

POSITIVE LIFE PROGRAM

SECTION I. Curricular Activities

I. PHILOSOPHY

The primary goal of the Duneland School Corporation (herein after referred to as "Duneland") is to educate all students to their fullest human and academic potential. This cannot be achieved while health or safety is being threatened.

As one of the basic social institutions of this community, the schools help to pass on the values and behaviors of American society. It is in these institutions that our young people develop the ethical and social frameworks from which they will make future decisions as parents and leaders in all sectors of society.

Duneland recognizes that tobacco, alcohol, and other drug use in our schools is absolutely opposed to everything an educational institution represents. Tobacco, alcohol, or other drug use by youth is illegal and any use of illicit drugs by students is abuse.

The maintenance of acceptable general conduct and behavior is a shared responsibility of the students, families, staff and community. Duneland wishes to cooperate with all segments of the community in making assistance available to all students who develop disabilities related to tobacco, alcohol, and/or other drugs.

Therefore, it is crucial that Duneland publicize and enforce clearly written statements of school policy and procedures covering curricular, cocurricular and extracurricular activities. These statements must include attendance, curriculum, and discipline guidelines, as well as prevention, intervention, re-entry and remedial programs.

II. STATEMENT OF PURPOSE

Duneland believes that tobacco, alcohol, and other drug use awareness and prevention can be developed through comprehensive educational programs. It is assumed that a student wants to stay in school or, if the student chooses to drop out, he/she will eventually want to return to complete an educational program. The Positive Life Program of the Duneland Schools is formed to offer efficient, uniform, fair, and legal application of our policies, allowing for consistent management of specific situations in all buildings; providing legal protection to employees; providing standards for students and employees; assisting in reducing tobacco, alcohol, and other drug use, as well as absenteeism, tardiness, suspensions and expulsions; and giving sanction to those in need of non-judgmental intervention, support and/or aftercare guidance.

Duneland strives to reflect the school and community values regarding health and safety for students. Duneland also recognizes that a person's use of tobacco, alcohol, and/or other drugs can lead to the illness of chemical dependency. Recovery is possible when the illness is identified and treated appropriately.

Duneland reinforces the student's accountability and responsibility for his/her behavior, while promoting a safe environment, free from tobacco, alcohol and other drugs.

Duneland will provide prevention education, intervention services, referral for treatment, and re-entry into the school setting for students whose behavior interferes with the education and safety of themselves or others.

Duneland will respond systematically and professionally to students' problems as they appear in school. Procedures will be used that acknowledge and respect the civil, personal and due process rights of the students involved. We will enlist the support and involvement of staff members and cooperating agencies to achieve a comprehensive program. Duneland considers it proper for the Positive Life Program to be enforced in Kindergarten through grade 12. It is likewise important to offer inservice activities for employees and students, as well as programs for families and community members. The programs presented in this document reflect our understanding of a balance between the school's need to maintain its primary educational purpose and its duty to respond to individual needs of students.

Duneland will record and maintain records of every student violation of the rules included herein and will use this data for tracking the progress and effectiveness of the "Positive Life Program" as well as using the information to establish quantifiable goals and benchmarks for altering the program as needed.

Training for personnel will be available in order to properly implement the Positive Life Program.

The administrator (or his/her designee) has the responsibility to operate the Positive Life Program and interpret the corporation's policy to students, staff, parents and/or legal guardians, and the community.

- A. Final decisions regarding disciplinary action and the consequences of other violations of this program will be made by the administrator or his/her designee in consultation with the student assistance team leader and/or counselor and other members of the student assistance team.
- B. It shall be the responsibility of each administrator or his/her designee to develop procedures consistent with this program and to permit the necessary staff training for implementation.

Duneland's protection from liability will be extended to all staff to the extent that they act in accordance with this program and observe the procedures established within their respective buildings.

III. PREVENTION

Duneland will provide students with information and activities focused on preventing the use of tobacco, alcohol and other drugs.

- A. Classroom Instruction
 - 1. All schools will have instructional programs which are designed to assist students in making responsible decisions about the use of tobacco, alcohol, and other drugs. Current and accurate information about the effects of drugs on the body is only one component of an instructional prevention program. Other components include instruction and skill development related to self-esteem, setting goals, making responsible decisions, understanding feelings, managing conflicts, solving problems, learning refusal techniques, and improving communication.
 - 2. Training in prevention strategies and new curriculum materials will be available to staff.
- B. Counseling
 - 1. Elementary/Intermediate counseling personnel will assist teachers with the implementation of classroom instruction on tobacco, alcohol, and drug prevention activities. Counselors will work with students, individually and in groups, to

supplement prevention instruction and skill development. Counselors will also work with staff and families to maximize the prevention efforts of the school.

