

# New Prairie High School



2022-2023  
Student/Parent  
Handbook

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

## Table of Contents

### Principal's Welcome 6

School Song - 7

Office and School Hours - 7

### General Information 8-13

Calendar -8

Daily Schedules - 9 & 10

Emergency Evacuations - 11

Visitor Policy - 11

Library- 11

School Messenger - 11

Work Permits - 11

Lost and Found - 12

Non Custodial Parents - 12

Dances - 12

E-learning - 12

Co-curricular and Extracurricular Opportunities - 12 & 13

Fundraising - 13

Seclusion and Restraint - 13

### School Services 13-15

Cafeteria - 13 & 14

Food Allergies - 14

Free and Reduced Services - 15

Vocational School Buses - 15

### Registrar 16-18

Registration - 16

Course Selection - 16 & 17

Student Records - 17

Change of Address/Email/Phone Number - 17

Book/Technology Fees - 17& 18

Individual Device Insurance Policy - 18

Delinquent or Unpaid Accounts - 18

Textbook Assistance - 18 & 19

## Academic and Guidance Services 19-41

Staff - 19  
Request to See a Counselor - 19  
Roles/Responsibilities of Counselors - 19  
Diplomas and Graduation Requirements/Graduation Pathways - 20 -23  
Grading Scale/Calculating GPA - 24-26  
Early Graduation - 26  
Assessments- 26  
ISTEP Waiver Application 27  
Other High School Assessments - 27 & 28  
National Honor Society - 28 & 29  
Credit Recovery/PLATO - 29  
Summer School 30  
New Student Transfer Guidelines - 30 & 31  
Withdrawal/Transfer Procedure - 32  
Transcript Requests - 32  
Alternative Education - 33  
Scheduling Timeline - 33  
Advanced Placement Courses - 34 & 35  
Dual Credit/Concurrent Enrollment/College Credit - 35-37  
Project Lead The Way (PLTW) - 37  
Career Center (Vocational) - 38 & 39  
Parent/Student Access (Powerschool) - 39  
21st Century Scholars - 39 & 40  
Parent/Guardian/Student Resources - 41

## Attendance Policy 42-46

Attendance Policy - 42  
Absences - 42 & 43  
Truancy - 43 & 44  
Tardy Policy - 44 & 45  
Indiana Code - 45 & 46

## Student Expectations 46-50

Authority of School Personnel - 46  
Expectations for the Learner - 46  
Class Rules/Objectives/State Standards - 46  
iPad Use, Care, Expectations - 46 & 47  
Telephone Usage - 47  
Homework - 47  
Hallway Passes - 47  
Field Trips - 47  
Distribution of Materials - 48  
Bus Expectations - 48 & 49  
Driving Privileges - 49  
Closed Campus - 49  
Designated Areas at Lunch - 50  
Graduation Ceremonies - 50  
Assemblies - 50  
Student Senate - 50

## Technology 51

Acceptable Use - 51

## Student Disciplinary Code 51-73

Cougar Code - 51

Search and Seizure - 52

Jurisdiction - 53

Directory Information - 53

Board Policy -54

2.1.1 Student Code of Conduct - 54

2.1 Alcohol Policy - 56

2.2 Behavior Expectations - 56

2.3 Bullying - 56 & 57

2.4 Cheating and/or Plagiarism - 58

2.5 Civility Policy - 58

2.6 Computer Network Internet Usage - 58

2.7 Confrontations - 58 & 59

2.8 Dangerous Situations - 59

2.9 Disrespect to Staff and Students - 59

2.10 Disruptive Items - 59 & 60

2.11 Dress and Grooming - 60 7 61

2.12 Driving/Parking Regulations - 61

2.13 Drug Policy and Drug Testing - 61-69

2.14 False Reporting - 69

2.15 Forgery - 69

2.16 Gambling - 69

2.17 Gang Policy - 69 & 70

2.18 Habitual Offender - 70

2.19 Harassment Policy - 70

2.20 Identification - 70

2.21 Insubordination - 70

2.22 Loitering - 71

2.23 Monetary Procedures - 71

2.24 Profanity - 71

2.25 Public Displays of Affection - 71

2.26 Theft/Vandalism - 71

2.27 Threats/Intimidation - 71

2.28 Tobacco Policy - 71 & 72

2.29 Trespassing - 72

2.30 Unauthorized Area - 72

2.31 Unlawful Activity - 72

2.32 Violation of Academic Behavior Contracts - 72

Freedom of Speech/Expression - 72 & 73

## Health and Safety and Services 73-76

Health Services - 73

Accidents and Illnesses at School - 73

Health Exclusion from School - 73

Communicable Diseases - 74  
Pregnancy - 74  
Student Medication - 74 & 75  
Essential Oils - 75  
Insurance - 75  
Health Forms - 75  
Immunization Requirements - 76

## 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 talents and grow as an individual. High School is a time to explore where your talents can take you in a career.

