

# **NPUSC Elementary Schools**

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

### **GENERAL HANDBOOK**

**2024-2025**

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

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

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

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

#### **NPUSC ELEMENTARY GENERAL HANDBOOK**

**This handbook is supplemental to Board Policy. Should a provision of this handbook contradict Board policy, the Board policy prevails. This handbook supersedes all prior handbooks and other written material on the same subject.**

**New Prairie United School Corporation**

#### **BOARD INFORMATION**

##### **Foreword**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal who you will find listed in the Staff Directory section of the handbook.

## **Board of Education 2024-2025**

### **Board Members**

Phillip King  
Board President

Jason DeMeyer  
Vice President

Jill Smith  
Secretary

Dale Groves  
Board Member

Rich Gadacz  
Board Member

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

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

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

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

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

### **Public Participation at Board Meetings**

Persons who wish to address the Board must complete a Public Comment Card to be presented to the Board President prior to a motion on the specific agenda item.

### **Administrative Participation**

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

### **Administration Team**

Superintendent Dr. Paul White

Curriculum Director Jen Sass

NPHS Principal Justin Heinold

NPHS Assistant Principal Casey Martin

Director of College and Career Readiness Tara White

NPMS Principal Justin Holmquest

NPMS Assistant Principal Heidi West

Prairie View Elementary Principal Kris Staats

Olive Township Elementary Principal Tara Bush

Rolling Prairie Elementary Principal Dr. Pamela Moore

## **GENERAL INFORMATION**

### **Mission of the District**

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

### **NPUSC Vision**

\*We strive to become a “High-Reliability School System” that provides for every student and family we serve the following:

1. A safe and collaborative learning environment
2. A learning environment and school culture based on continuous improvement and implementation of best practices.
3. A guaranteed and consistent curriculum in every NPUSC school, ensuring all students develop the skills they need for success.
4. A well-rounded program that gives equal respect to college prep, career readiness, and all after school activities to provide student experiences that develop academic, career, and character skills.
5. A school district recognized at the regional and national level for student academic performance and career placement with an emphasis on character development throughout.
6. A career and/or college pathway plan for ALL NPUSC secondary students that includes resources, strategies advising, and exploration opportunities based on interest and talents.
7. A model Professional Learning Community system

### **NPUSC Core Values**

1. We are student-centered; decisions and actions will be based on what students need to achieve success.
2. Relationships Matter at NPUSC at all levels. We build trust and tackle challenges through communication, understanding, and relationships.
3. We strive for continuous improvement for our certified and classified staff to be the best we can be for our students.
4. We strive to be known for literacy development that engages students to become college/career and community ready.
5. We will engage in technology integration so students have the skills necessary to be successful in the 21st Century.
6. NPUSC will practice community engagement and collect feedback to inform our direction.
7. NPUSC will practice positive stewardship by managing NPUSC fiscal and facility resources to provide the best learning experience for students.
8. We will develop a college prep or career pathway plan for every NPUSC student while integrating character throughout.
9. We encourage participation and pursue excellence in after school activities. We believe many life skills and character traits necessary for life success are developed in these programs.
10. We will pursue collaboration and continuous improvement through the Professional Learning Community process.

## **NPUSC Commitments**

1. Build a foundation of learning for ALL students
2. Create collaborative teams to collectively develop best practice
3. Collaborative teams will identify essential standards from a guaranteed curriculum.
4. All students will have access to grade or course level identified essential standards with additional opportunities to show learning.
5. Collaborate teams will create common, formative assessments based on identified essential standards.
6. We will create a systematic plan to provide additional time, support, re-teaching, and extension of learning.
7. We will set SMART goals at the team, building, and district level based on critical academic needs tied to essential standards. Data and progress reviews will be developed at all levels.
8. We will examine our current grading and homework policies/practices to evaluate what is needed for student success and to foster true accountability.
9. We will collaboratively identify key student social & academic behaviors necessary for student success & explicitly teach/model these behaviors.
10. We will collectively build a shared vision for best practice instruction in our classrooms (What we will see/What we will not see).

## **Equal Education Opportunity**

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

## **Smoke Free Environment Policy**

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

## **Drug Free School Regulation**

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

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

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

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

The NPUSC is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest

control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children. This policy does not apply to the use of the following when used in normal cleaning activities-germ killers, disinfectants, sanitizing agents, water purifiers, and swimming pool chemicals. It also does not apply to personal insect repellants when self-applied or to gel baits or manufactured enclosed insecticides where students and staff do not have access. Questions or concerns about building air quality and pest management should be directed to the corporation's Director of Facilities, Edward Aikman, at 574-654-0205 or 219-778-1475 or email [edwardaikman@npusc.k12.in.us](mailto:edwardaikman@npusc.k12.in.us). Mr. Aikman serves as the corporation's Indoor Air Quality Coordinator and Integrated Pest Management Coordinator.

## NPUSC SCHOOL CALENDAR 2024-2025

Board Approved 12/18/2023

**AUGUST 2024**

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

T = 19 S = 17

**SEPTEMBER**

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

T = 20 S = 20

**OCTOBER**

S	M	T	W	T	F	S
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					3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