2. Secondary counselors will work with the issue of tobacco, alcohol and other drug use in individual counseling efforts, recognizing that denial is a major issue and active intervention is often necessary. They will consult with teachers, administrators, and families, in regard to referring students for assessments or treatment centers when necessary. They will meet with the student assistance team when an intervention is being conducted for one of their counselees.

C. School Climate

Prevention efforts will emphasize effective communication throughout all levels of the educational environment. Communication requires an audience ready to receive information. A receptive audience is dependent upon maintaining a positive and healthy school environment that daily encourages the student's positive self-concept, enthusiasm for learning, outlets for self-development and creativity, responsible decision-making and problem-solving. Recognition of special needs of high-risk students or of families experiencing stress is important.

D. Family and Community

Duneland's program for prevention of tobacco, alcohol and other drug use will include a plan to involve families and community to increase awareness and knowledge of services available to them. Students, families and community members should be actively involved in the community and school partnership.

E. Drug Testing Procedures Related to Reasonable Suspicion

Purpose:

The purpose of this program is two-fold:

1. To deter the use of illegal substances at Chesterton High School.
2. To enhance the health and safety of all students.

The Administration shall have the authority to require any student to submit to a chemical test if the administration has reasonable suspicion to believe the student is using or under the influence of alcohol, marijuana, or any controlled substance as defined by the school corporation policy.

Reasonable suspicion may arise but is not limited to the following:

- A. A student's physical appearance and/or odor indicate the use of alcohol, marijuana, or any controlled substance.
- B. Possession of drug paraphernalia, alcohol, marijuana, or any other controlled substance.
- C. Information communicated to an administrator by a teacher, parent, or other adult or student indicating that a student is using, possessing, or under the influence of alcohol, marijuana, tobacco, or any other controlled substance
- D. Violation of the Closed Campus Policy.

If a student tests positive, disciplinary action will be taken as outlined in the student handbook under Disciplinary Procedures, due to circumstances leading to the test. A student's refusal to submit to the test is considered a "positive" result and will require appropriate disciplinary action.

The Testing Procedures will consist of a specimen taken at Chesterton High School by an administrator and/or his/her designee. The specimen will be immediately sealed and labeled for shipment to the toxicology lab. The sealing of the specimen collector will take place in the presence of the student and another witness to

maintain Chain of Custody. The sealed container cannot be opened until it arrives at the toxicology lab and is opened by a certified technician.

The school will notify the parent/guardian of the student whenever a specimen is taken and the results thereof.

The school will pay for all initial reasonable suspicion drug tests.

A request on appeal for another test is the financial responsibility of the student and/or his/her parent/guardian.

The testing lab will be authorized to report test results ONLY to the principal or his/her designee.

The testing lab will not be authorized to release testing results to any other agency or individual other than Chesterton High School.

IV. INTERVENTION

Duneland's intervention strategy is intended to address any signs and/or symptoms of unexplained medical and/or behavioral problems or patterns in ways that serve the best interests of the students involved as well as those of the rest of the student body. This intervention program will utilize a team approach when inappropriate behaviors are observed.

- A. The following definitions pertain to this section of the policy:
 1. Assessment—An evaluation of any signs and/or symptoms of unexplained medical and/or behavioral problems or patterns which may include tobacco, alcohol and other drug use. This assessment will be made by a trained professional.
 2. Intervention—A carefully planned confrontation with a student who is unable or unwilling to help him/herself.
 3. Treatment—A program in which the student and his/her family begin the process of recovery with the guidance of a trained professional.
- B. Referrals to Student Assistance Team
 1. Students may be referred to the student assistance team for an intervention by any staff member or employee who is aware of a student who manifests any signs and/or symptoms of unexplained medical and/or behavioral problems or patterns.
 2. Students may be referred to the student assistance team leader and /or counselor by themselves or by peers, parents or community representatives.
 3. An essential feature of the program is that students and their family members are encouraged to contact administrators, student assistance team members or counselors for help with tobacco, alcohol and other drug related problems, with the assurance that such contacts will be handled discreetly.
 4. Records of the student's participation in the program will not become part of the student's permanent record or cumulative file. Student assistance teams will consider interventions in cases of suspected tobacco, alcohol and other drug use and make recommendations for appropriate action or assistance. Interventions are appropriate when tobacco, alcohol and other drug use is a possibility, not a

proven fact. In situations where students are proven to be in violation of school rules, the appropriate disciplinary action will be taken.