This handbook answers many of the commonly asked questions during the school year and provides specific information about board policies and guidelines. We have the responsibility to provide a safe and caring environment. It 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 and 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, gain new skills and build strong relationships to have the tools to “go grab their slice of the good life” beyond high school!

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

Be Great!

J.R. Shelt, Principal  
Robyn Kubsch, Assistant Principal  
Brandon Groves, Dean of Students

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

## 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 2022-2023

Board Approved 4/25/22

AUGUST 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

T = 18 S = 15

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

T = 21 S = 21

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

T = 20 S = 19

\*20th Teacher Day P/T Conferences

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

T = 19 S = 19

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

T = 14 S = 14

## Friday Late Starts

All School Start 45 Min  
Later \*Aug 12 – May 19

Nov. 8, 2022 Flex Day  
Olive Elementary if  
election site-50% Zoom

## AUGUST 2022

August 8-10, 2022

Teacher Work Days

August 11, 2022

1st Day for Students

## SEPTEMBER 2022

September 5, 2022

Labor Day-No School

September 23, 2022

Flex Day-Students eLearning

Teachers report for PD

## OCTOBER 2022

October 12, 2022

Last day of Q1

October 17-19, 2022

Parent Teacher Conferences K-12

October 21-24, 2022

Fall Break-No School

## NOVEMBER 2022

November 23-25, 2022

Thanksgiving-No School

## DECEMBER 2022

December 20, 2022

Last Student Day- End S1

December 21, 2022-Jan 3, 2023

Winter Recess-No School

## JANUARY 2023

January 2-3, 2023

Winter Recess-No School

January 4, 2023

Teacher Work Day

January 5, 2023

Students Back to School

January 16, 2023

MLK Day-No School

## FEBRUARY 2023

February 17, 2023

Flex Day-Students eLearning

Teachers report for PD

February 20, 2023

No School/Snow Make-Up

## MARCH 2023

March 13, 2023

Last day of Q3

March 17, 2023

Flex Day-Students eLearning

Teachers report for PD

March 20, 2023

No School/Snow Make-Up

## APRIL 2023

April 3-7, 2023

Spring Break-No School

## MAY 2023

May 24, 2023

Students Last Day

May 25, 2023

Last Teacher Day

May 29, 2023

Memorial Day

JUNE 4, 2023

Graduation Day

1st Grading Period

Aug. 11 – Oct. 12 (44 Days)

2nd Grading Period

Oct. 13 – Dec. 20 (44 Days)

1st Semester

Teachers - 92 Days

Students - 88 Days

3rd Grading Period

Jan. 5 – Mar. 13 (46 Days)

4th Grading Period

Mar. 14 – May 24 (46 Days)

2nd Semester

Teachers - 94 Days

Students - 92 Days

JANUARY 2023						
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 20th Snow Make up

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

T = 22 S = 22

\*3/20 Snow Make Up

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 = 15 S = 15

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 = 19 S = 18

## Friday Late Starts

All Schools Start 45 Min  
Later \*Aug 12 – May 19

May 2, 2023 Flex Day  
Olive Elementary if  
election site-50% Zoom

\*The first two weather cancellations will be made up in-person on 2/20/23 & 3/20/23. (Live Virtual Instruction via Zoom per State Requirement) would occur on weather cancellation days #3 through #7.  
A 8th Weather Cancellation Day or more will result in additional school days added to calendar late May/June 2023.



## 2022-2023 NPHS Schedule

Class period	Monday, Tuesday, Wednesday & Thursday		Friday	
1	7:15 – 8:05 ( 50 mins)		8:00-8:50 (50 mins)	
2	8:10 –8:56 (46 mins)		8:55 – 9:40 (45 mins)	
3	9:01-9:47 (46 mins)		9:45- 10:30 (45 mins)	
Cougar Mentor/Success	9:52-10:22 (30 mins)			
	LUNCH and 4th Hour		LUNCH and 4th Hour	
	A	B	A	B
4	Lunch A 10:22 – 10:52	Class 10:27 – 11:17 (50 mins)	Lunch A 10:30 – 11:00	Class 10:35 – 11:20 (45 mins)
Lunch Reset	Class 10:57 – 11:47 (50 mins)	Lunch B 11:17 – 11:47	Class 11:05 – 11:50 (45 min)	Lunch B 11:20 – 11:50
5	11:52-12:38 (46 mins)		11:55-12:40 (45 mins)	
6	12:43–1:29 (46 mins)		12:45–1:30 (45 mins)	
7	1:34 – 2:20 (46 mins)		1:35 – 2:20 (45 mins)	

## 2022-2023 NPHS 2 Hour Delay Schedule

Class period	<b>Monday - Friday</b>	
1	9:15 – 9:50 (35 mins)	
2	9:55 –10:30 (35 mins)	
3	10:35-11:10 (35 mins)	
Cougar Mentor/Success		
	<b>LUNCH and 4th Hour</b>	
	A	B
4	Lunch A 11:10 – 11:40	Class 11:15 – 11:50 (35 mins)
Lunch Reset	Class 11:45 – 12:20 (35 mins)	Lunch B 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.