T = 22 S = 21

\* Teacher Day P/T Conferences

**NOVEMBER**

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

T = 18 S = 17

**DECEMBER**

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

T = 15 S = 15

**Friday Late Starts**  
All School Start 45 Min  
Later \*Aug 9 – May 23

**AUGUST 2024**  
August 6-7, 2024  
**Teacher Work Days**

August 8, 2024  
**1<sup>st</sup> Day for Students**

August 28, 2024  
Flex Day-Student eLearning  
Teachers report for PD

**SEPTEMBER 2024**  
September 2, 2024  
**Labor Day-No School**

September 25, 2024  
Flex Day-Students eLearning  
Teachers report for PD

**OCTOBER 2024**  
October 10, 2024  
**Last day of Q1**

October 15-16, 2024  
**Parent Teacher Conferences K-12**

October 18-21, 2024  
**Fall Break-No School**

**NOVEMBER 2024**  
November 5, 2024  
**Teacher Work Day**

November 27-29, 2024  
**Thanksgiving-No School**

**DECEMBER 2024**  
December 20, 2024  
**Last Student Day- End S1**

Dec. 23, 2024-Jan 3, 2025  
**Winter Recess-No School**

**1<sup>st</sup> Grading Period**  
Aug. 8 – Oct. 10 (45 Days)

**2<sup>nd</sup> Grading Period**  
Oct. 11 – Dec. 20 (45 Days)

**1<sup>st</sup> Semester**  
Teachers - 94 Days  
Students - 90 Days

**JANUARY 2025**  
January 1-3, 2025  
**Winter Recess-No School**

January 6, 2025  
**Teacher Work Day**

January 7, 2025  
**Students Back to School**

January 20, 2025  
**MLK Day-No School**

**FEBRUARY 2025**  
February 26, 2025  
Flex Day-Students eLearning  
Teachers report for PD

February 10, 2025  
**No School/Snow Make-Up**

**MARCH 2025**  
March 12, 2025  
**Last Day of Q3**

March 17, 2025  
**No School/Snow Make-Up**

March 31- April 4, 2025  
**Spring Break-No School**

**APRIL 2025**  
April 18, 2025  
**Good Friday-No School**

**MAY 2025**  
May 23, 2025  
**Students Last Day**

May 27, 2025  
**Last Teacher Day**

May 26, 2025  
**Memorial Day**

**JUNE 1, 2025**  
**Graduation Day**

**3<sup>rd</sup> Grading Period**  
Jan. 7 – Mar. 12 (45 Days)

**4<sup>th</sup> Grading Period**  
Mar. 13 – May 23 (45 Days)

**2<sup>nd</sup> Semester**  
Teachers - 92 Days  
Students - 90 Days

**JANUARY 2025**

S	M	T	W	T	F	S
			1	2	3	4
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19	20	21	22	23	24	25
26	27	28	29	30	31	

T = 19 S = 18

**FEBRUARY**

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	

T = 19 S = 19

\*Feb 10 Snow Make up

**MARCH**

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

T = 19 S = 19

\*March 17 Snow Make Up

**APRIL**

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

T = 17 S = 17

**MAY**

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

T = 18 S = 17

**Friday Late Starts**  
All Schools Start 45 Min  
Later \* Aug 9 – May 23

**May 6, 2025 Flex Day**  
Olive Elementary if  
election site-50% Zoom

\*The first two weather cancellations will be made up in-person on 2/10/25 & 3/17/25. Live Virtual Instruction via Zoom per State Requirement would occur on weather cancellation days #3 through #7. An 8<sup>th</sup> Weather Cancellation Day or more will result in additional school days added to calendar late May/June 2025.

### **School Day**

	<b>Olive</b>	<b>Prairie View</b>	<b>Rolling Prairie</b>
Breakfast	7:00	8:20	8:20
Start Time	7:20	8:40	8:40
End Time	1:50	3:10	3:10

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

	<b>Olive</b>	<b>Prairie View</b>	<b>Rolling Prairie</b>
Start Time	9:20	10:40	10:40
End Time	1:50	3:10	3:10

### **Students Rights and Responsibilities**

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

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

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

### **Students Well-Being**

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

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

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

## **Injury and Illness**

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

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

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

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

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

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

The New Prairie United School Corporation is taking proactive measures to ensure the safety of our students and staff and the security of our educational facilities. Students and staff routinely practice emergency drills based on the Standard Response Protocol (SRP). An emergency plan for all emergency situations has been developed and communicated to staff and students. All drills are practiced according to state requirements and local guidance.

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

## **Emergency Drills**

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

## **Bus Evacuation Drills**

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



# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE! Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Do business as usual

### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

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

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

### **AM RADIO FM Radio TV**

WSBT 960WNDU U93 WNDU (channel 16)

WLOI 1540WCOE 96.7 WSBT (channel 22)

WNDU 1500SUNNY 101.5

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

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

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

## **Visitors**

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

## **Volunteers**

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

## **Preschool**

Preschool is currently being offered for three, four, and five year-olds at Prairie View Elementary for a fee. Contact the YMCA Day Care at (219) 325-9622.

## **Walkers**

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

## **Recess**

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

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

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

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

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

A second recess for students in grades K-2 will be an optional activity used at the teacher's discretion, and instead may be used for purposes of study skills practice, making up homework, or whatever else the teacher may deem necessary for the academic/social success of the student. A second recess, as a reward, can be used by teachers for grades 3-5.

### **Lost and Found**

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

### **Use of Telephones**

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

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

### **Advertising Outside Activities**

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

## **GENERAL ENROLLMENT**

### **Custody/Guardianship**

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

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

### **Enrolling in School**

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

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

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

In some cases, temporary enrollment may be permitted. Parents will be informed on what records are needed to make the enrollment complete. Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school.

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

### **Scheduling and Assignment**

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

### **Early Dismissal**

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

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

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

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

**ACCIDENT:** The school does not have an accident policy on any student. It is therefore the responsibility of the parent when a student is hurt in a physical education class, recess, classroom, or in sports events or practice, to provide for medical bills incurred

### **Health Services**

The elementary schools have a Health Aide who functions in a complementary role to the Corporation Nurse. The Health Aide is trained in CPR and first aid and can monitor students for illness or injury and notify parents of concerns. The Health Aide can administer medications, maintain student health updates, provide staff with student health concerns and conduct vision and hearing screenings as required by state law. Please be advised that the school does not call home to report every “bump” and headache. If you feel that such information is important for you to know, please notify the school the Health Aide.

