New Prairie High School

2025-2026

Student/Parent

Handbook

Our mission at NPHS is to ensure high levels of learning for ALL students.

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Policy Statement

The New Prairie United School Corporation Board of Trustees recognizes that a written document cannot provide for all contingencies that could or might occur during the course of a school year any more than it can anticipate every eventuality that might arise in any of the areas covered in this handbook. Therefore, the New Prairie United School Corporation Board of Trustees authorizes the school administration to take the appropriate action when dealing with items, issues and situations, etc. not outlined in this handbook, and in doing so, apply any reasonable and appropriate disciplinary measures when needed.

The administration of New Prairie High School will make all final decisions in any matter related to the well-being of all students and the educational process. This handbook serves as a guide only and will be applied as fairly as possible to all students.

Welcome to New Prairie High School

Home of the Cougars

Welcome back to another great school year at New Prairie High School. High School is an opportunity for students to explore career options, discover aptitudes and grow as an individual. High School is a time to explore where your talents can take you in a career and build skills to prepare for a bright future.

This handbook answers many of the commonly asked questions during the school year and provides specific information about board policies & guidelines. We have the responsibility to provide a safe and caring environment; this is a guide to help understand the expectations at NPHS.

The Culture of Excellence at New Prairie High School is a strong tradition; it is an exciting time in our corporation with our academic opportunities, athletic & extracurricular activities, and above all the new facilities through the renovation project. Our Professional Learning Communities will continue to focus on meeting the needs of all our students as they discover their talents, match natural aptitudes with career pathways, gain new skills and build strong relationships.

NPHS offers tremendous opportunities, awesome facilities, great staff and academic rigor; we challenge YOU, as a student, to take advantage of all we have to offer.

Please do not hesitate to contact us with any questions. We look forward to working together to make it a GREAT year!

Make good choices and show your Cougar PRIDE!

Justin Heinold, Principal
Casey Martin, Assistant Principal
Tara White, Director of College and Career Readiness

Our mission at NPHS is to ensure high levels of learning for ALL students.

Board of Education 2025-2026

Board Members

Phillip King - Board President
Jason DeMeyer - Vice President
Jill Smith - Secretary
Rich Shail - 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.

The 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 - David Burden

Mission of the District

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

Vision of the District

*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. Excellent student learning environment based on teaching best practices & high levels of student learning in every classroom
3. A guaranteed curriculum in every school, ensuring no matter where a student is attending in NPUSC, all students develop they need for academic success through mastery of grade level power standards
4. An outstanding programming & facility approach that gives equal respect-passion-attention-& resources to College and/or Career Readiness and Co-Curricular and Extra-Curricular opportunities.
5. A recognized school district at the regional and national level for Student Performance on state assessments, national assessments, and high placement rates in the college or career pathways chosen by students
6. Formal/Planned assistance for ALL NPUSC secondary students to develop a career and/or college pathway plan that includes resources and exploration opportunities

NPUSC District Goals

*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. Excellent student learning environment based on teaching best practices & high levels of student learning in every classroom
3. A guaranteed curriculum in every school, ensuring no matter where a student is attending in NPUSC, all students develop they need for academic success through mastery of grade level power standards
4. An outstanding programming & facility approach that gives equal respect-passion-attention-& resources to College and/or Career Readiness and Co-Curricular and Extra-Curricular opportunities.
5. A recognized school district at the regional and national level for Student Performance on state assessments, national assessments, and high placement rates in the college or career pathways chosen by students
6. Formal/Planned assistance for ALL NPUSC secondary students to develop a career and/or college pathway plan that includes resources and exploration opportunities

School Fight Song

Go, you New Prairie Cougars
Fight for New Prairie High School
We're Always Backing You
Whatever The Score...
Go Cougars
Yes, We Will Win Again
Try Hard Team, and Go... Fight... Win...
Cause We've Got The Greatest Team
So Fight Forever More!

C-C-C-O-U
G-G-A-R-S
C-O-U-G-A-R-S
COUGARS!

Office Hours

Monday-Friday - 6:30 am - 3:00 pm CST

School Hours

The regular school day begins at 7:15 am and ends at 2:20 pm. Students should go directly to their first period classroom when the warning bell rings at 7:10 a.m. Passing periods will be 5 minutes between all other classes. Upon arriving at school, students are to enter the school building. Loitering in the parking lot or outside the school is prohibited. Returning to cars between the hours of 7:15 a.m. and 2:20 p.m. is not permitted for any reason without prior permission from the office. Students arriving before 7:00 a.m. must meet in the cafeteria or Hall of Excellence. Students in the school building before 7:00 a.m. or after 2:30 p.m. must have adult supervision with a teacher, coach or sponsor. Due to our wellness policy, outside fast food and drinks are not permitted during the school day.

General Information

NPUSC SCHOOL CALENDAR
2025-2026
Board Approved 7/21/2025

AUGUST 2025

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 = 21 S = 21

OCTOBER

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

T = 22 S = 21

* Teacher Work 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 = 17 S = 16

DECEMBER

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

T = 15 S = 15

Friday Late Starts
All School Start 45 Min Later *Aug 15 – May 15

AUGUST 2025
August 5 & 6, 2025
Teacher Work Days

August 7, 2025
1st Day for Students

SEPTEMBER 2025
September 1, 2025
Labor Day-No School

September 22, 2025
Flex Day-Students eLearning
Teachers report for PD

OCTOBER 2025
October 9, 2025
Last day of Q1

October 13, 2025
Parent Teacher Conferences-Elementary
October 14, 2025
Parent Teacher Conferences-MS & HS
October 15, 2025
Parent Teacher Conferences-Elem & MS

October 17-20, 2025
Fall Break-No School

NOVEMBER 2025
November 4, 2025
Teacher Work Day

November 26-28, 2025
Thanksgiving-No School

DECEMBER 2025
December 8, 2025
Flex Day-Student eLearning
Teachers report for PD

December 19, 2025
Last Student Day- End S1

Dec. 22, 2025-Jan. 5, 2025
Winter Recess-No School

JANUARY 2026
January 1& 2, 2026
Winter Recess-No School

January 5, 2026
Teacher Work Day

January 6, 2026
Students Back to School

January 19, 2026
MLK Day-No School

FEBRUARY 2026
February 9, 2026
No School/Snow Make-up Day

February 23, 2026
Flex Day-Student eLearning
Teachers report for PD

February 26, 2026
Parent Teacher Conferences-HS

MARCH 2026
March 11, 2026
Last Day of Q3

March 16, 2026
No School/Snow Make-Up Day

APRIL 2026
April 3, 2026
Good Friday-No School

April 6 – April 10, 2026
Spring Break-No School

MAY 2026
May 22, 2026
Students Last Day

May 25, 2026
Memorial Day

May 26, 2026
Teacher Last Work Day

June 7, 2026
Graduation Day

1st Grading Period
Aug. 7 – Oct. 9 (45 Days)

2nd Grading Period
Oct. 10 – Dec. 19 (45 Days)

3rd Grading Period
Jan. 6 – Mar. 11 (45 Days)

4th Grading Period
Mar. 12 – May 21 (45 Days)

1st Semester
Teachers - 94 Days
Students - 90 Days

2nd Semester
Teachers – 92 Days
Students – 90 Days

JANUARY 2026

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

T = 19 S = 18

FEBRUARY

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

T = 19 S = 19

***Feb 9 Snow Make up Day**
* 2/26 - ½ HS Teacher Work Day P/T Conferences

MARCH

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

T = 21 S = 21

***March 16 Snow Make Up Day**

APRIL

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

T = 16 S = 16

MAY

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

T = 17 S = 16

Friday Late Starts
All Schools Start 45 Min Later * Aug 15 – May 15

Two Hour Delay Schedule 1/23/26 & 4/24/26

May 5, 2026 Flex Day Olive Elementary if *election site-50% Zoom*

'he first two weather cancellations will be made up in-person on 2/9/2026 & 3/16/2026. Live Virtual Instruction via Zoom per State Requirement would :cur on weather cancellation days #3 through #7. An 8th Weather Cancellation Day or more will result in additional school days added to calendar late ay/June 2026.

2025-2026 NPHS Schedule

<table>
<tr><th>Class period</th><th colspan="2">Monday – Thursday</th><th colspan="2">Friday</th></tr>
<tr><td>1</td><td colspan="2">7:15 – 8:00 (45 mins)</td><td colspan="2">Pledge of Allegiance, Moment of Silence
8:00 – 8:45 (45 mins)</td></tr>
<tr><td>2</td><td colspan="2">8:05 – 8:50 (45 mins)</td><td colspan="2">8:50 – 9:35 (45 mins)</td></tr>
<tr><td>3</td><td colspan="2">8:55 – 9:40 (45 mins)</td><td colspan="2">9:40 – 10:25 (45 mins)</td></tr>
<tr><td>Mon - Thurs Success</td><td colspan="4">Announcements
9:45 – 9:50 (5 mins)
Success: Destination Based on RTI Scheduler
9:50 – 10:25 (35 mins)</td></tr>
<tr><td rowspan="2"></td><td colspan="2">LUNCH & 4th Period</td><td colspan="2">LUNCH & 4th Period</td></tr>
<tr><td>A LUNCH</td><td>B LUNCH</td><td>A LUNCH</td><td>B LUNCH</td></tr>
<tr><td rowspan="3">4</td><td>Lunch A
10:30
–
11:00</td><td rowspan="2">4A Class
10:30
-
11:15
(45 mins)</td><td>Lunch A
10:30
–
11:00</td><td rowspan="2">4A Class
10:30
-
11:15
(45 mins)</td></tr>
<tr><td>Lunch Reset</td><td rowspan="2">4B Class
11:05
-
11:50
(45 mins)</td><td rowspan="2">4B Class
11:05
-
11:50
(45 min)</td></tr>
<tr><td></td><td>Lunch B
11:20
–
11:50</td><td>Lunch B
11:20
–
11:50</td></tr>
<tr><td>5</td><td colspan="2">11:55 – 12:40 (45 mins)</td><td colspan="2">11:55 – 12:40 (45 mins)</td></tr>
<tr><td>6</td><td colspan="2">12:45 – 1:30 (45 mins)</td><td colspan="2">12:45 –1:30 (45 mins)</td></tr>
<tr><td>7</td><td colspan="2">1:35 – 2:20 (45 mins)</td><td colspan="2">1:35 – 2:20 (45 mins)</td></tr>
</table>

2025-2026
2-Hour Delay Schedule
35 minute class periods

2 Hour Delay	7:15 -- 9:15 (2 hours)	
Class Period	**Monday - Friday**	
1	9:15 – 9:50 (35 mins)	
2	9:55 – 10:30 (35 mins)	
3	10:35 – 11:10 (35 mins)	
M: Cougar Mentor Time T-TH: Success	N/A	
	LUNCH & 4th Period	
	A LUNCH	**B LUNCH**
4	11:10 - 11:40	11:15 - 11:50 (35 min)
	11:45 - 12:20 (35 min)	11:50 - 12:20
5	12:25 --1:00 (35 mins)	
6	1:05 – 1:40 (35 mins)	
7	1:45 – 2:20 (35 mins)	

Emergency Evacuations

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

Fire drills

The school complies with all fire safety laws and will conduct fire drills each month in accordance with State law. Specific instructions on how to proceed will be provided to

students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Storm Drills

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

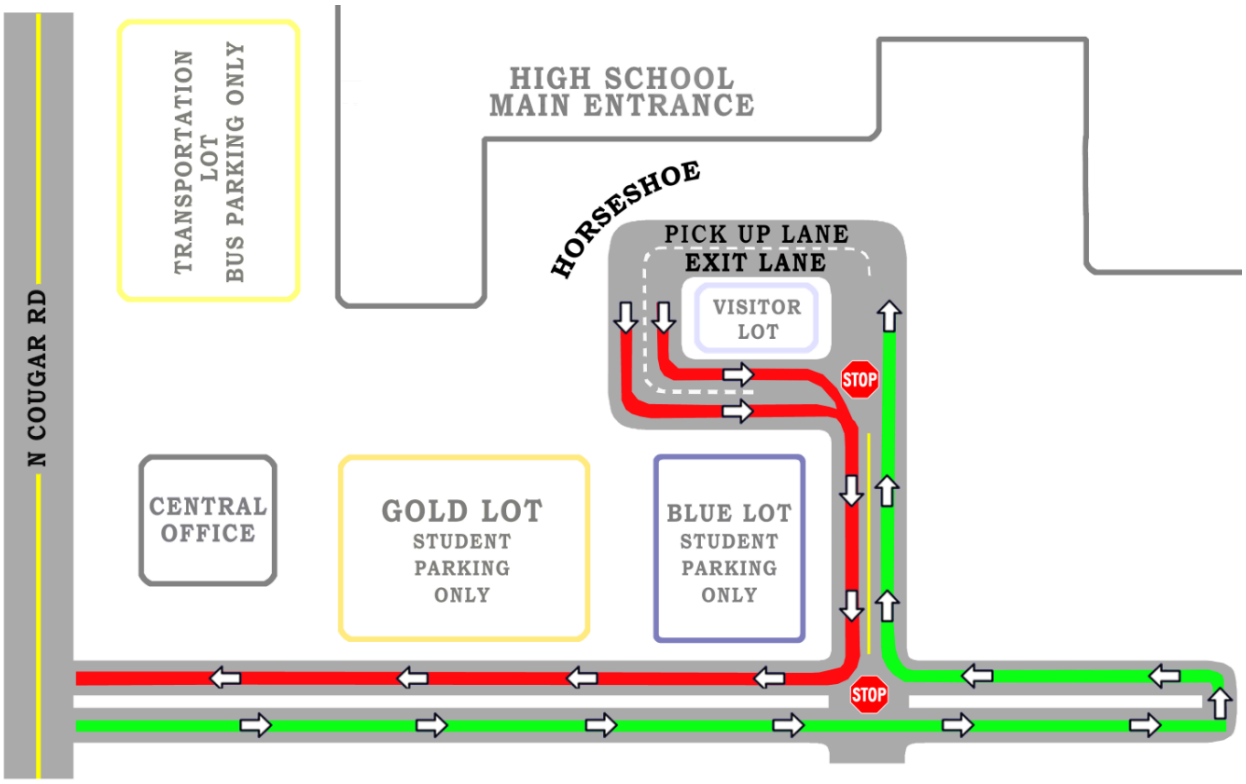
Lockdown Drills

Lockdown drills will be conducted monthly during the school year.

Bus Evacuation Drills

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

Student Pick-up/Drop off



Continued on the next page

Please follow these guidelines to ensure the safety of our students during pick up and drop off. We appreciate your cooperation and look forward to a safe dismissal each day.

Guidelines:

- Please follow the green line for entering the pick-up line.
- Pull up NEXT to the sidewalk so your student can enter the vehicle safely.
- Once your student has entered the vehicle, pull carefully into the exit lane shown in red.
- We DO NOT want students crossing traffic to enter cars, for any reason.
- Please DO NOT park in any of our lots during pick-up and drop off.
- Anyone who needs to enter the building must park in the visitor lot only. These spaces are limited and cannot be used for picking up or dropping off students.
- Please DO NOT attempt to pick up students in ANY other areas on campus.

Important Times:

- First period begins at 7:15am M-Th. On Friday, 1st period begins at 8:00am.
- Our main entrance doors open for students 25 minutes before 1st period.
- The "warning bell" reminds students to head to class 5 minutes prior to 1st period.
- Last period ends at 2:20pm and students are dismissed for the day.
- Buses depart from campus to take students home at 2:25pm sharp. Traffic on Cougar Rd will be stopped for approximately 3 minutes to allow buses to leave.

Visitor Policy

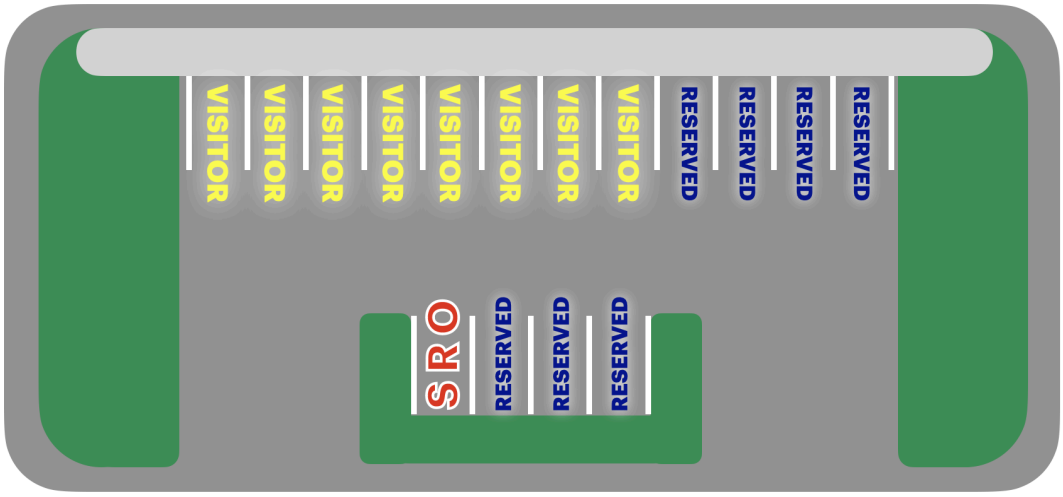
NPUSC Schools utilize Raptor Technologies Visitor Management Systems. All guests must have the following to be in our building for any extended period of time:

A. Visitors must report to the main office upon entering the building.
B. All visitors **must have** a state or government issued photo ID card to be scanned using the Raptor system. This can include:
    a. A valid, state issued driver's license or learner permit
    b. A valid, government issued ID card
    c. A valid, state issued ID card
C. Guests will receive a temporary ID badge which includes a photo of the guest. This must be worn on the chest/shoulder area of the guest and must be visible.
D. Once a guest leaves the building, they must report to the office to return the temporary ID and be removed from the Raptor system.
E. Guest speakers must be approved by the principal or designee 10 days in advance.
F. All media must be approved by the administration in advance.
G. Refusal to submit a government issued ID will result in non-admittance to the building.

