

Welcome To New Prairie Middle School

STUDENT HANDBOOK 2022-2023

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

VISION STATEMENT

To serve as a model Professional Learning Community school.

MISSION STATEMENT

Our purpose is to ensure high levels of learning for ALL students.

Activities & Athletics

ACTIVITIES / ATHLETICS

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

Tryouts
Tryouts

SPRING Track (7-8)
Cross Country (6-7-8)
Football (7-8)
Volleyball (6-7-8) Tryouts

Basketball (6-7-8) Tryouts
Swimming (6-7-8)
Wrestling (6-7-8)

FALL Cheerleading (6-7-8)
WINTER Cheerleading (6-7-8)

- Tryout, practice, game and other pertinent information will be communicated by the coach and athletic department.
- Admission is charged at most events with the proceeds used to support extracurricular programs.

ATHLETIC ELIGIBILITY

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

ATHLETIC EVENTS

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

CLUB ACTIVITIES

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

Academic Super Bowl Dance	Art/Drawing Club FACS Club Math Team Spirit Club	Builder's Club Kindness Club Robotics	Circle the State with Song International Club Show Choir Student Council	Cooking Club Math Club Spell Bowl Team Yearbook
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- Participating in clubs is a privilege. This privilege may be taken away by the administration.

CONCERTS

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

DANCES

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

PICK-UP / DROP-OFF

- After School Activities (Practices/Games/Clubs/Events)
 - **Student pick-up must be within 15 minutes of discharge time.** Failure to do so may result in being excluded from future activities.
 - School dances: 6th grade pick-up is in the rear parking lot while 7th/8th grade pickup is in the front parking lot.

TRANSPORTATION FROM OFF-SITE EVENTS

- Students involved in activities/athletics should make sure that parents are kept up-to-date regarding their practice/game schedules. Plans to ride home with another student must be made before the student arrives at school.
- **A parent note is required for any student-athlete to ride home with another student from any off-site event and must be given to the coach.**

Attendance

ATTENDANCE - ABSENCES

- Regular daily attendance is required by Indiana's compulsory attendance law. An absence is defined as missing a class. Other than absences indicated in Indiana Code 20--33--2--44-47 all absences are considered unexcused. It is the purpose of this regulation to encourage both students and parents to assume the responsibility of maintaining good school attendance.
- Notification of a student's absence from school is the parent's responsibility. If a student must be absent, it is the duty of the parent to call the middle school office by 8:00 a.m. the day of the absence and state the reason for the absence. If prior contact is not possible, the parent or guardian must provide a written excuse, doctor's note or other documentation on the day the student returns to school. This documentation should be submitted to the front office.

EXCESSIVE ABSENCES

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

POLICY

- The following absences are considered **EXCUSED** by school policy (with proper documentation):
 - An absence with a doctor's written excuse indicating the specific dates the absence was necessary.
 - Students will be excused for documented medical appointments (dentist, orthodontist, and counselor.) However, every attempt should be made to schedule these outside of the school day. In cases where this is not possible, students should be in school before and/or after their medical appointment.
 - An absence due to the death of an immediate family member with verification from the funeral home.
 - An absence on the day the health aide has determined it is necessary to send the student home.
 - The principal may excuse absences for extenuating circumstances. There is no excused absence for personal business.
 - An absence for the purpose of observing a religious holiday consistent with a student's creed or belief.
 - An absence due to educational family vacations.
 - These vacations are highly discouraged.
 - If students miss school due to a family vacation, it is the responsibility of the student to obtain make-up work and complete the missed assignments.
 - The student will be given two days for every day missed to complete all assignments.
 - School work cannot be expected in advance. Some assignments, tasks, or activities such as lectures, field trips, speakers or group presentations cannot be made up. An absence in this case may affect the student's ability to satisfactorily complete assignments and may adversely affect the student's grade.
- The following absences are considered **UNEXCUSED**:
 - All other absences not specified as exempt or excused, including but not limited to, truancy and absences not verified by a parent/guardian.
 - Absences verified by a parent/guardian if the student already has a record of excessive absences.
 - All unexcused absences are considered a violation of the compulsory attendance law (IC 31-37-2-3).
- The following absences are considered **EXEMPT** per Indiana code (with proper documentation):
 - Service as a page or as an honoree of the general assembly
 - Service on a precinct election board or for political candidates on an election day
 - Subpoenaed witness in judicial proceeding
 - Duty with Indiana National Guard
 - Participating in a civil air patrol
 - School sponsored field trips
 - Approved for educationally related non-classroom activity per Indiana Code (I.C. 20-33-2-17.5)
- **Attendance Policy- Educational Non-Classroom Field Trip Exemption**
 - Any unique experience or activity which extends learning outside of the classroom through a team, organization, club, or group that provides an extra-curricular or co-curricular connection will be eligible for an attendance exemption. Also, individual opportunities that involve unique travel with a strong educational component, as evidenced through visual and written evidence, will be eligible for an attendance exemption.

ABSENCES and EXTRACURRICULAR ACTIVITIES

- Students who are absent from school for more than ½ day (3.5 hours) are not eligible to participate in or attend extracurricular activities at the middle school or high school on the day of the absence.
- Medical appointments, funerals and any emergency absences may be excused by the administration allowing the student to participate.

ATTENDANCE - eLEARNING

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

ATTENDANCE - TARDIES

- Students are expected to be on time to class. Students late to class will be referred to the office for appropriate consequences.
 - Tardy 1, 2 & 3 - Warning issued by teacher
 - Tardy 4 - Attendance office contacts parent
 - Tardy 5 - Detention until 3:00 PM
 - Tardy 6 - Detention until 3:30 PM
 - Tardy 7 - ISS and Parent Conference
 - Tardy 8+ - ISS and LOP (Loss of Privileges)
- Tardies are counted by individual class period, not as a total throughout the day.
- Loss of privileges such as extracurricular activities, dances, incentives, can occur.
- They are monitored and tracked by grading period, starting with a clean slate each grading period.
- Students will be considered tardy when they arrive late to school unless proper documentation is provided (doctor's note, etc.).

Cafeteria

CAFETERIA / LUNCH PROCEDURES & GUIDELINES

- The goal of Nutritional Services is to provide students with nutritious meals while contributing to the overall physical and mental well being of each student. We support the student's development toward a healthier future through promoting healthy eating and increasing physical activity. NPUSC participates in the National School Breakfast Program, National School Lunch Program and the After School Snack Program. All of these programs must meet requirements from the USDA based on the dietary Guidelines for key nutrients and calories for growing children.

