

# Welcome To New Prairie Middle School

## STUDENT HANDBOOK 2017-18

The purpose of this document is to inform the New Prairie community of the policies and procedures at the middle school. It is not intended to be a complete guide. The New Prairie United School Corporation Board of Trustees authorizes the school administration to take the appropriate action when dealing with items, issues and situations, etc. not outlined in this handbook, and in doing so, apply any reasonable and appropriate disciplinary measures when needed. We expect all students will become familiar with the contents of this handbook. Any questions that remain should be directed to teachers, counselors or the administration. We challenge students to take full advantage of the many opportunities provided at NPMS.

### **VISION STATEMENT**

Nurturing and Preparing Minds for Success

### **MISSION STATEMENT**

In collaboration with our community, we provide students with a quality education that develops responsible citizens as lifelong learners.

## **Activities & Athletics**

### **ACTIVITIES / ATHLETICS**

- Activities and athletics are an important part of the middle school experience. The proper development of social skills is necessary in order to foster positive behavior, healthy attitudes, and a secure self-concept. Activities and athletics contribute to this development.
- The following sports are offered:

<b>FALL</b> Cheerleading (6-7-8) <i>Tryouts</i>	<b>WINTER</b> Cheerleading (6-7-8) <i>Tryouts</i>	<b>SPRING</b> Track (7-8)
Cross Country (6-7-8)	Basketball (6-7-8) <i>Tryouts</i>	
Football (7-8)	Swimming (6-7-8)	
Volleyball (6-7-8) <i>Tryouts</i>	Wrestling (6-7-8)	
- Tryout, practice, game and other pertinent information will be communicated by the coach and athletic department.
- Admission is charged at most events with the proceeds used to support extracurricular programs.

### **ATHLETIC ELIGIBILITY**

- Students participating in athletics will follow academic guidelines established by the New Prairie United School Corporation, which state:
  - The athletic department will conduct grade checks every three weeks.
  - Students with three F's will be considered ineligible. They will not practice or compete. Ineligible students will continue to be present during practices and competitions but will focus on academics rather than athletics.
  - Students with two F's will have limited eligibility. They will be required to participate in an academic study session for a minimum of 30 minutes prior to all practices. These students will have the opportunity to compete in athletic competitions.
  - Students will remain ineligible or have limited eligibility until the following grade check is complete.

### **ATHLETIC EVENTS**

- Students who attend athletic events at NPMS must demonstrate good sportsmanship and adhere to all school rules (including the dress code).
- Students may not stay after school to attend practices, games or events unless they are being directly supervised by their coach.
- Students who fail to comply with these rules will be sent home and not allowed to return for any further contests until cleared by the administration.
- All parents and spectators will adhere to the following rules:
  - Keep off of the playing fields, gym floor, or wrestling mats
  - Do not bring athletic equipment to any school contest
  - Refrain from addressing coaches with problems (i.e. playing time). These concerns should be discussed in a scheduled meeting.
  - Spectators or parents that violate these rules will not be welcome to attend home or away events for the remainder of the season.

### **CLUB ACTIVITIES**

- A wide variety of club activities are also available. They include the following (subject to change):

Academic Super Bowl	Art/Drawing Club	Builder's Club	Circle the State with Song	Cooking Club
International Club	Game Club	Lead and Seed	Math Club	Math Team
Move'n'Groove Club	Robotics	Spell Bowl Team	Spirit Club	Student Council
- Participating in clubs is a privilege. This privilege may be taken away by the administration.

### **CONCERTS**

- Fine Arts concerts are an important part of the middle school experience. Students perform several times during the school year.
- Admission is charged at these concerts with the proceeds going toward the Fine Arts program.

### **DANCES**

- Attending a school dance is a privilege. This privilege may be taken away by the administration.
- Students who have more than 3 behavior referrals will be excluded from attending school dances.

### **PICK-UP / DROP-OFF**

- After School Activities (Practices/Games/Clubs/Events)
  - Student pick-up must be within 15 minutes of discharge time. Failure to do so may result in being excluded from future activities.
  - We highly encourage parking in the back of the building. Pick-up/drop-off for all practices should be done in the back of the building.
  - School dances: 6th grade pick-up is in the rear parking lot while 7th/8th grade pickup is in the front parking lot.

### **TRANSPORTATION FROM OFF-SITE EVENTS**

- Students involved in activities/athletics should make sure that parents are kept up-to-date regarding their practice/game schedules. Plans to ride home with another student must be made before the student arrives at school.

- A parent note is required for any student-athlete to ride home with another student from any off-site event and must be given to the coach.

## Attendance

### ATTENDANCE - ABSENCES

- Regular daily attendance is required by Indiana's compulsory attendance law. 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. It is the purpose of this regulation to encourage 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 middle school office by 8:00 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, doctor's note or other documentation on the day the student returns to school. This documentation should be submitted to the front office.

### EXCESSIVE ABSENCES

- Excessive absenteeism is defined as ten or more absences per year excluding absences covered by a physician's note.
- If student absences appear to be questionable or excessive, the school staff will work with the parents to improve their child's attendance.
- Students with an excessive number of absences will be referred to the attendance officer.
- **REGARDLESS OF EXCUSED OR UNEXCUSED STATUS, THE FOLLOWING ACTIONS WILL BE TAKEN:**
  - **FIVE ABSENCES:** A letter will be sent to parent/guardian acknowledging excessive absence pattern.
  - **SEVEN ABSENCES:** An attendance contract will be signed by student, a copy mailed home, and a parent phone call will be made to acknowledge the excessive absence pattern.
  - **TEN ABSENCES:** A letter will be sent to parent/guardian acknowledging excessive absence pattern. An Attendance Committee meeting may be scheduled with the student and parent. After reviewing the case, the Attendance Committee will determine the consequences (i.e. loss of extracurricular opportunities, dances, grade-level incentive parties, field trips, etc.). The Department of Child Services (DCS) may be called.

