

# Duneland Intermediate

2021-2022



## TABLE OF CONTENTS

MISSION STATEMENT AND PROGRAM	2
LIBERTY INTERMEDIATE SCHOOL MISSION STATEMENT	2
WESTCHESTER INTERMEDIATE SCHOOL MISSION STATEMENT	3
INTERMEDIATE SCHOOLS	3
SCHOOL DAY	3
STUDENT PLACEMENT	3
STANDARDIZED TESTS	4
CONFERENCES	4
PARENT VOLUNTEERS	4
FIELD TRIPS	4
MEDIA & TECHNOLOGY	4
HOMEWORK	4
HOMEWORK: PLANNED FAMILY VACATIONS	5
GENERAL INFORMATION	5
FEES (Curricular Materials)	5
FREE OR REDUCED MEALS AND CURRICULAR MATERIALS	5
ACCESSIBILITY	5
WEEKLY INFORMATION	6
SCHOOL CLOSINGS & DELAYS	6
AUTOMATED CALLING SYSTEM	6
PICKING UP CHILDREN	6
<b>INTERMEDIATE SCHOOL STUDENT CODE OF CONDUCT</b>	<b>7</b>
DUNELAND INTERMEDIATE DISCIPLINE GUIDELINES	7
BEHAVIORAL EXPECTATIONS MATRIX	7
STUDENT APPEARANCE AND DRESS GUIDELINES	13
SCHOOL DAY INFORMATION	14
RESPONSE TO INSTRUCTION (RTI)	16
HIGH ABILITY INFORMATION	17
HEALTH SERVICES	18
SCHOOL COUNSELING PROGRAM	21
ATTENDANCE	21
BUS TRANSPORTATION	23
DUNELAND SCHOOL CORPORATION STUDENT DEVICE HANDBOOK	25

WHY DOES DUNELAND BELIEVE 1:1 IS IMPORTANT?	25
DUNELAND SCHOOL CORPORATION DEVICE CARE	26
DUNELAND SCHOOL CORPORATION RULES FOR COMPUTER USE	30
DUNELAND 1:1 FREQUENTLY ASKED QUESTIONS (FAQ)	31
<b>SCHOOL BOARD POLICIES</b>	<b>35</b>

## **WELCOME TO DUNELAND INTERMEDIATE SCHOOLS**

Dear parents and guardians of Intermediate students:

The following intermediate handbook has been compiled to assist you in knowing as much as possible about the Duneland School Corporation, either as a newcomer or as a parent of a returning child.

We anticipate that the school and its corresponding programs and activities for this school year will be talked about daily in your home. This handbook will be used by your child as an assignment notebook.

Parents are always welcome in the buildings. We encourage your involvement and look forward to parents, families and the Duneland community being an integral part of our school year.

Sincerely,

*The Duneland Intermediate Principals*

## **MISSION STATEMENT AND PROGRAM**

Duneland School Corporation 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.

Duneland Intermediate Schools are committed to the development of the whole child. Realizing that its students have various development levels of abilities and needs, Duneland aims to meet individual student differences.

Duneland believes that knowledge spirals from the simple to the complex, and that the attainment of cumulative skills and concepts along this continuum helps a child to progress toward six basic goals: acceptance, achievement, self-discipline, participation, creativity and a positive self-image.

Utilizing various teaching methods and student groups - such as team teaching, individualized instruction, heterogeneous and homogeneous groupings - the instructional programs for grades five and six emphasize the basic subjects of reading/communications and mathematics, as well as health, science, and social studies. Specialists in music, art, library media and physical education further enhance the Duneland curriculum in fifth and sixth grade.

## **LIBERTY INTERMEDIATE SCHOOL MISSION STATEMENT**

Liberty Intermediate School provides quality teaching in a positive and safe environment, while preparing its students for life's opportunities and responsibilities.

# WESTCHESTER INTERMEDIATE SCHOOL MISSION STATEMENT

Westchester Intermediate School is dedicated to being the keystone to developing successful students.

## INTERMEDIATE SCHOOLS

The education and welfare of your child are our most important concerns. Your involvement in the decision-making process, both at home and in school, can improve not only your child's chances for a happy, productive future, but also the future of the community. Always feel free to contact your child's building principal when you have concerns about his/her education. Please call or schedule an appointment between 7:30 a.m. and 3:30 p.m. Monday through Friday.

### **Liberty Intermediate**

**983-3690**

50 West, 900 North

Chesterton, Indiana 46304

Mr. Greg Guernsey, Principal

### **Westchester Intermediate**

**983-3710**

1050 S. Fifth Street

Chesterton, Indiana 46304

Mr. Shawn Longacre, Principal

### **Central Administration Offices**

**983-3600**

601 W. Morgan Avenue

Chesterton, IN 46304

Visit the Duneland School Corporation Website at [www.duneland.k12.in.us](http://www.duneland.k12.in.us)

## SCHOOL DAY

The Intermediate school day is from 8:15 a.m.-3:05 p.m. Due to supervision and safety reasons, children should not arrive at school before 7:45 a.m. Those persons needing to make special time arrangements should contact the building principal.

## STUDENT PLACEMENT

Various checkpoints--or testing periods--occur to assure and evaluate pupil progress as a student proceeds through these programs. There may be times, however, when the program of study for individual students needs adjustment, such as when a student experiences rapid growth spurts or when student progress is minimal.

## **STANDARDIZED TESTS**

Duneland Schools follow the state mandates for testing. Other tests are chosen to locally complement the state tests. Duneland also gives further diagnostic tests to determine strengths and weaknesses of individuals and groups as needed.

## **CONFERENCES**

Conferences involving the student, teacher and parent are an integral part of the Duneland process of reporting individual student progress to parents. Duneland requests students to attend conferences with their parents/guardians during the school year so that they can take an active part in their education. These are usually scheduled in early November.

## **PARENT VOLUNTEERS**

Numerous parents and grandparents in the Duneland District have found their school a great place to spend their volunteer hours. Parents and grandparents are as familiar in the schools as the teaching and support staff, and their presence and assistance are greatly appreciated.