C. Referral Expectations

The school staff is expected to refer to the appropriate student assistance team leader:

1. Any student who exhibits a definite and repeated pattern of unacceptable school performance which does not respond to usual and customary attempts to correct it;
2. Any student exhibiting signs or symptoms of a tobacco, alcohol and/or other drug-related problem;
3. Any student whose self-disclosed tobacco, alcohol, and/or drug-related behavior places him/her or others at risk or in imminent danger.

D. Referral Procedure:

1. A staff member observes signs and/or behavioral problems or patterns.
2. A staff member will fill out a check list documenting the behavioral problems or patterns and deliver to the student assistance team leader. The referral will be confidential and the name of the referring person will not be shared with the student and parent or legal guardian.
3. The student assistance team leader collects data on the student from other staff, school records, and significant others. Upon referral to the student assistance team leader and/or counselor; he/she may consult with the student, parents, and/or staff members in an attempt to assess the nature and scope of the student's problem.
4. The student assistance team meets to recommend a course of action. This initial screening will result in one or more of the following recommendations.
 - a. No apparent personal or performance problem at this time; no further action is necessary at this time;
 - b. No apparent tobacco, alcohol, or drug-related problem at this time; however, referral to other in-school or community services is appropriate;
 - c. Further assessment interview with the student assistance team leader and/or counselor is needed;
 - d. The student needs to contract for specific behavioral changes in tobacco, alcohol and drug use related behavior, monitored through regular meetings between the student and the student assistance team leader and/or counselor;
 - e. The student needs to satisfactorily complete a program approved by Duneland after which additional recommendations will be made;
 - f. The student may be referred to an approved treatment agency for a professional assessment;
 - g. Assessment information supports the need for treatment in an inpatient or outpatient program;
 - h. The student may become involved in outside community services, such as Alateen, Alcoholics Anonymous, Narcotics Anonymous, etc.
5. The referring staff member will be notified of action taken if he/she is not present at the meeting.
6. The student assistance team and /or counselor is responsible for seeing that the recommendations are followed.
7. Parents and/or legal guardians of all students participating in the intervention process will be notified as soon as possible.
 - a. In cases when the student assistance team postpones this notification it must document reasons for the decision to do so.
 - b. Prior parent and/or legal guardian notification and consent will be required in all cases before student contact takes place with any trained counselor, approved, but not employed by the school corporation.

- c. Failure of parent or legal guardian to secure professionally recommended treatment will result in referral to the appropriate community agency, i.e. Welfare Department as indicated/required by the "CHINS" law (I.C. 31-6-4-3).

E. Self/Peer/Parent/Legal Guardian Referral Procedures

1. A referral may be made by a student, a peer, or by his/her parents or legal guardian and the procedure will be the same as that outlined in Section I. (IV.D.).
2. Except for violations reported under Section I. (V.C.), a student who self-refers and who is making satisfactory progress in following his/her recommendations will not be liable to suspension, cocurricular and/or extracurricular ineligibility, or other disciplinary action for behavior which occurs prior to self-referral unless:
 - a. The student discloses conduct already reported under Section I. (V.C.) as a witnessed violation, OR
 - b. The student fails to follow the student assistance team leader and/or counselor's recommendations or to make satisfactory progress in the Positive Life Program.

V. DISCIPLINE

Students who are using tobacco, alcohol, and other drugs need an education as much as drug-free students. While using appropriate procedures to address the student's drug use problem, consideration will be given to keeping the interruption of a child's learning to a minimum.

A. Guidelines

1. These rules will be applied to every student.
2. Substances covered under these rules include any alcoholic beverage, narcotic drug, hallucinogenic drug, inhalant, anabolic steroid, barbiturate, amphetamine, marijuana, nicotine, tobacco, any other stimulant such as phenylpropanolomine, depressant, intoxicant of any kind, substance purported to be one of the above, a look alike, or any counterfeit controlled substance. The proper use of medication prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication for that student does not violate this rule.
3. The following are prohibited in school buildings, on school grounds, in school vehicles, or at any school-sponsored activities at any location at any time:
 - a. Possessing, using or purchasing tobacco, alcohol, other drugs and drug paraphernalia or being under the influence.
 - b. Selling providing, distributing or manufacturing tobacco, alcohol, other drugs, or drug paraphernalia.
4. Because of the potential dangers to the student presented by usage of tobacco, alcohol, and/or other drugs, students exhibiting evidence of acute intoxication, incapacitation, or a drug overdose in school or at school-sponsored events will be transported immediately to a local hospital or facility designated to provide detoxification services, followed by immediate notification of parents and/or legal guardian and police. Following his/her return to school, Section V, Paragraph C. Disciplinary Procedures will be implemented.

