

CHESTERTON

MIDDLE SCHOOL



2023-2024
Student Handbook

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The Student Handbook has been designed for you, a member of the CMS Family. Please ask your school counselor or a member of the administrative team any questions you may have regarding CMS. They are happy to help you! We are all here for one purpose, to help you learn and grow positively each day. We welcome you and we are glad you are here!

WELCOME To CMS!

The staff and faculty of CMS are ready, and excited to help our students begin their middle school journey. Families will witness more independence from their children. This should manifest itself in a heightened level of responsibility taken by students for their own decisions and actions. Ultimately, this process will lead to the creation of intellectual, responsible, and successful citizens who contribute positively to their community.

The middle school years can be challenging for parents, students, and teachers alike. Physical and emotional maturational issues, dynamic peer relationships, uncertain futures, developing intellects, and other factors contribute to a complex, yet fun experience.

Chesterton Middle School and Chesterton High School work collaboratively to create a secondary instructional program that is both age appropriate and dynamic for students in grades 7-12.

Welcome to a new chapter in your child's life! We look forward to traveling on this journey with you.

CMS Administration

DSC MISSION & VISION STATEMENT

Vision: Duneland is committed to inspiring excellence, igniting curiosity and unlocking potential for all.

Mission: Duneland provides a safe and engaging environment where students are empowered to explore their talents, build on their curiosity, embrace high expectations, and become responsible, caring citizens.

Core Values:

- Duneland is committed to:
 - Supporting all students through the development of the whole child
 - Ensuring a culture of high expectations and continuous growth for all through innovation and research-based practices.
 - Ensuring safe, collaborative, and accountable learning environments based on integrity, honesty, and responsibility for all.
 - Fostering partnerships to improve the quality of life in our community.

CHESTERTON MIDDLE SCHOOL MISSION STATEMENT

Learning today; training for life.

CHESTERTON MIDDLE SCHOOL VISION STATEMENT

Amplifying talents, strengths, and abilities in a collaborative community

How To Be Successful In Middle School

As you pass through CMS, you will meet many different staff, teachers, counselors, and administrators. They are interested in you. They are especially concerned that you:

1. Respect your classmates, teachers, staff members, administrators and other individuals in the building.
2. Maintain a polite attitude and respectful conduct for which all CMS stakeholders can be proud.
3. Become involved in several ways through the various activities and clubs available to students.
4. Make significant contributions that will assist in accomplishing CMS's Mission.
5. Improve daily as an individual.
6. Learn to assume personal responsibilities, and have fun while you fulfill your obligations.
7. Have a wide range of experiences that will help you to grow intellectually, socially, physically and emotionally.

SECTION 1 – STUDENT EXPECTATIONS & CODE OF CONDUCT

Be Polite and Be Respectful

All students at Chesterton Middle School will have a greater chance of being successful by being polite to everyone at all times, and by being respectful to everyone and their property at all times, Do not touch anyone or their property in any way at any time. These expectations are designed to guide student actions and choices before, during, and after the school day.

CMS STUDENT CODE OF CONDUCT

CMS BEHAVIORAL EXPECTATIONS MATRIX

	RESPECTFUL	RESPONSIBLE	SAFE
Bus	<ul style="list-style-type: none">• Hands and feet to self.• Use kind words and actions.• Touch other people's property with permission only.	<ul style="list-style-type: none">• Always obey the driver.• Talk quietly with those in your seat.• Remind others to follow the rules.	<ul style="list-style-type: none">• Sit on the bottom with your back to the seat.• Stay seated until the driver tells you to get up.• Keep belongings in the proper place.
Bus Loading Areas	<ul style="list-style-type: none">• Use kind words and actions.• Take your proper place in line.	<ul style="list-style-type: none">• Be on time.• Wait in line patiently.• Keep the area clean.	<ul style="list-style-type: none">• Keep hands and feet to self.• Stay in the designated area behind the yellow line.• Keep belongings in the proper place.

Cafeteria	<ul style="list-style-type: none"> • Keep food on tray. • Use good manners. • Use kind words and actions. 	<ul style="list-style-type: none"> • Get all utensils, milk, etc. when going through the line. • Clean up your area before leaving. • Use appropriate voice level. • Return your tray and utensils to the designated area. 	<ul style="list-style-type: none"> • Sit with your feet on the floor, bottom on seat, and facing the table. • Keep hands and feet to self. • Walk at all times.
Assembly	<ul style="list-style-type: none"> • Use good audience skills. • Applaud appropriately. 	<ul style="list-style-type: none"> • Be prepared. • Sit quietly. 	<ul style="list-style-type: none"> • Enter and exit in an orderly manner. • Sit properly in the seats or bleachers. • Use walkways properly. • Keep hands & feet to self.
Hallways & Passing Areas	<ul style="list-style-type: none"> • Walk quietly. • Respect property. 	<ul style="list-style-type: none"> • Use drinking fountains appropriately. • Move to your destination directly and quickly. 	<ul style="list-style-type: none"> • Keep hands and feet to self. • Walk at all times. • Walk on the right.
Restrooms	<ul style="list-style-type: none"> • Be considerate of others' privacy. • Use kind words & actions. 	<ul style="list-style-type: none"> • Clean up after yourself. • Keep surfaces free of graffiti. • Return to class promptly. 	<ul style="list-style-type: none"> • Walk at all times. • Keep hands and feet to self. • Use facilities appropriately. • Wash hands before leaving.
Outside Areas	<ul style="list-style-type: none"> • Use appropriate language. • Follow staff requests the first time. 	<ul style="list-style-type: none"> • Take care of property. • Help others. • Stay in the designated area. 	<ul style="list-style-type: none"> • Keep hands and feet to self. • Use equipment appropriately. • Follow the rules.
Office (includes Main Office, Guidance, and Nurse's Office)	<ul style="list-style-type: none"> • Use good manners. • Wait your turn patiently. 	<ul style="list-style-type: none"> • Bring hall pass or other pass. • Tell the truth. • Use indoor voice. 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to self.
Classrooms	<ul style="list-style-type: none"> • Use good listening habits. • Follow the teacher's request 	<ul style="list-style-type: none"> • Be prepared for class. • Tell the truth. 	<ul style="list-style-type: none"> • Keep hands, feet and objects to self.

	the first time. • Use kind words and actions.	• Take care of property. • Follow classroom rules.	• Walk at all times. • Use materials and equipment appropriately. • Ask an adult for help when needed.
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SPECIFIC RULES OF BEHAVIOR

Administrative discretion will be used and consequences such as lunch detentions, after school detentions, in-school suspensions,, out of school suspensions, or expulsion will be issued for violating any of the following Specific Rules of Behavior:

Disciplinary Powers of Principals (IC 20-33-8-10): A principal may take action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes. A principal may write regulations that govern student conduct.

Bullying: Indiana State Law and school policies prohibit bullying. Indiana State Law defines “bullying” in the following manner: “bullying” 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, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school. Students should report any cases of bullying to a teacher, counselor, administrator, or resource officer immediately. Behavior determined to be bullying by the standards defined above shall not be tolerated.

Causing Injury: Students are reminded that one person's behavior can, if not carefully thought out, cause injury to others. Likewise, any object carelessly handled could injure someone around them. Students may not behave in a way that could or does cause injury, or have any object that could be considered a weapon. Students are prohibited from possessing any weapon, item, object or substance that is hazardous to persons or disruptive to the school purpose. Prohibited items include but are not limited to:

laser pointers, weapons, including firearms, pneumatic guns, knives, small knives, toy knives, toy guns, squirt guns, razors, clubs, brass knuckles, other blunt striking devices, projectile devices.

exploding devices including bombs, ammunition and fireworks, chemical spraying agents or any other device that can deliver a projectile or blunt impact to a person and cause injury.

Alcohol, tobacco, nicotine products, drugs and other controlled substances are prohibited as outlined by other policies. Students are not to possess any type of lighters, matches, etc. on school grounds.

Closed Campus: Students are not allowed to leave Chesterton Middle School's property in the morning or during the school day. Upon arrival, students are to enter the building and remain there unless otherwise instructed by school officials. Leaving campus or

the building without permission from school officials is strictly prohibited.

Disrespect: A negative attitude displayed toward any staff or faculty member, to an administrator, or to a visiting adult, or considered disruptive to the school routine will be considered disrespectful.

Defiance/Failure to Comply/Insubordination: Defying the authority of a staff member in such a way as to be rebellious or disobedient, or willfully refusing to follow a reasonable request or directive will not be tolerated.

Drugs and Alcohol: The use, consumption, possession, or transmission, including by sale, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic drug, alcoholic beverage, intoxicant or depressant of any kind, including but not limited to over-the-counter medications and substances, any capsule or pill, look alike drugs, nonalcoholic beer, inhalant, or intoxicant of any kind, as well as any apparatus or paraphernalia used or which could be used in connection with the listed substances is prohibited.

Consuming any of the listed substances immediately before attending school, a school function or event is prohibited. Using, consuming, possessing, transmitting, or being under the influence of any of the items listed above by any student while subject to school rules will result in suspension, request for expulsion and notification of law enforcement.

Selling and/or distribution on or off school grounds of the items listed above is strictly prohibited and will result in the notification of local law enforcement.

Electronic Cigarettes: The possession and/or use of electronic cigarettes (e-cigarettes) of any variety is strictly prohibited. Students found in possession of or using e-cigarettes/vaping devices may be issued a citation for violating state laws.

Fighting: Fighting is strictly prohibited. Students who engage in fights may have criminal charges referred to the Juvenile Prosecutor's Office.

Food/Drink Items: Do not bring food items of any kind to eat in classrooms, common areas, or in the hallways. Food is to be consumed in the cafeteria. Items in violation will be confiscated. Only non-glass containers of water will be permitted in the building. Delivery of food for students from restaurants including, but not limited to, Grubhub, Uber Eats, DoorDash, etc., is prohibited.

Gang Activity: CMS desires to keep its school, staff, and students free from the threats of harmful influence of any groups or gangs that advocate the use of disruptive behavior. In addition, CMS understands the importance of fostering an effective and safe learning environment, which enhances its educational atmosphere.

Therefore, no student on or near CMS property, at any time or at any school-sponsored activity shall:

1. wear, possess, use, distribute, display or sell any clothing, jewelry, or other such paraphernalia, identified and associated with gang membership or affiliation.
2. possess school or related materials with gang symbols, drawings, or writings.
3. use or have in their possession any electronic communication device. (see previous statement)
4. 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 or property damage.

Harassment: Any form of harassment is unacceptable and will be dealt with accordingly. Students and employees should not be subjected to harassment or threats of violence. Harassment is defined as persistently disturbing, tormenting, pestering, or persecuting another person by any means of communication. Forms of harassment include, but are not limited to, sexual harassment, racial harassment, religious harassment, ethnic (national origin) harassment, or disability harassment. No form of harassment will be

tolerated and is prohibited.

Habitual Misconduct: Students who repeatedly violate one or more school or district policies will be subject to suspension(s) or expulsion.

Hallway Behavior: Hallways may be crowded at times. Students must stay to the right when walking in the hallway and stairs. Pushing, shoving and running are dangerous and prohibited. Students in the hallways during class (with permission) are expected not to interrupt classrooms in any manner. No one is to be in halls during class without permission.

Horseplay: Any behavior or actions that could result in harm to another person is prohibited.

Humiliation: Any behavior that causes another person the painful loss of pride, self-respect, or dignity is prohibited.

Interference: Any behavior that disrupts or interferes with school purposes and functions is prohibited. Lying to school personnel during an investigation, or impeding a school or criminal investigation is prohibited.

Intimidation: Any behavior that forces another person into an action, or any behavior that deters another person from an action by inducing fear is prohibited.

Notes: Students are not permitted to write or share “notes” during the school day. These behaviors interfere with school purposes.

Obscenity/Profanity/Vulgarity: Vulgar, lewd, profane, or obscene language, gestures, or images are prohibited.

Obstructing a School Investigation: Any student who knowingly gives false information, or intentionally fails to give information in an investigation conducted by a school administrator may receive a consequence.

Personal Communication Devices (PCD) and Other Electronic Equipment:

ELECTRONIC DEVICES (P.L. 108-1994, HEA 1202)

Electronic devices include, but are not limited to, the following: cell phones, earbuds, headphones, smartwatches, and other communication devices.

Electronic devices can aid or hinder the learning experience in a school environment. With this in mind, cell phones are not permitted in the classrooms.

Taking, displaying, possessing, or transmitting pictures with sexually related content (including nudity) or pictures taken without the consent of the student or staff member in a situation not related to a school purpose or educational function is not permitted and will be

subject to consequences. Refusal to give an electronic device to a staff member when instructed may result in further disciplinary consequences. Students may not photograph or video record other students or staff members at school. If done, the recording device (possibly cell phone) will be confiscated, the photograph or video viewed by administration and erased.

