**New Palestine Junior High School**

 **2019-20 Parent Information**

**Telephone Numbers: 317-861-4487 / Fax: 317-861-2136**

**Attendance:** The Indiana Code on attendance requires regular school attendance of all students under the age of seventeen. Parents are legally responsible to have their child regularly attend school.

* Parents are requested to call the school attendance line at 317-861-4487(select option #1), on the morning a student is absent. Calls should be placed before 10:00 a.m. Please leave the student’s name, grade, date, and reason for the absence. The parent/guardian should also leave his/her name and a contact phone number.
* It is the parent’s responsibility to call school within 24 hours on each day of absence of his/her child. **An**

 **absence not verified by the close of the school day following the absence will be considered an**

 **unexcused absence.**

* If there is no phone, a note must accompany the student upon his/her return and must state the reason for the absence and be signed by the parent. The note is turned in to Mrs. Myers in the Main Office.
* If your student has a medical appointment during the school day, please call the main office at least 30 minutes prior to pick up time so that we can have your student in the office ready for pick up when you arrive. Sending a note with your student and having them drop it off in the main office to Mrs. Myers is also accepted.
* Parents need to escort student and sign their student in and out in the Main Office when they leave/return to school.
* The Alert Now system makes daily calls (at 12:00pm - noon) to parents if a student’s attendance is unverified for one or more class periods. This call is to help resolve unverified student attendance.

**Transportation Changes:** CSCSHC requires a **Transportation Change Form** on file to send a child by bus to an address other than home. This procedural change has been made in the interest of student safety. This form must be filed if a parent/guardian would like a student taken to or from any additional address other than home address on file in powerschool. Forms can be picked up in the main office or found on our school website. This form must be signed by a parent or guardian and delivered in person to your child’s school office. Please allow our Transportation Department 48 hours to process this change. For example, if your child needs to go to a family member’s house after school on Wednesday the form needs to be filed in the school main office no later than 11:00am on Monday. **Please note that there are no same day bus changes any longer**. If you have any questions contact Mrs. Myers in the Main Office.

**Computers/Use of Technology:** Every student at NPJH is provided a laptop for daily educational use.

* Students who abuse the hardware or the network risk losing the privilege of its use.
* Insurance is provided for every laptop through school fees (Deductible is $100).
* Laptop bags are provided for properly secure laptop transporting. Replacement bags are available *the cost is $5 for a used case and $20 for a new one if needed.*
* Chargers are provided to each student. Replacement for lost or damaged chargers are available at the cost of $79.

**NPJH Happenings:** An online communication that is sent out weekly from NPJH regarding school and community happenings and events. Parents, this is our SCHOOL NEWSLETTER and the best way for you to stay informed with what is going in your students’ classrooms and at our school.  The email addresses used for this communication are Contact 1, Contact 2 and Contact 3 from PowerSchool.  If you have questions or need assistance, please contact us at 317-861-4487.

**Emergency Information:** Please let us know if telephone numbers or emergency contacts change during the year.

**Breakfast & Lunches**: Breakfast cost is $1.80 per student and $3.05 for Lunch. If you have questions regarding Breakfast or Lunch at school or lunch account balance you can contact the cafeteria at 317-861-4487 x3030. Subject to change annually.

**PowerSchool Parent Portal Access**: This access allows a parent/guardian of a student attending New Palestine Junior High School to view their student’s current grades, classroom & project activities, class & homework assignments, missing class & homework assignments, and attendance activity all through the Internet daily (7th and 8th parents/guardians should already have Parent Portal Access through the single point of contact registration process), If you need help regarding your access you can contact New Palestine Junior High School at 317-861-4487 ext. 3004. New Palestine Junior High does not mail home report cards.

**Medication:**  No medication shall be administered to a student without the written and dated consent of the student’s parents. All nonprescription medicine to be administered to a student must be accompanied by a *Permission to Administer Medication* describing the medicine and should be brought in the original container ***by a parent***. All prescription medicine must be accompanied by a physician’s note, a copy of the original prescription, or the pharmacy label in addition to the permission form. Any medicine to be administered to a student shall be brought to the Main Office by a parent before the first class period where it will be kept in a secure place. Under no circumstances will a student be permitted to carry the medication with them or keep it in their locker. Any questions, contact Allison Hoskins at 317-861-4487 ext.3005.