## 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.

## 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. Also, our students may access the library during their lunch period. A student must have a pass from his/her teacher to utilize the library during the school day.

## 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 and Found

A lost and found area is set aside in the athletic office and cafeteria (lost and found area). 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 and found area for a maximum of one month and then given to Goodwill.

## Non-Custodial Parents

If one (1) parent has been awarded custody of the student by a court order, the parent of custody shall provide to the principal of the school a copy of the custody order and inform the school in writing of any restrictions and/or limitations in the rights of the noncustodial 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 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. Public Display of Affection rules apply!

## E-Learning and Flex Days

The expectation is that all students will participate in E-Learning/Flex days to receive credit for the assignments. Students must follow the guidelines of the teacher for attendance and submitting assignments. E-learning and Flex Day information can be found [here](#). Attendance is taken on E-Learning and Flex days through a student's Cougar Mentor class.

## 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](#).

# **SCHOOL SERVICES**

## **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 2022-2023**

**Breakfast: \$1.70**

**Lunch: \$2.65**

**Snack: \$1.25**

**Extra Milk: \$0.35**

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](http://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](http://www.npusc.k12.in.us) under the Program/Services 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.

**CHARGE LIMITS:** Charging is discouraged in the cafeteria. (One full meal may be charged and there is NO charging of Ala Carte items.) If charging is abused or not paid in a timely manner, the student will no longer be allowed to charge. A supplemental meal of a cheese sandwich and milk will be offered (for a limited time). There will be no charging allowed during the last two weeks of the school year. An automated telephone call will be made for those students reaching the charge limit. Email notices will also be sent if a parent's email address is given to the cafeteria. Lunch balances can also be found on Powerschool and on the My School Bucks Website.

### **SPECIAL DIETARY NEEDS**

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

### **ITEMS MISTAKENLY DISPOSED OF**

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

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To

request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

*This institution is an equal opportunity provider.*

## Free and Reduced Services

Parents are encouraged to apply for free or reduced price lunches. Applications can be filled out after July 1<sup>st</sup> online at: <http://npusc.heartlandapps.com/> 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.

## Vocational School Buses

All students enrolled in classes offered through the LaPorte County Career Center may ride school provided transportation or provide their own transportation provided the appropriate waiver is signed by their parent/guardian.

# Registrar

## Registration

The 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** - All paperwork is now completed online (including Medical Release, AUP, IDOE Forms, etc.) Please go to [www.npusc.k12.in.us](http://www.npusc.k12.in.us). Click "Info" on the toolbar. Click "Online Student Registration." Select "New Student Registration" for the Current School Year.

Please bring in the following list of documents for your new student. Please call for an appointment after completing the Online Student Registration (574) 654-0262.

List of Documents:

- A. Withdrawal Paperwork
- B. Unofficial Transcript and Current Grades/Classes
- 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)
- 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 - This process MUST be completed at the beginning of every school year. All paperwork is now completed online (including Medical Release, AUP, IDOE Forms, etc.) Please go to [www.npusc.k12.in.us](http://www.npusc.k12.in.us). Click "Info" on the toolbar. Click "Online Student Registration." Select "Returning Student Registration" for the Current School Year. You will be mailed and emailed a Snapcode for each of your children. You will need this number to link to your account. If your child's registration is completed without using the Snap Code, you will be asked to complete the process again using the code.

## Course Selection

The 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. The guidance office will devote specific time-slots for the purpose of class registration.

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

## 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 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: [hs\\_registrar@npusc.k12.in.us](mailto:hs_registrar@npusc.k12.in.us).

## Textbook/Technology Fees

The New Prairie United School Corporation in accordance with the State of Indiana Statute assesses textbook rental fees. These textbook rental fees include fees for textbooks, electronic devices, and consumables such as workbooks utilized by the individual student. Textbook rental fees will be assessed for every student. The State of Indiana does offer textbook assistance (textbook assistance is not available for insurance plans) to those families who qualify for free and reduced lunches. If you believe that you may be eligible for assistance and have not already done so, please contact the Director of Food Services, Laurie Jacobson, at 574-654-7271 to complete an application.