Important Notice to Students and Parents Regarding Cell Phone Content and Display

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Level 5 felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or

offer to disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.

- It is “child pornography,” a Level 6 felony under I.C. 35-42-4-4(c), for person/student to possess a photograph, motion picture, digitized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.

- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals or female breasts intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

- The Indiana Sex Offender Registration Statute at IC 11-8-8-4.5 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009 and amended in July of 2014, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

- “Indecent Display of a Youth” is defined by I.C. 35-45-4-6 ec. 6.

(a) This section applies only to a person to whom all of the following apply:

(1) The person is less than eighteen (18) years of age.

(2) The person is not more than four (4) years older than the individual who is depicted in the image or who received the image.

(3) The relationship between the person and the individual who received the image or who is depicted in the image was a dating relationship or an ongoing personal relationship. For purposes of this subdivision, the term “ongoing personal relationship” does not include a family relationship.

(4) The individual receiving the image or who is depicted in the image acquiesced in the person's conduct.

(b) The following definitions apply throughout this section and are not limited to:

(1) “Disseminate” means to transfer possession for no direct or indirect consideration.

(2) “Performance” has the meaning set forth in IC 35-49-1-7.

(c) A person who, on or by means of a cellular telephone, social media website, or another wireless or cellular communications device, knowingly or intentionally:

(1) produces, presents, exhibits, photographs, records, or creates a digitized image of any performance or incident that includes sexual conduct by a child at least twelve (12) years of age;

(2) disseminates, exhibits to another person, or offers to disseminate or exhibit to another person, matter that depicts or describes sexual conduct by a child at least twelve (12) years of age; or

(3) possesses:

(a) a picture;

(b) a drawing;

(c) a photograph;

(d) a motion picture;

(e) a digitized image; or

(f) any pictorial representation; that depicts or describes sexual conduct by a child at least twelve (12) years of age who the person knows is less than sixteen (16) years of age or who

appears to

be less than sixteen (16) years of age, and that lacks serious literary, artistic,

political, or scientific

value; commits indecent display by a youth, a Class A misdemeanor.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

CMS will NOT accept any responsibility for damaged, lost, or stolen PCDs or other electronic equipment that students bring to school.

Public Displays of Affection: Overtly familiar behavior between students is inappropriate at school and interferes with school purposes. Students shall not demonstrate emotional attachment by kissing, caressing, or fondling another person.

Repeated Rule Violation: Any student who receives disciplinary action for violating any school or district policy on five occasions may be subject to a request for expulsion.

Ridicule: Any malicious speech or action aimed at another person with the intent to cause contemptuous laughter is prohibited.

Security Threat: Any harmful threat, or threatening action (including threats with bombs, destructive devices and/or guns) by a student verbally, physically, or electronically will not be tolerated.

Theft or Damage: Theft or damage of personal or school property is prohibited. Compensation for losses pertaining to school property will be required in addition to disciplinary action.

Threats: Any form of threatening behavior will not be tolerated; therefore, threats of violence against individual students, groups of students, the school at-large, and threats in general are prohibited.

Tobacco Products: The use or possession of any type of tobacco or nicotine product is strictly prohibited on school grounds.

Truancy: Students are expected to be in assigned classes at all times. Failure to do so will result in disciplinary action. Parents will be informed when students are found to be skipping classes. The attendance officer and local police will be informed when the student has left the school grounds.

Unlawful Activity (IC 20-33-8-15): Per Indiana law, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
- (2) the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Additional Items: A written document cannot provide for all contingencies that could or might occur during the course of a school year anymore than it can anticipate every eventuality that might arise in any of the areas covered in this handbook. Therefore, the Chesterton Middle School administration has the right to take 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 measure(s) when needed to prevent interference with an education function or school purpose.

NOTE: Students who violate these provisions shall be subject to disciplinary action in accordance with statutory due process procedures.

CAFETERIA RULES

1. Students are to get in line immediately upon entering the cafeteria without running.

2. Students are to choose a seat and stay in the chosen seat for the duration of dining.
3. Saving seats is not permitted.
4. Only one student per chair is allowed.
5. Students are to eat from their trays only.
6. All students are to clear their own trays by removing trash and setting the trays on the conveyor belt.
7. No food or drinks will be permitted outside the cafeteria.
8. Students are to be respectful of others and act in a mature manner.
9. Students will need a pass to use the restroom during lunch.
10. Loitering in the hallways or restrooms is not permitted.
11. Students are not allowed to leave personal items in the hallway outside the cafeteria. Personal belongings must be secured in the student's locker prior to entering the cafeteria, or the items may be secured underneath the student's seat in the cafeteria.

BEHAVIORAL CONSEQUENCES

Tuesday Detention: May be assigned for various reasons including behavior concerns and excessive absences. The penalty for not attending is in-school suspension. Tuesday sessions are one and one half hours long. Parents will be contacted when Tuesday Detention assignments are made. Behavior is very strictly monitored and students complete school assignments in Tuesday Detention.

Suspensions: Two types of suspensions can take place at CMS. Suspension is a consequence of irresponsible/inappropriate behavior. Students, by the way they behave, can determine if they will be suspended or not. Act responsibly; avoid suspensions! In-School Suspensions (ISS)--Do all work in the ISS Room. Out-of-School Suspension (OSS)--Do all work at home.

Expulsion: If suspensions have been a course of action in an effort to correct behavior and the specific behavior has not improved, a formal hearing before a hearing officer will be requested that could result in the student's removal from school. A student expelled during the first semester may be expelled for the remainder of the current school year. A student expelled during the second semester may be expelled for the remainder of the current school year and the first semester of the following school year.

STUDENT APPEARANCE AND DRESS GUIDELINES

The purpose of the dress code at CMS is to create an environment free of unnecessary disruptions to the learning process. Clothing must include a bottom, a top, cover private parts, and not contain "double meanings," or items related to alcohol, drugs, tobacco, sex, profanities, obscenities, vulgarities, violence, weapons, gangs or bigotry.

1. Transparent clothing is not allowed, unless appropriate attire is worn underneath.
2. No sunglasses, hats, caps, hoods, or other headgear may be worn in the building during the school day.
3. Coats, backpacks, purses, and/or totes are not allowed in classrooms, and must be secured in student lockers.
4. Aerosol sprays, colognes, and/or perfumes are not allowed during the school day.
5. The following are also prohibited: gloves, in-line skates, skate shoes with wheels, chains, wallet chains, watch chains, painting or writing on any portion of the body.

6. Any clothing that creates a disruption in the learning environment is prohibited.

Students found in noncompliance with the dress code will be referred to administration.

Administrative discretion will be used and consequences may be issued.

SECTION 2 - ATTENDANCE PROCEDURES

ATTENDANCE TEAM

The CMS attendance team will investigate and make recommendations concerning students who have attendance issues. Students who are absent from school or class(es) without permission are considered truant. Cases of excessive absences and/or frequent trancies will be examined by the attendance team and referred to the student's counselor, CMS Administration, Indiana Department of Child Services, or to the Porter County Juvenile authorities.

ATTENDANCE PHILOSOPHY

CMS believes that regular and punctual attendance is essential to the academic and intellectual success of a student. We understand that there are a multitude of reasons students are absent. Some absences are excused, while others are not excused. In order to create open and effective lines of communication with our Duneland parents and guardians, CMS will distribute letters to parents and guardians, and set up conferences in order to address excessive absences regardless of the status of the absences. Letters will automatically be sent home when students accumulate five and ten absences. Parents or guardians will be required to provide doctor verification when a student accumulates more than ten absences, or the absence will be reported as unexcused. When a student is absent fifteen days, a conference will be scheduled with CMS administration.. An excess of 15 absences may result in further actions by CMS Administration. Parents/guardians will have 48 hours to excuse their students absence(s), after which time it will be considered unexcused.

SIGN-OUT POLICY

In order to preserve the safety of our students, Duneland School Corporation has defined district policies regarding safe sign-out procedures. Students being removed from school during the school day for any reason must be signed out at the attendance desk located in the Main Office. Only parents, guardians, or other personnel on file as emergency contacts are allowed to sign-out a student. Picture identification is required as proof of identification in order to sign out the student.

ABSENCES

Students returning to school following an absence, other than pre arranged absence, must give the attendance office a note from their parents/guardians indicating the reason for the absence. If parents/guardians have notified the school by telephone of the absence, a note is not needed. It is the student's responsibility to complete missed work. Parents may contact the school for makeup work for students with extended illnesses. If a student is removed from school for any part of the day for any reason, the proper school personnel must first be advised and the student must be signed-out ONLY by persons formally authorized as emergency contacts. All assignments must be made up as directed by the teacher. Students will have the number of days absent and one additional day to make up work.

PRE-ARRANGED ABSENCES

If there is a need for a prearranged absence, please notify the school in advance. Requests for a prearranged absence should be received in the Attendance Office five days prior to the absence, so the school can more adequately prepare for the interrupted instruction. It is the student's responsibility to make arrangements with his/her teachers for makeup work prior to leaving. All assignments must be made up as directed by the teacher. Students will have the number of days absent and one additional day to make up work.

TARDY POLICY

Regular and prompt school attendance is included in the behavioral expectations at CMS. A student is considered tardy at CMS when the student is not in their assigned classroom when the bell rings. There will be no deviations from this definition. If a student is more than fifteen minutes late to any class, the student's name will be referred to the administration to determine if the student is to be recorded as absent or truant.

- **1st and 2nd Tardy--Verbal warning issued**
- **3rd Tardy--Verbal warning issued to the student and parent/guardian contact**
- **4th Tardy – Parent/Guardian conference will be requested and Tuesday Detention**
- **5th Tardy and beyond--Referral for possible disciplinary action beyond detentions, which may include some form of suspension.**

The above consequences will be based on the student's cumulative tardies during each quarter. Although student tardies will accumulate throughout the school year in the attendance record on Skyward, consequences for tardiness will start from "zero" at the start of each new quarter.

The school administrator will review the student's attendance records to determine consequences. Administrative discretion will be implemented which may or may not include administrative conferences with students and/or parents/guardians, -Tuesday Detention, ISS, OSS or referral to a Social Service Agency. Random hall sweeps will take place throughout the school year. The structure and calendar for any sweep will be determined by the school administration.

SECTION 3 - GENERAL SCHOOL INFORMATION & PROCEDURES

ACCESSIBILITY

If you are in need of assistance, accessibility, or an interpreter for the hearing impaired, please contact the building principal 48 hours prior to the event. Duneland School Corporation is committed to providing assistance to all of our patrons wishing to participate in Duneland sponsored events.

ARRIVAL TO SCHOOL

Students arriving at school must use the appropriate entrances. Bus riders must enter through Entrance 20. Students who do not take the bus to school (i.e., walkers, car riders, etc.) must enter through Entrance 22. Students arriving after 7:50 a.m. must enter through Entrance 1 and check in with the Attendance Secretary. Students arriving early are allowed to sit in the bleachers in Goldsborough Gymnasium, participate in activities as provided by staff, or go to the cafeteria for breakfast until 7:40 a.m. The instructional day begins promptly at 7:50 a.m.

AUTOMATED CALLING SYSTEM

Duneland School Corporation utilizes a communication system to send out automated messages to all parents or guardians via voice, text or email. The automated system will enable Duneland administration and staff members to communicate general and emergency information with parents.

In order to receive important calls, parents will need to provide contact numbers and email addresses at registration.

BIKE RIDER GUIDELINES

Take Note...Procedures to be followed by those students who ride bicycles to Chesterton Middle School are as follows:

1. Bicycles are to be parked in the north side bicycle racks near Door #2 and Door #22, and are not to be used until leaving school at the end of the day. Students are not to ride bicycles around the grounds before school, at lunch, or after school.
2. Bicycles are to be locked and parked in the bike racks provided.
3. Respect for property must be practiced en route to and from school. Bicycles must be kept off of lawns. Taking shortcuts through private property is prohibited.

The school is not responsible for loss, theft, or damage to bicycles. However, efforts will be made to prevent such occurrences on school grounds.

Riding a bike to school is a privilege and full compliance with the procedures is expected. If a student fails to cooperate, the privilege may be lost.

BUS TRANSPORTATION

Bus transportation is provided to all Duneland students living within their school's attendance boundary and outside the walk boundary for that school. Transportation information including bus number, bus stop location and times are available on the student's Skyward account. Families are encouraged to use the MyStop application to track their student's bus location and estimated time of arrival.

'MY STOP' APP

The Duneland School Corporation offers a web-based application, My Stop, which will allow parents to access live bus GPS information from the Transportation Department. Parents can access this application using a smartphone, tablet, or computer and securely view the location and estimated arrival time of their child's bus. Parents can visit their Skyward Parent Access Account to access this link and download the application. More information is posted on your account on how to access the My Stop introduction

letter in your student's portfolio.