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

- Breakfast - \$1.60
- Lunch - \$2.55
- A la carte items and additional meals will be the responsibility of the student.
- Breakfast:
 - Consists of four components: two grains or a grain and a protein as well as a fruit and milk.
 - Students may elect to decline one of these components.
 - **BREAKFAST WILL NOT BE OFFERED ON SCHOOL DELAY DAYS**
- Lunch:
 - Consists of five components: meat/meat alternative, grain, fruit, vegetable and milk.
 - Students can take all five components, or decline up to two.
 - At least one half cup of fruit or vegetable must be taken.
- Milk (Purchased separately): \$0.50

PAYMENT OPTIONS

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

CHARGE LIMITS

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

FREE & REDUCED LUNCHES

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

SPECIAL DIETARY NEEDS

- Students with allergies or special dietary needs are required to have a *Special Dietary Needs Medical Statement Form* (available on the NPUSC website) signed by the student's physician and submitted to the Nutritional Services Department. Once this form is received, a copy will be sent to the school nurse, so it can be entered in the student's school medical record. Upon Nutritional Services being notified of special dietary need and/or allergy, a notice is placed into the student's meal account in the dietary notes of the register program. This is utilized as an additional resource for kitchen staff so that student's meal selections can be double-checked upon them ringing their meal purchases.

CAFETERIA PROCEDURES

- FIELD TRIP INFO: In the event of a school field trip, a sack lunch may be ordered from the cafeteria in advance.
- The cafeteria area will be used by all students for lunch purposes.
- Proper behavior is required in the cafeteria. There is to be no throwing of food, paper, or other objects.

- Backpacks will not be allowed in the serving area.
- Students are to stay seated at all times unless throwing away trash. Assigned seats may be given if rules cannot be followed.
- Students are responsible to clean up the area around them of any trash or debris, before lunch is dismissed.
- All students are required to place their empty trays in the proper areas and to remove other refuse for which they are responsible.
- ITEMS MISTAKENLY DISPOSED OF: Once the trash has been removed, items that have been accidentally thrown into the trash will be unable to be retrieved due to health and safety concerns.
- Students acting in an irresponsible manner in the cafeteria or found damaging cafeteria tables or other items will be responsible for repair costs and may have the privilege of using these facilities suspended.
- In cases of theft from the cafeteria, approved school disciplinary procedures will be utilized.
- In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
- Persons with disabilities who require alternative means of communication 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, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
 - mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
 - fax: (202) 690-7442; or
 - email: program.intake@usda.gov.
- This institution is an equal opportunity provider.

Discipline/Rules and Guidelines

DISCIPLINE / BEHAVIOR

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

AUTHORITY - STAFF

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

ALCOHOL POLICY

- Possession, use, or being under the influence of alcohol is considered a major offense and will result in disciplinary action which may include arrest, suspension and/or expulsion.

AUP DISCIPLINE POLICY - NPUSC

- Students at New Prairie Middle School are provided with the most current technology to enhance their education. Technology is available in the classroom and media center with supervision from staff for students to conduct research and communicate with others regarding curricular issues. Students are to be responsible while using the available technology, follow all procedures and should only be on teacher sanctioned web sites.
- **The following are not permitted:** Sending or accessing material that is profane or obscene (pornography), that advocates illegal acts, violence or discrimination towards others (hate literature); harassing, insulting or attacking others; altering or damaging computer/systems/networks; violating copyright laws; plagiarism; playing games; violating passwords; trespassing in another's work; conducting business over the Internet; and/or posting personal information about yourself or other people. **Unauthorized use or tampering with any technology, school computers, iPads, or networks is considered a major offense and suspension and/or expulsion as well as restitution may result. Additional disciplinary action, including expulsion, may be taken if the infraction so warrants. Law enforcement agencies will be informed of illegal activities.**
- Students who violate any of the above procedures for using the internet or devices inappropriately will face the following disciplinary actions:
 - **First Offense:** Loss of internet privileges for twenty (20) school days and disciplinary actions and mandatory parent meeting with administration
 - **Second Offense:** Loss of internet privileges for sixty (60) school days and disciplinary actions, which may include suspension or expulsion.
 - **Third Offense:** Loss of internet privileges for the remainder of the school year and disciplinary actions, which may include suspension or expulsion.
- Students will be given paper copies of assignments during the time they are without a device in order to stay on track.

BOOK BAGS

- While students are permitted to use book bags or drawstring bags to carry their books to and from school, they are not permitted to have bags in any classroom without administrative approval.

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

- Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, 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 and create for the targeted student an objectively hostile school environment that:
 - places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - has a substantially detrimental effect on the targeted student's physical or mental health;
 - has the effect of substantially interfering with the targeted student's academic performance; or
 - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
- Bullying is not tolerated and shall be prohibited on school grounds, on a school bus or at a school bus stop, or at any school-sponsored activity. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to

the school administration. School personnel will investigate all reports of bullying. When deemed necessary, a referral to law enforcement may be used to change the behavior of the perpetrator.

- This policy applies regardless of the physical location when:
 - the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the School Corporation; and
 - the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.
- 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 includes, but is not limited to, such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing. It also includes the use of digital or electronic communications to engage in such behaviors
- “Cyberbullying,” which is bullying that occurs through the use of data or computer software that is accessed through a computer, computer system, computer network, or cellular telephone or other wireless or cellular communications device also is prohibited. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school.
- Repeated and overt acts of intimidation, harassment, etc. on multiple individuals in one-time events by the same person may be defined as bullying; bullying actions are not just defined as multiple actions enacted repeatedly on one victim. Responding to bullying behaviors with similar bullying behaviors in retaliation may also be subject to discipline.
 - Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
 - Education outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention and intervention in bullying.
 - All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
 - Social Media sites such as Facebook, Twitter, Instagram, SnapChat, etc. create another avenue for student interactions. Parents and students need to be aware that should bullying occur out of school via these services, that it is ultimately the parent’s responsibility to monitor such behaviors outside of school which could include notifying the authorities. The school’s obligation to investigate and/or discipline these matters is limited to actions that impact the educational process in the building. All other matters should be handled by the parents and proper authorities.
 - Administration reserves the right to give consequences persistent with the severity of the situation. A progressive discipline ladder of Consequences may include detention, suspension, and/or expulsion.