## **Immunizations**

According to Indiana Code (IC 20-34-4), each student must have the required immunizations. Furthermore the law states children enrolling with less than the minimum immunizations are granted a period of twenty calendar days to begin or resume their immunizations. The immunization requirements can be found on New Prairie's website under Health Services or a form can be picked up in the Health Clinic at each school. The state of Indiana will allow objections to immunizations according to Indiana Codes (IC 20-34-3-3 and 20-34-3-2) 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 the parent/guardian and renewed on a yearly basis.

These forms are available in the Health Clinic at each school. In the event of a disease outbreak, students who have not received required immunizations may be excluded from school for the duration of the outbreak. If the parent/guardian fails to provide the required immunization documentation or fails to provide a religious objection or medical exemption, the principal or school superintendent may exclude the student from school in accordance with the State law.

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

It is the intent of the Board of Education to protect employees and children to the greatest extent possible when dealing with situations where it may be possible for a person(s) to come in contact with substances carrying infectious disease(s). A communicable disease Board Policy is in effect and is obtainable on the request from the central or school offices.

## **Meningitis Information**

Indiana law requires each year that parents/guardians be informed "about meningococcal disease and its vaccine (IC 20-30-5-18) Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately, there is an immunization available and the Indiana Dept. of Health requires meningococcal immunization for children in grades 6 – 12. Please talk with your child's health care provider about meningococcal disease and vaccination.

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

Our goal in health services is to support student success by returning students who are safe, healthy, and ready to learn to the classroom as quickly as possible. A major health consideration for exclusion from school is the potential for spread of disease from person to person. The clinic will send students home in accordance with state laws regarding communicable diseases, based on signs and symptoms related to those diseases.

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

- Fever (oral equivalent) of **100.4** degrees or more (\*Student must be fever free for 24 hours without medication.)
- Persistent vomiting or diarrhea
- Skin rashes if spreading, drainage, or fever
- Redness or discharge from the eye
- Live head lice
- Lack of appropriate immunizations

## **EMERGENCY MEDICAL AUTHORIZATION**

## Use of Medications

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, and F1b 5330f2 and f2a must be filed with the respective building Principal and/or Health Aide before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the Principal's office and/or Health aide or nurse
- D. Medication that is brought to the office will be properly secured.
  - Medication must be brought to school directly by the parent.
  - Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications as prescribed by the family doctor.
- E. Students who may require administration of an emergency medication may have such medication stored in the nurse's office. However, if authorization for self-medication has been provided by the parent and physician the student may retain possession of the self-administered medications.
- F. Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.
- G. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
- H. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- I. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

## Self-Administered Medication

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

The physician's statement must include the following information:

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

medication.

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

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

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

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

According to the FDA, if a product is intended for a therapeutic use, such as treating or preventing disease or to affect the structure or function of the body, it's a drug. 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 parents/guardians at school will not be honored, as there is no standardization, no FDA approval, and no guidelines regarding safety of these products.

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

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

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

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

### **Head Lice**

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

### **Routine Screening**

The school nurse facilitates routine screenings for students and, if appropriate, notifies parents of potential problems that may require further follow-up with a physician. The routine screenings include: vision screening

for 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> grade students; hearing screening for 1<sup>st</sup> and 4<sup>th</sup> grade students. If you have questions or concerns, please call the school office.

### **New Prairie Elementary Concussion/Traumatic Brain Injury Protocol**

Concussion is a functional injury to the brain, where the normal brain physiology and function is disrupted by biomechanical forces to the brain. There are a wide variety of signs, symptoms, and behaviors consistent with a concussion. These may include symptoms (e.g. headache, nausea, feeling “in a fog”, dizziness); signs (e.g. amnesia, confusion, balance problems); mood or behavior changes (e.g. irritability, mood swings); cognitive changes (e.g. slowed reaction time, difficulty concentrating or with memory); and sleep disturbances (e.g. drowsiness, insomnia). An athlete with a concussion does not have to experience loss of consciousness (LOC).

If an athlete has had a concussion previously, then they are at increased risk to have another concussion. The more concussions a student-athlete has had, the longer it may take for that athlete’s brain to recover. In addition, the effects of repetitive concussions may be cumulative.

#### **PROTOCOL FROM INJURY TO PLAY**

1. When a student-athlete exhibits signs, symptoms, or behavior consistent with a possible concussion, they shall be removed from practice or competition by their coach.
2. The athlete will be removed from physical activity until seen by a physician
3. The athlete or their caregiver will be provided instructions on further care by their physician.

#### **RETURN TO PLAY GUIDELINES (RTP)**

1. The athlete’s parent(s) and physician will monitor the progression of the athlete to their sport.
2. The athlete will not be allowed to return to play until the parent has submitted a doctor’s note clearing the athlete to return to play.

### **STUDENT SERVICES**

#### **Special Education**

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

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

#### **Speech and Hearing**

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

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

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



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

### **Response to Intervention (RTI) Team**

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

### **Student Records**

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

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

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

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

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

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

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov)

### **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. Payment plans will not be offered for iPad insurance.

**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.

### **Delinquent or Unpaid Accounts**

Any accounts including but not limited to fundraising, lost or damaged athletic uniforms, lost or damaged technology equipment 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 the Central Office if there is a fee to be paid.

### **Student Fund-Raising**

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

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

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

### **CAFETERIA INFORMATION**

The goal of Nutritional Services is to provide students with nutritious meals while contributing to the overall physical and mental wellbeing of each student. We support the student's development toward a healthier future through promoting healthy eating and increasing physical activity

Sue Aikman - Nutritional Services Director  
574-674-0402 or sueaikman@npusc.k12.in.us

### **SCHOOL LUNCH INFORMATION**

2024-2025 Meal Prices

Meal prices for lunch and breakfast will be announced following state and federal decisions.