### POLICY

- The following absences are considered **EXCUSED** (with proper documentation):
  - An absence with a doctor's written excuse indicating the specific dates the absence was necessary.
  - Students will be excused for documented medical appointments (dentist, orthodontist, and counselor.) However, every attempt should be made to schedule these outside of the school day. In cases where this is not possible, students should be in school before and/or after their medical appointment.
  - An absence due to the death of an immediate family member with verification from the funeral home.
  - An absence on the day the health aide has determined it is necessary to send the student home.
  - An absence due to illness verified in writing by a parent/guardian, unless the student has excessive absences.
  - The principal may excuse absences for extenuating circumstances. There is no excused absence for personal business.
  - An absence for the purpose of observing a religious holiday consistent with a student's creed or belief.
  - An absence due to educational family vacations.
    - These vacations are highly discouraged.
    - If students miss school due to a family vacation, it is the responsibility of the student to obtain makeup work and complete the missed assignments.
    - The student will be given two days for every day missed to complete all assignments.
    - 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.
- The following absences are considered **UNEXCUSED:**
  - All other absences not specified as exempt or excused, including but not limited to, truancy and absences not verified by a parent/guardian.
  - All unexcused absences are considered a violation of the compulsory attendance law (IC 31-37-2-3).
- The following absences are considered **EXEMPT** per Indiana code (with proper documentation):
  - Service as a page or as an honoree of the general assembly
  - Service on a precinct election board or for political candidates on an election day
  - Subpoenaed witness in judicial proceeding
  - Duty with Indiana National Guard
  - Participating in a civil air patrol
  - School sponsored field trips

### ABSENCES and EXTRACURRICULAR ACTIVITIES

- Students who are absent from school for more than 4 periods are not eligible to participate in or attend extracurricular activities at the middle school or high school on the day of the absence.
- Medical appointments, funerals and any emergency absences may be excused by the administration allowing the student to participate.

### ATTENDANCE - eLEARNING

- Students must follow the guidelines of the teacher for attendance and submitting assignments.

### ATTENDANCE - TARDIES

- Students are expected to be on time to class. Students late to class will be referred to the office for appropriate consequences.
  - Tardy 1, 2 & 3 - Warning issued by teacher
  - Tardy 4 - Attendance office contacts parent
  - Tardy 5 & 6 - Lunch Detention(s)

- Tardy 7+ – Multiple lunch detentions, morning detentions, ISS and/or loss of extracurricular activities, dances, incentives, etc.
- Tardies are counted by individual class period, not as a total throughout the day.
- They are monitored and tracked by semester, starting with a clean slate second semester.
- Students will be considered tardy when they arrive late to school unless proper documentation is provided (doctor's note, etc.).

## Cafeteria

### CAFETERIA / LUNCH PROCEDURES & GUIDELINES

- It is the mission of the New Prairie United School Corporation's (NPUSC) Nutrition Department to offer healthy choices and quality food at reasonable prices, while keeping excellent customer service. School menus are planned to provide students an opportunity to select nutritious food that they will enjoy eating and contribute to good health. NPUSC participates in the National School Breakfast Program, National School Lunch Program and the After School Snack Program. All of these programs must meet requirements from the USDA based on the dietary Guidelines for key nutrients and calories for growing children.

----- ALL MEAL QUESTIONS AND CONCERNS SHOULD BE ADDRESSED THROUGH THE SCHOOL'S CAFETERIA MANAGER.-----

- Breakfast: \$1.40 per day
  - Consists of four components: two grains or a grain and a protein as well as a fruit and milk.
  - Student may elect to decline one of these components.
  - **BREAKFAST WILL NOT BE OFFERED ON SCHOOL DELAY DAYS**
- Lunch: \$2.25 per day
  - Consists of five components: meat/meat alternative, grain, fruit, vegetable and milk.
  - Students can take all five components, or decline up to two.
  - At least one half cup of fruit or vegetable must be taken.
- Milk (Purchased separately): \$0.50
- Ala Carte items will also be available for purchase.

### PAYMENT OPTIONS

- Lunch money can be paid daily or can be deposited into each student's account in larger sums to be used until the balance has been depleted.
- All insufficient fund checks will be handled by a third party collection agency and applicable fees may be applied.
- (SEE PROFESSIONAL COLLECTION SERVICES FOR DELINQUENT ACCOUNTS)
- Acceptance of future checks will be dependent on the amount and number of ISF checks.
- Money can also be deposited into your child's account online [www.myschoolbucks.com](http://www.myschoolbucks.com) for a small fee.
- There is a link to the MYSCHOOLBUCKS website and instructions for usage on the New Prairie website [www.npusc.k12.in.us](http://www.npusc.k12.in.us) under the Programs/Services tab.
- Each student is responsible for listening to his/her balance when purchasing in lunch.
- Lunch balances can also be found on PowerSchool and on the MySchoolBucks website.
- Each student will be assigned a PIN number that he/she must use when purchasing food from the cafeteria line.
- Use of this prepaid system enables faster and more efficient service in the cafeteria.

### CHARGE LIMITS

- Charging is discouraged in the cafeteria. One full meal may be charged. There is NO charging of a la carte items.
- If charging is abused or not paid in a timely manner, the student will no longer be allowed to charge.
- A supplemental meal of a cheese sandwich and milk will be offered (for a limited time).
- There will be no charging allowed during the last 2 weeks of the school year.

### FREE & REDUCED LUNCHES

- Parents are encouraged to apply for free or reduced price lunches.
- Applications can be filled out after July 1st online at: <http://npusc.heartlandapps.com/>
- Paper applications are available upon request to your child's school office.
- Assistance in completing the application will be provided at all iPad distribution sessions.
- Completing applications prior to the start of school will enable the application process to be completed before the first day of school.

### SPECIAL DIETARY NEEDS

- If your child has a special dietary need requiring accommodation from the cafeteria, it is the parent's responsibility to contact your child's school Health Aide for instructions. Please note that the cafeteria CANNOT accommodate any special needs requests without a diet prescription signed by a health provider. You may also view the food allergy guidelines on the food service page of the corporation website [www.npusc.k12.in.us](http://www.npusc.k12.in.us)

### CAFETERIA PROCEDURES

- FIELD TRIP INFO: In the event of a school field trip, a sack lunch may be ordered from the cafeteria in advance.
- 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.
- Backpacks will not be allowed in the serving area.
- Students are to stay seated at all times unless throwing away trash. Assigned seats may be given if rules cannot be followed.
- Students are responsible to clean up the area around them of any trash or debris, before lunch is dismissed.
- All students are required to place their empty trays in the proper areas and to remove other refuse for which they are responsible.
- ITEMS MISTAKENLY DISPOSED OF: Once the trash has been removed, items that have been accidentally thrown into the trash will be unable to be retrieved due to health and safety concerns.
- Students acting in an irresponsible manner in the cafeteria or found damaging cafeteria tables or other items will be responsible for repair costs and may have the privilege of using these facilities suspended.
- In cases of theft from the cafeteria, approved school disciplinary procedures will be utilized.
- *In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*
- *Persons with disabilities who require alternative means of communication (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

- To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
  - mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
  - fax: (202) 690-7442; or
  - email: [program.intake@usda.gov](mailto:program.intake@usda.gov).
- This institution is an equal opportunity provider.