Available resources:

- Reports can be made at New Prairie Middle School using our approved Bullying/Incident Form located in the main office.
- If anyone in NPUSC has a concern or tip about School Safety or Bullying, please call 574-654-0471 or 219-778-1483. You will be able to leave a voicemail sharing the information or concern. Administrators at the Elementary, Middle School, and High School level will be checking the Hotline Voicemail throughout the school day.
- For more information, please see NPUSC Board Policy #5517.01 which is available on the NPUSC website.

DISRESPECT TO STAFF/STUDENTS

- All students are expected to be respectful to fellow students, teachers, administrators, or any staff member (bus drivers, secretaries, custodians, cafeteria personnel, etc.) at all times. Profanity, threatening remarks, posturing, obscene language or gestures, and any other inappropriate writings or actions by students directed toward a staff member or fellow student may result in suspension and request for expulsion. Physically assaulting a staff member or fellow student by putting your hands on them in an unprovoked attack or causing bodily injury will result in suspension and/or expulsion, and possible prosecution by civil authorities.

DRESS CODE

- The school administration and staff will encourage all students to wear clothes that are appropriate for school. Parents are strongly urged to monitor their child’s dress for school. **In order to maintain an atmosphere for learning, we must impress upon our students that school is a place of learning. Students are not to wear or display:**
- Inappropriate Clothing
 - tank tops OR shirts with open back and/or open shoulder tops
 - front, back, side, or mid-drift skin
 - clothing that is excessively revealing such as short miniskirts, loose-fitting or any low-cut tops, shirts which expose the midriff, tube tops, see-through blouses, or any top that exposes cleavage, muscle shirts which expose excessive skin on shoulder or under the arm
 - shorts/skirts that **are no shorter than fingertip length (not meant to exclude athletic uniforms)**
 - clothing that has holes, rips or excessively worn areas that exposes skin above the knee
- Tight/Loose Fitting Clothing
 - excessively tight or form fitting skirts with tight stockings
 - pajama bottoms

- sagging pants (pants need to be worn on the hips so that undergarments will not show even if a long shirt is worn over the top of the pants), pants should rest on, not around the hips at all times
- Offensive Graphics
 - signs, symbols, writing, or the like on their skin and clothing
 - articles of clothing with writing which may contain double meanings
 - clothing displaying vulgar writing, profanity, gang or club related insignias, any sexual references, symbols/sayings offensive to ethnic and/or religious groups, or any sayings condoning violence, hate, or demeaning messages to any gender (such as Hooters)
 - clothing with alcohol, tobacco, or controlled substance advertisements or references
- Inappropriate Accessories
 - hats, caps, headbands, sweatshirt hoods worn on the head, bandanas, and/or sunglasses (removed before entering the building and kept off while at any school function or event regardless of time or date)
 - coats, jackets, blankets, or windbreakers in school (unless we have an emergency)
 - wallets/keys must be kept inside the student's pocket at all times
 - chains (bicycle, dog, etc.) around the wallet, neck, waist, or other part of the body are not permitted as they are considered a weapon
 - large collections of keys or similar items attached to backpacks or clothing
 - body piercings that may constitute a safety hazard or interfere with school purposes
- **This list also includes any apparel which the administration determines may interfere with educational purposes.**
- Students that violate these guidelines will be expected to comply with the dress code before returning to class.
 - Students may be required to call home requesting school-appropriate clothing be brought in.
 - Students may be offered school-approved gym shorts or given other clothing alternatives.
- The above regulations apply at all school functions before, during, and after school, regardless of their location.
- Exceptions apply to students participating in student-related activities approved by the school administration.
- Consequences will be issued to students that do not abide by these guidelines.
- School Board Policy 5511 states, "the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:
 - Present a hazard to the health or safety of the student himself/herself or to others in the school
 - Interfere with school work, create disorder, or disrupt the educational program

DRUG POLICY

- New Prairie Middle School does not tolerate any involvement with drugs. Possession, use, providing to another person, being under the influence or involvement in the sale of any substance which is or contains drugs, look-alike drugs, tobacco, alcohol, non-alcoholic beverages, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, anabolic steroids or a hallucinogen, whether by prescription or sold over the counter; inhalants of glue, thinners or huffing other substances, will result in potential expulsion and/or alternative placement.
- **Paraphernalia:** Possessing or providing to any person an item(s) used or designated to be used for the storage, processing, delivery, or consumption of any illegal substance including marijuana, stimulants, intoxicants, narcotics, depressants, or hallucinogens will result in suspension/expulsion and notification of civil authorities. Misuse of medication by a student prescribed by a medical doctor, a dentist, or other health care provider may also violate this rule.
- **Due to the modification capabilities of electronic cigarettes for drug use, the possession and/or use of an electronic cigarette, e-cig, vape, juul, e-hookah, or other similar or look-alike device is prohibited at school and shall fall subject to the above rule.**
 - **Possession or use of a THC vape device**
 - **First Offense: 10 days OSS, Form 16 and arrest/report filed**
- The LaPorte County Drug Free Partnership offers Free Drug Test Kits for parents to use with their teens should they be concerned about possible drug use. The kit tests for marijuana, opiates, PCP, methamphetamines (including ecstasy), and cocaine. The tests are available anonymously at both LaPorte County Health Department offices. New Prairie Middle School and the LaPorte County Sheriff's Department work together to continue to keep our schools drug free through random drug dog searches and offering programming to promote a drug free lifestyle.