Bus rules are provided to assure that Duneland students are transported to and from school in a safe manner. Parents are urged to cooperate in the instruction of students regarding the following rules in order to provide a safe transportation program.

Good bus conduct is expected of all riders at all times. Strict observation of the following rules will eliminate unnecessary delays and other problems.

1. Students shall sit in his/her assigned seat immediately upon entering the bus.
2. No student shall stand or move from seat to seat.
3. Loud, boisterous or profane language and indecent conduct will not be tolerated.
4. Students shall not tease, scuffle, trip, hold, hit or use their hands, feet or body in any objectionable manner.
5. No windows or doors will be opened or closed except with the permission of the driver.
6. No student shall stand until the bus has come to a complete stop and the driver has opened the door.
7. Students must be waiting at his/her assigned stop when the bus arrives. Students must be waiting at their stops five (5) minutes before the pick-up time.
8. School authorities may deny the privilege of riding on the school bus to any student who refuses to follow the bus rules and the directions of the driver.
9. Only regularly assigned passengers are allowed to ride school buses. Special permission to ride a school bus may be granted only by the school principal or his/her designee. Special permission will only be given for babysitting purposes, when a student is living temporarily on the bus route, or other emergency situations. The request for alternate transportation must be in writing from the parent/guardian, approved by the office and handed to the bus driver.
10. Students must get on and off the school bus at their assigned bus stop. Permission to get off at any other location will be given only with a written request from the parent, signed by the principal or his/her designee, and given to the driver.
11. Students are not permitted to eat or drink on the bus.
12. No live animals or insects may be transported on the bus.
13. Students must wait for a signal from the bus driver before they may cross over in front of the bus.
14. Any items brought on the bus by a student must be held on the student's lap. The entrance door area, the emergency door area, under the seat, and the aisle must be kept clear at all times.
15. There is no supervision at the bus stop. For the safety of your child, please wait with them at the bus stop until the bus arrives.
16. It is required that you meet your kindergarten student at the bus stop after school. It is recommended that you greet your older children at the bus stop when returning home from school.
17. Students may use Personal Communication Devices (PCD's) and school provided electronic devices while riding on a school bus or other board-provided vehicle to access the Duneland Mobile WiFi (if available). However, student behavior may not be distracting to the driver or disrupt other students. Students may not share their devices or screens. Sound may not be audible.
18. Students are prohibited from taking photos and videos while on the bus.
19. If a student rides the bus, they must ride from home to school in the morning and from school to home in the afternoon. No student will be allowed to board a bus at the transfer location in the morning or get off the bus and get into a private vehicle at the transfer location in the afternoon.
20. Student discipline may result in: a new seat assignment, a verbal warning, parent call, referral to the school principal, or suspension from riding the bus.

CALENDAR

CMS publishes a monthly school events calendar that includes many assorted items of school information. This calendar is available online at www.duneland.k12.in.us.

CHILD NUTRITION SERVICES

Duneland School Corporation Child Nutrition Services is on a debit system for payment of breakfast and lunch. Deposits can be made during the serving time or whenever a staff person is available. When sending in payment, please send checks and not cash if possible, for better accountability. When submitting checks, the whole amount will be deposited as change cannot be given back per guidelines. If a parent has two or more children in the same school, one check can be written and noted how much money should go into each child's account. Students will be notified when the account is low or at zero. A parent may request a statement of their student's account at any time. Meal prices for breakfast and lunch will be posted at registration.

MyPaymentsPlus (PREFERRED AND RECOMMENDED)

Duneland School Corporation offers MyPaymentsPlus, a state-of-the-art online service that provides you the convenience and information you need to manage your student's meal account. This system speeds up serving lines in the cafeteria, eliminates the need to send physical payments to school or worry about lost or forgotten lunch money and ensures that your child will receive a nutritious meal. At no cost, MyPaymentsPlus allows any family to: Create a FREE, secured account to manage all your student's accounts, check your student's current account balance, and create settings to receive email notifications when the account reaches a low balance. Also, at no cost, MyPaymentsPlus allows any family to make a prepayment into your student's meal account using a check, credit card, or debit card at www.MyPaymentsPlus.com or by calling 1-866-441-9125. Funds deposited through MyPaymentsPlus are usually available for student use within a matter of minutes. Create settings to automatically replenish your student's account when it reaches a low balance. The Duneland School Corporation encourages all parents (even if you do not prepay for your student's meal account) to create an account at no cost through www.MyPaymentsPlus.com. To create a new account, follow the on-screen directions and register your student using their Student ID number. Student ID numbers can be obtained by contacting customer support at: 1-877-237-0946.

BREAKFAST AND LUNCH

Breakfast and Lunch is served at all schools on all days school is in session. The menu is posted in the cafeterias, and links to the menus on the Duneland website are posted in the district newsletter *DuneNews*. Items may be purchased as a meal or separately at an additional price. Items are available to purchase for snack time.

CAFETERIA CHARGING POLICY

Students attending Corporation schools who do not have funds in their account or on-hand to cover the cost of their meal at the time of service are treated consistently, parents of students who charge meals are notified when a student charges a meal, and efforts are made to collect the charges. Significant negative lunch account balances shall not be permitted. If a student has a significant negative lunch account balance, s/he shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall

continue to accrue to his/her negative lunch account balance. Any significant negative lunch account balance may be pursued for collection. Students are not permitted to charge ala carte items. Students are also not allowed to purchase ala carte items when having a negative account balance.

Click on the link below for further Child Nutrition Program Information

[Child Nutrition Program Policy](#)

FOOD ALLERGIES AND/OR MEAL ACCOMMODATIONS

Students who require meal accommodations should contact the Child Nutrition Director at (219) 983-3723.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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

mail:

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

fax:

(833) 256-1665 or (202) 690-7442; or

email:

Program.Intake@usda.gov

This institution is an equal opportunity provider.

DANCE INCENTIVE SYSTEM

Student attendance at scheduled dances throughout the year is a privilege. Students who do not meet the behavioral and academic expectations of CMS throughout the school year will not be allowed to attend dances. The decision to revoke a student's privilege to attend a dance, including the Spring Farewell, will be made by the administrative team on an individual basis.

DELIVERIES

Sometimes students forget to bring necessary materials or equipment to school. In such cases, parents/guardians are asked to deliver the items to the office when bringing these items to school. Only essential items for class are to be delivered to school for students. The school will not accept balloons, flowers, or other gift deliveries for students. Please save these gifts for home; they are not appropriate at school; nor are they appropriate for locker decorations.

FEES (CURRICULAR MATERIALS)

Following the passage of recent legislation on textbooks/curriculum materials, Duneland will not be collecting textbook and instructional supply fees this school year. Instead, funding for these items will come from state reimbursement and local school funds. This includes textbook, software, and hardware costs as well as other items required for educating our students.

IN CASE OF EMERGENCIES

Fire: Teachers will explain which exit to use from their rooms. Walk, **do not run**. Go quietly to the area designated by the teacher. These directions are posted in each room near the door. Class groups must stay together so the teacher can check attendance.

Tornado: You will be notified over the school intercom when an alert is in effect. A plan for taking shelter has been developed. A list of instructions is posted near the door in each room. The teacher will direct you to the designated area.

Lockdown: Follow specific directions posted in each classroom.

Cancellation of school: In the event of inclement weather, a decision will be made by 6 a.m. to cancel or delay school. Visit online at www.duneland.k12.in.us or www.cancellations.com, or keep tuned to your clearest radio station: Chesterton H.S. - WDSO 88.3 FM; Valparaiso - WAKE 1500 AM & WLJE 105.5 FM; and Michigan City - WEFM 95.9 FM

Early dismissal: In case of early dismissal from school, students are to ride their assigned buses. Students in the walking zones should walk home unless other arrangements with parents/guardians have been made.

When an early dismissal occurs, students will proceed to 1st period class. Students who, due to special arrangements, need to use the phone will do so from their 1st period classroom.

The Main Office is to be notified by the teacher of any student who will remain in the building after dismissal and escort them to the Main Office where the situation will be investigated.

HEALTH SERVICES

The health services staff works in cooperation with the school administration and under the direction of a medical advisor. Each building employs a full-time registered nurse and in certain situations a health aide may be utilized. Students who are ill or injured should notify their teacher of their condition and seek permission to see the nurse. Parents will be contacted if the illness or injury is serious in nature and/or if the student exhibits one or more of the exclusion criteria listed under the communicable disease heading. Injuries and illness should be taken care of before the student arrives at school as health services personnel do not attempt to treat or diagnose.

HEALTH CONCERNS

It is the parent/guardian's responsibility to keep the school informed of any health concern that may require special accommodations in the student's activities or education. If a health concern exists, a physician's statement documenting the diagnosis and orders for any care to be provided at school is required. Once documentation has been provided, you then have the right to request an assessment to determine if school accommodation or assistance is needed to ensure appropriate educational opportunities for your student.

IMMUNIZATIONS

When a student enrolls in school for the first time or any subsequent time and at any level, the parents/guardians must show either that the student has been fully immunized or have a current religious or medical objection on file. Parents/guardians must provide the school with complete immunization records prior to or on the first day of school. **Indiana Code (IC 20-34-4-5) states that a student may be excluded from school if the above requirements aren't met.** A complete and current list of school immunization requirements may be obtained from the school nurse or the CHIRP website at <https://www.chirp.in.gov/>

COMMUNICABLE DISEASES / ILLNESSES

Although communicable diseases are a part of school life, every effort is made to follow local and state department of health guidelines to mitigate spread within the school. If your child is diagnosed with a communicable disease (e.g. COVID, influenza, strep throat*, chickenpox), please inform the school immediately. With everyone's cooperation, the spread of these health concerns can be limited.

It is school health policy to exclude from school any child who has:

- Temperature of 100 degrees or over**
- Any inflammatory eye condition without a physician's release
- Cough associated with fever or continuous unrelieved cough
- Cold symptoms associated with other signs of illness
- Sore or inflamed throat associated with fever
- Vomiting or diarrhea
- Undiagnosed skin eruptions or rashes
- Known or suspected communicable disease during the contagious period
- Head lice (a student removed for live lice must be checked by the school's nurse BEFORE classroom readmission)

* Students with strep infections may return to school after they have been on antibiotic treatment 24 hours minimum AND are fever free.

**Students with fever, vomiting, and/or diarrhea will be excluded from attending school until they are symptom-free (without medication) for at least 24 hours.

TRANSPORTATION FOR STUDENT EMERGENCIES

When a student becomes ill or injured at school, it may be necessary for the student to be taken home, to a doctor, or to a hospital. The parent or legal guardian should assume this responsibility, however, in an emergency the final responsibility for securing safe transportation for a sick or injured student rests with the principal or his/her designee. Fees associated with transportation or emergency medical services are the responsibility of the parent's/guardian's. No seriously sick or injured student will be allowed to go home unless there is a responsible adult to provide for the student's care. The student will remain in school when all measures available to locate a responsible adult have failed. When school is dismissed and no adult is available, the proper authorities will be contacted.

REQUEST FOR RECESS/P.E. EXCLUSION

If a student has an appliance (e.g. cast, crutches, sling, etc.), a physician note outlining any restrictions should be provided. If a student is restricted from P.E., s/he will not be allowed to go outside for recess unless otherwise specified by a physician in writing. Once restricted from P.E. and/or recess a physician's note is required to release the student. If a note is not provided, the student will not be allowed to participate in recess or P.E. Exceptions may be made by the principal. If a student's chronic condition requires the student to periodically remain indoors for recess, a current physician's order that describes the chronic condition and the details that outline when the student will need to refrain from certain activities must be on file.

SPECIAL CONSIDERATIONS

It is the parent or legal guardian's responsibility to keep the school informed regarding any health concerns that may need special consideration in the child's activities or educational program during the school day.

Students who have been absent because of illness will be kept indoors if the parent or legal guardian sends a note indicating the specific time a child is to remain inside. Extended times of more than five days require a physician's note. All medical equipment and appliances required by or for a student's condition shall be provided by parents/guardians. The wheelchair in the nurse's office is available ONLY for the purpose of transporting injured students to the nurse's office and/or to the parent's/guardian's vehicle.

ADMINISTRATION OF MEDICATIONS

School nurses or designated personnel are available to dispense medication when necessary. To safeguard the transportation of medication to and from school, all medications must be brought to the nurse's office by an adult. Any unused medication unclaimed by the parent/guardian by the last student day of school will be destroyed.

The school may provide limited doses of Tylenol, Advil, Tums, Benadryl, cough drops or their generic equivalent in the dose appropriate for the student's age and weight as per the package instructions and with parent/guardian signed consent. All other medications or medications to be administered regularly must be provided by parents/guardians and dispensed by health services or designated authorized personnel according to the medication guidelines below.