Visitor Parking

During the school day, visitor parking is available in the small lot on the south side of the high school. All visitors should park in spots labeled “visitor” and enter through the main entrance. All visitors must report directly to the main office after entering the building.

Visitor Lot



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. Prior to spending time in the classroom or accompanying students on a field trip, please take time to complete an NPUSC Volunteer Background Check Request Form. If volunteering will be completed at any time during the school year, complete this form at the start of the school year to ensure the ability to volunteer at any time. Please allow 3-5 business days for processing prior to serving in the classroom or attending a field trip.

NPUSC Volunteer Background Check Request Form

School Messenger

School Messenger allows New Prairie High School to easily use their PowerSchool data to quickly reach targeted groups of parents and staff through several channels including voice message, SMS text, email, social media, RSS and website postings. Please make sure you have updated your contact information.

Lost & Found

A Lost & Found area is set aside in the Athletic Office, locker rooms, and cafeteria . Any item found about the school building that does not belong to you should be brought directly to the main office. Items will remain in the Lost & Found area for a maximum of one month and then given to charity.

Locker Room Locks

Students enrolled in Physical Education courses will need to provide their own locks, or they may be purchased for $7 from their PE teacher. In cases of emergency or if a student withdraws from PE, a personal lock may be cut off to access contents within the locker.

If students choose not to use a lock for their personal items, New Prairie High School and New Prairie United School Corporation will NOT be responsible for lost, stolen, or damaged items.

Non-Custodial Parents

If one (1) parent has been awarded sole custody of the student by a court order, the custodial parent shall provide to the principal of the school a copy of the custody order and inform the school in writing of any restrictions or limitations related to the rights of the non-custodial parent.

A non-custodial parent, unless restricted by court order, will be given access to all student report cards, student records, and disciplinary actions. In the absence of a court order to the contrary, a non-custodial parent will be permitted to participate in school conferences related to the student.

The non-custodial parent may not visit with the student during the school day, nor may the student be released to the non-custodial parent unless written permission is given by court order of the court or by the custodial parent.

Dances

Dances are a privilege, not a right. Dances are held periodically throughout the school year. Attendance at a school dance is limited to those students attending the New Prairie High School and their guests who have been cleared in advance with the principal or designee. Prom is for 11-12 grades only; freshmen may not attend Prom, but may attend other dances during the school year. Outside guests, or NPHS guests, must be at least a sophomore, but not older than 20 years of age. Guests must have graduated on good terms from a high school. Students who have 3 or more behavior referrals, or have had 1 or more serious referrals (truancy, fight, harassment, etc.) may be excluded, at the discretion of the administration, from attending school dances. Students must have 90% attendance in all classes and must be passing 5 classes at the time of the dance in order to attend. The administration has the final approval. Students and guests are expected to adhere to school and facility rules throughout the event whether held on school property or another location.

eLearning and Flex Days

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

****Flex Day:** students check-in for attendance in CMT on Schoology, teachers post assignments on Schoology, students work asynchronously (at their own pace).

****eLearning/weather related in-person school cancellation:** attendance is taken EACH class period (see schedule below) during online virtual class session, link for virtual synchronous (live class) will be posted on Schoology, students and teacher will work together for 25 minute class

sessions. Please see the guiding policy related to virtual classroom conduct, procedures, expectations, and expectations of privacy.

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.

2025-2026 NPHS Synchronous
eLearning Schedule
Begin at 9, 25 minute sessions

Teacher Preparation	7:00 -- 9:00 (2 hours)
Class period	Monday - Friday ONLINE CLASS
1	9:00 – 9:25 (25 mins)
2	9:30 – 9:55 (25 mins)
3	10:00 – 10:25 (25 mins)
M-TH: Success	N/A
4	10:30 – 10:55 (25 mins)
5	11:00 --11:25 (25 mins)
6	11:30 – 11:55 (25 mins)
7	12:00 – 12:25 (25 mins)
Lunch	12:25 -- 12:55 (30 mins)
Independent Work, Teachers Available for Questions by Email	12:55 -- 2:30 (1 hr 35 min)

Co-Curricular and Extracurricular

All students are encouraged to become involved in the organizations that the high school provides. In order to participate, the student must have a signed waiver on file. The privilege of participation shall require the maintaining of high standards of conduct and observance of the policies, rules, regulations, and guidelines of the school. A link to the Cougar Code is provided below. The Cougar Code is also posted on the Athletic Webpage and NPHS Students Schoology page.

Cougar Code

NCAA Academic Eligibility/Extra-Curricular Academic Eligibility
The NCAA Clearinghouse reviews all transcripts of students applying for participation in Division I and II athletics. Potential collegiate athletes are strongly advised to consult the NCAA website on a regular basis beginning in grade 9. To be eligible scholastically, students must have received passing grades at the end of their last grading period in school in at least five (5) full credit subjects for students in grades 9-12. Semester grades take precedence. (IHSAA c-18-1)

Fundraising

Any and all fundraising conducted for or by high school students must be approved by the high school principal and must be in compliance with the state board of accounts. No outside fundraising that is in violation of our wellness policy can take place during school hours.

Seclusion and Restraint

Seclusion and Restraint information is available in each NPUSC school for review. It is also available on the NPUSC Homepage. To find the policy from the home page, you have to click on Community>Resources>Security and Restraint>then one of 5 choices.

Guidelines & Procedures for Handling Suspected Child Abuse & Neglect

The Indiana Juvenile Code requires any individual who has reason to believe that a child is a victim of child abuse or neglect to contact Child Protection Services, per Indiana Code 31-6-11-3, I.C. 31-6-11-4. All New Prairie United School Corporation Staff is obligated under this law. Any staff member who has reason to believe that a child is a victim of abuse or neglect must 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

Cafeteria

Meal Service*

BREAKFAST/LUNCH PURCHASING/PROCEDURES/GUIDELINES

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

Meal Pricing

Breakfast: $1.70 **Lunch: $2.65** **Snack: $1.25** **Extra Milk: $0.35**

A la carte items may still be purchased for an additional cost which will be the responsibility of the student to pay .

All students, for lunch purposes, will use the cafeteria area. Proper behavior is required in the cafeteria. There is to be no throwing of food, paper or other objects. All students are required to place their empty trays in the proper areas and to remove other refuse for which they are responsible. Students acting in an irresponsible manner in the cafeteria, or found damaging tables or other items will be responsible for repair costs and will have the privilege of using the cafeteria suspended. In cases of theft from the cafeteria, approved school disciplinary procedures will be utilized.

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

Lunch money can be paid daily or can be deposited into each child's account in larger sums to be used until the balance has been depleted. Money can also be deposited into your child's account online at www.myschoolbucks.com for a small fee. There is a link to the My School Bucks website and instructions for usage on the New Prairie website at: www.npusc.k12.in.us under the Program/NutritionServices/My School Bucks tab. Each child will be responsible for listening to their balance when purchasing a lunch. Lunch balances can also be found on Power School and on the My School Bucks website. Each student will be assigned a PIN number that he/she must use when purchasing food from the cafeteria line. Use of this prepaid system enables faster and more efficient service in the cafeteria.

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

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

Special Dietary Needs

If your child has a special dietary need requiring accommodation from the cafeteria, it is the parent's responsibility to contact your child's School Health Aide for instructions. A Meal Accommodations Form should be completed and returned to the Health Aide. Please note that the cafeteria CANNOT accommodate any special needs requests without a diet prescription signed by a health provider. You may also view the food allergy guidelines on the food service page of the corporation website at www.npusc.k12.in.us

Items Mistakenly Disposed Of

Once the trash has been removed, items that have been accidentally thrown into the trash will be unable to be retrieved due to health and safety concerns.

Equal Rights

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. 20260-9410; or
2. Fax: (833) 256-1665 or (202) 690-7442; or
3. Email: Program.Intake@usda.gov

This institution is an equal opportunity provider.

Free and Reduced Services

Parents are encouraged to apply for free or reduced price lunches. Applications can be filled out after July 1st online at: https://www.myschoolapps.com/ We urge all families to submit a form as soon as possible. Paper applications are available upon request to your child's school office. Assistance in completing the application will be provided at all IPad distribution sessions. Completing applications prior to the start of school will enable the application process to be completed before the first day of school.

Health Services

The high school is staffed by the Director of Health Services, a registered nurse.They are trained in CPR and First Aid and can monitor students for illness or injury and notify parents of concerns. The nurse can administer medications, maintain student health updates, provide staff with student health concerns; as well as conduct vision and hearing screenings, as required by state law.

Click here to be directed to the Health Services webpage.

Accidents and Illnesses at School

Any student who has an accident while on school property is to report immediately to the office and/or to a teacher, nurse, coach, or sponsor. This procedure is to be followed regardless of how slight the injury may be.

If a student is injured or becomes ill at school, the child will be cared for by school personnel. If a student is ill, he/she is not permitted to use the telephone in the classroom or to use his/her cell phone to call home. If the illness or injury is serious, the parents/guardians will be notified by school personnel. If parents /guardians are unavailable, those listed as emergency contacts will be notified. If school personnel deem it necessary, paramedics will be called. NOTE: The school corporation is not responsible for expenses incurred as a result of an illness, accident, or injury.

A student returning to school after being under a doctor's care should submit a note of fitness to return from the student's doctor.

A student in need of special accommodations (ie., the use of crutches due to injury) must submit a doctor's note indicating the accommodation and the length of time the accommodation will be needed.

Health Exclusion from School

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

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 immunizations as required by state law. https://www.in.gov/health/files/2025-26-School-Immunization-Requirements.pdf

Communicable Diseases

Control of Casual-Contact Communicable Diseases

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 isolate a student who exhibits symptoms of a casual-contact communicable disease and contact the parents/guardians. Specific diseases include; COVID-19, meningococcal disease, mumps, norovirus infection, pertussis (whooping cough), scarlet fever, strep infections, tuberculosis, varicella (chickenpox), and others designated by the Indiana Department of Public Health. Protocols established by the State and County Health Department will be followed.

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.

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.

Student Medication

Parents/guardians are encouraged to administer medical treatments and medications to children at home. The school nurse or principal's designee will dispense medications or treatments when a medical condition requires it and when the following conditions are met. Students may not carry or administer any over the counter drug.

1. All nonprescription medications shall be administered only with the written permission of the student's parent or guardian. The parent or guardian shall submit the authorization for medication administration form to the health clinic. This must be renewed each school year. The medication provided by the parent or guardian shall be in the original medication container and should be dropped off by a parent or guardian.
2. Prescription medications shall be administered with the written permission of the student's parent or guardian and a physician's order. The parent of or guardian shall submit the authorization for medication administration form to the health clinic. This must be renewed each school year. The pharmacy label infers physician/health care provider's order and approval. Medications must be in the original pharmacy packaging with original pharmacy label and dropped off by a parent or guardian.

Click here for copies of the referenced forms.

If a parent gives student permission by signing consent during online registration or completing form 5330 F2 Acetaminophen, Ibuprofen, Cough Drops, Tums, Benadryl, and Midol may be given during the school day as needed according to the directions on the bottle.

Self-Administered Medication:

Indiana Code 20-33-8-13: Students with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition during the times and in the places set forth if the following conditions are met.

a. The student's parent/guardian has filed an authorization with the student's nurse for the student to possess and self-administer the medication.
b. A physician states in writing that:
    i. The student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
    ii. The student has been instructed in how to self-administer the medication; and
    iii. The nature of the disease or medical condition requires emergency administration of the medication.

This would include Inhalers, Insulin pumps, blood glucose monitor, and EpiPens. A student who needs to use his/her EpiPen for allergic reactions should report the use of the EpiPen to the supervising adult immediately, call nurse, and 911.

Parents/guardians are responsible for informing the school of changes in medication or treatment orders by submitting a corrected physician's order and new prescription from the pharmacy.

The authorization and statement described must be filed with the student's nurse in the health clinic annually.

Essential Oils

Non-FDA medications will not be administered by school staff. The FDA does not approve alternative medications—such as herbal or homeopathic remedies, minerals, aromatherapy, CBD oils, and essential oils—for safety or effectiveness. Due to limited safety information, their use in school is restricted.

Health Forms

All paperwork is now completed online including medical release and health issues, allergies, and medications your child is taking. Please update any medical/health changes as well as emergency contacts and telephone numbers when you complete online registration and update changes as needed throughout the year.

Immunization Requirements

According to Indiana Code (IC 20-34-4), each student must have the required immunizations as determined by the state department of health. The parent of an enrolled student must furnish, not later than the first day of school attendance, proof of the student's immunization status. This record may be a written document from the healthcare provider who administered the immunization or

documentation provided from the state immunization data registry. Students who do not meet these immunization requirements will not be allowed to attend school unless an exemption outlined in IC 20-34-3-2 or IC 20-34-3-3 apply.

According to Indiana Codes (IC 20-34-3-3 and 20-34-3-2) children may receive an exemption from immunization requirements for medical or religious reasons. A physician is required to sign the request for medical exemption. The parent/guardian is required to sign the request for religious objection–. These forms are available in the nurse's office, on the NPUSC website,or during online registration. In the event of a disease outbreak, students with exemptions may be excluded from school for the duration of the outbreak.

NOTE: Exemptions must be re-filed on an annual basis.

Meningitis Information

Indiana State Law IC 20-30-5-18 requires that parents/guardians be informed about meningitis and the vaccines available at the beginning of each school year. Symptoms of an infection may include a high fever, headache, stiff neck, nausea, confusion, and a rash. This disease can become severe very quickly and often leads to deafness, brain damage, loss of arms or legs, and even death. 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.

School Library

The Librarian at the high school is here to assist students in their learning process. The Librarian will help students access books and use information for classwork and personal interest in an atmosphere which will be conducive to reading and studying at all times. The library will be open from 7:00 A.M. until 3:00 P.M. Library use during lunch periods will require students to have a pass from their teacher. A student must have a pass from his/her teacher to utilize the library during the school day.

Student Services

Learning Disabilities Assistance

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

Special Education

The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school

encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the principal or teacher of their child at the school their child attends.

Americans with Disabilities Act- Section 504

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the School to ensure that no individual be discriminated against on the basis of 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.

Speech and Hearing

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

Response to Intervention (RTI) Team

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.

REGISTRAR

Registration

The guidance counselors will assist the students and their parents in planning a program of studies most suited to the needs of each individual. Course Selection is the time to make definite class choices. A student who fails a course should immediately contact the counselor and make provisions for making up the lost credit. Students attending summer school should present evidence of course credit earned to the counseling office. The guidance office will devote specific time-slots for the purpose of class registration.

Parents of New Students must accompany their child during registration. This rule includes students that are eighteen years old.

New Student Enrollment

New student enrollment completed online (including Medical Release, AUP, IDOE Forms, etc.) Please go to https://www.npusc.k12.in.us/online-registration/. If you need assistance filling out the form and after the form is complete, please call the registrar for an appointment (574) 654-0262.
Please note: Out of district transfer students must apply every year.

Please bring in the following list of documents for your new student.

A. Withdrawal Paperwork from previous school
B. Unofficial Transcript and Current Grades/Classes, if transferring once school has started
C. Birth Certificate (State issued, not from the Hospital)
D. Social Security Card
E. Immunization/Shot Record
F. 2 Items of Proof of Residency (Examples include: rental agreement, notarized letter stating living arrangement, plus proving residency for the address in the letter, or two utility/phone bills addressed to you at your new address)within 60 days of enrollment
G. Out of District Acceptance Letter, if applicable
H. Parent/Guardian Picture Identification (i.e. Driver's License)
I. Any Custody Documents, if Applicable

Returning Student Registration

Returning Student Registration MUST be completed at the beginning of **every** school year. All forms are completed online (including Medical Release, AUP, IDOE Forms, etc.) Please go to https://www.npusc.k12.in.us/online-registration/www.npusc.k12.in.us. A unique code for EACH student will be mailed and emailed to the contact information currently stored in PowerSchool. This unique code needs to be used to access your student in PowerSchool Registration; completing registration without this code will result in an incorrect/incomplete registration and the process will have to be repeated with the registration code.