**Textbook rental fees are due by September 24, 2023.** Payments can either be made at your child's school, the registration nights, or at the NPUSC administrative building at 5327 N Cougar Road, New Carlisle, IN 46552. If you wish to enter into a payment arrangement to spread your payments into 4 equal installments due Sept 15, Oct 15, Nov 15, and Dec 15 of 2023, the payment arrangement agreement must be signed no later than September 24, 2023. Payment arrangements can either be made at the scheduled registration events or may be made by contacting the school secretary. *If fees are not received or an approved payment arrangement made by September 24, 2023, then your account will be turned into a third party collection agency.* A \$10 fee will be added to your account as well as any charges or fees added by the third party collection agency. Failure to satisfy the payment agreement payments will also result in your account being submitted for collections with the same additional fees as listed above.

Once an account has been submitted for collection, it cannot be removed from collections until all fees, including the additional collection fees, have been collected.

Payments can be made via cash, check, money order, or credit/debit card. Credit/Debit Card payments can be made only online at the NPUSC website. An additional processing fee will be charged for credit/debit card payments.

### **ONLY ONE STATEMENT WILL BE MAILED IN EARLY SEPTEMBER**

#### **2022/2023 FEES**

→ Kindergarten	\$105	
→ First-Second		\$125
→ Third-Fifth	\$155	
→ Sixth-Eighth		\$185
→ Ninth-Twelfth	\$210	

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

## 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 2023, the payment arrangement agreement must be signed no later than September 24, 2023. 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, 2023, 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 1<sup>st</sup> 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 and Guidance Services

## Staff

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Phone</u></b>	<b><u>Email</u></b>
Jessica Osowski	School Counselor	574.654.0230	jessicaosowski@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
Dawn Horn	Guidance/Nurse Secretary	574.654.0495	dawnhorn@npusc.k12.in.us
Stephanie Callahan	Social Worker	574.654.0289	stephaniecallahan@npusc.k12.in.us
Jannie Ivankovig	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. Social and emotional help
- B. Academic guidance
- C. College and Career exploration

## Diploma Requirements

### **Core 40 Diploma**

<b>English/Language Arts</b>	<b>8 Credits</b>
------------------------------	------------------

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

\*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 one 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 one 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 – beginning with the Class of 2023**

<b><u>Graduation Requirements</u></b>	<b><u>Graduation Pathway Options</u></b>
<b><u>1. High School Diploma</u></b>	Indiana diploma with: <ul style="list-style-type: none"><li>• Core 40 distinction</li><li>• Core 40 with Academic Honors distinction</li><li>• Core 40 with Technical Honors distinction</li></ul>
<b><u>2. Learn and Demonstrate Employability Skills (students must complete at least one of the following.)</u></b>	Employability skills are demonstrated by one of the following: <ul style="list-style-type: none"><li>• Project-Based Learning Experience; <b>OR</b></li><li>• Service-Based Learning Experience; <b>OR</b></li><li>• Work-Based Learning Experience</li></ul>

**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; **OR**
- ACT: college-ready benchmarks; **OR**
- SAT: college-ready benchmarks; **OR**
- In 2017, the college-ready benchmarks were:*  
*SAT: 480 in English and 530 in Math*
- ACT: 18 in English, 22 in Reading, 22 in Math, and 23 in Science. *These scores are fluid and are subject to change.*
- ASVAB: Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; **OR**
- State- and Industry- recognized Credential or Certification; **OR**
- State-, Federal-, or Industry- recognized Apprenticeship; **OR**
- Career-Technical Education Concentrator: Must earn at least a C average or higher in at least 2 advanced courses (courses beyond an introductory) with in a particular program of study/pathway; **OR**
- 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 Calculus AB
- AP Calculus BC
- 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 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 Pre-Calculus**
- **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.

**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. Prior to the 17-18 school year, an "N," meaning "No Credit" was listed on the transcript.

**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.

**Valedictorian/Salutatorian:** The valedictorian and salutatorian will be declared at the end of the 7th semester. Selection will be determined by 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 May 24, 2022. These requirements include:

- Passing grades in all required subjects
- Has met minimum credit requirement as set by the state
- Has met assessment requirement set by the state or the Graduation Pathway
- 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
- C. Get 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, beginning Spring 2022.

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 grade 10 and 11 students 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 get 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.

Most colleges and universities require official ACT and/or SAT scores as a part of the college admission process. 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 highly recommended that students take advantage of the Free Score Reporting Service. If scores are requested at a later date, charges may apply.