GUIDELINES FOR THE ADMINISTRATION OF MEDICATION IN DUNELAND SCHOOLS

These medication guidelines shall include those prescribed by a physician and any non-prescribed FDA approved (over-the-counter) drugs, preparations, and/or remedies. Medically prescribed treatment refers to health-care procedures that require special training such as but not limited to catheterization, intravenous, or intramuscular injection.

- Any medicine to be administered to a student shall be brought to the principal or nurse's office by an adult.

- Prescribed treatment and prescription medications, including blood glucose tests by finger stick to be administered to a student, must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label and a written consent signed and dated by the parent/guardian.
- Prescription medication shall be kept in its original container, labeled with the student's name and the exact dosage.
- All over-the-counter medication must be accompanied by written instruction to include the student's name, date, need or reason for giving, the dose, time, duration and parent or legal guardian signature.
- Medications are to be kept secured under lock and key. (An exception would be when a student has authorization to carry medication for emergency/chronic health needs).
- Medications that are outdated, declared inappropriate, or left for an extended period of time without being picked up by a parent or guardian shall be destroyed.
- Medication that is possessed by a school for administration during school hours or at school functions for students in grade K-8 may be released only to the student's parents/guardian or to an individual who is eighteen (18) years of age or older and who has written designation by the student's parent to receive the medication.
- The school nurse or designee has the sole responsibility of giving or dispensing all medication.
- A record is maintained in the nurse's office that includes the date, time, and name of the medication. This document must be signed recognizing each transaction.
- Observations, assessments, and reports on usage of medicines and treatments will be shared with parent or legal guardian, appropriate school personnel, and physician upon request and in accordance with privacy laws

SELF-ADMINISTERED MEDICATION

Unless a student has a self-administration authorization form signed by their parent/guardian and healthcare practitioner, and has filed it with the principal and nurse, they are prohibited from possessing or self-administering medication.

- The written authorization must be filed annually.
- A physician's written statement must be included with the parent's authorization.
- A physician's statement to be filed annually must include the following information:
 - An acute or chronic disease or medical condition exists for which the medication is prescribed.
 - The student has been given instruction as to how to self-administer the medication.
 - The nature of the disease or medical condition requires emergency administration of the medication.

NOON ACTIVITY RULES/GUIDELINES

Note: A decision will be made as to inside or outside noon activity each day. Students will be advised via intercom announcement. Appropriate outerwear for outdoor noon activity should be brought to the cafeteria. Students will not be allowed to return to lockers after eating.

Outside (weather permitting)

Students are to remain in designated activity areas. Students are to engage in responsible activities and be attentive to consideration of others. Students are to remain out of the landscaping, mud, and snow.

Inside (inclement weather)

Students are to remain in the Cafeteria.

PERSONAL PROPERTY

From time-to-time students and staff members may wish to bring personal property to school to enrich the educational program, for reasons associated with their responsibilities or for use during non-school time. This practice is authorized provided it is understood that the Corporation does not have and cannot obtain insurance to cover such property. The school and the Corporation will not be responsible for any loss, damage or misuse of such property.

Possession and use of electronic devices during the school day or while attending school-sponsored events are regulated by state statute, Board policy and student handbooks.

PLEDGE OF ALLEGIANCE

Each morning, per Indiana law, CMS students will be provided time, free of distractions, to voluntarily recite the *Pledge of Allegiance* and to observe a moment of silence.

PUBLICATIONS AND SYMBOLS

As a student at CMS this year, you become someone special. Therefore, you will have the opportunity to get involved in many exciting programs and activities.

- School Paper - *The Trojan Times*
- School Yearbook - *Trojan Spirit*

SCHOOL RESOURCE OFFICER

CMS has a School Resource Officer (SRO) assigned to the building by the Chesterton Police Department. The SRO operates under the following:

1. When an administrator requests, the SRO may assist in any interview, search or other student contact.
 - a. The SRO may question or otherwise interact with a student in such cases where the school maintains sole jurisdiction and disposition of the matter.
 - b. In all matters to be referred to a Law Enforcement or Court Agency, the SRO will follow existing Police Department guidelines and policy.
 - c. When action under subsection a. above leads to information that changes the circumstances so that subsection b. applies, the SRO shall immediately discontinue in assisting the administrator and then proceed under Police Department rules or contact another appropriate Law Enforcement Officer to continue the investigation.
2. Parental/guardian notification under 1b. above will be governed by existing Police Department guidelines and policy. Parental/guardian notification under section 1a. shall be governed by existing school policy. The presence of the SRO while assisting the administrator under 1a. neither diminishes nor increases any existing duty to notify the parents/guardians.

NOTE: The SRO is available to speak with students and parents/guardians upon request.

SECLUSION AND RESTRAINT PLAN

Seclusion and Restraint Plan: This plan is available in the CMS Main Office.

SECURITY—CLOSED CIRCUIT TELEVISION

CMS uses a CCTV system to enhance the security of its students, faculty and visitors. The cameras are for the use of security and administrative personnel of the Duneland School Corporation only. Attention is given to the system's care and upkeep. Do not assume that any particular camera is not functioning at any given time.

ACADEMIC DISHONESTY

1. A student must not submit substantial portions of the same academic work for credit more than once without permission of the instructor.
2. A student must not allow others to conduct research or to prepare any work for them without advance authorization from the instructor. This prohibition includes (but is not limited to) commercial term-paper companies and past papers of other students.
3. Plagiarism—A student must not intentionally or unintentionally adopt or reproduce ideas word, or statements of another person without giving acknowledgment;
 - a. whenever he/she quotes another person's actual words, including Internet sources.
 - b. Whenever he/she uses another person's idea, opinion, or theory;
 - c. whenever he/she borrows facts, statistics, or other illustrative material-unless the information is common knowledge.
 - d. A student must not steal, change, destroy, or impede another student's work. Impeding another student's work includes (but is not limited to) the theft, defacement, or mutilation of common resources to deprive others of the information they contain.
4. Facilitating Academic Dishonesty - A student must not intentionally or knowingly help or attempt to help another to commit an act of academic dishonesty. This includes sharing answers with another student.

Students caught cheating will receive a zero on the assignment or assessment and a parent/guardian meeting will be conducted. Any subsequent instances of academic dishonesty will result in a zero on the assignment or assessment, a referral to the administration for disciplinary consequences, and a parent/guardian meeting. This may result in detention or suspension.

A student who needs help with tests and assignments should see his/her teacher or counselor.

Completion of Assignments Given When Absent: Students are responsible for assignments missed due to absence. In many cases students can get make-up assignments before missing classes. It is the student's responsibility to contact the teacher to get assignments, complete and return them to the appropriate teacher as soon as possible. Parents/guardians may call the Main Office when extended absences occur to make arrangements for homework. Two (2) days are needed to request and collect work from teachers for parents/guardians.

Distractions: Skateboards, inline skates, scooters, etc. are not to be used on CMS property.

Lockers: Students are issued an individual locker at CMS in order that they will have a secure place to store backpacks, school supplies and coats. Each locker comes with a lock with the combination known only to the administration and the student to which it is issued. Students are to use their assigned locker only. Sharing lockers or locker combinations is prohibited.

Protect your personal possessions by keeping your locker combinations secret. Do not allow anyone to watch you work your combination. Many students who have items stolen from their lockers find that it was a friend or an ex-friend who they gave their combination to who was responsible for the loss. No one will be issued a new locker or combination during the year. If you have a lock/locker problem, *tell your teacher*.

Money: Do not bring large amounts of money and other valuables to school - the school is not responsible for lost or stolen articles.

Dances: Several dances are held throughout the school year at CMS. Only CMS students in good standing may attend. If a student is absent from school on the day of the dance, the student may not attend the dance.

Party Rules

Students are reminded that attending dances at CMS is a privilege, not a right. Accordingly, there are certain expectations that exist

that students must be aware of.

1. No guests are allowed at any CMS dance.
2. Improper behavior, including inappropriate dancing, will not be tolerated.
3. Rides home are to be on time. Students are to ensure that they have scheduled transportation home from all after school parties or dances.
4. Once a student leaves the dance, he/she will not be allowed to return. No students should leave until the end of the dance until a parent/guardian comes for them. Students may leave a dance early if a parent/guardian comes into the building to pick their child up or if a written parent/guardian permission has been submitted in advance to a supervisor.
5. All books and personal belongings are to be taken to the gym.
6. All school rules are in force and are to be followed.
7. The instructions of all adult supervisors, including parent/guardian organization members, are to be followed.
8. Violation of any of the above expectations will result in the removal of the violator from the party without benefit of refund, and may result in disciplinary consequences.

WEEKLY INFORMATION

The building principal distributes a "Friday Focus" each week to highlight upcoming events. In addition, the corporation newsletter, **DuneNews**, is published each Thursday online at www.duneland.k12.in.us/dune-news. It is also linked to the homepage of your Family Access Message Center.

DuneNews highlights district wide student and staff recognitions, announcements, and classroom activities, as well as providing links to district calendars, menus, and information and links to district resources available to Duneland School families. The school district also shares information with local public media outlets - Chesterton Tribune, NWI Times, Post-Tribune and WDSO.

SCHOOL CLOSINGS & DELAYS

Should school be closed or have altered closing/opening times altered (minimum delay will be 2 hours) because of weather conditions or other circumstances beyond the school's control, every effort will be made for a decision to announce school closure by 6:00 a.m. via our district home page, Skylert, and local radio stations. to be made by 6 a.m. to cancel school. Parents/Guardians can check for cancellations/delays online at www.duneland.k12.in.us or www.cancellations.com. The following radio stations also broadcast school closings:

Area radio stations

Locally	WDSO/88.3FM - CHS/Chesterton	WEFM/95.9FM - Michigan City
	WAKE/1500 AM - Valparaiso	WLJE/105.5 FM - Valparaiso
Online	Cancellations.com or www.duneland.k12.in.us	

Schools periodically send notes home which affect school changes in time schedules, such as at the end of grading periods, parent conferences, teacher in-service days, or holidays and vacations. Arrangements must be made for the care of your children on these special days if a parent/guardian will not be at home. *Please share these arrangements with your child and the school so he/she knows where to go under these conditions.*

SECTION 4 – ACADEMIC POLICY AND PROGRAMS

CURRICULUM

Curricular materials will be issued for your classes. They are your responsibility. Treat them with respect! Lost or damaged curricular materials must be paid for by the end of the school year.

Required Courses: All middle school students will be involved in the following learning areas.

1. English
2. Mathematics
3. Science
4. World Geography 7/ U.S. History 8
5. Health/Physical Education

Related Arts (in addition to the five required courses listed above)

- | | |
|---|---------------------------------------|
| 7th and 8th Band | 7th and 8th General Music |
| 7th and 8th Choir | 7th and 8th Art |
| 7th and 8th Orchestra | 7th Preparing for College and Careers |
| 7th Business and Information Technology | 8th Preparing for College and Careers |
| 8th French I, German I, Japanese I, Spanish I (HS credit) | 7th Introduction to World Languages |
| 8th Engineering and Technology | |

GRADING

Math, English, Social Studies, Science, Health, Business Technology, Engineering Technology, Introduction to World Language, Art, College and Careers 7

Formative- 20%

Summative- 80%

PE

Formative- 90%

Summative- 10%

Music

Formative- 60%

Summative- 40%

High School Credited Courses (Bio, Alg I, Foreign Languages, College and Careers 8)

Follow CHS grading policies [CHS Handbook](#)

Formative assessments: is a range of formal and informal assessment procedures conducted during the learning process in order to modify teaching and learning activities to improve student attainment. This category may include (but is not limited to) content such as classwork, practice assignments, exit tickets, warm ups, formative quizzes, etc.

Summative assessments: are designed to both assess the effectiveness of the program and the learning of the participants. This category may include (but is not limited to) end of unit tests, end of quarter tests, summative quizzes, projects, etc.

HIGH ABILITY (HA) PROGRAM

Criteria for HA Placement

1. Most recent ILEARN scores
2. Cognitive Skills Index scores
3. High Ability Placement Test scores and other benchmark assessment data, such as NWEA.
4. High School Placement Test, if applicable

*If above data is not available or inconclusive, former school records will be reviewed and a placement test may be administered.

All placement decisions are made under the authority of the CMS Honors Committee. Academic probation and eventual removal are consequences for students who do not maintain a “70%” average or above in Honors courses.

HOMEWORK

Homework is an assignment not completed during class time. It should be an extension of class work and should be related to the objectives of the curriculum.

Homework should fulfill the following purposes or objectives:

1. To review or reinforce or learn by providing practice and application of knowledge gained.
2. To promote and encourage student responsibility and accountability, and foster organizational skills.
3. To promote time management skills.

Most classroom teachers communicate the week’s assignments to students on Monday. Effective planning by the student will reduce last-minute overloads of work.

SUGGESTIONS FOR PARENTS REGARDING HOMEWORK

- Parents/guardians are encouraged to visit teachers’ classroom Canvas pages.
- Be aware that many long-term projects are assigned which are meant to be completed over several days and not in one evening just before the due date.
- Provide a time and a quiet place to complete the assignment.
- Assignments should be completed “on time.”

