

## **NPUSC Elementary Schools**

### **K-5 Student and Parent**

## **GENERAL HANDBOOK**

**2016-2017**

The staff at NPUSC is committed to leading our students toward the ownership of two very important lifelong skills – owning their own learning and owning their own behavior. Students are expected to know what skills and proficiencies they must master and are constantly encouraged to do their “personal best.” Students are also expected to be good citizens. To do this they must understand and follow the behaviors and guidelines of our mini-society here at school. They must accept responsibility for both their learning and their behavior and the consequences- good or bad- that come with choosing to follow or ignore School rules.

This handbook has been developed to provide students and parents with an understanding of the school’s operating policies and procedures, which have been developed in accordance with the New Prairie United School Corporation’s Policy and Procedure Manual. Parents are strongly encouraged to support the school’s efforts to build responsible, contributing students who will then become responsible contributing citizens of the 21<sup>st</sup> century.

The policies, procedures, and practices contained in this handbook are as complete as possible. From time to time, unanticipated situations may occur. Reasonable action will be taken to deal with these unanticipated situations.

**[www.npusc.k12.in.us](http://www.npusc.k12.in.us)**

### **NPUSC ELEMENTARY GENERAL HANDBOOK**

**This handbook is supplemental to Board Policy. Should a provision of this handbook contradict Board policy, the Board policy prevails. This handbook supersedes all prior handbooks and other written material on the same subject. In addition, a school-specific BUILDING HANDBOOK ADDENDUM is attached.**

**New Prairie United School Corporation**

**BOARD INFORMATION**

## **Foreword**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal who you will find listed in the Staff Directory section of the handbook. This handbook is supplementary to Board policy. Should a provision of this handbook contradict Board policy, the Board policy prevails. This handbook, along with the school-specific addendum, supersedes all prior handbooks and other written material on the same subjects.

## **Board of Education 2016-2017**

### **Board Members**

Richard Shail  
Board President

Dale Groves  
Secretary

William Romstadt  
Board Member

Al Williamson  
Vice-President

Phillip King  
Board Member

Work sessions may be scheduled throughout the year, but will be advertised according to the Open Door Law. Location of meetings will be held in the Superintendent's Office, 5327 N. Cougar Road, New Carlisle unless otherwise advertised.

### **Role of the Board of Education**

Board members are interested, informed citizens who have accepted the challenge of providing leadership for the educational enterprise of the community. The Board represents the children, families, and community members of the school district. The Board is charged with establishing sound educational policies for the school district. The Board must approve financial plans consistent with the educational needs of the community and the availability of resources for the operation of the school district.

### **Conduct of the Board Meetings**

The Board of education typically meets the last Monday of the month beginning at 6:00/6:30 pm (cst) at NPUSC administration building. A schedule is posted at the NPUSC administration building and on the district website. You may also call the district office, located in the NPUSC administration building. Board meetings follow an agenda. The order of business for meetings of the Board is as follows: Each Board member receives an agenda for each meeting with supporting materials.

## **Public Participation at Board Meetings**

Persons who wish to address the Board may complete a Public Comment Card to be presented to the Board president at the beginning of the meeting.

## **Administrative Participation**

The Superintendent and those administrators directed by the Superintendent shall attend all meetings when feasible.

## **Administration Team**

|  |                         |
|--|-------------------------|
| <u>Superintendent</u>                          | <u>Dr. Paul White</u>   |
| <u>NPHS Principal</u>                          | <u>To Be Determined</u> |
| <u>NPHS Assistant Principal</u>                | <u>To Be Determined</u> |
| <u>NPJHS Principal</u>                         | <u>Janet Scott</u>      |
| <u>NPJHS Assistant Principal</u>               | <u>Jeremy Luginbill</u> |
| <u>Prairie View Elementary Principal</u>       | <u>Rhonda Myers</u>     |
| <u>Olive Township Elementary Principal</u>     | <u>Tara Bush</u>        |
| <u>Rolling Prairie Elementary Principal</u>    | <u>Becky Bartlett</u>   |
| <u>NPUSC Director of Curriculum/Evaluation</u> | <u>Carrie Cannon</u>    |

## **GENERAL INFORMATION**

### **Vision of the District**

The New Prairie United School Corporation, in collaboration with its communities, provides students with a quality education that develops responsible citizens as life long learners.

### **Mission of the District**

Our mission is to utilize “cutting edge” best practices and the resources of the communities to achieve the Vision of the New Prairie United School Corporation.

### **NPUSC District Goals**

1. All students will possess a mastery of basic skills and the fundamental processes of learning and the opportunity for mastery of state standards.
2. Establish assessment and evaluation measures for schools and school district.
3. Provide instructional staff and administration personnel the knowledge, training and skills that will directly support and enhance the student educational process.
4. Prepare and teach students and staff in the area of technology relating to literacy, practical applications and lifelong skills.
5. Ensure students are provided a safe, nurturing, and disciplined school/environment.
6. Provide the opportunity for the most educationally appropriate co-curricular and extra-curricular activities that benefits all students.

### **Equal Education Opportunity**

It is the policy of this Corporation to provide an equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer. The complaint procedure is described on Form 2260 F8. The complaint will be investigated and a response, in writing, will be given to the concerned person within 30 days. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

### **Smoke Free Environment Policy**

The New Prairie United School Corporation is committed to providing a school environment free of health hazards. In accordance with Indiana State Law, smoking is not permitted in any of the buildings, grounds or vehicles belonging to the New Prairie United School Corporation.

### **Drug Free School Regulation**

It is unlawful for any student to knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, inhalant, alcoholic beverage or intoxicant of any kind.

1. In a school building or on the school grounds at any time.
2. Off the school grounds at an educational function or any event sponsored by the school.
3. While traveling to or from any educational function or any event sponsored by the school.

Use of a drug authorized by medical prescription from a registered physician and over the counter drugs as described on the Parent's Permission Request and Release for Administration of Medication to Student Form shall not be a violation of this rule. No white out, rubber cement, model glues, solvents, oil-based paints, or any other possible inhalants are allowed at school, unless specifically directed by the student's classroom teacher, in writing. **All such materials must be kept and used under the teacher's direct supervision at all times. No such items are to be kept in student desks, lockers, book bags, etc.**

### **Pest Control/Indoor Air Quality**

The NPUSC is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children. This policy does not apply to the use of the following when used in normal cleaning activities-germ killers, disinfectants, sanitizing agents, water purifiers, and swimming pool chemicals. It also does not apply to personal insect repellants when self-applied or to gel baits or manufactured enclosed insecticides where students and staff do not have access. Questions or concerns about building air quality and pest management should be directed to the corporation's Director of Facilities, Greg Dudeck, at 574-654-0205 or 219-778-1475 or email [gdudeck@npusc.k12.in.us](mailto:gdudeck@npusc.k12.in.us). Mr. Dudeck serves as the corporation's Indoor Air Quality Coordinator and Integrated Pest Management Coordinator.