- B. Search and Seizure: The search of a student's person or property shall be based on a reasonable suspicion that the student has in his/her possession any item of an illicit nature, stolen property, other such contraband that he/she is forbidden to possess, materials which may have been used to cause disruption to the educational process, or which may endanger the health or safety of students or school personnel. The principal, or his/her designee, or school 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 student's clothing including pockets.
2. A "pat down" of the exterior of the student's clothing.
3. Any item used by or in the possession of the student.

Searches of the person of a student as provided above shall be conducted by a building administrator or his/her designee, or school security personnel in a private room by a person of the same sex as the student being searched. A witness shall be present during the search.

Lockers, desks and tote trays are considered school property. The school has authority over all such items and reserves the right to conduct a search for the purpose of preserving discipline, health and safety. Students may not use their own locks. Unauthorized locks may be removed and destroyed without notice.

Searches of automobiles include any vehicle a student has operated, occupied or otherwise been a passenger of, either directly before or after school, during school hours, or at school sponsored events.

Any contraband or controlled substance discovered as a result of a search shall be seized and a chain of custody maintained. A written report of any incident involving controlled substances shall be made to the police as required under Indiana Code 35-48-5 (Duty of school personnel to report crimes involving drugs to police). This report shall include the names of persons involved, the date, time and location of the incident, a description of the item(s) seized and the exact location and the chain of custody.

Any action by a student who fails to cooperate with or hinders an appropriate search shall be construed as grounds for disciplinary action and may include suspension and recommendation for expulsion.

C. Disciplinary Procedures:

1. Possessing, using, or purchasing of alcohol and/or other drugs, drug paraphernalia or being under the influence of alcohol and/or other drugs will result in the following:
 - a. First violation:
 - (1) Notification of the parents or legal guardians.
 - (2) An immediate due process conference as prescribed by law (I.C. 20-8.1-5-4 through 6) between student and principal or his/her designee prior to any recommendation for suspension or expulsion.
 - (3) A report made with local law enforcement officials by the school administration or security officer as required by I.C. 35-48-5.
 - b. Waiver of Expulsion: Expulsion may be waived ON THE FIRST VIOLATION based on the following criteria:
 - (1) Elementary/Intermediate students may be assigned to one or two days of in-house suspension or other appropriate discipline by the principal and/or a designee.
 - (2) Secondary students will be suspended from attendance at school for a period of one to ten days. An interview assessment by a certified drug treatment provider will be required. A conference with the student, parent or legal guardian, principal, student assistance team leader, and counselor prior to school reinstatement after a suspension. An individualized re-entry plan will be formulated at this time. The assessment will be reviewed at this time. The recommendation may include required attendance of the student and his/her parents or

guardian at a substance awareness program. Failure to comply with the individualized re-entry plan will result in a recommendation for expulsion.

- c. Second and subsequent violations:
 - (1) Notification of the parents or legal guardians.
 - (2) An immediate due process conference as prescribed by law (I.C. 20-8. 1-5-4 through 6) between student and principal or his/her designee prior to any recommendation for suspension or expulsion.
 - (3) A report made with local law enforcement officials by the school administration or security officer as required by I.C. 35-48-5.
 - (4) Disciplinary due process will result in:
 - (a) Suspension of the student from attendance at school for a period of five to ten days.
 - (b) Recommendation for expulsion of the student. Documented proof of an assessment will be required as part of the procedures at the expulsion hearing.
 - (5) The student may be expelled from attendance for the remainder of the current semester and the following semester depending on the recommendation of the hearing officer and decision of the superintendent.
 - (6) A student may be reinstated on probation following an expulsion hearing which may occur after a conference with the student, parent or legal guardian, principal, student assistance team leader, and counselor. An individualized plan will be formulated for each re-entering student.
- 2. Selling/providing/distributing/manufacturing alcohol and other drugs and/or drug paraphernalia will result in the following:
 - a. The parents or legal guardians will be notified.
 - b. An immediate due process conference as prescribed by law (I.C. 20-8. 1-5-4 through 6) between student and principal or his/her designee prior to any recommendation for suspension or expulsion.
 - c. A report made with local law enforcement officials by the school administration or security officer as required by I.C. 35-48-5.
 - d. Disciplinary due process result in suspension of the student from attendance for a period of five to ten days and recommendation for expulsion. Documented proof of an assessment will be required as part of the procedures at the expulsion hearing.
 - e. The student's possible expulsion from attendance for the remainder of the current semester and the following semester depend on the recommendation of the hearing officer and the decision of the superintendent.
 - f. A student may be reinstated on probation following an expulsion hearing which may occur after a conference with the student, parent or legal guardian, principal, student assistance team leader, and counselor. An individualized plan will be formulated for each re-entering student.
- 3. Possessing or using tobacco products will result in the following:
 - a. First Violation:
 - (1) The parents and/or legal guardians will be notified.
 - (2) An immediate due process conference as prescribed by law (I.C. 20-8. 1-5-4 through 6) between student and principal or his/her designee prior to any recommendation for suspension.
 - (3) High school students will attend an educational program approved by Duneland and a one to five day suspension.
 - (4) Middle school student and his/her parents may choose a one-to-three day in-school suspension for the student or attend jointly a one-to-three session educational component. The violations will count as a suspension regardless which option the parent/student chooses.