## ***Discipline/Rules and Guidelines***

### **DISCIPLINE / BEHAVIOR**

- The mission of the school to assist students in the transition to responsible adulthood requires instilling in students those mature habits of behavior required by a democratic society. The board recognizes that the disruptive behavior of an individual student deprives other students of their right to a school conducive to learning, and does not promote those habits.
- IC 20-33-8-8 Duty and Powers of School Corporation to Supervise and Discipline Students
  - (a) Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of: (1) a school corporation; and (2) the students of a school corporation. (b) In all matters relating to the discipline and conduct of students, school corporation personnel: (1) stand in the relation of parents to the students of the school corporation; (2) have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to this chapter; and (3) have qualified immunity with respect to a disciplinary action taken to promote student conduct under subdivision (2) if the action is taken in good faith and is reasonable. (c) Students must: (1) follow responsible directions of school personnel in all educational settings; and (2) refrain from disruptive behavior that interferes with the educational environment.

### **AUTHORITY - Staff**

- Any staff member has the authority to give directions to any student and expects these to be followed in the building or at school-sponsored functions. Students should give the proper respect to all adults as they carry out their assigned duties of educating and supervising.

### **BOOK BAGS**

- While students are permitted to use book bags or drawstring bags to carry their books to and from school, they are not permitted to have bags in any classroom.

### **DRESS CODE**

- The school administration and staff will encourage all students to wear clothes that are appropriate for school. Parents are strongly urged to monitor their child's dress for school. **In order to maintain an atmosphere for learning, we must impress upon our students that school is a place of learning. Students are not to wear or display:**
  - Inappropriate Clothing
    - tank tops OR shirts with open back and/or open shoulder tops
    - front, back, side, or mid-drift skin
    - clothing that is excessively revealing such as short miniskirts, loose-fitting or any low-cut tops, shirts which expose the midriff, tube tops, see-through blouses, or any top that exposes cleavage, muscle shirts which expose excessive skin on shoulder or under the arm
    - shorts/skirts that **are not 4 inches above the knee or longer**
    - clothing that has holes, rips or excessively worn areas that exposes skin above the knee
  - Tight/Loose Fitting Clothing
    - **yoga pants or leggings without an upper garment that covers the front and back of the student**
    - excessively tight or form fitting skirts with tight stockings
    - pajama bottoms
    - sagging pants (pants need to be worn on the hips so that undergarments will not show even if a long shirt is worn over the top of the pants), pants should rest on, not around the hips at all times
  - Offensive Graphics
    - signs, symbols, writing, or the like on their skin
    - articles of clothing with writing which may contain double meanings
    - clothing displaying vulgar writing, profanity, gang or club related insignias, any sexual references, symbols/sayings offensive to ethnic and/or religious groups, or any sayings condoning violence, hate, or demeaning messages to any gender (such as Hooters)
    - clothing with alcohol, tobacco, or controlled substance advertisements or references
  - Inappropriate Accessories
    - hats, caps, headbands, sweatshirt hoods worn on the head, bandannas, and/or sunglasses (removed before entering the building and kept off while at any school function or event regardless of time or date)
    - coats, jackets, blankets, or windbreakers in school (unless we have an emergency)
    - wallets/keys must be kept inside the student's pocket at all times
    - chains (bicycle, dog, etc.) around the wallet, neck, waist, or other part of the body are not permitted as they are considered a weapon
    - large collections of keys or similar items attached to backpacks or clothing
    - body piercings that may constitute a safety hazard or interfere with school purposes

- **This list also includes any apparel which the administration determines may interfere with educational purposes.**
- Students that violate these guidelines will be expected to comply with the dress code before returning to class.
- The above regulations apply at all school functions before, during, and after school, regardless of their location.
- Exceptions apply to students participating in student-related activities approved by school administration.
- Consequences will be issued to students that do not abide by these guidelines.
- School Board Policy 5511 states, “the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:
  - Present a hazard to the health or safety of the student himself/herself or to others in the school
  - Interfere with school work, create disorder, or disrupt the educational program

## ELECTRONIC DEVICES

- Electronic devices such as cell phones, wearable technology, iPods, personal iPads, computers, tablets, MP3 players, digital cameras, video cameras, headphones and similar items may be brought to school at the student’s own risk. The school will NOT be responsible for lost, broken, and stolen items.
- These devices may be used before school begins at 7:15, during lunch, after school and/or for educational purposes under the supervision of a classroom teacher. These devices must be turned off and out of sight at all other times during the school day.
- These devices may be kept with the student as long as they are turned off and out of sight. To the extent these devices are used in any capacity during the school day, visible during class time, considered a distraction by the teacher, or disrupt the educational process, the student will face disciplinary consequences. Violation of this policy can result in discipline including suspension or expulsion, and potential notification of law enforcement authorities. Any of these electronic devices may be confiscated and held until the end of the school day.
  - 1st technology offense: student pick up at the end of the day and lunch detention
  - 2nd technology offense: student pick up at the end of the day and two lunch detentions
  - 3rd technology offense: student pick up at the end of the day and ISS
  - 4+ technology offenses: student pick up at the end of the day with multiple days of ISS or OSS
- Students who are asked to surrender their offending item to any staff member and refuse to do so, may face additional consequences.
- The corporation AUP states that students may “Bring Your Own Device” (BYOD). **Before a personal device may be used for educational purposes, students must inform the classroom teacher of his/her intentions.**
- There is no unauthorized audio recording, videotaping or photographing of any kind, of any part of the building, grounds, students, and staff without the prior written consent of the New Prairie United School Corporation. This section is not intended to prevent parents or other interested parties from videotaping extra-curricular activities.
- New Prairie Middle School expects students to practice proper etiquette and common courtesy when using cell phones during extra-curricular events and activities (concert, dance, athletic event, etc.). Administration may issue consequences to students that fail to follow this guideline.

## ELECTRONIC TRANSMISSIONS

- “Sexting” or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school function is prohibited. In addition to taking disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities (IC 35-42-4-4).
- **STUDENTS MUST GAIN PERMISSION FROM OFFICE PERSONNEL BEFORE CALLING / TEXTING HOME when ill at school.** Consequences may be issued for students that do not abide by this rule.

## GAMBLING

- All forms of gambling, regardless of what they are called, are prohibited on school grounds or at school activities and subject to disciplinary action.

## GAMING

- Students should not play games during class unless given permission from the teacher.
- Games that include violence, weapons, drugs, or other inappropriate content are prohibited.

## GANGS

- Students are not permitted to deface school property or their own property with gang signs/symbols or advertise gang signs/symbols on books, book covers, folders, papers, clothes, or body parts. No gang colors or apparel that may represent a gang is permitted at school or at school functions. This provision also applies to those students who may or may not be aware that their actions or style of dress may be interpreted as gang-oriented. School officials will alert the student of any items/actions which violate this policy. For more information, see School Board Policy 5511 under the *Dress Code* section.

## GUM/CANDY/DRINKS/FOOD

- Students are not to have gum, candy, food, or beverages outside of the cafeteria without a doctor’s note or permission from school personnel.

## HALL/PASSES

- No student is to be in the halls (unless it is passing period) without a pass.

