

## PARENT REQUEST FOR DENIAL OF INTERNET ACCESS

1. Parents or guardians wishing to exercise their option of requesting that their children be denied access to the Internet from school-owned computers and be provided alternative activities not requiring Internet use must complete the form below.
2. Parents with children attending different schools must complete this form at each school.
3. This request will be in effect for all Internet use and activities from this date forward until the student is no longer enrolled in the school.
4. Parents are required to complete a new form each time the student enrolls in a different school.
5. Parents may withdraw this request at any time by notifying the school principal in writing.

## REQUEST FOR DENIAL OF INTERNET ACCESS

Date: \_\_\_\_\_

School name: \_\_\_\_\_

Parent name: \_\_\_\_\_

Child's/Children's name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby request that my child/children listed above be denied access to the Internet from school-owned computers and my child/children be given alternative activities not requiring Internet use.

\_\_\_\_\_  
Parent Signature



# Chesterton High School 2016-2017 Handbook and Calendar

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PRINCIPAL

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**TO ANONYMOUSLY REPORT INFORMATION REGARDING THE SAFETY OF  
STUDENTS OR THE SCHOOL, PLEASE CALL THE TIP LINE AT**

**219-983-3755**

<http://www.duneland.k12.in.us/tipline>

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



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# CHESTERTON HIGH SCHOOL

	<b>MAROON</b>	<b>GOLD</b>
7:40 9:11	<b>1</b>	<b>5</b>
9:18 10:54	<b>2</b>	<b>6</b>
11:01 1:07	<b>3</b> 9TH/10TH Grade SRT	<b>7</b> 11/12th Grade SRT

Periods 3 and 7				
<b>Lunches and SRT/Class</b>	<u><b>Lunch A</b></u>	<u><b>Lunch B</b></u>	<u><b>Lunch C</b></u>	<u><b>Lunch D</b></u>
	11:01 - 11:31 (Lunch)	11:01 - 11:31 (SRT)	11:01 - 12:02 (SRT)	11:01 - 12:32 (Class)
	11:31 - 11:36 (Pass)	11:31 - 11:36 (Pass)	12:02 - 12:07 (Pass)	12:32 - 12:37 (Pass)
	11:36 - 1:07 (Class)	11:36 - 12:06 (Lunch)	12:07 - 12:37 (Lunch)	12:37 - 1:07 (Lunch)
		12:06 - 1:07 (SRT)	12:37 - 1:07 (SRT)	

1:14 2:45	<b>4</b>	<b>8</b>
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## 2 HOUR DELAY SCHEDULE

BLOCK	TIMES	
1 or 5	9:40-10:33	
2 or 6	10:40-11:33	
3 or 7	11:40-1:46	
LUNCH	<u>LUNCH A</u> 11:40-12:10 (Lunch) 12:10-12:15 (Pass) 12:15-1:46 (Class)	<u>LUNCH B</u> 11:40-12:10 (SRT) 12:10-12:15 (Pass) 12:15-12:45 (Lunch) 12:45-1:46 (SRT)
	<u>LUNCH C</u> 11:40-12:41 (SRT) 12:41-12:46 (Pass) 12:46-1:16 (Lunch) 1:16-1:46 (SRT)	<u>LUNCH D</u> 11:40-1:11 (Class) 1:11-1:16 (Pass) 1:16-1:46 (Lunch)
4 or 8	1:53-2:45	

## EARLY DISMISSAL/PEP SESSION SCHEDULE

BLOCK	TIMES	
1/5	7:40-8:59	
2/6	9:06-10:30	
3/7	10:37-12:43	
LUNCH	<u>LUNCH A</u> 10:37-11:07 (Lunch) 11:07-11:12 (Pass) 11:12-12:43 (Class)	<u>LUNCH B</u> 10:37-11:07 (SRT) 11:07-11:12 (Pass) 11:12-11:42 (Lunch) 11:42-12:43 (SRT)
	<u>LUNCH C</u> 10:37-11:38 (SRT) 11:38-11:43 (Pass) 11:43-12:13 (Lunch) 12:13-12:43 (SRT)	<u>LUNCH D</u> 10:37-12:08 (Class) 12:08-12:13 (Pass) 12:13-12:43 (Lunch)
4/8	12:50-2:09	
DISMISSAL/ TO GYM	2:10	
PER SESSION	2:20-2:45	

## 8-PERIOD DAY SCHEDULE

Block	Time
<b>1</b>	<b>7:40-8:21</b>
Passing Period	8:21-8:28
<b>5</b>	<b>8:28-9:09</b>
Passing Period	9:09-9:16
<b>2</b>	<b>9:16-9:57</b>
Passing Period	9:57-10:04
<b>6</b>	<b>10:04-10:46</b>
Passing Period	10:46-10:53
<b>3</b>	<b>10:53-11:57</b>

A	B
10:53-11:23 (Lunch)	10:53-11:23 (Class)
11:23-11:27 (Pass)	11:23-11:27 (Pass)
11:27-11:57 (Class)	11:27-11:57 (Lunch)

Passing Period	11:57-12:04
<b>7</b>	<b>12:04-1:08</b>

C	D
12:04-12:34 (Lunch)	12:04-12:34 (Class)
12:34-12:38 (Pass)	12:34-12:38 (Pass)
12:38-1:08 (Class)	12:38-1:08 (Lunch)

Passing Period	1:08-1:15
<b>4</b>	<b>1:15-1:56</b>
Passing Period	1:56-2:03
<b>8</b>	<b>2:03-2:45</b>

**\*Students will eat lunches during their SRT period**

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# **GENERAL INFORMATION**

## **PHILOSOPHY OF CHESTERTON HIGH SCHOOL**

The purpose of education is to help the individual achieve the personal development necessary to find satisfaction and purpose in a rapidly changing global society. The school must educate all students to high levels of academic proficiency while nurturing positive growth in social behaviors and attitudes, regardless of race, gender, and previous backgrounds. The staff of Chesterton High School believes that all students can achieve mastery of needed skills with the expenditure of time, discipline and effort by students and staff. Education is a lifelong process of continuous learning and adaptation: therefore, the responsibility for educating must be combined effort of the school, the home and other community institutions. All curricular and extracurricular activities will be designed to promote not only personal growth but also development of leadership, teamwork and human relationships. All students will be encouraged to think logically, positively, and creatively to benefit themselves and the society in which they live.

## **OBJECTIVES OF CHESTERTON HIGH SCHOOL**

Recognizing the unique role of the school in helping an individual reach fulfillment and purpose in a democratic society, the staff of Chesterton High School shall help every student to:

1. Acquire basic skills in reading, computation, critical thinking, problem solving, research and communication.
2. Acquire supplemental skills necessary to enjoy the process of education throughout a lifetime of continuous learning and adaptation in a highly technological and rapidly changing global society.
3. Acquire basic awareness of the information and principles of the physical, biological, and social sciences, including current social and environmental issues.
4. Acquire basic exposure to and appreciation of practical arts, literature and the fine arts.
5. Acquire the skills and knowledge necessary to participate in responsible and satisfying roles as a family member, worker, consumer and citizen in society.
6. Develop an understanding of and appreciation for social relationships, cultural plurality, customs, manners, morals, values and ethics.
7. Acquire the knowledge, habits, attitudes and discipline needed to promote public and personal, physical, mental, and emotional health.
8. Realize the abilities, potentialities, limitations, and worth of all individuals, especially oneself, and to practice these realizations in relationships with others of all social and cultural backgrounds.
9. Accept a commitment to use one's talents and skills to contribute to the decision making processes of societal and political institutions.
10. Utilize co-curricular and extra-curricular activities as vehicles to develop talents, teamwork and leadership.

The school community shall:

1. Provide an environment conducive to achieving these goals, including a well-trained staff, leadership through school and parent advisory groups, and up to date and well-maintained physical facilities and instructional materials.
2. Periodically review and evaluate the school to measure its effectiveness in achieving these goals, and continually provide curriculum and staff development.

## **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.

## **ANNOUNCEMENTS**

The daily announcements are prepared after 1:30 pm for the next day. Each day brief announcements are read over the PA system to students. Students watch video announcements during their SRT. Announcements need a faculty signature and should be turned into the main office a day in advance or the day before it is to be read.

## **ATHLETIC OFFICE**

The Athletic Office is located in the main office area at the main entry. Student and adult tickets may be purchased in this office for all athletic events. The athletic office is open from 7:30 a.m.-3:30 p.m. and is closed for lunch from 11:30-12:15 p.m.

## **ATTENDANCE**

The Attendance Office is located in the main office area at the main entry. Students who have been absent must bring a note or have a parent or legal guardian phone the attendance office (983-3770 or 983-3731) where an admit slip will be issued. Students who must leave school for appointments must bring a note from their parents, take it to the Attendance Office, pick up their leave school permit after Block 1 at the Attendance Office and sign out.

## **BOOKSTORE**

The Bookstore is located in the main office area next to the commons. Operating hours are 7:00 a.m. to 3:00 p.m. daily. In addition to supplying the normal pencil/paper supplies, students may purchase sweat shirts, license plates, mugs, etc. with the school's logo. Textbook rental fees and fine payments are collected during school hours. Physical education uniforms may be purchased in the bookstore as well.

## **CLASS SCHEDULE**

Early in the second semester, students meet with a counselor to discuss their schedule for the next school year. The students take the tentative schedule home for their parents' approval and endorsement. The student's final schedule will be given to the student in the summer prior to the opening of school. It is the school's position that schedule changes after the school year begins disrupt instructional time. Since staffing and the master schedule are determined by student course selection, students are expected to honor the commitment they make when selecting courses and the spring deadline for making schedule changes. There are, however, circumstances that may warrant a schedule change. Schedule change requests prior to school starting must meet at least one of the following criteria:

### **Criteria for schedule changes prior to the start of school:**

1. Failure to meet course prerequisites
2. Failure to meet graduation requirements
3. Change in college or career plan
4. Course changes due to completion of summer school
5. Inappropriate schedule- not enough classes listed on the schedule

### **Criteria for schedule changes after the start of school:**

1. Extenuating circumstances, such as hardship or extended illness
2. Changes in course level are considered. The student, teacher, or parent may initiate this discussion for a course level change. All three must have a conversation and come to agreement on the appropriate placement. All three parties must sign a Course Level Change Form (Green sheet) obtained in the Guidance Office.
3. Course level changes must be completed as soon as possible in the semester.
4. Courses may not be changed or added after the second week of school.
5. Requests for teacher changes will not be honored.

## **CLOSED CIRCUIT TV (CCTV)**

CHS uses a CCTV to enhance the security of its students, faculty and visitors. These cameras are for the use of Security and Administrative personnel of the Duneland School Corporation only. While care is given to the system's care and upkeep, it should not be assumed that any particular camera is functioning at any given time.

## **INDEPENDENT STUDY CLASSES**

**Students must apply to take a class through independent study.** Students will sign a contract listing requirements and have pre-approval by the teacher.

## DANCES

Dances sponsored by Chesterton High School are for CHS students only with the exception of formal/semiformal dances such as: the Fall and Winter Semi-Formal Homecoming Dances, and the Junior/Senior Prom. CHS students may invite a guest who is not a student at CHS to the formal/semiformal dances. Students/guests must have proper authorization in order to attend these dances. Authorization forms are available in the Assistant Principals' Office. Tickets must be purchased in advance. Please note all authorization must be completed two weeks before the JUNIOR/SENIOR prom. The CHS prom is for Juniors and Seniors and their guests up to and including age 20. No students below 11th grade will be allowed to attend the prom. CHS students and guests must be in good standing at their respective schools. If the guest is out of school, a form must be signed by his/her employer. No individual over the age of 20 will be permitted to attend. Students failing to follow proper procedures will not be allowed to attend the dances. Students will not be permitted to leave the dance and return.

## EXTRA-CURRICULAR/DANCE ALCOHOL POLICY

In order to provide and maintain a safe and orderly event, Chesterton High School personnel will administer a breath test to all students before those students will be permitted to enter a school dance or other extra-curricular activities. By school policy, the use, possession, concealment, or distribution of alcohol, drugs, tobacco, and/or other controlled substances is prohibited.

