

New Prairie High School



Vision Statement



Graduates of
New Prairie High School
are prepared for postsecondary
success.

Mission Statement

The New Prairie High School community is
committed to creating a culture of continuous
improvement where we develop a commitment
toward learning.

This agenda belongs to:

NAME _____
ADDRESS _____
CITY/TOWN _____ ZIP CODE _____
PHONE _____
STUDENT NO. _____

 **PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight! Printed on recyclable paper 

Class Times

Freshman Schedule

Period	Time
Period 1	7:15-8:05
Period 2	8:10-9:00
Period 3	9:05-9:55
Lunch	9:55-10:25
Period 4	10:25-11:15
Period 5	11:20-12:10
Advisor	12:15-12:30
Period 6	12:35-1:25
Period 7	1:30-2:20

Upper Classmen Schedule - 1st Lunch

Period	Time
Period 1	7:15-8:05
Period 2	8:10-9:00
Period 3	9:05-9:55
Period 4	10:00-10:50
Lunch	10:50-11:20
Period 5	11:20-12:10
Advisor	12:15-12:30
Period 6	12:35-1:25
Period 7	1:30-2:20

Upper Classmen Schedule - 2nd Lunch

Period	Time
Period 1	7:15-8:05
Period 2	8:10-9:00
Period 3	9:05-9:55
Period 4	10:00-10:50
Period 5	10:55-11:45
Lunch	11:45-12:15
Advisor	12:15-12:30
Period 6	12:35-1:25
Period 7	1:30-2:20

RULES, REGULATIONS AND GUIDELINES

ABSENCE

An absence is defined as missing a class. **Other than absences indicated in Indiana Code 20-33-2-14-17 all absences are considered unexcused.**

ADMIT SLIPS

All students who are returning to school from an absence during the school day will need to report to the *attendance secretary* to obtain an admit slip. **An admit slip is your ticket to enter class after an absence.**

ACCIDENTS

Any student who has an accident while on school property is required to report immediately to the office and/or to a teacher, coach, or sponsor. Follow this procedure regardless of how slight the injury may be. An accident report must be filed by school officials.

ARRIVAL AT SCHOOL

Upon arriving at school, students are to enter the school building. **Loitering in the parking lot or outside the school is prohibited. Returning to cars between the hours of 7:15 a.m. and 2:20 p.m. is not permitted for any reason without prior permission from the office. Students in the school building before 7:00 a.m. or after 2:30 p.m. must have adult supervision/sponsor.**

ASSEMBLIES

Periodic assemblies are held to broaden the cultural horizons of students. Students will conduct themselves in a manner that exhibits respect toward the performer and toward their peers. **Teachers will be responsible for escorting their class to the assigned area in the auditorium/gym and will remain with their class.**

ATTENDANCE

Regular attendance is necessary if a student is to succeed in school. Early identification of attendance problems is essential to assure that students will receive counseling and have every opportunity to solve the problem. It is the purpose of this regulation to stimulate both students and parents to assume the responsibility of maintaining good school attendance. Notification of a student's absence from school is the parent's responsibility. If a student must be absent, it is the duty of the parent to call the high school office by 7:30 a.m. the day of the absence and state the reason for the absence. If prior contact is not possible, the parent or guardian must provide a written excuse on the day the student returns to school. If the absence of the student appears to be questionable or excessive, the school staff will work with the parents to improve their child's attendance. Excessive absences will be reported to the appropriate county agency and a legal alternative may be pursued. The school numbers are 778-2215 or 654-7271. E-mail addresses which may be used are:

caclark@npusc.k12.in.us, rsavchick@npusc.k12.in.us, or aspahn@npusc.k12.in.us

20-33-2-14-17 Compulsory attendance; exceptions These are the only absences that will ever be considered excused and will not show up on the students attendance record as an unexcused absence.

Sec. 18

- (a) Service as a page for or as an honoree of the Indiana general assembly constitutes a lawful excuse for a pupil to be absent from school. For each day of page service or as an honoree of the Indiana general assembly, verified by the certificate of the secretary of the senate or the chief clerk of the house of representatives, a student excused from school attendance under this subsection shall not be recorded as being absent on any date for which the excuse is operative, nor shall the student be penalized by the school in any manner. The section applies to all pupils, whether they attend public, private, or parochial schools.

- (b) The governing body of each school corporation and the chief administrative official of each private secondary school system shall authorize the absence and excuse of each secondary school student who serves on the precinct election board or as a helper to a political candidate or to a political party on the date of each general, city or town, special, and primary election at which the student works. Prior to the date of the election, the student must submit a document signed by one (1) of the student's parents or guardians giving permission to participate in the election as provided in this section, and the student must verify to school authorities the performance of services by submitting a document signed by the candidate, political party chairman, campaign manager, or precinct officer. The document must describe generally the duties of the student on the date of the election. A student excused from school attendance under this subsection shall not be recorded as being absent on any date for which the excuse is operative, nor shall the student be penalized by the school in any manner.
- (c) The governing body of each school corporation or the chief administrative officer of each private school system shall authorize the absence and excuse of a student who is issued a subpoena to appear in court as a witness in a judicial proceeding. A student excused under this subsection shall not be recorded as being absent on any date for which the excuse is operative, nor shall the student be penalized by the school in any manner. The appropriate school authority may require that the student submit the subpoena to the appropriate school authority for verification.
- (d) The governing body of each school corporation or the chief administrative officer of each private school system shall authorize the absence and excuse of each secondary school student who is ordered to active duty with the Indiana National Guard for not more than ten (10) days in a school year. For verification, the student must submit to school authorities a copy of the orders to active duty and a copy of the orders releasing the student from active duty. A student excused from school attendance under this subsection shall not be recorded as being absent on any date for which the excuse is operative, nor shall the student be penalized by the school in any manner. *(Formerly: Acts 1973, P.L.218, SEC.1.) As amended by Acts 1977, P.L. 243, SEC.1; P.L.211-1983, SEC.1; P.L.197-1985, SEC.4; P.L.200-1995, SEC.1; P.L.146-1999, SEC.3.*

20-33-2-20 Attendance records

Sec. 23.

- (a) An accurate daily record of the attendance of each child who is subject to compulsory school attendance under section 17 of this chapter shall be kept by every public and private school.
- (b) In a public school, the record shall be open at all times for inspection by attendance officers, school officials, and agents of the department of labor. Every teacher shall answer fully all lawful inquiries made by an attendance officer, school official, or agent of the department of labor.

20-33-2-27 Compulsory attendance; parent's responsibility

Sec. 33

- (a) It is unlawful for a parent to fail to ensure that his child attends school as required under this chapter.

20-33-2-44 Penalty

Sec. 37. Penalty. A person who knowingly violates this chapter commits a Class B misdemeanor. *(Formerly: Acts 1973, P.L.218, SEC.1.) As amended by Acts 1978, P.L.2, SEC.2006.*

Chapter 13. Verifying Student Absences

20-33-2-47 System for parental notification of nonattendance of students; development and implementation

Sec. 1. A school corporation may develop and implement a system of notifying the parent or guardian of a student when:

- (1) the student fails to attend school; and
- (2) the student does not have an excused absence for that day.

As added by P.L.12-1994, SEC.13.

20-33-2-47 Telephone notification to parents of student nonattendance

Sec. 2. If a school corporation implements a notification system under this chapter, the attendance officer or the attendance officer's designee shall make a reasonable effort to contact by telephone the parent or guardian of each student who has failed to attend school and does not have an excused absence for that day.

As added by P.L.12-1994, SEC.13.