Each building has active parent-teacher groups which provide “extra hands” in the schools with tasks such as the following: chaperoning field trips or room parties; preparing classroom materials or projects; assisting with clerical work; creating bulletin boards or special event displays; assisting in library inventory; sponsoring book fairs, talent nights, fun fairs and other money-making projects; assisting students with reading and math skills; and being available whenever or wherever help is needed. Parents wishing to volunteer must undergo a limited history background check. *Contact your building principal if you are interested in becoming a volunteer in your child’s school.*

## **FIELD TRIPS**

Educational field trips are considered a vital part of the Duneland curriculum and are planned within certain areas. Parents are informed of all trips involving their child so that he/she may be dressed appropriately for the day’s events. Parents are asked to fill out a permission slip for their child at registration. Duneland liability insurance does not cover preschoolers or other non-chaperoning adults on field trips, so their participation is prohibited. Adults wishing to chaperone field trips must have a background check on file with Duneland. A fee of \$1 will be charged to cover field trip bus expenses.

## **MEDIA & TECHNOLOGY**

The Intermediate Media Center is staffed by a certified media specialist and library secretary who support both curricular and individual needs. Media instruction and technology integration are articulated across content areas. Through various supplemental reading programs, learning is extended beyond the classroom.

The media center itself maintains a collection of approximately 15,000 items in both print and non-print. Students attend media on a weekly basis and have the opportunity to develop media and technology skills, explore writing techniques, check out materials, take reading quizzes (Reading Counts), select incentive prizes, and investigate genres or topics of their choice.

Students can access the media center’s material database by clicking on the “library media center” link located on the school’s homepage, and then choosing the Destiny search link. The library media page also has information regarding curriculum and reading incentive programs, online resources, and news concerning annual events (e.g. One School One Book, Read Across America, Book Battle).

## **HOMEWORK**

Homework is an out-of-school assignment that contributes to the educational development of the student. It should be an extension of the class work and should be related to the objectives of the curriculum presently studied.

Homework may include additional practice exercises, reading of material on a specified subject, in-depth extension of classroom activities, or independent project work related to the subject.

But above all, homework gives teachers and students' responsibilities that must be met before assignments can be considered as an extension of classroom instruction. The amount of homework should vary according to the age, academic ability, physical needs and interest of the student.

Habitual failure to do homework may be considered "failure to comply" and subject to disciplinary action.

Parents should check the assignment book and Canvas website for homework. If needed, make a request for homework for their child's absence.

When a parent makes a request for homework for their child's absence, a phone call must be received before 8:30 a.m. and work may be picked up between 3-3:30 p.m.

## **HOMWORK: PLANNED FAMILY VACATIONS**

When a parent makes a request for homework preceding a vacation the teacher may give general work to be done such as reading chapters to be covered. It is the responsibility of the student to ask for make-up work including tests when they come back to school. Any homework given to the student before the vacation must be turned in to his/her teachers on the day the student returns from vacation. The work will be given to the student the school day before the vacation begins.

**An assignment book is given to each student. Parents are requested to sign the assignment book nightly after they have reviewed it with their child. This is the best way for teachers to communicate what is happening in the classroom.**

## **GENERAL INFORMATION**

### **FEES (Curricular Materials)**

Each year the Duneland School Corporation establishes the cost of curricular materials and related instructional materials (e.g. iPads or Chromebooks) based on what is needed for each level or subject as recommended by guidelines from the Indiana Department of Education and Indiana law.

During the school year, your child will likely be exposed to a variety of media, including the adopted curricular materials, which best meet the needs of the established Duneland curriculum for each subject area. *These curricular materials may sometimes be used by more than one child during the school day*; therefore, it is not always possible for a child to bring particular material home each night unless special arrangements are made with the teacher. **Parents/Students will be charged for the full replacement cost of a Curricular Material that has been lost, stolen, or damaged beyond continued use due to mistreatment, negligence, vandalism or abusive handling.** Any fees not paid by the end of the first semester will be referred to the Duneland School Corporation Business Department.

### **FREE OR REDUCED MEALS AND CURRICULAR MATERIALS**

Children from households whose income is at or below government-designated guidelines are eligible for free or reduced price breakfast, lunch and curricular materials. The information provided by the household is confidential and will be used only for the purpose of determining eligibility and verifying data.

### **ACCESSIBILITY**

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

## WEEKLY INFORMATION

The building principal distributes a “Friday Focus” each week to highlight upcoming events. In addition, the corporation newsletter, **DuneNews**, is published weekly and is available in a printable format (PDF) each Thursday online at [www.duneland.k12.in.us/dune-news](http://www.duneland.k12.in.us/dune-news). It is also linked to your Family Access Message Center.

**DuneNews** capsulizes what’s happening in the classroom and the school district, as well as providing links to the weekly menu and dates of coming events. Please refer to this weekly information in order to coordinate school and family events. In addition, the corporation releases school information to the **Chesterton Tribune**, **The NWI Times** and **Post-Tribune**.

## SCHOOL CLOSINGS & DELAYS

Should school be closed or closing/opening times altered (minimum delay will be 2 hours) because of weather conditions or other circumstances beyond the school’s control, a decision will be made by 6 a.m. to cancel school. Parents can check for cancellations/delays online at [www.duneland.k12.in.us](http://www.duneland.k12.in.us) or [www.cancellations.com](http://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/1500AM - Valparaiso	WLJE/105.5 FM - Valparaiso
Online	<a href="http://Cancellations.com">Cancellations.com</a> or <a href="http://www.duneland.k12.in.us">www.duneland.k12.in.us</a>	

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 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.*

## AUTOMATED CALLING SYSTEM

Duneland School Corporation uses a communication system to send out automated messages to all parents via voice or email. This 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.

## PICKING UP CHILDREN

*For the safety/protection of your child*, please **sign out** your child in the Main Office anytime a child is taken out of the building during school or picked up after school by a parent/guardian. If you plan to pick up a student, notify the school by 2:15 p.m. Only the Main Entrance doors will be open during school hours. Please notify the School Office any time your child will be transported other than by the Duneland Transportation System.

Students are expected to go home immediately after school is dismissed unless a child has permission to participate in after-school activities. Parents of these students are responsible for their transportation.

Likewise, it is vital that each parent/guardian provide the school with the name, address and phone number of a relative, neighbor or friend who may be contacted in case of an emergency involving your child. Space for this information is indicated on the Student Enrollment Form that is to be completed at registration. If any of this information changes during the school year, please notify the respective School Office.