The Breath Test Policy will apply to all Chesterton High School sponsored dances (including, but not limited to: Homecoming, Winter Formal, Senior Banquet and Prom) that occur both on and off campus as well as other school-related extra-curricular events deemed necessary by the CHS administration.

All students and guests who wish to enter a Chesterton High School sponsored dance will be required to submit to a Breath Test. If a student or their guest refuses the test, they will not be allowed to enter the dance. If a student or their guest tests positive for alcohol, a second test will be administered by a law enforcement agent. With a confirmation, the student will not be allowed to enter the dance, school disciplinary action will be taken, ticket cost will be forfeited, and a parent call for pickup will be made. CHS administration will act upon reasonable suspicion and reserves the right to breath test students at any time during an event.

Prior to School Dances: Students will be required to sign an agreement acknowledging the rules and expectations of attending Chesterton High School sponsored dances at the time they purchase their individual ticket for admittance to the dance.

## EXPELLED STUDENTS ARE NOT ALLOWED TO ATTEND DANCES.

School I.D.'s are required for admission to dances

All CHS rules will apply for students and guests at dances

## HOW TO WITHDRAW FROM CLASS

Students will not be withdrawn from class other than for disciplinary action or administrative discretion. Students are given ample opportunities to change schedules when schedules are completed in the spring. Classes and resources are then determined. **NO FURTHER CHANGES WILL BE MADE.**

## ELEVATORS

The elevators are available for those who are temporarily or permanently handicapped. Passes for the elevators are available in the Nurse's Office.

## FIELD TRIPS

Teachers have the option of approving student field trip requests. The following guidelines have been developed to aid the classroom teacher in making their decision. **The classroom teacher's decision is final.**

1. **Classroom Academic Progress:** grades, daily classroom preparation, completion of assignments, tests scores.
2. **Classroom Behavior:** referrals to the administration for tardies, truancies, classroom disruptions, general attitude, etc.
3. **Attendance:** the number of absences to the teacher's block, total absences to school - excused/unexcused/truancies.

Students' responsibilities:

1. The student must assume the responsibility inherent in missing another teacher's class. Students must have teacher signatures on the Teacher Notification of Student Absence for School-Sponsored Activity form for ALL classes that will be missed before they will be allowed to participate in the field trip activity. Students will be held responsible for obtaining all classroom work for the blocks that they miss. It is recommended that the work be turned in prior to the field trip or school-sponsored activity or at the discretion of the teacher.
2. The student must have the written signature of his/her parent or guardian on the Field Trip Consent Slip. In addition, The Student Absence for School-Sponsored Activity form must be returned to the sponsor five days prior to the activity, complete with all required signatures. Failure to comply with these provisions will automatically disqualify the student from attending the activity.
3. Students are reminded that Field Trips and other school sponsored activities are an extension of the classroom. All school rules will be enforced during the field trip. Students MUST ride the transportation provided by the school district.

## **GRADES, GRADE POINT AVERAGE, CLASS RANK, HONOR ROLL, ACADEMIC RECOGNITION**

### **Grades/Grade Point Average/Class Rank**

#### **NON-WEIGHTED GPA/WEIGHTED GPA**

For letter grades, the following points are awarded (for grade point average purposes, a year course is composed of two semester courses):

A+ = 4.33/5.33    B+ = 3.33/4.33    C+ = 2.33/3.33    D+ = 1.22    F = 0.00

A = 4.00/5.00    B = 3.00/4.00    C = 2.00/3.00    D = 1.00

A- = 3.67/4.67    B- = 2.67/3.67    C- = 1.67/2.67    D- = 0.67

The total of these points is divided by the number of courses taken to produce a Grade Point Average (GPA).

Class Rank is determined with semester grades in all courses. Students are listed in order by GPA.

### **HONOR ROLL**

Students who excel each nine weeks are recognized by being named to the Honor Roll and Principal's Honor Roll.

*Principal's Honor Roll* is 4.0 GPA or above on 9 weeks grade.

*High Honor Roll* is 3.5-3.9999 GPA on 9 weeks grade.

*Honor Roll* is 3.0 – 3.49999 GPA on 9 weeks grade.

### **INCOMPLETE GRADES**

Students who have had an extended absence may receive an incomplete grade for a grading period or semester. Incomplete grades are given for other reasons such as projects not finished, papers not complete, or tests not taken. All work must be made up within ten (10) school days or fourteen (14) calendar days following the end of the grading period or semester. Each student circumstance is different, and special consideration will be given in extenuating circumstances. Incomplete assignments/tests not made up in the allotted time will be given a grade of zero (0) and the final quarterly or semester grade will be determined.

### **ACADEMIC RECOGNITION**

**Academic Scholar Award:** CHS annual Academic Scholar Award recognizes students who have excelled academically. Freshman earn Academic Scholar recognition with a 3.96 GPA or above at the end of the first semester. Sophomores who have earned a cumulative GPA of 3.91 or above after three semesters, Juniors who have earned a 3.86 GPA or above after 5 semesters will all be awarded. Seniors who have earned a 3.81 GPA after 7 semesters will be awarded a cord to wear at commencement.

**Academic Ring Award:** The academic ring award is an honor bestowed upon senior students at Chesterton High School who have met a rigid set of academic and co-curricular criteria. The criteria for the ring is based on a 15-point scale. In order to earn the award a student must accumulate 14 points or more and earn a cumulative 4.30 GPA by the end of the 7th semester beginning with the class of 2017. **For the class of 2016, the GPA requirement will be 4.00.**

**Top 5%:** Chesterton High School recognizes those graduating in the top five percent of the class. Students who rank in the top five percent of the class by the 7th semester will be recognized alphabetically during Commencement exercises. Class Rank is determined with semester grades in all courses.

## GRADUATION REQUIREMENTS

English	8 credits	
Mathematics	6 credits	(Algebra 1, Geometry or Investigative Geometry, and Algebra 2/ Trig, Algebra 2 or Math Topics)
Science	6 credits	(2 credits Biology 1, 2 credits of a physical science and 2 credits from the following group: biology, chemistry, physics, earth/space, environmental)
Social Studies	6 credits	(2 credits Geography/History of the World or World History, 2 credits US history, 1 credit US Government and 1 credit Economics)
Fine/Practical Arts	2 credits	
Health/PE	2(3) credits	(1 credit health, 2 credits physical education (2 semesters))
Technology	1 credit	(Courses in technology, business, and industrial technology)
Academic Major or Vocational Major	add'l 6 credits	(Any vocational class; academic major would include credits foreign language, math, science, social studies, English, approved college courses)
Electives	10 credits	

## TOTAL GRADUATION REQUIREMENTS—47 CREDITS

To participate in graduation ceremonies, a student must have started the final semester with all of the courses needed to fulfill graduation requirements. If he/she takes some action to abort a required class (such as being withdrawn from or losing credit in a class because of attendance) he/she will not be allowed to participate in graduation ceremonies.

No more than two outside credits may be transferred to CHS to count toward graduation. *No more than one outside course may be taken in a semester. The outside coursework cannot be a substitute for an ECA tested course and it may not be taken if the course has necessary prerequisites that have not yet been satisfied.* If an outside course is taken in the final semester to meet graduation requirements, half of the work must be completed by the end of the mid-semester grading period in order to participate in graduation ceremonies. All courses must be approved by CHS guidance and/or CHS administration.

**Classes may be retaken if the student receives a D or F; the class must be retaken within the calendar year.**

## GUIDANCE OFFICE CAREER CENTER AND REGISTRAR

The Guidance Office is located in the main office area at the west end of the cafeteria. Hours for the Guidance Office are 7:00 AM to 3:30 PM. Each student is assigned a counselor according to his/her last name. Counselors meet with students each year to discuss career goals and course selection. Counselors are available to discuss individual future plans as well as personal issues. Students are encouraged to make appointments.

The Career Center is located in the Guidance Office. It is open from 7:00 a.m. -3:15 p.m. The center has college, vocational and technical catalogs, and an Ipad lab to assist in occupational, financial aid, college and vocational school research; and guest speakers from colleges, universities, military and vocational schools. In addition, students may pick up scholarship materials as they become available or registration materials for college entrance tests such as PSAT, ACT and SAT. Students may schedule an appointment with Mrs. Arthur for assistance with planning for their future beyond high school. Assistance with job applications, resume writing and interviewing techniques is also available, as well as help with finding part-time and full-time employment.

Transcript requests are processed in the Career Center for seniors. All other requests are processed in the Registrar's office located in the main office. For members of the class of 1997 to the present, you are able to request your transcript online with secure transcript™ at: [www.docufide.com](http://www.docufide.com). It is the safe, paperless way to send transcripts directly to the destinations you choose. For all other transcript requests a fee of \$4.00 must be paid at the time of request and a minimum of 3 days notice is necessary.

Request forms are available online at: <http://www.duneland.k12.in.us/chs/career/transcriptreq.html> or in the Guidance Office/Career Center. Only completed applications with the \$4.00 processing fee will be accepted. During the summer, transcript requests are processed once a week. Submit form and fee to the main office for processing with the registrar, Mrs. McNabb. Chesterton High School's CEEB code: 150-500.

## **INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAM (IB)**

The International Baccalaureate Diploma Program (IB) is a two-year program with a comprehensive and rigorous liberal arts curriculum, leading to examination in the junior and senior year. IB is recognized worldwide for high quality programs in 127 countries. For more information see your guidance counselor.

## **INTERAGENCY INFORMATION SHARING AGREEMENT**

The Duneland School Corporation is a member of a student service interagency agreement which 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.

## **LIBRARY MEDIA CENTER**

The Library Media Center (LMC) is open Monday through Thursday from 7:15 a.m. until 4:00 p.m. and Friday from 7:15 a.m. until 3:00 p.m. Students may also use the LMC during their SRTs by obtaining passes from the LMC staff. Students must present their CHS student IDs to obtain an SRT pass or to check out library materials. In addition to the collection of almost 20,000 books and audiovisual materials, the LMC subscribes to 70 periodicals, a streaming video service, and several research databases and reference ebooks. Students also have remote access to pathfinders, databases, and other online tools through the LMC website <http://pages.duneland.k12.in.us/chsmedia/>. Home use passwords are located in the back of the handbook. In the LMC, students have access to 54 PCs, a printer and color copier, and 30 Macbooks for multimedia projects. The LMC staff sponsor our One Book, One School program, an annual Reading Marathon, a Used Book Exchange, and a monthly Student Book Discussion Group that alternates between SRT and after school meetings.

## **LOCKS AND LOCKERS**

Lockers are assigned at random and issued to students at registration. Students should report faulty locks and lockers to the main office. Students are encouraged not to share lockers with other students.

## **LOST AND FOUND**

Lost and Found is located in the cafeteria.

## **LUNCHES**

Chesterton High School Cafeteria Serves four lunches starting at 11:00 a.m. and ending with the final lunch starting at 12:30 p.m. Students are assigned to the same specific lunch period throughout each semester of the school year.

Our cafeteria offers a variety of great selections for their students. The first option is menued school lunch that is approved by the USDA and the Indiana Dept. of Education as a "qualified" lunch and meets all the nutritional guidelines and standards set forth by these two agencies. The second option is the salad, wrap and sandwich line with a variety of salads ready to "grab and go" served every day. The Express line serves delicious slices of popular pizza and a 2nd entree, also other side items that also constitute a qualified lunch. The American Cuisine line is a quick serve line with burgers, chicken patty sandwiches, fries, drinks, and assorted ala-carte favorites. Last but not least.....our remote food cart is there for students that want something fast to eat or drink. You can receive a free or reduced priced lunch on any line in the cafeteria.

Don't forget our FULL BREAKFAST BUFFET served every morning. NEVER start your busy day on an empty stomach. Energize!!!!