## NEW PRAIRIE SCHOOLS 2016-2017

### Approved Calendar

**AUGUST 2016**

| 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 = 17   S = 15

**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 = 21   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 = 19   S = 19

**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 = 19   S = 19

**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 = 14

**August 2016**

August 9-10, 2016  
Teacher Work Days  
Winter

August 11, 2016  
1<sup>st</sup> Day for Students

**September 2016**

September 5, 2016  
Labor Day- No School

September 16 & 23, 2016 Snow Make-Up Day

Flex Days-Students eLearning  
-Teachers report for Professional Development

**October 2016**

October 12, 2016  
Last day of Q1

October 17-18, 2016

P/T Conferences K-8

October 24, 2016

P/T Conferences HS

October 20-21, 2016

Fall Break-No School

**November 2016**

November 23-25, 2016

Thanksgiving-No School

**December - 2016**

December 20, 2016

Last Student Day End SI

December 21, 2016

Teacher Work Day

December 22, 2016-Jan 6, 2017

Winter Recess-No School

**1<sup>st</sup> Grading Period**

Aug. 11 - Oct. 12 (44 Days)

**2<sup>nd</sup> Grading Period**

Oct. 13- Dec. 20 (44 Days)

**3<sup>rd</sup> Grading Period**

Jan. 5 - Mar. 10 (45 Days)

**4<sup>th</sup> Grading Period**

Mar. 14 - May 25 (47 Days)

**1<sup>st</sup> Semester**

Teachers - 91 Days  
Students -- 88 Days

**January 2017**

January 2-6, 2017  
Winter Recess-No School

January 5 & 6, 2017

Teachers & Students

Back in School

January 16, 2017

Martin Luther King Day

Snow Make-Up Day

**February 2017**

February 20, 2017

President's Day

Snow Make-Up Day

**March 2017**

March 10, 2017

Last day of Q3

March 13, 2017

Snow Make-Up Day

March 14, 2017

P/T Conferences HS

**April 2017**

April 3-7, 2017

Good Friday

Spring Break

April 14, 2017

Good Friday

No School

**May 2017**

May 25, 2017

Last Student Day

May 26, 2017

Last Teacher Day

May 29, 2017

Memorial Day

June 4, 2017

Graduation

**2<sup>nd</sup> Semester**

Teachers - 93 Days  
Students - 92 Days

**JANUARY 2017**

| 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 = 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 |    |    |    |

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 = 22   S = 22

**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 = 14   S = 14

**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 |    |    |    |    |    |    |

T = 20   S = 19

**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 |    |    |    |    |    |    |

Top Ten

September 16 & 23 Flex Days-Teachers Report for Professional Development, Students participate in E-Learning Practice Days

11/1/16, 12/6/16, 1/17/17, 2/7/17 & 3/21/17 Early Release-Students released Early (25-40 Minutes Early) for Teacher Professional Development, Times TBA by School

\*The first three snow cancellation days would be made up through Snow Make up Days in the school calendar. E-learning instruction would occur on the 4<sup>th</sup> & 5<sup>th</sup> inclement weather cancellation day. Any snow cancellations beyond a 4<sup>th</sup> or 5<sup>th</sup> day of cancellation would be made up after Memorial Day.

### School Day

|            | Olive | Prairie View | Rolling Prairie |
|------------|-------|--------------|-----------------|
| Breakfast  | 7:10  | 8:15         | 8:15            |
| Start Time | 7:20  | 8:30         | 8:30            |
| End Time   | 1:50  | 3:10         | 3:10            |

### Two Hour Delay Schedule (No breakfast served)

|            | Olive | Prairie View | Rolling Prairie |
|------------|-------|--------------|-----------------|
| Start Time | 9:20  | 10:30        | 10:30           |
| End Time   | 1:50  | 3:10         | 3:10            |

### Students Rights and Responsibilities

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. In cases of suspension and expulsion, disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers with suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at School prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the counselor or principal.

### Students Well Being

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately. All students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the School office.

An enrollment card with updated emergency information must be on file in the school office for every student. Please complete the card that is part of your first day packet and return it immediately to your child's teacher. These cards are needed in order for students to participate in fieldtrips and other off-campus activities. Please

keep this information current. If there is a change in telephone numbers or names of people to call in case of emergency, please inform the office of your child's teacher immediately.

Students with specific health care needs can submit those needs, in writing with proper documentation by a physician, to the school office. Students are expected to participate in regular activities unless documented by a physician, or at the principal's discretion.

### **Safety and Security/Secured Entrances**

The New Prairie United School Corporation is taking proactive measures to ensure the safety of our students and staff and the security of our educational facilities. Students and staff routinely practice fire drills, storm drills, and crisis code drills. An emergency plan for all emergency situations has been developed and communicated to staff and students.

During the school day, access to the building is limited to the buzzer system located at the front door. All other doors are locked and staff and students have been instructed not to open those doors to parents or visitors. All parents and visitors must sign in and out at the office. This allows us to know who is in the building at all times.

### **Injury and Illness**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents through the emergency information provided by the parents.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

### **Administrative Guidelines and Procedures for Handling Suspected Child Abuse and Neglect**

The Indiana Juvenile Code requires any individual who has reason to believe that a child is a victim of child abuse or neglect to contact Child Protection Services, per Indiana Code 31-6-11-3, I.C. 31-6-11-4. All New Prairie United School Corporation Staff is obligated under this law. Any staff member who has reason to believe that a child is a victim of abuse or neglect must notify the principal immediately. This includes information given by the child or provided by an anonymous party. The principal has a duty to report, but may delegate the responsibility. The report should be made to the LaPorte or St. Joseph County Department of Public Welfare. The law also provides penalties for failure to report.

Note: Delegation of the task of reporting does not relieve anyone with knowledge or suspected knowledge of the event of the responsibility to report. Therefore, it is essential that the parties with the knowledge be certain that a report is made. Failure to report suspected abuse or neglect, when known, is a crime punishable by up to six months imprisonment. I.C. 31-6-11-20. An individual making such a report is immune from any civil or criminal liability that might otherwise be imposed because of such action. I.C. 31-6-11-20

### **Emergency Drills**

Students are expected to participate in a very serious manner during these drills. Parents/visitors in the building during a drill are expected to participate and should follow the directions of the nearest staff member in securing the building or locating the safe area for parents. All students are expected to report to the nearest staff member during any drill.

### **Fire drills**

The school complies with all fire safety laws and will conduct fire drills each month in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

### **Storm Drills**

Storm drills will be conducted two times, each spring and fall, using the procedures prescribed by the State.

### **Lockdown Drills**

Lockdown drills will be conducted at least two times during the school year.

### **Bus Evacuation Drills**

Bus evacuation drills will be conducted at least two times during the school year.

### **Emergency Closings/Delays and Releases**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations as well as parents participating in the automated call system "School Messenger":

#### **AM RADIO**

WSBT 960  
WLOI 1540  
WNDU 1500

#### **FM Radio**

WNDU U93  
WCOE 96.7  
SUNNY 101.5  
CAT COUNTRY 99.9

#### **TV**

WNDU (channel 16)  
WSBT (channel 22)  
WSJV (channel 28)

Information is also available on the corporation website: [www.npusc.k12.in.us](http://www.npusc.k12.in.us)

Parents and students are responsible for knowing about emergency closings and delays. The automated call system "School Messenger" will be utilized as well.

It is the parents' responsibility to have a plan ready for their child in case of an emergency release. Parents should have a serious talk with their children regarding where they are to go and what they are to do if dismissed early during the school day due to emergencies because of unforeseen weather or facility problems. Completing the emergency school closing form sent to you in the home packet ensures that the parent's directions are on file at the school office. Keep a copy of this form. Be sure to update this important form. Our large enrollment makes it impossible for students to call home when the school is closed early due to an emergency. **Please do not call the school since many calls block phone lines that need to remain free to take care of emergency procedures.** Please check your voicemail BEFORE calling the school so that you do not tie up school phone lines. Instead, the automated "School Messenger" system will provide you with important information.

### **Visitors**

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the School to sign in and obtain a badge. Any visitor found in the building without a badge will be reported to the Principal/office. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to prevent any inconvenience. Students may not bring visitors to school. **ANY PERSON WHO ENTERS THE SCHOOL AND EXHIBITS BEHAVIORS THAT ARE INAPPROPRIATE IN A SCHOOL SETTING WILL BE ASKED TO LEAVE IMMEDIATELY. IF THE PERSON DOES NOT COMPLY IMMEDIATELY, the LaPorte County police will be contacted via a 911 call by the school to address the visitor's behavior.**

## **Volunteers**

A parent or community member who volunteers in the school/classroom will be subject to a mandated background check as part of the NPUSC security policy.