For the 22-23 school year, NPHS will be a testing site for the following dates (dates are subject to change and are typically set for the next school year in the spring):

SAT: Saturday, October 2, 2021, Saturday and Saturday, March 12, 2022 and Saturday, June 4, 2022

ACT: Saturday, December 1, 2022 and Saturday, February 4, 2023

## 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 of sophomore year. For more details regarding the application process please visit our website at:

<https://sites.google.com/npusc.k12.in.us/newprairienhs/home>.

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 \$10.00, 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, subject to a hearing, 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. Sign ups 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.

## New Student Transfer Guidelines

- A. Out of District Transfer Students

- a. Application for Transfer Request:  
<https://www.npusc.k12.in.us/info/transferring-to-npusc/>
- b. Once the form is complete and sent in, please wait for an acceptance letter from Central Office.
- c. After you receive your acceptance letter, please contact our Registrar, Courtney Martinez ([courtneymartinez@npusc.k12.in.us](mailto:courtneymartinez@npusc.k12.in.us), 574.654.0262), for further instructions and to set up an appointment
- d. You will need to bring the following items to your appointment:
  - i. Withdrawal Paperwork from previous school
  - ii. Unofficial Transcript
  - iii. Current Grades/Classes if transferring once school has started
  - iv. Birth Certificate
  - v. Social Security Card
  - vi. Immunization/Shot record
  - vii. Two items for Proof of Residency (dated within the last 60 days)
    - 1. Rental Agreement
    - 2. Mortgage or Bill Statement
    - 3. Notarized Letter stating living arrangements plus providing residency for the letter
    - 4. Utility Bill
    - 5. Phone Bill
  - viii. Out of District Acceptance Letter
  - ix. Parent/Guardian Picture Identification (ex: Driver's License)
  - x. Any Custody Documents, if applicable
- e. All students are issued iPads. We offered iPad insurance for \$20 for the 22-23 . Please contact our treasurer, Shari Rose ([srose@npusc.k12.in.us](mailto:srose@npusc.k12.in.us), 574.654.0258), for more information.
- f. Book and Technology fees for the year are \$210 and are paid to the treasurer (rates for the 22-23 school year are to be announced in late spring 2022).
- g. When an out-of-district student has a history of unexcused absences, the governing body may:
  - i. Deny enrollment
  - ii. Discontinue enrollment in a current or subsequent school year, or
  - iii. Establish terms and conditions for enrollment or continued enrollment is a subsequent year

iv. NPUSC defines excessive unexcused absences as (10) ten or more per board policy.

B. In District Transfer Students

a. Please register online before coming to enroll your student:

<https://www.npusc.k12.in.us/info/online-student-registration-2/>

b. Schedule an Enrollment Appointment with our Registrar, Courtney Martinez (courtneymartinez@npusc.k12.in.us, 574.654.0262)

c. You will need to bring the following items to your appointment:

i. Withdrawal Paperwork from previous school

ii. Unofficial Transcript

iii. Current Grades/Classes if transferring once school has started

iv. Birth Certificate

v. Social Security Card

vi. Immunization/Shot record

vii. Two items for Proof of Residency (dated within the last 60 days)

1. Rental Agreement

2. Mortgage or Bill Statement

3. Notarized Letter stating living arrangements plus providing residency for the letter

4. Utility Bill

5. Phone Bill

viii. Parent/Guardian Picture Identification (ex: Driver's License)

ix. Any Custody Documents, if applicable

d. All students are issued iPads. We offered insurance for \$20 for the 22-23 school year (rates for the 21-22 school year are to be announced in late spring 2021). Please contact our Treasurer, Shari Rose (srose@npusc.k12.in.us, 574.654.0258), for more Information.

e. Book and Technology fees for the 22-23 school year are \$210 and are paid to the Treasurer (rates for the 22-23 school year are to be announced in late spring 2022).

C. All New Students

a. If you are transferring after 1 st /3 rd Quarter ends, you will not receive credit for classes that you were not previously enrolled in at your old school.

b. If you are transferring to New Prairie before 1 st /3 rd Quarter ends, you must have verifiable documentation proving current school attendance and current withdrawal/transfer grades to earn credit.

## Withdrawal/Transfer Procedure

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

A. Student should inform the counselor of intent to transfer.

B. Student and parent 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.

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 the Indiana e-Transcript Initiative to bring students a Web-based system for requesting and processing transcripts. This service provides free electronic delivery of official transcripts to colleges. (Parchment charges a small fee for transcript requests after October 1 of the graduation year.) Create an account at <http://www.parchment.com/>

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.