20-33-2-47 Immunity from liability where reasonable efforts to notify are made

Sec. 3. If an attendance officer or an attendance officer's designee has made a reasonable effort to contact a parent or guardian under section 2 of this chapter, the school corporation is immune from liability for any damages suffered by the parent or guardian claimed because of failure to contact the parent or guardian. *As added by P.L.12-1994, SEC.13.*

STUDENTS WILL BE ALLOWED NO MORE THAN 5 ABSENCES PER CLASS DURING A SEMESTER. If a student is absent more than 5 times in a class, credit may not be given. The student and parent will have an opportunity to present their case to the *Attendance Review Committee* within a week after missing the 6th class period. If credit redemption is not granted, the student will remain in the class, be expected to complete the work, but will not earn a credit. The student will receive a *no credit* if the student is passing the class. If the student is failing the class, they will receive an F in the class. The only **excused** absence is as indicated by Indiana Code 20-33-2-14-17.

***Guidelines for Leaving School**

If a student needs to leave school for an appointment, the student must verify the appointment in the office with an appointment card or note before the appointment. The student will not be allowed to leave for the appointment unless parent contact has been made with the school via phone call or note. **Students who leave school without prior parent notification are in violation of New Prairie High School's Attendance Policy.** The office will accept calls or notes from parents or guardians concerning doctor appointments or illnesses – but again, these are not considered **excused**. Students must **sign out** when they leave for appointments. They must also **sign in** when they return to school from an appointment.

Policy on make-up work for an absence - Each Individual Teacher

New Prairie High School expects students to be in attendance and responsible for attendance in every class. The responsibility of verifying absences as explained in this policy rests with the parent and student. The classroom teacher is responsible for monitoring student attendance and accurately reporting attendance to the attendance secretary. Students will be responsible for all work missed on dates of excused absences. Major assignments are due upon the first day back to school after an absence. Ultimately, the evaluation of student success will be based upon their performance in and for the class, as well as the quality of their work.

Calls or notes from parents or guardians concerning doctor appointments or illnesses will be accepted by the attendance office but, they are considered unexcused. **Again, only those absences indicated in Indiana Code 20-33-2-14-17 will be considered excused.**

Family Vacation and Vacation Homework

The school has no authority to approve an absence for a family vacation. If students miss school due to a family vacation, it is the responsibility of the student to obtain make-up work. Upon return, it is the student's responsibility to complete the missed assignments within a time determined by the student's teachers. School work cannot be expected in advance. Some assignments tasks or activities such as lectures, field trips, speakers or group presentations cannot be made up. An absence in this case may affect the student's ability to satisfactorily complete assignments and may adversely affect the student's grade. Students will not be given a chance to make-up final exams if they miss due to family vacation. You are given a corporation calendar at the beginning of the year; please plan your vacations accordingly. **Vacations days will count toward the five (5) day rule and may result in the loss of credit.**

AUTHORITY OF SCHOOL PERSONNEL

Students are advised that any administrator, any faculty, and any staff member has the authority to direct the actions of the students while school is in session or a school activity is in progress.

BOOK RENTAL COSTS

Any student who enrolls at the beginning or during the school year:

Full year class

1st nine weeks - 100 %
2nd nine weeks - 75 %
3rd nine weeks - 50 %
4th nine weeks - 25 %

Semester class

1st nine weeks - 100 %
2nd nine weeks - 50 %

BOOK RENTAL REFUND

Any student who withdraws from school in good standing will receive the following refund providing books are in satisfactory condition.

Full year class

1st nine weeks – 100%
 2nd nine weeks - 75 %
 3rd nine weeks - 50 %
 4th nine weeks - 25 %

Semester class

1st nine weeks – 100%
 2nd nine weeks – 50%

BULLETIN BOARDS

Bulletin boards and display cases are used by teachers and students to display student work, pass along information, etc. All materials on bulletin boards must first be approved by the school administration.

BULLYING – Indiana Law Code 20-33-8-13.5

“Bullying will not be tolerated. Bullying is defined as “overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.” All instances of bullying must be reported to school officials, and an investigation will be made. Punishment will be at the discretion of the administration.

Parents may be contacted.

BUS RULES

Riding the school bus is a privilege afforded by the school corporation. This privilege can be revoked whenever it is determined that the students’ actions present a safety hazard to other riders, or when the bus driver determines that his/her attentions must be diverted from the sole operation of the bus to control that student. Students are made fully aware that all school rules apply to all students from the moment they enter the bus until the moment they depart the bus. **This also involves the vocational bus.**

CAFETERIA

The school provides a cafeteria where well balanced meals may be purchased at reasonable prices. Hot lunch prices will be \$1.95 for high school students. Ala Carte items will also be sold. The cafeteria area will be used by all students for lunch purposes. Proper behavior is required in the cafeteria. There is to be no throwing of food, paper, or other objects. All students are required to place their empty trays in the proper areas and to clean up all trash. Any student caught throwing away a lunch tray will be charged \$10.00. Students acting in an irresponsible manner in the cafeteria or found damaging vending machines or cafeteria tables will be responsible for repair costs and will have the privilege of using these facilities suspended. Lunch money can be paid daily or can be deposited into each child's account in larger sums to be used until the balance has been depleted. Each child will be responsible for listening to his/her balance when purchasing a lunch. Each child will be assigned a PIN number that he/she must use when purchasing food from the cafeteria. Use of this prepaid system enables faster and more efficient service in the cafeteria. Cash or checks will be accepted. There will be a \$20 fee assessed for any checks returned for insufficient funds. No checks will be accepted once an NSF check has been received or when an NSF check has not been taken care of in a timely manner.

Parents may apply for free or reduced price lunches by obtaining the application form from the school office. We urge all families to submit an application due to the form containing other programs, such as Hoosier Healthwise.

Charging is discouraged in the cafeteria. (Hot lunch is the only item to be charged, there is no charging of Ala Carte). If charging is abused the student will no longer be allowed to charge. An alternate meal of a cheese sandwich, fruit, and milk will be offered.

Theft of cafeteria items will be handled in the following manner:

1st offense: Monetary restitution, 1-3 days detention or suspension, possible police report and escort thru the cafeteria line for the remainder of the school year.

2nd offense: Monetary restitution, 3-5 days suspension, police report and escort thru cafeteria line for the remainder of the school years.

3rd offense: Monetary restitution, 10 day suspension, police report, recommended expulsion.

CHANGE OF ADDRESS/TELEPHONE

Because communication between the school and the home is most frequently done by telephone and/or letter, it is imperative that the correct mailing address and telephone number be on record. Students who move and/or change their telephone numbers should notify the office of such changes.

CLASS OFFICERS

Each class will select class officers. Care should be taken in selecting well qualified students. Class officers will comprise the student senate. The student senate is the representative group for high school students. This group acts as a nucleus of the student body. It aims to develop among students a deep realization of their part in the conduct of the school and to strengthen their power of self-direction and control.

CLASS RULES/GRADING

Each classroom teacher will develop class rules and a means of student evaluation. Individual teachers will inform students of their policies during the first week of each semester. These will be posted in a visible spot.

CLOSED CAMPUS

New Prairie High School operates a closed campus, which means that students cannot leave without permission from parents and the principal's office. Upon arriving at New Prairie High School, students cannot leave until completing the scheduled day without parent and administrator permission and appropriate documentation by the attendance secretary. Even if the regular school day has not started or a student has not yet attended class, he/she still must sign out.

COUNSELING AND GUIDANCE

Counseling and guidance services are available to all students at the high school. Students are urged to use these services when they feel they are needed. Services are available in personal counseling, academic counseling, course selection, career and occupational awareness, testing, college selection, obtaining financial aid for college, and obtaining armed forces information. Referral services are also available. Students need to make appointments to avoid overcrowding. **Passes will be issued by guidance for students.**

DANCES

Dances are a privilege not a right. Students over 5 absences will not attend Mistletoe/Prom. Dances may be held periodically throughout the school year. Attendance at a school dance is limited to those students attending the New Prairie High School. Guests may attend Prom and Mistletoe only if cleared in advance of these two dances with the principal or designee. Mistletoe will end at 11:00 p.m. and prom by 12:00. Prom is for 11-12 grades only. Outside guests or NPHS guests must be at least a sophomore, but not older than 20 years of age. Guests must have graduated on good terms from a high school. Students who have 3 or more behavior referrals, or have had 1 or more serious referrals (truancy, fight, harassment, etc.) will be excluded from attending school dances. **The administration has the final approval. Public Display of Affection rules apply!**

DESIGNATED AREAS at LUNCH

All students will remain in the cafeteria during their assigned lunch. Students must go directly to the cafeteria within 5 minutes after being released from class. Only authorized passes will be recognized from a teacher, office personnel, or guidance counselor.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information”. The Board designates as student “directory information”; a student’s name, address, telephone number; photograph, date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or listing on an honor roll and scholarships.