\*Complete Form in your school's on-line Addendum.

## **Daycare**

Day care is available at Rolling Prairie Elementary for a fee. Students at Prairie View and Olive Township can be bussed. Contact the YMCA Day Care at (219) 325-9622.

## **Preschool**

Preschool is currently being offered for three, four, and five year-olds at Prairie View Elementary for a fee. Contact the YMCA Day Care at (219) 325-9622. Head Start of LaPorte County Pre-School. They can be contacted at (219) 873-2146.

## **Walkers**

In schools where students are permitted to walk or ride a bicycle there must be a completed parent permission form on file in the school office. Please consult with the school office for specific details related to this policy. The school corporation is not responsible for lost, damaged or stolen bicycles. \*Complete Form in your school's on-line Addendum.

## **Recess**

Students are scheduled for one 10-20 minute outdoor recess period, weather permitting. All students will be expected to participate during this 10-20 minute activity. We feel that children need fresh air and free exercise to enhance their study habits. For safety reasons, adults are not allowed on the playground areas to visit with students while they are at recess, unless permission is specifically granted by the principal. This includes times when adults eat lunch with the student.

If for health reasons, a child should not participate in outdoor activities, it is that parent's responsibility to write a note (for each day that permission to remain inside is sought) to the teacher stating the reason for the request. If the child must remain inside for an extended period of time (three or more days) a physician's note is required.

School board policy states that the building principal is responsible for determining if outdoor recess will occur. The decision may vary from grade to grade based upon the discretion of the principal or designee. Conditions that are considered when determining the length (including cancellation) of outdoor recess are:

- Temperature (Wind chill below 15 degrees / Heat Index as recommended by the IDOE)
- Conditions of playground

During winter months heavier coats, hats, gloves, snow pants/sweat pants and boots are necessary. Students often have the same or similar kinds of clothing, thus labeling your child's belongings is very helpful in eliminating confusion.

A second recess for students in grades K-2 will be an optional activity used at the teacher's discretion, and instead may be used for purposes of study skills practice, making up homework, or whatever else the teacher may deem necessary for the academic/social success of the student.

## **Lost and Found**

Each building has a lost and found area. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the School year.

### **Use of Telephones**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be allowed to receive a telephone call.

Students are not to use telephones to call parents to receive permission to leave school or change their after school destination. Office personnel will initiate all calls on behalf of a student seeking permission to leave school. While students may possess cellular phones on school property, students are prohibited from turning on/using their phones or allowing them to be visible during the school day. (This includes picture taking and/or recording.)

The use of telephones as learning tools (as well as other personal electronic devices) may be used in some educational settings with staff permission.

### **Advertising Outside Activities**

No announcements or posting of outside activities will be permitted without the approval of the Principal and/or Superintendent.

## **GENERAL ENROLLMENT**

### **Custody/Guardianship**

Every person enrolling a new student must show proof of custody or guardianship at the time of enrollment. A copy of this decree will need to be on file in the office. Any presently enrolled student whose guardianship changes over the course of enrollment must also present the school with a copy of the legal guardianship/custody decree.

No child may be taken from school without written request from the legal guardian. If you are sending someone to pick up your child, please notify us by letter or phone call before the time the child is to be taken from the school. This way we will know that someone other than the parent is authorized to pick up the child.

### **Enrolling in School**

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved.

Students that are new to the School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- a birth certificate or similar document
- court papers allocating parental rights and responsibilities or custody (if appropriate)
- proof of residency, (no homeless child will be denied enrollment based on a lack of proof or residency)
- proof of immunizations
- name and address of last school attended

In some cases, a temporary enrollment may be permitted. Parents will be informed on what records are needed to make the enrollment complete. Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The counselor will assist in obtaining the transcript, if not presented at the time of enrollment.

Out-of District and/or Intra-District transfers must be approved by the Superintendent and are revocable at any time. Application forms can be accessed on the NPUSC website.

### **Scheduling and Assignment**

The Principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal.

### **Early Dismissal**

No student will be allowed to leave School prior to dismissal time without the parent coming to the School office to personally request the release. No student will be released to a person other than a custodial parent(s) without a permission note signed by the custodial parent(s) or other legal authorization.

### **Transfer/Withdrawal from School**

If a student plans to transfer from the school, the parent must notify the Principal. School records shall be transferred within fourteen (14) school days to the new school corporation. Parents are encouraged to contact the main office for specific details.

### **Accident and Health Student Insurance**

**ACCIDENT:** The school does not have an accident policy on any student. It is therefore the responsibility of the parent when a student is hurt in a physical education class, recess, classroom, or in sports events or practice, to provide for medical bills incurred. Parents have the opportunity to purchase school accident insurance. School-time and 24 hour coverage is available. An information sheet is sent home with every student, at the beginning of the school year.

**HEALTH:** Free or low-cost health insurance coverage for children and pregnant women is available through Markel Insurance Company. For more information call (888) 765-7223.

### **Health Services**

The elementary schools have 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 notify parents of concerns. The Health Aide can administer medications, maintain student health updates, provide staff with student health concerns and conduct vision and hearing screenings as required by state law. Please be advised that the school does not call home to report every "bump" and headache. If you feel that such information is important for you to know, please notify the school Health Aide.

### **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.

### **Immunizations**

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 New Prairie's website under Health Services or a form can be picked up in the Health Clinic at each school. The state of Indiana will allow objections to immunizations according to Indiana Code (IC 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 parent/guardian and renewed on a yearly basis.

These forms are available in the Health Clinic at each school. 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/guardian 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 the State law.

## **Health Screening Programs**

Hearing: Grades 1 and 4, teacher referrals and new students  
Vision: Grades 1, 3, and 5 teacher referrals and new students

## **Blood Borne Pathogens-Hepatitis B**

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 the request from the central or school offices.

## **Meningitis Information**

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 Indiana Dept. of Health requires meningococcal immunization for children in grades 6 – 12. Please talk with your child’s health care provider about meningococcal disease and vaccination.

## **Exclusion from School for Health Reasons**

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.

Students who exhibit the following signs and symptoms will be excluded from school until symptoms have resolved or physician note indicates they may return:

- Fever (oral equivalent) of 100 degrees or more (\*Student must be fever for 24 hours without medication.)
- Persistent vomiting or diarrhea
- Skin rashes if spreading, drainage, or fever
- Redness or discharge from the eye
- Live head lice
- Lack of appropriate immunizations

## **EMERGENCY MEDICAL AUTHORIZATION**

### **Use of Medications**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, and F1b 5330f2 and f2a must be filed with the respective building Principal and/or Health Aide before the student will be allowed to begin taking any medication during School hours.

- C. All medications must be registered with the Principal's office and/or Health aide or nurse
- D. Medication that is brought to the office will be properly secured.
  - [ ] Medication must be brought to School directly by the parent.
  - [ ] Medication MAY NOT be sent to School in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications as prescribed by the family doctor.
- E. Students who may require administration of an emergency medication may have such medication stored in the nurse's office. However, if authorization for self-medication has been provided by the parent and physician the student may retain possession of the self-administered medications.
- F. Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.
- G. Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of the School year.
- H. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- I. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

### **Self-Administered Medication**

A student may possess and self-administer medication for chronic diseases or medical conditions asthma or other potentially life-threatening illnesses or a life-threatening allergic reaction provided the student's parent files a written authorization with the Health Aide. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization.