## INSUBORDINATION

- Insubordination is when a student is found to be guilty of a “class disruption or failure to obey, follow, or carry out a request to follow rules and regulations by staff (administrators, teachers, secretaries, paraprofessionals, custodians, cafeteria help, and bus drivers.)”

Failure to do so will result in a wide variety of consequences which may include, but not be limited to, detention, parental contact, and suspension. Insubordination reveals a serious problem with the attitude of the student toward adults and authority figures in general.

## PROFANITY

- Profanity is not permitted at school or at any school function.
- Profanity also encompasses racial/ethnic slurs and the irreverent use of names when referring to traditionally accepted religious figures.
- Disciplinary action will be taken.

## PUBLIC DISPLAY OF AFFECTION (PDA)

- Displays of personal affection between students (kissing, hand holding, arms around the waist, and other similar actions) are not permitted at school, on school grounds, or at school-related activities.
- Disciplinary action will be taken.

## RUMORS

- Unfortunately, rumors and the spreading of misinformation are a part of the behaviors we see in adolescent development. Not only are feelings hurt by this activity, but also friendships can be damaged, reputations destroyed, and physical confrontations can result. Students, staff, and parents must all do their part to discourage this kind of behavior in order to ensure that problems are avoided.

## SOCIAL MEDIA

- Social media apps/sites, including, but not limited to, the following examples, should not be found on NPUSC iPads:
  - Ask.fm, Facebook, Flickr, Instagram, Kik, Myspace, Private Photo, Snapchat, Tango, Vine, Tumblr, Musical.ly, Live.ly, Whisper, Yik Yak,
- Failure to comply with these guidelines will result in disciplinary action.

## SCHOOL CORPORATION GRANT OF AUTHORITY TO MAINTAIN DISCIPLINE

- Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from school. In this event and in accordance with the provisions of I.C. 20-8.1-5.1 the Board of School Trustees authorize administrators and staff members to take the appropriate actions.
  - **REMOVAL FROM CLASS OR ACTIVITY**  
A middle school teacher will have the right to remove a student from his/her class or activity if the student is assigned regular or additional work to be completed in another school setting.
  - **SUSPENSION FROM SCHOOL**  
A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period up to ten (10) school days. More information is provided under the *Suspension and Expulsion* subsection.
  - **EXPULSION:**  
In accordance with the due process procedures in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of Subsection 8 listed under grounds for expulsion in this policy. More information is provided under the *Suspension and Expulsion* subsection.

## DETENTION

- Students may be assigned detentions by the administration for misbehavior, failure to complete assignments, and other reasons.
- Detentions may be assigned before, during, or after school. Times for detentions will be determined by the intervening staff member.
- Further disciplinary action may result for students who do not serve detentions.

## ALTERNATIVE TO SUSPENSION (ATS) / IN SCHOOL SUSPENSION (ISS)

- Students who are assigned ATS/ISS are removed from the traditional classroom and located in a suspension room led by a staff member.
- The student may be placed in ATS/ISS for one or more days depending on the infraction.
- The student will work on homework, projects, tests, or any other traditional classroom activity that he/she would be doing in class that day.
- All students will obey the rules provided by the administration, staff, or teacher while in ATS/ISS.
- Cell phones will be turned over to the ATS/ISS supervisor at the beginning of the day and will be returned at the end of the school day.

## SUSPENSION AND EXPULSION

- Suspension means disciplinary action where a student is separated from school attendance for a period of time no longer than 10 days.
  - Grounds for suspension are defined in Indiana Code 20-33-8-14:
    - (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.
- According to Indiana Code 20-33-8-15, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if: (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or (2) the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.
- Students who are suspended from school will follow the established make-up policy to receive credit for tests, quizzes, assignments, projects, and other assigned work which is due during the term of their suspension. Suspended students are encouraged to keep up with their assigned work by completing assignments in order to keep up with skills which are taught in the classroom.
- They are also not permitted to participate in any school-related activities or to be on school grounds during the length of their suspension.
- All of our students are expected to conduct themselves in such a manner as to avoid these consequences.

## DAY REPORTING

- In lieu of expulsion proceedings a student may be recommended for the court ordered Day Reporting program for up to 30 days. Parents are responsible for getting their child to and from the Juvenile Services Center each day that he/she is in the program.

## SECLUSION AND RESTRAINT

- Seclusion and Restraint information is available in each NPUSC school for review. It is also available on the NPUSC Homepage.

# Grading

## GRADING SCALE

100 = A+	89-88 = B+	79-78 = C+	69-68 = D+	
99-94 = A	87-83 = B	77-73 = C	67-63 = D	59 and below = F
93-90 = A-	82-80 = B-	72-70 = C-	62-60 = D-	

- Pre AP/Algebra I, Chinese I, French I, and Spanish I courses will appear on the high school transcript based on the high school grading scale. Please see the high school handbook for more information.

## CHEATING

- A student who cheats will receive a failing grade of 25% for that assignment.
- Copying from another student's paper, allowing another student to copy off of his/her work, a hidden answer sheet, or plagiarism (copying directly from another source, such as a book or Internet, without giving proper credit) are some examples of cheating.
- Parents will be contacted about any cheating incident.

## CONFERENCE

- If you wish to have a conference with a teacher, please contact him/her directly. You may request a teacher to set up a meeting with several teachers at the same time.
- Contact the teacher if there is an issue of concern before contacting the administration. If the issue remains after the teacher has been notified, contact the administration. If you wish to meet with the administration or school counselor, please schedule a conference. Dropping in without an appointment may mean that you will be unable to arrange a meeting because of prior commitments.
- Parent/Teacher conferences are held once a year in the fall. Your attendance is encouraged.

## eLEARNING

- The expectation is that all students will participate in eLearning days to receive credit for the assignments.
- Students must follow the guidelines of the teacher for attendance and submitting assignments.

## HOMEWORK

- Students receive homework on a daily basis. The expectation is that homework will be completed and submitted on the next school day unless otherwise indicated. When students are absent, it is their responsibility to complete the homework assigned.
- Students should access Schoology for information regarding homework.
- **Please do not request homework in advance. Homework may be requested after an absence, however twenty-four hour notice must be given to teachers. After homework is requested, it may be picked up at 2:30 PM the following day.**
- While lists of make-up work will be given to students or a designee, second notices will be given at the discretion of the teacher. Students are expected to turn in make-up work when it is provided for them.
- If a student is absent on the day that a long-term assignment (such as a research paper, project, etc.) is due, the assignment is expected on the first day that the student returns to school.

## MAKE UP WORK

- Students are required to make up missed work for all absences.
- Students who are absent should access Schoology to obtain assignments missed during their absence.
- If a student does not turn in an assignment, they will receive a 25% grade.
- Students will be given until the following Monday to turn in late assignments.
- The following exceptions apply:
  - At the end of a quarter where assignments must be turned in on Friday
  - If a student is absent he/she will be given two days for every day missed for an excused absence
- If students turn in late assignments within the given time period, a 50% will be credited. If that opportunity is missed, students will receive a 25%.
- A 50% is the lowest grade students may be given on any completed test, quiz, or assignment.
- Teachers may provide additional work upon return to school.