\*A la carte items or additional meals will be the responsibility of the student

### **MY SCHOOL BUCKS**

My School Bucks allows you to access your student's meal account, deposit funds, set up low balance notifications, and conveniently and securely maintain your family's school-time budget and spending.

### **FREE AND REDUCED MEAL APPLICATIONS**

The NPUSC District participates in the National School Lunch Program. With this program, all schools participate in the Free and Reduced meal program available to eligible students. To apply for free or reduced price meals, complete just ONE application for ALL of the students in your household who are enrolled in NPUSC. Sign and return the application to any school in the district. It may take up to 10 days for your application to be processed; during that time parents are responsible for purchasing meals. Parents are informed of the status of their application by mail. Letters are mailed weekly. Parents can now apply online for meal benefits. Applications are available online for the 2024-2025 school year at [www.myschoolapps.com](http://www.myschoolapps.com)

### **THE MEALS WE SERVE**

We provide nourishing, wholesome meals that are in compliance to the USDA Dietary Guidelines for Americans. We provide a serving option called "Offer versus Serve" which allows students to choose three, four or five meal components offered each day. This gives our students the opportunity to participate in planning their own healthy meals. The five meal components are Meat/Meat Alternative, Grains/Breads, Fruit, Vegetables, Fluid Milk. Note: Serving sizes of meal components do vary by age group based on the USDA Nutritional Guidelines. Students are required to take a minimum of ½ cup serving of fruit or vegetable on their meal tray. A variety of choices are available daily.

In addition to the main hot meals, at least one other healthy selection is available. Second options may include: fresh salads, deli sandwiches, fresh fruit and vegetables. In addition, milk (1%, fat-free) is offered daily. Bottled water and juices are also available as ala carte along with other healthy snack options.

--Allergies --

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 or the School Health Aide. Nutritional Services will record the allergy/special dietary need so staff will be aware and verify that the student is not taking foods that will cause allergic reactions.

-- Suggestions for Packing Healthy Lunches --

If students choose to pack their lunch it is very important that the student and parents work together to pack healthy lunches. The Nutritional Services Department discourages parents from bringing in non-nutritious “fast food” from outside establishments. Students should avoid packing non-nutritious foods in their lunches (i.e. candy) but rather include more healthy options.

Home Packed Lunch Suggestions: Low fat meat or cheese sandwiches, low fat cheese with whole wheat crackers or bagel, fresh vegetables with dip, pretzels, crackers, bagels, low-fat muffins, granola bars, dried fruit, pudding or fruit yogurt cup, cottage cheese and fresh fruit. It is important that we support the student’s development toward a healthier future through promoting healthy eating and increasing activity. Note: Students may purchase milk or water to go with their meals. This is an additional cost.

## **NUTRITIONAL SERVICES OFFICE**

– FREQUENTLY ASKED QUESTIONS-

For any questions not covered here, contact the Nutritional Services Office at 574-654-0401.

*I may qualify for free or reduced meals. How do I apply?*

Free and Reduced Meal applications are available in all schools, and online at MySchoolApps.com. The applications will also be distributed to each student in their back to school packet. If you receive SNAP or TANF, your child will be eligible for free meals.

*Do I have to complete a new application each school year?*

Yes! The program requires that a new application be completed each school year. If you receive SNAP or TANF you must complete a new application and provide the active SNAP or TANF number. If you have more than one child enrolled in school, then only one application is needed for all children within the household.

*How can I notify you if my child has food allergies and/or I would like to limit their ability to make purchases?*

If your child has a food allergy, or you would like to limit their ability to make purchases, there are two ways to provide us that information.

- 1) Complete the Special Dietary Needs Medical Statement;
- 2) Contact the nutritional services office to provide the information.

*How can I monitor my child’s meal account?*

We encourage parents to take advantage of our popular pre-payment and meal account monitoring service, MySchoolBucks.com. Using this resource parents are able to pay and replenish their child’s meal account via a secure web portal. You are also able to check your child’s account for purchases and payments.

*I would like to send in a check for my child’s meal account. Where does it get sent?*

Checks should be made payable to the school’s cafeteria and given to the cafeteria cashier.

*What is the procedure for lunch meal purchases at meal time?*

Students will have their OWN lunch account that is accessed by swiping their assigned lunch card or entering their student ID# into a pin pad.

*How will my student receive their ID number?*

The student can obtain their ID from the main office at the school. Student's ID number remains the same throughout all grades (K-12)

*What if someone accidentally enters the wrong number?*

It is very unlikely that this will occur. If a student accidentally enters the wrong number, the cashier will immediately detect it as the name and photo of student appears.

*Should I pay with cash or check?*

Although we prefer a check to insure that all funds go into your students account, either is fine, whatever is most convenient. We do encourage pre-payment of meals. Sending in lunch money perhaps weekly or monthly vs daily provides faster, more efficient service.

*Can I send one check providing payment for lunch AND other school fees?*

No. It is necessary that meal funds be kept separate from other school funds.

*Does my child have to pre-pay for lunches or can they still pay cash?*

Yes. Cash is still accepted in the lunch line. Note: Our Cashiers do not give change. Any remaining funds will be applied to the student's lunch account for later use.

*If my child pays his /her meal with a check, can they receive cash back?*

No. For the protection of the District, we have to ensure that the check clears through the bank therefore the register system does not allow cash returned for checks.

*Will my child receive change back from a cash purchase?*

No, all change will be placed on their account. The change is held in account and remains on the account until used by the student. May another sibling use his/her brother's account? No. Only the person named on the account may make purchases on it.