ELECTRONIC DEVICES

- Electronic devices such as cell phones, wearable technology, iPods, personal iPads, computers, tablets, MP3 players, digital cameras, video cameras, headphones, earpods, and similar items may be brought to school at the student's own risk. The school will NOT be responsible for lost, broken, and stolen items.
- These devices may be used before school begins at 7:05, during lunch, after school and/or for educational purposes under the supervision of a classroom teacher. **These devices must be turned off and out of sight at all other times during the school day.**
- To the extent these devices are used in any capacity during the school day, visible during class time, considered a distraction by the teacher, or disrupt the educational process, the student will face disciplinary consequences. Violation of this policy can result in discipline including suspension or expulsion, and potential notification of law enforcement authorities. Any of these electronic devices may be confiscated and held until the end of the school day.
 - 1st electronics offense: Verbal reprimand and parent contact, and student pick up at the end of the day

- 2nd electronics offense: Detention, parent contact, and student pick up at the end of the day
- 3rd electronics offense: Detention until 3:30 PM, parent contact, and student pick up at the end of the day
- 4th electronics offenses: ISS, parent contact, and student pick up at the end of the day.
- 5+ electronics violations: ISS and/or OSS
- Students who are asked to surrender their offending item to any staff member and refuse to do so, may face additional consequences.
- The corporation AUP states that students may “Bring Your Own Device” (BYOD). **Before a personal device may be used for educational purposes, students must inform the classroom teacher of his/her intentions.**
- There is no unauthorized audio recording, videotaping or photographing of any kind, of any part of the building, grounds, students, and staff without the prior written consent of the New Prairie United School Corporation. This section is not intended to prevent parents or other interested parties from videotaping extra-curricular activities.
- New Prairie Middle School expects students to practice proper etiquette and common courtesies when using cell phones during extra-curricular events and activities (concert, dance, athletic event, etc.). Administration may issue consequences to students that fail to follow this guideline.

ELECTRONIC TRANSMISSIONS

- “Sexting” or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school function is prohibited. In addition to taking disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities (IC 35-42-4-4).
- **Posting to Social Media**
Students who film other students, staff, or situations on school property and post to social media outlets are subject to school discipline and suspension. These situations can include but are not limited to fights, illegal activity, vandalism, and/or any violations to NPUSC.
- **STUDENTS MUST GAIN PERMISSION FROM OFFICE PERSONNEL BEFORE CALLING / TEXTING HOME when ill at school.** Consequences may be issued for students that do not abide by this rule.

FALSE INFORMING/RUMORS

- Unfortunately, rumors and the spreading of misinformation are a part of the behaviors we see in adolescent development. Not only are feelings hurt by this activity, but also friendships can be damaged, reputations destroyed, and physical confrontations can result. Students, staff, and parents must all do their part to discourage this kind of behavior in order to ensure that problems are avoided.
- According to State law, the fire alarms at New Prairie Middle School are to be used only in case of a fire. Misuse of fire alarms or non-emergency calls to 911 are punishable by suspension. Civil authorities will also be notified.
- Students who deliberately provide inaccurate information to school officials may be subject to disciplinary action. This includes, but is not limited to, falsifying voices of parents or others in any telephone conversation.
- For more information, please see the “Student Safety” section under “General School Information” heading.

FIELD TRIPS

- Field trips are a privilege at New Prairie Middle School. Each student at NPMS is eligible to attend grade level field trips when the school year begins, but could lose their eligibility for violating one or more of the following guidelines:
 - Chronic, unexcused absences
 - Failing 2 or more classes at the time of the trip
 - If the trip falls within two weeks after a grading period or a semester, those grades from those grading periods will be used to determine eligibility.
 - Any major disciplinary concerns as determined by the administration. These can include, but are not limited to the following:
 - OSS or chronic ISS
- Habitual insubordination and/or classroom behavior concerns

FIGHTING/PHYSICAL AGGRESSION/CONFRONTATIONS

- Students are prohibited from engaging in fights or being physically aggressive with another individual. A student who intentionally causes or attempts to cause physical injury or behaves in a way that could cause physical injury to another individual will face disciplinary action. Students are expected to make every effort to remove oneself from a physical confrontation.
- A student who is a participant and/or is part of the planning of a fight will be subject to disciplinary action.
- Someone who shares video/images with others or on social media may be subject to disciplinary action.
- **Verbal confrontations** or exchanges are disruptive and will also be subject to disciplinary action.
- The administrators will investigate and all participants could be subject to disciplinary actions as follows:
 - **First Offense:** Suspension or expulsion
 - **Second Offense:** Suspension or expulsion
 - **Third Offense:** Expulsion
- Incidents that rise to the level of battery may result in an arrest.

FREEDOM OF SPEECH/EXPRESSION

- In order to protect the educational process and school environment, printed material produced or distributed within the confines of school district property shall meet the following criteria:
 - Material shall be non-commercial.
 - Material shall not contain libelous or obscene language. Materials shall not contain any language nor be distributed in any manner which substantially and materially interferes with, disrupts or delays normal classroom activity or normal school functions or which invades the lawful rights of others.
 - Material shall not advocate illegal actions.
 - Material shall not contain false statements or innuendoes that would subject any person to hatred, ridicule, contempt or injury of reputation.
 - Material will not imminently threaten to disrupt the educational process of the school.
 - Materials shall not advocate action that would endanger the health or safety of students.
 - Material shall not invade the lawful rights of others.
 - Material published, posted, or otherwise distributed shall bear the names of at least two students principally involved in the promotion of this material and when applicable the name of the sponsoring student organization or group.
 - Material may not be sold on school property nor can material, which seeks a donation or solicits funds be circulated.
 - Distributors of materials will be held responsible for cleaning up litter caused by such distribution.
 - Guidelines for the distribution of any extracurricular publications, petitions, leaflets, handbills, or other printed materials to be circulated, displayed or sold on school property must be obtained from the principal or his/her designated representative.

GAMBLING

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

GAMING

- Students should not play games during class unless given permission from the teacher.
- Games that include violence, weapons, drugs, or other inappropriate content are prohibited.
- Administration may issue consequences to students that fail to follow this guideline.

GANG POLICY

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

GUM/CANDY/DRINKS/FOOD

- Students are not to have gum, candy, food, or beverages (other than water) outside of the cafeteria without a doctor's note or permission from school personnel.

HABITUAL OFFENDER

- Habitual misbehavior of any kind may lead to suspension, expulsion, and/or alternative placement.

HALL/PASSES

- No student is to be in the halls (unless it is passing period) without a pass.
- Students are expected to stay within their designated hallways and follow all school personnel directives so as not to be in unauthorized areas on school grounds.
- Failure to comply with these guidelines will result in disciplinary action.

HARASSMENT

- Sexual, racial, ethnic, or other forms of harassment by students toward other students or toward school employees will not be tolerated and/or endorsed by New Prairie Middle School. Students will not exhibit or demonstrate unwelcome, offensive behavior (language, physical contact, and degrading activity) toward one another or toward school employees. Harassment may include, but not necessarily be limited to:
 - Subjecting a student or employee to a hostile or abusive environment such as explicit sexual or racial language, degrading or demeaning joking, or offensive pictures.
 - Interfering with a student or employee's performance by creating an intimidating, threatening or hostile environment.
 - Posting the above listed behaviors on any social media platform
- Students may file complaints with an administrator, teacher, or other adult in the building. They will be promptly and thoroughly investigated. A student who violates this policy is subject to disciplinary action which could lead to suspension and/or expulsion from school.