## MISSING ASSIGNMENTS

- In order to ensure academic success, it is imperative that students do their work and turn it in when due. When students do not have their homework/assignment they may be subject to discipline by their teacher and/or school administration.
- **Teachers may assign a mandatory working lunch during the week to help students get caught up on assignments.**
- It is our hope that students will see the benefits of completing their homework/assignments on time and avoid the above consequences.

## REPORT CARDS

- Academic progress may be accessed using the PowerSchool website throughout the year.
- Report cards are issued following the end of each grading period.
- The final report card will be mailed home following the end of 2nd semester.

## SCHOOLGY and POWERSCHOOL

- Schoology is our Learning Management System. This system is used in a variety of ways. Students are able to organize a calendar, submit assignments, communicate with teachers, post messages for class discussions, take assessments, etc.
- It is the student's responsibility to check Schoology for assignments and/or other information.
- Schoology is an effective communication tool. Parents are encouraged to set up a parent account in order to stay informed.
- A lot of information regarding student achievement is located on PowerSchool and Schoology.
- Both parents and students may have access.
- The office and all STAR teachers have the needed access codes.

## Health Services

- NPMS has a Health Aide, who functions in a complementary role to the Corporation Nurse. The Health Aide is trained in CPR and First Aid and can monitor students for illness or injury and notifies parents of concerns. The Health Aide can administer medications, maintain student health updates, provides staff with student health concerns; as well as conduct vision and hearing screenings, as required by state law.

## ANNUAL HEALTH UPDATE

- Health forms must be completed by parents/guardians at enrollment.
- Health concerns need to be updated as information changes.
- Accurate telephone numbers and emergency contacts must be listed.

## CONDITIONS REQUIRING EXCLUSION FROM SCHOOL

- Our goal in health services is to support student success by returning students who are safe, healthy, and ready to learn to the classroom as quickly as possible.
- A major health consideration for exclusion from school is the potential for spread of disease from person to person. The clinic will send students home in accordance with state laws regarding communicable diseases, based on signs and symptoms related to those diseases.
- The following are some examples of conditions which require the exclusion of a student from school for health reasons:
  - Fever (oral equivalent) of 100 degrees or more
  - Persistent vomiting or diarrhea
  - Skin rashes if spreading or with drainage or fever
  - Redness or discharge from the eye
  - Live head lice
  - Lack of appropriate immunizations
- Students may return when his/her fever has been gone for 24 hours **without medication**

## STUDENTS WHO BECOME ILL AT SCHOOL

- Students who need to visit the health aide due to illness during the day need a pass from their teacher. Students are not to visit the nurse's office without a pass, unless there is an emergency.
- **STUDENTS MUST GAIN PERMISSION FROM OFFICE PERSONNEL BEFORE CALLING / TEXTING HOME.**
- Using an electronic device without a visit to the nurse will be considered a technology violation and will result in the appropriate consequences.

## HEAD LICE

- Head lice are a common problem with school age children. It has nothing to do with cleanliness nor does it reflect poorly on you as a parent. Head lice can be controlled if given immediate and proper attention. Students with an infestation of lice will be sent home for treatment, and readmitted when the child is free of live lice.

## IMMUNIZATIONS

- All middle school students must have the following vaccinations before school starts. Please bring in up to date records to the school Health Aide at the beginning of the new school year.
  - **5 DTap** (Diphtheria, Tetanus & Pertusis)
  - **4 Polio**
  - **2 MMR** (Measles, Mumps, Rubella)
  - **3 Hep B** (Hepatitis B)
  - **MCV4** (Meningococcal conjugate)
  - **Tdap** (Tetanus & Pertussis)

- 2<sup>nd</sup> **Varicella** (Physician documentation of disease history, including month and year, is proof of immunity for 6<sup>th</sup> grade. Parental report of disease history is acceptable for grades 7 & 8.)
- According to Indiana Code (IC 20-34-4-5) each student must have the required immunizations.
- Furthermore, the law states children enrolling with less than the minimum immunizations are granted a period of **twenty calendar days** to begin or resume their immunizations.
- The immunization requirements can be found on NPUSC website under "Health Services" or a form can be picked up in the health clinic.
- **EXEMPTIONS:** The state will allow objections to immunizations according to Indiana Code 20-8.1-7-2 to be raised on the following grounds:
  - Medical: A physician's signature is required and must be renewed on a yearly basis.
  - Religious: This must be signed by a parent/guardian and renewed on a yearly basis.
  - Forms for these objections are available in the health clinic.
  - In the event of a disease outbreak, students who have not received required immunizations may be excluded from school for the duration of the outbreak.
- If the parents/guardians fail to provide the required immunization documentation or fail to provide a religious objection or medical exemption, the principal or school superintendent may exclude the student from school in accordance with state law.

#### **MENINGOCOCCAL DISEASE (MCV4)**

- Please talk with your child's healthcare provider about meningococcal disease and vaccination.
  - 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 amputation.
  - Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and 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 at 11 to 12 years of age. For teenagers, immunization is recommended at high school entry and incoming college freshmen.
  - For more information, see NPUSC website under "Health Services"

#### **SCREENINGS AND TESTS**

- **Hearing tests: IC 20-34-3-14**
  - The governing body of each school corporation shall annually conduct an audiometer test or a similar test to determine the hearing efficiency of the following students:
    - 1) Students in grade 7.
    - 2) A student who has transferred into the school corporation.
    - 3) A student who is suspected of having hearing defects.
- **Vision tests: IC 20-34-3-12**
  - The governing body of each school corporation shall conduct a vision test for each student enrolling in or transferring into grade 8 and for each student suspected of having a visual defect or students who have transferred into the school corporation.

