, put it in a safe place so that you will be sure to remember to bring it back to school.

## Family Resource Center

### **Purpose**

The FRC mission is to enhance student's abilities to succeed in school by developing and sustaining partnerships that promote early learning and successful transition into school, academic achievement, and well-being.

### **Goal**

The goal of the FRC is to meet the needs of *all* children and their families who live in our community. The assistance may vary greatly, based on the resources available in the local community.

## Bremen Elementary PTO

### **Purpose**

The purpose of the Bremen PTO (Parent-Teacher Organization) is to strengthen, enhance, and encourage the educational and social environment of the school.

### **Goal**

The goals of the Bremen PTO are to compliment the school curriculum with additional opportunities for parents, teachers, and students to learn, socialize, communicate, and grow.

### **Fundraisers**

The Bremen PTO has several fundraisers throughout the year. These fundraisers are voluntary. If students participate, they (along with their parents/guardian) will become responsible for the return of the money collected. Failure to fulfill this responsibility may result in lost privileges. The Bremen PTO adheres to the policies adopted by the Bremen Site Based Decision Making Council. See page 11.

# Emergency Response Information

## **In the Event of an Emergency**

When an emergency occurs that affects the school, parents can obtain important information in the following ways:

- Our Infinite Campus Messenger will contact you via phone or text
- Tune in to our local TV and radio stations
- Visit the District's website or social media pages

These resources will give up-to-date information in the event of an emergency. Please do not immediately go to the school. We want to decrease traffic around our schools during emergencies to keep roads clear for emergency responders.

You will be notified on where, when, and how to pick up your child as soon as it is safe to release students. We understand that getting to your child during an emergency is important and we will work diligently to keep the process moving as quickly as possible.

## **Shelter-in-Place**

During a Shelter-in-Place, students may be taken to an inner hallway or a room with few or no windows and will remain there until it is safe to release students. Shelter-in-Place will be used if there is a threat of tornado or high winds, if a hazardous material is released into the air, or if emergency agencies determine that evacuations or early dismissal could potentially place students in danger. During Shelter-in-Place, students will not be released until it is deemed safe.

## **Evacuation**

During an evacuation, students will be sent outside or transported to an alternate site to prevent harm or injury due to an emergency inside the school or community. These sites have been predetermined and specific information will be released as it is known.

**Reunification** (reuniting parents and guardians with their children) is used when students have been removed from the school facility to an alternate location, or when an emergency has occurred that affects the area around the school. Please remember, a student can only be released to an adult who is listed as an emergency contact on school records. Be sure to keep your contact information up-to-date with authorized individuals and working phone numbers. Anyone attempting to pick up a student must show proper photo identification (driver's license, state ID card, military ID card, or passport). At the reunification site, traffic and crowd control will be critical and resources are in place to help us reunite you with your child as soon as possible. Please be patient as we will be utilizing a critical process to ensure students are reunited only with authorized individuals.