Parents who drive a child to/from school should avoid blocking traffic by loading/unloading the student in bus zones. Children should cross streets at properly marked corners or intersections to get into parents' cars.

## INTERMEDIATE SCHOOL STUDENT CODE OF CONDUCT

### DUNELAND INTERMEDIATE DISCIPLINE GUIDELINES

The faculty of the Duneland Intermediate Schools believe discipline plays a primary role in the education of students. Through the use of discipline we can:

1. Provide a safe environment.
2. Motivate students to be self-disciplined.
3. Encourage students to accept individual differences and promote tolerance.
4. Demonstrate the life skills and encourage their use.
5. Expect students to produce quality work.
6. Assist students to understand their emerging physical, social and emotional changes.
7. Expect students to make decisions and learn to accept the rewards or consequences of those decisions.
8. Listen, support and guide students with problems.
9. Provide the maximum amount of time for education with as few disruptions as possible.
10. Instill a feeling of belonging to the Duneland Intermediate School community while promoting ownership and pride in their school.

In order to carry out any discipline plan, we encourage a home/school partnership of support and communication.

### BEHAVIORAL EXPECTATIONS MATRIX

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



			proper place.
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Keep food on tray.</li> <li>• Use good manners.</li> <li>• Use kind words and actions.</li> </ul>	<ul style="list-style-type: none"> <li>• Get all utensils, milk, etc. when going through the line.</li> <li>• Clean up your area before leaving.</li> <li>• Use appropriate voice.</li> <li>• Return your tray and utensils at a table with adult permission.</li> </ul>	<ul style="list-style-type: none"> <li>• Sit with your feet on the floor, bottom on seat, and facing the table.</li> <li>• Keep hands and feet to self.</li> <li>• Walk at all times.</li> </ul>
<b>Assembly</b>	<ul style="list-style-type: none"> <li>• Use good audience skills.</li> <li>• Applaud appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• Be prepared.</li> <li>• Sit quietly.</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and exit in an orderly manner.</li> <li>• Sit properly in the seats or bleachers.</li> <li>• Use walkways properly.</li> <li>• Keep hands &amp; feet to self.</li> </ul>
<b>Hallways &amp; Passing Areas</b>	<ul style="list-style-type: none"> <li>• Walk quietly.</li> <li>• Respect property.</li> </ul>	<ul style="list-style-type: none"> <li>• Use drinking fountains appropriately.</li> <li>• Move to your destination directly and quickly.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to self.</li> <li>• Walk at all times.</li> <li>• Walk on the right.</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>• Be considerate of others' privacy.</li> <li>• Use kind words &amp; actions.</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself.</li> <li>• Keep surfaces free of graffiti.</li> <li>• Return to class promptly.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk at all times.</li> <li>• Keep hands and feet to self.</li> <li>• Use facilities appropriately.</li> <li>• Wash hands before leaving.</li> </ul>
<b>Outside Areas</b>	<ul style="list-style-type: none"> <li>• Use appropriate language.</li> <li>• Follow staff requests the first time.</li> </ul>	<ul style="list-style-type: none"> <li>• Take care of property.</li> <li>• Help others.</li> <li>• Stay in the designated area.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to self.</li> <li>• Use equipment appropriately.</li> <li>• Follow the rules.</li> </ul>

<b>Office</b> (includes Main Office, Guidance, and Nurse's Office)	<ul style="list-style-type: none"> <li>• Use good manners.</li> <li>• Wait your turn patiently.</li> </ul>	<ul style="list-style-type: none"> <li>• Bring hall pass or other pass.</li> <li>• Tell the truth.</li> <li>• Use indoor voice.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to self.</li> </ul>
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>• Use good listening habits.</li> <li>• Follow the staff's request the first time.</li> <li>• Use kind words and actions.</li> </ul>	<ul style="list-style-type: none"> <li>• Be prepared for class.</li> <li>• Tell the truth.</li> <li>• Take care of property.</li> <li>• Follow classroom rules.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet and objects to self.</li> <li>• Walk at all times.</li> <li>• Use materials and equipment correctly.</li> </ul>

## 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 that behave in a way that could or does cause injury, or have any object that could be considered a weapon may be suspended. 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 school 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. Continual incidents of this nature by a student may result in suspension.

**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. Saturday Detention or Suspension may be the result for those that continue to disregard the instructions of teachers and staff.

**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 of the items listed above will result in suspension, request for expulsion and notification of law enforcement. Any student who arranges to sell or buy drugs at school (even though the actual transaction occurs off school grounds) will be subject to suspension and a request for expulsion, and law enforcement will be notified.

**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 will be suspended, and may be issued a citation for violating state laws.

**Fighting:** Fighting is strictly prohibited. Students who engage in fights will receive disciplinary consequences including detention, suspension and/or expulsion. In addition, DSC may have criminal charges referred to the Juvenile Prosecutor's Office.

**Food/Drink Items:** Do not bring food or drink items of any kind to eat or drink in classrooms, common areas, or in the hallways. Food and drinks are to be consumed in the cafeteria. Items in violation will be confiscated. Opened drinks are not to be placed in lockers. Only clear plastic bottles containing water are permitted in the hallways and classrooms.

**Gang Activity:** LIS/WIS desire 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, LIS/WIS understand the importance of fostering an effective and safe learning environment, which enhances its educational atmosphere.

Therefore, no student on or near LIS/WIS 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. 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.

**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 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 ranging from suspension to a possible request for expulsion.

#### **Personal Communication Devices (PCD) and Other Electronic Equipment:**

Please be aware of the following regarding electronic devices:

- All PCDs and other electronic equipment are to be turned off and secured in the student's assigned locker during the instructional day.
- PCDs and other electronic equipment are NOT to be utilized by students in class or in any school instructional setting unless directed by a teacher for specific instructional purposes.
- Using a PCD other electronic equipment to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is not permitted. Students who violate this provision shall have their PCD confiscated and may be directed to delete the audio and/or picture/video file. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.
- PCDs other electronic equipment will not be used to take photographs or other recordings of other individuals without the consent of the individual being photographed or recorded.
- Students who display a PCD other electronic equipment during the instructional day will have the equipment confiscated and sent directly to the administration.
- LIS/WIS will NOT accept any responsibility for damaged, lost, or stolen PCDs 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 the same school or district policy on five occasions will 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 and may result in suspension and/or request for expulsion

**Theft or Damage:** Theft or damage of personal or school property is prohibited. Compensation for losses 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.