#### **STUDENT MEDICATION**

- Parents/guardians are encouraged to administer medical treatments and medications to children at home. The school nurse/Health Aide or principal's designee will dispense medications or treatments when a medical condition requires it and when the following conditions are met. Students may not carry or administer any over the counter medication.
  1. A form which is available from the school office must be filled out and signed by the parent/guardian and the physician for all prescription medications and treatments.
  2. A written physician's order is required for prescription medication and inhalers to be administered.
    - Medication and inhalers are to be labeled with the prescription and the student's name, the name of the medication, the date the medication was ordered, the name of the prescribing physician, the dosage, time, and dates the medication is to be administered, and the reason for the medication. Labeled containers may be obtained from a local pharmacy.
  3. **IC 20-33-8-13:** Students with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition during the times and in the places set forth if the following conditions are met.
    - A. The student's parent/guardian has filed an authorization with the student's principal for the student to possess and self-administer the medication.
    - B. A physician states in writing that:
      - 1) The student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
      - 2) The student has been instructed in how to self-administer the medication; and
      - 3) The nature of the disease or medical condition requires emergency administration of the medication.
    - C. **The authorization and statement described must be filed with the student's principal annually.**

4. **Inhalers and Epi-pen use:** A student who has a prescription and parent/guardian consent for use on file in the school office may carry and self-administer a prescription inhaler or Epi-pen. A student who needs to use his/her Epi-pen for allergic reactions should report the use of the Epi-pen to the supervising adult immediately who will dispose of the used Epi-pen. The school health aide should be notified and call 911.
  5. **Students requiring blood glucose testing or the administration of insulin:** A student who is capable may self-test his/her blood sugars and self-administer his/her insulin. These procedures may only be done in the health room where proper disposal systems are available for sharps.
  6. Parents/guardians are responsible for informing the school of changes in medication or treatment orders by submitting a corrected physician's order and pharmacy label.
  7. **Non-prescription medications** such as Tylenol may be administered by the health aide or her designee if the parent/guardian has delivered this medication to the school and permission for Administration of Medications form has been filled out and signed by the parent/guardian. The medication must be in the original container and labeled with the student's name. All non-prescription medication will be stored in the health room.
  8. Parents/guardians are responsible for bringing all medication to school and for retrieving the medication from school. Medication may not be transported on the school bus.
  9. A student returning to school after being under a doctor's care must submit a note of fitness to return from the student's doctor.
  10. A student in need of special accommodations (i.e., the use of crutches due to injury) must submit a doctor's note indicating the accommodation and the length of time the accommodation will be needed.
- **REMEMBER: Students are not allowed to transport medications to school unless they meet the conditions in Item #3 above. The school will not supply medication to students.**

## *Transportation*

### ARRIVAL / DISMISSAL

- ARRIVAL:
  - Students are to enter the main entrance doors and proceed directly to their locker area in the school unless arriving before the start of the school day.
  - Those students arriving early will be directed to the cafeteria until released to their locker area at 7:00 A.M. No one is to loiter outside the building, go to the high school, or enter any parking lot.
  - Students should not be dropped off at school before 6:45 A.M. There is no supervision prior to this time.
  - **If arriving late, a parent/guardian must come inside the building to sign in their child.**
- DISMISSAL:
  - All students are to leave the building at dismissal time. The only students who are permitted to remain in the building after dismissal are those who have practices, meetings, detentions, or have made prior arrangements with their teachers.
  - Those who pick up students by private car after school will do so from the front of the school building. The rear of the building is reserved for buses only, during school hours.
  - Students should not walk across the street unless accompanied by the administration or a staff member. The traffic is heavy at dismissal time. This is a safety concern. Students picking up younger family members from the middle school must drive over to pick them up.

### TRANSPORTATION / VEHICLES

#### BUS TRANSPORTATION

- 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. These students will be referred to the administration with a bus ticket for a potential reprimand. 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 activity and athletic buses.
- All school children, while being transported on a school bus, shall be under the supervision, direction and control of the bus driver, and shall be subject to the discipline of the bus driver and the governing body of the school corporation (Indiana Code 20-9.1-5-19). Failure to comply with the rules and expectations on school sponsored transportation will result in consequences, which can include suspension and/or removal from the bus.
- **The following Bus Rules Apply:**
  1. Each pupil shall be seated immediately upon entering the bus.
  2. The bus driver ensures the right to ask to a student to move to any seat in order to maintain control and safety of the bus.
  3. Pupils shall not enter or leave the bus until it has come to a full stop and the driver has opened the door.
  4. No windows or doors will be opened or closed except with permission of the driver.
  5. School buses are school property and must be respected as such. Therefore, vandalism or any attempt to commit vandalism shall be cause for denying the guilty party the privilege of transportation on the school corporation's buses.
  6. Pupils should not throw rocks, snowballs, or any other material at the school buses before entering or after exiting the bus.
  7. Pupils shall not throw caps, articles of clothing, books, or any other objects back and forth while on the buses.
  8. Loud, boisterous, or profane language, or indecent conduct is prohibited.
  9. Pupils shall not tease, wrestle, or shove each other.
  10. No items shall be stacked higher than the windows, aisles and exits must be clear in case of emergency

11. Pupils should understand that the bus driver is required by law to maintain good discipline on the bus to ensure safety and equity for all. This can be accomplished by the cooperation of pupils, parents, and drivers.

12. Technology use will be at the discretion of the bus driver.

- Each student may have one morning pick up location and one afternoon drop off location.
- These locations need to be on file with the school office.
- Please remember that all stops must be a residence within the boundaries of the New Prairie United School Corporation.
- Transportation to and from the YMCA Latchkey program held at Rolling Prairie Elementary will still be allowed as will transportation between NPUSC School buildings.
- **Bus transportation changes (pass/notes) will not be accepted.**
- It is in the interest of keeping our students safe that we can no longer accommodate complex schedules involving multiple stops.
- For more information, please call the Transportation Department at 574-654-7373 or 219-778-9585.

#### **OTHER TRANSPORTATION**

- New Prairie Middle School students may ride school buses, if they are assigned, or arrive at school by private car.
- They are not to ride bicycles or any other form of motorized or nonmotorized transportation. We have no provisions for these items.
- Skateboards and rollerblades need to be kept at home.
- Students arriving by private car are to be dropped off and/or picked up at the front main entrance to the middle school.

## ***General School Information***

#### **CLOSED CAMPUS**

- Students are not to leave the school during school hours without the consent of the school office. This also includes lunch periods. Early dismissal will be permitted upon the receipt of notification from the parents/guardians. Parents/guardians are expected to come into the building to pick up students for early departure. Notes concerning early departure must be brought to the office prior to the beginning of STAR.

#### **CLOSING SCHOOL / SCHOOL DELAYS**

- In the event of any weather emergency, you are encouraged to listen to or watch any local radio or television station (WSBT, WNDU, WHME, WLOI, and WIMS) for the latest information concerning the closing or delay of schools.
- The NPUSC all-call system will be utilized as well.
- **Individual schools should not be called.**
- Should schools be dismissed early, students and parents need to have a plan in place.

#### **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 a Directory Information form (provided to each student) and return it to the school principal.**
- **Board Policy #8330 is available on the NPUSC website.**

#### **GUIDANCE SERVICES**

- New Prairie Middle School has a guidance department to serve the academic, social, and emotional needs of students. Our school counselors are available to students and their families for a variety of concerns and will utilize an assortment of interventions to best support our students and help them to be successful.
- Each student is assigned to a counselor by last name:
  - A – L: Mrs. Sara Harmon
  - M – Z: Mrs. Angie Foresman

#### **LIBRARY**

- The library is an integral part of the instructional program. Students are offered a variety of services. Students may come to the library with a pass from their teacher. At times, the library is also available during lunch periods. Students who go to the library during lunch must have the permission of the teacher on duty. Students are not allowed to use the library during lunch unless they are supervised. They must also go directly to the library without stopping at their lockers.