*How will my child be notified when his/her lunch accounts get low?*

Upon purchase, students are given their account balance. Also, account balances can be checked online at [myschoolbucks.com](http://myschoolbucks.com). Accounts for that student will need to be created on the website before access is permitted. There are NO fees for viewing report balances, however an account needs to be set up on the website in order for you to access the features on the website.

*What if my child is on a special meal program?*

Once a child has applied for the free/reduced meal program and has been notified of their eligibility this information is coded into the computer. All students will enter their ID# into the system including those on special meal programs. The system is secure. The student's meal status is not visible to others.

*Is my student qualified for the meal program when the application is sent into school?*

No. The free and reduced meal application first needs to be processed. You will be notified once this has been completed. All meals that are charged to the student's account prior to the student becoming eligible for the program are required to be paid in full.

*What if my child's account shows a meal was purchased when I packed his lunch?*

There may be times when children have packed lunch and choose to come through the lunch line to purchase a lunch. All meals that are served from the cafeteria will be charged to their lunch accounts. If the student purchases milk to go with their packed lunch, the account will be charged.

*What if my child has money in his or her account at the end of the school year?*

All funds remaining on the account carries over to the next year. Should families move from the District or

their child is a senior will be issued a refund after receiving a written request from the parent and/or guardian.

### **Classroom Celebrations**

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

Please Note: All food items for approved celebrations other than Fall Celebration, Winter Celebration, and Valentine's Day must be in accordance with the NPUSC Wellness Policy. Please DO NOT send food treats to recognize student's birthdays (pencils, stickers, etc. are good substitutes). Delivery of birthday presents, flowers, balloons, etc. will not be made to students in their classrooms. In the event these items are sent to the school, they will be held in the office for parent pick up and cannot be sent home on the school bus. Party invitations for non-school parties may not be handed out at school unless all children in the class or all children of the same gender are invited.

### **USDA Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

2. fax: (833) 256-1665 or (202) 690-7442; or

3. email: [Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

### **ACADEMICS**

#### **Course Offerings**

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

## Field Trips

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

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

## Elementary School Musical Program

Fourth (4<sup>th</sup>) and second (2<sup>nd</sup>) grade students will participate in the winter musical program each year, and third (3<sup>rd</sup>) and first (1<sup>st</sup>) grade students will participate in the spring musical program each year. These programs are mandatory and are part of the students' music grade. All performances will be held at NPHS Auditorium.

## Grades

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

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

### Grade K and Grade 1

Students in Grade K and 1 do not receive A-F letter grades. K/1 report cards include a key to explain mastery levels.

Letter Grade	Percentage Range
A	100-94
A-	93-90
B+	89-88
B	87-84
B-	83-80
C+	79-78
C	77-74
C-	73-70
D+	69-68
D	67-64
D-	63-60
F	59 or less

## Grading Periods

Students shall receive a report card at the end of each 9-week period indicating their grades for each course of study for that portion of the academic term.

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

## Grade Access and Communication

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

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

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

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

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

### **Recognition of Student Achievement**

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

### **Homework**

The assignment of homework can be expected. Homework is also part of the student's preparation for the assessment tests. Generally homework will not be used for disciplinary reasons but only to enhance the student's learning.

The School Board acknowledges the educational validity of out of school assignments as adjuncts to and extensions of the instructional program of the schools in grades K-12. Homework shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school. The Superintendent shall develop administrative guidelines for the assignment of homework according to these guidelines:

- a. Homework should be properly planned as part of the curriculum to extend and reinforce the learning experience of the school or to complete work not completed in class.
- b. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- c. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- d. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities, which make a legitimate claim on the student's time.
- e. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- f. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- g. Homework should always serve as a valid learning purpose; it should never be used as a punitive measure. 51 IIAC 6-2-(c) (9)

### **Computer Technology and Networks**

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



## **Artificial Intelligence in Schools**

NPUSC recognizes the emerging impact Artificial Intelligence (AI) can bring to the student learning process. AI may be used under the approval and direction of NPUSC teachers for academic purposes to assist in the learning process. AI may not be used for purposes of plagiarism or academic dishonesty. AI may not be used in any situation that would lead to the harassment or bullying of another student, teacher, staff, or administration. Any inappropriate usage of AI for academic dishonesty or harassment/bullying of another student, teacher, staff, or administration may be subject to academic accountability or student discipline at the discretion of NPUSC administration.

## **Student Assessment**

ILEARN is an annual testing regimen designed by the Indiana Department of Education to encourage students to master basic language, reading, writing and mathematics, grade 5 Social Studies and grade 4 Science. All students in grades 3 through 5 (unless exempt) will be expected to pass the ILEARN. Students in grade 3 will participate in the IREAD3 Assessment. Grade 2 students will also participate in the IREAD3 Assessment through a special opt-in process provided by the state.

## **2024-2025 Testing Schedule**

IREAD3: March 3rd - March 14th

ILEARN: April 14th - May 9th

## ILEARN Checkpoints Pilot (Opt-In Schools Only)- NPUSC will opt-in

ILEARN Checkpoint 1 September 16, 2024-November 15, 2024

ILEARN Checkpoint 2 November 18, 2024-February 7, 2025

ILEARN Checkpoint 3 February 10, 2025-April 11, 2025

Formative Assessment for the 2023-2025 school year = iReady

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

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

## **NPUSC Test Security Policy**

All Indiana Department of Education ethical testing practices, procedures, and test security guidelines will be strictly followed by all NPUSC employees, students, and parents. Additional information will be added here pending approval by the State.

## **STUDENT ATTENDANCE and STUDENT CONDUCT**

### **Student Attendance**

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

### **Procedures**

It is the parent/guardian's responsibility to contact the school by 8:30am (Olive) or 9:45am (Rolling Prairie and Prairie View) every day their child is absent from school. An automated call will be made to parents if a student's absence has not been verified by a parent/guardian by the times listed above. If a parent fails to call or send a note to school the absence will remain unexcused.