If you DO NOT wish to have Directory Information released without your prior knowledge and/or consent, please complete this form and return it to your school principal.

DENIAL OF PERMISSION TO RELEASE DIRECTORY INFORMATION

I, _____, the authorized parent or guardian of
(Please print)

_____, deny permission to release Directory
(Please print)
Information* about my child without my prior, written consent.

Signature

Date

*Exception(s) to this Denial of Permission to Release Directory Information include:

- o Honor Roll Recognition
- o Scholarship Announcement
- o Athletic/Academic Team Achievement
- o Student Work and Photographs on School Corporation Web Pages
(Any photo identification would include first name only per Corporation policy)
- o Other _____(please specify)

Please check the appropriate box above IF you wish to grant the listed exception(s) to your Denial of Release.

DISCIPLINE

The purpose of discipline is to create an environment of learning through the development of self-discipline, the promotion of expectations for responsible behavior, and consideration for the rights of others.

Student responsibilities:

1. Each student shall accept responsibility for his or her own behavior.
2. Each student shall show respect for self and others.
3. Each student shall comply with corporation policies, rules and standards designed for protection of the rights of all.
4. Each student shall be involved in the educational process to the fullest extent possible.

Parent responsibilities:

1. Parents are to become familiar with these guidelines and review them with their child or children.
2. Parents are to work with their child or children and with the school personnel to resolve any discipline problems.
3. Parents can be required to participate in any action taken in connection with their child or children’s behavior.

20-33-8-12 Adoption of discipline rules; publicity requirement; discipline policy regulations and rulemaking powers of school corporation governing body

Sec. 7. (a) The governing body of a school corporation must do the following:

- (1) Establish written discipline rules, which may include appropriate dress codes, for the school corporation.
- (2) Give general publicity to the discipline rules within a school where the discipline rules apply by actions such as:
 - a. Making a copy of the discipline rules available to students and students’ parents; or
 - b. Delivering a copy of the discipline rules to students or the parents of students.

This publicity requirement may not be construed technically and is satisfied in any case when the school corporation makes a good faith effort to disseminate to students or parents generally the text or substance of a discipline rule.

Students are expected to act responsibly at the high school. In the absence of self discipline, the appropriate member of the educational team will serve preventive and/or corrective actions to assist the growth and development of students.

DISCIPLINE CHART OF CONSEQUENCES

This chart serves as a guideline for the administration when issuing consequences for violations. The administration reserves the right to enforce a more or less severe consequence. This chart is not to be considered all inclusive and may be adjusted as needed. Each student has a fresh start with discipline each school year.

Class I Violations	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Dress Code	Change of clothing 1 detention	OSS (1-3 days) Parent Mtg.	OSS (3-5 days)	OSS (5-10 days)/Rec. for Expulsion
Tardiness	Verbal Warning	Detention	OSS (1-3 days), Loss of parking tag for 2 weeks	OSS (5-10 days), Loss of parking tag for the rest of the year.
Food, Candy, Pop,	Verbal Warning	Detention(s)	OSS (3-5 days)	OSS (5-10days), Rec. for Expulsion
Horseplay	Detention(s)	OSS (1-3 days)	OSS (3-5 days)	OSS (5-10 days), Rec. for Expulsion
Profanity	Detention(s)	OSS (1-3 days)	Parent Meeting, OSS (3-5 days)	OSS (5-10 days), Rec. for Expulsion

Public Displays of Affection	Verbal warning, Parent notified	OSS (1-3 days)	OSS (3-5 days)	OSS (5-10 days), Rec. for Expulsion
Lighter, Matches, Ignition Devices	Detention	OSS (1-3 days)	OSS (3-5 days) Parent Mtg.	OSS (5-10 days), Rec. for Expulsion
Parking Violation	Verbal Warning	Loss of parking tag for 2 wks./veh. towed	Loss of parking tag for the year./veh towed	
Driving Violation	2 weeks no driving	Semester Loss of Driving Privileges	Loss of driving privileges	
Unauthorized Area	ATSE/Detention	OSS (1-3days)	OSS (3-5days)	OSS (5-10days) Rec. for Expulsion
Multi-media Cell phones may be used when approved by a teacher for a class activity.	Item confiscated, parent must pick up item, detention	OSS (1-3 days) Parent must pick up item	OSS (3-5 days) Parent must pick up item	OSS (5-10 days) Parent must pick up item
Class II Violations	1st Offense	2nd Offense	3rd Offense	4th Offense
Cheating & Plagiarism	“F” on assignment & detention	“F” for 9 weeks	“F” for semester	OSS (5-10 days) /Rec. for expulsion
Bus Safety Violation	To be determined by Transportation director/Administration Transportation rules	Possible loss of bus riding priv.	Suspension from school	Recommendation for expulsion
Classroom Disruption	1 detention	2 detentions	OSS (1-3 days)	OSS (3-10 days) /Rec. for expulsion
Disrespect &/or Insubordination	OSS (1-3 days)	OSS (3-5 days)	OSS (5-10 days) Rec. for expulsion	

1st Offense 2nd Offense 3rd Offense 4th Offense

Forgery/False Attendance Call	Detention	OSS (1-3 days)	OSS (3-5 days)	OSS (5-10 days)/Rec. for expulsion
Teasing/Harassing (Non-threatening)	Detention	OSS (1- 3 days)	OSS (3-5 days)	OSS (5-10 days)
Unsportsmanlike behavior as a spectator	Refer to athletic director			
Class III Violations	1st Offense	2nd Offense	3rd Offense	4th Offense
Computer Violation	OSS (1-3 days)/Poss. Loss of computer privileges	OSS (3-5 days)/Loss of computer priv. for semester/year	OSS (5-10 days)/Rec. for expulsion	Based on severity, rec. for expulsion
Fighting* Consequence will vary depending on level of involvement	OSS (1-3 days)/Possible Police report	OSS (3-5 days) / Possible Police report	OSS (5-10 days) Rec. expulsion Possible police report	
Sexual Harassment	OSS (1-3 days)/possible police report	OSS (3-5days) /parent conference, possible police report	OSS (5-10days) / Recom. For expulsion, possible police report	

Theft* All offenses include mandatory restitution	OSS (1-3 days)/ Possible Police Report	OSS (3-5days) / Police Report, Parent conference	OSS (5-10 days, recommended Expulsion	
Threat – Verbal, Written or Gestures	OSS (1-3 days), possible police report	OSS (3-5 days) , possible police report	OSS (5-10 days), possible police report, recom. for expulsion	
Tobacco use or Possession	OSS (1-3 days)	OSS (3-5days)	OSS (5-10 days) recom. for expulsion	
Truancy/skipping See Attendance Defined as being absent from school w/out permission, leaving school or class w/out permission	1 detention per class period missed	1 detention per class period Parent contact 180 day removal of drivers license	OSS (5-10 days), rec. for expulsion, Loss of driver's license/work permit, loss until 18	
Vandalism* All offenses also include mandatory restitution	OSS (1-3 days) – possible police report	OSS (5-10 days) Police report, rec. for expulsion		
Class IV Violations	1st Offense	2nd Offense	3rd Offense	4th Offense
Assault/Battery	OSS (1-10 days), Police Report, request for expulsion			
Bullying	OSS (1-3 days)	OSS (3-5 days)	OSS (5-10 days)/Rec. for expulsion	
Drug/Alcohol Violation Possessing, dealing, using, paraphernalia	10 days OSS, police report, recom. for expulsion			
Gang Activity	OSS (1-3 days)	OSS (3-5 days)	OSS (5-10 days)/Rec. for expulsion	
Weapons Violation	OSS (10 days), police report, recom. for expulsion			Note: Gun possession will follow mandatory 1 year expulsion, per Indiana Code

DISTRIBUTION OF MATERIALS

Prior to the distribution of printed or other material, all students must have the approval of the school principal or designee.