## **MEDICATION GUIDELINES**

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, which require special training such as catheterization, or intravenous, or intramuscular injection

- Any medicine to be administered to a student shall be brought to the 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 are 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 exact dosage.
- All over-the-counter medication must be accompanied by written instruction to include the student's name, date, reasons 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.
- The school nurse may send home medication that is possessed by the school for administration during school hours or at school functions with a student in grades 9-12, if the student's parent or legal guardian provides written permission for the student to receive the medication.
- The school nurse or her 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.

### **MEDICATION SELF-ADMINISTERED**

Students are prohibited from self-administering medication. However, a student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent or legal guardian files a written authorization with the nurse.

- 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.

### **NURSE**

The Nurse's Office is located in the Assistant Principals' complex. If at any time a student becomes ill, they are to get a pass from their teacher to go to the nurse. If the nurse determines the student should go home, the nurse will telephone the parent for permission to release the student from school.

### **PARKING**

Students who wish to drive to school must register their vehicle through the Assistant Principals' Office and enroll in the Random Drug Testing Program (See Positive Life Program Section III, F). Students will then be assigned to a parking lot and issued a corresponding tag that must be hung on the rear view mirror. Cost of the tags will be determined by school administration with new tags being issued each year. Students expelled from attendance at CHS will be required to return parking permits.

Students must park in their assigned lot near Entrances 27, 31 & 34. Students who are in violation will be subject to parking fines issued by the Department of Safe Schools. The fine schedule shall be:

First Offense - \$5.00

Second Offense - \$10.00

Third Offense - \$20.00

Fourth & Subsequent Offenses - \$30.00

Collection of Fines: Fines will be collected at the Assistant Principals' Office.

Unpaid Fines: Unpaid parking fines will be treated as any other unpaid fine and may result in the loss of the student's participation in school events, etc.

Contesting Violations: Students wishing to contest a parking fine may appeal to the Student Traffic Court. The appeal must be made in writing within 14 days of the date of issuance. The Court will hear the issue and uphold or void the fine. There is no further appeal after this point.

The west parking lot on 11th Street is reserved for staff and visitors. In addition, any parents that may drop off or pick up students before or after school must do so in the north lot, between Entrances 31 & 34.

## 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.

## POSTERS/ADVERTISING

Posters and advertisements may only be posted by CHS departments, clubs, sports, or organizations. No advertisements for any outside organization or event is permitted unless approved by CHS administration. Posters must be posted in public areas of the school, and easily removable once an event has passed. CHS clubs and organizations may only advertise the name of the club, the date and name of an upcoming event, its time and location, as well as information relevant to the event. Call out posters may advertise a club's purpose when seeking new membership. The administration reserves the right to remove any posters or advertisements at their discretion.

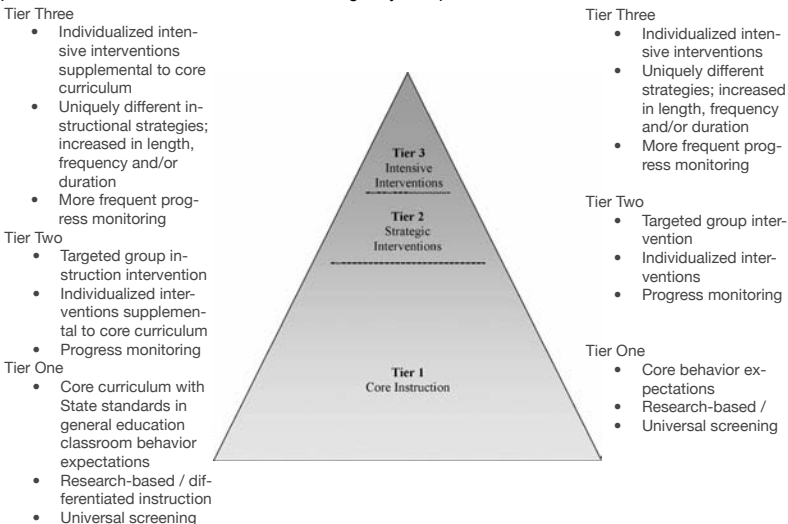
## RESPONSE TO INSTRUCTION (RTI)

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 Intervention" (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, 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 Instruction 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.





## REPORT CARDS

All report cards are available online through Skyward.

## SCHOOL RESOURCE OFFICER (SRO)

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

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

## STUDENT AIDES

**Students in good standing academically/behaviorally and who have maintained a minimum GPA of 2.0, may volunteer to work in offices, Library Media Center or for teachers. The CHS administration can deny or remove a student from serving as a building aide at their discretion. Students who choose to do so must pick up a form in the Guidance Office, fill it out, have teachers sign, and return to the assistant principal for verification/determination of student's eligibility of being an aide. First semester freshmen are not eligible to be an aide.**

## STUDENT DIRECTORY INFORMATION

The Indiana General Assembly has amended the law that governs the release of student directory information of high school students (including NAME, ADDRESS, and TELEPHONE NUMBER, if the telephone number is a listed or published telephone number) to the armed forces of the United States, the Indiana Air National Guard, the Indiana Army National Guard, and the service academies of the armed forces of the United States, for the purpose of informing students of educational and career opportunities.

Directories are released October 1 to the official recruiting representative. To be excluded from the directory list, the student, or the parent, guardian, or custodian of a CHS student must submit a signed written request indicating that the student does not want his/her directory information released.

## STUDENT RESOURCE TIME (SRT)

Student Resource Time (SRT) is scheduled so that students can: make-up work with teachers, obtain study materials for classes, study for exams, retrieve materials from the library media center, or receive tutorial help from teachers. Students will be required to obtain an SRT pass from the "Receiving Teacher" to be excused from their assigned SRT. Students without a pass must stay in their designated SRT class.

## STUDENT RULES/REGULATIONS

All CHS Rules/Regulations are in effect during the school year including summer school and extra-curricular and co-curricular events.

## TELEPHONES

Telephones are available for student use at the Main Office.

## TRANSCRIPTS – SEE GUIDANCE OFFICE, CAREER CENTER AND REGISTRAR VISITORS

It is the priority of Chesterton High School to provide a welcoming environment to our guests but also insure the safety of our students. To facilitate school safety, all visitors to Chesterton High School will be required to report to the Access Kiosk at Entrance 1. At the kiosk, visitors will be asked for a driver's license or any form of identification that displays the name and date of birth. The license will be scanned or the data will be entered into the system and a visitor's pass will be created. Refusal to consent to the security procedures may result in a visitor being refused admittance or, in situations where a threat is deemed, a call to security. All school visits must be pre-arranged through the office.

## **VOCATIONAL STUDENTS**

Vocational School courses focus on the knowledge and skills necessary to enter into a special career field immediately after graduation from high school. Because of the amount of skill development, these courses are taught in two, three, and four hour blocks of time each day for a year. They are open to juniors and seniors. Students earn 4-6 credits per year. Interested students should contact their guidance counselor for more information.

Arrangements have been made for CHS juniors and seniors to take courses offered in various locations around Porter County. Duneland provides transportation based on enrollment. Students are restricted to the cafeteria prior to leaving and when returning from vocational school.

## **WORK EXPERIENCE PROGRAMS**

Work Study is a school-to-work program for any senior who wishes to work part-time throughout the school year. Once enrolled in the program, students attend school for a half-day and then are released to go to work. They are hired as entry-level employees and work a minimum of 15 hours per week. Upon completion of the yearlong program, the student will have earned six credits, an income, and valuable experience in the world of work.

Work Based Learning is a program for any senior who wishes to have a real world experience in a career path that they have prepared for. Once enrolled in the program, students are released for one block to go to their assigned place of business. These work-based opportunities allow students to explore areas of personal and career interest, to acquire the skills necessary to be successful employees, and to formulate goals and plans for their futures.

PRE-VOCATIONAL - Juniors and seniors in any Special Education programs may enroll in PVE, attend regular classes in the morning, including Career Education or Consumer Education, and then be released to go to their worksite in the afternoon. The class is open to students who demonstrate academic and/or financial need, along with approval from the PVE Coordinator, counselor and parents. Students must have a job to earn credits.

## **WORK PERMITS**

Work permits are available in the attendance office. Students under the age of eighteen must have a work permit to be legally employed. Students must have at least a minimum of 2.0 grade point average for the quarter and an attendance record in good standing to obtain a work permit. (IC 20-8,1-4-32)

# **EXTRACURRICULAR ACTIVITIES**

## **WHAT'S GOING ON AROUND HERE?**

There are lots of things to do at CHS besides going to classes. There are clubs, music groups, athletic events, plays, student council meetings and dances. There are things to do for people who like to sing, argue (we call it debate), bowl, yell, swim, paint, act, usher, write, nail and saw, operate TV cameras, speak foreign languages, or work in a radio station.

In fact, there are so many things going on at CHS in what we call the activities program that we're sure there's something that you'd find interesting. You don't have to be an expert to participate—in many activities desire is the most important thing. So if you're not the best, join anyway—after all, the basic purpose of a school is learning—and no one ever said you can only learn in the classroom.

To help you find out what's going on at CHS, the following pages contain descriptions of the various co-curricular and extracurricular activities, including what the activity is about, who can participate, when it's going on, and who to ask about details. As the various activities begin, the morning announcements will carry reminders.

Take some time now to at least look at the titles of the various activities as they are listed in this booklet. If some sound interesting, read more about them—and if you're still interested, try them—might just be the kind of activity you're looking for.

## **PHILOSOPHY OF CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES**

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

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

It is the position of Duneland that participation in co- and extra-curricular activities is a privilege extended to individuals who have the ability to perform and the character to conduct themselves in the proper manner. When students choose to participate in co- and extra-curricular activities, they place themselves in the public eye. Participants are expected to behave at all times in a manner which portrays a positive image of themselves, the team, the school and the community.

Therefore, it is important that participants and their parents or legal guardian be aware of the philosophy and rules and regulations under which they will be given the opportunity to participate. As a prerequisite to participation, all students involved in co-curricular and extra-curricular activities will be required to file a form signed by parent/ or legal guardians and participant indicating that they have read and agreed to the rules and regulations governing their participation. The rules and regulations shall be enforced throughout the calendar year.

## **GOALS FOR PARTICIPATION**

The activities program at CHS is one which encourages participation in a multitude of varying activities and then allows for commitment and excellence.

In addition, the activities program is designed to provide the student with the following opportunities:

- To develop skills, interests, and talents beyond the classroom experience.
- To apply what has been learned in the classroom.
- To have experiences not commonly associated with the classroom such as team performances and public demonstrations of skills or talents.
- To grow through competition with others, learning to accept and/or share defeat as well as victory.
- To learn how to work with others, to interact, to give and take, to make group decisions and bring about change.
- To excel and/or be recognized for even the attempt at striving for excellence in a self-chosen endeavor.
- To develop self-confidence, to take responsibility for one's own behavior as well as for the behavior of the group, to respect others and to develop self-respect.
- To grow in the ability to accept criticism, to follow directions, to evaluate choices and make decisions and then follow through on those decisions.
- To enhance student/staff relationships.
- To involve the community in the life of the school.

Students and parents should carefully consider choices and priorities as the student progresses through school. These choices may become difficult as the required level of participation increases.

## **GUIDELINES FOR PARTICIPATION**

It is important that participants and their parents or legal guardians be aware of the philosophy and rules and regulations under which they will be given the opportunity to participate. These rules and regulations shall be enforced throughout the calendar year for the following activities; academic competition, athletics, class offices, cheerleaders, clubs, drama, forensics, music, National Honor Society, Student Government and all other school events, competitions or performances. **All competitions are considered extracurricular and are subject to the Positive Life Program.**

Some activities have membership requirements—such as a grade point average, standard for membership in the National Honor Society, the ability to play an instrument, to be in the marching band, and so on. But, with few exceptions, which are noted in the descriptions, the basic requirements for participation in any activity are desire and interest.

All student activities are carried out under the basic rules and regulations of the high school, and those participating are expected to follow the established guidelines, even if the activity take place after school or on a non-school day. These basic rules and regulations are given to each student as part of registration. It is the responsibility of the sponsor to see that those in the activity stay within the guidelines. Violators will be dealt with by the school administration.