#### **LOCKERS**

- Lockers are for student use, but are the property of the school.
- They may be opened and inspected at any time.
- **Students are not to give their combination to anyone for any reason, share their locker, nor “set” their lockers.**
- It is critical that students never allow anyone to place an item or items in their lockers regardless of the reason or excuse.
- Students are responsible and liable for any item found in their locker. Items in their locker will be considered a possession of that student.
- Students are not to decorate the exterior of their locker. No item may be put up inside a locker unless it is done so with a magnet.
- **The Spirit Club has permission under the direction of its sponsor(s) to decorate lockers during sport seasons. Teachers may also have students decorate lockers during the teaching of special units of study. Any locker which is to be decorated must have the permission of the teacher sponsoring the event and the building principal.**
- Lockers are to be kept clean at all times.
- Kicking, slamming, or pounding of locker door could be considered vandalism and result in disciplinary action.

#### **LOST AND FOUND**

- These items should be taken to the office. Lost items belong to someone other than the person who found them. Taking or keeping these items is considered theft.

#### **NON-CUSTODIAL PARENTS**

- A non-custodial parent, unless restricted by court order, will be given access to all student report cards, PowerSchool access, SCHOLOGY access, student records, disciplinary actions, club and activity information.
- The parent will also be allowed to participate in conferences, classroom visitations, and all other school activities.
- The non-custodial parent may not visit with the student during the school day nor will the student be released to the non-custodial parent, unless written permission is given by the custodial parent. A certified copy of a court order restricting the rights of the non-custodial parent shall be provided to the school should a custodial parent wish to prohibit the distribution of information to, and the school visitations of the non-custodial parent.
- Parents involved in these situations should keep the school updated with information.

#### **PARENT/GUARDIAN CONTACT INFORMATION**

- It is very important that all parents notify the office of any change in address or phone number. It is critical that we have accurate and updated phone numbers for home, work, and/or relatives in case we need to notify anyone of a problem or a concern. Emergency situations, as well as maintaining proper home/school communications, depend upon accurate information regarding our students. All information that you provide for us will be kept confidential.
- Please note that only one phone number may be used for our “all-call” system. This number is the number listed as “HOME” number.

#### **PARTIES**

- All food items for approved parties/activities must be in accordance with the NPUSC Wellness policy and guidelines. When choosing snacks for school activities, the NPUSC Approved Snack List must be followed.
- Parents may NOT send food treats to celebrate their child’s birthday. However, items such as pencils, stickers, erasers may be sent. Formal birthday parties may not be held during the school day.
- Delivery of birthday presents, flowers, balloons, etc. is highly discouraged as it may disrupt classroom learning and may impose a safety hazard on the school bus. This will be left up to the Principal’s discretion. Check with the school office BEFORE sending anything to the school.

#### **PHYSICAL EDUCATION**

- If a student is enrolled in a physical education class, temporary incapacity must be excused by the principal. Any permanent, or long-term, excuse from taking and/or participating in physical education classes must be supported by a doctor’s statement. Students will also not be allowed to participate in physical education classes after a long-term incapacity, unless they have been released by a physician.
- **Our physical education program requires that all students participate in swimming instruction. If a student does not swim, he/she will be placed in an area of the pool where basic instruction can be given. Adequate safety supervision is provided during the time the students are in the pool area.**
- Students may purchase a physical education uniform which consists of an imprinted shirt and shorts. Students can purchase the uniforms from the middle school office. Students are urged to mark this uniform on the inside of each item with a permanent marker for identification. Physical education shirts and shorts are not to be marked in any other way.
- Students may choose not to purchase a school uniform; however, they must bring in school appropriate clothing from home and meet the school dress code.
- **Athletic shoes are required.**
- **Students should be prepared to go outside for physical education class on any given day, weather permitting.**
- Failure to dress in the required clothing for physical education classes on a habitual basis will result in a grade reduction and/or disciplinary action.
- Students will be given a school issued lock, and assigned a locker in the locker room for each semester they have physical education class. They are responsible for locking up their belongings. Combinations for locks are not to be shared with other students.
- The school is not responsible for lost, stolen or damaged items.

#### **PROFESSIONAL COLLECTION SERVICES FOR DELINQUENT ACCOUNTS**

- Any accounts including but not limited to fundraising, lost or damaged library books, lost or damaged athletic uniforms, and extra-curricular payments that have been agreed to but not paid by the due date are subject to third party collection submission.
- Each account submitted will have \$10 added to the balance due, along with any charges or fees added by the third party collection agency.

## SOLICITATION

- **Students are not to sell any items at school, other than from the school-sponsored fundraiser, without permission of the administration. This includes fundraising items from non-school organizations.**
- School approved fundraising items must be sold outside of school unless specific permission has been given by the administration.
- Students and/or their parents are not to distribute any material to others on school grounds, at school, or on school buses, unless this material has been approved.
- We are happy to assist in the **distribution of information** from civic organizations which serve our community (with Central Office approval.)
- If you have any questions about these provisions, please contact the school office.

## STUDENT SAFETY

### BULLYING-INDIANA LAW CODE 20-33-8-13.5

- Bullying will be defined as: “*unprovoked*”, overt, repeated acts, including physical, verbal, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, or intimidate the other student.”
- Bullying is not tolerated and shall be prohibited on school grounds, on a school bus or at a school bus stop, or at any school-sponsored activity. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school administration. When deemed necessary, a referral to law enforcement may be used to change the behavior of the perpetrator.
- This rule applies when a student is: a) on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school); b) off school grounds at a school activity, function, or event; c) traveling to or from school or a school activity, function, or event; or d) using property or equipment provided by the school.
- Bullying by a student or groups of students against another student with the intent to harass, ridicule, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted (including electronic correspondence), and/or physical acts committed, or any other similar behavior is prohibited.
- Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
- Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
- Education outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention and intervention in bullying.
- All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
- Social Media sites such as Facebook, Twitter, SnapChat, etc. create another avenue for student interactions. Parents and students need to be aware that should bullying occur out of school via these services, that it is ultimately the parent’s responsibility to monitor such behaviors outside of school which could include notifying the authorities. The school’s obligation to investigate and/or discipline these matters is limited to actions that impact the educational process in the building. All other matters should be handled by the parents and proper authorities.
- For more information, please see NPUSC Board Policy #5517.01 which is available on the NPUSC website.

## FIRE DRILLS / SAFETY DRILLS / STORM DRILLS

- Silence and order are required for maximum safety. Since electrical power may be out during these times, all students are expected to remain quiet during these situations so that everyone can hear any emergency information and directions from staff members. Students are also required to stay with their class and not move to other areas. This is done in order to ensure that an accurate count of students can be taken in case emergency situations develop. Teachers will stay with the students at all times.