HORSEPLAY/DANGEROUS SITUATION

- Students are expected to maintain proper school behaviors.
 - Students must refrain from rough, boisterous play during school time and on school grounds.
 - Students must refrain from creating a dangerous situation/environment for themselves, other students, or staff members.
- Failure to comply with these guidelines will result in disciplinary action.

INSUBORDINATION

- Insubordination is when a student is found to be guilty of a “class disruption or failure to obey, follow, or carry out a request to follow rules and regulations by staff (administrators, teachers, secretaries, paraprofessionals, custodians, cafeteria help, and bus drivers.)” Failure to do so will result in a wide variety of consequences which may include, but not be limited to, detention, parental contact, and suspension. Insubordination reveals a serious problem with the attitude of the student toward adults and authority figures in general.

PROFANITY

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

PUBLIC DISPLAY OF AFFECTION (PDA)

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

RESTROOM BEHAVIOR/DISCIPLINE

At NPMS we want to ensure that we are creating a safe and healthy educational environment. The restrooms have increased as areas of concern for student activity other than using the restroom. Administration and staff do regular checks on restrooms throughout the passing periods and the school day.

- **Students who are found loitering and congregating in the restroom may be subject to school discipline and searches by administration.**
- **Students who are found in a stall together may be subject to searches and may receive disciplinary action regardless of what a student search may produce. Students who are in stalls together in pairs or groups are creating major safety and health concerns within NPMS. We want to keep our building and the restrooms safe and clean so that all students can use them for what they are intended for.**

SOCIAL MEDIA

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

THEFT/VANDALISM

- The taking and/or vandalizing of another person’s property or New Prairie Middle School property will result in the following disciplinary action. Full restitution will be required and civil authorities contacted when applicable.
 - **First Offense:** Suspension or expulsion
 - **Second Offense:** Suspension or expulsion
 - **Third Offense:** Expulsion or alternative placement

THREATS/INTIMIDATION

- Bullying behaviors, such as threatening or intimidating any other individual is a major offense. This includes a physical, verbal, or written act or gesture that is intended to inflict injury, violence, or a reasonable fear of injury or violence upon another individual, as well as threats of bringing or using a weapon or explosive device on New Prairie United School Corporation property. Disciplinary actions will be taken and the School Resource Officer may be contacted.

TOBACCO/ELECTRONIC CIGARETTE POLICY

- New Prairie Middle School administration discourages the use of tobacco by **ANY** student. The use or possession of tobacco of any form is prohibited by the school system as well as civil authorities. Public Law 124-1988, Section 35-46-1-10.5 states that: a person less than twenty-one (21) years of age who 1) purchases tobacco, 2) accepts tobacco for personal use, or 3) possesses tobacco on his person, is subject to judgment and a penalty fine. Section 35-46-1-1.7 defines tobacco as: 1) chewing tobacco, 2) cigars, cigarettes, and snuff that contain tobacco, and 3) pipe tobacco. Students under the age of twenty-one who violate the law will be issued a ticket by the local authorities for each offense which will result in fines.
- **New Prairie Middle School will also issue the following consequences along with the above for violation of the Tobacco Policy.**
 - **Vaping Discipline Consequences**
 - **1st Offense- 1 Day ISS, Vaping Course (free), Ticket Citation LaPorte Co Sheriff's Office at student expense (\$168)**
 - **2nd Offense - 3 Days ISS, Intensive Vaping Course at student expense (\$20), Ticket Citation LaPorte Co Sheriff's Office at student expense (\$168)**
 - **3rd Offense - 3 Days OSS, Ticket Citation LaPorte Co Sheriff's Office at student expense (\$168), Repeat intensive vaping course at student expense (\$20)**
 - **NPUSC reserves the right to enact any discipline for unique or more concerning situations outside of these guidelines, including when distribution is involved or Vaping devices have additional illegal substances such as THC**

TRUANCY

- Students are considered truant if they intentionally and unjustifiably fail to report to their required course.
- Disciplinary action will be taken.

UNLAWFUL ACTIVITY BY A STUDENT - IC 20-33-8-15-26

- A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:
 - The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.
 - The student's removal is necessary to restore order or to protect persons on school property; including unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

WEAPONS

- Students will not bring weapons or objects on school property. Dangerous weapons are considered to be objects or instruments used to harm or hurt another person.
- Knowingly possessing, handling, or transmitting any object that can reasonably be considered a weapon
 - 1) on the school grounds during and immediately before or immediately after school hours
 - 2) on the school grounds at any other time when the school is being used by a school group; or
 - 3) off school grounds at any educational function or event sponsored by the school is strictly forbidden. This applies to storing weapons in a vehicle as well.

SCHOOL CORPORATION GRANT OF AUTHORITY TO MAINTAIN DISCIPLINE

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

DETENTION

- Students may be assigned detentions by the administration for misbehavior, failure to complete assignments, and other reasons.
- Detentions will be held on Wednesday after school, unless scheduled otherwise with administration. They will be supervised by Mr. Holmquest and Mr. Staats..
- Further disciplinary action may result for students who do not serve detentions.

IN SCHOOL DETENTION (ISD)/ISS Procedures

NPMS had added a new full time position to help with student discipline throughout the school day. Students who are disruptive and/or are out of compliance with classroom rules and expectations may be removed from the class for the remainder of the period by the teacher, or for the remainder of the school day with administrative approval to the In School Detention/In School Suspension room. While in ISD/ISS, students will work with the teacher on reflective behavior steps and stay on task and up to date with classwork. Parent contacts will be made and a progressive discipline matrix will be followed regarding the number of times a student is sent to ISD/ISS. Depending on the behaviors exhibited, this discipline matrix may be adapted or shortened by administration as needed.

IN SCHOOL SUSPENSION (ISS)

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

SUSPENSION AND EXPULSION

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

DAY REPORTING

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

SECLUSION AND RESTRAINT

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

Grading

GRADING SCALE

100-94 = A	89-88 = B+	79-78 = C+	69-68 = D+	
93-90 = A-	87-84 = B	77-74 = C	67-64 = D	59 and below = F
	83-80 = B-	73-70 = C-	63-60 = D-	

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

CHEATING

- A student who cheats will receive a failing grade of 0% for that assignment.
- Copying from another student's paper, allowing another student to copy off of his/her work, airdropping work to a peer, a hidden answer sheet, or plagiarism (copying directly from another source, such as a book or Internet, without giving proper credit) are some examples of cheating.