**Tuancy:** 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 LIS/WIS 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. Students are to remain seated until all students at their table are finished eating. Students are then to raise their hands and wait for a cafeteria supervisor to release them to return their trays.
8. No food or drinks will be permitted outside the cafeteria.
9. Students are to be respectful of others and act in a mature manner.
10. Students will not be allowed to leave the cafeteria or noon activity area without a pass or detention slip from a teacher. It is the student's responsibility to obtain this pass and bring it to lunch, unless in route to or from the outdoor dining area.
11. Loitering in the hallways or restrooms is not permitted.
12. 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**

**Detention:** May be assigned for various reasons including behavior concerns and excessive absences. The penalty for not attending is an additional consequence. Parents will be contacted when a detention assignment is made. Detentions are typically 45 minutes long.

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

**Suspensions:** Two types of suspensions can take place at LIS/WIS. 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 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**

Student dress and good hygiene are the responsibility of both the student and the parent/guardian(s). With the cooperation of the parents/guardian(s), the intermediate schools will continue to encourage all students to dress in a fashion that reflects good taste and a style appropriate for school. The intermediate schools are aware of current trends and styles, but those trends and styles are not always conducive to the learning environment. Appropriate student dress is a part of a safe and healthy school. We take pride in providing all students with a first-rate education and positive school environment. The faculty, staff, and administration of the intermediate schools ask all students to do their part by taking pride in themselves and our school by following the student appearance and dress guidelines each and every school day.

1. Clothing, backpacks, or other objects containing words or art with "double meanings" or insinuations, or which promote/advertise the use of alcohol, drugs, tobacco, sex, profanity, violence, weapons, gangs, or racism are prohibited.
2. Any insignia, style, jewelry, or accessory that identifies an organization dedicated to the mistreatment of any person or group of people; including a religious or ethnic group; is prohibited.
3. Hats, caps, sunglasses, hoods, and other headgear may not be worn in the school building. Coats must be left in the locker during the day.
4. Pants must fit at the waist or a belt must be worn to prevent them from falling. A student's underwear or garments worn under pants or shorts should not show nor expose skin because of style choice or sagging of pants/shorts. All skirts and shorts must be fingertip length.
5. There will be adequate coverage of the body at all times. Transparent, fish net or see-through clothing is prohibited. Midriffs, spaghetti straps, or shirts that expose the back are also prohibited. Pants, shorts, and skirts should not have any holes or exposures of the body above the knee.
6. Shirts and tops should cover undergarments. Shirts must be long enough to be tucked in. Shirts and tops not tucked in must remain below the waistline at all times. In addition, all shirts longer than mid-thigh must be tucked in. A t-shirt must be worn under any jersey.
7. Backpacks, all purses, and tote bags are to be kept in lockers and not carried to class.
8. Slippers and pajamas (pants and/or tops) are not permitted.
9. In-line skates and/or skate shoes with wheels are prohibited.

10. Painting and writing on any portion of the body are prohibited.
11. Chains, including wallet and watch chains, are not permitted.
12. Students are not allowed to have or carry aerosol sprays, colognes and/or perfumes. Spraying these products is prohibited during the school day.

This policy is adaptable to changing styles and attitudes. It also allows the intermediate schools to address any type of style or dress that may not be mentioned within this policy. Unique situations may arise, and they will be addressed on a case-by-case basis. The standards set by this policy, basic societal standards of decency, and those related to maintaining a positive learning environment will be used in all cases of student appearance.

All intermediate school staff members may address student appearance and dress. A student may be asked at any point to readjust or remove any item that violates the established guidelines. A dress and appearance violation does not mean an automatic trip to the school administration. Consequences for a dress and appearance guideline violation can be anything from a warning to suspension. The administration has the final authority in assigning consequences. If a student blatantly violates the established dress and appearance guidelines, he or she will be asked to change clothes after a parent is notified. If a parent cannot be notified, the student will sit in the in-school suspension room.

## SCHOOL DAY INFORMATION

In order to allow your child to have an uninterrupted, educational experience, please try to arrange doctor, dental or eye appointments *after school hours*.

- **Book Services**--Several times during the school year, various book services publish leaflets advertising their books. Among those book services are the Lucky Book Club, Scholastic, Arrow News, and Tab Book Club.  
Duneland School Corporation has selection procedures for instructional materials. *The purchase of any book is at the discretion of the parents. We do not screen nor recommend these titles.* Some book clubs do publish some excellent titles that are on many recommended lists. However, there are also very recent titles by unknown authors for which there are no readily available reviews.
- **Classroom visitation**--Parents are welcome to visit Duneland School classrooms. Appointments for such visits are required. An adult/host or child's parent must accompany out-of-town visitors and guests. For the welfare and safety of all children, all visitors are required to obtain a visitor's pass from the school office prior to visitation. Open houses, classroom presentations and special building programs also offer opportunities for parents, families and friends to visit Duneland Schools. **Anyone entering the building for any purpose must obtain a visitor's pass from the Main Office.** All visitors will be required to follow the school's safety and security procedures.
- **Class treats**--Parents/Guardian(s) must give the homeroom teacher a two (2) day notice prior to providing the classroom with treats. All treats furnished, including birthday treats for children, must be commercially prepared.
- **Birthday & Other Celebrations**-- The Duneland School Corporation's Wellness guidelines suggest that any snacks served during the school day should make a positive contribution to children's diets and health. Items such as fruits, vegetables and water should be offered to students as a "healthy choice" option. Non-food related items, such as stickers and pencils, are also encouraged. All treats must be store-bought, pre-packaged with the label still intact, and the ingredients listed. Individually wrapped items are encouraged but not required. There are a number of students with food allergies including peanut and tree nut allergies. Parents and hosts should be mindful of possible food allergies when sending in treats or snacks. Please contact the school nurse for peanut and/or tree nut free snack alternatives.
- **Class Parties and Field Trips**—Parent volunteers who wish to assist at class parties should not bring younger siblings with them to those activities. For safety reasons, younger siblings are not allowed to participate in classroom activities designed for older students. Parent volunteers who chaperone field trips may not bring younger siblings on the field trip.
- **Electronic/Wireless devices**--Any electronic/wireless devices are not appropriate for use inside the building and pose safety and health concerns for students and staff. Students are not to use iPods/MP3 players or electronic games during the school

day. The school is not responsible for lost or stolen items. Please reference Board Policy 5136 (Wireless Communication Devices) available at your school or online at <http://www.neola.com/duneland-in/>