The physician's statement must include the following information:

- A. An acute or chronic disease or medical condition exists for which the medication is prescribed.
- B. The student has been given instruction as how to self-administer the medication.
- C. The nature of the disease or medical condition requires emergency administration of the medication.

The School or School Board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

### **Non-prescribed (Over-the Counter) Medications**

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student.

Parents may authorize the School to administer a non-prescribed medication using a form which is available at the School Office. A physician does not have to authorize such medication but all of the other conditions described above under Prescribed Medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a School staff member. No other exceptions will be made to these requirements

### **Control of Casual-Contact Communicable Diseases and Pests**

Because a School has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be only for the contagious period as specified in the School's administrative guidelines.

### **Control of Non-Casual-Contact Communicable Diseases**

In the case of non-casual-contact, a communicable disease, the School still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The School will seek to keep students and staff persons in School unless there is definitive evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at School and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **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 viable nits.

### **Routine Screening**

The school nurse facilitates routine screenings for students and, if appropriate, notifies parents of potential problems that may require further follow-up with a physician. The routine screenings include: vision screening for 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> grade students; hearing screening for 1<sup>st</sup> and 4<sup>th</sup> grade students. If you have questions or concerns, please call the school office.

### **Special Education**

The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the principal or teacher of their child at the school their child attends.

### **Americans with Disabilities Act- Section 504**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the School to ensure that no individual be discriminated against on the basis of a diagnosed disability. This protection applies not just to the student, but all individuals who have access to the Corporation's programs and facilities.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the School, the student and the student's parent(s). Parents, who believe their child may have a disability that interferes substantially with a major life function and the child's ability to function properly in School, should contact the principal or teacher of their child at the school their child attends.

### **Student Records**

Many student records are kept by the teachers, counselors, and administrative staff. There are two (2) basic kinds of records -- directory information and confidential records.

Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student restrict the information, in writing, to the Principal. Directory information includes:

- Student name, address, telephone number, date of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Hair and eye color
- Date of Attendance
- Degrees and Awards received
- Most recent and previous school attended
- Photograph and videotape not used in disciplinary matter
- Student work may be displayed at the discretion of the teacher and student

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA). This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. The School must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the School with copies of records made by non-school professional agencies or individuals.

Students and parents have the right to review all educational records generated by the School Corporation, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the principal in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.

Parents and eligible students may refuse to allow the School to disclose any or all of such "directory information" upon written notification to the School within 10 days after receipt of the School's annual public notice.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education

400 Maryland Avenue, SW 20202-4605  
Washington, D.C.

[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:  
[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **TEXTBOOK RENTAL 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. 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.

**Textbook rental fees are due by September 30, 2016.** Payments can either 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. If you wish to enter into a payment arrangement to spread your payments into 4 equal installments due Sept 16, Oct 14, Nov 18, and Dec 16 of 2016, the payment arrangement agreement must be signed no later than September 30, 2016. Payment arrangements can either be made at the scheduled registration events or may be made by contacting the Central Office. **If fees are not received or an approved payment arrangement made by September 30, 2016, then your account will be turned over to 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.

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**

| <b><u>2016/2017 FEES</u></b> |              |
|------------------------------|--------------|
| <i>Kindergarten</i>          | <b>\$95</b>  |
| <i>First-Second</i>          | <b>\$115</b> |
| <i>Third-Fifth</i>           | <b>\$140</b> |
| <i>Sixth-Eighth</i>          | <b>\$170</b> |
| <i>Ninth-Twelfth</i>         | <b>\$195</b> |

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

### **Individual Device Insurance Policy**

New Prairie United School Corporation, in conjunction with a third party vendor, will offer individual device insurance plans. **Plans must be purchased or waived prior to the receipt of the individual device by the student.** Payments for the policy 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. If you wish to enter into a payment arrangement to spread your payments into 4 equal installments due Sept 16, Oct 14, Nov 18, and Dec 16 of 2016, the payment arrangement agreement must be signed no later than September 30, 2016. Payment arrangements can either be made at the scheduled registration events or may be made by contacting the school secretary.

**Elementary Students                      \$40 (\$35 if purchased at one of the scheduled registration events)**

**Middle/High School Student    \$45 (\$40 if purchased at one of the scheduled registration events)**

Please refer to the individual device registration form for coverage and deductible details. Under Indiana Statute, insurance plans do not qualify for consideration under textbook assistance. **If fees are not received or an approved payment arrangement made by September 30, 2016, then your account will be turned over to 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.

### **Delinquent or Unpaid 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.

### **Lost Textbooks or Library Materials**

Students are responsible for textbooks issued to them and for library materials that they borrow. Lost or damaged books must be replaced at the student's/parent's expense. Parents will be notified by Central Office if there is a fee to be paid.

### **Student Fund-Raising**

Students participating in School-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with School guidelines. The following general rules will apply to all fund-raisers:

- [ ] Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- [ ] A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the parents and the School.
- [ ] No student may participate in fund-raising activities off School property without the written consent of his/her parents.
- [ ] No house-to-house canvassing is allowed by any student for any fund-raising activity.

- [ ] Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- [ ] No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on School property without the approval of the Principal.

## **MEAL SERVICE**

### **Breakfast/ Lunch Purchasing/ Procedures/ Guidelines**

The School participates in the National School Lunch Program and makes lunches available to students for a fee of \$1.90 with milk included. The cost of milk purchased separately is \$0.50. No student shall be allowed to leave School premises during the lunch period without specific written permission granted by the Principal. Students may also bring their own lunch to school to be eaten in the School's cafeteria. Please keep in mind that the school does not allow soda pop to be brought into the cafeteria. The school does provide a cafeteria where nutritious, well balanced meals may be purchased at reasonable prices. Breakfast will be offered daily at a cost of \$1.30 per day with milk included. (BREAKFAST WILL NOT BE OFFERED ON DELAY DAYS). Students are requested to bring all breakfast, lunch and milk money to school on Monday or the first day of the school week. Students should plan ahead for meal/milk purchases. Envelopes will be provided to students on Friday for money to be sent in on Monday. (If you do not need envelopes please let your child know.) Envelopes should be filled out completely with student's name, grade, teacher and amount enclosed. All lunch accounts are computerized by student. Money can be deposited in lump sums or by the week or month. The computer will keep track of money used and the balance of the account. Limited extra items will be sold and can be purchased with the child's account. Cash or Checks will be accepted. All money will be collected, counted and recorded through the cafeteria, not the school office. Money can also be deposited into your child's account online at [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 at [www.npusc.k12.in.us](http://www.npusc.k12.in.us) under the Programs/Services tab. ALL MEAL QUESTIONS AND CONCERNS SHOULD BE ADDRESSED THROUGH THE CAFETERIA STAFF.

All insufficient fund checks will be handled by a third party collection agency and applicable fees may be applied. Acceptance of future checks will be dependent on the amount and number of ISF checks.

Parents are encouraged to apply for free or reduced price lunches. Applications can be filled out after July 1<sup>st</sup> 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\*\*\*

### **Field Trip Info**

In the event of a school field trip, a sack lunch may be ordered from the cafeteria in advance.

### **Charge Limits**

Elementary students are allowed to charge the cost of 3 lunches. Students reaching the charge limit will be given a peanut butter sandwich and milk (for a limited time) Extra items may not be charged. The charge limit will be reduced during the last 2 weeks of the school year.

Charge notices will be sent home with your child along with an automated telephone call for those students reaching the charge limit. Email notices will also be sent if a parent's email address is given to the cafeteria. Lunch balances can also be found on Power School and on the MySchool Bucks Website.

### **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 at [www.npusc.k12.in.us](http://www.npusc.k12.in.us)

### **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.

### **USDA Information**

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 for program information (e.g. Braille, large print, audiotope, 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](#), (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:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### **Wellness Policy**

The Board of School Trustees of New Prairie United School Corporation supports the health and well being of the NPUSC students by promoting nutrition and physical activity at all grade levels.