- Parents will be contacted about any cheating incident.
- Administration may issue consequences to students that fail to follow this guideline.

CONFERENCE

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

eLEARNING

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

HOMEWORK

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

MAKE UP WORK

- Students are required to make up missed work for all absences.
- **Students who are absent should access Schoology to obtain assignments missed during their absence.**
- If a student is absent he/she will be given two days for every day missed for an excused absence
- Late assignment deadlines will be determined by the team teachers for each grade.
- Students will lose 10% on any assignment turned in after the due date.
- If a student does not turn in an assignment, they will receive a 0% grade.
- The grade a student earns on a test is the grade they will receive for that test.
- Teachers may provide additional work upon return to school.

MISSING ASSIGNMENTS

- In order to ensure academic success, it is imperative that students do their work and turn it in when due. When students do not have their homework/assignment they may be subject to discipline by their teacher and/or school administration.
 - Students who do not complete work in class resulting in several missing assignments may be placed to the PACE program during Cougar Mentor Time. During this time, students will be able to stay on pace with their work and earn their way out by submitting their missing work.
 - Teachers may assign a mandatory *working lunch* during the week to help students get caught up on assignments.
- It is our hope that students will see the benefits of completing their homework/assignments on time and avoid the above consequences.

REPORT CARDS

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

SCHOOLY and POWERSCHOOL

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

Health Services

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

ALTERNATIVE MEDICATIONS

- The FDA for safety or effectiveness does not approve alternative medications, such as herbal or homeopathic medications, minerals, aromatherapy, and essential oils. Lack of safety information for these medications limits their appropriate use at school. Requests to administer these products by parent/guardians at school will not be honored, as there is no standardization, no FDA approval, and no guidelines regarding safety of these products.

ANNUAL HEALTH UPDATE

- Health and medical information must be completed online registration
- Please call the nurse or health aide with any health or medical concerns that need to be updated.
- Accurate telephone numbers and emergency contacts must be listed.

CONDITIONS REQUIRING EXCLUSION FROM SCHOOL

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

STUDENTS WHO BECOME ILL AT SCHOOL

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

HEAD LICE

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

IMMUNIZATIONS

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

MENINGOCOCCAL DISEASE (MCV4)

- Please talk with your child's healthcare provider about meningococcal disease and vaccination.
 - Indiana law requires each year that parents/guardians be informed about meningococcal disease and its vaccine (IC 20-30-5-18). Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability, including loss of hearing, brain damage, and limb amputation.
 - For more information, see NPUSC website under "Health Services"

SCREENINGS AND TESTS

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

STUDENT MEDICATION

- Parents/guardians are encouraged to administer medical treatments and medications to children at home. The school nurse/Health Aide or principal's designee will dispense medications or treatments when a medical condition requires it and when the following conditions are met. Students may not carry or administer any over the counter medication.
 - A form which is available from the school office must be filled out and signed by the parent/guardian.
 - A written physician's order is required for prescription medication and inhalers as well as a parent/guardian signature.
 - Medication and inhalers are to be labeled with the prescription and the student's name, the name of the medication, the date the medication was ordered, the name of the prescribing physician, the dosage, time, and dates the medication is to be administered, and the reason for the medication. Labeled containers may be obtained from a local pharmacy.
 - **IC 20-33-8-13:** Students with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition during the times and in the places set forth if the following conditions are met.
 - A. The student's parent/guardian has filed an authorization with the student's principal for the student to possess and self-administer the medication.
 - B. A physician states in writing that:
 - 1) The student has been instructed in how to self-administer the medication; and
 - 2) The nature of the disease or medical condition requires emergency administration of the medication.
 - C. **The authorization and statement described must be filed with the student's principal annually.**
 - **Inhalers and Epi-pen use:** A student who has a prescription and parent/guardian consent for use on file in the school office may carry and self-administer a prescription inhaler or Epi-pen. A student who needs to use his/her Epi-pen for allergic reactions should report the use of the Epi-pen to the supervising adult immediately who will dispose of the used Epi-pen. The school health aide should be notified and call 911.
 - **Students requiring blood glucose testing or the administration of insulin:** A student who is capable may self-test his/her blood sugars and self-administer his/her insulin. These procedures may only be done in the health room where proper disposal systems are available for sharps.
 - Parents/guardians are responsible for informing the school of changes in medication or treatment orders by submitting a corrected physician's order and pharmacy label.
 - **Non-prescription medications** such as Tylenol may be administered by the health aide or her designee if the parent/guardian has delivered this medication to the school and permission for Administration of Medications form has been filled out and signed by the parent/guardian. The medication must be in the original container and labeled with the student's name. All non-prescription medication will be stored in the health room.
 - Parents/guardians are responsible for bringing all medication to school and the medication may be taken home on the last day by the student if proper paperwork has been filled out. Medication may not be transported to the school on the school bus.
 - A student returning to school after being under a doctor's care must submit a note of fitness to return from the student's doctor.
 - A student in need of special accommodations (i.e., the use of crutches due to injury) must submit a doctor's note indicating the accommodation and the length of time the accommodation will be needed.
- **REMEMBER: Students are not allowed to transport medications to school unless they meet the conditions in Item #3 above. The school will not supply medication to students.** If your child is 12 or over and you have completed the online registration Ibuprofen, Tylenol or cough drops will be provided.

Transportation

ARRIVAL / DISMISSAL

- ARRIVAL:
 - Students are to enter the main entrance doors and proceed directly to their locker area in the school unless arriving before the start of the school day.
 - Those students arriving early will be directed to the cafeteria until released to their locker area at 6:55 A.M. No one is to loiter outside the building, go to the high school, or enter any parking lot.
 - Students should not be dropped off at school before 6:45 A.M. There is no supervision prior to this time.
 - **If arriving late, a parent/guardian must come inside the building to sign in their child.**
 - Students arriving by private car are to be dropped off and/or picked up at the front main entrance to the middle school.
- DISMISSAL:
 - All students are to leave the building at dismissal time. The only students who are permitted to remain in the building after dismissal are those who have practices, meetings, detentions, or have made prior arrangements with their teachers.
 - Those who pick up students by private car after school will do so from the front of the school building. The rear of the building is reserved for buses only, during school hours.
 - Students should not walk across the street unless accompanied by the administration or a staff member. The traffic is heavy at dismissal time. This is a safety concern. Students picking up younger family members from the middle school must drive over to pick them up
- Administration may issue consequences to students that fail to follow this guideline.