## 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.

## Scheduling Timeline



October:

- A. Review all course offerings- gather information for possible new course offerings
- B. Departments submit new course proposals

November:

- A. Departments submit new course proposals

December:

- A. Course Selection begins/ends

January:

- A. Step Up Day- 9th Grade transition program
- B. Following Step Up Day, meet with current 8<sup>th</sup> graders and parents to complete Course Requests for the following year
- C. All information will be posted on website/Schoology for parents to access

May:

- A. Students will be provided with the following year Course Selection Schedules
- B. Students may meet with School Counselor to adjust schedules

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

Registration:

Counselors will be on hand to create schedules for new students

No schedule changes will be made at the beginning of the school year unless a student was incorrectly placed or the student passed a class during summer school that is on their current schedule

## **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. We do not accommodate teacher and/or lunch requests. 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.

Changes to schedules will only be considered if:

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

## **Scheduling – Math Placement for incoming 9<sup>th</sup> grade students from outside NPUSC**

Without transcribed 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 9<sup>th</sup> grade, the grade on the final exams will be used on the high school transcript for Algebra I.

## **Advanced Placement 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 English Literature & Composition |
| • AP Environmental Science          | • AP Art History                      |
| • AP Physics I                      | • AP Human Geography                  |
| • AP Physics II                     | • AP World History                    |
| • AP Calculus AB                    | • AP United States History            |
| • AP Calculus BC                    | • AP Government                       |
| • AP English Language & Composition | • 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 20-21 school year, the cost of one AP exam is \$95. 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:**

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 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 when they bubble their AP registration answer sheet either during a Pre-Administration session or before their first AP exam begins.

## **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
  - c. Advanced Speech

**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](http://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. Aleesha Thirkles
  - 1. Associate Director of K-12 Initiatives  
Phone: 219-981-1111 ext. 2257  
Email: [athirkles@ivytech.edu](mailto:athirkles@ivytech.edu)
- E. Current Ivy Tech Dual Credit course offerings
  - 1. Introduction to Engineering (IED) – PLTW
  - 2. Principles of Engineering (POE) – PLTW
  - 3. Digital Electronics (DE) – PLTW
  - 4. Animal Science
  - 5. Advanced Animal Science
  - 6. Plant and Soil Science
  - 7. Advanced Plant and Soil Science
  - 8. Agribusiness Management
  - 9. Intro to Advanced Manufacturing
  - 10. Education Professions
  - 11. Education Professions II
  - 12. Advanced Digital Applications (2<sup>nd</sup> semester of the Digital Applications course)
  - 13. Principles of Business Management

## 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 stanine score of 6 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.
- Stanine scores of 6 or 7 are equivalent to a B grade, and will be awarded an S at IUPUI for satisfactory completion.
- Stanine scores of 8 or 9 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 November 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 come down to Guidance to fill out the paper form
  - c. Parent/guardian signature needed
- D. Students must also fill out the online portion of the application found here:
  - d. <http://www.mcas.k12.in.us/site/Default.aspx?PageType=10&SiteID=21>
- E. Students will find out their placement in March
- 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
  - j. Radio and Television
- 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.

## 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 Dawn Horn, Guidance/Nurse Secretary (dawnhorn@npusc.k12.in.us or 574-654-0495)

### 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 Dawn Horn, Guidance/Nurse Secretary (dawnhorn@npusc.k12.in.us or 574-654-0495)

## 21<sup>st</sup> 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.***

Students must apply/enroll in the 7th or 8th grade at an Indiana public or private school accredited by the Indiana Department of Education. 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 (GPA) 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, so if you opt to receive a general diploma, you will not qualify for the scholarship. Learn more about the diplomas Scholars can earn below.

#### Scholar Success Program:

- A. The Scholar Success Program is a large requirement of the 21<sup>st</sup> Century Scholarship.
- B. Students/Parents/Guardians are responsible for completing this
- C. **21<sup>st</sup> Century Scholars Student Support Center**
  - a. Phone: (888) 528-4719
  - b. Fax: (317) 232-3260
  - c. Email: [Scholars@che.IN.gov](mailto:Scholars@che.IN.gov)
- D. **Regional Outreach Coordinator**
  - a. Fred Jackson
  - b. Phone: 317 -617-0362
  - c. Email: [FJackson@che.in.gov](mailto:FJackson@che.in.gov)
- E. Program Requirements pictured below





## Parent/Guardian and 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. Link found here:  
<https://sites.google.com/npusc.k12.in.us/nphsguidance/course-scheduling/curriculum-guide>

# 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 (10<sup>th</sup>)** 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.
- 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

### **Attendance Policy- Educational Non-Classroom Field Trip Exemption**

Any unique experience or activity which extends learning outside of the classroom through a team, organization, club, or group that provides an extra-curricular or co-curricular connection will be eligible for an attendance exemption. Also, individual opportunities that involve unique travel with a strong educational component, as evidenced through visual and written evidence, will be eligible for an attendance exemption.