FRESHMAN TEAM

This program for new CHS ninth grade students will be an extension of middle school skill development and support programs. Eighth grade students who have struggled with low grades and poor study skills are included in the target group. Course topics will include time management, test taking, goal setting, and social/academic skill development.

Major Points

Students may earn up to four credits during the second session of summer school at CHS (Language Arts elective, Algebra elective, Basic Skills and PE).

Attendance is recommended for any eighth grader who is identified as in need of the services using several academic and behavioral

identifiers.

Class assessments will include physical demonstrations, group projects, and work submitted on Canvas.

During the school year, students will be placed with Freshman TEAM teachers in English, General Biology, and Algebra classes, as well as for their SRT.

Assignment to Freshman TEAM and any appeals regarding assignments will be the collective responsibility of the CHS and CMS administrators.

MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)

Duneland is committed to educating the whole child and maximizing the success of all students. The multi-tiered system of supports (MTSS) framework can be considered the umbrella for other support systems. MTSS encompasses academic, behavioral, and social emotional support for all students in the areas of Response To Intervention (RTI), Social Emotional Learning (SEL) and Positive Behavior Intervention and Support (PBIS).

Students in general education and those receiving special education and related services can participate in MTSS.

A primary component of MTSS is using assessment data to drive differentiated instruction and decision making for all students. Through MTSS, schools identify students in need of additional support and provide these students with evidence-based intervention to reduce academic and behavioral gaps. MTSS promotes collaboration among teachers—both general education and special education—and support specialists. MTSS also helps schools effectively communicate student progress to families.

- **Academic:** Duneland provides a guaranteed and viable curriculum (GVC) providing both enrichment and targeted interventions and support as needed. Students demonstrating a need for additional academic support are monitored through our Response to Instruction (RtI) program.
- **Behavioral:** Positive Behavioral Interventions and Supports (PBIS) are currently being researched and piloted with full implementation to begin by September of 2023. PBIS promotes school safety and positive behavior.
- **Social Emotional:** Duneland students participate in an advisory class on a weekly basis. Lessons taught during this advisory period focus on SEL (Social Emotional Learning) competencies, diversity, appropriate use of social media, building relationships, respect, and trust. To strengthen our support, students have access to our school counselors, and we have formed partnerships with local social service agencies.

WORK COMPLETION

At Chesterton Middle School, we provide support for students who fall behind in completing assignments. The level of support depends on the amount of missing work and the needs of the student. Once per week, reports will be run to determine which students are missing a prescribed amount of assignments in their classes (to be determined by CMS Administration). Those students will then be given the appropriate support. The basic level of support is Guided Lunch Study Tables. In the Guided Lunch Study Tables, students will eat lunch and work on catching up on missing assignments with the support of an Instructional Assistant. The next level of support is After School Study Tables. After School Study Tables meet on Tuesdays and Thursdays from 3:00-4:30 p.m. in a designated location at Chesterton Middle School. At After School Study Tables, students will work on catching up on missing

assignments with support from an Instructional Assistant. The most intensive level of support involves replacing a Related Arts class with a Guided Study Hall. The student will attend Guided Study Hall daily for a prescribed amount of time. The movement of students among the levels is fluid and based upon the appropriate level of support for each student.

REPORTS TO PARENTS

Reporting student progress will be done in the following ways:

Report Cards - every 9 weeks

State and Local Assessment Reports -PSAT once in the fall; ILEARN once in late spring/summer; NWEA (3 times) in the fall, winter, and spring

SKYWARD PARENT ACCESS

Duneland School Corporation currently uses Skyward as a tool for teachers and parents to communicate with one another about their students. The use of Parent Access allows parents to see real time information about their students in the areas of schedules, grades, attendance, discipline and more. The program also includes an email link for parents to contact their student's teachers with questions, comments and concerns.

HONOR ROLL

There are two types of honor rolls at CMS. The Principal's Honor Roll requires a GPA of 3.67 or above. The "B" honor roll requires a GPA of 3.0 to 3.66. A grade of "D" in behavior or class work disqualifies the student from any honor roll regardless of the GPA.

RETENTION OF STUDENTS

Students may be retained at their current grade level by the administration when such action is deemed to be in the student's long-term and short-term best interest.

INDIANA LEARNING EVALUATION ASSESSMENT READINESS NETWORK (ILEARN)

The Indiana Learning Evaluation Assessment Readiness Network (ILEARN) will be given annually to seventh and eighth grade students. ILEARN includes the areas of English/Language Arts, Mathematics, and Biology. The test not only identifies students for remediation, but also gives the school corporation an achievement score.

- No student visitors will be allowed during the administration of ILEARN.
- Retention in the student's current grade is based on classroom performance and test scores. Retention is determined by administration.
- All students are expected to do their best work on the ILEARN. Students who do not make appropriate efforts to do their best or interfere in any way with others or the administration of the required assessments will be subject to serious academic and behavioral consequences.

STUDENT SUPPORT SERVICES

If you need assistance with one of the following issues, please go to the identified location:

Athletic eligibility	Main Office
Overdue books	Media Center
Lost and found	Media Center
Leaving school early	Main Office
Lock and locker	Main Office
Late to class	Classroom teacher
Class schedule	Guidance
Summer school	Main Office
Become ill at school	Clinic
Book rental	Business Office
Tardy to school	Main Office

COUNSELING SERVICES

Counseling services are available to any student in the school. These services include academic and educational planning, social-emotional support, college and career exploration, help with study habits, help with home and/or social concerns, and discussion of any issue with the counselor. Students can see their counselor through student, teacher, or parent referral.

CONFLICT MANAGEMENT

CMS has a group of students and counselors trained to help other students resolve problematic relationships. They work with individuals and with pairs. Any student having a problem with another student may self-refer to this process. Any student involved in a fight is strongly urged by the administration to work out their differences through this process to prevent future altercations.

LIBRARY MEDIA CENTER

Hours: The Media Center at CMS is open daily from 7:40 a.m.-3:00 p.m. Students may come to the Media Center before school and during lunch. A pass from the student's classroom teacher is necessary if he/she wishes to use the Media Center during class time

Circulation: Students may check out a total of four books. The books are due back in two weeks and may be renewed as often as needed.

Use of School Devices/Equipment:—Students are expected to respect the equipment and use it responsibly. Loss of privilege to use the school's devices and equipment could be the consequence of irresponsible behavior.

MUSIC PROGRAM

Chesterton Middle School Band, Choir and Orchestra include performances as a part of their curricular requirements. A major portion of the student's grade comes from these performances. Participation in all full groups and Indiana State School Music Association (ISSMA) organizational competitions are required. Because of these guidelines, performances as listed above are not considered extracurricular activities.

Other groups, including Jazz Band are extracurricular. Outside school performances that may or may not take place during school

time are also extracurricular and subject to the rules and regulations concerning eligibility. These include but are not limited to the Elementary schools tour, performing at off school sites, and trips to concerts or musicals.

Pool

Students must use the pool at all times under certified adult supervision, follow all rules and behave in a responsible manner. Failure to follow these guidelines will result in the loss of pool privileges. (See "Medical Excuses for Physical Ed." above)

POOL USE AND FOOD/DRINKS

All persons, students and groups are to be aware that health/safety regulations must be and will be enforced at all times in all areas of the CMS pool.

- No students during the instructional day may possess or consume any food or drink products in the entire pool area.
- Any groups which use the pool before or after the instructional day may consume snacks only in the spectator section, provided all waste from food and/or drink is disposed of in the provided receptacles.
- There must be no evidence or remains of food, snacks, or drinks when the pool is inspected weekly or this privilege will be revoked.
- Infestations of insects or other pests will also cause this privilege to be revoked.
- This policy will be reviewed regularly by the Principal, Pool Director, and school coaches.

SECTION 5 – SCHOOL ACTIVITIES AND ATHLETICS ELIGIBILITY FOR EXTRACURRICULAR

ACTIVITIES

At Chesterton Middle School we hope our students will become involved in as many extracurricular activities as possible. Athletics, cheerleading, drama and similar after school activities are all a large part of the CMS experience. However, in order to participate in these activities, the *student must be eligible*.

A student will be eligible for any and all extracurricular activities at CMS if they have no failing (F) grade(s) in any courses. Eligibility or ineligibility is determined by grades at each midterm and end of each quarter. Ineligible students may practice, but cannot compete in any extracurricular activity.

Suspension from school will result in temporary loss of eligibility.

In all cases, the removal from a team will be reviewed by an administrator and athletic director prior to any finalization or notification taking place.

ASSEMBLIES

School assemblies may be held at various times in the year for students. The following procedure is followed when attending assemblies:

1. The audience will become quiet when the Master of Ceremonies appears before the group at the microphone.

2. Applause will be limited to clapping in a courteous manner with no whistling or distracting noises.
3. You are to sit with your class and teacher in an assigned area unless specifically instructed to do otherwise.

ATHLETIC EVENTS

Below are guidelines for students who choose to attend CMS athletic contests. Specifically they apply to events held inside, however, many apply regardless of the location of the event. Those found to be in violation of CMS guidelines will lose the privilege of further attendance at home or away games.

1. Have rides home here on time. 6:15 p.m. is a good general guideline, 6:30 p.m. at the latest. Do not wait until after the game to call your parents.
2. Remain seated and watch the athletic contest until half time or between games.
3. Stand and Sing or remain silent and respectful during the National Anthem.
4. Bring all coats and books to the game. The instructional areas of the building will be closed at 3:30 p.m. Do not plan on returning to lockers.
5. If you leave the building or field, you may not return.
6. Good sportsmanship is to be shown at all times.
7. Failure to follow guidelines on any given night will result in the student being removed from the building or field of play without benefit of refund.

CLUBS

CMS students have the opportunity to participate in a variety of after school clubs. Some of the clubs include: Library Club, Art Club, Japanese Club, Ichthus Club, Acceptance Club, Science Olympiad, and Robotics.

SPORTS

CMS offers a complete athletic program for boys and girls. We are a member of the Lake-Porter County Athletic Conference and compete against schools in our area. CMS has academic and behavior eligibility requirements for athletics. To participate you must keep your grades up and behave appropriately. (See Eligibility)

Football, cross-country, wrestling, basketball, track, volleyball, tennis and cheerleading are the sports offered.

An approved physical from a medical doctor is required, as is proof of insurance or ability to pay for injuries that may occur while participating in athletics. Physicals are also required before students are allowed to participate in any practices or tryouts. Physical forms are available in the Main Office. CMS does not carry or offer athletic injury or accident insurance.

CMS ATHLETIC HANDBOOK

1. Trojans are expected to work to their abilities in their academic areas and behave in a manner expected of middle school students.
2. Trojans must have current physical examinations on file with the Athletic Office. Physicals must be renewed each school year. No physicals are to be taken earlier than May 1st of the current school year.

3. Parents must file a certificate of insurance of financial responsibility with the CMS Athletic Department.
4. Parents and students must read this athletic handbook together in order to familiarize themselves with the CMS athletic policy.

ATHLETIC ELIGIBILITY

See "Eligibility for Extracurricular Activities" in CMS Student Handbook , Section 4.

ABSENCES AND SUSPENSIONS

Trojan athletes are expected to make a commitment to the sports they join and are expected to keep themselves eligible to participate in athletics. They are also expected to attend all practices held and attend games or meets with their team. Athletes may not have more than three (3) unexcused absences from practices/ games in a single season. An unexcused absence from practice is defined as:

1. When an athlete is not in school and that absence is unexcused.
2. When an athlete is in school, but misses practice without notifying their coach or the Athletic Department.

Athletes who do not attend the entire school day may not participate in a practice or a game. There may be exceptions to this rule, but they will be considered on an individual basis by the Athletic Director, Principal, or Principal's Designee.

Any athlete who is assigned an in-school or out-of-school suspension for any reason will not partake in practices or games during the time of the suspension. During any suspension the suspended student is not allowed to be on Duneland School property. Any athlete suspended for misbehavior may be subject to further disciplinary action as determined by the Athletic Director and the CMS Administration.

DRUGS - ALCOHOL - TOBACCO

Use of drugs, alcohol, or tobacco by students is against the law. Any CMS athlete found in violation may be removed from their team in addition to disciplinary action taken.

EQUIPMENT - UNIFORMS - LOCKS

Students are given athletic equipment, uniforms and locks for use in the sport in which they participate. This equipment is to be kept as well maintained as possible. No uniforms are to go home with students for cleaning. It is expected that uniforms and equipment issued will be returned in proper condition at the end of the season. The equipment is the responsibility of the athlete. Students must pay for lost or abused equipment. The athlete and the athlete's parents accept full responsibility for the equipment issued to the athlete.