- (5) Elementary/Intermediate principals may substitute an appropriate penalty and/or learning experience to replace in-school suspension.
- (6) Indiana Code
The building administration will request the appropriate police department to write a citation for those students violating the Indiana Code on possessing or using tobacco products. Students less than eighteen years of age identified to be possessing or using tobacco products will be reported to appropriate Police Department requesting a citation be issued as per I.C. 35-46-1-10.5 Penalty for purchase or acceptance of tobacco by a minor Sec. 10.5 a person less than eighteen (18) years of age who:
 - (a) purchases tobacco; or
 - (b) accepts tobacco for personal use; commits a Class C infraction.
- b. Second Violation:
 - (1) The parents and/or legal guardians will be notified.
 - (2) An immediate due process conference as prescribed by law (I.C. 20-8.1-5-4 through 6) between student and principal or his/her designee will take place prior to any recommendation for suspension.
 - (3) High school students will be suspended for a three to ten day period with recommendation for treatment for tobacco use.
 - (4) Middle school students will be assigned three days of in-school suspension or out-of-school suspension with recommendation for treatment of tobacco use.
 - (5) Elementary/Intermediate principals may substitute an appropriate penalty and/or learning experience to replace in-school suspension.
 - (6) Indiana Code
The building administration will request the appropriate police department to write a citation for those students violating the Indiana Code on possessing or using tobacco products I.C. 35-46-1-10.5 Penalty for purchase or acceptance of tobacco by a minor Sec. 10.5 a person less than eighteen (18) years of age who:
 - (a) purchases tobacco; or
 - (b) accepts tobacco for personal use; commits a Class C infraction.
- c. Third Violation:
 - (1) The parents and/or legal guardians will be notified.
 - (2) An immediate due process conference as prescribed by law (I.C. 20-8.1-5-4 through 6) between student and principal or his/her designee prior to any recommendation for suspension.
 - (3) Disciplinary due process will result in suspension of the student from school pending recommendation for expulsion.
 - (4) Indiana Code
The building administration will request the appropriate police department to write a citation for those students violating the Indiana Code on possessing or using tobacco products I.C. 35-46-1-10.5 Penalty for purchase or acceptance of tobacco by a minor Sec. 10.5 a person less than eighteen (18) years of age who:
 - (a) purchases tobacco; or
 - (b) accepts tobacco for personal use; commits a Class C infraction.
 - (5) The student may be expelled from attendance for the remainder of the current semester and the following semester depending on the recommendation of the hearing officer and the decision of the superintendent.
 - (6) A student may be reinstated on probation following an expulsion hearing provided a conference is held with the student, parent or legal guardian, principal, student assistance team leader, and counselor. An individualized plan will be formulated for each re-entering student.

VI. RE-ENTRY AND AFTERCARE:

The school staff, student, parents or legal guardian, and treatment personnel will work cooperatively to facilitate the student's re-entry.

The student assistance team will do periodic evaluations concerning the student's re-entry program, academic performance, and behavior in school. This evaluation will be made by the student assistance team leader and/or counselor in consultation with the administrator, coaches or cocurricular sponsors where appropriate, and other members of the student assistance team.

- A. For a student to be readmitted to school following suspension for tobacco, alcohol, or drug-related violation, the following will occur:
 - 1. Documented proof of assessment (tobacco excepted) performed by a trained professional will be presented to the principal or his/her designee.
 - 2. A plan will be developed with the parents or legal guardian and the student.
 - 3. Follow-up activities for the student's re-entry plan options include, but are not limited to the following:
 - a. periodic consultation with school counselor,
 - b. involvement in cocurricular and extracurricular activities,
 - c. following school policies, assessment recommendations, and individualized plan,
 - d. attending classes and/or programs on tobacco, alcohol and other drugs.
- B. For a student to return school following treatment, the following will occur:
 - 1. Conference with the student, parent or legal guardian, principal, student assistance team leader, and counselor will take place to formulate an individualized plan for the student's re-entry. Written documentation for aftercare procedures shall be presented from the appropriate treatment center.
 - 2. The student re-entry plan may include, but is not limited to the following:
 - a. individual contact with school counselor,
 - b. arranging the class schedule to meet the student's individual needs,
 - c. becoming involved in cocurricular and extracurricular activities,
 - d. following school policies and individualized plan.