#### **1.1**

**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 Incidents (an incident is considered one day or less of unexcused absences):

**First Offense:** Parent Contact and DSH

**Second Offense:** Parent Contact and 2 DSH

**Third Offense:** One day (1) 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) OSS

- A student may be REMOVED FROM social suspension once they complete five days in a row with zero trancies 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 (10<sup>th</sup>) 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. Work Permits may also be revoked under this rule.

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

DSH - 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:** Students must be in their designated room/location/area when the bell rings or be considered tardy and face disciplinary actions as follows. Tardies are cumulative for each grading period (9 weeks.) Every seven tardies counts as an absence toward attendance for dances.

**1<sup>st</sup> Tardy:** Teacher will report tardy and warn student

**2<sup>nd</sup> Tardy:** Teacher will report tardy and warn student

**3<sup>rd</sup> Tardy:** Teacher will report tardy and warn student

**4<sup>th</sup> Tardy:** DSH and phone call home

**5<sup>th</sup> Tardy:** Two DSH and phone call home

**6<sup>th</sup> Tardy:** ISS, phone call home, and parent conference

**7<sup>th</sup> tardy:** ISS

**8 or more tardies:** ISS and/or social suspension, and/or parking permit revocation

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:**

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 the 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 periods, 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. A student with below 95% attendance **OR** failing any classes **MAY NOT** participate in the field trip activity. Students are representing New Prairie High School while on a field trip and should show courtesy and respect to others.

## 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 attentions must be diverted from the sole operation of the bus to control that student. These students will be referred to the administration with a bus ticket for a potential reprimand. Students are made fully aware that all school rules apply to all students from the moment they enter the bus until the moment they depart the bus. This also involves 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 NPMS 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 by Driver to student

2nd offense: Verbal warning to student as well as driver parent call

3rd offense: Bus conduct report, administrator parent call with in-school consequence

4th offense: Bus conduct, administrator parent call (1 day off bus)

5th offense: Bus conduct report, administrator parent call (3 days off bus)

6th 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 any 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.

### **Important Notice**

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.

## 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 Student Senate are expected to adhere to the Cougar Code.

## Technology

### Acceptable Use

The educational value of student technology and internet access is the joint responsibility of students, teachers, parent and employees of NPUSC. Parents requesting 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](#))

Electronic devices loaned or leased to students and staff shall be used only for educational purposes that directly relate to school projects or assignments. 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. The device configuration shall not be altered in any way by users--no software applications shall be installed, removed, or altered on the device without explicit permission by teacher or administrator.

Unacceptable uses of school electronic resources include, but are not limited to, the following:

- Accessing or communicating inappropriate materials and/or websites.
- Plagiarism
- Downloading or playing games during class time.
- Malicious use/vandalism
- Avoiding school filters
- Unauthorized access to blogs/social networking sites, etc.
- Decorating devices with stickers, writings, or other markings
- Use of cameras for any purpose other than educational purposes
- Use of student personal email and iTunes accounts on the electronic device

Please refer to the full NPUSC Student Network and Internet Acceptable Use and Safety policy to information regarding fees, damages and repairs to school issued iPads. Information regarding accidental and intentional damage is also available in this policy document.

Please click to view the entire [NPUSC Student Network and Internet Acceptable Use and Safety](#)

# 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 use of 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 under the regulation of school policies 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.

**DETENTIONS:** Students facing a school consequence may receive a detention. Detentions run from 2:30 until 3:45. Parents in need of picking up their student at 3:45 should pick them up at Door S1. Failure to attend a detention without prior notification to a school administrator will result in a day of In School Suspension. A detention may be rescheduled one time.

## **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**

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**

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

### **2.1.3**

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

#### **2.1.5**

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

#### **2.1.6**

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 drug authorized by a medical prescription from a physician is not a violation of this subdivision. Please refer to the Clinic guidelines for policies regarding prescription medications.

#### **2.1.7**

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**

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**

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

#### **2.1.10**

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**

##### 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 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.

## 2.2

**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:**

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:** 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 a 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 also is 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 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**

**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 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 remainder of school year and disciplinary actions, which may include suspension or expulsion.

## 2.7

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

## 2.10

**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.

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.**

Consequences per Semester:

**First offense:** DSH

**Second offense:** Two DSH

**Third offense:** In-School Suspension

**Fourth and more:** Out of School Suspension, Habitual offender status, and steps leading towards a possible expulsion or alternative placement.