WATER BOTTLES

Sanitary issues and diseases prohibit us from sharing squirt bottles among players. It is your responsibility to bring your own water bottle or sport drink. This can be provided by parents during the game or given to the player ahead of time. During indoor games, players may get water from the drinking fountains during time outs.

LAKE-PORTER COUNTY ATHLETIC CONFERENCE

CMS is one of eight schools in the Lake-Porter County Athletic Conference (L-PCAC):

1. (BF) Benjamin Franklin Middle School - Valparaiso
2. (CMS) Chesterton Middle School – Chesterton
3. Fegely Middle School – Portage
4. Hobart Middle School – Hobart

5. Taft Middle School - Crown Point
6. (TJ) Thomas Jefferson Middle School – Valparaiso
7. (Col.) Wheeler Middle School – Crown Point
8. Willowcreek Middle School – Portage

CMS competes with member L-PCAC schools and non-conference schools throughout the school year. Our year is divided into Fall, Winter, late Winter and Spring seasons. Below are the sports offered during these seasons, to whom they are available and when practices begin.

<u>Season</u>	<u>Sport</u>	<u>Participants</u>	<u>Practice Begins</u>
Summer	Football Camp	7/8 boys	TBA
Fall	Football	7/8 boys	mid August
	Volleyball	7/8 girls	after school registration
	Cross Country	7/8 boys/girls	before school registration
	Cheerleading	7/8 girls	TBA
Winter	Basketball	7/8 boys	mid October
	Wrestling	7/8 boys	mid October
	Basketball	7/8 girls	before Winter break
Spring	Track	7/8 boys/girls	before Spring break

The L-PCAC recognizes conference and individual champions in the following sports and grade levels:

<u>SPORT</u>	<u>7th Gr. team</u>	<u>8th Gr. team</u>	<u>Individual</u>
Football		7/8 A team only	
Volleyball		X	
Cross Country	X	X	X
Boys BB		X	
Wrestling			X
Girls BB		X	

Boys Track	X	X	X
Girls Track	X	X	X

Not all schools CMS competes against follow our patterns of play. Some schools, even conference members, play B games first and A games second (CMS plays A first and B second). Non-conference schools may use different weight classes in wrestling or a different order of events in track.

SECTION 6 - POLICY REGULATIONS

DSC STUDENT DEVICE HANDBOOK

WHY DOES DUNELAND BELIEVE 1:1 IS IMPORTANT

The past several years has driven educators to meet the needs of a much broader, diverse group of learners than has been served in the past. As opportunities spread further in Indiana and across the country, school districts are improving the academic experience for the student by beginning to integrate blended learning into their classroom practice to help support the unique needs of each student. During the school year, the Duneland Schools will continue its growth and development of differentiated instruction in a blended environment to include all students Kindergarten through grade 8 with their own iPad and students in grades 9-12 their own Windows Laptop. The questions and answers below provide information regarding Duneland's philosophy for classroom instruction.

1. What is differentiated instruction?

Differentiated instruction allows a teacher the flexibility to modify his/her lesson for the benefit of a student's unique learning needs both offline and online. The Universal Design for Learning is a framework that helps teachers design differentiated lessons. Differentiated instruction is a gateway for individualized learning and personalized learning.

- Academic goals for the group are similar.
- Resources, subject matter, processes, products and learning environments can be differentiated.
- Assessment, grouping, and instruction are flexible.

2. What is blended learning?

Students learn partly through online instruction and partly through traditional (offline) instruction.

- Offline and online components work together to achieve instructional goals.
- Focus on instructional models not technology tools.
- Students have some opportunities to control pace, path, environment, content, and format.

3. What is the purpose of blended learning in our schools?

The Duneland School Corporation is committed to preparing all students for college, careers, and lifelong learning in ways that support the Duneland School Corporation mission.

To do so, Duneland focuses on the following critical points:

- Utilize the ISTE Student standards to guide our instruction both online and offline. - <https://www.iste.org/standards/for-students>
 - Empowered Learner: Students take an active role in their learning goals.
 - Digital Citizen: Students are safe, legal, and ethical in a digital world.
 - Knowledge Constructor: Students use research skills to curate information and build knowledge.
 - Innovative Designer: Students use a design process to identify and solve problems in creative ways.
 - Computational Thinker: Students collect and analyze data and develop and test solutions.
 - Creative Communicator: Students communicate clearly and choose methods appropriate for the purpose.
 - Global Collaborator: Students collaborate with others and work in teams.
- Use Technology to promote the use of the 4C's - <http://www.p21.org/storage/documents/4csposter.pdf>
 - Communication: Sharing thoughts, questions, ideas, and solutions.
 - Collaboration: Working together to reach a goal.
 - Critical Thinking: Looking at problems in a new way, linking learning across subjects/disciplines.
 - Creativity: Trying new approaches to get things done equals innovation & invention.
- Address student challenges, including skill deficiencies, retention, enrichment, and opportunities for accelerating student learning through differentiated instruction.
- Expand course offerings to include more options for students.
- Create flexible scheduling opportunities for students and teachers by removing traditional barriers.

4. What is the teacher's role in blended learning?

Duneland School Corporation believes that our core strength is our highly qualified staff; as such, the teacher remains at the heart of quality instruction. The addition of technology will never diminish a teacher having the professional freedom and flexibility to use a variety of blended learning models (flipped, station rotation, etc). Successful student outcomes derive from a quality classroom experience – regardless of whether that classroom is a school, online, or a combination of both. Blended learning is NOT using the technology solely for unguided instruction.

DUNELAND SCHOOL CORPORATION DEVICE CARE

Taking Care of the DSC device

Students are responsible for the general care of the Duneland School Corporation (DSC) device which they have been issued by the school. Students that have DSC devices that are broken or fail to work properly must notify a staff member or report to the school's media center. If a loaner DSC device is needed, one will be issued to the student until their DSC device can be repaired or replaced.

GENERAL PRECAUTIONS

1. No food or drink is allowed next to the DSC device while it is in use.
2. Cords, cables, and removable devices must be inserted carefully into the DSC device.
3. Students should never carry their DSC device while the screen is open unless directed to do so by a teacher.
4. DSC devices should never be shoved into a locker or wedged into a bookbag, as this may break the screen.
5. Do not expose the DSC device to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Windows device.
6. Always bring the device to room temperature prior to turning it on.

CARRYING THE DSC DEVICE

A protective case for the DSC iPad is provided. It will provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling.

SCREEN CARE

The DSC device screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on top of the DSC device.
2. Do not place anything near the DSC device that could put pressure on the screen.
3. Do not place anything in the carrying case that will press against the cover.
4. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
5. Clean the screen with a soft, dry anti-static, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the DSC device. Students can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

USING THE DSC DEVICE

At School

DSC devices must be brought to school each day fully charged. The DSC device is intended for use at school each and every day. In addition to teacher expectations for DSC device use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the DSC device. Students must be responsible for bringing their DSC device to all classes, unless specifically advised not to do so by their teacher.

At Home

When taking the DSC device home at night, it is expected that students return the device fully charged. Students that fail to bring their device to school may be allowed, at the discretion of school staff, to make arrangements to have their devices delivered. Repeat violations of this policy will result in referral to administration and potential disciplinary action.

Students that fail to charge their device fully may, at the discretion of school staff, charge their devices at any available power outlet.

Students may also, at the discretion of school staff, use a classroom device.

While at home, student's internet activity will be subject to filtering by the Duneland School Corporation, in accordance with the Child Internet Protection Act (CIPA). Internet filtering will be less restrictive than if the students were in school but will still block obscene or harmful material.

SOUND

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes or if the student has permission to use earbuds/headphones.

PRINTING

At School

Students in all grades will be required to use a general student computer to print materials. It is strongly encouraged that students utilize paperless methods to complete assignments or tasks, when feasible.

At Home

It is strongly encouraged that students utilize paperless methods to complete assignments or tasks. In the event that a student must print while at home it is important to understand that DSC iPads will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service or via Apple AirPrint. More information about Google Cloud Print service can be found here: <http://google.com/cloudprint>. More information about Apple AirPrint can be found here: <https://support.apple.com/en-us/HT201311>

Students in all grades that need to print can make arrangements with their teacher to print while in school.

MANAGING FILES AND SAVING WORK

All Students may save documents to their Google Drive, Apple iCloud or directly to the student device. Saving to Google Drive or Apple iCloud will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. In the event that a student damages, loses, or needs to receive a loaner device, DSC will not be responsible for any lost or unrecoverable material. It is always in the best interest of the student to save their materials to a service such as Google Drive or Apple iCloud. Staff will work with students on proper file management procedures and/or given resources to assist in file transfers.

Students utilizing DSC Windows devices (grades 9 & 10) are encouraged to keep backup copies of their important files in their Google Drive. In the event that the device needs to be replaced or repaired, DSC will not be responsible for any lost or unrecoverable files.

PERSONALIZING THE DSC DEVICE

DSC devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Duneland School Corporation. Spot checks for compliance will be done by teachers, administration, or DSC Technicians at any time.

DSC devices are subject to inspection and must follow the Duneland School Corporation acceptable use policy. Please refer to Duneland School Board Policy 7540.03 - Student Network and Internet Acceptable Use and Safety

ORIGINALLY INSTALLED SOFTWARE

DSC device software is delivered via Dunelands Mobile Device Management (MDM) software, Jamf (iPads). Some applications, such as Google Drive, Google Docs, and Canvas require an internet connection to function properly. The software originally installed on the DSC device must remain on the DSC device in usable condition and easily accessible at all times.

All DSC devices are supplied with the latest build of Apple's iOS Operating System (iOS) or Microsoft Windows. Other applications useful in the educational environment may also be installed based on the students grade and/or teacher. Both Apple's iOS and Microsoft's Windows, will periodically install updates when scheduled by the IT department.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

VIRUS PROTECTION

Virus protection is unnecessary on the DSC iPads due to the unique nature of its design. Anti-virus software will be installed on all DSC Windows devices. This software is used as a precautionary measure but can not protect against all threats. It is important for both students and parents to understand that malicious software can gain access to the Windows operating system despite the installation and functional level of anti-virus software.

ADDITIONAL SOFTWARE

Students are unable to install additional software on their DSC device other than what has been approved by Duneland School Corporation.

INSPECTION

Students may be selected at random to provide their DSC device for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

PROCEDURE FOR RESTORING THE OS

If technical difficulties occur, technical support staff will use the "10-minute" rule. If the problem cannot be fixed in 10 minutes, the DSC device will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise.

Restoring the Apple iOS will restore the device to the state in which the user originally received it. All student created files stored on Google Drive, Apple iCloud, or other cloud based storage will be intact after the operating system is restored. All files saved on the DSC device that have been synced to Google Drive will be intact. However, all other data (school related music, photos, documents) stored on internal memory that has **NOT** been synced will not be restored unless an appropriate backup has been completed. DSC staff will attempt to create a backup prior to restoring the OS if this can not be done, then all files stored locally that have **NOT** been synced will be lost.

Restoring a DSC Windows device will revert the machine back to its factory default settings for DSC Windows devices, it is important to maintain backups of locally stored files. Any files saved in the "My Documents", "Downloads" folders or on the local hard drive will be removed if the device is restored to factory defaults. Creating cloud based (Google Drive) backups is the only way to ensure that

student files remain intact.

PROTECTING AND STORING DSC DEVICE IDENTIFICATION

DSC devices will be labeled in the manner specified by the district.

DSC devices can be identified in the following ways:

- Record of serial number
- DSC asset tag
- Individual's Student Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

STORING THE DSC DEVICE

When students are not monitoring their DSC device, they should be stored as directed by the teacher. Nothing should be placed on top of the DSC device. Students need to take their DSC device home with them every night. The DSC device is not to be stored in their lockers or anywhere else at school outside of school hours. The DSC device should be charged fully each night at the student's home. DSC devices should never be stored in a vehicle.

STORING DSC DEVICES AT EXTRACURRICULAR EVENTS

Students are responsible for securely storing their DSC device during extra-curricular events.

DSC DEVICES LEFT IN UNSUPERVISED / UNSECURED AREAS

Under no circumstance should a DSC device be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra- curricular bus, in a car, or any other entity that is not securely locked or in which there is no supervision.

Unsupervised DSC devices will be confiscated by staff and taken to the office. Disciplinary action may be taken for leaving a DSC device in an unsupervised location.

REPAIRING OR REPLACING DSC DEVICES

- DSC student devices are covered by a standard warranty to cover normal wear and tear.
- Students and/or parents may be charged for DSC device damage that is a result of misuse, negligence, vandalism, abusive handling, or considered to be in excess of normal wear and tear not covered by the warranty.
- Students will be issued one (1) charging assembly. If this charging assembly is lost and/or damaged students may purchase their own. Students may also purchase a new OEM charging assembly from the school corporation.
- Parents may be billed for parts and labor.
- Loaner DSC devices may be issued to students when they leave their DSC device for repair at the Media Center.
- If a repair is needed due to malicious damage, the school may refuse to provide a loaner DSC device.