In addition, some activities have rules and regulations of their own. Specific guidelines for these activities are given to each participant and violators are dealt with jointly by the sponsors and the school administration.

**Students must attend school all day on the day of a contest or practice in order to participate in the event unless permission is granted for unusual circumstances by an administrator.** Students must be in school on Friday in order to participate in weekend events unless excused by an administrator.

## **CO-CURRICULAR AND EXTRA-CURRICULAR SOCIAL MEDIA POLICY**

As an educational institution, Chesterton High School, supports and encourages the rights of individuals to free speech. However, student-athletes and those participating in extra- and co-curricular activities should be concerned with any behavior that might embarrass themselves, their families, their teams, their community and/or Chesterton High School. This includes any activities conducted online through social networking sites (i.e. Facebook, MySpace, Friendster, podcasting, blog sites, You Tube, Twitter, or chat rooms among others). This also includes the practice of sexting which is a term coined by the media that generally refers to youth writing sexually explicit messages, taking sexually explicit photos of themselves or others in their peer group, and/or distributing these photos. Participation in athletics and extra- and co-curriculars at Chesterton High School is a privilege, not a right. Students at Chesterton High School, you are a representative of the school and the community, and as such, you are always in the public eye. This fact places certain additional demands upon how you must live your life. Keep the following guidelines in mind as you participate in any of the aforementioned public media:

1. Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online is completely out of your control at the moment it is placed online—even if you limit access to your site.
2. You are not to post information, photos, or other items that could embarrass you, your family, and your team, your club, the Athletics Department or Chesterton High School. This includes items that may be posted on your page by others.
3. You should not post your address, phone numbers, birth date, or other personal information.
4. Exercise caution as to what information you post on your website about your whereabouts or future plans.
5. Be aware of who you add as a friend to your site. Many people are looking to take advantage of student-athletes or seek connection with student-athletes to give them a sense of membership on a team.
6. Coaches, sponsors, and athletic department administrators can and do monitor these websites. Disparaging remarks about teammates, coaches, or school officials can serve as grounds for suspension from competition or dismissal from teams, as well as possible legal ramifications.
7. Students participating in extra- and co-curriculars and athletics will face disciplinary measures for violation of team/club policies, athletic department policies, state association guidelines and /or state and federal laws. Any admissions of conduct in violation of any of these policies or laws found on a student's website will subject him or her to disciplinary measures. Any depictions of conduct in violation of any of these policies or laws found on a student's website will be subject to a full investigation.

Also keep in mind that local police or sheriff's offices or other law enforcement agencies may check these websites regularly. Be cognizant of the fact that many employers and colleges also monitor these sites. You should be aware that any information posted on these websites may prevent you from obtaining a job or prevent you from attending the college of your choice.

## **SCHOOL TRAVEL POLICY**

CHS participants in extracurricular and co-curricular activities are required to travel to and from all school sponsored activities, contests, and special events in school vehicles, under adult supervision provided by the Duneland School Corporation. Students may be released to parents for extraordinary circumstances by submitting a request to the coach, sponsor or director in writing 48 hours before the event. The request will be reviewed.

## **INTERSCHOOL ATHLETICS**

Interschool athletics is maintained in ten sports for boys and nine sports for girls at CHS. Most sports have three teams:

- 1) Freshman, in which participants show interest and desire coupled with a basic ability but little experience,
- 2) Junior - Varsity, in which participants do not yet demonstrate varsity level ability, but are gaining experience, and
- 3) Varsity, in which participants have the best ability and/or the greatest amount of experience.

While all members of freshman teams are freshmen, JV and Varsity teams may include students from all four grades any student may play at the level where he/she can play at his/her best. Below is a list of the sports in which we compete interscholastically, the number of games or meets per year, the approximate dates of the season and the levels of teams. (Normally, the JV and Varsity teams play about the same number of games, with the freshman playing less.)

Students must request assignments from their teacher in advance if they are going to miss a class for a performance, scheduled contest, program or trip.

Students should make special arrangements for such assignments with the teacher involved in order to be eligible to participate in the event.

## ELIGIBILITY

Regular attendance at school is required of all participants. **Students must attend school all day on the day of a contest or practice in order to participate in the event unless permission is granted for unusual circumstances by an administrator. Students must be in school on Friday in order to participate in weekend events unless excused by an administrator.** Coaches/sponsors should contact the administration on Friday for approval.

Extending IHSA regulations to all activities, high school students must have received passing grades at the end of their last grading period in school in at least five full credit subjects or the equivalent and must be currently passing in at least five full credit subjects or the equivalent in order to be eligible to participate in the event.

The ultimate responsibility for maintaining eligibility (behavioral and academic) rests with the individual student. It will be the responsibility of each coach, sponsor, and/or faculty advisor to determine and report to the student, parents and administration that each student under his/her charge complies with the standards set forth in this handbook.

## BOYS ATHLETICS

Baseball (Frosh, JV, Varsity);	28 games; Feb.-May
Basketball (Frosh, JV, Varsity);	20 games; Oct.-Feb.
Cross Country (Frosh, JV, Varsity);	14 meets; Aug.-Oct.
Football (Frosh, JV, Varsity);	8 games; Aug.-Nov.
Golf (Frosh, JV combined, Varsity);	16 matches; Mar.-May
Swimming (Frosh, JV combined, Varsity);	18 meets; Nov.-March
Tennis (Frosh, JV, Varsity);	14 matches; Aug.-Sept.
Track (Frosh, JV, Varsity);	16 combined meets; Feb.-May
Wrestling (Frosh, JV, Varsity);	16 meets; Oct.-Feb.
Soccer (JV, Varsity only);	14 matches; Aug.-Oct.

## GIRLS ATHLETICS

Golf (JV, Varsity);	16 meets; August-Sept.
Swimming (JV, Varsity);	18 meets; Oct.-Feb.
Volleyball (Frosh, JV, Varsity);	25 games; August-Oct.
Basketball (Frosh, JV, Varsity);	18 games; Oct.-Feb.
Cross Country (JV, Varsity);	14 meets; Aug.-Oct.
Gymnastics (Intermediate/Optional);	16 meets; Oct.-March
Track (Frosh, JV, Varsity);	16 meets; Feb.-March
Tennis (JV, Varsity);	14 meets; Feb.-May
Softball (JV, Varsity);	22 games; March-May
Soccer (JV, Varsity only);	14 matches; Aug.-Oct.

## **ATHLETIC SUPPORT GROUPS**

**CHEERLEADERS** promote school spirit and represent the school at a variety of activities, especially athletics. There is a Maroon Squad and a Gold Squad.

Any student interested in cheerleading must attend the tryout clinic plus audition before the cheerleading coaches. Those chosen must maintain a high standard of conduct. Cheerleaders follow the IHSAA eligibility rules.

The cheerleaders attend a cheerleading clinic and have regular practice sessions during the summer. Beginning in August and lasting through March, they practice one or two nights a week. During the same period, they are expected to attend all games required by the coaches. Other activities may need to be attended, such as sign painting sessions, throughout the year.

**INTRAMURALS** All students are eligible to participate except students currently under suspension or students actively engaged in an organized CHS sport during that sport's season. (example: if you are playing varsity basketball you cannot play intramural basketball during that same time period.) No student should hesitate to come out for intramurals. A fee is charged for each sport to partially defray expenses, including trophies. A lane fee is charged for bowling. All events are supervised and refereed. The specific rules governing participation are explained at the beginning of each season and only students who feel they can abide by the rules should remain out for the sport. Conduct at intramurals will be treated the same during the school day.

The following is a tentative schedule. Most sports meet twice each week, either immediately after school or in the evening:

Co-Ed Basketball; evenings during the third quarter

Co-Ed Volleyball; evenings during the fourth quarter

Weightlifting; 2-3 times weekly; afternoons, Nov-Dec

Contact the coach of each sport as it is announced. NOTE: Conduct at intramurals will be treated as if a part of the regular school day.

## **ACADEMIC COMPETITION**

Many scholastic competitions involving the subject areas of art, computers, English, foreign language, etc. are available to students of varying academic abilities at every grade level. The CHS faculty enthusiastically encourages students to participate and be involved in these academic events. Throughout the school year the Duneland Academic Conference in union with the IACE (Indiana Competitions for Excellence) sponsors and supports many of the competitions available to CHS students. Descriptions of some of the key competitions are as follows:

**DECATHLON** is a nationally organized competition consisting of ten events. Six are multiple choice test in math, science, economics, language and literature, social science, and fine arts. Additionally, students perform a prepared and an impromptu speech, write an essay, and are interviewed by a panel of business persons. The final event—Super Quiz—is a scholastic relay on the theme topic for the year. A high school team must include nine students: three A (honors), three B (scholastic), and three C (varsity). On an individual level, students compete for awards only against students in his or her level. Local and regional competitions in December and January send the top twenty statewide teams to the prestigious two-day state finals in February at Purdue. The team winning state represents Indiana in April at Nationals vying for scholarship money and nationwide recognition.

**ACADEMIC SUPERBOWL** is a local and state competition involving five member teams of students from all grade levels. Teams in math, science, social studies, fine arts, English, and all around compete in twenty question rounds in each subject area. All questions are related to a theme topic for the year. Teams and not individuals are recognized as winners in this competition. Subject area teams can advance from local and regional competition to the state finals in Indianapolis. Winning teams at state are recognized statewide by IACE and sponsoring business organizations.

**CODING CLUB** is a group for students interested in using computer code to create video games. Members meet on Thursdays after school in the Computer Programming lab. The group supports the integration of computer science in the K-12 curriculum by promoting and participating in Computer Science Education Week

**SPELL BOWL** is a local and state competition involving a team of ten students from all grade levels. Teams compete to compile the most words spelled correctly. Each student acts individually on a different set of words. Teams can advance from local and regional competition to the state finals in Indianapolis. Winning teams are recognized statewide.

**QUIZ BOWL** is a local scholastic competition among members of the Duneland Academic Conference. Participating schools meet in team competition to answer questions taken from all academic disciplines. A buzzer and light electronic lock-out system is used to determine which team gets the first chance to answer questions. There is emphasis placed on the ability to quickly recall information. Opportunity exists for competition at both the Varsity and Junior Varsity levels. The teams with the best records in conference play may advance to a state-wide tournament of champions. The CHS Quiz Bowl team enters other tournaments when possible. The team also participates in the Knowledge Master Open two times a year. This is a worldwide competition which involves answering multiple choice questions presented on a computer disk.

**MATHEMATICS COMPETITION** involves students of high ability in mathematics and span national, state and local competitions. Indiana Math League, American Mathematics Competition Exam, American Invitational Mathematics Exam, U.S. Mathematics Olympiad, MATHFAX, and Trig STAR are among the competitions that take place at various times throughout the school year. Awards and local, statewide, and national recognition are given to outstanding individuals and teams.

**SCIENCE OLYMPIAD** is a nationally recognized competition that allows the teams to compete in a variety of science endeavors. All Science topics are covered at some point during the competition. The team members can choose their events and their favorite science topics. The events include building events that will allow the team members to compete against other teams, lab based events and test based events.

**Super Mileage Club** is an opportunity for all students at CHS to compete in the IMSTEA (Indiana Math, Science and Technology Education Alliance) Super Mileage Challenge at O'Reilly Raceway Park in Indianapolis. The club meets once a week from early September to late April to Engineer, Design, and build a one-person fuel-efficient vehicle powered by a 3.5 HP Briggs and Stratton Engine.

**THEATRE** provides opportunities for you to express yourself as no other medium can. As an actor, actress, or technical support person, you will create new and interesting people who live in as many settings as the mind can imagine. Your creations will give audiences cause to laugh, cry and reflect on life.

Theatre productions include comedy, serious drama, music and a combination of the three. Each production requires many hours after school. The production company works very hard to present performances that are unequaled. The work is fun, frustrating and fulfilling.

Watch and listen for announcements of tryouts. When they are made, contact the Production Director or the Theatre Director for details of the production.