- **Pets**--Pets may be brought to school only with the permission of the teacher and the principal. Pets without rabies shots are not permitted in school. If permission is given to bring a pet to school, the parent is responsible for transporting the pet, being present when it is shown, and taking it home immediately.
- **Science materials**—For your child's safety, all science materials are to be brought to school only in containers made of plastic, metal, cardboard or some other suitable material other than glass. Aerosol cans are not to be brought to school. Live animals or other animals may not be bused to school.
- **Telephone**--Phones are to be used for emergencies only. Students must have permission from a teacher to use the phone.
- **Cell Phones**--Cell phones are to be off during school hours and kept in a student's backpack or locker. Cell phones may not be used to call home during school hours. Failure to follow these guidelines will result in the following: First offense- Cell phone will be confiscated from the student and the student will receive an after school detention; Second offense- Cell phone will be confiscated and the student will receive a Saturday School; Further offenses- Assignment of a Saturday School.

#### **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 Class C 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 so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
  - It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized 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 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 I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, 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.
  - 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.
- **Toys**--Students are not allowed to bring toys to school.

#### **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.



## RESPONSE TO INSTRUCTION (RTI)

Duneland's Response to Instruction is an initiative to address the revised Article 7. Article 7 defines how children are identified for special education. In particular, you may hear the terms "Tiers of Instruction" or "Response to Instruction" (RtI). The primary purpose of Duneland's Response to Instruction is not special education eligibility determination, though that may be a possible outcome. This process is used to identify students who do not respond adequately to intervention or who need ongoing intensive intervention to experience success and sustain growth.

If the data collected indicates that a child is struggling in math or reading, s/he may be provided with an extra boost of instruction in a small group situation with an "Interventionist." An Interventionist may be an instructional aide, Title One paraprofessional, Remediation Aide, Special Education staff member or other qualified professional. This extra instruction will be referred to as Tier 2 or 3. (Tier 1 is the core curriculum used with all students in a particular grade level.) Please know that at any time special educators may also be involved with students in Tier 1, 2, or 3.

If the data shows that your child would benefit from additional interventions, you will receive notification. This notification will indicate that your child is working in a tier group. This additional instruction will take place during the regular school day. Should you receive this notification, please do not be alarmed. While this process may help us to identify children as needing assistance in special education, it does not mean that we think your child needs special education. It is a good thing that your child is receiving extra help when the need is first identified instead of waiting until a child is far below grade level. As always, do not hesitate to ask if you have a question.

Finally, while Duneland's Response to Intervention instructs the educators to provide additional interventions to students that are struggling, parents with concerns may still talk to the counselor, your child's teacher, or the principal to ask for an evaluation to determine eligibility for special education and related services.

Tier 1: Benchmark Intervention: Students are provided minimal, proactive and preventative interventions within the core instructional program.

Tier 2: Strategic Intervention: Students are provided with additional support to supplement the core curriculum and Tier I. This additional support could be provided in a small group setting by an Interventionist such as Title One paraprofessionals, Remediation Aide, Classroom Assistant, Special Education staff or other qualified professional for up to 30 minutes each day.

Tier 3: Intensive Intervention: Students demonstrating significant areas of weakness based on current assessment data are provided with longer and more intense interventions. This additional support could be provided in a small group setting by an Interventionist such as Title One paraprofessionals, Remediation Aide, Classroom Assistant, Special Education staff, or other qualified professional for up to 60 minutes each day.

### **Academic Systems**

- Tier Three
  - Individualized intensive interventions supplemental to core curriculum
  - Uniquely different instructional strategies; increased in length, frequency and/or duration
  - More frequent progress monitoring
- Tier Two
  - Targeted group instruction intervention
  - Individualized interventions supplemental to core curriculum
  - Progress monitoring
- Tier One
  - Core curriculum with State standards in general education classroom
  - Research-based / differentiated instruction
  - Universal screening

### **Behavior Systems**

- Tier Three
  - Individualized intensive interventions
  - Uniquely different strategies; increased in length, frequency and/or duration
  - More frequent progress monitoring
- Tier Two
  - Targeted group intervention
  - Individualized interventions
  - Progress monitoring
- Tier One
  - Core behavior expectations
  - Research-based /
  - Universal screening

## HIGH ABILITY INFORMATION

Liberty Intermediate School (LIS) offers high ability math and language arts classes for both fifth and sixth grade students. The number of classes offered at each level is determined by the level of students entering into that grade any given year. Westchester Intermediate School (WIS) offers two ELA and two math high ability classes at the 5th grade level. At the sixth-grade level, students are organized into either honors or gifted/talented math. A high ability reading/language arts class is also offered at sixth grade, either by whole class or by using differentiated instruction. (WIS has two HA ELA classes, one Honors math, and two GT math classes.) Sixth grade students can be enrolled in either one or both of these subjects. Students must maintain a “B” average to remain in these classes.

At the intermediate level, students are identified for high ability or having the potential to be high ability in math, language arts, or general intellectual (both math and language arts). A combination of the following criteria may be used to identify our high ability students:

Potential-based (aptitude) Measure: In-View/Cognitive Skills Index (CSI)--(taken in 4th grade for Intermediate)

Performance-based (achievement) Measure: NWEA (end of the year scores)

Other Measures: Teacher nomination/observation, projects, and rating scales

New students will be considered at the time of enrollment pending information from their previous school, teacher observations, and data collected. Students must meet local criteria for program placement. Identification for program services at a prior school does not automatically qualify the student for services at Duneland School Corporation.

Further information, including frequently asked questions, about high ability can be found on the Duneland School Corporation web page under programs and services.

## 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](http://www.MyPaymentsPlus.com) or by calling 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](http://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, in the DuneNews and on the Duneland website. 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 will be pursued for collection. Students are not permitted to charge ala carte items.