DRESS POLICY

Proper health, safety, and attire are positive reflections upon the high school and community. Dress or articles which advertise or promote drugs, obscenity, or gang relations will not be tolerated. Inappropriate dress or articles which are deemed distracting to the purpose of school are prohibited. We will maintain our community standards when it comes to appearance in our school and at our school functions. The following guidelines are to emphasize these concepts and to minimize disruptions to the educational process. These guidelines are based on the administrators' discretion. Any prohibited item brought to school will be confiscated and held at the discretion of the administration.

1. All clothing must be appropriate and not excessively revealing (example: cleavage, as per administrative discretion).
2. No holes in clothing – pants/jeans/shorts/shirts
3. No sagging, excessively baggie, or wide bell-bottom pants. Pants cannot drag on the floor.
4. Hoods, hats, headscarves, headbands, or bandanas may not be worn in the building.
5. Appropriate shorts, skirts, and dresses. We will use the **fingertip rule**. (Staff refer to office)
6. Midriffs must be covered. Bottom of shirt **must cover top of pants** or be tucked in.
7. Clothing or articles which could damage school property or harm someone will not be permitted. (Example: chains, pins, and spikes)
8. No slippers or pajama pants.
9. No sunglasses in school.

DRIVING PRIVILEGES – LICENSE HOUSE ENROLLED ACT 1597

New Prairie High School adheres to House Enrolled Act 1597 of the State of Indiana. This act amends the driver's license law to; 1) prohibit the issuance of an operator's license, learner's permit, temporary motorcycle learner's permit, motorcycle operator endorsement or license and 2) invalidate a person's license or permit if:

- A. The student is at least thirteen (13) years of age and less than eighteen (18) years of age and is suspended for the second time during the school year.**
- B. The student has been expelled from school.**
- C. The student has been excluded from school due to misconduct.**
- D. The student is habitually truant from school during the school year.**

Periodic reviews (at least one per year) will be conducted to evaluate if a student's behavior or attendance has improved. If improvement is shown, the license suspension may be lifted.

If a student withdraws or quits school while the license suspension is in effect, the suspension will still remain in effect.

Withdrawal in an effort to circumvent the sanctions will still lead to invalidation of a person's license or permit.

DROP / ADD WEEK

Schedules will not be adjusted after the start of the school year. The only changes made to schedules at the start of the second semester will be for students who have not passed a class the first semester and need to re-take the class in order to graduate.

DRUG-FREE SCHOOL

New Prairie High School is committed to providing a drug-free school. Drug abuse is a threat to the health and safety of our students. For this reason, and in accordance with Federal law, New Prairie High School prohibits the use, possession, concealment, manufacture, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process, up to and including expulsion from school and reference for prosecution.

The LaPorte County Drug Free Partnership offers *Free Drug Test Kits* for parents to use with their teens should they be concerned about possible drug use. The kit tests for marijuana, opiates, PCP, methamphetamines (including ecstasy), and cocaine. It has a shelf life of 18 months. Results are ready in 5 minutes and are 98% accurate. The tests are available anonymously on Fridays from 9am – 4pm at either office of the LaPorte County Health Department, in LaPorte at the County Complex and in Michigan City at 8th and Wabash. They are available anytime at the Juvenile Services Center on Zigler Road. Instructions along with drug facts and community resources accompany the tests.

**EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES & STUDENT DRIVER DRUG
TESTING PROGRAM**

A STATEMENT OF NEED AND PURPOSE

A program of deterrence will be instituted as a pro-active approach to a drug free school. Through driving or participation in extra-curricular and co-curricular activities, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is three fold: (1) to provide for the health and safety of students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs. Students involved in extra-curricular and co-curricular activities and driving to and from school need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from driving to and from school or participating in extra-curricular and co-curricular activities while he/she has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle. It is designed to create a safe, drug free, environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as a result of any verified "positive" test conducted by his/her school under this program other than stated therein.

INTRODUCTION

The effective date of this program is August 1, 2003. This program does not affect the current policies, practices, or rights of New Prairie United School Corporation with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy.

REASONABLE CONCERN

New Prairie United School Corporation has a strong commitment to the health, safety and welfare of its students. Our commitment to maintaining the extra-curricular and co-curricular activities in New Prairie United School Corporation and driving to and from school as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extra-curricular and co-curricular activities and driving to and from school.

SCOPE

Participation in extra-curricular and co-curricular activities and driving to and from school is a privilege. This policy applies to all New Prairie United School Corporation students in grades 9-12 who wish to participate in extra-curricular and co-curricular activities that are listed below:

1. Athletics (Participants include, but are not limited to, athletes, cheerleaders, managers, and other athletic student personnel).
2. Music (Participants include, but are not limited to, performing band members, performing choir members, and participants in solo/ensemble contests).
3. All student clubs and organizations

This policy also applies to any student who wishes to drive to school, from school, or during school.

CONSENT FORM

It is MANDATORY that each student who participates in extra-curricular and co-curricular activities or drives to or from school sign and return the "consent form" prior to participation in any extra-curricular and co-curricular activity. Failure to comply will result in non-participation and/or no issue of a student-driving permit to school.

At the beginning of each selection date, school year or sport season, as determined by the Indiana High School Athletic Association, or when a student moves into the district and joins an activity, all students wishing to participate in that season's sports may be subject to urine testing for illicit or banned substances. Up to 10% of eligible students may be randomly tested on a weekly basis anytime during the school year. Any student who refuses to submit to urine drug testing will not be allowed to practice or participate in designated extra-curricular and co-curricular New Prairie United School Corporation activities or drive to and from school.

Each student shall be provided with a "consent form", a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the New Prairie United School Corporation random drug-testing program.

NON-PUNITIVE NATURE OF POLICY

No student athlete will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the New Prairie United School Corporation Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the New Prairie School Corporation Board of Education, to the extent permitted by such subpoena or legal process.

BANNED SUBSTANCES

For the purpose of this Policy, the following substances or their metabolites that can be tested for are considered illicit or banned for New Prairie United School Corporation students.

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
Methaqualone	Ecstasy	Opiates
Propoxyphene	Other Specific Drugs	

TESTING PROCEDURES

- (1) The selection of participants to be tested will be done randomly by the principal/designee, or outside agency and selections will be made from time to time throughout the school year. The drug-testing pool will consist of those persons agreeing to be tested. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned a number that will be placed in a drawing. The principal/designee or outside agency will use a system to assure that students are selected in a random fashion. This system will utilize a computer-based system designed specifically for the purpose of randomly selecting individuals for drug testing.
- (2) No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
- (3) Upon being selected for a urinalysis test under this policy, either by random draw, or a "follow-up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.

- (4) All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 40 ounces of fluid. If still unable to produce a specimen within three hours, the student will be taken to the principal's office and told he/she is no longer eligible for any of the extra-curricular and co-curricular activities and driving to and from school. In addition, the parents/ guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.
- (5) All specimens registering below 90 degrees or above 100 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.
- (6) If it can be proven that tampering or cheating has occurred during the collection, the student will become ineligible for all of the "extra-curricular and co-curricular activities" and driving to and from school for the remainder of the school year. This will be reported to the parent/guardian.
- (7) Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/designee must time and sign the pass.
- (8) The specimens will then be turned over to the testing laboratory, and each specimen may be tested for alcohol, and "street drugs" (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also "performance enhancing" drugs such as steroids may be tested.
- (9) The laboratory selected must follow the standards set by the U.S. Department of Health and Human Services. It must be certified by HHS under the National Laboratory Certification Program (NLCP).