**SECTION 2
STANDARDS OF CONDUCT FOR PARTICIPATION IN COCURRICULAR AND
EXTRACURRICULAR ACTIVITIES**

I. STATEMENT OF PHILOSOPHY

It is the belief of those concerned with the development of youth that membership and participation in cocurricular and extracurricular activities have a positive effect in the development of constructive attitudes for citizenship and life skills.

The cocurricular and extracurricular phase of the total educational program is an area in which leaders of youth have a unique opportunity to instill desirable qualities, among which may be principles of justice, fair play, good sportsmanship, respect for rules and authority, respect for others, respect for one's own health and physical well-being, development of leadership, group pride, teamwork, self-discipline, and self-sacrifice.

It is the position of Duneland that participation in cocurricular and extracurricular activities is a privilege extended to individuals who have the ability to perform and the character to conduct themselves in the proper manner. When students choose to participate in cocurricular and extracurricular activities, they place themselves in the public eye.

Participants are expected to behave at all times in a manner which portrays a positive image of themselves, the team, the school and the community.

Therefore, it is important that participants and their parents or legal guardian be aware of the philosophy and rules and regulations under which they will be given the opportunity to participate. As a prerequisite to participation, all students involved in cocurricular and extracurricular activities will be required to file a form signed by parent/or legal guardians and participant indicating that they have read and agreed to the rules and regulations governing their participation. **The rules and regulations shall be enforced throughout the calendar year** for the following activities; academic competition, athletics, class offices, cheerleaders, clubs, drama, forensics, music, National Honor Society, Student Government and other school competitions or performances.

Duneland will respond systematically and professionally to students' problems as they appear in cocurricular and extracurricular activities. We will use procedures that acknowledge and respect the civil, personal, and due process rights of the students involved. We will enlist the support and involvement of staff members and cooperating agencies to achieve a comprehensive program. The policies presented in this document reflect our understanding of a balance between the school's need to maintain its primary educational purpose and its duty to respond to individual needs of students.

II. ACADEMIC AND ATTENDANCE REQUIREMENTS

- A. Students must request assignments from their teacher in advance if they are going to miss a class for a performance scheduled contest, program or trip. Students should make special arrangements for such assignments with the teacher involved in order to be eligible to participate in the event.
- B. Regular attendance at school is required of all participants. Students must attend school on the day of a contest in order to participate in the event unless permission is granted for unusual circumstances by an administrator.
- C. Extending IHSAA regulations to all activities, high school students must have received passing grades at the end of their last grading period in school in at least five full credit subjects or the equivalent and must be currently passing in at least five full credit subjects or the equivalent in order to be eligible to participate in the event.
- D. Middle school students are encouraged to participate in as many cocurricular and extracurricular activities as they choose. It must be understood that the price of participation is good effort academically and behaviorally in the classroom. Middle school students may not have any grade of F in an academic or conduct area. Failure to meet these standards will result in the participant being placed on probation. Judgments will be based upon individual expectations for each student.

If at ANY time, a student involved in cocurricular and extracurricular activities is not performing academically or is not behaving according to expectations, the student may be placed on probation. (This procedure may be initiated by a classroom teacher, coach, sponsor, homeroom teacher, or principal. The initiator informs the student and the assistant principal of the student's problem.)

III. INTERVENTION

Duneland's intervention strategy is intended to address any signs and/or symptoms of unexplained medical and/or behavioral problems or patterns in ways that serve the best interests of the students involved as well as those of the rest of the student body. This

intervention program will utilize a team approach when inappropriate behaviors are observed.

A. Self/Peer/Parent/Legal Guardian Referral Procedures

1. A referral may be made by a student, a peer, or by his/her parents or legal guardian.
2. A student using this procedure who is making satisfactory progress in following the Student Assistance Team recommendations will not be liable to suspension, cocurricular and/or extracurricular ineligibility, or other disciplinary action for behavior which occurs prior to self-referral unless:
 - a. The student discloses conduct already reported as a witnessed violation, OR
 - b. The student fails to follow the student assistance team leader and/or counselor's recommendations or to make satisfactory progress in the Positive Life Program.