Withdrawal/Transfer Procedure

Transfers out of New Prairie High School (to another high school):

A. Student or parent should inform the counselor of their intent to transfer.
B. Students and parents will complete transfer papers with the registrar.

Withdrawals from New Prairie High School:
The registrar will issue necessary documents for the student and parent to complete. Financial obligations must be taken care of with the Treasurer; all textbooks, library books, iPads and other technology materials, as well as any other school issued items must be returned in acceptable condition. Student must comply with the above procedure in order to have official records sent to the next school.

Transcript Requests

New Prairie High School utilizes Naviance to bring students a Web-based system for requesting and processing transcripts. This service provides free electronic delivery of official transcripts to colleges. All students have an account and school Guidance Counselors will share information with juniors and seniors regarding transcript requests.

Paper transcripts may also be requested through the registrar or school counselor. "OFFICIAL" transcripts are sent directly from the Guidance Office to the requested agency. "UNOFFICIAL" transcripts can be given directly to the student and/or parent. Please note that there is a 48-hour minimum required to process any and all transcript requests.

Transferring Credits from Non-Accredited Schools (Homeschooling)

Whenever a student seeks to transfer into the Corporation from a non-accredited school such as a home-school the following procedures should be used to determine the student's proper grade placement or credits toward graduation.

A. Identify the grade level that the student's age would indicate is the likely grade placement.
B. Parents submit any and all pertinent materials including, but not limited to, test results, attendance records, and curriculum used by the parent/school.
C. The student is administered end of course examinations for all classes which are under consideration.
D. The committee will make a decision on what, if any, credit is to be given for the end of course tests and any work done in the homeschool. Grades must be assigned to those courses that meet the General, Core 40, Core 40 with Academic Honors, or Core 40 with Technical Honors diploma requirements.
E. The principal shall make the final determination regarding the placement of the student and the extent to which any credit will be granted.

Student Records

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

Change of Address/Telephone/Email

Communication between the school and the home is done via telephone, email, and/or postal letter. It is imperative that the correct mailing address, telephone number, and email address be on record for the school to be able to complete all necessary and emergency communication. Students who move and/or change their telephone numbers/home address/email address have 10 business days to show proof of residency and should notify the office of such changes. Contact our Registrar.

Contact Information Change Request

TREASURER

Textbook/Technology Fees

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

Individual Device Insurance Policy

New Prairie United School Corporation, in conjunction with a third party vendor, will offer individual device insurance plans. **Plans must be purchased or waived prior to the receipt of the individual device by the student.** Payments for the policy can be made via cash, check, money order or credit/debit card. Credit/Debit Card payments can be made only online at the NPUSC website. An additional processing fee will be charged for credit/debit card payments. If you wish to enter into a payment arrangement to spread your payments into 4 equal installments due Sept 15, Oct 15, Nov 15, and Dec 15 of 2022, the payment arrangement agreement must be signed no later than September 24, 2022. Payment arrangements can either be made at the scheduled registration events or may be made by contacting the school secretary.

Elementary Students **$20**

Middle/ High School Students **$20**

Please refer to the individual device registration form for coverage and deductible details. Under Indiana Statute, insurance plans do not qualify for consideration under textbook assistance. *If fees are not received or an approved payment arrangement made by September 24, 2022, then your account will be turned over to a third party collection agency.* A $10 fee will be added to your account as well as any charges or fees added by the third party collection agency. Failure to satisfy the payment agreement payments will also result in your account being submitted for collections with the same additional fees as listed above.

Delinquent or Unpaid Accounts

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

Textbook Assistance

If a family qualifies for free or reduced lunch, they may also qualify for textbook assistance. You will have to fill out the form for free/reduced lunch and check the separate box on the same form to also apply for textbook assistance. Applications can be filled out after July 1st online at: http://npusc.heartlandapps.com/ Paper applications are available upon request to your child's school office. Please contact our Food Service Department at (574) 654-0401 if you need assistance. You must renew the application each year for both free/reduced lunch and textbook assistance.

ACADEMIC & GUIDANCE SERVICES

Name	Position	Phone	Email
Dawn Horn	School Counselor	574.654.0230	dawnhorn@npusc.k12.in.us
Angela Ruby	School Counselor	574.654.0437	aruby@npusc.k12.in.us
Michelle Twardus	School Counselor	574.654.0472	michelletwardus@npusc.k12.in.us
Debra Cole	Guidance/Nurse Secretary	574.654.0495	debracole@npusc.k12.in.us
Stephanie Callahan	Social Worker	574.654.0289	stephaniecallahan@npusc.k12.in.us
Barb Chappell	Registrar	574.654.0262	jannieivankovig@npusc.k12.in.us

Request to see a Counselor

A. All our counselors have an open door policy, which means students can stop down anytime as long as their teachers approve them to leave.
B. If you stop into the Guidance Office and they are not available, please send a Schoology message or an email to your counselor. If there is an emergency or urgent situation, find an administrator or adult in the building right away.
C. The School Counselors are always here to help during school hours. Please note that any communication with School Counselors outside of school hours may not be seen or read until the next school day.

Roles/Responsibilities of a School Counselor

A. Academic guidance
B. College and Career exploration
C. Social and emotional help

Diploma Requirements - Class of 2028,2027,2026

Core 40 Diploma	
English/Language Arts	**8 Credits**
Math	**6 Credits (in grades 9-12)** 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II *students must take a Math course each year in high school
Science	**6 Credits** 2 credits: Biology 2 credits: Chemistry I or Physics I or Integrated Chemistry and Physics (ICP) 2 credits: any Core 40 Science course
Social Studies	**6 Credits** 2 credits: US History 1 credit: US Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	**5 Credits** World Language Fine Arts Career and Technical Education
Physical Education	**2 Credits**
Health and Wellness	**1 Credit**
Electives*	**6 Credits** (College and Career Pathway courses recommended)
NPHS Local Requirement	**1 Credit: Preparing for College and Careers**
TOTAL State Credits Required	**40 Credits**

*Specifies the number of electives required by the state. High School schedules provide time for many more electives during the high school years. Students are strongly encouraged to complete a College and Career Pathway (selecting electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities.

Core 40 with Academic Honors Diploma**

Requires a minimum of 47 Credits

For the Core 40 with Academic Honors Diploma, students must:

- Complete all requirements for the Core 40 diploma.
- Earn two additional Core 40 Math credits.
- Earn 6-8 Core 40 World Language credits.
    - 6 credits in one language or 4 credits each in two different languages

- Earn two Core 40 Fine Arts credits.
- Earn a grade of "C" or better in courses that will count towards the diploma (a C- meets this requirement).
- Have a grade point average of a "B" or better.
- Complete <u>one</u> of the following:
    1. Earn 4 credits in 2 or more AP courses and take corresponding exam
    2. Earn 6 verifiable transcript college credit in dual credit courses from the priority course list
    3. Earn the following
        a. Earn a minimum of 3 transcript verifiable college credit
        b. 2 credit in AP courses and corresponding AP exams
    4. Earn a combined score of 1250 or higher on the SAT and a minimum score of 560 on math and 590 on the evidence based reading and writing section
    5. Earn an ACT composite score of 26 or higher and complete written section

Core 40 with Technical Honors Diploma**

Requires a minimum of 47 Credits

For the Core 40 with Technical Honors Diploma, students must:

- Complete all requirements for the Core 40 diploma.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
    - Pathway designated industry-based certification or credential, or
    - Pathway dual credits from the list of priority courses resulting in 6 transcripted college credits
- Earn a grade of "C" or better in courses that will count towards the diploma (a C- meets this requirement).
- Have a grade point average of a "B" or better.
- Complete <u>one</u> of the following:
    1. Any one of the options (A-E) of the Core 40 with Academic Honors
    2. Earn the following scores or higher on the Work Keys: Reading for Information - Level 6, Applied Mathematics - Level 6, and Locating Information - Level 5.
    3. Earn the following minimum scores on Accuplacer: Writing 80, Reading 90, Math 75.
    4. Earn the following minimum scores on Compass: Algebra 66, Writing 70, Reading 80.

**If a student is on track for an Academic Honors or Technical Honors Diploma after the 7th semester, the guidance department will provide the state student aid commission with the student's name, birth date, Social Security Number and parent name. This action may help a student with grant money if he/she files the Free Application for Federal Student Aid. Contact the guidance counselor if you object to this practice.

Graduation Pathway Requirements

Graduation Requirements	Graduation Pathway Options
1. High School Diploma	**Indiana diploma with:** • **Core 40 distinction** • **Core 40 with Academic Honors distinction** • **Core 40 with Technical Honors distinction**
2. Learn and Demonstrate Employability Skills (students must complete at least one of the following.)	**Employability skills are demonstrated by one of the following:** • **Project-Based Learning Experience;** • **Service-Based Learning Experience;** • **Work-Based Learning Experience**
3. Postsecondary-Ready Competencies (Students must complete at least one of the following.)	• **Honors Diploma: Fulfill all requirements of either the Academic or Technical Honors diploma;** • **ACT: English = 18, Reading = 22, Math = 22, Science = 23 (2 out of 4 needed with at least one in English/Reading and one in Math/Science ;** • **SAT: Reading/Writing = 480, Math = 530** • **ASVAB: Earn at least a minimum AFQT score of 31 and Intent to Enlist form signed by student and parent/guardian to qualify for placement into one of the branches of the US military;** • **State- and Industry- recognized Credential or Certification;** • **State-, Federal-, or Industry- recognized Apprenticeship;** • **Career-Technical Education Concentrator: Must earn at least a C average or higher in required NLPS concentrator courses in a state-approved CTE pathway (Principles, Concentrator A, Concentrator B) ;** • **AP/Dual Credit courses: Must earn a C average or higher in at least three courses. *(1 of the 3 courses must be in a core content area or all three must be part of a CTE pathway)***

Grading Scale/Calculating GPA

The following percentages are the ranges for each letter grade and the scale used to calculate GPA. Each quarter is 43% of a semester grade and the final exam is 14%.

Letter Grade	Percentage Range	Standard 4.0	Honors/DC 4.5	AP 5.0
A	100-94	4.0	4.5	5.0
A-	93-90	3.667	4.167	4.667
B+	89-88	3.333	3.833	4.333
B	87-84	3.0	3.5	4.0
B-	83-80	2.667	3.167	3.667
C+	79-78	2.333	2.833	3.333
C	77-74	2.0	2.5	3.0
C-	73-70	1.667	2.167	2.667
D+	69-68	1.333	1.833	2.333
D	67-64	1.0	1.5	2.0
D-	63-60	0.667	1.167	1.667
F	59 or less	0	0	0

AP Courses: Students will be awarded an extra point factored into the weighted GPA for AP courses.

- AP Biology
- AP Chemistry
- AP Physics 1
- AP Physics 2
- AP Environmental Science
- AP Precalculus
- AP Calculus AB
- AP English Language & Composition
- AP English Literature & Composition
- AP Art History
- AP United States History
- AP Human Geography
- AP World History
- AP Government
- AP Macroeconomics

Dual Credit and Honors Courses: Students will be awarded a half point factored into the weighted GPA for honors courses taken at New Prairie High School and Dual Credit Courses offered through the ACP program at IU and CEP program at PNW.

- Honors English 9
- Honors English 10
- Honors Algebra II
- Honors Geometry
- Honors Biology
- Honors Chemistry - Elementary Chemistry C 101/102 IU ACP

Grade Point Average (GPA): is cumulative in nature and is calculated by taking the total value of earned points for semester grades divided by the number of classes attempted.

PowerTeacher/Grade Books

PowerSchool will automatically file grades within columns (Q1, Q2, E1, etc) and thereby affect the accurate calculation of final grades. Please refer to PowerSchool for the most up-to-date grades. Teachers are expected to update their grade books weekly. **Please note large projects and/or essays may take a bit longer to update.

Progress Reports

Progress reports are available in PowerSchool on a daily basis. The report will indicate progress to date and is not an official grade for computing the semester grade. (It is recommended that PowerSchool be checked weekly by parents/guardians so there are no surprises at progress report time).

Semester Grades

Students will receive a semester grade card twice per year. Grade cards will be mailed in January at the end of the fall semester each year and will be mailed home in June at the end of the spring semester. The grade card will include information for each class in which the student is eligible to receive a grade. Grades in question should be discussed with the individual teacher. If a mistake is made, the teacher will fill out a correction form which is to be sent to the registrar. Only the final grade for each semester will appear on the transcript. If a course is repeated, the higher grade will prevail.

Retaking a Course

If a student retakes a course a second time, the new grade will replace the grade of F (or the lower grade if retaking for a grade improvement) on the transcript where the course was first taken. The new grade will be calculated in the cumulative GPA and the F (or lower grade) will not impact the GPA. Any course taken for a grade improvement (student passed the course but wants to retake for a better grade) must be scheduled for the whole semester/school year and taken at New Prairie High School.

Retaking a Course to meet Honors diploma requirements

Students may retake a course to meet the honors diploma grade requirement of "C" or better. If the exact same course is retaken, the original course and grade will be replaced on the transcript. If a student took an honors level course and did not earn a "C" or better and then chooses to take the same course but not at the honors level, the new course and grade will appear on the transcript for credit and will be calculated into the cumulative GPA. The course and grade that did not meet the honors grade requirement, will remain on the transcript but will not earn credit or impact the cumulative GPA.

Class Rank

Class rank is calculated using weighted grades and is updated at the conclusion of each semester. Updated ranks are typically not available until about 3-4 weeks after the end of a semester.

++ It is possible that class rank could change once grades are finalized each semester.

Valedictorian/Salutatorian

The valedictorian and salutatorian will be declared at the end of the 7th semester. Determination will be made based on grade ranking to the hundredth place:

Example: Student #1 GPA = 4.283 Student #2 GPA = 4.273
Student #1 will be declared valedictorian.

Example: Student #1 GPA = 4.283 Student #2 GPA = 4.282
Co-valedictorians will be declared, and no salutatorian will be named.

Participation in Graduation Ceremony

A student must meet all the requirements for graduation before they will be allowed to participate in the graduation ceremonies by 2:30 PM on the last day of the regular school year. These requirements include:

- Passing grades in all required subjects
- Has met minimum credit requirement as set by the state
- Has met all Graduation Pathway requirements (Credits, Employability Skills and Postsecondary Ready Competencies)
- Be in good standing with the school

Early Graduation

Students who plan to graduate early MUST:

A. Speak with your school counselor
B. Fill out an Early Graduation Application by May of the junior year for December graduation in the senior year or by May of the sophomore year for graduation at the end of junior year.
C. Receive committee approval
D. Notify school secretary of your full legal name for diploma
E. Notify school secretary if you will be participating in graduation in the spring

Assessments

SAT School Day

Indiana will use the SAT® (provided by College Board) to fulfill requirements listed in Indiana Code 20-32-5.1-7(d) for high school accountability. Students may also use scores to fulfill some high school graduation requirements. SAT assesses high school Mathematics, Reading, and Writing standards in grade 11. The SAT is administered in the spring of each school year. Students do not need to register or pay for this school based SAT.

PSAT/NMSQT

The Indiana Department of Education typically covers the cost of the PSAT/NMSQT exam administered for all students grade 9 through 11 enrolled in Indiana accredited public and nonpublic high schools (this can vary from year to year). Providing the PSAT/NMSQT for 10th grade students has become common practice for many states, as the assessment offers many

opportunities, including the following:

A. Students and parents receive an earlier and better gauge of their postsecondary preparation;
B. Students have time to adjust 11th and 12th grade schedules based on individual data;
C. Schools may use AP Potential™ to identify students who demonstrate potential in specific Advanced Placement content areas.
D. Schools may use the Summary of Answers and Skills™ tool to help inform instructional practices based on student skills;
E. Students and parents have access to a variety of college, career and SAT preparation tools, including My College Quickstart™, that are beneficial throughout high school.

The national test date is set by the College Board and takes place in mid-October each year.

Advanced Placement (AP)

Advanced Placement (AP) is a research-based method to facilitate student participation and success through delivery of college-level courses and corresponding exams in the high school setting to qualified high school students. Students enrolled in AP courses are highly encouraged and in some cases, required to take the AP exam for the corresponding course the student is enrolled in. Students who earn a qualifying score on an AP exam may be able to receive college credit for the AP course/exam (individual colleges/universities and academic programs set criteria and qualifying scores; credit opportunities can vary from school to school).

AP exams that are paid for by the state or other means are required.

National test dates for AP exams are set by the College Board and typically take place the first two weeks of May.

ACT and weekend SAT

The ACT and SAT are college entrance exams accepted by all four year colleges and universities in the country. It is recommended that college bound students take at least one of these exams in the spring of the junior year for the first time. Registration for the ACT needs to be done online at http://www.act.org/content/act/en/products-and-services/the-act.html and registration for the SAT at https://collegereadiness.collegeboard.org/sat. Students will need to create an account for the testing service they plan to use, complete the online registration and make the payment for the exam at the time of online registration. Registration and payment is taken care of directly through the testing company and not through NPHS.

Colleges and universities that require test scores require official ACT and/or SAT scores from the testing company. Official scores need to be requested through the testing company online through the student account. Both ACT and College Board (SAT) will send scores to up to four colleges/universities for free at the time of exam registration. It is recommended that students take advantage of the Free Score Reporting Service. If scores are requested at a later date, charges may apply.