TRANSPORTATION / VEHICLES

BUS TRANSPORTATION

- Riding the school bus is a privilege afforded by the school corporation. This privilege can be revoked whenever it is determined that the students' actions present a safety hazard to other riders, or when the bus driver determines that his/her attention must be diverted from the sole operation of the bus to control that student. These students will be referred to the administration with a bus ticket for a potential reprimand. Students are made fully aware that all school rules apply to all students from the moment they enter the bus until the moment they depart the bus. This also involves activity and athletic buses.
- All school children, while being transported on a school bus, shall be under the supervision, direction and control of the bus driver, and shall be subject to the discipline of the bus driver and the governing body of the school corporation (Indiana Code 20-9.1-5-19). Failure to comply with the rules and expectations on school sponsored transportation will result in consequences, which can include suspension and/or removal from the bus.
- **The following Bus Rules Apply:**
 - Each pupil shall be seated immediately upon entering the bus.
 - The bus driver ensures the right to ask a student to move to any seat in order to maintain control and safety of the bus.
 - Pupils shall remain seated until it has come to a full stop and the driver has opened the door.
 - No windows or doors will be opened or closed except with permission of the driver.
 - School buses are school property and must be respected as such. Therefore, vandalism or any attempt to commit vandalism shall be cause for denying the guilty party the privilege of transportation on the school corporation's buses.
 - Pupils should not throw rocks, snowballs, or any other material at the school buses before entering or after exiting the bus.
 - Pupils shall not throw caps, articles of clothing, books, or any other objects back and forth or out of the windows while on the buses.
 - Loud, boisterous, or profane language, or indecent conduct is prohibited.
 - Pupils shall not tease, wrestle, or shove each other.
 - No eating or drinking on the bus
 - No items shall be stacked higher than the windows, aisles and exits must be clear in case of emergency
 - Pupils should understand that the bus driver is required by law to maintain good discipline on the bus to ensure safety and equity for all. This can be accomplished by the cooperation of pupils, parents, and drivers.
 - Technology use will be at the discretion of the bus driver.
- Each student may have one morning pick up location and one afternoon drop off location. These locations need to be on file with the school office. It is in the interest of keeping our students safe that we can no longer accommodate complex schedules involving multiple stops.
- Please remember that all stops must be a residence within the boundaries of the New Prairie United School Corporation.
- Bus drivers will wait for 30-45 seconds before moving on with the bus route.
- Transportation to and from the YMCA Latchkey program held at Rolling Prairie Elementary will still be allowed as will transportation between NPUSC School buildings.
- For more information, please call the Transportation Department at 574-654-7373 or 219-778-9585.

OTHER TRANSPORTATION

- New Prairie Middle School students may ride school buses, if they are assigned, or arrive at school by private car.
- They are not to ride bicycles or any other form of motorized or nonmotorized transportation. We have no provisions for these items.
- Skateboards and rollerblades need to be kept at home.

Progressive Discipline for Transportation Referrals

Students who cause disruptions on school sponsored transportation are subject to a referral write up by the driver or supervision adult present. These write ups will be sent by the Director of Transportation to NPUSC administration. Based on the content on the referral, students will be subject to the following progressive steps (All steps are subject to change due to the details of the situation and discretion of administrative decision):

- 1st offense: Verbal warning to student with driver parent call, bus conduct report filed for admin follow up conversation with student
- 2nd offense: Bus conduct report, administrator parent call with in-school consequence
- 3rd offense: Bus conduct, administrator parent call (1 day off bus)
- 4th offense: Bus conduct report, administrator parent call (3 days off bus)
- 5th offense: Bus conduct report, administrator parent call (possible removal from bus for 5 days or more and notified that next infraction bus privilege may be denied for the rest of semester and/or year)
 - NPUSC reserves the right to enact any discipline for unique or more concerning situations outside of these guidelines
- **Utilizing NPUSC bus transportation for extracurricular activities (ECA) is a privilege, not an automatic right for students. NPUSC reserves the right to require a student to provide their own transportation to ECA events and prevent usage of NPUSC transportation for ECA events as a consequence for inappropriate behavior on NPUSC busing during ECA trips.**

General School Information

CLOSED CAMPUS

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

CLOSING SCHOOL / SCHOOL DELAYS

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

DIRECTORY INFORMATION

- Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information";
 - a student's name, address, telephone number;
 - photograph, date and place of birth;
 - major field of study;
 - participation in officially recognized activities and sports;
 - height and weight, if a member of an athletic team;
 - dates of attendance;
 - date of graduation;
 - awards received; or listing on an honor roll and scholarships.
- **If you DO NOT wish to have directory information released without your prior knowledge and/or consent, please complete a Directory Information form (provided to each student) and return it to the school principal.**
- **Board Policy #8330 is available on the NPUSC website.**

GUIDANCE SERVICES

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

LIBRARY

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

LOCKERS

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

LOST AND FOUND

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

NON-CUSTODIAL PARENTS

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

PARENT/GUARDIAN CONTACT INFORMATION

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

PARTIES

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

PHYSICAL EDUCATION

- If a student is enrolled in a physical education class, temporary incapacity must be excused by the principal. Any permanent, or long-term, excuse from taking and/or participating in physical education classes must be supported by a doctor’s statement. Students will also not be allowed to participate in physical education classes after a long-term incapacity, unless they have been released by a physician.

- **Our physical education program requires that all students participate in one day of swimming instruction. If a student does not swim, he/she will be placed in an area of the pool where basic instruction can be given. Adequate safety supervision is provided during the time the students are in the pool area.**
- Students may purchase a physical education uniform which consists of an imprinted shirt and shorts. Students can purchase the uniforms from the middle school office. Students are urged to mark this uniform on the inside of each item with a permanent marker for identification. Physical education shirts and shorts are not to be marked in any other way.
- Students may choose not to purchase a school uniform; however, they must bring in school appropriate clothing from home and meet the school dress code.
- **Athletic shoes are required.**
- **Students should be prepared to go outside for physical education class on any given day, weather permitting.**
- Failure to dress in the required clothing for physical education classes on a habitual basis will result in a grade reduction and/or disciplinary action.
- Students will be given a school issued lock, and assigned a locker in the locker room for each semester they have physical education class. They are responsible for locking up their belongings. Combinations for locks are not to be shared with other students. **Loss of this lock will result in a \$5 fee at the end of the semester.**
- The school is not responsible for lost, stolen or damaged items.
- Items left in gym lockers at the end of each semester may be placed with other lost and found items or thrown away.