The **COSTUME CREW** creates costumes based on the time, setting and mood of the play. Certain productions will be costumed entirely by you while others are rented from theatre houses. Those that you create will require you to know a little about sewing. They will also put your imagination to work as you develop clothing for so many people of different places and times. Costumes that are rented from major costume suppliers will give you an opportunity to see and work with other people's ideas.

The **MAKE-UP CREW** transforms the young into the aged. Battle scars adorn players as make-up artists place base, grease and powder on the actors. Each play, every scene, requires some kind of make-up. Make-up adds to what the audience is asked to believe. It is the final "mask" for the actors to use in their performances.

A stage can be completely dark and still be considered to be "lit". The **LIGHTING CREW**, as all crews, must be totally aware of the plays' intent to determine when light and dark are most appropriate. However, lighting is more than just turning on lights. It is a feeling for when to turn them on; where to place them for the best affect; how many to use in a certain scene; what intensity to use and what colors to place on instruments. A performance is polished by the setting and use of lighting. An empty stage can become a massive castle, a small home, a field or an ocean as the **CARPENTERS** build sets.

You will use wood, styrofoam, metal, glass, anything that can be put together for form an illusion. Everything that is done by the carpenters is determined by where we want the audience to think the actors are as they play their parts. A set can be as little as a single board painted as a sign to a stage filled from side to side, front to back, with intricate pieces in elaborate detail. Whichever it is, the carpenters lay out the plan and build the set as their contribution to the total production.

**USHERS** are the vanguard of a performance. You set the atmosphere for our audience. You will let our patrons know that we are pleased to have them as guests for the evening. You are their first impression of the efforts we have taken for their enjoyment.

## INTEREST GROUPS

**BUSINESS PROFESSIONALS OF AMERICA** is dedicated to the development of interest and competencies in business occupations. Members of this national organization attend meetings and compete with other area schools in business-related contests including interview skills, presentation events, and computer contests. District-level contest winners advance to an annual state conference in Indianapolis in the spring. Members raise their own funds to help finance these events and, when possible, provide scholarship money to our own senior members of BPA. Any student may join BPA, and several colleges recognize membership and achievements in the form of scholarships.

**CLUB EARTH** is an extracurricular activity that encourages students to become active participants in the natural world. The group stresses education, stewardship and hands-on experience. Activities include environmental restoration work, habitat cleaning, meeting with environmental activists and much more. All students interested in helping to care for the natural world are encouraged to join.

**CREATIVE WRITERS** have a common interest in that they like to write their own prose and/or poetry. Members attend get-togethers every week or so to exchange view points and comments about each other's writing. The final result of their work is a publication which contains the works of many students, including most of the club members. The book also contains art work and samples of student photography.

Any student who enjoys expressing him/herself using the written or artistic media should consider joining the Creative Writers.

**CYCLING CLUB** is an extra-curricular activity offered to all students and staff at CHS. If you like to ride for leisure or for competition, then this club is for you! Cycling Club offers a group ride about once a week, from September through October and April through June. Rides vary in length from 10 to 30 miles per ride. Cycling Club aims to promote a healthy lifestyle, as well as fitness for life.

**WDSO-FM** is Chesterton High School's own educational FM station. The station serves a 90 square mile area broadcasting throughout the Duneland Community and in the nearby communities of Portage and Valparaiso. WDSO-FM supplies up-to-the-minute news, weather, sports coverage, music, special features, and live coverage of major Duneland sports activities. Students are involved in all phases of broadcasting and broadcast management.

**INTERACT CLUB** is a nonprofit, volunteer organization that meets 2-4 times per month. The club takes on fundraisers that benefit various causes. The club also puts on tournaments and fun events throughout the school year to benefit these fundraisers. Students learn the value of service over self throughout the school year. Interact club is great volunteer experience and looks great on college applications and resumes. Anyone is eligible to join; all are welcome!

**CHS Art Club** consists of High School students who love the Arts and cannot seem to get enough of them throughout the school day. Art Club projects and activities range from year to year. All projects are rooted in student exploration of new media and processes, and always focus on individual creativity. Students are asked to work collaboratively as a team on various projects such as: set designs for the theater department, participating in exhibitions and contests, creating items for auction for local organizations, as well as beautifying our school and community. Meeting dates are posted in the announcements. New members are always welcome.

The **CHESTERTON MULTICULTURAL ASSOCIATION** explores different cultures in our community to gain a deeper understanding of them and encourages students to celebrate cultural differences rather than fear them, to volunteer in the community, and be a beacon for future generations. The CMA works to break stereotypes through educational presentations, provide an open environment to discuss different cultures, and create stronger bonds among peers through personal cultural experiences.

**ONE BOOK, ONE SCHOOL** student leaders are sophomores, juniors, and seniors who are passionate about books and have the opportunity to nominate their favorites for the OBOS title. Throughout the school year, they plan and participate in reading events such as the Reading Marathon, Book fairs, and the Used Book Exchange, and they are responsible for facilitating the "Evening in the Library" finale where they also lead small group discussions.

**FOREIGN LANGUAGE CLUBS** share a common interest in a language not commonly spoken in our country. The clubs study the social customs of their respective countries, putting their study to practical use during holiday seasons. Each club meets about once a month. The clubs raise funds for their own activities.

The **FRENCH CLUB** is a social organization which is an extension of the classroom in which students participate in many activities including fundraising for a trip to France and various other club sponsored parties. Activities include celebrating MardiGras, Christmas a la francaise, enrichment trips to Chicago to eat in French restaurants, see French films, and visit French cooking schools.



The **GERMAN CLUB** (Deutschklub) is a large group of approx. 75 students that share a passion for all things German! Input from German Club members is always used to determine club activities, but some of the traditional events are: participation in the fall Homecoming Parade, Movie Night, Oktoberfest Party, Chicago Christkindlmarkt trip, Gingerbread House building at the holidays, tutoring help, and the annual World Language Olympics & Picnic. The German Club was the co-champion of the first ever World Language Olympics! We also love doing events with our other World Language clubs! German Club also does fundraising to contribute to the foreign language scholarship fund, and individual members can also raise money to help pay for their trip to Germany with our annual GAPP (German American Partnership Program) Exchange.

The **JAPANESE CLUB** has taken trips to the Japanese Mall, restaurants, the Art Institute, and a Buddhist temple in Chicago. In addition, the club held traditional end of the year parties and hosted a Japan Festival for middle school students. Preparations are now being made for a trip to Japan.

The **SPANISH CLUB** uses its funds to send students to Spanish speaking countries during the summer, visits Spanish restaurants, has many cultural events during the year, gives senior Spanish club members scholarships for college, plus many class projects.

The **NATURAL HELPERS** program is based on the premise that adolescents seek help from their friends before they turn to other sources. Within each circle of friends and acquaintances there is often an individual whose sensitivity, fair-mindedness, and ability to listen are recognized by peers. By means of a school-wide survey, the Natural Helpers program seeks out such individuals and offers an intensive training retreat to enhance the skills of those students, faculty and staff who are perceived as "helpers" in the school community.

During this retreat, the participants learn about time management, genuine communication with themselves and others, the significance of trust in relationships, and knowing their own limitations as helpers. They are taught how to cope with various problems and crisis situations and are given information about resources available in the Porter County area. Upon their return to Chesterton High School, the participants share knowledge and new insights with their friends and acquaintances. A "ripple effect" occurs as Natural Helpers work within their own circles to make the school a safe and caring community.

## MUSIC

**INSTRUMENTAL MUSIC** Woodwind and Brass instrumentalists MUST enroll in band for the ENTIRE school year. This is done by enrolling in either Intermediate Concert Band 1 (Concert Band) or Advanced Concert Band 1 (Trojan Guard marching band) during the first semester, and then enrolling in either Intermediate Concert Band 2 (Symphonic Band), or Advanced Concert Band 2 (Wind Ensemble) during the second semester. All woodwind and brass instrumentalists (8th grade through 11th grade) are given the opportunity to audition for the CHS Wind Ensemble during early spring. The results of this audition will determine which second semester ensemble the student should schedule. In order to enroll in the CHS Jazz Ensemble, Woodwind, Brass and Percussion, students MUST be enrolled in their respective concert ensemble for the entire year. (e.g. Orchestra and/or Band)

**APPLIED MUSIC** is for students who have never played an instrument before, as well as serious student musicians who are looking to learn a secondary woodwind, brass, or orchestral string instrument (violin, viola, cello, bass). Students will concentrate on gaining beginning skills on one instrument only. Students will be evaluated weekly on their level of performance and degree of improvement. Instrument choices for this class will NOT include: percussion instruments, acoustic or electric guitars, or electric bass guitar.

**CONCERT BANDS** are divided into the Symphonic Band (composed of aspiring musicians) and the Wind Ensemble (composed of exceptional musicians) and meets for one 90 minute block period. All band members are accepted only after auditions. Uniforms are furnished, and large instruments may be rented from the school. Instruction focuses on the techniques of playing, and members learn standard and contemporary works of music suitable for concert performance. As many as 20 hours of time outside class may be required for technical rehearsals, concerts, and contests.

**ORCHESTRA** meets for one block period all year. This group learns the techniques of playing string instruments and studies the music performed by symphonic orchestras. In addition to class time, the orchestra performs in concert several times during the year and members should anticipate as much as 30 evening hours spent outside of class in technical rehearsals and concerts. Auditions are required and are held by special arrangement. Instruments may be rented from the high school Music Department.

**TROJAN GUARD** or Marching Band concentrates on the performance of competitive field shows and has won State and National Marching Band Championships. The Guard marches competitively in the fall, and performs for football games in the fall. During marching seasons, the units practice two nights a week. The Guard meets as a class during the first nine weeks only for one 90 minute block. After the first nine-week block period, this group becomes a concert band.

**CONCERT CHOIR** is a mixed ensemble for Juniors and Seniors and meets as a class for one 90 minute block period all year. During class time, attention is given to techniques of group singing and to various types of vocal music suitable for ensemble singing. The outside-of-class efforts of this group involve concerts given at school and in the community, including Madrigal Dinners. In addition to the 90 minute block period in class, choir members are expected to devote approximately 30 hours after school during the year for technical rehearsals and concerts. Admission by audition only and permission of the directors.

**CHORALIERS** is a mixed choir for Freshman and Sophomores only. Three performances per year are given with 2-4 extra rehearsals. One contest is attended in the spring.

**DRIFTERS** is a girls' ensemble (9-12). The group will perform all types of music, participate in competition, and perform around the community and the Madrigal Dinner. Admission by audition only and permission of the director.

**SANDPIPERS** is a mixed ensemble of students who present programs of currently popular vocal music. The activities include sing-outs, competitions, and concerts at high school and community functions. Members may spend as much as 240 hours after school each year in rehearsals and performances including Madrigal Dinners. Acceptance is by audition only and permission of the director.

**JAZZ BAND** is a group of 18-25 high school musicians who study America's unique style of music known as "Jazz." The band performs in local concerts, as well as jazz festivals, competitions, and concerts around the Midwest. The jazz band looks forward to performing each year with a big-name jazz artist at the annual *All That Jazz* concert at CHS. The band practices and performs during and after school and on several weekends through the spring. Auditions are held in the spring, or by special appointment with the director.

**PERCUSSION I** is made up of the field percussion ensemble for the "Trojan Guard" marching band. These members perform later in the semester as part of the mass Christmas Concert Band. Members also work to perform several traditional and contemporary styles of percussion literature for the annual Indiana State School Music Associations' solo and ensemble contest. Membership is primarily high school percussionists with previous instrumental experience in middle school. However, others are accepted with the permission of the director.

**PERCUSSION II** is a class devoted to the study of concert percussion music. Students are divided into Wind Ensemble percussionists and Symphonic Band percussionists by auditions. The class as a whole will work to perform music for their own percussion concert entitled *A Drum Enchanted Evening*. As much as 30 hours of outside time may be required for technical rehearsals, concerts, and contests. Acceptance is with permission of the director only.