Many colleges and universities have varied testing policies. Some schools operate test optional. It is recommended that students do research and visit campuses and/or websites for information on the testing policies of the colleges/universities of interest.

National Honor Society

National Honor Society is open to juniors and seniors that have fulfilled specific requirements and

completed the application process. Freshman and sophomore students should work to obtain the application requirements by the end of the fall semester sophomore year; juniors may also apply at the end of the first semester of junior year.

All members must have and maintain a 3.5 cumulative unweighted or weighted grade point average. The other areas are service, leadership, and character. Current members must complete 20 service hours throughout each year of membership to maintain good standing. The leadership requirement is met by participating in two or more clubs, organizations, athletics teams, etc. during the high school years. Character is judged by the faculty and administration at New Prairie High School; they consider attributes in class and at extracurricular activities based on integrity, honesty, reliability, concern and respect for others, etc. Prospective and current members of National Honor Society are governed by the National Honor Society Faculty Council (a council made up of five faculty members). The NHS Faculty Council makes membership decisions based on the bylaws of NHS as well as the Cougar Code.

A student accepting an invitation to join NHS, agrees to and understands the following:

A. There are membership dues of $20.00, payable prior to induction. This is used to cover the cost of membership certificates, pins, and ribbons. (Membership will not be denied due to a student's inability to pay.)
B. The minimum unweighted or weighted GPA of 3.5 must be maintained. If your cumulative unweighted and weighted GPA falls below 3.5, a one-term probation will be allowed. If your unweighted and weighted GPA remains below 3.5 for two consecutive terms, membership can be withdrawn. In addition, the Faculty Council may withdraw membership at any time, in the event of a significant drop in grades or overall academic performance.
C. Standards of Leadership, Character, and Service must be maintained. The Faculty Council may dismiss a member if circumstances warrant it.

Current members and prospective members should visit the National Honor Society website, https://sites.google.com/npusc.k12.in.us/newprairienhs/home, for more information.

Credit Recovery-PLATO

A. What happens if I fail a required course?
    a. You will be expected to attend summer school to make up the credit, or
    b. You will retake the class the following year or following semester

B. What happens if I fail a required course as a senior?
    a. You will not be allowed to participate in graduation ceremonies
    b. You will be expected to attend summer school to complete the courses necessary to receive your diploma
C. PLATO
    a. PLATO is an online Credit Recovery program
    b. PLATO will be used on a very limited basis for seniors who have fallen so far behind that they cannot possibly make up their credits to graduate.

Summer School

Students may take one credit in summer school. All summer school courses are for credit recovery purposes with the exception of PE and Health. Registration typically begin in March. Students and parents should contact their School Counselor to register for summer school. Transportation has historically been provided for credit recovery courses but not for PE and Health. There is a $30 fee to take Health or PE (fee is subject to change from year to year). Students should plan accordingly as attendance is extremely important due to the condensed time frame of summer school. Missing more than one day of summer school will result in dismissal from the summer course.

Alternative Education

Alternative Education is designed to serve students who need an alternate means of education for one semester or more. A student enrolled in Alternative Education can earn four to seven credits in a semester by attending class through a modified schedule. Students complete their coursework through blended learning in a non-traditional classroom setting.

Student Aide Policy

A. Student must be a junior or senior
B. Student must have a cumulative GPA of 3.0 or higher
C. Students must not have discipline or problematic attendance history
D. Aides may be assigned to a specific teacher, department, office location, or Student Aide Workroom for 1 class period

New Student Course Selection

When a new student registers at NPHS, a counselor will assist in selecting the appropriate courses based on the student's transcript, aptitudes, interests, and future goals. Depending on the time of the year when a new student registers, it may be necessary to also make course selections for the upcoming school year. If this is required, the counselor will assist the student to make appropriate selections for future courses as well. Schedule changes are not made at the start of the new school year unless incorrect placement is made or if the student completes a course during summer school necessitating a change of schedule.

Course Selection

Counselors will assist students and their parents in planning a program of studies most suited to the needs of each individual. Course Selection is the time to make definite class choices. The guidance office will devote specific time-slots for the purpose of class registration through personal meetings with students to discuss academic and career goals.

The guidance office will make every effort to accommodate students' course registration needs. Placement in courses will be based on a student's grade and testing data such as state mandated testing, NWEA scores, previous course grades, etc. Parents and students may not request specific teachers. Additionally, final discretion will be made by the principal or designee.

The New Prairie Guidance Website contains information for graduation requirements, all graduation pathway courses offered at NPHS, many of the courses offered in each of the departments within our school, and the current course offering & curriculum guide.

Schedule Changes

Every effort is made to schedule students in the courses he/she requests. In the event of a conflict, the student's alternate course selections are automatically used to complete the schedule. When selecting a yearlong course, students are committing to taking the course for both semesters. Students will not be taken out of a yearlong course at semester. Requests to change a schedule to be with friends, for a specific lunch period, to request a different teacher, or if the student has changed their mind about a course will not be honored.

Changes to schedules will only be considered within the first 10 days of the semester if:

- upgrading a course
- correcting an inappropriate placement
- class balancing

Math Placement for incoming 9th grade students from outside NPUSC

Without transcripted high school math credits, students will be placed in Algebra I. If the student/parent reaches out and feels this is an inappropriate placement, the student can arrange to take the Algebra I final exams for semester 1 and 2. Placement will be discussed based on the grade earned on the final exams. If the student does not take Algebra I in 9th grade, the grade on the final exams will be used on the high school transcript for Algebra I.

Advanced Placement (AP) Courses

New Prairie High School is proud to offer Advanced Placement courses, AP brings the college experience to high school with the opportunity to earn college credit at thousands of universities.

Reasons to take AP Courses

A. Eighty-five percent of selective colleges and universities report that a student's AP experience favorably impacts admission decisions.
B. Research shows that students who take AP are much more likely than their peers to complete a college degree on time.
C. Students have the opportunity to dig deeper into subjects that interest them, develop advanced research and communication skills, and learn to tap their creative, problem-solving, and analytical potential.
D. AP courses give students access to rigorous college-level work. AP students build confidence and learn the essential time management and study skills needed for college and career success.

NPHS AP Offerings

- AP Biology
- AP Chemistry
- AP Environmental Science
- AP Physics I
- AP Physics II
- AP Precalculus
- AP Calculus AB
- AP English Language & Composition
- AP English Literature & Composition
- AP Art History
- AP Human Geography
- AP World History
- AP United States History
- AP Government
- AP Macroeconomics

AP Exams

AP exams are taken in May at the end of each school on National testing dates set by the College Board. In the 23-24 school year, the cost of one AP exam is $98. The cost can vary from year to year. There are some AP exams in certain subjects that may be offered to students for free. In the case that the exam can be taken for free, it is a requirement for students enrolled in the course to take the exam. For subjects that require payment for the AP exam, students have the option of taking the exam or not taking it.

Earning College Credit for AP Courses

Students who earn a qualifying score on an AP exam can earn college credit for the subject area at colleges and universities across the country. Each individual college/university and academic program can determine the score level for earning credit in each subject so this can vary from school to school. Contact the admissions office or check college/university websites for details on what scores will earn credit in the AP subjects taken. Students must send AP scores directly from the College Board to the college/university they plan to enroll in. During the testing process, students will have the opportunity to send scores for free by selecting their school myap.collegeboard.org.

Dual Credit/Concurrent Enrollment/College Credit

Purdue University Northwest

PNW Concurrent Enrollment: This program allows high-achieving high school students the opportunity to earn college credits from Purdue Northwest while still in high school. These students enter college with the credit hours that they earned in high school and have a head start on their college education, helping them to save both time and money

A. Students will apply and register with the school counselors in the Spring prior to starting their Fall course(s)
B. Payment is taken care of between families and PNW, not NPHS
C. Additional Information on applying, setting up a PNW Account, registration, payment, and important dates can be found here: http://academics.pnw.edu/academic-affairs/dual-credit-information- for-students/
D. Current PNW CEP course offering:
    i. AP Chemistry

Indiana University Advance College Project

Advance College Project (ACP) is a dual-enrollment partnership between Indiana University and select high schools throughout Indiana and surrounding states. IU courses taught through the ACP program provide both high school and college credits (known as concurrent or dual enrollment) and allow students to fulfill high school graduation requirements as well as start building their college career. IU Courses are taught during the regular school day by certified high school teachers who hold adjunct lecturer status through IU. The ACP program is designed for high school juniors and seniors who desire more advanced academic work. ACP is not a gifted and talented program, but potential students should demonstrate a solid academic foundation and motivation to successfully earn college credits.

A. Students/parents will receive email communication directly from IU with information on how to register for ACP credit online

B. Payment is taken care of between families and IU, not NPHS
C. Additional Information on applying, setting up a PNW Account, registration, payment, and important dates can be found here: https://acp.iu.edu/
D. Current IU ACP course offerings:
    a. AP Biology
    b. Honors Chemistry I

Ivy Tech

A. Ivy Tech offers Dual Credit to high school students FOR FREE
B. To apply to for Ivy Tech Dual Credit: ivytech.edu/dualcreditapplication
    This is discussed in class when a student is enrolled in an Ivy Tech Dual Credit course
C. Request official transcripts here: https://www.ivytech.edu/registrar/3449.html
D. Current Ivy Tech Dual Credit course offerings
    1. Principles of Agriculture, Food, and Natural Resources
    2. Animal Science
    3. Advanced Animal Science
    4. Plant and Soil Science
    5. Advanced Plant and Soil Science

Project Lead The Way (PLTW)

Indiana University Purdue University of Indianapolis

IUPUI has partnered with Project Lead the Way (PLTW) to provide high schools, teachers and students with innovative, hands-on science programs. PLTW classes are taught in school during the school day, and every instructor of PLTW courses receives extensive training as well as ongoing support in the courses they teach. While the STEM subject matter is rigorous, the approach is never rigid.

Upon completion of the biomedical sciences coursework, you will receive a course completion certification via email. The certificate will be emailed in the summer following your high school graduation. As a matriculated IUPUI student, you can request credit for this completed coursework. There is no fee for the credit if you submit your request during your first semester.

Please note that this is not dual credit offered in high school. It is for college credit at IUPUI.

If you attend a different college/university, you can present the certificate to the biology department chair or another school administrator to determine if and how credit may be awarded at that institution. Please note that credit is not guaranteed and is at the discretion of the institution.

IUPUI does not provide college transcripts for PLTW coursework.

Requirements

1. You must take the PLTW biomedical sciences course(s) at a certified PLTW school and pass the End of Course (EOC) National Assessment Part A with a PLTW EoC Assessment score of 410 or higher.
2. You must submit the IUPUI Course Credit Application Form.

- This form may be submitted after completion of each course, or preferably during your senior year in high school (with all courses on the same form).
- If you submit the form after each course, please note that the certificate will be emailed upon your high school graduation (certifying all completed courses).

3. If you attend IUPUI, you must contact the SPAN Division during your first semester to request the college credit be recorded on your transcript.
    - There is no fee if the request is submitted during your first semester. You will incur a fee if you submit the request after your third semester of enrollment.
    - PLTW EoC score of 410–450 is equivalent to a "B" grade, and will be awarded an "S" at IUPUI for satisfactory completion.
    - PLTW EoC score of 460–600 will be awarded an "A" at IUPUI.
    - If you attend a different college/university, you can present the certificate to the biology department chair at your institution. It will be up to that institution to determine if college credit can be issued.

Career Center - LaPorte County Career & Technical Education Center

Students have the opportunity to attend the A.K. Smith Career Center in the junior/senior year in Michigan City.

LaPorte Co. Career & Tech Education
A. K. Smith Career Center
817 Lafayette Street
Michigan City, IN 46360
Phone: (219) 873-2120

A. The application process begins in October of each year
B. To be eligible to attend, a student must
    a. Be on track to graduate
    b. Attendance records will be taken into consideration also
C. Students must complete a paper application with his/her guidance counselor
    a. Parent/guardian signature needed
D. Students must also fill out the online portion of the application found here:
    a. http://www.mcas.k12.in.us/site/Default.aspx?PageType=10&SiteID=21
E. Students will find out their placement in Spring
F. Programs available:
    a. Automotive Services Technology
    b. Criminal Justice
    c. Cosmetology
    d. Culinary Arts Academy
    e. Energy Academy
    f. Fire Science and EMT
    g. Health Careers Academy
    h. Modern Machine Technology - Precision Machining
    i. Welding
G. Bus transportation is provided for all students attending the Career Center. Students are permitted to drive themselves after filling out a waiver and release form (can be picked up from the NPHS Guidance Office). Students are not permitted to drive other students.

H. NPHS students attend morning classes at the Career Center with the exception of the Cosmetology program.
    a. Cosmetology students must attend in the afternoon and be able to provide their own transportation due to the hours needed to complete certifications.

Parent/Student Access to Grades

PowerSchool:

A. PowerSchool is a Web-based software application that allows teachers, parent/guardian(s) and school administrators to track information about students
B. Parent/Guardian(s) and Students can both have PowerSchool accounts to keep track of grades/attendance
C. If you need login information for PowerSchool please contact Guidance/Nurse Secretary
D. Parent Connect Instructions

Schoology

A. Schoology is an online course management system that allows teachers to create and manage academic courses for their students. It provides teachers with a method of managing lessons, engaging students, sharing content, grading assignments/tests and connecting with other educators
B. Parent/Guardian(s) can create a parent account to help monitor homework/project/test completion
C. If you need Parent/Guardian Access for Schoology please contact Guidance/Nurse Secretary
D. Schoology Parent Access Instructions

RTI Scheduler/Success Period

Success Period occurs multiple times per week and is an opportunity for students to work with teachers and peers to complete work, improve assessment scores, answer questions, quiet study time, extension learning opportunities, collaboration time, extra-curricular meetings, and other academic experiences. Students and teachers use an online dynamic scheduler to enroll in sessions; teachers may enroll students based on classroom performance and students may self-enroll based on need or interest. Access to RTI Scheduler can be found through a link on student iPads or through rtischeduler.com and entering the student's NPUSC username and password in the gmail credentials box.

Cougar Mentor Time (CMT)

CMT meets monthly and is designed to strengthen student-teacher relationships through community building activities. Cougar Mentor groups take time to discuss teen-relevant topics such as communication, relationships, drug-awareness, and suicide prevention as well as school performance and grade check-ups.

21st Century Scholars

Earning the 21st Century Scholarship provides students up to four years of undergraduate tuition* at any participating public college or university in Indiana. If you attend a private college, the state will award an amount comparable to that of a four-year public college. If you attend a participating proprietary (for-profit) school, the state will award a tuition scholarship equal to that of Ivy Tech Community College of Indiana.

The scholarship amount may be reduced depending on the availability of funds and the availability of the student's family to contribute to college.

Beginning with the Class of 2027, students who are financially eligible for free/reduced lunch will be automatically enrolled. Parents and guardians of students no longer need to complete an application. However, applications are still available and must be submitted by June 30 of the end of the 8th grade year. Children in foster care may apply after the 8th grade. Homeschooled students are not eligible for the 21st Century Scholars Program.

Requirements after a student is enrolled in the program:

	Perform Academically All scholars must earn a cumulative (overall) high school grade point average of 2.5 on a 4.0 scale. Strive to do your best in every class to make sure you stay on track to succeed. Remember, the higher your GPA, the more college choices you'll have. Good grades can also earn you other scholarships that will pay for college costs not covered by your 21st Century Scholarship (such as books and living expenses).
	Complete the Scholar Success Program The Scholar Success Program ensures students complete specific steps that keep them on track for college and career success. Each grade level has requirements to guide students in planning their path to high school graduation and beyond - developing the skills needed to be college-ready and understanding what it takes to pay for college and graduate with minimal debt.
	Graduate with a High School Diploma Always strive for the highest-level diploma you think you can earn - don't be afraid to push yourself! Colleges look for students who complete challenging courses and commit to earning a more rigorous high school diploma. Scholars must earn at least a Core 40 diploma.

Scholar Success Program:

A. The Scholar Success Program is a large requirement of the 21st Century Scholarship.
B. Students/Parents/Guardians are responsible for completing this
C. All information about this program can be accessed at https://learnmoreindiana.org/scholars/
D. Program Requirements pictured below

Grade 9	Create a Graduation Plan	Participate in an Extra Curricular or Service Activity	Watch "Paying for College 101"
Grade 10	Take a Career Interest Assessment	Get Workplace Experience	Estimate the Costs of College

Grade 11	Visit a College Campus	Take a College Entrance Exam (ACT/SAT)	Search for Scholarships
Grade 12	Submit Your College Application	Watch "College Success 101"	File Your FAFSA

PARENT/GUARDIAN & STUDENT RESOURCES

CollegeBoard

A. PSAT Results
B. SAT registration
C. AP information
D. Big Future
    a. Find Colleges based on specific criteria
    b. Explore careers
    c. Get help understanding and searching for financial aid/scholarships/grants
    d. Learn how to apply for college/universities

ACT

A. http://www.act.org/content/act/en/products-and-services/the-act.html

21st Century Scholars

A. http://scholars.in.gov/

TransferIN.net

A. Learn what Dual Credit and Advanced Placement credits transfer to Indiana colleges/universities
B. http://www.transferin.net/index.aspx

Curriculum Guide

A. Course Selection Guide https://sites.google.com/npusc.k12.in.us/nphsguidance/course-scheduling/curriculum-guide-course-selection.