Therefore, in accordance with the Child Nutrition and WIC Reauthorization Act and the Healthy, Hunger Free-Kids Act, the policy of the board is posted on the NPUSC website.

### **Classroom Celebrations**

Classroom celebrations are limited to ensure maximum time for academics. Classroom celebrations include: Fall Celebration (October), Winter Celebration (December), and Valentines Day (February). End of the year picnics are permissible and may be held at the discretion of the teacher and homeroom parents and with the approval of the principal.

Please Note: All food items for approved celebrations other than Fall Celebration and Valentines Day must be in accordance with the NPUSC Wellness Policy. Please DO NOT send food treats to recognize student's birthdays (pencils, stickers, etc. are good substitutes).

(\*Delivery of birthday presents, flowers, balloons, etc. will not be made to students in their classrooms. In the event these items are sent to the school, they will be held in the office for parent pick up and cannot be sent home on the school bus.)

*Party invitations for non-school parties may not be handed out at school unless all children in the class or all children of the same gender are invited.*

## **ACADEMICS**

### **Course Offerings**

The following information contains a brief description of each area of the curriculum and the series/materials used to facilitate instruction. All areas of the curriculum have been aligned to the Indiana Academic Standards. Parents may access a copy of the appropriate grade level standards at [www.doe.in.gov](http://www.doe.in.gov). Teachers will provide additional information on grade level standards and curriculum expectations.

### **Reading/Language/Writing Curriculum**

The elementary reading/language/writing curriculum provides for a balanced literacy framework including word study, phonemic awareness, phonics, vocabulary study, direct instruction for reading comprehension and fluency, independent reading, writing, leveled/guided reading and handwriting.

### **Mathematics Curriculum**

Builds on fundamental mathematical strands such as numeration and order, measures and measurement, operations and geometry, patterns and sequences, algebra and exploring data.

### **Social Studies Curriculum**

Builds on fundamental concepts of world history, US history, economics, State history, map skills and latitude and longitude.

### **Science Curriculum**

Builds on fundamental concepts of the metric system, life, physical and earth science.

### **Physical Education Curriculum**

The emphasis on physical education is teamwork, physical coordination and development, understanding of basic rules of play for several lifelong physical games/activities, and heart-healthy lifestyle skills.

### **Music Curriculum**

Students receive a well-rounded experience in music. Students have the opportunity to participate in a variety of music activities including singing, playing instruments, performing, listening, and moving to music. Rhythmic and melodic note reading skills are an integral part of the curriculum.

### **Required Learning Projects**

Grade 3: Young Authors

Grade 4: Science Fair

Grade 5: History Fair

NOTE: The History Fair project, the Science Fair project, and the Young Author's project may still be required by individual teachers since learning the state standards can be reflected in the student's creation.

### **Field Trips**

Field trips are academic activities that are held off School grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

- (1) Attendance rules apply to all field trips.
- (2) While the Corporation encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- (3) Students who violate school rules may lose the privilege to go on field trips.

### **Elementary School Musical Program**

Fourth (4<sup>th</sup>) grade students will participate in the fall musical program each year, and 2<sup>nd</sup> grade students will participate in the spring musical program each year.

### **Grades**

The NPUSC has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

### **The School uses the following grading systems on Report Cards**

#### Grade K

Satisfactory Plus = S+

Satisfactory = S

Below Satisfactory = S –

Not Satisfactory = N

#### Grade 1

4=Above grade 1 expectations

3=Meets expectations

2=Approaches expectations

1=Below expectations

#### Grades 2-5

"The scale listed below is to be implemented district-wide at all levels based on a 4.0 system with an A+ potentially earned with a score or final grade of 100%. In addition, the high school level AP courses will be weighted at a 5.0 and the

Dual Credit and Honors courses will be weighted at a 4.5"

A+ = 100

B+ = 89 – 88

C+ = 79 – 78

D+ = 69 – 68

A = 99 – 94

B = 87 – 83

C = 77 – 73

D = 67 – 63

F = 59 and down

A- = 93 – 90

B- = 82 – 80

C- = 72 – 70

D- = 62 – 60

I = Incomplete

P = Acceptable achievement

M = Meet

E = Exceeds

U = Unsatisfactory

## **Grading Periods**

Interim Reports are provided mid-grading period. Students shall also receive a report card at the end of each 9-week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, both teacher and parent have the responsibility of communicating with one another so that they can discuss what actions can be taken to improve poor grades.

## **Grade Access and Communication**

Parents of students in grades 2-5 may access and monitor their child's grades via the NPUSC website. To do this, a password must be obtained from the school. Students also have access to their grades online. This system was put into place to be an additional method of communication between the teacher and the parent. (Teachers are allowed to take up to 10 school days to enter grades.)

Another popular method of access used by teachers in all grade levels are folders containing graded papers that go home with the student on a particular day of the week. Teachers may require their students to obtain signatures from their parents for assurance that they have seen their child's graded work. Consequences may result for the student if they fail to obtain these signatures. Parents also hold the responsibility to show interest in their child's graded work and to support methods of communication between home and school.

## **Promotion, Placement, and Retention**

Promotion to the next grade is based on the following criteria:

1. Current level of achievement
2. Potential for success at the next level
3. Emotional, physical, and/or social maturity
4. Attendance

## **Recognition of Student Achievement**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal.

## **Homework**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

Generally homework will not be used for disciplinary reasons but only to enhance the student's learning.

The School Board acknowledges the educational validity of out of school assignments as adjuncts to and extensions of the instructional program of the schools in grades K-12.

Homework shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school.

The Superintendent shall develop administrative guidelines for the assignment of homework according to these guidelines:

- a. Homework should be properly planned part of the curriculum to extend and reinforce the learning experience of the school or to complete work not completed in class.
- b. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- c. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.

- d. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities, which make a legitimate claim on the student's time.
- e. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- f. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- g. Homework should always serve as a valid learning purpose; it should never be used as a punitive measure. 51 IIAC 6-2-(c) (9)

### **Computer Technology and Networks**

Before any student may enhance his/her school career through participation in the School's computer network, s/he and his/her parents must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from School or referral to law enforcement authorities.

### **Computer Lab/Internet Access**

See Board Policy 7540.03.

### **Student Assessment**

ISTEP+ (Indiana Statewide Testing for Educational Progress-Plus) is an annual testing regimen designed by the Indiana Department of Education to encourage students to master basic language, reading, writing and mathematics, grade 5 Social Studies and grade 4 Science. All students in grades 3 through 5 (unless exempt) will be expected to pass the ISTEP+.

### **2016-2017 Testing Schedule**

ISTEP+/: 2/27/17-3/10/17 (Written / Applied Skills); and 4/17/17-5/5/17 (Online / Multiple Choice)  
IREAD3: 3/13/17-3/17/17

### **mClass**

Students in Grades K-2 are tested by their teachers throughout the year on their early literacy skills. Using iPads, teachers measure each student's progress in phonemic awareness, alphabetic principle, accuracy and fluency, comprehension, and vocabulary. Tests are administered three times per year.

### **Study Island**

Students in Grades 3-5 take on-line assessments twice during the school year to measure their learning progress in Math, Reading, Science, and Social Studies.

Classroom tests are used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. NPUSC will not violate the rights of consent and privacy of a student participating in any form of evaluation.

### **NPUSC Test Security Policy**

All Indiana Department of Education ethical testing practices, procedures, and test security guidelines will be strictly followed by all NPUSC employees, students, and parents.