**AUXILIARY UNIT** is a marching color guard with accompanies the "Trojan Guard" marching band in parades, field competitions, and during football games. It meets as a class during the first semester. The Auxiliary Unit is chosen from all grade levels, and the major requirements are natural ability, interest, and attitude. Auditions are held each spring in April.

**COMPETITION UNIT** is a class devoted to the development and enhancement of advanced color guard skills through competition. These skills include the use of rifles, sabers, and flags while performing the body skills of traditional and contemporary dance. Members are selected by audition from those students performing with the Auxiliary Unit of the "Trojan Guard" marching band which meets during the first academic quarter. The group competes in Indiana from February to April as part of the Indiana High School Color Guard Circuit and a national level with Winter Guard International. Rehearsals are two nights per week with competitions on Saturdays.

## **NATIONAL HONOR SOCIETY**

**NATIONAL HONOR SOCIETY** is an organization of national scope designed to recognize outstanding high school students. Only juniors and seniors are eligible for membership, which is based on academic achievement and teacher evaluation of character, leadership and service.

Invitations to apply for membership are extended during the second semester of the junior year to all juniors and seniors who at time have a cumulative grade point average of 3.200 or higher.

Final selections are made by the NHS Faculty Council considering the applicant's scholarship, character, leadership, and service.

For a number of years, the National Honor Society has raised money from a variety of fund-raising projects to award scholarships to NHS graduating seniors and to contribute to worthwhile causes in the Chesterton community. In addition, NHS members provide a tutoring service in all academic areas at all high school levels benefiting many CHS students.

Sponsoring the Fall homecoming dance, participating in the Christmas Food Drive, helping at Registration, and ushering at commencement are other ways that NHS members try to help their school and community.

## **PUBLICATIONS**

**NEWSPAPER STAFF** members publish *SANDSCRIPT*, and in the process, learn what is involved in gathering and preparing news for publication. Students gather all information, write and copyedit stories, lay out and paste-up pages, sell advertising, and proofread final copy on pages. Staff members must be willing to accept responsibility and carry out assignments. While some positions on the newspaper require only the recommendation of an English teacher and permission of the advisor, editor candidates must have completed 1-4 semesters of journalism and filled out an editor application. The staff enrolls in a course which meets one block every other day each semester for one credit in Communications. In addition to in-class time, the staffers can expect to sometimes spend time after school, on weekends, during school year extended breaks, and during summer vacation working on the newspaper. Photographers are required to attend sporting and other events if they are assigned to these events. Knowledge of the use of computers is definitely a plus.

**YEARBOOK STAFF** members publish *SINGING SANDS*, and in the process, learn magazine and book production techniques. Staff members do all of the preparation, from selling advertisements and subscriptions, to designing the cover and pages of the book, to arranging for all photography to be used in the book, to gathering all the information to be used as copy in the book. In addition, staff members must also write headlines, captions, and body copy, lay out pages, and index them, among other duties. Staff members must be willing to accept responsibility and carry out assignments. While some positions on the yearbook require only the recommendation of an English teacher and permission of the advisor, editor candidates must have completed 1-4 semesters of journalism and filled out an editor application. The staff enrolls in a course which meets one block every other day all year for two credits in Communications. In addition to in-class time, the staffers can expect to sometimes spend time after school, on weekends, during school year extended breaks, and during summer vacation working on the newspaper. Photographers are required to attend sporting and other events if they are assigned to these events. Knowledge of the use of computers is a plus.

## **QUILL AND SCROLL**

To the thousands of student journalists serving on school magazine, newspaper, and yearbook journalism staffs, high school journalism is no mere educational fad and frill. It is, on the contrary, a highly fascinating intellectual adventure, a challenge to the mind, and a discipline to the hand. The appeal to journalistic activity is broad, and it is estimated that the field comprises more than 30,000 publications in addition to broadcast activities.

From the heart of this widespread interest in scholastic journalism, two nationwide movements of importance have developed: 1) the organization of state, regional, and national scholastic press associations from coast to coast and 2) the organization of **QUILL AND SCROLL**, the International Honorary Society for High School Journalists.

Quill and Scroll directs its focus to the individual staff member, rather than the publication as a whole. Quill and Scroll seeks 1) to encourage individual initiative in high school creative writing and journalism, thereby enabling the individual to contribute greater skill to the journalistic endeavor and 2) to recognize and reward the individual achievements of students engaged in journalistic activities.

It is in CHS' Kathryn Elizabeth Pokorny Chapter that the member learns the ethical ideals of journalism which are inculcated by the Society and which are expressed in the initiation ceremony as an "obligation" that will fall to a person in professional life even as it does in this smaller realm.

Membership in an honorary journalistic society offers tangible benefits, particularly where the organization is national or international in scope as is Quill and Scroll. Sometimes such membership is the deciding factor, where other qualifications are equal, which enables a candidate to obtain a position on the staff of a college publication. Again, membership is usually among the first qualifications presented in applying for a college or for competitive scholarships, where qualifications are based both upon scholastic standing and personal qualities of leadership.

Composed as it often is of the natural leaders of the student body, the Kathryn Elizabeth Pokorny Chapter of Quill and Scroll seeks to elevate publication standards, to promote publication research, and to improve the standards of instruction and learning in high school journalism.

## **SERVICE GROUPS**

**STUDENT AIDES** perform many support services for CHS. Depending on the area, aides are called upon to deliver passes, telephone messages, address envelopes, guide visitors, staple, fold, stamp and in countless other ways keep the gears of CHS well oiled.

Aides may assist during any block in which they do not have a scheduled class. Only students who are dependable are chosen as aides. If you are interested, talk with the faculty member or secretary in charge of the area where you would like to be an aide. Students must have and maintain a minimum GPA of 2.0 and be in good standing academically and behaviorally. Students must be second semester freshman or above before applying.

## **CLASS OFFICERS**

**CLASS OFFICERS** lead the activities in their respective classes. Ordinarily, the officers elected are President, Vice-President, Secretary and Treasurer. Sophomore, junior, and senior class officers are elected during the spring, while freshman class officers are elected in the fall. Interested candidates file petitions for the office, and following a poster campaign and campaign speeches, the class votes for its officers. Campaigns are supervised by the Student Elections Committee. Any student who is passing at least five solid subjects and is in good academic and social standing is eligible to run for office; but to be effective, the candidate must be willing to spend hours in planning and working with classmates. The job takes not only interest but also enthusiasm and dedication.

The activities of the classes vary from year to year, but usually each class builds a float for homecoming. Each class is responsible for earning the money to finance its float. The junior class sponsors the prom to which the seniors are invited as guests. The senior class officers guide the class through the many activities associated with graduation, such as selection of color for caps and gowns, color and type of flower, and decisions concerning commencement arrangements.

## **STUDENT GOVERNMENT**

**STUDENT GOVERNMENT** is a leadership and service organization that represents the student body. The executive board consists of: President, Vice President of Student Affairs, Vice President of Event Planning, Vice President of Public Relations, Treasurer, Parliamentarian, and Administrative Assistant. Each class is represented by 4 Senators that are elected by the student body in the spring. The House of Representatives meets monthly and consists of representatives from every club and sport at CHS.

## **ROYALTY CANDIDATES**

Candidates for royalty such as, king, queen, prince and princess for homecoming and special occasions, are to be in good standing academically and behaviorally.

## **SPEECH AND DEBATE**

**SPEECH AND DEBATE** activities center around meets between our teams and those from other schools, as well as participation in local speech contests. There are three major areas with subdivisions: Speech has both novice and varsity levels; debate has novice, sub-varsity and varsity; and congress has only one level for all participants.

It is not necessary to have had experience in speech and debate in order to be on one of the teams. The only things we ask of a non-experienced student are interest and desire. Speech and debate is one of those areas to which one can devote a lot of time or a little time. Obviously, the more time spent in practice and attending meets, the better the student becomes. Coaches are available each night after school from approximately 2:45-5 p.m. It is also possible to meet a coach by special arrangement during non-class times during the day. Practice meets are held on Saturdays. Unfortunately, many of the Saturday meets are held some distance from Chesterton, and it is not unusual for the teams to leave the school at 4 a.m. and return some twelve hours later (the teams travel over 4000 miles annually). Transportation is always furnished, and the teams are always accompanied by faculty coaches and/or parent judges. Team members must pay for their own meals and travel expenses.

Our speech and debate teams are known throughout the state (and nation) for their excellence. Our debaters have won 16 state championships. Since 1971 more than 100 speech and debate students have qualified for the national tournament. Six students have won national championships. Since 1982, Chesterton has placed in the top ten at the National Speech and Debate Tournament, and has been the National Speech and Debate Champion for 1989, 1990, 1991, 1992 and 1993. The team has also won the prestigious Bruno E. Jacob Trophy for cumulative success twice in the last seven years. No other school in the nation has accomplished this feat.

## **TEACHING-CADET TEACHING**

Seniors who are interested in becoming teachers have the opportunity to work as Cadet Teachers in Duneland's elementary and intermediate schools under the supervision of a licensed teacher. Students who apply for Cadet Teaching must be in good standing academically, have exemplary attendance and can have no major discipline concerns. See your counselor for more information.

# ATHLETICS

## ATHLETIC DEPARTMENT

A quality educational program recognizes the whole person and logically should provide opportunities and activities encompassing both intellectual and physical development. Athletics serve as a means of teaching cooperation, tolerance, teamwork, sportsmanship, lifelong physical fitness and the acceptance of winning and losing as part of living, and should have a definite place in the total educational program. Playing field, gymnasium and pools are considered laboratories where values taught and learned in the classroom can be tried and tested.

Athletics intend to instill in students self-discipline, self-control, dedication, determination and an avenue through which students learn to interact with other people in a positive manner.

Regardless of which sport or activity students participate in during their education; hopefully, they will learn from these experiences "THE THREE P's".

**PURPOSE** - Instills the belief that our lives have meaning. Purpose rebuilds our faith in ourselves which, in turn, helps us overcome obstacles and explore new horizons and move ahead with confidence.

**POSITIVE THINKING** - Provides us hope and the ability to look at the bright side of situations. This enables us to rid ourselves of imaginary self-imposed limitations and develop a "can do" attitude toward life.

**PRIDE** - Makes us feel good about ourselves, the team we participate on, the organization we work with and the community in which we live. We accomplish more with a feeling of dignity and self-respect.

The athletic program at Chesterton High School places emphasis on developing the individual by providing a broad program of athletic activities and wholesome competition, with appropriate equipment and facilities and competent supervision and coaching. Any individual who is capable and willing to meet the standards of the program is provided the privilege to participate. Athletics should provide a meaningful educational experience for all those involved.

Proper administration of the athletic program is essential to insure the well-being of the athlete and the maintenance of an educational program. The coaching staff, athletic director and high school principal administer the program within the policies established by the coaches, athletic directors, high school principal, athletic council, IHSAA, and the local school board.

## TO ALL PARENTS

We ask that you take a few minutes to read this handbook prepared as a guide for those who choose to participate in interscholastic athletics. We hope this handbook will help you understand our viewpoint and answer some of your questions.

We feel your son or daughter will benefit greatly from his/her involvement in athletics. Participation will gain physically through the training and preparation involved. Facing the competition will aid the athletes in facing similar situations in their future.

We need your help and cooperation to aid us in maintaining a successful and worthwhile athletic program for our school and community.

The eligibility rules which apply to student athletes at Chesterton High School are in two categories. One set of regulations is set forth by the Indiana High School Athletic Association of which Chesterton High School is a voluntary member. Other regulations are established by the school board, the administration and the Athletic Department of Chesterton High School.

## IHSAA ELIGIBILITY RULES

**AGE** - A student who is or shall be twenty (20) years of age prior to or on the scheduled date of the IHSAA State Finals in a sport shall be ineligible for interschool athletic competition in that sport; a student who is nineteen (19) years of age on the scheduled date of the IHSAA State Finals in a sport shall be eligible as to age for interschool athletic competition in that sport.

**AMATEURISM** - Students shall not play under assumed names nor accept remuneration, directly or indirectly, for athletic participation.