### **Food Allergies and/or Meal Accommodations**

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

## **HEALTH SERVICES**

The health services staff is under the direction of a medical advisor and the school administration. The nurses' offices are staffed by registered nurses on a daily basis. Students who are ill or injured should notify their condition to a teacher and then with the permission of the teacher, go to the nurse's office. Usually, parents will not be contacted concerning the illness or injury unless it is serious in nature, the student has a fever, or a communicable illness. Injuries or illness should be taken care of before the student comes to school as health services personnel do not attempt to treat or diagnose cases of illness or injury

### **HEALTH CONCERNS**

It is the parent/guardian's responsibility to keep the school informed regarding any health concern that may need special consideration in the student's activities or education. If a health concern exists, a physician's statement is required to document the diagnosis and provide any orders for any care to be provided at school. Providing documentation, 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 immunized or that a current religious or medical objection is on file. Parents/guardians must provide the school with complete immunization records prior to or on the first day of school. 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**

Communicable diseases are a part of school life. Every effort is made to keep parents/guardians informed of possible exposure through notices sent home when a grade level is exposed. If your child is diagnosed with a communicable problem (e.g. strep throat\*\*, chicken pox or head lice), 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
- Cough associated with fever or continuous unrelieved cough
- Cold symptoms associated with other signs of illness
- Sore or inflamed throat \*\*
- Discharge from ears
- Vomiting and diarrhea\*\*\*
- Undiagnosed skin eruptions or rashes
- Childhood diseases (e.g. chickenpox)
- Head lice (a student removed for live lice must be checked by the school's nurse BEFORE classroom readmission)

\*The student must be fever free (without medication) for 24 hours before returning to school.

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

\*\*\*Students with vomiting and/or diarrhea will be excluded from attending school until they are symptom-free 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, except in an emergency when it is apparent that an ambulance or emergency medical service should be called immediately. Ambulance and emergency medical cost is the responsibility of the parent's/guardian. The final responsibility for securing the safe transportation of a sick or injured student from school to home, hospital or to emergency medical care rests with the principal or his/her designee. 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.

## **PARENT/GUARDIAN REQUEST FOR RECESS/P.E. EXCLUSION**

If a student has an appliance (e.g. cast, crutches, sling, etc.), a physician note should be provided if any restrictions apply. If a note is not provided, the student will not be allowed to participate in recess or P.E. If a student is restricted from P.E., s/he will not be allowed to go outside for recess. Exceptions may be made by the principal. If a student's chronic condition requires a student to periodically remain indoors for recess, the student should have a physician's note on file that describes the chronic condition and the periodic need to refrain from certain activities.

## **SPECIAL CONSIDERATION**

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. 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 are available to dispense medication when necessary. To safeguard the transportation of medication to and from school, all prescription medication 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 Tylenol, Advil, Tums, and cough drops or its 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 must be provided by parents/guardians and dispensed by health services personnel according to the medication guidelines below.

## **GUIDELINES FOR THE ADMINISTRATION OF MEDICATION IN DUNELAND SCHOOLS**

These medication guidelines shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. Medically prescribed treatment refers to health-care procedures that require special training such as catheterization, intravenous, or intramuscular injection.

- Any medicine to be administered to a student shall be brought to the principal or nurse's office.
- A medication or prescribed treatment will be administered only with the written and dated consent by the parent or legal guardian.
- Prescribed treatment and prescription medications, including blood glucose tests by finger prick to be administered to a student, must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label.
- 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 and declared inappropriate are returned to the parent.
- 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 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.

### **SELF-ADMINISTERED MEDICATION**

Unless a student has a written authorization form from the student's parent or legal guardian and family physician, and has filed it with the principal and nurse, they are prohibited from possessing and self-administering medication for chronic illness or emergency episodes.

- 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.

## **AIDS**

An AIDS policy has been developed by the State of Indiana and the district committee. It is available upon parental request. This policy requires the development of a curriculum that teaches abstinence from sexual activity until marriage.

## **CHILD ABUSE AND NEGLECT**

Indiana Law requires school employees to report every suspected case of child abuse or neglect to the Department of Public Welfare (Duneland policy 525A). If parents suspect a case of physical or sexual abuse, it is their responsibility to report this to the Porter County Welfare Department at 462-2112.

## **PREVENTING DRUG ABUSE**

Set a good example at home by living in a way that discourages drug/alcohol abuse. Encourage your child to enjoy life and to seek out satisfying and varied experiences. S/he will tend to do this more easily if there is a good pattern to follow. The intermediate schools will consistently work on enhancing the self-worth and self-esteem within each individual child while stressing that the use of illegal drugs, tobacco and alcohol is wrong and harmful. *Duneland parents are welcome to participate in the meetings/activities of the Duneland Parent Communication Network, a school/parent/community support group designed to combat the abuse of drugs alcohol within our community.*

Keep all medications out of reach of children. Aspirin, vitamins and cold tablets are drugs, too. Consult your physician before giving these to your children. Avoid placing undue emphasis on the taste or effect of medicine. Teach your child to view the use of medicine as necessary and not to be taken for "experimentation."

## **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.

# **SCHOOL COUNSELING PROGRAM**

Helping Duneland students realize their capacity as rational young persons capable of meeting the moral, social, economic and emotional problems of life - in addition to intellectual development - is a continuing philosophy supported by a professional counseling staff that work together throughout all grade levels within the Duneland system.

School counselors are also involved in parent conferences, processing records, career planning, staff consultations and classroom presentations on social/self-awareness skills. Counselors are also involved in community presentations and work with public/private agencies for student referrals.

Intermediate school counselors also focus on individual student needs and act as enablers to bring together the home, the family (or significant adults in a child's life) and the school to work toward common goals. Parents wishing to preview Counseling/AV materials may arrange to do so with the building counselor.

# **ATTENDANCE**

## **ATTENDANCE K-6**

Regular school attendance is the responsibility of all students and their parents and is encouraged by local community expectation. By Indiana Law students until the age of 17 are required to attend school full time unless the principal grants a special consideration.

Regular attendance in school is an essential element in a student's education and promotes a lifelong habit of attention to task. The habits and values practiced by regular attendance at school reinforce independence and responsibility in adult life.

It is the responsibility of the student and parent to arrange to complete all work missed during any absence. The amount of time allowed for make-up work shall be one day for each day of absence.

A student who is not in attendance on either side of the midpoint of the day is considered absent for half a day.

Students who are absent during the last half of a school day are not permitted to attend school functions that day without permission of the principal.