CHAIN OF CUSTODY

- (1) All Collection personnel will be trained according to Department of Transportation collection procedures. To maintain confidentiality, the student's name will not appear on the laboratory copy of the chain of custody and control form.
- (2) The principal/designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. The administrator should not bring all the students drawn from the pool to the collection site simultaneously.

- (3) Before the student's urine specimen is tested by the laboratory, students will agree to fill out, sign and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
- (4) A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. Only the lab testing the specimen may break the seal.
- (5) If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid and the test will be canceled.
- (6) Students will be instructed to remove all coats and wash their hands in the presence of the collector prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The collector will wait outside the restroom. The student will have four minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restroom will be shut off.

TEST RESULTS

- (1) This program seeks to provide needed help for students who have a verified "positive" test. The student's health, welfare, and safety will be the reason for preventing students from participation in extra-curricular and co-curricular activities and restrict him/her from driving to or from school.
- (2) The principal/designee will be notified of a student testing "positive" only after the test result is verified by the Medical Review Officer. The laboratory will report the test result to the Medical Review Officer after initial and confirmatory test results are completed. The student and his parent/guardian will be notified by the Medical Review Officer where they will be given an opportunity to present documentation of a prescription for the positive substance. The Medical Review Officer will contact the prescribing physician and verify the prescription.

- (3) If the test is verified "positive", the principal/designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help.

A "follow up" test will be requested by the principal/designee after the suspension period and after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow up" test is negative, the student will be allowed to resume extra-curricular and co-curricular activities and/or driving. Subject to the disciplinary consequences of the Athletic Code of Conduct and/ or applicable Student Activities Code of Conduct. If a second "positive" result is obtained from the "follow up" test, or any later test of that participant, the same previous procedure shall be followed. In addition, the New Prairie United School Corporation reserves the right to continue testing at any time during the remaining school year any participating student who tested "positive" and did not make satisfactory explanation.

- (4) Information on a verified "positive" test will be shared on a "need to know" basis with the student's coach or sponsor. The results of "negative" tests will be kept confidential to protect the identity of all students being tested. All drug test results will be kept in locked files with access only by the principal/designee.

STATISTICAL REPORTING AND CONFIDENTIALITY OF DRUG TEST RESULTS

The testing laboratory, Medical Review Officer or third party administrator may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the New Prairie United School Corporation Board of Education. However, the third party administrator will provide the building principal with a quarterly report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

FINANCIAL RESPONSIBILITY

- (1) Under this policy, New Prairie United School Corporation will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial "follow up" drug tests. (Once a student has verified "positive" test result and has subsequently tested negative from a "follow up" test, any future "follow up" drug test that must be conducted will be paid for by the student or his/her parent/guardian.)
- (2) A request on appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.
- (3) Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

CONFIDENTIALITY

Under this drug testing program, any staff, coach, or sponsor of New Prairie United School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the New Prairie United School Corporation commitment to confidentiality with regards to the program.

OTHER RULES

Apart from this drug-testing program, New Prairie High School Athletic Department and the coaching staff/sponsor of each sport/activity have their own training rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

COLLECTION PROCESS

Selected student athlete's report from class to the collection site. A specimen of urine is collected following this process:

- a. Student first is asked to wash their hands with water and dry them.
- b. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jacket, sweaters, etc., are to be removed before entering the collection area.
- c. The drug testing custody and control form is completed by the student and collector.
- d. The collector adds a bluing agent to the water in the urinal or toilet.
- e. The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (45ml) in one attempt. The student is also told they are to hand the container of urine to the collector.

- f. The student enters the stall to collect the specimen, and then hands the container to the collector. The student may then rewash their hands.
- g. The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering. If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen will be considered refusal to test and the principal notified.
- h. With the student watching, the collector will recap the specimen bottles tightly.
- j. The collector takes the properly student-signed and initialed bottle seals and places them over the caps and side of the bottles.
- k. The sealed bottles are placed inside the transport bag and the top sealed. As directed.
- l. The top lab copies of the drug testing custody and control form are folded with the top portion visible to the outside and placed in the requisition pouch. This pouch is then sealed as indicated. The student is given the donor copy of the form.
- m. While the student watches, the sealed specimen bag is carried to a secured storage area.
- n. The student is then sent back to class.
- o. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the principal/designee and Medical Review Officer in a timely manner.
- p. The principal will be notified immediately of any student who refuses to give a urine sample.

MEDICAL REVIEW OFFICER RESPONSIBILITIES

The Medical Review Officer will review all results of urine drug testing. Any urine specimen testing positive for illicit or banned substances will be handled in the following manner:

- a. The Medical Review Officer determines if any discrepancies have occurred in the chain of custody.
- b. Depending on the substances found in the urine, if necessary the Medical Review Officer will contact the parent/guardian to determine if the student is on any prescribed medication from a physician.

- c. If the student is on medication, the Medical Review Officer will contact the prescribing physician to verify the prescription and overturning the positive result to a negative result. Failure to cooperate with the Medical Review Office in obtaining this information will result in the positive test being reported to the principal/designee.
- d. The Medical Review Officer will then determine if any of the prescribed medications resulted in the positive drug screen.
- e. Finally, the Medical Review Officer, based on the information given will certify the drug test results as positive or negative and report this to the building principal, initially reporting positive results by phone. The Medical Review Officer will also notify the prevention coordinator that a drug test returned positive giving only the dates of the collection reporting.
 - (1) For example, a drug screen positive for codeine may be ruled negative by the Medical Review Officer when he receives a letter from the treating physician that the student has been prescribed Tylenol with codeine as a pain medication following tooth extraction.
 - (2) Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one of their pills), this would likely be ruled a positive drug test by the Medical Review Officer.
 - (3) Drug screens positive for illicit drugs (marijuana, heroin, cocaine, etc.) would automatically be considered positive by the Medical Review Officer.
- f. The Medical Review Officer will complete the final review on the drug testing custody and control form and return the appropriate copy to the building principal in a confidential manner.

PICK-UP PROCESS

The collector is responsible for seeing that specimens are delivered to or picked up by the testing laboratory and the chain of custody form properly annotated.

**NEW PRAIRIE UNITED SCHOOL CORPORATION EXTRA-CURRICULAR AND CO-CURRICULAR
CONSENT FORM AND DRIVING TO AND FROM SCHOOL**

I have received, have read, and understand a copy of the New Prairie United School Corporation Extra-curricular and co-curricular Activities Drug Testing Program. I desire that _____ participate in this program, and in the extra-curricular and co-curricular program of New Prairie United School Corporation, along with driving to, from or during school and hereby, voluntarily agree to be subject to its terms for the entire high school career (grades 9-12). I accept the method of obtaining urine specimens, testing, and analyses of such specimen, and all other aspects of the program. I agree to cooperate in furnishing urine specimens that may be required from time to time. I further agree and consent to the disclosure of the sampling, testing, and results provided for this program. This consent is given pursuant to all State and Federal Privacy Statutes, and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures in the program.

Date _____, 20____ Student I.D. # _____

Student Signature

Parent/Guardian Signature

Extra-curricular/co-curricular/student driver

I, _____, have decided not to participate in any extra-curricular and co-curricular activities sponsored by New Prairie United School Corporation, or driving to, from or during school for the remainder of this school year. In order for me to participate in the extra-curricular and co-curricular activity program or driving to and from school at a later date, I understand that I must submit to a urinalysis.

Student Signature

Date

Parent/Guardian Signature

Date

Adopted this 24th day of March, 2003

ENROLLMENT AND GRADE CLASSIFICATION POLICY

New Prairie is a comprehensive four-year institution, and therefore, students are responsible for a full-time schedule of classes each semester of enrollment for four (4) consecutive academic years beginning with ninth

grade. Any student who is not a transfer from another school requesting to enroll after the 10th scheduled day of the new semester will only be accepted after a review of the circumstances by the administration.