## **STUDENT SERVICES**

## **Learning Disabilities Assistance**

Students who meet State and Federal requirements are provided with an Individual Educational Plan (IEP), placed into their least restrictive environment, and receive support by a teacher trained in special education methods and techniques. Most students experience inclusion in the regular classroom setting. If the child qualifies for additional or more intensive assistance, NPUSC and the LaPorte Cooperative will provide specialized programming for the child. (All specialized programs may not be located in the child's home school.)

## **Speech and Hearing**

Speech therapy is available to all pupils who meet State and Federal guidelines for this service. Types of problems that may require therapy are; articulation, delayed language, cleft palate, voice, stuttering, and hearing loss. Therapy classes meet according to a student's I.E.P. during the regular school hours.

## **Response to Intervention (RTI) Team/Building Base Team**

The primary purpose of the Response to Intervention Team is to develop goals, instructional strategies and modifications to support teachers who have children experiencing academic and/or behavioral problems. The State and Federal government provides school personnel with suggested and required methods of data collection to help make determinations of needed services.

## **STUDENT ATTENDANCE and STUDENT CONDUCT**

### **Student Attendance**

Regular daily attendance is required by Indiana's compulsory attendance law and beneficial for student success. It is the purpose of this regulation to encourage both students and parents to assume the responsibility of maintaining good school attendance.

### **Procedures**

It is the parent/guardian's responsibility to contact the school by 8:00 a.m. every day their child is absent from school. They must also send a note when the child returns to school specifying the reason for the student's absence. If a parent fails to call or send a note within two days of the students return to school the absence will remain unexcused.

### **Policy**

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

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. Leaving after 1:30 will not be counted against the student.
- An absence due to the death of an immediate family member with verification from the funeral home.

- An absence on the day the school nurse has determined it is necessary to send the student home.
- An absence due to illness verified in writing or by phone from a parent or legal guardian, unless the student has excessive absences (as defined below).
- 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 his/her creed or belief.

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 or guardian.
- All absences due to illness without a doctor's note after the attendance officer has issued a Certificate of Incapacity and it has not been completed by the physician and returned or has been completed by the physician and returned but the physician has indicated the students should have regular daily attendance.
- All unexcused absences are considered a violation of the compulsory attendance law (IC 31-37-2-3).

### **Vacations during the School Year**

Students are discouraged from but are permitted to go on vacation during the school year without disciplinary penalty (except the week ending each semester or during ISTEP Administration Dates) a NPUSC Non-Classroom Educational Trip Form is filled out and approved by the principal. The approved vacation / non-classroom filed trip will be marked excused and still accumulate toward the elementary attendance guidelines.

1. Whenever a proposed absence-for-vacation is requested, parents must discuss it with the building principal. The length of absences should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence. The corporation will only approve a student's absence for a vacation when s/he will be in the company of his/her own parents but not other students' parents. If a student is absent for any other type of vacation s/he will be considered inexcusably absent from school and subject to truancy regulations.
2. The student will be given approximate assignments and materials and/or projects before or after the school trip for completion at the discretion of the teacher. (Teachers do not have to spend time pre-preparing lessons for a student going on vacation when it takes away from the educational time of other students. In these cases students will have to make up missed work upon their return.)
3. The time missed for vacation will be counted as an authorized, unexcused absence (unless a NPUSC Non-Classroom Educational Trip Form is completed and approved by the building Principal), but shall not be a factor in determining grades unless make-up work is not completed.
4. Time missed from class can never be made up and could affect grades adversely.

### **Make Up Work**

Students are required to make up any missed work for all absences. In general, a student has the same number of days to make up classroom assignments as the number of days he/she was absent from school.

### **Absences and Extra-Curricular Activities**

Students who are absent from school for more than half the day are not eligible to participate in or attend extra-curricular activities on the day of the absence. Medical appointments, funerals and any emergency absence may be excused by the administration allowing the student to participate in an activity.

### **Excessive Absenteeism/Tardiness**

Excessive absenteeism is considered to be seven or more absences per year excluding absences covered by a physician's note stating the student should not attend school. Two or more unexcused absences also constitute excessive absenteeism.

Students with an excessive number of absences and tardiness will be referred to the attendance officer who may demand a "Certificate of Incapacity" which must be completed by a physician to determine if there is a legitimate reason for the absences. If a "Certificate of Incapacity" is not returned or the physician indicates the student should have regular daily attendance, all future absences without a doctor's excuse indicating the specific dates the absence was necessary will be considered unexcused and are considered a violation of the compulsory attendance law under IC 31-37-2-3.

## **Student Behavior Standards**

A major component of the educational program at NPUSC is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

## **Expected Behaviors**

Each student shall be expected to:

- (1) Abide by Federal, State, and local laws as well as the rules of the School;
- (2) Respect the rights of others;
- (3) Act courteously toward adults and fellow students;
- (4) Be prompt to School and attentive in class;
- (5) Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- (6) Complete assigned tasks on time and as directed;
- (7) Help maintain a School environment that is safe, friendly, and productive.

## **Dress and Grooming**

While fashion changes, the reasons for being in School do not. Students are in School to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students and parents should consider the following questions when dressing students for school:

Does my clothing expose too much? (no)

Does my clothing advertise something that is prohibited to minors? (no)

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)

Would I interview for a job in this outfit? (yes)

Am I dressed appropriately for the weather? (yes)

Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. Parents are strongly urged to monitor their students' dress. Dress or articles that advertise or promote drugs, obscenity, or are gang related, involve tobacco, violence, alcohol or drugs will not be tolerated. Inappropriate dress or articles that are deemed interference to the purposes of school are prohibited. The ultimate decision as to what is appropriate lies with the School personnel (who may, at times, make exceptions for School Spirit Days, and other special events).

The following styles or manners of dress are prohibited during school hours or at school sponsored events:

1. No sunglasses in school.
2. Hoods, hats, headscarves, headbands, or bandanas may not be worn in the building.
3. Appropriate shorts, skirts, and dresses. We will use the mid thigh rule.
4. Midriffs must be covered. Bottom of shirt must cover top of pants or be tucked in.

5. Clothing or articles that could damage school property or harm someone will not be permitted – example: pins and spikes.
6. No slippers or pajamas
7. All clothing must be appropriate and not excessively revealing
8. No sagging, excessively baggie, or wide bell-bottom pants. Pants cannot be dragging on the floor.
9. No wheels in shoes permitted. (Heeleys, Rollerblades etc.)
10. Flip flops, high-heels, platform shoes, or unsafe footwear are prohibited from being worn at recess and P.E.
11. Make-up is highly discouraged, and the principal will have the discretion to ask for it to be removed if it is a disruption to the educational process.

Students who are representing NPUSC at an official function or public event may be required to follow specific dress requirements.

### **Personal Property**

Personal property such as toys, media items, jewelry, irreplaceable items, excess money, etc., should not be brought to school (including the school bus). **The School will not be responsible for personal property, (even in special cases of Show and Tell, etc.). School personnel will not spend valuable time with discipline and/or communication involving lost, stolen, or broken personal property.** The School may confiscate such items and it will be the parents' responsibility to retrieve their child's personal property from School Personnel. School personnel will not be responsible for confiscated items that are not picked up by the parent within 24 school hours.

### **Care of School Property**

Damage to or loss of School equipment, technology, and facilities wastes taxpayers' money and undermines the School program. Therefore, if a student does damage to or loses School property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student behavior Standards.