ATTENDANCE

Attendance Policy

The New Prairie High School Attendance Policy is developed with the understanding that academic learning cannot take place when students are not in school. Attendance is essential to the success of the children in their educational endeavors. Our attendance regulations are developed to encourage attendance and an "on the job" attitude for students to follow and maintain throughout life. We would encourage parents to make as many appointments (dental, medical, etc.) as possible outside of school hours. The responsibility for ensuring regular attendance rests cooperatively with the student, parents, and school. **IT SHOULD BE NOTED THAT SINCE SOME LEARNING EXPERIENCES CANNOT BE MADE UP, EVEN EXCUSED ABSENCES MIGHT ADVERSELY AFFECT A STUDENT'S GRADE.**

If a student is absent from school, a parent or legal guardian must call 574-654-0475 **within 24 hours of the absence**. Only a parent/guardian can report a student's absence from school **or request any early release**. A written note for a student to leave **school must be validated by verbal communication between the parent and the attendance office before a student is permitted to leave regardless of the student's age**. This attendance policy covers students in grades 9-12 at New Prairie High School. The following guidelines govern the responsibilities of the student, their parents, and the staff regarding attendance.

ABSENCES

A. A student will be allowed four and a half (4 ½) unexcused absences per semester. An unexcused absence may be considered truant. **See definition of truant 1.1**. This number of absences is in alignment with the Indiana Department of Education laws regarding the issuance of diplomas at the end of a student's four years in high school.
B. A student may be referred to legal and/or the local authorities on the **tenth (10th)** unexcused absence during the school year.
C. Long term or chronic illness that results in excessive absences will be dealt with on a case-by case basis by the building administrator/attendance officer. Chronic absenteeism is defined by the State of Indiana as missing 10% (18 days) or more of school for any reason. An attendance conference with school administration may be required. If this occurs, it may result in a referral to County Juvenile authorities or the Prosecutor.
D. If a student is excused for absences, they will be allowed to make up their missed work for full credit. Homework must be made up in a day for day timeline. The student must contact the teacher for missed work.
E. Habitual attendance issues may result in the revocation of a student's work permit and/or driving privileges.
F. A student must attend **5 of 7 full class periods of a contest day** to be eligible to attend or participate in extra or co-curricular activities.
G. Once a student has reached 4 ½ absences for the semester, he/she will be required to provide a doctor's note for any further absence. The State of Indiana has deemed 95% attendance rate as the minimum standard, therefore, attendance records are now part

of a student's official high school transcript. This added information will enhance a student's transcript and provide additional information in your student's future endeavors. Therefore, no more than nine absences will ensure all students will meet this standard. Although a doctor's note is not required until a student has exceeded 4 ½ absences, it is always recommended to bring a doctor's note when returning to school.

H. **Dances/Prom attendance: Students must maintain 90% attendance for the academic school year to attend dances/prom.**

I. Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy.
    a. These could include:
        i. Illness verified by note from parent/guardian
        ii. Illness verified by note from Physician
        iii. College visits: Juniors and seniors are allowed two (2) college visits each year with prior notice and proper college documentation upon their return.
        iv. Job shadowing: Juniors and seniors are allowed two (2) job shadows each year with prior notice and proper documentation upon their return.
        v. Family funeral
        vi. Maternity
        vii. Military Connected Families (e.g. absences related to deployment and return)

J. Unexcused absences are any absences not covered under the definition of excused or exempt. Exempt Under certain circumstances, the law requires the school to authorize the absence and excuse of a student:
    a. Serving as a page or honoree of the General Assembly (IC 20-33-2-14)
    b. Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2- 15)
    c. When subpoenaed to testify in court (IC 20-33-2-16)
    d. Serving with the National Guard for no more than 10 days (IC 20-33-2-17); or serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2)
    e. The student is approved for an educationally related non-classroom activity (I.C. 20-33-2-17.5)
    f. The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2- 17.7).
    g. In each of these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school

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.

1.1 TRUANT

DEFINITION OF TRUANT: A student may be considered truant when they are not in their assigned area/room at any time during the school day. Truancies accumulate during the school year and do not start over each grading period or semester.

A. Students tardy to class more than ten (10) minutes after class starts will be considered truant. Such issues will be referred to the Attendance Office.
B. Students who are absent any or all periods without a call from a parent will be considered truant.
C. Students who leave class before the dismissal bell will be considered truant.
D. Students located in the hallways without a pass will be considered truant.
E. If a student is absent and a parent has not contacted the attendance office within 24 hours, the student will be considered truant.

Truancy is also defined as 5 Unexcused Absences in a 10 Week period for K-6 and 10 Unexcused Absences Total at the K-12 level by Indiana law. Students that meet truancy definitions will result in an attendance conference with NPUSC administration. Ten Unexcused absences will result in a referral to the county prosecutor's office per Indiana law (IC 20-33-2-6).

Potential Consequences related to Truancy Frequency :

First Offense: Parent Contact and Detention Study Hall (DSH)
Second Offense: Parent Contact and 2 DSH
Third Offense: One day (1) In School Suspension (ISS)
Fourth Offense: One day (1) ISS and loss of parking permit for semester
Fifth Offense: One day (1) ISS, parent meeting, and social suspension for semester
Sixth Offense: One day (1) Out of School Suspension (OSS)

- A student may be REMOVED FROM social suspension once they complete five days in a row with zero truancies in ALL classes.
- Students truant beyond ten offenses will be referred to local authorities for habitual truancy.
    - **HABITUAL TRUANCY** – A student will be considered habitually truant per Indiana Code 20-33 upon their tenth (10th) unexcused absence. If the student is over the age of 13 and considered habitually truant Indiana State Law 9-24-2 requires the school to send notification to the Bureau of Motor Vehicles for invalidation of the student's driver's license or permit until the age of 18.

One or more of the following consequences could be used for truancies:

Detention Study Hall	Meeting with Attendance Personnel
ISS – In School Suspension	OSS – Out of School Suspension
Alternative School	CPS – Child Protective Services
Revocation of Parking Permit	Revocation of Work Permit

Invalidation of Driver's Permit	Invalidation of Driver's License
Social Suspension	Juvenile Probation

1.2 TARDY POLICY

TARDY POLICY

Students must be in their designated room/location/area when the bell rings or be considered tardy and face disciplinary actions as listed below. Tardies are cumulative for each grading period (9 weeks).

Possible disciplinary consequences include:

1. Student Conference
2. Parent Contact
3. Detention Study Hall (during lunch or after school)
4. In School Suspension (ISS) or Out of School Suspension (OSS)
5. Loss of Privileges

Each additional tardy will be reported to administration for disciplinary action. Habitual tardiness may result in loss of driving privileges and/or additional consequences.

1.3 SIGN-IN/SIGN-OUT PROCEDURES

SIGN-IN/SIGN-OUT PROCEDURES

It is the responsibility of the student to sign in AT THE ATTENDANCE DESK located in the Main Office any time he or she arrives at school after 7:15 am, later in the day, or when returning to school for any reason. Every student must have a verified reason for being late to school and will be marked absent and possibly truant for first period. Students missing after the first five (5) minutes to periods 2 through 7 will be marked absent and may be considered truant. Failure to sign in for any reason will result in disciplinary action.

A. To expedite a student pick up, we encourage parents/guardians to call the attendance office at least 30 minutes prior to pick up. We will have your student waiting in the office for a quicker sign out.

INDIANA CODE

Attendance Records
Indiana Code 20-33-2-20

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

Penalty
Indiana Code 20-33-2-44

Verifying Student Absences: System for parental notification of non-attendance of students; development and implementation
Indiana Code 20-33-2-47

Telephone notification to parents of student nonattendance

Indiana Code 20-33-2-47

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

Excused Absences
Indiana Code 20-33-2-14-17

STUDENT EXPECTATIONS

Authority of School Personnel

Students are advised that any administrator, any faculty, and any staff member has the authority to direct the actions of the students while school is in session or a school activity is in progress. Students are expected to comply with a reasonable request from any school personnel during these times.

Expectations for the Learner

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

Class Rules/Objectives/State Standards

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

iPad Use, Care, Expectations

All students will be issued their own iPad for educational use only. iPads are expected to be fully charged, functional, and in class each class period. iPads must be stored in a specially designed iPad/tablet carrying case separate from their normal bookbag when the iPad is not being used; this includes travel in the hallways, transportation of the iPad to and from school, etc.

School issued iPads should be treated with care and avoid exposure to extreme temperatures (i.e. leaving the iPad in a vehicle overnight). Any physical damage, including small cracks, to the iPad should be reported immediately by filling out an incident report available in the Media Center or Technology Office. Issues related to the operating system, updates, apps, etc., should be reported to the Technology Office.

Students who have damaged their iPads are subject to the following:

A. Purchasing additional insurance policies depending on severity of damage
B. Purchasing replacement charging cables, charging bricks and/or carrying case.
C. Consequences from administration for neglectful damage, or habitual damage to the device and/or case

Telephone Usage

Student use of the telephone will not occur during instructional time. Students may use the telephone in the main office during the school day for emergency calls only. Students need to call home to make arrangements to be picked up from practices or have materials brought from home should use the sponsoring teacher or coach's telephone with their permission.

Cell phones are only allowed to be used during passing period, during lunch, or before or after school. If your cell phone is out during class, you will be subject to discipline from the teacher and/or administration. Cell phone use will not be allowed in the classroom.

Homework

A reasonable amount of homework will be assigned to ensure the continued learning and practice of each student. Homework assignments will vary in length according to class requirements; homework may begin in the classroom and be required to complete at home. The respective teacher will determine homework quantity.

Hallway Passes

There should be no student traffic in non-instructional areas of the building unless authorized by a staff member. Any student in the hallway during class must have a blue pass from his/her teacher or staff member. Students, when not in the classroom, are expected to carry school approved passes, or an official pass from the office. Students must have passes when in the hallway except during passing periods and announced meetings or convocations.

Field Trips

All field trips are arranged through teachers with the administration's approval. All school rules are in effect during any field trip. Students are representing New Prairie High School while on a field trip and should show courtesy and respect to others. The following list of student expectations must be met for a student to be included on an educational field trip experience during the school day:

1. Completed permission slip submitted to the classroom teacher by due date; students that do not submit a permission slip at least 1 day prior to trip will be excluded
2. Student may be excluded if discipline record demonstrates loss of privilege
3. Student must be considered academically eligible (passing 5 of 7 classes) at the end of previous grading term
4. Student must have 90% attendance record through the initial roster announcement date, 1 week prior to the field trip

Administration reserves the right to exclude or include any student based on attendance, academic performance, discipline record, special circumstances and/or nature of the educational experience.

Distribution of Materials

Prior to the distribution of printed or other material, all students must have the approval of the school principal or designee. Examples may include posters, fliers, and school appropriate advertisements of products and/or programs.

Bus Expectations

Riding the school bus is a privilege afforded by the school corporation. This privilege can be revoked whenever it is determined that the students' actions present a safety hazard to other riders, or when the bus driver determines that his/her attention must be diverted from the sole operation of the bus to control that student. These students will be referred to the administration with a bus ticket for a potential reprimand. Students are made fully aware that all school rules apply to all students from the moment they enter the bus until the moment they depart the bus. This also involves the vocational, activity and athletic buses.

All school children, while being transported on a school bus, shall be under the supervision, direction and control of the bus driver, and shall be subject to the discipline of the bus driver and the governing body of the school corporation (Indiana Code 20-9.1-5-19). Failure to comply with the rules and expectations on school sponsored transportation will result in consequences, which can include suspension and/or removal from the bus.

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

The following Bus Rules Apply:

1. Each pupil shall be seated immediately upon entering the bus.
2. Be on time for your bus stop. The bus cannot wait more than 30-45 seconds.

3. The bus driver reserves the right to ask a student to move to <u>any</u> seat in order to maintain control and safety of the bus.
4. Pupils shall not enter or leave the bus until it has come to a full stop and the driver has opened the door.
5. Always cross in front of the bus - no running alongside or crossing behind.
6. No eating, drinking, chewing tobacco, smoking and/or vaping is allowed. Any item or substance not allowed at school is not allowed on the bus.
7. No windows or doors will be opened or closed except with permission of the driver.
8. School buses are school property and must be respected as such. Therefore, vandalism or any attempt to commit vandalism shall be cause for denying the guilty party the privilege of transportation on the school corporation's buses.
9. Pupils should not throw rocks, snowballs, or any other material at the school buses before entering or after exiting the bus.
10. Pupils shall not throw caps, articles of clothing, books, or any other objects back and forth while on the buses.
11. Loud, boisterous, or profane language, or indecent conduct is prohibited.
12. Pupils shall not tease, wrestle, or shove each other.
13. No items shall be stacked higher than the windows, aisles and exits must be clear in case of emergency
14. Pupils should understand that the bus driver is required by law to maintain good discipline on the bus to ensure safety and equity for all. This can be accomplished by the cooperation of pupils, parents, and drivers.
15. Technology use will be at the discretion of the bus driver. Absolutely no taking of videos or photos of others is permitted.

<u>Important Notice</u>

Beginning in the 2015-2016 school year, there were changes made to the NPUSC transportation procedures. These changes have been made in the interest of keeping our students safe. Each student may have one morning pick up location and one afternoon drop off location. These locations need to be on file with the school office. Please remember that all stops must be a residence within the boundaries of the New Prairie United School Corporation. Transportation to and from the YMCA Latchkey program held at Rolling Prairie Elementary will still be allowed as will transportation between NPUSC School buildings. 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

Driving Privileges

LICENSE HOUSE ENROLLED ACT 1597

New Prairie High School adheres to House Enrolled Act 1597 of the State of Indiana. This act amends the driver's license law to:

A. Prohibit the issuance of an operator's license, learner's permit, temporary motorcycle learner's permit, motorcycle operator's endorsement or license and
B. Invalidate a person's license or permit if:
    a. The student is at least thirteen (13) years of age and less than eighteen (18) years of age and is suspended for the second time during the school year.
    b. The student has been expelled from school.
    c. The student has been excluded from school due to misconduct.
    d. The student is habitually truant from school during the school year.

The following guidelines will be enforced:

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

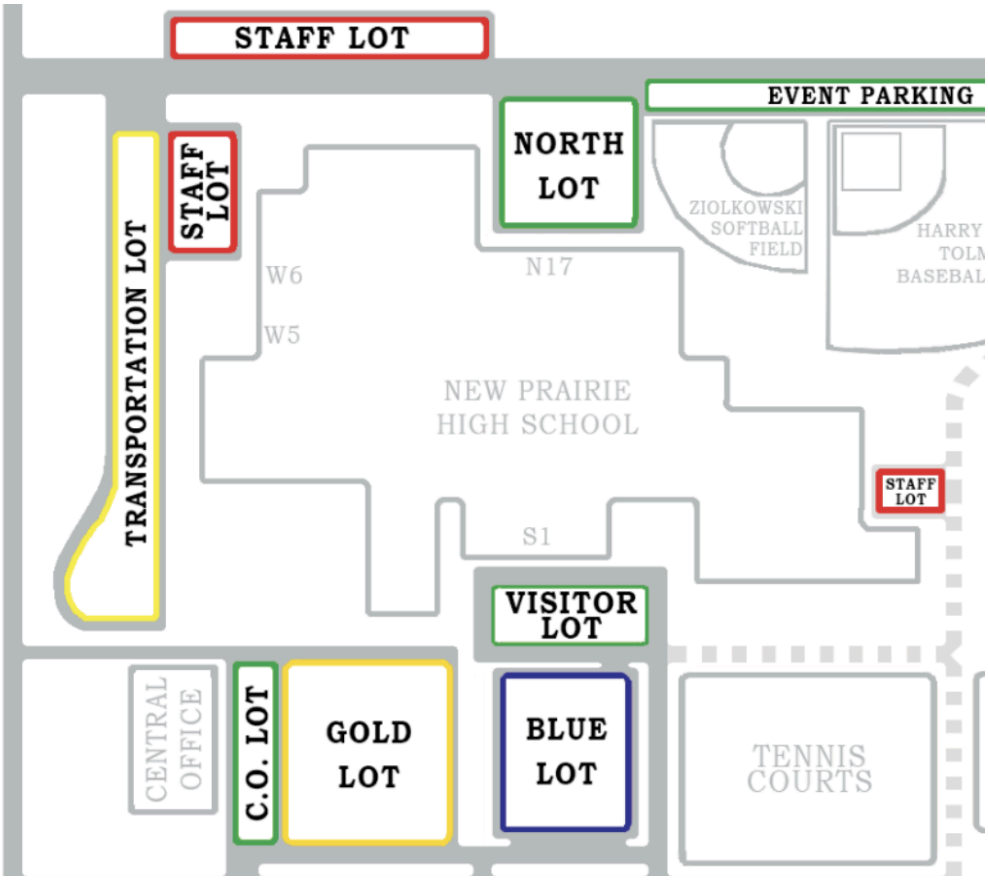
B. If a student withdraws or quits school while the license suspension is in effect, the suspension will still remain in effect.