EMERGENCY EVACUATIONS

In case of a fire drill, fire, tornado drill, tornado, or any other emergency situation, all rooms have posted directions as to the proper route to evacuate the school building. There should be no horseplay, talking, etc. No one can ever be sure when a drill can become an actual event. Once outside the school, and away from the building, you are to remain with your class for the entire period of time. Teachers are to take a class roster with them during all room evacuations. The School Safety Plan will be followed.

EXPECTATIONS for THE LEARNER

- Assume responsibility for their own learning
- Take responsibility for and accept the consequences of their actions and decisions
- Develop the character qualities, social courtesies, and skills needed to function as a contributing member of society
- Work cooperatively with others while maintaining one's own ideas, views, and standards.
- Take an objective approach to problems and use problem-solving skills and critical thinking skills effectively
- Assume responsibility as a citizen by developing an awareness of world events, a sensitivity to social problems, and responsibility for helping with their resolution
- Demonstrate sound communication skills using a variety of media
- Show growing enjoyment of the arts by developing artistic and literary tastes and standards
- Prepare to enter the world of work by responding effectively to changing technology
- Evaluate the requirements of various occupational opportunities in light of personal, physical and mental capacities, aptitudes and interest.
- Practice ensures retention and mental agility. Homework is an assigned practice.

EXTRACURRICULAR AND COCURRICULAR PARTICIPATION

All students are encouraged to become involved in the organizations that the high school provides. In order to participate, the student must have a signed waiver on file. The privilege of participation shall require the maintaining of high standards of conduct and observance of the policies, rules, regulations and guidelines of the school.

EXPULSIONS

Expulsion means disciplinary action whereby a student is separated from school attendance in excess of 10 days or for the balance of the current semester or school year.

20-33-8-19 Expulsion procedure; appeals will be adhered to.

FIELD TRIPS

All field trips are arranged through teachers with the administration approval. All school rules are in effect during any field trip.

FREE / REDUCED PRICE LUNCHES

Free/reduced price lunches are available for those who qualify. Forms can be obtained from the attendance secretary or on the website.

FUNDRAISING

Any and all fund raising conducted for or by high school students must be approved by the principal.

GRADUATION QUALIFYING EXAM (GQE)

Students will not be admitted into any testing site after the 7:15 bell rings. Students must be in the designated testing site and ready to go at 7:15. Students who miss any portion will not be given a chance to make-up the missed test. All students **MUST** pass the Algebra 1 Core 40-ECA and the English 10 - Core 40 ECA. Students will take the test for the 1st time at the completion of the course. They will have two additional opportunities to test each year after the initial test. The retests will be given in December and May each year.

GRADUATION CEREMONIES

Graduation ceremonies are scheduled for Sunday, June 3, 2012 at 2:00 P.M. Remember, you are invited by the administration to participate in the graduation ceremony – as per School Board policy, you will not be invited to participate unless you have completed ALL requirements for graduation. Boys are to wear long pants and dress shoes and girls are to wear a skirt, dress, or dress pants and dress shoes under their gown. All students must be properly attired to participate in the ceremony. Students with excessive discipline referrals may be excluded from participating in the ceremony. Students not properly attired will not participate.

GRADUATION REQUIREMENTS

The minimum graduation requirements for students entering the ninth grade

Subject	Indiana Core 40	Academic Honors Diploma
English	8 credits English 9 – 12	8 credits English 9 – 12
Math	6 credits Algebra Geometry Algebra II	8 credits Algebra Geometry Algebra II College Algebra Pre-Calculus P/S/D AP Calculus
Science	6 credits Biology Chemistry or Physics an additional science	6 credits Biology Chemistry or Physics an additional science
Social Studies	6 credits US History Government Economics World History or Geography an additional social studies	6 credits Government Economics World History or Geography an additional social studies
Physical Education	1 credit 1 semester PE 9 1 semester PE 10 (Lifeline/adv. PE 1 credit per semester)	1 credit 1 semester PE 9 1 semester PE 10 (Lifeline/adv. PE 1 credit per semester)
Health	1 credit 1 semester	1 credit 1 semester
Foreign Language		6 credits either 3 years of one or 2 years each of 2 languages
Fine Arts		2 credits
NPHS Requirements	2 credits Orientation to Life and Careers Computer Applications	2 credits Orientation to Life and Careers Computer Applications
Electives	10 elective credits	6 elective credits
GPA Requirement	2.0 cumulative	3.0 cumulative All grades must be C or above
Total	40	46

Beginning with the class of 2014 students must have earned 46 credits to graduate.

HALLWAY PASSES

There should be no student traffic in non-instructional areas of the building unless authorized by a staff member. Any student in the hallway during class must have a pass from his/her teacher or staff member.

HEALTH EXCLUSION FROM SCHOOL

1. Temperature of 100 degrees orally with symptoms of headache, feeling sick, cough, sore throat, etc.
2. Inflammatory eye condition.
3. A severe cold, liable to infect others.
4. Lice or the presence of viable nits.
5. Skin disease including undiagnosed rashes.
6. Lack of appropriate immunizations.

When any of these conditions exist, the parent is called and requested to return the pupil to his/her home to be seen by the family physician if parent deems it necessary. This isolates the pupil from the group and reduces the possibility of spreading communicable disease.

HEALTH SERVICES

The high school is staffed by the Director of Health Services during school instructional hours. The clinic has three functions: 1. Emergency medical treatment 2. Preventative medicine 3. Health questions.

HEPATITIS B - STUDENT TO STUDENT CONTACT

It is the intent of the Board of Education to protect employees and children to the greatest extent possible when dealing with situations where it may be possible for a person(s) to come in contact with substances carrying infectious disease(s).

A communicable disease board policy is in effect and is obtainable on request from the central or school offices. Students are requested to report all injuries to an adult supervisor immediately. If a child should come in contact with blood, a notice will be sent home to the parent. In the instance of a student accident or illness, including: and not limited to a cut, bloody nose, vomiting where there is blood or a body fluid spill present, as an injured student or a student who is assisting, you should immediately get help from an adult in that area. As a student assisting another student please try to refrain from coming in contact with the "spill". If you come in contact with the body fluid, report to the office immediately so they may assist you. ISDH requires hepatitis B vaccines for all students.

HIGH SCHOOLS THAT WORK

New Prairie High School is a designated High Schools That Work site and as such, we strive to ensure the following **Ten Key Practices**:

- **High Expectations** – setting higher expectations and getting more students to meet them.
- **Vocational Studies** – increasing access to intellectually challenging vocational and technical studies with a major emphasis on using high-level mathematics, science, language arts and problem-solving skills in the modern workplace and in preparation for continued learning.
- **Academic Studies** – increasing access to academic studies that teach the essential concepts from the college preparatory curriculum (Core 40) by encouraging students to use academic content and skills to address real-world projects and problems.
- **Program of Study** – having students complete a challenging program of study with an upgraded academic core (Core 40) and a career major.
- **Work-Based Learning** – giving students and their parents the choice of a system that integrates school-based and work-based learning. The system should span high school and post-secondary studies and should be planned by educators, employers and employees.
- **Teachers Working Together** – having an organization, structure and schedule giving academic and vocational teachers and employers the time to plan and deliver integrated instruction aimed at teaching high-level academic and technical content.
- **Students Actively Engaged** – getting every student involved in rigorous and challenging learning.
- **Guidance** – involving each student and his or her parents in a guidance and advising system that ensures the completion of a career plan and an accelerated program of study with an in-depth career concentration (major).
- **Extra Help** – providing a structured system of extra help to enable students who may lack adequate preparation to complete an accelerated program of study that includes high-level academic and technical content.
- **Keeping Score** – using student assessment and program evaluation data to continuously improve the school climate, organization, management, curriculum and instruction to advance student learning and to recognize students who met both curriculums and performance goals.