### **Code of Conduct**

The Board of School Trustees has adopted the following Code of Conduct. This Code of Conduct is applicable to students:

1. On School property at any time;
2. During and immediately before and after any School activity at any location;
3. Traveling to and from School or to and from a School activity

Violations of the Code of Conduct may be punishable by suspension or expulsion:

1. Knowingly interfering with School purposes or inducing another student to do so;
2. Stealing or damaging School property or property of another person;
3. Acting in an unsafe manner and/or knowingly causing bodily harm to another person;
4. Threatening another person with bodily injury;
5. Possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks);
6. Possessing, providing or using a drug or any type of drug-related paraphernalia except as authorized by prescription;

7. Possessing, providing or using any substance or any type of paraphernalia represented to be a drug or drug-related paraphernalia;
8. Possessing or providing an alcoholic beverage;
9. Consuming or being under the influence of a drug or alcohol except as authorized by prescription;
10. Possessing, providing, or using tobacco or any tobacco product;
11. Knowingly failing to report to scheduled assignment without permission or acceptable excuse;
12. Failing or refusing to comply with directions of an adult supervising a class or school activity;
13. Directing unwelcome statements, communications, or conduct of a sexual nature to another person;  
(See Harassment below)
14. Materially altering any School document such as a hall pass;
15. Violating Indiana or Federal law;
16. Leaving a School activity or School property without prior approval of a teacher or supervising adult;
17. Cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating;
18. Attempting or conspiring with another person to violate any student behavior standard;
19. Harassment or bullying

The School believes that every individual deserves to be able to come to School without fear of demeaning remarks or actions. The harassment/bullying of other students or members of the staff, or any other individuals are not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Conduct constituting harassment may take different forms, including but not limited to the following: Failure to report potentially unsafe actions or plans that could result in harm to another person(s) or damage property.

### **Sexual Harassment**

#### **A. Verbal:**

The making of written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the Corporation or third parties (visiting speaker, athletic team member, volunteer, parent, etc.).

#### **B. Nonverbal:**

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the School environment or the making of sexually suggestive or insulting gestures, sounds, leering,

whistling, and the like to a fellow student, staff member, or other person associated with the Corporation or third parties.

**C. Physical Contact:**

Threatening or causing unwanted touching or contact of a sexual nature, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with a fellow student, staff member, or other person associated with the Corporation, or third parties.

**Race/Color/Religion/National Origin/Age/Disability/Other Protected Forms of Harassment**

**A. Verbal:**

1. Written or verbal innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the Corporation, or third parties.
2. Conducting a "campaign of silence" or exclusion toward a fellow student, staff member, or other person associated with the Corporation, or third parties by refusing to have any form of social interaction with the person.

**B. Nonverbal:**

Placing insulting or threatening objects, pictures, or graphic commentaries in the School environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation, or third parties.

**C. Physical Contact:**

Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or other person associated with the Corporation, or third parties.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation, or third parties should make contact with their teacher, the social service director or their building principal with whom the students would most likely be comfortable in discussing a matter of this kind.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly on Form 5517 F1 and a copy forwarded to the building administrator.

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- A. Protect the confidentiality of the student who files a complaint;
- B. Encourage the reporting of any incidents of sexual or other forms of harassment;
- C. Protect the reputation of any party wrongfully charged with harassment.

20. Possession of Electronic Equipment

The School supplies most electronic equipment necessary in school. Students are not allowed to bring radios, iPods, mp3 players, "boom-boxes", portable TV's, electronic toys, pagers, beepers or other paging devices, and the like without the permission of the administration. Any forbidden equipment will be confiscated and disciplinary action will be taken.

21. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another may result in a report to the police as well as discipline by the school. This violation may subject a student to expulsion.

22. Knowledge of Deadly or Dangerous Weapons or Threats of Violence

Because the School Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of deadly or dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

23. Bullying

Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts 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. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is expected, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

### **NPUSC Elementary School Anti-Bullying Policy**

Definition of Bullying – Repeated and overt acts, gestures, or written communication designed to harass, ridicule, exclude, harm, intimidate, or humiliate another person. Bullying can be pushing, shoving, hitting, spitting, name calling, teasing, picking on, making fun of, starting rumors about, laughing at, threatening, excluding someone, stalking, coercion or remaining a non-involved by-stander when any of the previously mentioned acts are taking place. Bullying causes pain and stress to its victims and is never justified or excusable. The victim is not responsible for being a target.

The Faculty, Staff, and Students of our Elementary Schools believe that everybody should enjoy school equally, and feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, appearance, intelligence, religion, economic status, or nationality.

The Administration and Faculty of our Elementary Schools will help our students understand the adverse effects of bullying as well as what constitutes bullying. Students and parents will also be taught about less obvious forms of bullying such as ostracism, gossiping, teasing, and by-standing. Students will be taught the school rules against bullying and procedures to prevent bullying behavior.

Elementary School Staffs will attend to student behaviors throughout the day through diligent supervision. Staff will initiate discussions with bullies and confront them regarding inappropriate behaviors. Staff will consistently intervene in any possible bullying situations by using appropriate consequences and counseling methods. Parents will be notified whenever their child has exhibited any bullying behaviors. Consequences for bullying or harassing behaviors will follow the Code of Conduct, as delineated in the Parent Student Handbook and the NPUSC Board of Trustees Policy.

Possible consequences include the following and will be assigned according to the severity as well as the number and nature of offenses. The principal will be the final authority in determining consequences.

- ❖ Loss of privileges and/or recess, apology note, and act of restitution (if appropriate).
- ❖ Referral to school counselor
- ❖ Principal/Student Conference – Parent Contact (Discipline Form sent home, for parent signature, or phone call, or parent conference)
- ❖ School Detention
- ❖ Out of School or In School Suspension of 1-10 days
- ❖ Possible Police referral
- ❖ Possible Expulsion (for repeated or excessively violent episodes)

Any student, who believes she/he has been or is currently the victim of bullying, should immediately report the situation to the building Principal, teacher, supervisor, or counselor. Every student is expected and every staff member is required to report any situation that they believe to be bullying behavior directed toward a student.

#### **Anti-Bullying Pledge – Students**

“I promise to show respect to others by not being a bully. I also pledge to become a Bully Buster by speaking out against bullying and reporting to an adult when I or someone else is hurting from the actions of a bully. All of us must value the differences of others.”

#### **Anti-Bullying Pledge – Parents**

I/We, as guardian(s) of       student name       agree to join together to stamp out bullying at our school.

I/We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

I/We understand that bullying can be pushing, shoving, hitting, spitting, name calling, teasing, harassing, starting of rumors, threatening, or excluding someone. Bullying causes pain and stress to its victims and is never justified or excusable as “kids being kids,” “just teasing” or any other behavior rationalization. The victim is not responsible for being a target of bullying.

I/We understand that a student who sees someone being a bully and doesn’t report or help stop the bullying is just as wrong as the bully.

By acknowledging this pledge, we the parent(s) as guardian(s) agree to:

1. Keep our children and ourselves informed and aware of school bullying policies.

2. Work in partnership with the school to encourage positive behavior, valuing differences and promoting sensitivity to others.
3. Discuss regularly with our children their feelings about schoolwork, friendships and relationships.
4. Inform faculty of changes in our children's behavior or circumstances at home that may change a child's behavior at school.
5. Alert faculty if any bullying occurs.

### **Enforcement of Student Behavior Standards and Code of Conduct**

1. The standards and the Code of Conduct will be enforced by School administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the School to supervise students.
2. The objectives of the enforcement of these standards and the Code of Conduct are:
  - a. to protect the physical safety of all persons and prevent damage to property;
  - b. to maintain an environment in which the educational objectives of the School can be achieved;
  - c. to enforce and instill the core values of the New Prairie School Corporation and its School community.
3. The seriousness of the offense and nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct will be determined by:
  - a. the nature and extent of any potential or actual injury, property damage, or disruption;
  - b. the student's prior disciplinary history and the relative success of any prior corrective efforts;
  - c. the willingness and ability of the student and the student's parents to participate in any corrective action;
  - d. the interest of other students in the School in a school environment free from behavior that violates the School's behavior standards;
  - e. any other aggravating or mitigating factor or circumstance including but not limited to zero tolerance policies.