Member school students shall be considered as violating their amateur standing if they participate in athletic activities, tryouts, auditions, practices and games held or sponsored by professional athletic organizations, clubs or their representatives. This rule applies to all sports except baseball, golf, softball and tennis out of season.

**AWARDS, PRIZES, GIFTS** - The giving and receiving of awards shall: (a) be kept within reasonable bounds, (b) have symbolic value only and, (c) be with the consent and under the supervision of the member school principal.

No awards shall be accepted which, in any way, advertise any firm or individual so far as commercial or business interests are concerned.

Awards, medals, recognitions, gifts and honors shall not be accepted by players or school from colleges, universities and higher institutions of learning or their alumni.

**CONDUCT, CHARACTER, DISCIPLINE** - Contestants' conduct, in and out of school, shall be such as (1) not to reflect discredit upon their school or the Association, or (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school.

**Note:** It is recognized that principals, by the administrative authority vested in them by their school corporation, may exclude such contestants from representing their school.

**SCHOLARSHIP** - To be eligible scholastically, students must have received passing grades at the end of their last grading period in school in at least five (5) full credit subjects or the equivalent and must be currently passing in at least five (5) full credit subjects or the equivalent.

**Note:** A full credit subject requires a minimum total of 250 minutes of supervised instruction per week.

**PARENT'S AND PHYSICIAN'S CONSENT FORM** - Before students may practice with an athletic team, they must have on file in the principal's office the IHSA physical examination form which has been properly signed by their parents giving permission to participate and properly completed and signed by a licensed physician indicating that the student is physically able to play. This form must be filled out for both boys and girls and must be renewed each year. No physicals are to be taken earlier than May 1.

**INSURANCE FORM** - All student athletes must have an insurance form on file in the principal's office before they may be issued any athletic equipment, nor will they be permitted to attend practice for any sport until this form is on file.

**PRACTICE RULES** - A student must practice the minimum required number of days prior to participation in a interscholastic athletic event as listed in the IHSA Bylaws. The number of required practices varies with each sport. Practices must be under the direct supervision of a member of the coaching staff.

**ABSENCE DUE TO ILLNESS** - A member of any squad who is unable to practice for five (5) consecutive days due to illness or an injury must present to the principal a statement from his/her physician that he/she is physically able to resume practice.

## **GENERAL**

During Authorized Contest Season:

- A. Participation in organized non-school sports competition during the authorized contest season in that sport shall cause such students to become ineligible for their school team in that sport for a period not to exceed 365 days as determined by the Commissioner. (Season in this section shall be defined as beginning with the first IHSA authorized season contest date in each sport.)
- B. An outstanding student-athlete may participate as an individual during the authorized contest season of a sport, without loss of interschool eligibility provided the following criteria are met:
  1. Application form must be completed and forwarded to Commissioner seven (7) days prior to the event.
  2. Approval of parent, coach, principal, and commissioner must be obtained.
  3. Certification must be obtained from State, National or international non-school organization Chairperson including: a) evidence of student's qualification/s; and b) agreement to notify student's principal of advancement to the next higher level of competition.
  4. Prior arrangements must be made to complete academic lessons, assignments, tests, etc.
  5. Students may not miss an Association sponsored tournament series contest for which he/she is eligible. It is the philosophy of this Association that student owe loyalty to their school and team.
  6. Students and parents must agree to not accept, directly or indirectly, any awards, gifts, trips, merchandise, etc., which would violate IHSA Rule 5 (Amateurism) or Rule 6 (Awards, Prizes, Gifts)
- C. A 9th, 10th, 11th or 12th grade student may NOT participate in an interschool contest in Indiana with or against a student enrolled in a grade lower than the 9th.

- D. Participation of student in an organized athletic contest with or against players not belonging to their school constitutes a game. An organized "Scrimmage" or practice by students with or against teams or players not belonging to their school is considered a game.
- E. Students who participate in an interschool contest when ineligible other than in scholarship, too many quarters, too many events and similar oversights become ineligible only in that sport for the remainder of that sport season. When facts are purposely withheld or misrepresented, students become ineligible in all sports for the remainder of that semester and all of their next semester in school. NOTE: Such action shall always be subject to review by the Commissioner and Committee.
- F. Team practices out-of-state, other than pre-game practices, shall not be permitted.

## **NCAA COLLEGE FRESHMAN ATHLETIC ELIGIBILITY REQUIREMENTS**

(MAKE SURE YOU ARE ELIGIBLE TO PARTICIPATE IN COLLEGE SPORTS)

Many college athletic programs are regulated by the National Collegiate Athletic Association (NCAA), an organization that has established rules on eligibility, recruiting, and financial aid. The Clearinghouse was established as a separate organization to ensure consistent interpretation of NCAA initial-eligibility requirements for all prospective student athletes at all member institutions.

The NCAA has three membership divisions-Division I, Division II, and Division III. Institutions are members of one or another division according to the size and scope of their athletic programs and whether they provide athletic scholarships.

If you are planning to enroll in college as a freshman and you wish to participate in Division I or II athletics, you must be certified by the NCAA Clearinghouse. Apply online at: <https://www.ncaastudent.org>

Choose your courses wisely. A list of approved core courses offered by Chesterton High School is available on the NCAA Clearinghouse website.

The Clearinghouse needs the following information after the student has completed six semesters and registered. These documents are:

- \* Your completed and signed Student/Transcript Release Forms.
- \* Your official transcript mailed directly from every high school you have attended.
- \* Your ACT or SAT scores sent directly from the testing organization. See note:

From the Clearinghouse: The NCAA has adopted new legislation that will require prospects who intend to enroll at NCAA Division I and Division II institutions to supply ACT or SAT scores to the Clearinghouse directly from the testing agencies. Test scores on an official high school transcript will no longer be usable for NCAA purposes.

## **HIGH SCHOOL CORE COURSES**

At least 4 years English; at least 2 years math; [one year algebra and one year geometry (or one year of a higher-level mathematics course for which geometry is a prerequisite)]

At least 2 years social science; At least 2 years natural or physical science (including 1 lab course, if offered by your school); At least 1 year of additional courses in English, math or natural or physical science, and 2 additional academic courses in any of the above areas or foreign language, computer science, philosophy or comparative religion.

- \* Previously, ACT score was calculated by averaging for subscores.

New standards are based on sum of subscores.

## **ANABOLIC STEROIDS:**

**Chesterton High School forbids the use of anabolic steroids and other performance enhancing drugs.**

**NUTRITIONAL SUPPLEMENTS:** The Chesterton High School Athletic Department does not encourage the use of Nutritional supplements to enhance strength or performance. Student athletes who choose to take these supplements should do so only with parental knowledge and consent. These supplements should not be brought to school.

# CHESTERTON HIGH SCHOOL POLICIES, RULES AND REGULATIONS

## ATTENDANCE GRADES 9-12: IC 20-33-2-1

Regular attendance and punctuality are essential to good performance in school. Absence from school is often the single greatest cause of poor or failing performance or academic achievement. Since the learning process is a progressive activity, each day's lesson is built upon those class activities which took place on previous days. Whenever a class is missed, for whatever reason, that experience cannot be fully duplicated. Since responsibility is a learned behavior, and regular school attendance patterns encourage the development of responsible patterns of behavior, each student attending Chesterton High School is expected to make every effort to be in school every day. Students are expected to attend all their classes on a consistent basis. Students failing to meet this expectation may suffer disciplinary consequences, referral to the administration for loss of credit, possible expulsion, and/or referral to probation in accordance with Indiana's Compulsory School Attendance Law. Factors taken into consideration will be: academic performance, classroom behavior, unexcused absences and/or truantries, and teacher contact/conference with parents. Students who lose credit may be allowed to audit the class but will be expected to be a positive participant in the classroom. Failure to comply with this arrangement will result in disciplinary withdrawal from class. Through the combined efforts of students, parents and school personnel, the goals of punctuality, self-discipline and responsibility can be developed as we prepare students for the adult world.

The attendance policy is intended to be twofold. The first part is a system of rewards and recognitions designed to encourage good attendance. The second part is a series of consequences designed to change the inappropriate behavior of students. Rewards or recognition programs may include such methods as placing a special notation on the transcripts of students with perfect attendance, notifying parents of students' perfect attendance, publishing names of those students with perfect attendance, or exempting graduating seniors with a superior attendance record and achievement level from taking second semester final exams. In addition, many teachers have classroom rewards for good attendance.

So that all parties involved can assist in the maintenance of excellent attendance and the development of self-discipline, the following types of absences are defined:

Absence from school will fall into one of three categories:

- (1) Excused
- (2) Unexcused
- (3) Truant

The problem with excessive absences/late arrivals will be handled first by phone communication, and then by written notifications requesting medical notes for additional absences. If this does not correct the excessive absence issue, a parent and student will be requested to attend a conference with the Director of Attendance. At this conference, the attendance policy, and current academic progress will be reviewed.

## EXCUSED ABSENCE

An excused absence is an absence from school all day or for any portion of the day, under circumstances granted by law or recognized by Chesterton High School.

- (1) Absence granted by law: Indiana Law provides that excused absence shall be for a student's illness, a death in the immediate family, court appearance, service in the state legislature, or service at the election polls.
- (2) Absence recognized by the school: It is highly recommended that absences be avoided whenever possible; however, we recognize that on occasion such absences are necessary. The school may excuse absences for doctor appointments, emergency family situations, personal religious observance, or other similar reasons. Excused family absences should be requested at least five (5) days before the absence. Excused family absences should not be requested during final exams.
- (3) **Regular attendance at school is required of all extra- and co-curricular participants.** Students must attend school all day on the day of a contest or practice in order to participate in the event unless permission is granted for unusual circumstances by an administrator. Students must be in school on Friday in order to participate in weekend events unless excused by an administrator.
- (4) Vocational Students will be allowed one (1) excused absence per semester related to vehicle problems. Additional absences related to vehicle problems will NOT be excused.



## UNEXCUSED ABSENCE

An unexcused absence is an absence from school for all day or for any single portion of a class period(s) under circumstances not covered by law or recognized by the school, such as oversleeping and car problems. The deadline to establish an absence as excused is within 48 hours of the absence. The parent/guardian should call to report an absence on the day of the absence.

Unexcused absences will receive appropriate disciplinary action including but not limited to:

2nd Unexcused absence – 1 day After School Detention (3:00-4:00 p.m.)

3rd Unexcused absence & subsequent unexcused absences – Truancy referral (see Truancy)

**NOTE: Unexcused absences are accumulated for the school year.**

## TRUANCY

Truancy is absence from school for all day or for any single portion of the day initiated by the student without parental consent under circumstances not covered by law or recognized by the school. Students not in their assigned classes/area are considered truant.

The appropriate disciplinary action for truancy will be:

First Referral - 2 hours of After School Detention

Second Referral - Friday Detention Program (3:00-6:00 p.m.)

Third Referral - In-School Alternative Class Placement

Fourth Referral - Any further truancy may result in recommendation for expulsion.

Excessive truanancies may result in the student being placed on pass denial and the loss of driving privileges.

***Truancy-Habitual* - Which must, at a minimum, define the term as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year. The Bureau of Motor Vehicles will be notified in compliance with IC 9-24-2-1 with a recommendation to invalidate the driver's license for a period of 120 days, completion of semester or until reaching age eighteen (18).**

**NOTE: Truanancies are accumulated for the school year.**

## SUSPENSIONS

Students should contact teachers for assignments to complete while on suspension. Credit will be granted for work completed and returned to teachers within 24 hours after returning to school. Suspension days will not count as unexcused absences.

## TARDY POLICY

Regular and prompt school attendance is necessary both in the development of students responsibility and in the achievement of academic success. It is further believed that this responsibility and self-discipline can be fostered in students through a shared effort among student, teachers, and the family.

A student will be credited with an unexcused tardy if he/she arrives in class after the bell without a pass.

Family members will be contacted, via automated phone call, on the day the tardy occurs notifying them of the violation.

Additionally, the following consequences will be issued.