For all absences, the parent/guardian shall report the absence of a student by phone or email sent to the attendance secretary by 9:00 a.m. When the school sends the child home, a note or phone call is not required for the day of absence.

Each school will have an attendance review committee. A building administrator shall participate as an active member of the review committee. The purpose of this committee is to review the specific student attendance and on an individual basis determine if school attendance is problematic in a student's history. Multiple absences may negatively affect a student's academic growth. When a student misses more than five (5) days, the district attendance officer will be notified. Should a student miss more than ten (10) days, the attendance officer will be notified and may become involved. If there is no improvement of attendance, the principal will then request that the attendance officer process a referral to Project Attend.

All absences will be counted with the reason for the absence being recorded (e.g. illness, funeral, vacation, and truancy).

Tardies to school and class will be recorded and made a part of a student's record. Tardiness to school is defined as the failure of a student to arrive at school prior to the beginning of the student day. Students who arrive late to school by bus are not considered tardy. The parent or guardian should report to the respective school office to sign the late arriving student into school.

Truancy is defined as an absence without the knowledge or approval of the parent or guardian and the school. A parent contact or conference is required for readmission to school after truancy. A student will be required to make up work missed when truant. The principal shall determine the time and place where the truant student shall report to make up work. All truanancies shall be recorded on the student's permanent record.

Unresolved problems of a substantial nature regarding absences, tardies, and truanancies will be turned over to the Juvenile Circuit Court from Project Attend.

### **Planned Family Absence**

While parents are encouraged to plan vacations when school is not in session, we understand that it is not always possible. Requests for planned family absences that are scheduled during the school year should be submitted to the building principal at least five days prior to the planned absence so the school can more adequately prepare for the interrupted instruction. It is further noted that a student's academic achievement often suffers because much of the instructional school day is not replicated on paper-pencil assignments.

The student will be counted absent.

The parents must contact the student's teacher(s) to make arrangements for obtaining and completing school work/assignments that will be missed.

The students are responsible for getting their schoolwork done. Whether or not this is sent with the student is up to the teacher's discretion.

Option A. Assignments prepared prior to planned family absence--If a teacher prepares assignments ahead of time, the work is due completed on the first day the student returns.

Option B. Assignments provided upon the first day of return--If assignments are not provided prior to the planned family absence, the student shall have one day for every day he/she was absent to complete the work, commencing with the first day of return.

Only if the work is completed as explained above will the student receive full credit for the missed work.

Adopted by the Duneland School Board on April 19, 1999. Revised April 10, 2006

## **PUBLICATION OF RULES**

A copy of these rules shall be provided to students at the start of each school year or as soon as practical after the student's enrollment in the school, in the principal's office or on student announcement bulletin boards.

### **Family Education Rights/Privacy Act**

The 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.

### **Seclusion and Restraint Plan**

This plan is available in the Main Office at each of the Intermediate Schools.

## **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. Please note: Parents will have a separate login and password for each child in their household.

### **Bus Rules**

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 door 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. 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.
  - **If your student misses the bus after school** – Your child should report to the school office. Students should not start to walk home.
  - **Later morning arrivals** – Your child must report to the school office upon arrival in the building if he/she is late. Please sign your child in on these occasions.
  - **Riding bicycles** – Intermediate school students will be permitted to ride bicycles to and from school only if the parent signs a permission form. This form is available in each school office and must be on file prior to the student riding the bicycle to school. The school administration discourages students riding bicycles to school because of the safety hazard involved. However, the final decision rests with the parents. Students in grades 5&6 are not allowed to ride any type of motorized bike to school.
  - **Skateboards and Scooters** are not permitted on school property.
  - **Student walkers** – The Duneland School Corporation retains the authority over students when they are en route to and from school. Reports and observation of improper student behavior will be investigated and discipline will be applied as deemed appropriate by the building principal.
  - **After-school activities** – All students must go home immediately after school is dismissed unless a child has permission to participate in after-school activities. Parents of these students are responsible for their transportation.

# DUNELAND SCHOOL CORPORATION 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.

A protective case is **not** provided for DSC Windows device, however, the structure of this device is built to withstand normal wear and tear.

### **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 grades 9 & 10 may be able to utilize traditional printing methods or utilize the Google Cloud Print service if available. 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 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, Zuludesk (iPads) or via InTune for Education (Windows). 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 cannot 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 cannot 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 iPads are covered by a standard accidental damage insurance policy.
- 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 provided insurance.
- 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.

## **DUNELAND SCHOOL CORPORATION 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 his or her 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 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 Kdg 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.

### **Is insurance provided for the devices?**

DSC has provided insurance on all DSC student devices. This insurance provides protection against any damage, loss, or theft of the device. Information regarding student device insurance will be released prior to student registration.

### **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>*

## **DUNELAND SCHOOL CORPORATION ELEARNING PROCEDURES FOR PARENTS AND STUDENTS**

During the 2021-2022 school year, the Duneland School Corporation (DSC) will be utilizing eLearning days on November 2, 2021 and May 3, 2022. Schools will not be open on these days. eLearning days may also be added in response to inclement weather. Student assignments will be posted by 8:00 AM on the eLearning day.

### **GENERAL INFORMATION:**

Teachers will work with their students to ensure that they are adequately prepared for eLearning days. Teachers will review eLearning day procedures and classroom expectations.

Teachers will be available online during the eLearning day to answer questions or clarify assignments. Teachers will communicate specific office hours within the assignment. During office hours, teachers should be actively communicating with students and parents. Parents and students are encouraged to email and/or communicate via Canvas.

Student work is expected to be submitted no later than two days after the eLearning day.

## **ELEMENTARY SCHOOLS (K-2)**

- Parents will be provided access to student usernames and passwords
- Parents will receive communication from the teachers with the student expectations.
- Teachers will provide their DSC email address and office hours.

## **ELEMENTARY SCHOOLS (3-4)**

- Parents will receive student expectations from the teacher in Canvas. Canvas will include all work necessary for that day including any supplementary links or resources.
- Teachers will have access to student usernames and passwords so that they can assist in the event that a student has trouble.
- Students will be expected to complete and submit the required tasks based on the included instructions.
- Teachers will respond to messages within Canvas as well as provide parents their DSC email address, so that they can respond during office hours.