Written communication will be sent to the parent of a student who has missed 10-12 days of school for any reason and/or 3-4 unexcused absences. School administration will contact a parent of a student when they are considered chronically absent (18 schools/10% of the school year). It is required that a school provide written notification to a parent of a student who has missed 5 days within a 10-week period unless the absence is (1) excused or (2) in conformity with a note on file from a physician, therapist, or other professional under a student's IEP, service plan, or 504 plan and (2) a requirement that the school schedule an attendance conference with the parent of the student within 5 school days. (IC 20-33-2.5) At this conference a plan may be presented including wraparound services, referral for counseling, mentoring, or other services, disciplinary actions the school will take, the period the plan will be in effect (no longer than 45 school days)

## **Policy**

The following absences are considered **exempt** per Indiana code (with proper documentation):

- Service as a page or as an honoree of the general assembly
- Service on a precinct election board or for political candidates on an election day
- Subpoenaed witness in judicial proceeding
- Duty with Indiana National Guard (10 days in a school year)
- Participating in a civil air patrol (5 days in a school year)
- The student or a member of the student's household participates in the Indiana State Fair with an exhibit (5 days in a school year)
- The student is approved for an educationally related non-classroom activity (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.

The following absences are considered **excused** (with proper documentation):

- An absence with a doctor's written excuse indicating the specific dates the absence was necessary.
- Students will be excused for documented medical appointments (dentist, orthodontist, and counselor). However, every attempt should be made to schedule these outside of the school day. In cases where this is not possible, students should be in school before and/or after their medical appointment. Leaving after 1:30 will not be counted against the student.
- An absence due to the death of an immediate family member with verification from the funeral home.
- An absence on the day the school nurse has determined it is necessary to send the student home.
- An absence due to illness verified in writing or by phone from a parent or legal guardian, unless the student has excessive absences (as defined below).
- The principal may excuse absences for extenuating circumstances. There is no excused absence for personal business.
- An absence for the purpose of observing a religious holiday consistent with his/her creed or belief.

The following absences are considered **unexcused**

- All other absences not specified as exempt or excused, including but not limited to, truancy and absences not verified by a parent or guardian.
- Once a student has 18 absences, all absences for illness without a doctor's note will be considered unexcused.
- All unexcused absences are considered a violation of the compulsory attendance law (IC 31-37-2-3).

## **Habitual Absence**

Habitual Absence Under IC 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile

court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40.

Under IC 20-33-2-14, the “governing body of each school corporation shall have a policy outlining the conditions for excused and unexcused absences. The policy must include the grounds for excused absences required by Sections 15 through 17.5 of this chapter or another law. Any absence that results in a person not attending at least one hundred eighty (180) days in a school year must be in accordance with the governing body’s policy to qualify as an excused absence.”

IC 20-20-8-8 defines habitual truancy to include students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason.

Chronic absenteeism may impact participation of a student identified as a habitual truant in co-curricular and extracurricular activities.

### **Vacations During the School Year**

Students are discouraged from but are permitted to go on vacation during the school year without disciplinary penalty (except the week ending each semester or during ILEARN Administration Dates). A NPUSC Non-Classroom Educational Trip Form is filled out and approved by the principal. The approved vacation / non-classroom field trip will be marked excused and still accumulate toward the elementary attendance guidelines. In some cases, when approved by the Principal, trips could be considered exempt. These exemptions will not be counted as an absence.

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

### **Make Up Work**

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

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

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

### **Student Behavior Standards**

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

## **Expected Behaviors**

Each student shall be expected to:

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

## **Dress and Grooming**

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

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

Does my clothing expose too much? (no)

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

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

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

Am I dressed appropriately for the weather? (yes)

Do I feel comfortable with my appearance? (yes)

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

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

1. No sunglasses in school.
2. Hoods, hats or bandanas may not be worn in the building.
3. Appropriate shorts, skirts, and dresses.
4. Midriffs must be covered. Bottom of the shirt must cover the top of the pants or be tucked in.
5. Clothing or articles that could damage school property or harm someone will not be permitted – example: pins and spikes.
6. No slippers or pajamas
7. All clothing must be appropriate and not excessively revealing
8. No sagging, excessively baggie, pants.
9. No wheels in shoes permitted. (Heeleys, Rollerblades etc.)
10. Flip flops, high-heels, platform shoes, or unsafe footwear are prohibited from being worn at recess and P.E.
11. Make-up is highly discouraged, and the principal will have the discretion to ask for it to be removed if it is a disruption to the educational process.

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

## **Personal Property**

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

### **Care of School Property**

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

### **Code of Conduct**

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

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

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

1. Knowingly interfering with school purposes or inducing another student to do so;
2. Stealing or damaging school property or property of another person;
3. Acting in an unsafe manner and/or knowingly causing bodily harm to another person;
4. Threatening another person with bodily injury;
5. Possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks);
6. Possessing, providing or using a drug or any type of drug-related paraphernalia except as authorized by prescription;
7. Possessing, providing or using any substance or any type of paraphernalia represented to be a drug or drug-related paraphernalia;
8. Possessing or providing an alcoholic beverage;
9. Consuming or being under the influence of a drug or alcohol except as authorized by prescription;
10. Possessing, providing, or using tobacco or any tobacco product;
11. Knowingly failing to report to scheduled assignment without permission or acceptable excuse;
12. Failing or refusing to comply with directions of an adult supervising a class or school activity;
13. Directing unwelcome statements, communications, or conduct of a sexual nature to another person; (See Harassment below)

14. Materially altering any school document such as a hall pass;
15. Violating Indiana or Federal law;
16. Leaving a school activity or school property without prior approval of a teacher or supervising adult;
17. Cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating;
18. Attempting or conspiring with another person to violate any student behavior standard;
19. Harassment or bullying

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

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

### **Sexual Harassment**

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

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

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

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the corporation or third parties.