## NPUSC Director of Facilities

- Mr. Greg Dudeck, Director of Facilities, is designated as the following:
  - Indoor Air Quality Coordinator (IAQ)
  - Integrated Pest Management Coordinator (IPM)
- Contact him at 574-654-0205 or 219-778-1475 or by email at [gdudeck@npusc.k12.in.us](mailto:gdudeck@npusc.k12.in.us) - with your questions or concerns.

## STUDENT INSURANCE

- The school does not have an accident insurance policy on any student. Therefore, it is the responsibility of the parent to pay medical bills incurred when a student is hurt in physical education class, a classroom, field trip, an athletic event, or practice.
- Information for School Accident Insurance may be obtained in the guidance office.

## TECHNOLOGY

### iPADS

- See Acceptable Use Policy (AUP) – the original form the students and parents signed for use of NPUSC technology.
  - DO
    - **Keep your iPad in your iPad bag whenever it is not in use and when walking to/from class.**
    - **Charge every night at home to a minimum of 80%.**
    - Keep track of accessories.
    - Use apps for school purposes only.
  - DO NOT
    - Walk around with it not in an iPad bag.
    - Use any form of screen protector.
    - Change the “name” on the iPad (it must be accurate).
    - Use games or social media during the school day that are not school related activities.
- Accessories to use and maintain possession of:
  - Case, cord, brick, wedge, cloth, stylus, ID tag with attachment cord
- Collection:
  - iPad and accessories must be returned on the collection date.

- A fee may be charged for items not returned.
- Digital citizenship is important. Students may lose the privilege of freely operating the app store, iTunes, camera, and other functions if rules associated with the iPad are broken.
- Students must be responsible for their iPads. The AUP states, "Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules." Consequences will be assigned to students with multiple iPad breakages.

## INTERNET USAGE

- In addition to iPads, NPMS has a variety of computers that have Internet access available to students.
- In order for students to use the Internet at school, they must have a signed Parental Permission Form on file prior to using the computers.
- Students who fail to abide by the AUP or misuse the computers may have their privileges suspended or revoked.
- Private e-mail is not to be accessed from any school computer station.

## POWERSCHOOL / POWERGRADE AND PARENTAL ACCESS

- PowerSchool is our documentation system for attendance and grades.
- Parents may request from the school office, if they don't currently have one, a username and password to access their child's grades and attendance at any time during the school year.
- For help and instructions on how to set up an account, go to the NPUSC website and follow this path:
  - Info  $\implies$  Document Library  $\implies$  Powerschool Parent Connect Creation Instructions (4672)

## SCHOOLGY

- Schoology is our Learning Management System.
- Please refer to our previous section under "Grading" for more information

## TELEPHONES

### SCHOOL PHONE USE

- School phones are for school business and may be used by students only in emergencies with the permission of someone in authority.
- Only parent messages that are urgent will be relayed to students.
- **Please do not request that your child leave class to call you. Office personnel will be happy to take the message to your child without causing a disruption in his/her school day.**
- **Students must make arrangements for sleepovers, friends coming to someone's house, and similar situations BEFORE arriving at school.**
- **Students are discouraged to use the phone for these or similar purposes.**
- Students will be allowed to use the phone when activities are cancelled or postponed.
- If students forget their homework, they must be prepared to accept the appropriate consequences.
- Students may not use cell phones during the day to text or call home unless given permission by a staff member.

### CELL PHONE USE

- See the previous section "School Corporation Grant Of Authority To Maintain Discipline" – "Electronic Devices"

## TEXTBOOKS FEES / PAYMENT PLANS / INSURANCE

### TEXTBOOK FEES

- The New Prairie United School Corporation in accordance with the State of Indiana Statute assesses textbook rental fees.
- These textbook rental fees include fees for textbooks, electronic devices, and consumables such as workbooks utilized by the individual student.
- Textbook rental fees will be assessed for every student.
- **Textbook rental fees are due by September 29, 2017.**
- Payments can be made at your child's school, the registration nights, or at the NPUSC Central Office at 5327 N Cougar Road New Carlisle, IN 46552.
- Payments can be made via cash, check, money order, or credit/debit card. Credit/Debit Card payments can be made only online at the NPUSC website. **An additional processing fee will be charged for credit/debit card payments.**
- **ONLY ONE STATEMENT WILL BE MAILED IN EARLY SEPTEMBER**
- 2017/2018 FEES:
  - Kindergarten \$ 95, First – Second \$ 115, Third – Fifth \$140,
  - **Sixth – Eighth \$170**
  - Ninth – Twelfth \$195

**\*\*\*Additional Fees will be assessed for Advanced Placement, Dual Credit, and Other Specialized Courses at the High School Only**

### PAYMENT PLANS

- If you wish to enter into a payment arrangement to spread your payments into 4 equal installments due September 15, October 13, November 17, and December 15, the payment arrangement agreement must be signed no later than September 29, 2017.
- Payment arrangements can either be made at the scheduled registration events or through Central Office.

## COLLECTIONS

- **If fees are not received or an approved payment arrangement made by September 29, 2017, then your account will be turned into a third party collection agency.**
- **A \$10 fee will be added** to your account as well as any charges or fees added by the third party collection agency.

- Failure to satisfy the payment agreement payments will also result in your account being submitted for collections with the same additional fees as listed above.
- Once an account has been submitted for collection, it cannot be removed from collections until all fees including the additional collection fees have been collected.

#### **TEXTBOOK ASSISTANCE**

- The State of Indiana does offer textbook assistance (textbook assistance is not available for insurance plans) to those families who qualify for free and reduced lunches.
- If you believe that you may be eligible for assistance and have not already done so, please contact the Director of Food Services, Tammy Watkins, at 574-654-7271 to complete an application.

#### **VISITORS**

- All visitors must register in the school office when entering the building.
- Classroom visitations are strongly discouraged at the middle school level. Exceptions may be made with prior approval from the administration.
- A 24 hour notice will be provided to teachers before any classroom visit.
- Students are not permitted to bring other school-age children as guests to school.
- Parking for visitors is located at the front entrance.

#### **WITHDRAWING FROM SCHOOL**

- When a student withdraws from school, a form must be completed. Parents should come to the school to take care of this task. Students must return all library books, iPad and accessories, athletic equipment, and school textbooks. Fees must be paid before grades and student cum files will be forwarded to the receiving school. Parents of students who fail to return school property will be responsible for payment.
- These policies are in addition to those which have been adopted by the school corporation and are found in the following booklets:
  - SCHOOL BUS TRANSPORTATION
  - STUDENT BEHAVIOR
  - SECONDARY SCHOOLS STUDENT CODE OF CONDUCT