B. Referrals to Student Assistance Team

1. Referral of a student to the student assistance team does not necessarily constitute an allegation that a student has a tobacco, alcohol, and/or drug-related problem.
2. Students may be referred to the student assistance team for an intervention by any staff member or employee who is aware of a student who manifests any signs and/or symptoms of unexplained medical and/or behavioral problems or patterns.
3. Students may be referred to the student assistance team leader and /or counselor by themselves or by peers, parents or community representatives.
4. An essential feature of the program is that students and their family members are encouraged to contact administrators, student assistance team members or counselors for help with tobacco, alcohol and other drug related problems, with the assurance that such contacts will be handled discreetly.
5. Records of the student's participation in the program WILL NOT BECOME PART OF THE STUDENT'S PERMANENT RECORD OR CUMULATIVE FILE.
Student Assistance Teams will consider interventions in cases of suspected tobacco, alcohol and other drug use and make recommendations for appropriate action or assistance. Interventions are appropriate when tobacco, alcohol and other drug use is a possibility, not a proven fact.

IV. VIOLATIONS OF LOCAL, STATE, OR FEDERAL LAW

- A. Students who are convicted of violating local, state or federal law which are classified as misdemeanors or felonies shall be ineligible to represent the school in any performance, scheduled contest, program or trip until reinstated by the principal and the sponsor.

V. VIOLATION OF SCHOOL RULES

- A. Students suspended from school for violation of school rules will be ineligible to participate in any cocurricular and extracurricular activities during the time of suspension.

VI. IN SCHOOL VIOLATIONS BY COCURRICULAR AND EXTRACURRICULAR PARTICIPANTS

- A. In addition to the procedures and penalties mentioned in Section 1 (V.C.) of the Disciplinary Procedure for possessing, using or purchasing tobacco will result in the following:

1. First Violation: The student will be suspended from 40% of the scheduled contests or events. The determination of 40% of the season shall be established by the director/sponsor of the activity and school principal. The school principal or his/her designee may reduce the penalty of an educational program and a minimum of 20% of the season when a team investigation of all circumstances verifies that such a change would be appropriate. The 40% suspension will be re-instated if the requirements of the educational program are not satisfactorily completed. Suspensions carry over from one season to another, and if out of season, for the next event season in which the participant will perform. (This rule will cover any and all concurrent participation, and cannot be circumvented by a student who chooses to participate in an activity in which he/she has not previously participated.) The appropriate police department will be requested to write a citation for those students violating Indiana Code.
 2. Second Violation: The student will be suspended from cocurricular and extracurricular activities from current season as well as the next season during which the student will participate. The appropriate police department will be requested to write a citation for those students violating Indiana Code.
 3. Third Violation: The student will be suspended from cocurricular and extracurricular activities for the remainder of his/her high school career. The appropriate police department will be requested to write a citation for those students violating Indiana Code.
- B. In addition to the procedures and penalties mentioned in Section 1 (V.C.) of the Disciplinary Procedures for possessing, using or purchasing alcohol and/or other drugs and drug paraphernalia, or being under the influence will result in the following:
1. First Violation: The student will be suspended from 40% of the scheduled contests or events. The determination of 40% of the season shall be established by the director/sponsor of the activity and school principal. The school principal or his/her designee may reduce the penalty of an educational program and a minimum of 20% of the season when a team investigation of all circumstances verifies that such a change would be appropriate. The 40% suspension will be re-instated if the requirements of the educational program are not satisfactorily completed. Suspensions carry over from one season to another, and if out of season, for the next event season in which the participant will perform. (This rule will cover any and all concurrent participation, and cannot be circumvented by a student who chooses to participate in an activity in which he/she has not previously participated.) The appropriate police department will be requested to write a citation for those students violating Indiana Code.
 2. Second Violation: Suspension for the remainder of the current season plus suspension for the next season in which the participant will perform. (This rule will cover any and all concurrent participation, and cannot be circumvented by a student who chooses to participate in an activity in which he has not previously participated.)
 3. Third Violation: Suspension from cocurricular and extracurricular activities for the remainder of his/her high school career.
- C. In addition to the procedures and penalties mentioned in Section I. (V.C.) of the Disciplinary Procedures for selling, providing, distributing, manufacturing alcohol, other drugs and/or drug paraphernalia the following conditions will apply upon reinstatement:
1. Penalty

- a. First Violation: One year suspension from all cocurricular and extracurricular activities.
 - b. Second Violation: Suspension from all cocurricular and extracurricular activities for the duration of high school career.
2. Reinstatement of Cocurricular and Extracurricular privileges.
The student will be required to follow a specified reinstatement plan formulated by the principal, Student Assistance Team leader, counselor, coach and/or co/extracurricular sponsor.