#### **C. Physical Contact:**

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

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

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

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

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

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

### **C. Physical Contact:**

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

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

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

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

The purpose of this provision is to:

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

### 20. Possession of Electronic Equipment

The school supplies most electronic equipment necessary in school. Students are not allowed to bring iPods, electronic toys, and the like without the permission of the administration. Any forbidden equipment will be confiscated and disciplinary action will be taken.

### 21. Use of an object as a weapon

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

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

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

### 23. Bullying

Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate,

intimidate, or harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

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

Every student is expected, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. NPUSC Bully/Safety Hotline 574-654-0471 or 219-778-1483. A Bully/Safety Report Form can also be found on each school's website.

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

Definition of Bullying – 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:

- A. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
- B. Has a substantially detrimental effect on the targeted student's physical or mental health;
- C. Has the effect of substantially interfering with the targeted student's academic performance; or
- D. 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.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but is not limited to, such behaviors as stalking, intimidating, 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 devices also are prohibited.

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.

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

Elementary School Staff will attend to student behaviors throughout the day through diligent supervision. Staff will initiate discussions regarding inappropriate behaviors. Staff will consistently intervene in any possible bullying



situations by using appropriate consequences and counseling methods. Parents will be notified whenever their child has exhibited any bullying behaviors. Consequences for bullying or harassing behaviors will follow the Code of Conduct, as delineated in the Parent Student Handbook and the NPUSC Board of Trustees Policy.

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

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

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

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

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

In compliance with State law, the Board may expel any student who possesses a deadly or dangerous weapon in a weapon-free school zone or commits either arson or rape in a corporation building or on

corporation property, including school buses and other school transportation. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

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

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

B. A deadly weapon is defined as:

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

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

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

### **Virtual Discipline Policy**

It is the policy of New Prairie United School Corporation that student discipline is recognized as essential to the orderly operation of any school and classroom. In order to maintain an environment conducive to quality education, this Virtual Discipline Policy has been created by corporation personnel and reviewed by the corporation's attorneys. The purpose of this Virtual Discipline Policy is to clarify expectations for student conduct in the virtual classroom and to provide notice of the possible consequences of inappropriate conduct in the virtual classroom.

Student conduct shall be governed, at all times, and regardless of the mode of instruction, by Ind. Code § 20-33-8 *et seq.*, the corporation's Student Discipline Policy, and the Student Disciplinary Code as set forth in each school's handbook. Conduct that is unacceptable in the physical classroom or on school grounds is equally unacceptable in the virtual classroom. While students and parents have an expectation of privacy in their home, conduct that occurs in front of a camera, and in view of peers and teachers in the virtual classroom, shall be governed by applicable law and corporation policy. Cameras must be turned on in order for students to engage in virtual instruction. The purpose of the camera is to document attendance, to ensure student participation and engagement, and to safeguard academic honesty and integrity. Parents and students are cautioned, however, that the camera will capture activity that takes place within its frame and that there is no expectation of privacy with regard to any activity that takes place on camera in view of teachers and pupils in the virtual classroom.

The context in which student behavior occurs is important and may be taken into consideration by school and corporation administrators in determining whether there has been a violation of the Student Discipline Policy or the Student Disciplinary Code, the severity of the infraction, and the appropriate penalty, if any, under the circumstances.

A student subject to discipline under this Policy, the Student Discipline Policy, or the Student Disciplinary Code shall be entitled to due process as set forth by law.

### **Privacy and the Virtual Classroom**

Students and parents have a reasonable expectation of privacy with regard to what takes place in their home *outside of the view of teachers and peers in the virtual classroom*. Students should be cautioned that the virtual classroom is for instruction and for engaging with peers and teachers for educational purposes. Students shall not handle or display personal items, toys or images, or engage in conduct unrelated to the lessons taking place. Students who engage in conduct in the virtual classroom that, if it were to have taken place in the physical classroom or on school grounds, violates the Student Discipline Policy or the Student Disciplinary Code shall be subject to discipline in accordance with the Student Discipline Policy, the Student Disciplinary Code, and/or this Policy.

School and/or corporation officials may be required, as mandatory reporters, to alert local law enforcement and/or the Department of Child Services if they have reason to believe that a student is in imminent danger and that the safety and well-being of the student is at risk. This may include students handling or displaying firearms, explosives, or other weapons in the virtual classroom, even if it is subsequently learned that the firearm, explosive, or other weapon is a toy or facsimile, as it is not always possible to determine remotely whether the firearm, explosive, or other weapon is real or not.

### **Conduct in the Virtual Classroom**

Parents, guardians, teachers, and school personnel are expected to work together to improve student behavior and academic performance. School staff will endeavor to communicate with parents/guardians regarding student behavior that interferes with the learning environment.

Students are responsible for all content posted through their online account. Students are prohibited from sharing their online account username or password or using the username or password of another student. A student who learns that their username or password is being used by someone else must report the issue immediately to the teacher and/or principal.

The following is a *non-exclusive* list of behaviors that are prohibited in the virtual classroom and that may result in disciplinary action in accordance with the Student Discipline Policy and the Student Disciplinary Code as set forth in the school's handbook and this Policy (see additional prohibited behaviors in the Student Discipline Policy and the Student Disciplinary Code):

- Antagonistic or discriminatory language of any kind with regard to race, religion, gender, intelligence, age, orientation, disability or socioeconomic status
- Bullying/Cyberbullying
- Threatening or intimidating other persons
- Use of obscene, degrading, or profane language (written, verbal, pictures, drawings, audio, video)
- Displaying pornography, nudity, or images of nudity
- Committing lewd or sexual acts
- Handling or displaying firearms, explosives, or other weapons, including toys or facsimiles
- Possessing, using, manufacturing, and/or distributing tobacco, drugs, alcohol, or vaping products
- Any criminal or other illegal activity encouraging the unlawful use, possession, manufacture, or distribution of tobacco, drugs, or alcohol

Conduct in the virtual classroom related to the display or handling of firearms, explosives, or other weapons (including toys or facsimiles) or drugs, or other conduct that raises legitimate concerns about the safety and welfare of a student, must be reported immediately to the school principal and School Resource Officer in order

to assess whether the matter must be reported to local law enforcement and/or the Department of Child Services.