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

Indiana Code 9-24-2 may be referenced as well.

Student Parking & Expectations

Parking



guidelines continued on next page.

Please follow these guidelines:

1. All student drivers must purchase a parking permit hang tag. To purchase a parking permit hang tag:
   a. Read and sign the Driving & Parking Lot Agreement
   b. Provide proof of insurance, driver's license number, and license plate number
   c. Sign Consent to Drug Test Form
   d. Pay $20
2. Parking permit hang tags must be visible from the rearview mirror.
3. Student drivers must park in the selected numbered parking space. A map of available parking spaces will be provided at the time of permit purchase.
   a. In the event another vehicle is parked in your assigned parking space, park in the visitor parking and come to the main office with the license plate number of the vehicle parked in your assigned parking space. The driver of the other vehicle will be located and the situation will be resolved.
4. Drive slowly, with care and consideration for pedestrians.
5. Park straight, only in your assigned parking space. Never create a new parking space, even if someone has parked in your assigned space.

Failure to purchase a parking permit hang tag will result in a $20 parking fine, parking in any space other than the assigned parking space will also result in a $20 parking fine. Habitual offenses may result in additional disciplinary action.

Closed Campus

New Prairie High School operates a closed campus which means that students cannot leave without permission from parents and the principal's office. Upon arriving at New Prairie High School, students cannot leave until completing the scheduled day without parent and administrator permission and appropriate documentation by the attendance secretary. Once on school property, students are to remain on school grounds from arrival in the morning until dismissal time in the afternoon. Students must check in at the office prior to going to their car to retrieve any items.

Designated Area at Lunch

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

Commencement

Commencement will be set based on the official school board approved calendar. Changes based on weather and other unforeseen circumstances may occur. Graduating students are invited by the administration to participate in the graduation ceremony--as per School Board policy, students who have not completed ALL requirements for graduation will not be invited to participate. This includes, but is not limited to: earning all required credits and passing graduation requirements by the last student day, attendance, and/or habitual discipline issues.

Students are expected to wear dress clothing under their gowns, including dresses, skirts, dress pants, and dress shirts. All students must be properly attired to participate in the ceremony. Students with excessive discipline referrals may be excluded from participating.

Assemblies

Periodic assemblies are held to broaden the cultural horizons of students. Students will conduct themselves in a manner that exhibits respect toward the performer and toward peers.

Student Senate

Student Senate is an organization which provides a voice for the student body. The representatives for the upcoming school year will be chosen late spring of the previous year and early fall for the incoming Freshman class. All voting counts are final when announced by the sponsor. Re-votes or appeals to the results will not be accommodated. Class officers will be elected from the Student Senate group of students. The student senate sponsor will provide detailed guidelines for members regarding conduct, grades, requirements, etc. at the start of each school year. All elected members of the Student Senate are expected to adhere to the Cougar Code.

TECHNOLOGY

Acceptable Use

BOARD OF SCHOOL TRUSTEES PROPERTY NEW PRAIRIE UNITED SCHOOL CORPORATION 7540.03

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

The educational value of student technology and internet access is the joint responsibility of students, teachers, parents and employees of the New Prairie United School Corporation (NPUSC). Since access to technological advances are a valuable and limited resource, students are expected to place a premium on the quality of use. Taking up valuable bandwidth and access time to pursue frivolous ends, would not be consistent with the mission of the NPUSC. These statements represent a guideline to the Acceptable Use Policies of NPUSC. Ultimately, parents and guardians of our students are responsible for setting and conveying the standards that their children should follow when using media and information sources. NPUSC makes the district's complete Internet policies and procedures available for review by all parents, guardians, and other members of the community.

Care, Usage, and Expectations (See Board Policy 5136, Policy 5513, and Policy 7530)

A. All users must be consistent with the educational mission and goals of the school district

B. The intent of the use policy is to make clear certain cases, which are consistent with the educational objectives of the school district, not to exhaustively count all such possible uses.

C. The Superintendent and his designees may at any time make determinations that particular users are or are not consistent with the purpose of the school district.

D. Parent requesting for their students to participate in accessing the Internet, must sign the form provided by the school stating that they wish such access. **(Forms 7540.03F1**) All students are also required to sign the form affirming that they have read, understand and will abide by the policies and the procedures pertaining to the Internet Acceptable Use policy.

E. Electronic devices loaned or leased to students and staff shall be used only for educational purposes that directly relate to school projects or assignments, unless otherwise explicitly authorized by a building administrator or designees.

F. Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.

G. Users must report a lost or stolen device to the building administrator immediately. If the Administrator cannot locate the device, then the parents will need to file a report with the school resource officer and/or the local police.

H. The policy and rules apply to the use of the electronic device at all times and/or places, on or off school property. Students are responsible for obeying and additional rules concerning care of devices issued by school staff.

I. The device configuration shall not be altered in any way by users. No software applications shall be installed, removed, or altered on the device unless permission is explicitly given by the teacher or building administrator.

J. The device is to be used only by the student or staff member to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device

K. School issued iPads and all accessories must be returned to NPUSC for any reason or whenever requested by a staff member. If a student fails to return the iPad or accessories at the end of their senior school year or upon termination of enrollment with NPUSC they will be subject to a financial liability until the iPad and accessories are returned, in good condition, or associated fees are received, up to and including the full replacement cost of the device and associated accessories.

L. Students are given curriculum items via the iPad. If a parent or guardian wishes not to have their student take the iPad, then the parent or guardian is responsible to access/print that information at their own expense.

M. All HS & MS students will return their assigned iPads (with cases) at the end of the school year during the final week(s) of school. Students will keep their individual charging cables and power bricks during summer vacation. When they receive their iPad in July, they will use the charging cable and power brick that was originally issued to them. NOTE: Power bricks should last a very long time but charging cables can be fragile depending on how well students take care of them. Faulty or lost bricks or cables may be replaced by purchasing them from their school.

N. Students will be able to use their iPad to complete eLearning days unless it is in repair and or had misuse. eLearning days are classified by the IDOE as a regular instructional day for students. Not completing work on an eLearning day or the allotted days to follow will result in an incomplete grade.

O. Under the Children's Internet Protection Act (CIPA), districts are required to restrict minors' access to internet-based materials. The District has licensed a commercial internet filtering package that meets or exceeds the CIPA requirements for student protection. Students using district-provided Internet access must first have the permission of and must be supervised by the district's professional staff. Students using district-provided Internet access are responsible for good behavior online just as they are in a classroom or other area of the school. If students use their personal device using

their own data plan (3G/4G), they will not be filtered by the district Internet filter. Inappropriate use of the Internet using a personal data plan will be subject to discipline. The same general rules for behavior and communications apply. Parents should be made aware of student Internet use by means of a written notice, perhaps in the student handbook or a student delivered handout. **Outlining Prohibited Uses** (See Board Policy 5517.01, Policy 7543, and Policy 7540.03)

A. Accessing or Communicating Inappropriate Materials – Users may not access, submit, post, publish, distribute, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.

B. Illegal Activities – Users may not use the school district's computers, electronic devices, networks, email, iTunes accounts, or Internet services for any illegal activity or in violation of any Board policy/procedure or school rules.

C. Violating Copyrights or Software Licenses – Downloading, copying duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, U.S.C.) and content is cited appropriately.

D. Plagiarism – Users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When using other sources, credit must be given to the copyright holder.

E. Use for Non-School-Related Purposes – School district's computers, electronic devise, networks and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Incidental personal use of school devices is permitted as long as such use: 1) does not interfere with the user's responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules. "Incidental personal use" is defined as use by an individual for occasional personal communications.

F. Misuse of Passwords/Unauthorized Access – Users may not share passwords; use of other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.

G. Malicious Use/Vandalism – Users may not engage in any malicious use, disruption or harm to the school district's computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses and erasing information.

H. Avoiding School Filters – Users may not attempt to use any software, utilities or other means to access Internet sites or content blocked by the school filters. "Jailbreaking" is considered Avoiding School Filters.

I. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, social networking sites, etc. prohibited by building administration or the NPUSC Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.

J. Wasting System Resources – Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administrator

K. Unauthorized Equipment – Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district's secured network without permission from the NPUSC Technology department.

L. Electronic devices will not be decorated with stickers, writings, or other markings.

M. Users shall not use school district computers or networks for purposes of personal profit.

N. The use of cameras in any type of electronic device is strictly used for educational purposes only.

O. Cameras used in the restroom, locker room, and swimming pool are strictly prohibited.

P. Use of student personal email and iTunes accounts on the electronic device will be strictly used for educational purposes only. **Consequences for Misuse** (See Board Policy 5136, Policy 5600, Policy 5610, and Policy 5771)

A. School administrators may revoke the use of an iPad due to poor performance in academics, attendance, and/or behavior.

B. Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.

C. Use of the Internet is a privilege, not a right. Students violating policies pertaining to standards of conduct or Internet use shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.

Textbook and Technology Fees (See Board Policy 6152)

A. A textbook rental fee shall be accessed and shall not exceed the combined cost of the material used, freight and/or handling and processing a student's iPad or an issued iPad loaner.

B. When school property, equipment, or supplies are damaged, lost, or taken by a student, a fee will be assessed. The fee will be reasonable, seeking only to compensate the school for the expense or loss incurred. The device, bag, cord and/or case apply to this policy. In the event the above course of action does not result in the fee being collected, the Board authorizes the Chief Financial Officer to pursue collections.

C. The iPad may be restricted due to:

1. Failure to pay for iPad damages and/or cost of repair within thirty (30) business days or the approved payment plan through the Chief Financial Officer. The New Prairie United School Corporation has contracted with a professional collection service to secure delinquent book rental fees, and any charges the school may assess for but not limited to lost books, cafeteria fees, library nooks, extracurricular activities, fund raising, and tuition. The initial charge will be ten dollars, ($10.00) per account (each student name is an individual account) for that company's services. Should the professional collection service request to initiate additional steps, individuals will be subject to additional charges which may include but not limited to late fees, client collection fees, reasonable attorney fees, and court costs on any outstanding balance.
2. Failure to pay for textbook rental by the end of the first semester or approved payment plan through the Chief Financial Officer. 3. Multiple instances for iPad damages.
4. Total replacement of the iPad.

Accidental or Intentional Damage (See Board Policy 5136, Policy 7530, and Policy 7540.03)

A. Accidental, purposeful, and/or malicious damage as determined by school administrators will be subject to the full replacement value of the electronic device. In addition, students may be responsible for compensating the school district for any losses, costs, or damages incurred for violations of Board policies/procedures and school rules including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by users while using school district computers, devices, or the school network. Parents may choose to purchase private insurance available through the school for their child's device.

B. NPUSC makes no assurances of any kind, whether expressed or implied, regarding any Internet service provided. The school district will not be responsible for any damages the user suffers. Use of any information obtained via the Internet is at the user's own risk. The school district will not be responsible for any damages users suffer, including but not limited to:

1. Loss of data resulting from delays or interruption in service.
2. Accuracy of quality of information stored on school district's computers.
3. Nature of quality of information gathered through NPUSC's Internet access or email.
4. Personal property used to access school district computers or network for school district-provided Internet access. 5. For unauthorized financial obligations resulting from NPUSC's Internet.
6. NPUSC and its employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources.

C. Device Insurance is offered by the Corporation to students at a nominal charge. If a student purchases the device insurance they are allowed **two (2)** damage claims per school year after which they will be charged the current repair or replacement cost for any subsequent damage. Costs will be evaluated and set by the Treasurer's Office, in conjunction with the Technology Department, at the start of a school year. The insurance coverage does not include the iPad case, power cord, or power adapter.

Student Information Security (See Board Policy 7540.01, and Policy 8330)

A. Users may not reveal personal information, including a home address and phone number, and email about themselves or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.

B. Staff may post student pictures on district/school/classroom "public" web sites as long as the student's name or other identifying information is not stored only on district-approved secure sites that require a username and password for authorized individuals to access. C. NPUSC staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA) D. The Superintendent, principals, and other administrators may review and monitor all student computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. Privacy is not guaranteed. There is no expectation of privacy. Electronic messages and files stored on school-based computers are school property.

STUDENT DISCIPLINARY CODE

Cougar Code

New Prairie prides itself on maintaining a healthy attitude about the balance of academic, athletic, and behavioral standards for student participants. All extracurricular participants are apprised of and expected to fulfill basic requirements of the above three standards, and when any of these are not met, certain disciplinary measures are inevitable. Whereas most infractions and their consequences are non-debatable, violation of the conduct codes for participants always cause disagreement about the severity of it and the appropriate punishment.

Extra-curricular activities offer so much to young people and should be an extension of the student's learning process. We believe interscholastic extracurricular activities to be an integral part of the school's total curriculum. Values and lessons learned through interscholastic competition benefit that person throughout their life. We are in a supporting role. We can help the student participant get to where they want to go, but most of the work they must do themselves.

The Cougar Code (Extracurricular Policy) is located on our school website. We encourage all students involved in extracurricular activities, and their parents, to review the expectations of the Cougar Code.

Discipline Policies

The purpose of this section is to inform New Prairie students and parents of the policies, regulations, and procedures necessary to ensure the efficient functioning of the schools.

IGNORANCE OF A RULE IS NOT NOR HAS EVER BEEN A DEFENSIBLE POSITION, SO PLEASE READ THIS INFORMATION THAT HAS BEEN PREPARED FOR YOU. BE INFORMED.

New Prairie High School is your school, and its success depends largely upon you. The **responsibility for self-discipline** lies with the students; should a student fail to accept this responsibility, it then becomes the task of staff, administration, and the school board to take action necessary to insure proper cooperation for the best educational environment.

The Indiana State legislature has enacted several statutes which set forth guidelines for school administrators to use with students who violate school regulations and at the same time, protect students from violations of their rights.

The Board of Education recognizes that as teachers and students are brought together so that learning can take place, an environment to permit an orderly and efficient operation of the schools must be provided. Furthermore, the Board realizes that students may conduct themselves in such a way that it becomes difficult to preserve the safety, health, and general well-being of other students and faculty members and/or to maintain an atmosphere conducive to learning.

Search and Seizure

The search of a student's person or property shall be based on a reasonable suspicion that the student has in their possession any item of an illicit or illegal nature, stolen property, or other such contraband that is forbidden to possess, or materials which may have been used to cause disruption to the educational process, or which may endanger students or school personnel. Reasonable suspicion may be based upon, but not limited to, student tips, faculty referrals, parent phone calls, or suspicious behavior on the part of a student. Any information received will be examined as to its validity and credibility prior to any action being taken. Building administrators and security personnel shall have the authority to examine, or cause to be examined, a student's person or property. The search may include:

1. The pockets of the student;
2. A "pat down" of the student's clothing;
3. Any item in the possession of the student such as a purse, book bag, gym bag, and/or;
4. Objects such as a locker, desk or vehicle parked on school property.
5. The State of Indiana provided hand held metal detectors.

Searches will be conducted by an administrator or designee, in a private room by a person of the same gender as the student being searched, if possible. A witness shall be present during the search. If incriminating evidence is found, a decision shall be made whether or not to involve the School Resource Officer. Anything found in the course of a search which is evidence of a violation of the student conduct standards may be:

1. Seized and admitted as evidence in any suspension or expulsion meeting.
2. Returned to the parent or guardian of the student.
3. Destroyed if it has no significant value.
4. Turned over to the School Resource Officer.

The parent or guardian of any student searched shall be notified as soon as is reasonably possible. Refusal by a student to have their person or property searched shall be subject to suspension and/or expulsion.

Note: Periodic dog searches may be done randomly throughout the school building and surrounding campus.

Jurisdiction

Students are reminded that they are <u>under the regulation of school policies</u> at the following times and places:

1. On school grounds at any time during and immediately before or after school hours.
2. On school grounds at any other time when the school is being used by a school group.
3. Off school grounds at any educational function or school-sponsored event.
4. Traveling to and from school by any means of transportation, and at the bus stop before and after school.
5. At alternative educational sites.
6. At extracurricular/athletic events.

Saturday School or Detention/Night School

*Parents in need of picking up their students should pick them up at Door S1.

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. Refusal or inability to attend an assigned session will result in an automatic two day out of school suspension.

Directory Information

FERPA defines "directory information" as:

1. information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Typically, "directory information" includes information such as name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, and dates of attendance. A school may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." The means of notification could include publication in various sources, including a newsletter, in a local newspaper, or in the student handbook. The school could also include the "directory information" notification as part of the general notification of rights under FERPA. The school does not have to notify a parent or eligible student individually. (34 CFR § 99.37.)
2. Parents of New Prairie High School students may restrict the disclosure of this information by submitting a written request to the high school administration.