**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 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, hoods, 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.
- E. Students should wear no item which, because of its fit, texture, or design, is openly provocative (**no visible cleavage**), suggestive, displays a suggestive phrase or which exceeds acceptable standards of decency. Shoulders and midriff must be covered at all times. **No visible holes in pants above the fingertips are allowed.**
- F. 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.
- G. 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.
- H. 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.
- I. 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 and check with the administration.

## 2.12

**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.

### **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**

### **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. Music (Participants include, but are not limited to, performing band members, performing choir members, and participants in solo/ensemble contests).
- C. 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.

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 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. 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.

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

## 2.17

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

## 2.19

**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:** 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/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:** 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 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, 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:** 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 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:** 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 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.**

**First Offense:** ISS or OSS and tobacco/e-cigarette education class at student expense (\$20)

**Second Offense:** ISS or OSS and ticket

**Third Offense:** OSS and ticket

## 2.29

**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:** 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:** 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 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.

## Health and Safety Services

### Health Services

The high school is staffed by the Director of Health Services and is available for student health concerns as well as providing student health screening 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.

# Health Exclusion from School

When any of the following conditions exist, the parent/emergency contact is called and requested to pick up the student from the school. This isolates the student from the group and reduces the possibility of spreading communicable diseases.

- Temperature of 100 degrees orally
- Pink Eye
- Lice
- Skin disease including undiagnosed rashes
- Vomiting/diarrhea
- Lack of appropriate immunizations

## Communicable Diseases

If a child has been absent due to a communicable disease, a doctor's release may be required before the child is allowed to return to school. It is the policy of the schools to report communicable diseases to the local health department. It is also school policy to request a diagnosis from a physician for any questionable illness or condition a student might present. This policy is for the protection and health of the student and disease prevention.

A communicable disease board policy is in effect and is obtainable on request from the central/school offices or on New Prairie Corporation web page under policies. If a child should come in contact with blood or body fluid report to the office and parent or guardian will be notified. If there is blood or a body fluid spill present, the student should immediately get help from an adult in that area. As a student assisting another student try to refrain from coming in contact with the blood or bodily fluids.

## Pregnancy

Any student that is pregnant should obtain an attending physician's release to attend school. If there is a medical problem with the pregnancy the school needs to be aware; the problem must be stated and the restrictions listed and signed by the attending physician. The school nurse may take written directions for monitoring student for complications and some prenatal counseling may take place.

## 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 execute Form 11.7.2, such forms shall be kept on file in the health clinic and will need to be renewed each 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 medication shall be administered with the written permission of the student's parent or guardian and a signature of a physician or nurse practitioner on Form 11.7.1. Prescription medications are to be labeled with the student's name, the name of the medication, the name of the prescribing physician, dosage, and time it is to be administered and to be dropped off by a parent or guardian.

[Click here for copies of the referenced forms.](#)

#### Self-Administered Medication:

1. [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.
2. 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.
3. Parents/guardians are responsible for informing the school of changes in medication or treatment orders by submitting a corrected physician's order and pharmacy label.
4. 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.
5. A student in need of special accommodations (i.e., the use of crutches due to injury) must submit a doctor's note indicating the accommodation and the length of time the accommodation will be needed.
6. The school will not supply medication to students.
7. The authorization and statement described must be filed with the student's nurse in the health clinic annually.

## Essential Oils

According to the FDA a product is intended for therapeutic use, such as treating or preventing disease or to affect the structure or function of the body, it is a drug. The FDA for safety or effectiveness does not approve alternative medications, such as herbal or homeopathic medications, minerals, aromatherapy, CBD oils and essential oils. Lack of safety information for these medications limits their appropriate use at school. Requests to administer these products by parent/guardians at school will not be honored, as there is no standardization, no FDA approval, and no guidelines regarding safety of these products.

# Insurance

The high school makes available to all students an accident insurance program. The full plan brochure, description of the plan benefits, and claim forms, are available online by visiting <http://market.sevendcorners.com>.

# 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.

# Immunization Requirements

When a child enrolls in the NPUSC for the first time, proof of immunizations must be presented or an objection form must be filed. Immunizations required by law vary according to the child's age. [Click here for a full listing of immunization requirements.](#)

Children enrolling with less than the minimum immunization requirements are granted a period of twenty (20) calendar days in which to begin or resume their series. Students may remain in school at the end of a granted waiver period by documenting that they have either completed all requirements, are receiving immunizations according to a physician-approved, or Board of Health-approved, schedule, or qualify for an exemption. Any student(s) who do not get the required immunizations, or schedule appointments, during the granted period will be excluded from school day activities until those immunizations are administered.

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 exemption for religious reasons. These forms can be found in the nurse's office or during your online registration. In the event of a disease outbreak, students who have not received required immunizations through exemptions may be excluded from school for the duration of the outbreak.

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