### **Consequences of Inappropriate Online Conduct**

Students are expected to conduct themselves appropriately while under school supervision and to comply with the policies that govern student conduct. Parents and students must be aware that conduct that is unacceptable and disruptive in the physical classroom environment or on school grounds is equally unacceptable in the virtual classroom. The School Board recognizes, however, that virtual learning is a still a new experience for students and families, and that the context in which student conduct occurs may be taken into account in determining the appropriate penalty, if any, imposed for violations of the Student Discipline Policy or the Student Disciplinary Code in the virtual classroom.

Student conduct in the virtual classroom shall be subject to the same progressive discipline standards as if the conduct occurred in the physical classroom or on school grounds, as set forth in the Student Discipline Policy and the Student Disciplinary Code. It is important to remember that the seriousness of the conduct at issue will dictate the actions of the administrators and the nature of the penalty ultimately imposed. A student may be subject to a severe penalty even for a first offense, depending on the seriousness of the conduct at issue.

### **DISCIPLINE**

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

Two types of discipline are possible, informal and formal.

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

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

### **Saturday School or Detention/Night School**

NPUSC believes a standard of student behavior and respect is to be expected, taught, and upheld for all students in our school system as they work with any NPUSC employee, including: Teachers, Substitute Teachers, Bus Drivers, Instructional Aides, Nutritional Services, Custodial/Maintenance, Technology Staff, Secretarial, and NPUSC Administration.

Each NPUSC administrator will have the ability to assign a consequence of Saturday School (secondary level 3 hours), 3 hour "Night School or Extended After-School Detention (times TBD, secondary level) or 2 hour

extended after school detention (elementary level) to students that exhibit the following behaviors towards NPUSC Employees:

- Repeated or Intensive Disrespect including putdowns, verbal defiance, and vulgarity
- Repeated Refusal to Follow Reasonable Expectations/Requests

Parents will be provided at least 48 hours notice of the expectation of attendance as a consequence for behavior. The student or his/her parents are responsible for transportation. Refusal or inability to attend an assigned session will result in an automatic two day out of school suspension.

### **Removal**

The teacher in charge of that class or activity when s/he poses a threat to a safe, orderly, and effective educational environment may remove a student from a classroom or an activity. Such removal may be from the classroom for an entire school day.

### **In-School Discipline**

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

### **Formal Discipline**

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

### **Suspension**

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

### **Expulsion**

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

### **Expulsion for Firearms Possession**

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

### **Due Process Rights**

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

### **Suspension from School**

Students who are suspended from school will follow their team or instructor's make-up policy to receive credit for tests, quizzes, assignments, projects, and other assigned work that is due during the term of their suspension. They are also not permitted to participate in any school-related activities or to be on school grounds during the length of their suspension. All of our students are expected to conduct themselves in such a manner as to avoid these consequences. Suspended students are encouraged to keep up with their assigned work by completing assignments in order to keep up with skills that are taught in the classroom.

### **Expulsion from School**

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

### **Notice of Expulsion Meeting**

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

### **Appeal of an Expulsion**

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

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

### **Seclusion and Restraint**

Seclusion and restraint information is available in each NPUSC school for review. It is also available on the NPUSC webpage at [www.npusc.k12.in.us](http://www.npusc.k12.in.us).

### **Search and Seizure**

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated.

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

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

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

### **Student Rights of Expression**

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

A material cannot be displayed or distributed if it:

1. is obscene to minors, libelous, indecent, or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting; or

5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

### **Student Suggestions and Complaints**

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

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

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

### **TRANSPORTATION**

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

All transportation procedures are made in the interest of keeping our students safe. Each student may have one morning pick up location and one afternoon drop off location. These locations need to be on file with the school office. Please remember that all stops must be a residence within the boundaries of the New Prairie United School Corporation. Transportation-between NPUSC School buildings will be allowed. **Bus transportation changes (pass/notes) will not be accepted.** It is in the interest of keeping our students safe that we can no longer accommodate complex schedules involving multiple stops.

For more information, please call the Transportation Department at  
(574) 654-7373 or (219) 778-9585.

#### **Bus Conduct**

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

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

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

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

Each student shall:

- ( ) be on time at the designated loading zone (10 minutes prior to scheduled stop);
- ( ) stay off the road at all times while walking to and waiting for the bus;
- ( ) line up single file off the roadway to enter;
- ( ) wait until the bus is completely stopped before moving forward to enter;

( ) if crossing roadway wait until driver signals to cross;

( ) go immediately to a seat and be seated.

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

### **During the Trip**

Each student shall:

( ) remain seated while the bus is in motion;

( ) keep head, hands, arms, and legs inside the bus at all times;

( ) not litter in the bus or throw anything from the bus;

( ) keep books, packages, coats, and all other objects out of the aisle;

( ) be courteous to the driver and to other bus riders;

( ) not eat or play games, cards, etc.

( ) not tamper with the bus or any of its equipment.

( ) refrain from using electronic devices

### **Leaving the Bus**

Each student shall:

( ) remain seated until the bus has stopped;

( ) cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;

( ) be alert to a possible danger signal from the driver.

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

### **Videotapes on School Buses**

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

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

### **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

### **Parent Transportation**

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

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

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

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