Board Policy: Code of Conduct

Students are expected to follow the rules of behavior as adopted by the School Board and as stated in this handbook. Failure to follow these rules may result in any or all of the following: parental conference, detention, class suspension, social suspension, loss of

privileges, out-of-school suspension, expulsion and prosecution by civil authorities. Grounds for suspension or expulsion are student misconduct or substantial disobedience which include, but are not limited to the following:

2.1.1 VIOLENCE, THREAT, INTIMIDATION

Using violence, force, noise, coercion, threats, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subdivision.

A. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
B. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor or room.
C. Setting fire to or damaging any school building or property.
D. Possession, firing, displaying, or threatening the use of firearms, explosives or other weapons on school premises.
E. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
F. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under his supervision.
G. Violating the safety and security policy by opening or jamming entrances or exits open, of any school building or corridor or room therein with the intent to allow a person or persons into the building during the school day. All persons wishing to enter the facility after the start of the school day must enter through Entrance C or F and be buzzed into the facility by authorized personnel.
H. Making direct, indirect, veiled, or conditional threats of harm towards other students, the school, or staff members, especially via social media or a digital source.

2.1.2 DAMAGE TO SCHOOL PROPERTY

Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

2.1.3 PHYSICAL INJURY

Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.

2.1.4 THREATENING OR INTIMIDATING

Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

2.1.5 KNIFE OR WEAPON

Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.

2.1.6 NARCOTIC DRUG POSSESSION, USE, TRANSMISSION, INFLUENCE, PARAPHERNALIA

Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision. Possession of Paraphernalia associated with the above substances may also warrant disciplinary action. Please refer to the Clinic guidelines for policies regarding prescription medications.

> **First Offense:** 10 days OSS, Form 16A and arrest/report filed
> Additional disciplinary action, including expulsion, may be taken if the infraction so warrants. Law enforcement agencies will be informed of illegal activities.

2.1.7 SELLING CONTROLLED SUBSTANCE

Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.

2.1.8 FREQUENT FAILURE TO COMPLY WITH DIRECTIONS

Failing in a substantial number of instances to comply with directions (i.e., non-participation in classroom activities) of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

2.1.9 ACTIVITY FORBIDDEN BY LAW OF INDIANA

Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

2.1.10 VIOLATIONS OR REPEAT VIOLATIONS

Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:

A. Engaging in sexual behavior on school property;
B. Disobedience of administrative authority;
C. Willful absence or tardiness of students;
D. Possessing, using or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind; possession, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.

2.1.11 FIREARM POSSESSION

Possession of a Firearm

A. No student shall possess, handle or transmit any firearm on school property.
B. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:

a. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
b. The frame or receiver of any weapon described above
c. Any firearm muffler or firearm silencer
d. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
e. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
f. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
g. A student who is identified as bringing a firearm to school, or onto school property or to a school function, or is in possession of a firearm on school property shall be expelled for a period of not less than one calendar year. The length of the expulsion may be reduced by the Superintendent if the circumstances warrant such reduction.
h. The Superintendent shall notify the County prosecuting attorney's office when a student is expelled under this rule.

2.1 ALCOHOL

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

First Offense: 10 days OSS, Form 16A and arrest/report filed
Additional disciplinary action, including expulsion, may be taken if the infraction so warrants. Law enforcement agencies will be informed of illegal activities.

2.2 DISRUPTIVE BEHAVIOR

BEHAVIOR EXPECTATIONS: Students are expected to behave in an appropriate and civil manner while in attendance at New Prairie High School. Students, who are disruptive, interfere with the educational process or cause problems will be disciplined. Students should strive toward educational excellence by **being prepared, alert and participating in class regardless of credit status**.

2.21 RESTROOM BEHAVIOR

RESTROOM BEHAVIOR: At NPHS we want to ensure that we are creating a safe and healthy educational environment. The restrooms have increased as areas of concern for student activity other than using the restroom.

Administration and staff do regular checks on restrooms throughout the passing periods and the school day. Students who are found loitering and congregating in the restroom may be subject to school discipline and searches by administration.

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

2.3 BULLYING

BULLYING: This policy applies regardless of the physical location when:

A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the School Corporation; and
B. the bullying behavior results in substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

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 student's person or property:
B. Has a substantially detrimental effect on the targeted students' 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 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 includes, but is not limited to, such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing. It also includes the use of digital or electronic communications to engage in such behaviors

"Cyberbullying," which is bullying that occurs through the use of data or computer software that is accessed through a computer, computer system, computer network, or cellular telephone or other wireless or cellular communications device, is also 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.

Bullying is not tolerated and shall be prohibited on school grounds, on a school bus or at a school bus stop, or at any school-sponsored activity. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school administration. School personnel will investigate all reports of bullying. When deemed

necessary, a referral to law enforcement may be used to change the behavior of the perpetrator.

This rule applies when a student is: a) on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school); b) off school grounds at a school activity, function, or event; c) traveling to or from school or a school activity, function, or event; or d) using property or equipment provided by the school.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. Corrective discipline may include: detention, in school suspension, out of school suspension and/or expulsion.

Education outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention and intervention in bullying.

All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

Social Media sites such as Facebook, Twitter, SnapChat, etc. create another avenue for student interactions. Parents and students need to be aware that should bullying occur out of school via these services, that it is ultimately the parent's responsibility to monitor such behaviors outside of school which could include notifying the authorities. The school's obligation to investigate and/or discipline these matters is limited to actions that impact the educational process in the building. All other matters should be handled by the parents and proper authorities.

2.4 CHEATING/PLAGIARIZING

CHEATING AND/OR PLAGIARIZING: Cheating or plagiarizing material may result in a grade of "zero" and/or classroom consequences and may be referred to administration for discipline. Any electronic communication during class is prohibited and may be considered cheating.

2.5 OFFENSIVE LANGUAGE, UNCIVILIZED BEHAVIOR

CIVILITY POLICY: New Prairie High School requires that interactions occur with mutual respect, civility, and orderly conduct between students, parents, employees, and the public. Civility does not deprive a person of his/her right to freedom of expression; but serves only to maintain, to the extent possible, a safe, harassment-free workplace for all.

Language or behavior that disrupts or threatens to disrupt normal school and/or office operations; threatens the health and safety of anyone through harassment or bullying; willfully causes property damage; uses offensive language; or who otherwise establishes a continued pattern of unauthorized entry on school property, will be dealt with either according to student disciplinary procedures, or if an adult, will be asked to cease such behavior or be directed to leave school property.

2.6 COMPUTER & INTERNET USE

COMPUTER NETWORK AND INTERNET USE: Students at New Prairie High School are provided with the most current technology to enhance their education. Technology is available in the classroom and media center with supervision from staff for students to conduct research and communicate with others regarding curricular issues. Students are to be responsible while using the available technology, follow all procedures and should only be on teacher sanctioned web sites.

The following are not permitted: Sending or accessing material that is profane or obscene (pornography), that advocates illegal acts, violence or discrimination towards others (hate literature); harassing, insulting or attacking others; altering or damaging computer/systems/networks; violating copyright laws; plagiarism; playing games; violating passwords; trespassing in another's work; conducting business over the Internet; and/or posting personal information about yourself or other people. **Unauthorized use or tampering with any technology, school computers, iPads, or networks is considered a major offense and suspension and/or expulsion as well as restitution may result. Additional disciplinary action, including expulsion, may be taken if the infraction so warrants. Law enforcement agencies will be informed of illegal activities.**

Students who violate any of the above procedures for using the internet may face the following disciplinary actions:

First Offense: Loss of internet privileges and disciplinary actions.
Second Offense: Loss of internet privileges and disciplinary actions, which may include suspension or expulsion.
Third Offense: Loss of internet privileges for the remainder of the school year and disciplinary actions, which may include suspension or expulsion.

2.7 VERBAL OR PHYSICAL CONFRONTATIONS

CONFRONTATIONS: Proper conduct is expected of all students of New Prairie High School and fighting is not allowed. A student who intentionally causes or attempts to cause physical injury or behaves in a way that could cause physical injury to another individual will face disciplinary action. Students are expected to make every effort to remove oneself from a physical confrontation. **Verbal confrontations** or exchanges are disruptive and will also be subject to disciplinary action. The administrators will investigate and all participants could be subject to disciplinary actions as follows:

First Offense: Suspension or expulsion and possible arrest
Second Offense: Suspension or expulsion and possible arrest
Third Offense: Expulsion or Alternative Placement and possible arrest

A student who physically or verbally assaults another individual is subject to disciplinary action and civil authorities may be notified which may lead to arrest. *Failure to comply with staff members' instructions to stop fighting in any circumstance will be subject to expulsion or alternative placement.*

2.8 DANGEROUS SITUATION

DANGEROUS SITUATIONS: Putting yourself or others in danger of injury by violating safety policies will result in disciplinary action. Examples include, playing pranks, hitting, pushing, shoving, horseplay, tripping, throwing any object and/or purposefully slamming or running

into other individuals. Students are prohibited from throwing objects that could interrupt the educational process or that could cause physical harm or damage.

2.9 DISRESPECT TO STAFF/STUDENTS

DISRESPECT TO STAFF/STUDENTS: All students are expected to be respectful to fellow students, teachers, administrators, or any staff member (bus drivers, secretaries, custodians, cafeteria personnel, etc.) at all times. Profanity, threatening remarks, posturing, obscene language or gestures, and any other inappropriate writings or actions by students directed toward a staff member or fellow student may result in Saturday School, suspension and/or request for expulsion. Physically assaulting a staff member or fellow student will result in suspension, request for expulsion, and prosecution by civil authorities.

2.10 DISRUPTIVE ITEMS & ELECTRONICS

DISRUPTIVE ITEMS AND ELECTRONICS: It is the expectation that cell phones, iPads, smart watches, and all other electronic devices or disruptive items (cameras, laser pointers, etc.) are off and put away during the educational portion of the day. Cell phones should not be out in the classroom. This is in accordance with Senate Enrolled Act 185 and NPUSC Board policy 5136.

Electronic devices will continue to be allowed before school, after school, during passing period, and during the student's lunch period (in the lunchroom area only).

Students who are asked to surrender their offending item to any staff member and refuse to do so, may face additional consequences.

There is to be no unauthorized videotaping or photographing of any part of the building, grounds, students, and/or staff without the prior written consent of the New Prairie United School Corporation. Unauthorized recording or sending unauthorized recordings may be subject to disciplinary action.

Consequences per Semester:

First offense: Cell phone left with administration for the day and the following day
Second offense: Detention and phone left with administration for three days
Third offense: In-School Suspension and/or Saturday School and phone left with administration for five days
Fourth and more: Out of School Suspension, Habitual offender status, and steps leading towards a possible expulsion or alternative placement.

*Bringing or possessing a secondary device is prohibited and may be subject to further discipline. Students subject to a "cell phone suspension" per this policy will get their phone back at the end of the school day and return it to administration at the start of the next school day.

New Prairie High School will NOT be responsible for lost or stolen electronic devices.

Sexting, or using a cell phone or other electronic device, to send electronic messages or possessing electronic messages containing images reasonably interpreted as indecent or sexually suggestive while at school, or at a school function is prohibited. In addition to taking disciplinary action, electronic items will be confiscated, and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities and the school resource officer (Indiana Code 35-42-4-4).

2.11 DRESS & GROOMING

DRESS AND GROOMING: The New Prairie High School staff and administration believe that classrooms are centers of learning and that good grooming, including appropriate attire, have a positive effect on student behavior, which in turn contributes to a more productive educational environment. Any student whose appearance diminishes or detracts from the educational atmosphere within the school will be removed from the school until the problem is corrected and/or disciplinary action has been taken. A student's appearance shall not be so extreme as to pose a safety hazard to him/herself or to others or interfere with the educational process. Indecent exposure will result in disciplinary action. ***A student's appearance shall also not be so extreme as to attract undue attention or cause a disturbance***. The specific guidelines for acceptable apparel include but are not limited to:

A. Students and apparel must be reasonably clean and free of offensive odor.
B. Apparel or items which allude to drugs, alcohol, sex, the occult, gangs, or which are offensive to ethnic or racial groups, or offensive to a student's sexual orientation are prohibited.
C. Apparel or items that could cause damage to school furniture or property are prohibited, including metal chains and jewelry with spikes.
D. Sunglasses, hats, bandanas, dew rags or head scarves are not to be worn or displayed (remain out of sight) during the school day and are to be kept in the locker. Hoods are not to be worn up on hooded sweatshirts or similar apparel.
E. No exposed midriffs will be permitted. Shirts must cover the midriff on all sides.
F. No exposed cleavage will be permitted.Halter tops, tube tops and/or spaghetti strap tops are not permitted.
G. Tops that expose the back or parts of undergarments, including racerback tops or similar articles, are not permitted. All clothing must conceal undergarments. Shirts that reveal undergarments, whether due to the transparency, length, or lack of coverage of the shirt, are not permitted.
H. No visible holes in pants above the fingertips are allowed.
I. Bikini strap tops are not acceptable school attire. No midriff, small of the back, or undergarment should be revealed/exposed at any time. Shorts and skirts must be at least as long as the length of fingers when arms are hanging in a natural side position.
J. Students may, at the discretion of the school, be required to furnish and wear appropriate safety devices, such as a hair net, bathing cap, protective glasses and hat, gloves and apron, and should follow given instructions. For safety purposes, students will wear shoes in all circumstances unless instructed otherwise.
K. The waistband of a student's pants should be worn at the waist; underwear should NOT be visible above the waistband of the pants, NO Sagging of pants
L. Piercings should be limited so as not to be distracting to the educational process.

The emphasis at New Prairie High School is on neat, clean, appropriate attire. Any staff member who has a question concerning appearance should follow these guidelines, ask the student if they have a school appropriate item to change into and if not, please send him/her to the office.

2.12 DRIVING OR PARKING

DRIVING AND PARKING REGULATIONS: Students, grades 10 through 12, who have a valid Indiana driver's license and a vehicle registration, are eligible to apply for a parking permit. Motorcycles, motorbikes, motorized scooters, etc. are required to also have a parking

permit. Students who drive to school or who park on school property without obtaining a permit will face disciplinary action and may be denied driving/parking privileges on that basis for the entire school year.

Students who drive to school must park in the designated parking area in the parking lot. Students should follow all traffic safety and parking rules, which include pulling forward facing into marked parking spaces, and adhering to the 10 MPH speed limit. Students who violate any driving or parking rules will face disciplinary action for the first offense.

A. Cars parked improperly may be ticketed or towed. Students are not to park in the area designated for staff or guest parking. Videotapes may be made of the parking lot and the surrounding area.
B. Driving is a privilege that may be revoked due to student misconduct (i.e. suspensions, multiple tardiness, attendance, academics, etc.)
C. All drivers must register their car and obtain a parking tag at a non-refundable cost of $20.00. Habitual truants will lose driving privileges. Students who leave the school building or are not out of the parking lot when the bell rings, may be subject to a search. Any student who leaves the building during the day without administrative approval will also be subject to a search. Student drivers are subject to the drug testing policy. Parking spaces are limited. If there are no spaces available you will not be able to drive to school.
D. All vehicles on campus are subject to search and seizure provided administration has reasonable suspicion that possession any item of an illicit or illegal nature, stolen property, or other such contraband that is forbidden to possess, or materials which may have been used to cause disruption to the educational process, or which may endanger students or school personnel. Reasonable suspicion may be based upon, but not limited to, student tips, faculty referrals, parent phone calls, or suspicious behavior on the part of a student. Any information received will be examined as to its validity and credibility prior to any action being taken. Building administrators and security personnel shall have the authority to examine, or cause to be examined, a student's person and property, including vehicles on campus.

Motorcycle and Moped Policy

A. Students riding a motorcycle/moped to school must have a motorcycle/moped license or an endorsement on their driver's license.
B. Students must have a block or board for their kickstand.
C. Students must follow all motorcycle/moped safety rules which include wearing a helmet and being properly dressed for motorcycle/moped riding.
D. Students must follow all parking lot rules.
E. Students must purchase a parking tag and park in their assigned parking spot.
F. Safety of all students is important; if you are not riding safely you will lose your right to ride to school.

Mid-year graduates are required to turn in their parking permits at the end of the first semester.

2.13 DRUG TESTING

DRUG TESTING

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

A STATEMENT OF NEED AND PURPOSE

A program of deterrence will be instituted as a proactive approach to a drug free school. Through driving or participation in extra-curricular and co-curricular activities, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is three fold:

(1) to provide for the health and safety of students;
(2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and
(3) to encourage students who use drugs to participate in drug treatment programs.