- Repaired DSC devices will be returned with the original factory image as it was first received. It is important that students keep their school data synced to Google Drive or Apple iCloud so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.

LOSS OR THEFT OF A DSC DEVICE

The Duneland School Corporation will require a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

Parents/Students will be charged for the full replacement cost of a device that has been lost, subject to misuse, negligence, vandalism or abusive handling.

PARENT/STUDENT PLEDGE

- I will take good care of my DSC device and know that I will be issued the same DSC device each year.
- I will never leave my DSC device unattended in an unsecured or unsupervised location.
- I will never loan out my DSC device to other individuals.
- I will know where my DSC device is at all times.
- I will charge my DSC device's battery to full capacity every night while I have it at home.
- I will keep food and beverages away from my DSC device since they may cause damage to the device.
- I will not disassemble any part of my DSC device or attempt any repairs.
- I will not willingly attempt to bypass DSC restrictions and/or security while using my device.
- I will protect my DSC device by always carrying it in a secure manner to avoid damage.
- I will use my DSC device in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the DSC device.
- I understand that the DSC device I am issued is subject to inspection at any time without notice and remains the property of Duneland School Corporation.
- I will follow the policies outlined in the DSC device Handbook and the DSC Acceptable Use Policy while using my DSC Device.
- I will file a police report in case of theft.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my DSC device, power cord and charger in the event that any of these items are lost or damaged, per policies outlined in the DSC device handbook.
- I agree to return the DSC device, power cord/charger in good working condition at the end of each school year.

DSC RULES FOR COMPUTER USE

Violations of these rules or policies stated under Duneland School Board Policy 7540.03 - Student Network and Internet Acceptable

Use and Safety (<http://www.neola.com/duneland-in/>), subjects students to disciplinary action including suspension and/or expulsion, restitution, loss of computer privileges, or removal from a class. Where conduct which violates these rules may constitute a crime under state and federal law, referral to law enforcement will be made.

- Students will not use the computer for illegal activities
 - Students will not tamper with, harm, or destroy computer hardware.
 - Students will not tamper with, harm, or destroy computer software.
 - Students will not access or send obscene, profane, violent or pornographic materials.
 - Students will not abuse or harass another user through electronic means.
 - Students will not access any unauthorized area of the computer network.
 - Students will not alter any system software or another's personal work, both locally or remotely.
 - Students will not download, copy, or install software.
 - Students will not download, copy, save, or use any file that is obscene, profane, violent, or pornographic.
 - Students will not download, copy, or install illegal software.
 - Students will not tamper with, degrade, disrupt, or destroy computer data and information at any computer terminal.
-
- Students who violate the following rules are subject to discipline including after school detentions and restricted internet use. Students who continually violate these rules are subject to suspension and/or expulsion.
 - Students will not access the internet during class time except when directed by a faculty member.
 - Students will not access personal email accounts during class time except when directed by a faculty member.
 - Students will not lend their network or email passwords or privileges to others.
 - DSC administrators, teachers, IT Staff, or media specialists reserve the right to monitor and inspect all activity on the network system, storage devices, CD's, files, and emails.

VANDALISM

Vandalism is defined as any malicious or reckless attempt to harm or destroy data of another member of the school computer network, the school computer network itself, and /or school equipment or software. Deliberate attempts to degrade or disrupt system performance of the computer network or workstation or any computer system or network on the Internet by spreading computer viruses is considered criminal activity under state and federal law and appropriate referrals to law enforcement will be made.

HARASSMENT / PROFANITY

Do not abuse or harass another user through electronic means. Profanity or obscenity is not permitted at any time. Avoid offensive or inflammatory speech. Be courteous and polite.

DUNELAND 1:1 FREQUENTLY ASKED QUESTIONS (FAQ)

Will every student have a computer device?

Students in grades Kg - 12 will have a device provided for them. Students in grades Kg - 8 will receive an iPad and students in grades 9 - 12 will receive a Windows laptop.

Will the school provide the computer device?

The Duneland School Corporation will provide students in grades Kg - 12 with a device. If a student loses or damages the device they

may be subject to repair/replacement costs of that device.

What are the specifications of the computer device students receive?

Students will receive a device with the specifications below.

Apple iPad (Grades Kg-8) - More info at: <https://www.apple.com/ipad-9.7/specs/>

HP ProBook x360 11 EE G1 - More info at:

<http://www8.hp.com/us/en/products/laptops/product-detail.html?oid=15464604#!tab=specs>

What is the rationale of the school checking out DSC devices?

Students will only be allowed to “check out” a DSC device if there is a specific curricular need that is not addressed by the DSC student device provided.

Can a student bring their own device?

No. All DSC students will be provided a device at the start of the 2020-21 school year.

What other accessories will a student need for their computer?

A student will need headphones/earbuds for use with the computer. A headset with a microphone may be necessary for some subjects. A computer case is an optional accessory for each student in grades 9 - 12.

Can I buy a DSC device from the school?

No, DSC devices are not available for purchase.

What web browser will work best for school?

The Google Chrome browser is best for using the Canvas learning management system and Google applications.

Can applications and extensions be “pushed” to personally-owned devices?

No. Applications can only be pushed to corporation owned devices and to Duneland user accounts. Personal devices are not supported for curricular use by students.

Can standardized testing be administered on personally-owned devices?

No - In order to provide a secure testing environment it is required that standardized testing be administered on Duneland owned devices.

Will a student have the same device each school year?

Students in grades 1-8 will keep the same device. Students in Kg will receive a new device.

What software applications will a student need on the computer?

All required student software will be installed by the IT department.

What if a loaned computer device is lost?

Students are responsible for the device while it is in their care. While a device is being repaired or replaced, the student will be provided another device to continue the learning process.

What if a student device is damaged?

If a student's device is damaged, the student is responsible for the cost of repair. While a device is being repaired the student will be provided a loaner device to continue the learning process.

During the school year

- DSC devices assigned to a student that incur minor chips, cracks, and small dents to the case and continue to be fully functional are not sent in for repair. Damage more severe such as missing keys, damaged screen, large cracks in the cover or bezel, or loss of functionality, must be repaired immediately and the cost of parts/labor charged to the parents. Large cracks in the case are defined as anything big enough to allow damage to the circuit board or screen.

At the end of the school year

- For grades Kg - 12, the student's DSC device will be assessed for major damage and refurbished, if necessary. The charge to refurbish will be incurred by the parent.
- Note: If the device is going to be assigned to a new user, this ensures that the next recipient receives it in good condition and eliminates the possibility of paying for damage by an earlier user.
- For students being assigned the same computer the following year, minor damage will not be repaired at the end of the school year.

Withdrawals during the school year

Upon student withdrawal from a school the student's device will be assessed for damage and refurbished, if necessary. The charge to refurbish will be incurred by the parent. Students moving within the district will retain their current DSC device and will not be issued a new device.

How much will it cost to repair a DSC device screen or replace an AC adapter?

The amount to repair a damaged DSC device fluctuates based on parts availability and vendor cost. The cost of the parts are charged to the parent to repair the damage.

What if a student forgets to bring the device to school?

It is the responsibility of the student to bring the computer device to school every day. If a student forgets to bring the device to school, the student may be provided a loaner device for use during the day. Students that frequently forget to bring their DSC Device may not be issued a loaned device and may be subject to disciplinary action.

Will my child be able to access outside internet sources while at school?

- Only the Internet gateway provided by the school may be accessed while in the school. The Duneland filtering and management systems include the following.
- Internet sites are filtered using a category-based system and customized lists.
- Webpages are analyzed for inappropriate content while loading.
- Inappropriate student activity is flagged.
- Real-time alerts occur when inappropriate content is accessed.

I do not have internet access at home, what can I do?

- Students that do not have internet at home will have accommodations made so that they can complete their assignments and/or tasks without internet. Local internet providers have special low cost programs available for students as well. More information can be obtained from the school.

How do students interact with other students and the teachers on the device?

- Interaction in blended programs can be categorized into several ways described below:
- Activities that bring students together in a class or small groups at the school or school related events, such as virtual field trips.
- Interaction using the learning management system or Google Apps with their teacher or students inside and outside their class or school.
- Internet tools for sharing, presenting, and building learning communities.

Will students receive instruction on safe computer usage?

- Yes – Teachers will provide instruction and modeling of safe computer usage, as well as monitor students.
- When using a computer, students should maintain neutral posture. Neutral body positioning is a comfortable working posture in which joints are naturally aligned. Working with the body in a neutral position reduces stress and strain on the muscles, tendons, and skeletal system and reduces the risk of developing a musculoskeletal disorder. The following are important considerations when attempting to maintain neutral body postures while working at the computer workstation:
 - Hands, wrists, and forearms are straight, in-line and roughly parallel to the floor.
 - Head is level or bent slightly forward, forward facing, and balanced. Generally it is in-line with the torso.
 - Shoulders are relaxed and upper arms hang normally at the side of the body.
 - Elbows stay in close to the body and are bent between 90 and 120 degrees.
 - Feet are fully supported by the floor or a footrest may be used if the desk height is not adjustable.
 - Knees are about the same height as the hips with the feet slightly forward.
 - Regardless of how good a student's working posture is, working in the same posture or sitting still for prolonged periods should be avoided. Students will be taught to change working position frequently in the following ways:
 - Stretch your fingers, hands, arms, and torso.
 - Stand up and walk around for a few minutes periodically.

Adapted from <https://www.osha.gov/SLTC/etools/computerworkstations/positions.html>

To protect the eyes of students as they use their devices, teachers will support students and teach them how to reduce eyestrain.

- The work area should not be too bright or too dim, the human eye has to work extra hard to compensate for these environmental factors.
- Reduce glare that can be caused by sources of light such as windows, lamps, or overhead lighting. Glare can also be caused by too much contrast between the screen background and the displayed text. Adjust your monitor so that it is not reflecting the light source. Tilt the monitor down so that it doesn't reflect overhead lights, or move it perpendicular to windows. Close shades or blinds if the computer cannot be moved. Move lamps so that they are not reflected directly in the monitor.
- If a student wears glasses or contacts and frequently experiences headaches while working at a computer, check with your eye doctor to make sure the prescription is correct for the work.

- If the monitor is too far away, you may have to strain to read the print. Likewise, if it is too close, you may also strain your eyes. If the monitor is too high, you will have to angle your neck to look up at it, which could cause your neck to be sore, and may contribute to headaches. Also, when you are continually looking up, you may not fully close your eyes when you blink, and this can cause your eyes to dry out.
- When people concentrate, they blink less often. Sometimes they concentrate so hard that they blink only once per minute, instead of the normal once every five seconds. This, too, will cause the eyes to dry out and become irritated. Frequently look up from your monitor and focus on an object several feet away. Make a conscious effort to blink.
- A buildup of dust on the screen can make it hard to distinguish characters. This may also contribute to glare and reflection problems.

Adapted from <http://ehs.okstate.edu/modules/ergo/Eye.htm>

DSC eLEARNING PROCEDURES FOR PARENTS AND STUDENTS

During the 2023-2024 school year, the Duneland School Corporation (DSC) will be utilizing asynchronous eLearning days on November 7, 2023 and May 7, 2024. Schools will not be open on these days. Synchronous eLearning days may also be added in response to inclement weather.

Specific information about asynchronous and synchronous eLearning may be found on the DSC Teaching and Learning website.

DSC Website >Programs & Services>DSC Teaching and Learning > eLearning Guidelines for Students

APPENDIX

SCHOOL BOARD POLICIES

All students are expected to adhere to and follow applicable policies of the Board of School Trustees. All Board's policies may be found on the Corporation's website (www.duneland.k12.in.us) under the Administration tab on the homepage or <https://go.boarddocs.com/in/duneland/Board.nsf/Public?open&id=policies#>

5771 - SEARCH AND SEIZURE

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment.

In balancing these competing interests, the Board directs the Superintendent to utilize the following principles:

A. School Property

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent

and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of a lock or other device.

B. Student Person and Possession

Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and/or witnessed by a person of the same gender as the student and shall be conducted in a private place. The student may be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

Searches, pursuant to this policy, shall also be permitted in all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-8.1-5.1-8.

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

C. Breath Test Instruments

Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

D. Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's administrative guidelines.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.

The Superintendent shall promptly record in writing the following information for each search pursuant to this policy:

- A. the information upon which the search was based
- B. the time, date, location, students, or places searched, and persons present
- C. a description of any item seized and its disposition
- D. the time and date of notice to the parent or guardian in the case of the search of the person of a student

7540.03 – STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The School Board is pleased to provide Internet services to its students. The Corporation's Internet system has a limited educational purpose. The Corporation's Internet system has not been established as a public access service or a public forum. The Corporation has the right to place restrictions on its use to assure that use of the Corporation's Internet system is in accord with its limited educational purpose. Student use of the Corporation's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Corporation's policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Corporation may not be able to technologically limit access to services through the Corporation's Internet connection, to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Corporation has implemented the use of technology protection measures which are specific technologies that will protect against (e.g. filter or block) access to visual displays/depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Corporation or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Director of Technology may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

The Corporation utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Corporation has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications

that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking"), cyber-bullying and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while in school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Corporation's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them.