VII. OUT OF SCHOOL VIOLATIONS

- A. In addition to the procedures and penalties mentioned in Section 1. (V.C.) of the Disciplinary Procedure for possessing, using or purchasing tobacco will result in the following:

1. First Violation: The student will be suspended from 40% of the scheduled contests or events. The determination of 40% of the season shall be established by the director/sponsor of the activity and school principal. The school principal or his/her designee may reduce the penalty of an educational program and a minimum of 20% of the season when a team investigation of all circumstances verifies that such a change would be appropriate. The 40% suspension will be re-instated if the requirements of the educational program are not satisfactorily completed. Suspensions carry over from one season to another, and if out of season, for the next event season in which the participant will perform. (This rule will cover any and all concurrent participation, and cannot be circumvented by a student who chooses to participate in an activity in which he/she has not previously participated.) The appropriate police department may be requested to write a citation for those students violating Indiana Code.
2. Second Violation: Suspension for the remainder of the current season plus suspension for the next season in which the participant will perform. (This rule will cover any and all concurrent participation, and cannot be circumvented by a student who chooses to participate in an activity in which he has not previously participated.) The appropriate police department may be requested to write a citation for those students violating Indiana Code.
3. Third Violation: The student will be suspended from cocurricular and extracurricular activities for the remainder of his/her high school career. The appropriate police department will be requested to write a citation for those students violating Indiana Code.

- B. Possessing, using or purchasing of alcohol and/or other drugs, and drug paraphernalia, or being under the influence will result in the following:

1. Disciplinary Procedures
 - a. First Violation: The student will be suspended from 40% of the scheduled contests or events. The determination of 40% of the season shall be established by the director/sponsor of the activity and school principal. The school principal or his/her designee may reduce the penalty of an educational program and a minimum of 20% of the season when a team investigation of all circumstances verifies that such a change would be appropriate. The 40% suspension will be re-instated if the requirements of the educational program are not satisfactorily completed. Suspensions carry over from one season to another, and if out of season, for the next event season in which the participant will perform. (This rule will cover any and all concurrent participation, and cannot be circumvented by a student who

chooses to participate in an activity in which he/she has not previously participated.)

- b. Second Violation: Suspension for the remainder of the current season plus suspension for the next season in which the participant will perform. (This rule will cover any and all concurrent participation, and cannot be circumvented by a student who chooses to participate in an activity in which he has not previously participated.)
 - c. Third Violation: Suspension from cocurricular and extracurricular activities for the remainder of his/her high school career.
2. Reinstatement of Cocurricular and Extracurricular privileges
The student will be required to follow a specified reinstatement plan formulated by principal, student assistance team leader, counselor, coach and/or co/extracurricular sponsor.
- C. Selling, providing, distributing, manufacturing, alcohol and other drug and drug paraphernalia will result in the following:
- 1. Penalty
 - a. First Violation: One year suspension from all cocurricular and extracurricular activities.
 - b. Second Violation: Suspension from all cocurricular and extracurricular activities for the duration of high school career.
 - 2. Reinstatement of Cocurricular and Extracurricular privileges
The student will be required to follow a specified reinstatement plan formulated by principal, student assistance team leader, counselor, coach and/or co/extracurricular sponsor.

VIII. RUMORS

A student will be called in by a coach, advisor, sponsor, or administrator if information comes via the "rumor route". The principal and/or his designee will conduct an investigation into the allegation. If verified, discipline will be consistent with Section I, (V.C.).

IX. ACCUSATION PROCEDURES

A student may be accused upon a signed, sworn testimony of one or more citizens of the community . This sworn statement must be made in writing at the appropriate principal's office within thirty days of said violations. If the accused claims innocence, a three member panel appointed by the principal will, within five school days, conduct a hearing to determine guilt or sustain innocence.

X. DETERMINATION OF GUILT PROCEDURE

A student is found guilty of violations in Section II, Paragraph IV, V, VI, and VII, if he/she:

- A. Is witnessed breaking one of the standards of conduct by one or more staff members.
- B. Admits to violating one of the standards.
- C. Is found so in a court of law.

- XI. ANY STUDENT WHO, AT THE END OF HIS/HER SIXTH OR EIGHTH GRADE YEAR, COMMITS A VIOLATION MAY BE REQUIRED TO SERVE THE PENALTY AT THE BEGINNING OF THE SUCCEEDING YEAR; HOWEVER, THIS VIOLATION IS A PART OF HIS/HER SIXTH (OR EIGHTH) GRADE RECORD AND IS NOT TO BE CONSIDERED HIS/HER FIRST VIOLATION IN THE MIDDLE (OR HIGH) SCHOOL.

- XII. AS THE MIDDLE SCHOOL STUDENT ENTERS THE HIGH SCHOOL HIS/HER ACADEMIC ELIGIBILITY WILL BE BASED ON HIS/HER NINTH GRADE PERFORMANCE.

Positive Life Program
Amended by Duneland School Board
May 9, 1997
Revised 5/5/03
Revised 5/3/04