Students involved in extra-curricular and co-curricular activities and driving to and from school need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from driving to and from school or participating in extra-curricular and co-curricular activities while s/he has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle. It is designed to create a safe, drug free, environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as a **result of any verified "positive" test conducted by his/her school under this program other than stated therein.**

INTRODUCTION

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

REASONABLE CONCERN

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

SCOPE

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

A. **Athletics (Participants include, but are not limited to, athletes, cheerleaders, managers, and other athletic student personnel).**
B.
C. **Music (Participants include, but are not limited to, performing band members, performing choir members, and participants in solo/ensemble contests).**
D.
E. **All student clubs and organizations.**

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

CONSENT FORM

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

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

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

NON-PUNITIVE NATURE OF POLICY

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

BANNED SUBSTANCES

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

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
Methaqualone	Ecstasy	Opiates

Propoxyphene Other Specific Drugs

TESTING PROCEDURES

A. The selection of participants to be tested will be done randomly by the principal/designee, or outside agency and selections will be made from time to time throughout the school year. The drug-testing pool will consist of those persons agreeing to be tested. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned a number that will be placed in a drawing. The principal/designee or outside agency will use a system to assure that students are selected in a random fashion. This system will utilize a computer-based system designed specifically for the purpose of randomly selecting individuals for drug testing.
B. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
C. Upon being selected for a urinalysis test under this policy, either by random draw, or a "follow-up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
D. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to forty (40) ounces of fluid. If still unable to produce a specimen within three (3) hours, the student will be taken to the principal's office and told s/he is no longer eligible for any of the extra-curricular and co-curricular activities and driving to and from school. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that s/he may be tested at a later date through the NPUSC testing program at a pre-approved facility of the NPUSC Random Testing Vendor to be reinstated for eligibility at the individual's expense. Refusal to produce an adequate urine specimen when randomly selected under the provisions of this policy will be considered an admission of guilt subject to automatic and immediate 365 days suspension of the current and/or next season of participation. Any Student in violation of this provision will lose driving privileges at NPUSC for 365 days. Reinstatement will occur after serving the 365 days suspension only if a clean sample is provided under the provisions of this policy.

   Student-athletes or students testing positive for drugs-controlled substances Type I violations or refusing to participate in random drug testing and thus earning a first time 365 days suspension are eligible to have their suspension reduced by 50% (or 183 days) to be approved by the athletic director and in consultation with an athletic committee consisting of the athletic director, one school administrator, and one varsity coach/sponsor. Criteria to be eligible for a 50% suspension reduction includes:

   Upon testing positive, or being deemed to have violated the drugs or controlled substance Type I policy of the athletic code of conduct or by refusing to provide a sample when randomly selected, a student-athlete may provide documentation, to the athletic director, of an assessment and completion of a substance abuse

rehabilitation program with a licensed professional program and complete 10 hours of community service in our school(s).

If the student-athlete completes the program in good standing and completes the recommendations of the substance abuse rehabilitation program, his /her suspension may be reduced upon a request, in writing, for a review to the Director of Athletics & Athletic Committee from the student or student's parent or guardian. The assessment and substance abuse rehabilitation program undertaken by the student-athlete will be at the expense of the parent or guardian. The substance abuse rehabilitation program must be engaged in for a minimum of 30 calendar days, or longer if prescribed the substance abuse rehabilitation program professional. Documentation of successful rehabilitation program completion must be provided to the Athletic Director prior to consideration of a suspension reduction. Ten hours of community service, approved by the NPHS Principal, must be completed prior to consideration of suspension reduction as well. Suspension reduction decisions will be made by the NPHS Athletic Director, in consultation of the Athletic Committee. The rehabilitation program must begin within 30 calendar days of beginning of the 365 days suspension for eligibility for a 50% or 183 days penalty reduction

E. All specimens registering below ninety degrees (90°) or above 100 degrees (100°) Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.
F. If it can be proven that tampering or cheating has occurred during the collection, the student and any accomplice or accomplices will be suspended from all extra-curricular/co-curricular activities and driving to and from school for the duration of the suspension, this will be reported to the parent/guardian. Once a negative test is confirmed, the student may be allowed to resume participation in extra-curricular and co-curricular practices, and driving privileges will be restored. The student may resume extra-curricular and co-curricular contests and events participation after the suspension has been fulfilled.
G. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time s/he left the collection site. The principal/designee must time and sign the pass.
H. The specimens will then be turned over to the testing laboratory, and each specimen may be tested for alcohol, and "street drugs" (which may include all drugs listed as controlled substances under the laws of the State of Indiana). Also "performance enhancing" drugs such as steroids may be tested.
I. The laboratory selected must follow the standards set by the U.S. Department of Health and Human Services. It must be certified by HHS under the National Laboratory Certification Program (NLCP).

CHAIN OF CUSTODY

A. All collection personnel will be trained according to Department of Transportation collection procedures. To maintain confidentiality, the student's name will not appear on the laboratory copy of the chain of custody and control form.
B. The principal/designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. The administrator should not bring all the students drawn from the pool to the collection site simultaneously.
C. Before the student's urine specimen is tested by the laboratory, students will agree to fill out, sign and date any form which may be required by the testing laboratory.

If a student chooses, s/he may notify the administrator that s/he is taking a prescription medication.

D. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. Only the lab testing the specimen may break the seal.
E. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid and the test will be canceled.
F. Students will be instructed to remove all coats and wash their hands in the presence of the collector prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The collector will wait outside the restroom. The student will have four (4) minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restroom will be shut off.

TEST RESULTS

A. This program seeks to provide needed help for students who have a verified "positive" test. The student's health, welfare, and safety will be the reason for preventing students from participation in extra-curricular and co-curricular activities and restrict him/her from driving to or from school.
B. The principal/designee will be notified of a student testing "positive" only after the test result is verified by the Medical Review Officer. The laboratory will report the test result to the Medical Review Officer after initial and confirmatory test results are completed. The student and his/her parent/guardian will be notified by the Medical Review Officer where they will be given an opportunity to present documentation of a prescription for the positive substance. The Medical Review Officer will contact the prescribing physician and verify the prescription.
C. If the test is verified "positive", the principal/designee will meet with the student and his/her parent/guardian at a School Corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help.
D. A "follow-up" test will be requested by the principal/designee after such an interval of time that the substance previously found would normally have been eliminated from the body. The cost of the test is the responsibility of the student and/or his or her parents or guardians. If the follow up test is negative, the student may be allowed to resume extracurricular and co-curricular practices, and driving privileges will be restored. The student may resume extra-curricular and co-curricular contests and events participation after the suspension has been fulfilled. Subject to the disciplinary consequences of the Athletic Code of Conduct and/or applicable Student Activities Code of Conduct. If a second "positive" result is obtained from the "follow up" test, or any later test of that participant, the same previous procedure shall be followed. In addition, the New Prairie United School Corporation reserves the right to continue testing at any time during the remaining school year any participating student who tested "positive" and did not make satisfactory explanation.
E. Information on a verified "positive" test will be shared on a "need to know" basis with the students' coach or sponsor. The results of "negative" tests will be kept confidential to protect the identity of all students being tested. All drug test results will be kept in locked files with access only by the principal/designee.

STATISTICAL REPORTING AND CONFIDENTIALITY OF DRUG TEST RESULTS

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

FINANCIAL RESPONSIBILITY

A. Under this policy, New Prairie United School Corporation will pay for all initial random drug tests and all initial reasonable suspicion drug tests. The student or his/her parent/guardian shall pay for all "follow up" drug tests.
B. A request on appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.
C. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

CONFIDENTIALITY

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

OTHER RULES

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

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

A. Student first is asked to wash their hands with water and dry them.
B. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc., are to be removed before entering the collection area.
C. The drug testing custody and control form is completed by the student and collector.
D. The collector adds a bluing agent to the water in the urinal or toilet.
E. The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (45ml) in one (1) attempt. The student is also told they are to hand the container of urine to the collector.
F. The student enters the stall to collect the specimen, and then hands the container to the collector. The student may then rewash their hands.
G. The collector checks the volume, reads and records the temperature within four (4) minutes of collection, and looks for evidence of tampering. If tampering is

suspected, a second specimen will be requested. A second suspected tampered specimen will be considered refusal to test and the principal notified.

H. With the student watching, the collector will recap the specimen bottles tightly.
I. The collector takes the properly student-signed and initialed bottle seals and places them over the caps and the side of the bottles.
J. The sealed bottles are placed inside the transport bag and the top sealed as directed.
K. The top lab copies of the drug testing custody and control form are folded with the top portion visible to the outside and placed in the requisition pouch. This pouch is then sealed as indicated. The student is given the donor copy of the form.
L. While the student watches, the sealed specimen bag is carried to a secured storage area.
M. The student is then sent back to class.
N. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the principal/designee and Medical Review Officer in a timely manner.
O. The principal will be notified immediately of any student who refuses to give a urine sample

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

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

PICK-UP PROCESS

The collector is responsible for seeing that specimens are delivered to or picked up by the testing laboratory and the chain of custody form properly annotated.
Updated & Board Approved 6/17/2019

2.14 FALSE REPORTING

FALSE REPORTING: According to State law, the fire alarms at New Prairie High School are to be used only in case of a fire. Misuse of fire alarms or non-emergency calls to 911 are punishable by suspension. Civil authorities will also be notified.

Students who deliberately provided inaccurate information to school officials may be subject to disciplinary action. This includes, but is not limited to, falsifying voices of parents or others in any telephone conversation.

2.15 FORGERY

FORGERY: Forgery will not be tolerated and will not be limited to but will include falsifying or altering signatures and/or writings of staff members, physicians or other persons on any document including notes and passes. Inappropriately presenting a pass, note or other document is also considered forgery. Any student who participates in forgery will face disciplinary actions.

2.16 GAMBLING

GAMBLING: Any unauthorized form of gambling is strictly prohibited. Students involved will be disciplined and civil authorities may be contacted when applicable.

2.17 GANG ACTIVITIES

GANG POLICY: The Board finds that the presence of gangs and gang activities can cause a substantial disruption of or material interference with school and school activities. By this policy, the Board acts to prevent disruption and to prohibit gang activities by restricting the actions which foster such activities.

Therefore, no student on or about school property or at any school activity shall:

A. Wear, possess, use, distribute, display or sell any clothing, jewelry, or other such trappings identified and associated with gang membership or affiliation;
B. Use hand signals, tagging, graffiti, gestures or other communications showing membership or affiliation in a gang;
C. Use any speech or commit any act in furtherance of gang interests or activities including but not limited to:
    a. Soliciting others for membership in any gang
    b. Threatening or intimidating others
    c. Inciting others to commit physical violence

Students who violate the provisions of this policy shall be subject to disciplinary action which may include suspension or expulsion.

2.18 HABITUAL OFFENDER

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

2.19 HARASSMENT

HARASSMENT POLICY: Sexual, racial, ethnic, or other forms of harassment by students toward other students or toward school employees will not be tolerated and/or endorsed by New Prairie High School. Students will not exhibit or demonstrate unwelcome, offensive behavior (language, physical contact, and degrading activity) toward one another or toward school employees. Harassment may include but not necessarily be limited to:

A. Subjecting a student or employee to a hostile or abusive environment such as explicit sexual or racial language, degrading or demeaning joking, or offensive pictures.
B. Interfering with a student or employee's performance by creating an intimidating, threatening or hostile environment.
C. Knowingly permitted students or employees to demonstrate habitual offensive behavior without taking some form of corrective action.

Students may file complaints with an administrator. All complaints must be written and will be promptly and thoroughly investigated. A student who violates this policy is subject to disciplinary action which could lead to suspension and/or expulsion from school.

2.20 IDENTIFICATION CARD

IDENTIFICATION: All students at New Prairie High School will be provided with a student identification card. The student should have this ID card on his/her person at all times while attending school or any school-related activities. Refusing to present a student ID card or improperly identifying oneself to any school official upon request will result in disciplinary action.

2.21 INSUBORDINATION

INSUBORDINATION/ACADEMIC INSUBORDINATION:
Students are to follow all instructions and directions, written and verbal, given to them by teachers, administrators, or any staff member (bus drivers, secretaries, custodians, cafeteria personnel, etc.). Refusal to follow the instructions or directions of any staff member constitutes insubordination. Failure to comply with instructions and/or advocating or encouraging others to violate school rules will result in disciplinary action. In the event that a student does not agree with instructions or directions given by a staff member, the student will carry out the instructions or directions to the best of his/her ability and request a review of the actions at a later time. Academic insubordination is defined as a refusal to attempt or complete assigned work. Students are expected to fulfill the educational requirements set forth by the teacher.

2.22 LOITERING

LOITERING: Students may not remain in the building after school unless under the direct supervision of a teacher/coach/extracurricular sponsor. Any student in the building after 2:30 p.m. must have adult supervision of a coach and/or sponsor.

2.23 MONETARY GAIN

MONETARY PROCEDURES: There will be no sale of items for individual monetary gain. All school fundraising activities **must** be generated by the NPHS group/club sponsor and approved by the administration. All funds must go through the treasurer. Only approved NPHS fundraisers will be allowed to be conducted on school property

2.24 PROFANITY

PROFANITY: Profanity, obscene language or gestures about someone's race, gender, sexual orientation, religion, or vulgar actions will not be tolerated and will result in disciplinary action, which will be determined by the administration.

2.25 PUBLIC DISPLAYS OF AFFECTION

PUBLIC DISPLAYS OF AFFECTION: New Prairie High School expects students to act in a dignified manner. Excessive affectionate physical contact is unacceptable. Engaging in sexual behavior on school property or at any function related to New Prairie High School may result in suspension or expulsion.

2.26 THEFT &/OR VANDALISM

THEFT AND/OR VANDALISM: The taking and/or vandalizing of another person's property or New Prairie High School property will result in the following disciplinary action. Full restitution will be required and civil authorities contacted when applicable.

First Offense: Suspension or expulsion
Second Offense: Suspension or expulsion
Third Offense: Expulsion or alternative placement

2.27 THREATS/INTIMIDATION

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

2.28 TOBACCO/NICOTINE/VAPING

TOBACCO/NICOTINE POLICY: New Prairie High School administration discourages the use of tobacco by **ANY** student. The use or possession of tobacco of any form is prohibited by the school system as well as civil authorities. Public Law 124-1988, Section 35-46-1-1.7 states that: a person less than twenty one (21) years of age who 1) purchases tobacco, 2) accepts tobacco for personal use, or 3) possesses tobacco on his person, is subject to judgment and a penalty fine. Section 35-46-1-1.7 defines tobacco as: 1) chewing tobacco, 2) cigars, cigarettes, and snuff that contain tobacco, and 3) pipe tobacco. Students under the age of twenty one who violate the law will be issued a ticket by the local authorities for each offense which will result in fines.

The possession and/or use of an electronic cigarette, e-cig, e-hookah, e-cigarette paraphernalia or other similar or look-alike device is prohibited at school and shall fall subject to the above rule.

New Prairie High School will also issue the following consequences along with the above for violation of the Tobacco Policy.

Vaping Discipline Consequences

- 1st Offense - 1 Day ISS, Vaping Course (free), Ticket Citation LaPorte Co Sheriff's Office at student expense ($171)
- 2nd Offense - 3 Days ISS, Intensive Vaping Course at student expense ($20), Ticket Citation LaPorte Co Sheriff's Office at student expense ($171)
- 3rd Offense - 3 Days OSS, Ticket Citation LaPorte Co Sheriff's Office at student expense ($171), Repeat intensive vaping course at student expense ($20)

** NPUSC reserves the right to enact any discipline for unique or more concerning situations outside of these guidelines, including when distribution is involved or Vaping devices have additional illegal substances such as THC

2.29 TRESPASSING

TRESPASSING: Public Law 337(SEA38) states that any employee may order a person who causes a disturbance or who interferes with the educational process to leave the premises and authorize law enforcement officers to remove persons who do not comply with such requests. A student who is currently suspended out of school, expelled, or withdrawn will be considered guilty of trespassing if on school property or at school activities without permission. Also, any individual who does not follow proper procedures upon entering the building may be considered trespassing.

2.30 UNAUTHORIZED AREA

UNAUTHORIZED AREA: After arriving at school, no student is permitted outside the school building without permission. During lunch, students are to remain in the cafeteria area unless given permission by staff. If a student is not in an authorized area he/she is considered truant and will face disciplinary action.

2.31 UNLAWFUL ACTIVITY

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

2.32 VIOLATION OF ACADEMIC/BEHAVIOR CONTRACT

VIOLATION OF ACADEMIC/BEHAVIOR CONTRACTS: A student who violates an academic or behavior contract is subject to disciplinary action. Such contracts with students may be agreed upon by teachers, teams, and/or administrators.

FREEDOM OF SPEECH/EXPRESSION

In order to protect the educational process and school environment, printed material produced or distributed within the confines of school district property shall meet the following criteria:

1. Material shall be non-commercial.
2. Material shall not contain libelous or obscene language. Materials shall not contain any language nor be distributed in any manner which substantially and materially interferes with, disrupts or delays normal classroom activity or normal school functions or which invades the lawful rights of others.
3. Material shall not advocate illegal actions.
4. Material shall not contain false statements or innuendos that would subject any person to hatred, ridicule, contempt or injury of reputation.
5. Material will not imminently threaten to disrupt the educational process of the school.
6. Materials shall not advocate action that would endanger the health or safety of students.
7. Material shall not invade the lawful rights of others.
8. Material published, posted, or otherwise distributed shall bear the names of at least two students principally involved in the promotion of this material and when applicable the name of the sponsoring student organization or group.
9. Material may not be sold on school property nor can material, which seeks a donation or solicits funds be circulated.
10. Distributors of materials will be held responsible for cleaning up litter caused by such distribution.

Guidelines for the distribution of any extracurricular publications, petitions, leaflets, handbills, or other printed materials to be circulated, displayed or sold on school property must be obtained from the principal or his/her designated representative.

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.