HOMEWORK

A reasonable amount of homework will be assigned to ensure the continued learning and practice of each student. Homework assignments will vary in length according to class requirements. Homework is not to be assigned as an exercise to be completed in class. Homework is just that, work to be done at home. The respective teacher will determine homework quantity.

INSURANCE

The high school makes available to all students an accident insurance program. Information and application materials can be obtained in the main office and the athletic office.

LOCKERS

Lockers are the property of the high school. Students who abuse lockers will be denied the privilege of using their lockers. Valuables are not to be kept in lockers. **The school is not responsible for items stolen out of the locker.** Students will be held accountable if damaged or defaced. Locker inspections will be made by the administration. Lockers are not to be set for easy opening. Lockers are meant for one person only; do not share a locker with another person without the authorization from the school administration. You are to remain in your assigned locker area the entire school year. Students are not to place additional locks on their assigned locker.

LOST AND FOUND

A lost and found area is set aside in the main office and in the training room. Any item found about the school building that does not belong to you should be brought directly to the main office.

MEDIA CENTER

The media staff at the high school is here to assist students in their learning process. The media staff will try to provide materials and an atmosphere which will be conducive to reading and studying at all times. The media center will be open from 7:00 A.M. until 2:30 P.M. Students must have a pass from his/her teacher to utilize the library during class time.

MENINGOCOCCAL DISEASE

A new Indiana law requires each year that parents/guardians be informed “about meningococcal disease and its vaccine”(IC 20-30-5-18). Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately there is an immunization available and the U.S. Center for Disease Control and Prevention recommends routine meningococcal immunizations for all students in grades 6-12.

MOTORCYCLE POLICY

1. Students riding a motorcycle to school must have a motorcycle license or an endorsement on their driver’s license.
2. Students must have a block or board for their kickstand.
3. Students must follow all motorcycle safety rules which include wearing a helmet and being properly dressed for motorcycle riding.
4. Students must follow all parking lot rules.
5. Students must purchase a parking tag and parked in their assigned parking spot.
6. Safety of all students is important; if you are not riding safely you will lose your right to ride to school.
7. 1st violation will result in two weeks of not driving to school, 2nd violation will result in no driving for the rest of the semester, and 3rd violation will result in no driving for the rest of the school year.

MULTI-MEDIA

Electronic devices may be brought to school at the student’s own risk. These devices may be used before school, after school or for educational purposes under the supervision of a classroom teacher. These devices may be kept with the student as long as they are turned off. Students who fail to abide by the policy will have disciplinary actions which are listed in the discipline chart of consequences.

PARKING LOT AND MOTOR VEHICLES

Students may park on the south side of the high school. Driving a vehicle is a privilege, not a right. Violations of parking, driving rules and attendance will result in suspension of driving privileges or towing at owners expense. All drivers must register their car and obtain a parking tag at a cost of \$5.00. Habitual truants will lose driving privileges. Cars parked illegally will be towed at the owner's expense. Any student who leaves the building, or is not out of the lot when the bell rings will be subject to a search. Any student who leaves the building during the day without administrative approval will also be subject to a search. Cars not parked in designated areas will be towed at the owner's expense – warnings will not be issued prior to the vehicle being towed. Student drivers are subject to the drug testing policy. Parking spaces are limited. If there are no spaces available you will not be able to drive to school.

PUBLIC DISPLAYS OF AFFECTION – PDA

High school is a time when students may develop affection for one another. It is important for them to know what public displays of affection are socially acceptable at school functions. Hand holding is allowed. Kissing and improper touching (i.e. hands in another person's pockets or on another person's leg, prolonged bodily contact, etc.) is not allowed. The administration, faculty, and staff will have final determination as to whether an act is improper or not.

REGISTRATION/COURSE SELECTION

The counselors will assist the students and their parents in planning a program of studies most suited to the needs of each individual. Pre-registration is the time to make definite course selections. This is how the building is staffed for the following school year. A student who fails a course should immediately contact the counselor and make provisions for making up the lost credit. Students attending summer school should present evidence of course credit earned to the counseling office. The guidance office will devote specific time-slots for the purpose of class registration. Parents must accompany their child during registration. The guidance office will make every effort to accommodate parents and students who need to register for classes.

SAFE ARRIVAL

If we have not received a call from you before 7:30am, we will make one attempt to call you to inform you that your child has not arrived at school. We will not be able to make several attempts if the line is busy or no one answers. The phone calls will be made between 7:45am and 9:00am. If you know your child is not going to be at school, or will be arriving late, please call the school before 7:30am. Every parent will be required to have an up-to-date *safe arrival phone* number on file. Failure to provide the school with a number will result in our being unable to make contact with you should your child not arrive at school when expected. We will not be able to search for various numbers, nor will we be able to call more than one number in an attempt to reach you. Your cooperation in this matter is greatly appreciated.

SCHOOL DAY

The regular school day begins at 7:15 a.m. and ends at 2:20 p.m. Students should go directly to their first period classroom when the warning bell rings at 7:10am. Passing periods will be 5 minutes between all other classes.

SCHOOL SONG

Go you New Prairie Cougars, fight for New Prairie High School, we're always backing you whatever the score – GO COUGARS!
Yes we will win again, try hard team and go, fight, win! Cuz we are the greatest team so fight forever more.

SMOKING/TOBACCO

No smoking or possession of tobacco related products will be tolerated. Imitation products will not be tolerated.

STUDENT DRIVING AND PARKING LOT RULES – DRIVING IS A PRIVILEGE, NOT A RIGHT

Student drivers will be detained at 2:21 so buses may leave the parking lots. The remaining student drivers will remain in the lot until the buses have left. Students who work need to inform their employer that they will not be leaving school grounds until almost 2:25. Students who violate this rule will lose driving privileges. All student drivers in **parking lot A** must turn right at dismissal. All drivers in **parking lot B** must turn left at dismissal. Drivers are responsible to demonstrate safe driving habits, and are also responsible for their passengers remaining in the passenger compartment of the vehicle. When students arrive at school, vehicles are to be

parked immediately in the area reserved for students. Remove keys and lock your vehicle. No 3-wheelers, 4-wheelers, mopeds, farm equipment, riding mowers, or snowmobiles allowed.

1. All student vehicles will be parked in the assigned parking space in the school parking area in a correct manner facing east and west.
2. Vehicles entering the school zone must be parked immediately. Cruising in the school zone is strictly prohibited.
3. Loitering or smoking in parked cars in the school lot is strictly prohibited. If you do not intend to come into the school building, do not bring your vehicle onto school grounds.
4. There will be no driving at noon or during the school day unless special permission is obtained from the administration. Students must sign out.
5. 10 MPH is the speed limit on school property.
6. Parent must pick up and drop off students at the front (west end) of the school.
7. Student drivers will yield the right of way to all pedestrians and school buses and operate their vehicles with due regard to the safety of all persons in the vicinity of the school. This includes all school activities.
8. All student drivers will complete a Vehicle Registration sheet and drug test waiver, and return it to the assistant principal during the first week of school. Parking permits must be properly displayed. Vehicles are subject to search in compliance with state statute.
9. No riding in the back of pick-up trucks will be allowed.
Important: Violation of the above rules/procedures will lead to the revocation of driving privilege and/or other disciplinary action.
10. **Students who receive their 4th tardy will lose driving privileges for two weeks. Additional tardies will result in further lost driving privileges to NPHS.**

STUDENTS IN THE BUILDING

Students who are in the building before or after school hours (7:00 – 2:15) must be a member of an organization having a scheduled practice or activity and must be supervised by an adult sponsor, coach, or teacher.

STUDENT MEDICATION

Whenever possible, parents and physicians are asked to provide to students medicines of a type or in a way that avoids the need for at-school administration. Any medication needing to be given at school will be administered in accordance with the corporation medication policy. All medications shall be administered only with the written permission of the student's parents or guardian. The parent or guardian shall execute either form 11-7.1 for prescription medicine or form 11-7.2 for nonprescription medicine. Prescription medications shall be only administered in compliance with the written instructions of a physician.