PROFESSIONAL COLLECTION SERVICES FOR DELINQUENT ACCOUNTS

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

SOLICITATION

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

STUDENT SAFETY

FIRE DRILLS / SAFETY DRILLS / STORM DRILLS

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

NPUSC DIRECTOR OF FACILITIES

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

STUDENT INSURANCE

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

TECHNOLOGY

iPADS



- See Acceptable Use Policy (AUP) – the original form the students and parents signed for use of NPUSC technology.
 - DO
 - **Charge every night at home to a minimum of 80%.**
 - Keep track of accessories.
 - Use apps for school purposes **only**.
 - Keep Bluetooth “ON” at all times.
 - DO NOT
 - Use any form of screen protector.

- Change the “name” on the iPad (it must be accurate).
 - Use games or social media during the school day that are not school related activities.
- Accessories to use and maintain possession of:
 - Case, cord, brick
- Collection:
 - iPad and accessories must be returned on the collection date.
 - A fee may be charged for items not returned.
- Digital citizenship is important. Students may lose the privilege of freely operating the app store, iTunes, camera, and other functions if rules associated with the iPad are broken.
- Students must be responsible for their iPads. The AUP states, “Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in a student’s device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.” Consequences will be assigned to students with multiple iPad breakages.

INTERNET USAGE

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

POWERSCHOOL / POWERGRADE AND PARENTAL ACCESS

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

SCHOLOGY

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

TELEPHONES

SCHOOL PHONE USE

- School phones are for school business and may be used by students only in emergencies with the permission of someone in authority.
- Only parent messages that are urgent will be relayed to students.
- **Please do not request that your child leave class to call you. Office personnel will be happy to take the message to your child without causing a disruption in his/her school day.**
- **Students must make arrangements for sleepovers, friends coming to someone’s house, and similar situations BEFORE arriving at school.**
- **Students are discouraged from using the phone for these or similar purposes.**
- Students will be allowed to use the phone when activities are canceled or postponed.
- If students forget their homework, they must be prepared to accept the appropriate consequences.
- **STUDENTS MAY NOT USE CELL PHONES DURING THE DAY TO TEXT OR CALL HOME UNLESS GIVEN PERMISSION BY A STAFF MEMBER.**

CELL PHONE USE

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

TEXTBOOKS FEES / PAYMENT PLANS / INSURANCE

TEXTBOOK FEES

- The New Prairie United School Corporation in accordance with the State of Indiana Statute assesses textbook rental fees.
- These textbook rental fees include fees for textbooks, electronic devices, and consumables such as workbooks utilized by the individual student.
- Textbook rental fees will be assessed for every student.
- **Textbook rental fees are due by September 24, 2022.**
- **iPad insurance must be purchased (if desired) by August 27th (or be part of a payment plan).**
- Payments can be made at your child’s school, the registration nights, or at the NPUSC Central Office at 5327 N Cougar Road New Carlisle, IN 46552.
- Payments can be made via cash, check, money order, or credit/debit card. Credit/Debit Card payments can be made only online at the NPUSC website. **An additional processing fee will be charged for credit/debit card payments.**
- **ONLY ONE STATEMENT WILL BE MAILED IN EARLY SEPTEMBER**
- 2021/2022 FEES:
 - Kindergarten \$ 105, First – Second \$ 125, Third – Fifth \$155,

- Sixth – Eighth \$185
- Ninth – Twelfth \$210

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

PAYMENT PLANS

- If you wish to enter into a payment arrangement to spread your payments into 4 equal installments due September 15, October 15, November 15, and December 15, the payment arrangement agreement must be signed no later than September 24, 2022.
- Payment arrangements can either be made at the scheduled registration events or through Central Office.

COLLECTIONS

- **If fees are not received or an approved payment arrangement made by September 24, 2022, then your account will be turned into a third party collection agency.**
- A **\$10 fee will be added** to your account as well as any charges or fees added by the third party collection agency.
- Failure to satisfy the payment agreement payments will also result in your account being submitted for collections with the same additional fees as listed above.
- Once an account has been submitted for collection, it cannot be removed from collections until all fees including the additional collection fees have been collected.

INDIVIDUAL DEVICE INSURANCE POLICY

- New Prairie United School Corporation 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 September 15, October 15, November 15, and December 15 of 2022, the payment arrangement agreement must be signed no later than September 25, 2022. Payment arrangements can either be made at the scheduled registration events or may be made by contacting the school secretary.
 - **Elementary Students** **\$20**
 - **Middle/High School Student** **\$20**
- 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 25, 2022, 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 extracurricular 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.

TEXTBOOK ASSISTANCE

- The State of Indiana does offer textbook assistance (textbook assistance is not available for insurance plans) to those families who qualify for free and reduced lunches.
- If you believe that you may be eligible for assistance and have not already done so, please contact the Director of Food Services, Mike Hale, at 574-654-0401 to complete an application.

VISITORS

NPUSC Schools utilize Raptor Technologies Visitor Management Systems. All guests must have the following to be in our building for any extended period of time:

- Visitors must report to the main office upon entering the building.
- All visitors must have a state or government issued photo ID card to be scanned using the Raptor system. This can include:
 - A valid, state issued driver's license or learner permit
 - A valid, government issued ID card
 - A valid, state issued ID card
- Guests will receive a temporary ID badge which includes a photo of the guest. This must be worn on the chest/shoulder area of the guest and must be visible.
- Once a guest leaves the building, they must report to the office to return the temporary ID and be removed from the Raptor system.

- Guest speakers must be approved by the principal or designee 10 days in advance.
- All media must be approved by the administration in advance.
- **Refusal to submit a government issued ID will result in non-admittance to the building. Teachers and staff will stop and direct all visitors to the office to check in.**
- A 24 hour notice will be provided to teachers before any classroom visit.
- Students are not permitted to bring other school-age children as guests to school.
- Parking for visitors is located at the front entrance.

WITHDRAWING FROM SCHOOL

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