**Parent Checkout and Notices to Students during School Hours:** Students should bring a note signed by a parent/guardian to the Main Office ***before*** school when the student must leave during the school day. Parents must sign only their students out in the main office. *Phone messages will be delivered only in an emergency*. Please support our commitment to uninterrupted instructional time, which is necessary for academic success. All delivery items for students need to be brought to the main office with their name and grade on them. It is the student’s responsibility to pick these items up at the main office.

**Parent Visitation:** Parents are always welcome at New Palestine Junior High School. All parents must stop by the Main Office and sign in and receive a visitor’s pass. Parents will need to schedule an appointment in advance to visit or observe their student in the classroom. If you are requesting a conference with a particular individual, please call in advance to arrange a date and time.

**Schedule:** 7:45-2:25 Daily. We encourage all students to take advantage of our buses, however, if a student is dropped off prior to 7:35a.m, these students are to go directly to the Cafeteria. They will need to enter through the Parent drop off door (door #7 on the west side of the building). No student will be permitted in the hallways prior to 7:35AM. Students arriving late to school need their parent or guardian to sign them in at the main office (door #1 east side of the building)**. Students should be accompanied by a parent/guardian**. A pass will be given to the student to enter their classroom.

**School Closings:** The safety of all children is our first concern. The school superintendent will determine school closings due to snow and other adverse weather conditions. Best sources for information on school closings: WIBC, WENS, WFMS, and Channels 6, 8, or 13, and calls from the Alert Now automated phone system.

**Transporting Students by Car:** All students are to be dropped off/picked up at the Parent Drop off /Pick up Door (door #7 on the west side of the building) before and after school hours. If your student is arriving late to school, your student must be brought to the main entrance (Door #1 on the east side of the building) and exit the same way you entered. *Note – Doors at New Palestine Junior High are locked at all times (unless it is arrival or dismissal time). If access is needed to the building between school hours you must go to main door (door #1 east side of the building).*

**How do I contact . . .**

***The principal...*** Mr. Voelzencourages all parents to contact him when they have something to communicate relating to their child or the school in general. A call prior to your visit would be appreciated. This will enable him to be available to see you at a particular time. Mr. Voelz may also be reached by leaving a message on his voice mail (3010), or email him at jvoelz@newpal.k12.in.us.

***A teacher...*** Teachers are available during their planning time for personal or phone conferences. You are encouraged to leave a message on their voice mail and have the teacher return your call.

***Our counselor...*** Parents are welcome to contact Ms. Schwyn about their concerns.

Conferences with our counselor can also be scheduled***. Ms Schwyn may be reached at*** ***aschwyn@newpal.k12.in.us***

**Service... Who will assist...**

Contact Information Changes (done by Parent on-line) Student Services Secretary - Mrs. Hurst ext. 3004

Athletic Information Athletic Director - Mr. Yount ext. 3020

Attendance/Reporting Absence Attendance Secretary – Mrs. Myers ext. 3001

Discipline or Bullying Information Assistant Principal – Mr. Moore ext. 3012

Book Rental & Refunds Principal’s Secretary/Treasurer - Mrs. Pratt ext 3050

Illness at School/Other Medical Problems School Nurse - Mrs. Hoskins ext. 3005

Free or Reduced Lunch Principal’s Secretary/Treasurer - Mrs. Pratt ext 3050

Cafeteria Account Balances or Questions Food Service Manager – Cafeteria ext 3030

Homework Materials (out *3 or more days)* Attendance Secretary - Mrs. Myers ext. 3001

Lockers Student Services Secretary - Mrs. Hurst ext. 3004

Lost & Found Main Office Secretary - Mrs. Myers ext. 3001

PowerSchool Parent Portal Login Issues Student Services – Mrs. Hurst ext. 3004

Physical & Code of Conduct Forms Athletic Director – Mr. Yount ext. 3020

Scheduling Problems School Counselor– Ms. Schwyn ext. 3015

School Records Student Services Secretary - Mrs. Hurst ext. 3004

Student Activities Main Office Secretary - Mrs. Myers ext. 3001

Student Concerns School Counselor - Ms. Schwyn ext. 3015

Withdrawing from NPJH Student Services Secretary – Mrs. Hurst ext. 3004

* **The Parent/Student Handbook, Physical Form, and Code of Conduct documents along with other school forms can be accessed online. They are also available in the main office at NPJH.**

New Palestine Junior High School