PLEASE NOTE: All medications must be delivered to the school by the parent or an adult in the original container marked with the student's name. Students are not permitted to keep any medications, even non-prescription drugs, while at school.

STUDENT RECORDS

The request of students and parents to examine personal school records will be honored within the guidelines of existing state and federal statutes.

STUDENT SENATE

This is an organization which provides a voice for the student body. The representatives for the following year will be chosen in late spring. All voting counts are final when announced by the sponsor. We will not accommodate re-votes or appeals to the results. The student senate sponsor will provide detailed guidelines for student senate members regarding conduct, grades, requirements, etc. at the start of each school year.

SUSPENSION

20-33-8-14 Grounds for suspension or expulsion

Section 8. (a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

- (1) Student misconduct.
- (2) Substantial disobedience.
- (b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:
 - (1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;

- (2) off school grounds at a school activity, function, or event; or
- (3) traveling to or from school or a school activity, function, or event.

As added by P.L.131-1995, SEC.10.

Suspension means disciplinary action where a student is separated from school attendance for a period not longer than 10 days.

In the case of out-of-school suspension, the student will be given the number of school days the suspension was assigned after return to make up work missed. It is the student's responsibility to solicit make-up work from his/her teachers. Make-up work on tests and major projects will be counted in full; however, homework and class assignments will only be given half credit. Major projects such as research papers are due upon the first day of return from a suspension. During the suspension period, students are not allowed to be in attendance at any New Prairie United School Corporation function, or on any corporation property.

TARDIES

Tardiness is defined as lateness to class that occurs from the moment the bell rings to commence class until ten minutes into the class. Arrival to class beyond 10 minutes constitutes absence/truancy.

EVERY 4TH TARDY TO SCHOOL WILL RESULT IN LOST DRIVING PRIVILEGES FOR TWO WEEKS and EVERY TARDY AFTER THAT WILL RESULT IN NO DRIVING PRIVILEGES FOR A MONTH.

TELEPHONE USAGE

Student use of the telephone will occur during non-instructional time. **Students may use the telephone in the main office or classroom during the school day for emergency calls only.** Students who need to call home to make arrangements to be picked up from practices or have materials brought from home should use the sponsoring teacher or coaches' telephone. Do not leave the classroom to come to the office to make a phone call. You may use the classroom phone if you have a need to call home for your parent/guardian to:

- Bring your lunch money, an item or assignment from home
- Arrange for a ride if practice has been changed or cancelled

TEXTBOOK ASSISTANCE

Textbook assistance is available to those who qualify for free/reduced price lunches. Further information is available in the principal's office.

TEXTBOOK RENTALS

Textbook rentals may be paid to the school office during normal school hours. Parents may come to the school at any time during the day. Students are not to leave class to pay their textbook rentals. Please take care of this obligation as soon as possible.

Comment [sb1]: ime changed for consistency

TRUANCY

Truancy is being absent from school or any class/classes without the knowledge or consent of the parent/legal guardian or school, or being absent in violation of the school attendance law.

VOCATIONAL OR SPECIAL SCHEDULE STUDENTS

All students enrolled in classes offered through the Michigan City Vocational Program must ride the bus. **We will not provide a bus for Ivy Tech, IUSB or beauty school students.**

VISITORS

1. Must be approved by the administration 48 hours in advance
2. Sign in at the office and obtain a visitor's tag and return it upon signing out
3. Student visitors must have administrative approval.

WEAPONS

Upon bringing a gun, knife or explosive device to school or being in possession of a gun, knife or explosive device on school property or at a school-sponsored activity, a student will be expelled for a period of at least 1 calendar year, with the return of the student at the beginning of the first school semester after the end of the one (1) year period.

WITHDRAWAL FROM SCHOOL

Parental permission is needed for a withdrawal from school under the age of 18. Students must be at least 16 years of age to be withdrawn. If a student chooses to withdraw, the student's learner's/driver's license will be

revoked and if the student is employed the work permit will be withdrawn. The proper forms must be completed with the registrar and approved by the administration.

WORK PERMITS

You must have a Proof of Prospective Employment Card to obtain a work permit. Pursuant to legislative change in Indiana's child labor statutes: Effective July 1, 1992, the school issuing officer may revoke any work permit if that minor's grade point average drops significantly. Also an issuing officer may refuse to issue a work permit if a minor's grades and/or attendance do not meet school standards.

HOOR RESTRICTIONS

- A. 14-15 years of age: 3 hours per day on a school day. No work BEFORE 7am or AFTER 7pm except 9pm from June 1 through Labor Day (time depends on local standards) 18 hours per week on a school week 8 hours per day on a non-school day 40 hours per week on a non-school week.
- B. 16 years of age: 8 hours per day 40 hours per week. No work after 10a.m. on a night followed by a school day.
 - *Until 12 midnight on nights not followed by a school day
 - *9 hours per day during summer vacation only
 - *48 hours per week during summer vacation only
 - No work before 6am
 - No work after 12 midnight
 - No more than 6 working days per week.
- C. 17 years of age: 8 hours per day
40 hours per week
 - *No work after 11:30pm on a night followed by a school day, but not on consecutive nights, nor more than 2 nights per week
 - *9 hours per day during summer vacation only
 - *48 hours per week during summer vacation only
 - No work before 6am
 - No more than 6 working days per week
 - *Requires written permission of parents on file with employer.
- D. Employment after 7:30am and before 3:30pm on a school day requires that a written release from the minor's school be provided to the employer.

**NEW PRAIRIE SCHOOLS
2011 – 2012
Approved 2-28-11**

August - 2011 January - 2012

August 11-12, 2011
Teacher Work Days

August 15, 2011
1st Day for Students

September - 2011

September 5, 2011
Labor Day
No School

October - 2011

October 18-19, 2011
Parent/Teacher Conferences
Two – P.M. Sessions
Students & Teachers in School

October 21, 2011
Fall Break – No School

November – 2011

November 24-25
Thanksgiving
No School

December - 2011

December 21, 2011
End of Semester

December 22-30
Winter Break

1st Grading Period
Aug 15 – Oct 14 (44 Days)

2nd Grading Period
Oct 17 – Dec 21 (45 Days)

3rd Grading Period
Jan 5 – Mar 9 (44 Days)

4th Grading Period
Mar 12 – May 23 (47 Days)

T – 1st Semester – Aug 11 – Dec 21 – 93 Days
T – 2nd Semester – Jan 4 – May 24 – 93 Days

S – 1st Semester – Aug 15 – Dec 21 – 89 Days
S – 2nd Semester – Jan 5 – May 23 – 91 Days

January 2-4, 2012
Winter Break
No School

January 4, 2012
Teacher Work Day
No Students
January 5, 2012
1st Day – 2nd Semester

January 16, 2012
Martin Luther King/Snow
Make-up Day

February - 2012

February 2, 2012
Snow Make-up Day

February 21, 2012
Snow Make-up Day

March - 2012
March 5 – March 14
Testing
March 21, 2012

Snow Make-up Day

April - 2012

April 2-6, 2012
Spring Break

April 30 – May 9
Testing

May - 2012
May 23 – End of 2nd
Semester - **Student**
Last Day

May 24, 2012
Teacher Work Day

May 28
Memorial Day

June 3, 2012
Graduation

**AUGUST
2011**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

T = 15 S = 13

SEPTEMBER

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

T = 22 S = 21

OCTOBER

S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

T = 21 S = 20

NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

T = 20 S = 20

DECEMBER

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

T = 15 S = 15

**JANUARY
2012**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

T = 19 S = 18

FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

T = 19 S = 19

MARCH

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

T = 21 S = 21

APRIL

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

T = 16 S = 16

MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

T = 18 S = 17

JUNE

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

T = S =

*Additional snow make-up days will be scheduled at the end of the second semester beginning May 24, 2012.