Students shall not access social media for personal use from the Corporation's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 is a civil rights statute which provides that: "no otherwise qualified individual with handicaps in the United States...shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance or activity by any Executive Agency or by the United States Postal Service.

There are three ways that a person may qualify as an individual with disabilities under the regulations. A person is considered disabled under Section 504 if she/he:

1. Has a physical or mental impairment which substantially limits one or more major life activities (e.g., any student receiving service under the Individual Disabilities Education Act PL 94-142 (IDEA); drug addicted or alcoholic students; students with diabetes). The term does not cover children disadvantaged by cultural, environmental or economic factors.
2. Has a record or history of such an impairment (e.g., a student with learning disabilities who has been certified as eligible to receive special education under the IDEA; a student who had cancer; a student in recovery). The term includes children who have been misclassified (e.g., a non-English speaking student who was mistakenly classified as having mental retardation).
3. Is regarded as having such an impairment. A person can be found eligible under this section if he/she:
 - a. has a physical or mental impairment that does not substantially limit a major life activity, but is treated by the district as having such a limitation (e.g., a student who has scarring, a student who walks with a limp);
 - b. has a physical or mental impairment that substantially limits a major life activity only as a result of the attitudes of others towards such impairment (e.g., as student who is obese); or
 - c. has no physical or mental impairment, but is treated by the district as having such an impairment (e.g., a student who tests positive with the HIV virus, but has no physical effects from it).

What is a “Major Life Activity?”

Major life activities include walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself and performing manual tasks. The disabling condition need only substantially limit one major life activity in order for the student to be eligible.

Examples of potential disabling conditions under Section 504 if they substantially limit a major life activity, not typically covered under the Individuals with Disabilities Education Act, PL94-142 (IDEA):

1. Communicable diseases: AIDS, AIDS related complex (ARC) or symptomatic carriers of the AIDS virus (HIV), tuberculosis.
2. Temporary disabling conditions: students injured in accidents or suffering short term illness.
3. Attention Deficit Disorder (ADD)
4. Behavior disorders
5. Chronic asthma and severe allergies
6. Physical disabilities such as spina bifida, hemophilia and conditions requiring children to use crutches
7. Diabetes

The Duneland School Corporation will provide each student in the district with an appropriate education. Under Section 504, an appropriate education could consist of education in regular classes with the use of supplementary services, or special education and related services. Special education may include specially designed instruction in classrooms, at home or in private or public institutions, and may be accompanied by such related services as developmental, corrective and other supportive services, including psychological counseling and medical diagnostic services.

DSC PARENTS/STUDENTS RIGHTS IN IDENTIFICATION, EVALUATION AND PLACEMENT

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disabling condition;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education in academics, non-academics and extracurricular activities. This includes the right to be educated with non-disabled students to the maximum extent appropriate. The provision of an appropriate education is the provision of regular or special education and related aids and services that are designed to meet individual educational needs of handicapped persons as adequately as the needs of non-handicapped persons are met and are based upon adherence to procedures that satisfy the requirements of, and implementation of an individualized education program developed in accordance with the Individuals with Disabilities Education Act;
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students;
6. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act;
7. Have evaluation, educational and placement decisions made based upon a variety of information sources, and by persons who have known the student, the evaluation data and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered the by district;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program and placement;
11. Obtain copies of education records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
14. Request mediation and/or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. A hearing request must be made to the local 504 officer:

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

FERPA, a federal law, requires that the Duneland School Corporation (DSC), with certain exceptions, obtain a parent/guardian's written consent prior to the disclosure of personally identifiable information from a student's education records. However, DSC may disclose appropriately designated "directory information" without consent, unless a parent/guardian has advised DSC to the contrary. The primary purpose of the directory information is to allow the district and its schools to include this type of information in certain publications such as, a playbill or program, yearbook, honor roll or other special recognitions, graduation programs, and sports activity sheets or programs.

If a parent/guardian does not want the DSC to disclose directory information from his/her student's education records, the parent/guardian must notify each individual school in writing by the first week in October. A complete copy of the FERPA law is available in full at each of the Duneland Schools main offices.

EDUCATIONAL RIGHTS OF HOMELESS STUDENTS

In compliance with the McKinney-Vento Act, U.S.C. 42 § 11432(a), students who are considered homeless have the following rights:

1. Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
2. Access to free meals and curricular materials, Title I and other educational programs, and other comparable services including transportation;
3. To attend the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

Any questions about these rights can be directed to the Duneland School Corporation at (219) 983-3600.

CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENTS

Duneland School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to the Duneland School Corporation, 601 W. Morgan Avenue, Chesterton, IN, or (219) 983-3600. For additional information, please see Board Policy 5517 Anti-Harassment.

DSC TITLE IX

The Board of the Duneland School Corporation does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Corporation's Title IX Coordinator(s) is/are:

Assistant Superintendent
601 W. Morgan Avenue
Chesterton, IN 46304
219-983-3600

Any inquiries about the application of Title IX and its implementing regulations to the Corporation may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at:

<https://go.boarddocs.com/in/duneland/Board.nsf/>. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the Corporation will respond.

INTERAGENCY INFORMATION SHARING AGREEMENT

The Duneland School Corporation is a member of a student service interagency agreement that allows for information to be shared with other agencies. These agencies may include police, juvenile probation, courts and many other community agencies that work with the youth of Porter County. This sharing of information was made possible through a court order by the Porter County Circuit Court.

POSITIVE LIFE PROGRAM (PLP)

SECTION I - CURRICULAR ACTIVITIES

I. Philosophy

The primary goal of the Duneland School Corporation (hereinafter 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, co-curricular and extra-curricular 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 in-service 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.

Final decisions regarding disciplinary action and the consequences of other violations of this program will be made by the administrator or his/her designee.

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.

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 and Chesterton Middle 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.
- e. Any information obtained by the Internet or any other electronic device.

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 or Chesterton Middle 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 or Chesterton Middle School.

f. Random Drug Testing of Students participating in a "privileged activity".

It is the position of Duneland School Corporation that participation in co-curricular and extracurricular activities, and driving to school 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 co-curricular and extra-curricular activities, and/or drive to school they are expected to behave at all times in a manner, which portrays a positive image of themselves, our school, and the community. A "privileged activity" is participating in a co/extra curricular activity or driving to school.

1. It is mandatory that each student who participates in a "privileged activity" and his/her parent/guardian sign and return the drug-testing consent form prior to participation in any privileged activity. Failure to comply will result in nonparticipation.

Students *not participating* in a privileged activity may have their names included in the drug testing pool at the request of their parents/guardians.

Together, these students will make up the group herein described as the “pool.”

Testing will be done using numbers, not students’ names.

2. The contracted laboratory will randomly select students periodically from the existing pool. Seven CHS students and three CMS students will be selected from the pool.
3. Selected students will proceed to the designated testing area. The contracted laboratory’s staff will collect the samples. (Student privacy will be maintained during the collection sample.) The contracted laboratory will be responsible for the validity of the sample, and assure the protective chain of custody.
4. Results of the test will be returned to the Positive Life Program Director and/or an administrative designee.
5. Once tested, the student’s number will be automatically returned to the pool and may be randomly selected again.
6. The results of the test will be shared with the parents/guardians by the Positive Life Program Director or administrative/designee. A positive test result will be treated as a first violation for disciplinary purposes. If satisfactory compliance does not meet the criteria of the Positive Life Program, the student will be tested a second time. A second positive test result will be treated as a second violation.

The administration will follow due process procedure in the Positive Life Policy Section 2, paragraph VII.

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 Positive Life Program

1. Students may be referred to the Positive Life Program 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 Positive Life Program Director 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, Positive Life Program 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. The Positive Life Program Director 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 principal or designee.

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 report verbally or in writing 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 referring staff member will be notified of action taken if he/she is not present at the meeting.
 4. The Positive Life Program Director and /or counselor is responsible for seeing that the recommendations are followed.
 5. 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 Positive Life Program Director postpones this notification it must document reasons for the decision to do so.
 - b. 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, co-curricular and/or extra-curricular 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 Positive Life Program Director 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, electronic smoking device or e-cigarettes, any other stimulant such as phenylpropanolamine, 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, electronic smoking devices or e-cigarettes, alcohol, other drugs and drug paraphernalia or being under the influence.
 - b. Selling, providing, distributing or manufacturing tobacco, electronic smoking devices or e-cigarettes, alcohol, other drugs, or drug paraphernalia.
 4. Because of the potential dangers to the student presented by usage of tobacco, electronic smoking devices or e-cigarettes, 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 IC 20-33-9.
 - 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 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 IC 20-33-9.
 - (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.
 - (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 IC 20-33-9.
 - d. Disciplinary due process resulting 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, electronic smoking devices, or e-cigarette 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 face a one to five day suspension. There is a fifteen dollar (\$15) fee for these classes.
 - (4) Middle school student and his/her parents may choose a one-to-three day in-school suspension for the student.

- (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.
 - (4) Middle school students will be assigned three days of in-school suspension or out-of-school suspension.
 - (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 Positive Life Program Director will do periodic evaluations concerning the student's re-entry program, academic performance, and behavior in school. This evaluation will be made by the Positive Life Program Director and/or counselor in consultation with the administrator, coaches or co-curricular sponsors where appropriate.

- A. For a student to be readmitted to school following suspension for tobacco, alcohol, or drug-related violation, the following will occur:
 1. A plan will be developed with the parents or legal guardian and the student.
 2. 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 co-curricular 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, Positive Life Program Director and/or counselor will take place to formulate an individualized plan for the student's re-entry. Written documentation for aftercare procedures shall be presented.
 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 co-curricular and extracurricular activities,
 - d. Following school policies and individualized plan.

SECTION 2 - STANDARDS OF CONDUCT FOR PARTICIPATION IN CO CURRICULAR AND EXTRACURRICULAR ACTIVITIES

I. Statement of Philosophy

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

The co-curricular and extra-curricular 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 co-curricular and extra-curricular 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 co-curricular and extra-curricular 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 co-curricular and extra-curricular 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 activities including, but not limited to, 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 co-curricular and extra-curricular 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 IHSA 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 co-curricular 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 co-curricular and extra-curricular 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, co-curricular 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 Positive Life Program Director and/or counselor's recommendations or to make satisfactory progress in the Positive Life Program.

B. Referrals to Positive Life Program

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 Positive Life Program Director 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 Positive Life Program Director 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, Positive Life Program Director 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.

The Positive Life Program Director 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 co-curricular and extra-curricular activities during the time of suspension.
- B. A positive drug screen result for students who drive to school will result in the loss of driving Privileges to and from school for 35 days.

VI. In School Violations by Co Curricular 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 reinstated 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 co-curricular and extra-curricular 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 co-curricular and extra-curricular 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 reinstated 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 co-curricular and extra-curricular 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 co-curricular and extracurricular activities.
 - b. Second Violation: Suspension from all co-curricular and extra-curricular activities for the duration of high school career.
 2. Reinstatement of Co-curricular and Extra-curricular privileges.

The student will be required to follow a specified reinstatement plan formulated by the principal, Positive Life Program Director, 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 reinstated 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 co-curricular 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 reinstated 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 co-curricular and extra-curricular activities for the remainder of his/her high school career.

2. Reinstatement of Co-curricular and Extra-curricular 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 co-curricular and extracurricular activities.
- b. Second Violation: Suspension from all co-curricular and extra-curricular activities for the duration of high school career.

2. Reinstatement of Co-curricular and Extra-curricular 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 & Social Media

A student will be interviewed for a possible Positive Life Program violation by a coach, advisor, sponsor, or administrator if information is presented to be rumor or hearsay. Evidence of a violation that comes from social media platforms, such as Facebook, Twitter, Snapchat, etc., will be considered as evidence. The principal and or 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 of violating the principles of the Positive Life Program by another student or students, faculty, staff, administrator, parent or via anonymous source. A student may also 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.
- D. Is determined to be guilty by the principal after the three member panel conducts its hearing.

XI. Statute of Limitations

- A. If evidence is presented against a student which can be confirmed to be greater than one calendar year old from when the evidence is presented to a coach, sponsor, counselor, and/or administrator, the student must participate in the educational component of the Positive Life Program, but no suspension from any contests will be mandated. Failure to comply with the educational component in this instance will be subject to the 40% contest suspension per the Positive Life Program.

XII. 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.

XIII. 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
Revised 4/7/08
Revised 10/13/16**