In compliance with State law, the Board may expel any student who possesses a deadly or dangerous weapon in a weapon-free school zone or commits either arson or rape in a Corporation building or on Corporation property, including school buses and other school transportation. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion.

- A. A firearm is defined as any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion.
- B. a deadly weapon is defined as:

1. a loaded or unloaded firearm;
2. a weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to disabled students. Students who qualify for service under IDEA or Section 504 may be expelled only after a manifestation determination has been held.

A student who has been expelled may apply for reinstatement in accordance with guidelines that are available in the Principal's office.

### **DISCIPLINE**

It is important to remember that the School's rules apply going to and from School, at School, on School property, at School-sponsored events, and on School transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The Board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off School property if the activity interferes with School purposes or the educational function of the School. This authority applies to unlawful activity that may occur on weekends, holidays, and other School breaks including summer recess. Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

Informal discipline takes place within the School. It includes but is not limited to:

- writing assignments;
- change of seating or location;
- ( ) before-school, ( ) lunch-time and/or recess, ( ) 2<sup>nd</sup> recess, ( ) after-school detention;
- in-school restriction;
- Saturday school;
- Removal from a class or activity.

### **Detentions**

A student may be detained after School or asked to come to School early by a teacher, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation.

### **Removal**

The teacher in charge of that class or activity when s/he poses a threat to a safe, orderly, and effective educational environment may remove a student from a classroom or an activity.

### **Elementary**

Such removal may be from the classroom for an entire School day.

### **In-School Discipline**

In school office-detention (usually less than ½ day) or In-school suspension, will be given by the discretion of the principal as an office timeout.

### **Formal Discipline**

Formal discipline removes the student from school. It includes suspension for up to 10 school days and expulsion for the remainder of a semester or longer.

### **Suspension**

The principal may deny a student the right to attend School and/or take part in any School function for up to a maximum of ten (10) consecutive School days.

### **Expulsion**

An expulsion is a removal from school attendance and any school function for a period of more than ten (10) days.

### **Expulsion for Firearms Possession**

Any student who is found to possess a firearm on school property shall be reported immediately to law enforcement officials. In addition, s/he shall be subject to expulsion for a period of one (1) year.

### **Due Process Rights**

Before a decision is made as to whether or not to suspend or expel a student from school, the School will follow specific due process procedures.

### **Suspension from School**

Students who are suspended from school will follow their team or instructor's make-up policy to receive credit for tests, quizzes, assignments, projects, and other assigned work that is due during the term of their suspension. 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. Suspended students are encouraged to keep up with their assigned work by completing assignments in order to keep up with skills that are taught in the classroom.

### **Expulsion from School**

If, in the Principal's opinion, the alleged infraction warrants a longer period of removal from school, s/he shall refer the case to the Superintendent for consideration for expulsion. The Superintendent shall review the case and may appoint a designee to conduct the expulsion meeting. This person may be an attorney or an administrator who has not been involved in the particular expulsion case or circumstances leading to it.

### **Notice of Expulsion Meeting**

The student and/or the parent(s) will be notified of the time and place of the expulsion meeting and their rights in connection with that meeting as well as their right to waive the meeting if they choose to do so. The expulsion examiner, appointed by the Superintendent, will issue a written decision following the expulsion meeting.

### **Appeal of an Expulsion**

Upon receipt of a written appeal, the Board shall hold a meeting to consider the written evidence and arguments presented at the expulsion meeting. The Board may then decide to uphold the expulsion, authorize alternative disciplinary action, or decide no disciplinary action is necessary.

The student or his/her parents may appeal the Board's decision to the appropriate court.

### **Seclusion and Restraint**

Seclusion and restraint information is available in each NPUSC school for review. It is also available on the NPUSC webpage at

[www.npusc.k12.in.us](http://www.npusc.k12.in.us).

### **Search and Seizure**

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent by school authorities.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the School and may be searched at any time if there is reasonable suspicion that a student has violated the law or School rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of School

rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items that have been confiscated.

The Board authorizes the use of specially trained dogs to detect the presence of drugs and devices such as bombs on School property.

### **Desks, Closets, Lockers**

All student desks and closet/locker space is the property of the New Prairie United School Corporation and may be inspected, by school staff, at anytime. The school is not responsible for items missing from desks or lockers/closet areas. Toys, electronics, and other personal, non-educational items, should not be brought to school or stored in desks or locker/closet areas.

### **Student Rights of Expression**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material, buttons, badges, or other insignia; and the like. All items must meet School guidelines.

A material cannot be displayed or distributed if it:

1. is obscene to minors, libelous, indecent, or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting; or
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

### **Student Suggestions and Complaints**

The School is here to educate and benefit the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the School, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns, and grievances may be directed to the Principal.

If the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard, the student or parent may file a grievance with the office and administration team. That grievance will be promptly investigated and findings will be shared with the student. A student may not use the grievance procedure to change a grade.

## **TRANSPORTATION**

### **Bus Transportation to/from School**

All transportation procedures are made in the interest of keeping our students safe. 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 no longer 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.

### **Bus Conduct**

Students who are riding to and from School on transportation provided by the School are required to follow some basic safety rules. This applies to School-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

### **The following behaviors are expected of all students**

#### **Previous to loading (on the road and at School)**

Each student shall:

- ( ) be on time at the designated loading zone (10 minutes prior to scheduled stop);
- ( ) stay off the road at all times while walking to and waiting for the bus;
- ( ) line up single file off the roadway to enter;
- ( ) wait until the bus is completely stopped before moving forward to enter;
- ( ) if crossing roadway wait until driver signals to cross;
  
- ( ) go immediately to a seat and be seated.

**It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. Due to time constraints, the bus will not wait. Parents should not follow the bus in their car in order to get the student onto the bus.**

### **During the Trip**

Each student shall:

- ( ) remain seated while the bus is in motion;
- ( ) keep head, hands, arms, and legs inside the bus at all times;
- ( ) not litter in the bus or throw anything from the bus;
- ( ) keep books, packages, coats, and all other objects out of the aisle;
- ( ) be courteous to the driver and to other bus riders;
- ( ) not eat or play games, cards, etc.
- ( ) not tamper with the bus or any of its equipment.

## **Leaving the Bus**

Each student shall:

- ( ) remain seated until the bus has stopped;
- ( ) cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- ( ) be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at School unless s/he has proper authorization from School officials.

## **Videotapes on School Buses**

The School Board has authorized the installation of video cameras on School buses for purposes of monitoring student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be submitted to the Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

## **Penalties for Infractions**

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

## **Parent Transportation**

If you choose to drive your child to school, please plan to drop him/her off at the posted drop time so that they are ready for school at the start bell time. Please do not drop your child off prior to the posted drop time because adult supervision is not available until that time. If your child misses the school bus and you bring him/her after the official start of school, you must accompany your child into the office and sign him/her in.

If you plan to pick up your child after school, you must send a note to your child's teacher. The teacher will share the note with the office personnel and bus drivers will be notified. Parents who plan to pick up their child every day may send a note at the beginning of the school year stating that daily pickup will occur. The parent is then responsible for providing written notification, in advance, to the teacher and office of any changes that may occur in that plan.

Please do not park and leave your car unattended along the driveway at anytime. If you must enter the building, park in the lot before doing so.

We take our responsibility for the safe dismissal of every child very seriously. Unless we have written directions to do otherwise, children will be required to board their assigned buses. You must sign an early dismissal book if you take your child prior to dismissal.

**PLEASE CONSULT THE BUILDING HANDBOOK ADDENDUM (EACH ELEMENTARY SCHOOL HAS UNIQUE INFORMATION)**