## **INTERMEDIATE, CMS, CHS (5-12)**

- Work for each class will be placed in Canvas with clear instructions for completion. Classwork will align with the lessons that will be taking place in the classrooms.
- Teachers will review and ensure that all students are able to access Canvas prior to the eLearning day.
- Teachers will be monitoring Canvas and their DSC email during office hours. Teachers may also be accessible at other times in addition to office hours.

## **TECHNICAL SUPPORT:**

Students requiring technical support are encouraged to send a support request to [StudentSupport@myduneland.org](mailto:StudentSupport@myduneland.org).

This email is for technical support only. Questions regarding classwork, assignments, and eLearning days should be directed to your student's teacher.

# **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](http://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

The Superintendent shall prepare administrative guidelines to implement this policy.

## **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.

## **POSITIVE LIFE PROGRAM SUMMARY**

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, cocurricular and extracurricular activities. These statements must include attendance, curriculum, and discipline guidelines, as well as prevention, intervention, re-entry and remedial programs.

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

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

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

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

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

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

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

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

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

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

## **RULES AND REGULATIONS FOR TOBACCO, ALCOHOL, AND OTHER DRUGS**

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 device 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 I.C. 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 interview assessment by a certified drug treatment provider will be required. A conference with the student, parent or legal guardian, principal, student assistance team leader, and counselor will take place prior to school reinstatement after a suspension. An individualized re-entry plan will be formulated at this time. The assessment will be reviewed at this time. The recommendation may include required attendance of the student and his/her parents or guardian at a substance awareness program. Failure to comply with the individualized re-entry plan will result in a recommendation for expulsion.



- c. Second and subsequent violations:
  - (1) Notification of the parents or legal guardians.
  - (2) An immediate due process conference as prescribed by law (I.C. 20-8. 1-5-4 through 6) between student and principal or his/her designee prior to any recommendation for suspension or expulsion.
  - (3) A report made with local law enforcement officials by the school administration or security officer as required by I.C. 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. Documented proof of an assessment will be required as part of the procedures at the expulsion hearing.
  - (5) The student may be expelled from attendance for the remainder of the current semester and the following semester depending on the recommendation of the hearing officer and decision of the superintendent.
  - (6) A student may be reinstated on probation following an expulsion hearing which may occur after a conference with the student, parent or legal guardian, principal, student assistance team leader, and counselor. An individualized plan will be formulated for each re-entering student.
- 2. Selling/providing/distributing/manufacturing alcohol and other drugs and/or drug paraphernalia will result in the following:
  - a. The parents or legal guardians will be notified.
  - b. An immediate due process conference as prescribed by law (I.C. 20-8. 1-5-4 through 6) between student and principal or his/her designee prior to any recommendation for suspension or expulsion.
  - c. A report made with local law enforcement officials by the school administration or security officer as required by I.C. 20-33-9.
  - d. Disciplinary due process results 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-cigarettes products will result in the following:
  - a. First Violation:
    - (1) The parents and/or legal guardians will be notified.
    - (2) An immediate due process conference as prescribed by law (I.C. 20-8. 1-5-4 through 6) between student and principal or his/her designee prior to any recommendation for suspension.
    - (3) High school students will attend an educational program approved by Duneland and a one to five day suspension.
    - (4) Middle school student and his/her parents may choose a one-to-three day in-school suspension for the student or attend jointly a one-to-three session educational component. The violations will count as a suspension regardless which option the parent/student chooses.
    - (5) Elementary/Intermediate principals may substitute an appropriate penalty and/or learning experience to replace in-school suspension.

(6) Indiana Code

The building administration will request the appropriate police department to write a citation for those students violating the Indiana Code on possessing or using tobacco products. Students less than eighteen years of age identified to be possessing or using tobacco products will be reported to the appropriate Police Department requesting a citation be issued as per I.C. 35-46-1-10.5 Penalty for purchase or acceptance of tobacco by a minor Sec. 10.5 a person less than eighteen (18) years of age who:

- (a) purchases tobacco; or
- (b) accepts tobacco for personal use; commits a Class C infraction.

b. Second Violation:

- (1) The parents and/or legal guardians will be notified.
- (2) An immediate due process conference as prescribed by law (I.C. 20-8.1-5-4 through 6) between student and principal or his/her designee will take place prior to any recommendation for suspension.
- (3) High school students will be suspended for a three to ten day period with recommendation for treatment for tobacco use.
- (4) Middle school students will be assigned three days of in-school suspension or out-of-school suspension with recommendation for treatment of tobacco use.
- (5) Elementary/Intermediate principals may substitute an appropriate penalty and/or learning experience to replace in-school suspension.

(6) Indiana Code

The building administration will request the appropriate police department to write a citation for those students violating the Indiana Code on possessing or using tobacco products I.C. 35-46-1-10.5 Penalty for purchase or acceptance of tobacco by a minor Sec. 10.5 a person less than eighteen (18) years of age who:

- (a) purchases tobacco; or
- (b) accepts tobacco for personal use; commits a Class C infraction.

c. Third Violation:

- (1) The parents and/or legal guardians will be notified.
- (2) An immediate due process conference as prescribed by law (I.C. 20-8. 1-5-4 through 6) between student and principal or his/her designee prior to any recommendation for suspension.
- (3) Disciplinary due process will result in suspension of the student from school pending recommendation for expulsion.

(4) Indiana Code

The building administration will request the appropriate police department to write a citation for those students violating the Indiana Code on possessing or using tobacco products I.C. 35-46-1-10.5 Penalty for purchase or acceptance of tobacco by a minor Sec. 10.5 a person less than eighteen (18) years of age who:

- (a) purchases tobacco; or
- (b) accepts tobacco for personal use; commits a Class C infraction.

- (5) The student may be expelled from attendance for the remainder of the current semester and the following semester depending on the recommendation of the hearing officer and the decision of the superintendent.

- (6) A student may be reinstated on probation following an expulsion hearing provided a conference is held with the student, parent or legal guardian, principal, student assistance team leader, and counselor. An individualized plan will be formulated for each re-entering student.

## 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 that 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, PL 94-142 (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.

## **DUNELAND SCHOOL CORPORATION 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:

Assistant Superintendent  
Duneland School Corporation  
601 W. Morgan Avenue  
Chesterton, IN 46304-2205

and an independent Hearing Examiner will be assigned.