1st Tardy - Student is warned of the tardy by the teacher.

2nd Tardy - Student is warned of the tardy by the teacher.

3rd Tardy - 1 hour of After School Detention – assigned by the teacher.

4th Tardy - 2 hours of After School Detention – assigned by the teacher.

5th Tardy - Friday Detention Program (3:00 – 6:00 p.m.) – assigned by teacher.

6th, 7th, 8th Tardy - In School Alternative Class Placement – assigned by assistant principal

9th Tardy or more - Suspension from school and parent meeting – assigned by assistant principal

Disciplinary action may also include loss of credit or possible withdrawal from class.

**NOTE: Tardies accumulate for the semester.**

## **PRE-ARRANGED ABSENCES**

The school discourages students from taking family trips/vacations during the school year. In an 8 block-schedule, extended absences place students at an academic risk. If there is a need for a pre-arranged absence, the school must be notified at least one week in advance. Approval for excused pre-arranged absences will be based on student attendance, disciplinary record, grades, specific reason, and length of the requested absence. The absence may not be excused, especially during final examinations. Prior to leaving, it is the student's responsibility to make arrangements with his/her individual teachers for the work he/she will miss during the pre-arranged absence. Approved Vacation and College days, although they may be excused, count as absences that jeopardize the student's required attendance. College days (limited to 1 per semester) are granted only to seniors and second semester juniors and will only be excused if the visit is verified in writing on the Admissions Office letterhead and returned to CHS Attendance.

## **PERMIT TO LEAVE SCHOOL**

Appointments including doctor, dentist, orthodontist, or counseling, should be made outside of the school day. If a student must leave during the school day, the student should present a written request from the parent or guardian to the Attendance Office before the first bell in the morning. Students must provide verification of ALL dental and doctor visits upon their return in order for the absence to be recorded as "excused". A note from the doctor's office or a professional's signature on the "early dismissal slip" MUST be brought in to the Attendance Office no later than 48 hours after the visit.

Home and back passes are at the discretion of the Attendance Director and/or CHS Administration.

## **PROCEDURES FOR CALLING OFF STUDENTS**

The parent/guardian of any student has the duty and responsibility to notify the high school attendance office of each student's absence within 48 hours of the absence. The parent/guardian should call to report an absence on the day of the absence. Although the deadline to establish an absence as excused is within 48 hours of the absence, the parent/guardian should call to report an absence on the day of the absence. However, it is not necessary to call each day of an extended illness. An estimation of the length of illness with a periodic update will be satisfactory.

An automatic calling system will call the home number as a reminder to a parent/guardian to report an absence for the entire day or a portion of the day. A student who signs in 15 minutes after the first bell is recorded as absent for a portion of the day.

A student's parent/guardian should contact the attendance office (983-3731) during school hours to verify an absence. The attendance office voice mail (983-3771) is available 24 hours a day. The fax number is: 983-3772. Please follow all instructions as directed by the prompts. A student can also bring in written notes.

## **MAKE-UP WORK**

Make-up work is recommended for all absences. Assignments will be credited only for excused absences. If a student is absent on a Maroon/Gold day and returns on a Maroon/Gold day, it is the student's responsibility to get missed assignments from the day of absence upon his/her return. Extended illnesses will be handled on an individual basis. Work previously assigned is due upon a student's return to class.

Homework assignments may be requested by a parent/guardian if a student is out for two consecutive days. Teachers are given 24 hours to prepare the assignment request. Assignments that are not picked up are returned to the teacher.

## **WITHDRAWAL FROM SCHOOL**

The principal or principal's designee must be present at the exit interview for students between the ages of 16 and 18 who wish to drop out of school. If the parent and students cannot agree on the student's desire to drop out of school, the principal could make the final decision. For students under the age of 18 who withdraw from school, a letter will be submitted to the Bureau of Motor Vehicles denying or invalidating a driver's license.

# **DISCIPLINARY POLICY**

## **POLICY 511: INDIANA CODE FOR DUE PROCESS**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-33-8, the Duneland School Board authorizes administrators and staff members to take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** A teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the grounds for Suspension and Expulsion in this policy.

## **GROUND S FOR EXPULSION OR SUSPENSION**

(per the Indiana Code IC 2 0-33-8)

Grounds for suspension or expulsion are student misconduct or substantial disobedience. A student may be suspended or expelled from school based on accurate information of a student(s) behavior obtained from the Internet or any other electronic device if this information proves that the behavior is a disruption to the school climate or school purposes. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative of the type of conduct prohibited by this subdivision.
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
  - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to valuable private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife, a chain or any other object that can reasonably be considered a weapon.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.

8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. disobedience of administrative authority;
  - c. willful absence or tardiness of students;
  - d. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
  - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
12. Knowingly possessing or using on school grounds during school hours an electronic paging device or a hand-held portable telephone in a situation not related to a school purpose or an educational function.

### 13. POSSESSION OF A FIREARM

IC 20-33-8-16

Possession of firearms, deadly weapons, or destructive devices, Sec. 16

- a. As used in this section, "firearm" has the meaning set forth in IC 35-47-1-5.
- b. As used in this section, "deadly weapon" has the meaning set forth in IC 35-31.5-2-86. The term does not include a firearm or destructive device.
- c. As used in this section, "destructive device" has the meaning set forth in IC 35-47.5-2-4.
- d. Notwithstanding section 20 of this chapter, a student who is:
  - (1) identified as bringing a firearm or destructive device to school or on school property; or
  - (2) in possession of a firearm or destructive device on school property; must be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.
- e. The superintendent may, on a case by case basis, modify the period of expulsion under subsection (d) for a student who is expelled under this section.
- f. Notwithstanding section 20 of this chapter, a student who is:
  - (1) identified as bringing a deadly weapon to school or on school property; or
  - (2) in possession of a deadly weapon on school property may be expelled for not more than one (1) calendar year.
- g. A superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described in subsection (d). The superintendent may give similar notice if the student engages in a behavior described in subsection (f). Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.
- h. A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.

In addition to the grounds listed above, a student may be suspended, expelled or other disciplinary consequences for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. Rules are also in effect during summer school.

### **SUSPENSION PROCEDURES**

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - (a) A written or oral statement of the charges
  - (b) If the student denies the charges, a summary of the evidence against the student will be presented; and,
  - (c) The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

### **EXPULSION PROCEDURES**

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. Legal counsel
  - b. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

**IC 20-33-8-30 Effect of expulsion or exclusion upon enrollment in another school corporation.**

- (a) If a student is expelled or excluded from a school corporation under this chapter, the student may not enroll in another school corporation during the period of the expulsion or exclusion unless:
  - (1) That student informs the school corporation in which the student seeks to enroll of the student's expulsion exclusion;
  - (2) The school corporation consents to the student's enrollment; and
  - (3) The student agrees to the terms and conditions of enrollment established by the school corporation.
- (b) If a student fails to:
  - (1) Inform the school corporation of an existing expulsion or exclusion order or determination; or
  - (2) Follow the terms and conditions of enrollment under subsection (a)(3); the school corporation may withdraw its consent and prohibit the student's enrollment during the period of the expulsion or exclusion.
- (c) Before a consent is withdrawn under subsection (b), the student must have an opportunity for an informal hearing before the principal of the student's school. At the informal hearing the student is entitled to:
  - (1) A written or oral statement of the reasons for the withdrawal of the consent;
  - (2) A summary of the evidence against the student; and
  - (3) An opportunity to explain the student's conduct.

## **DETENTION**

The student is to be given notice at least twenty-four hours in advance of the time, place, and reason for the detention. The CHS administration expects that students make every attempt to attend their assigned detentions. Students may reschedule one (1) detention per semester. Failure to attend an assigned detention may be grounds for assignment of additional detentions or suspensions. After three (3) missed detentions, students missing further detentions will automatically be issued an In-School Alternative Placement punishment.

## **DISCIPLINARY HEARING**

Any student who is suspended for the second time within the same school year will be required to attend a disciplinary hearing. The hearing will be conducted by a high school administrator with the parents and student in attendance. Other staff members may also be invited. The attendance, discipline, and academic records will be reviewed. An educational plan will be tailored to improve the student's overall performance. Disciplinary probation may be included in the plan. Violation of disciplinary probation will be grounds for recommendation for expulsion.

## **EXPULSION**

- A. Expulsion is similar to suspension except that it extends for a longer period of time and is much more serious. Grounds for an expulsion or a suspension are student misconduct and substantial disobedience. The procedures for expulsion are specifically outlined in the Indiana Code for Due Process.
- B. A student who has been expelled must not be on any Duneland School property during school hours and cannot participate in school-sponsored functions.
- C. Expulsion may extend from ten days to the remainder of the current semester, plus the following semester and summer school.
- D. Any high school administrator may recommend a student for expulsion. The recommendation is sent to the principal for consideration before it is forwarded to the superintendent for action.
- E. Students less than 18 years of age who are expelled or excluded from school will have their driver's license invalidated for 180 days by the Bureau of Motor Vehicles.
- F. Form 16 "Waiver of Due Process Rights: Probationary Continued Education Agreement" may be used when applicable.

## **MOTOR VEHICLE LAW AND STUDENT ATTENDANCE**

A driver's license or learner's permit may be revoked or not be issued or to an individual less than eighteen (18) years of age who meets any of the following conditions:

### **IC 9-24-2-1**

#### **Truants, suspended and expelled students, and dropouts**

Sec. 1. (a) The bureau shall suspend the driving privileges or invalidate the learner's permit of an individual less than eighteen (18) years of age who meets any of the following conditions:

- (1) Is a habitual truant under IC20-33-2-11.
  - (2) Is under at least a second suspension from school for the school year under IC20-33-8-14 or IC20-33-8-15.
  - (3) Is under an expulsion from school under IC20-33-8-14, IC20-33-8-15, or IC20-33-8-16.
  - (4) Is considered a dropout under IC 20-33-2-28.5.
- (b) At least five (5) days before holding an exit interview under IC20-33-2-28.5, the school corporation shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian that the student's failure to attend an exit interview under IC 20-33-2-28.5 or return to school if the student does not meet the requirements to withdraw from school under IC 20-33-2-28.5 will result in the revocation or denial of the student's:
- (1) driver's license or learner's permit; and
  - (2) employment certificate.

*As added by P.L. 2-1991, SEC. 12. Amended by P.L. 131-1995, SEC. 1; P.L. 132-1995, SEC. 1; P.L. 1-2005, SEC. 106; P.L. 242-2005, SEC. 1; P.L. 1-2006, SEC. 165; P.L. 125-2012, SEC. 166.*

### **IC 9-24-2-4**

#### **Invalidation and revalidation of license; truant, suspended and expelled, and withdrawn students**

Sec. 4. (a) If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school as described in section 1 of this chapter, the bureau shall, upon notification by the person's principal, suspend the person's driving privileges until the earliest of the following:

- (1) The person becomes eighteen (18) years of age.
  - (2) One hundred twenty (120) days after the person is suspended.
  - (3) The suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 20-33-8.
- (b) The bureau shall promptly mail a notice to the person's last known address that states the following:
- (1) That the person's driving privileges will be suspended for a specified period commencing five (5) days after the date of the notice.
  - (2) That the person has the right to appeal the suspension of the driving privileges.
- (c) If an aggrieved person believes that:
- (1) the information provided was technically incorrect; or
  - (2) the bureau committed a technical or procedural error; the aggrieved person may appeal the invalidation of a license under section 5 of this chapter.
- (d) If a person satisfies the conditions for reinstatement of a license under this section, the person may submit to the bureau for review the necessary information certifying that at least one (1) of the events described in subsection (a) has occurred.
- (e) Upon reviewing and certifying the information received under subsection (d), the bureau shall reinstate the person's driving privileges.
- (f) A person may not operate a motor vehicle in violation of this section.
- (g) A person whose driving privileges are suspended under this section is eligible to apply for restricted driving privileges under IC 9-24-15.

- (h) The bureau shall reinstate the driving privileges of a person whose driving privileges were suspended under this section if the person does the following:
- (1) Establishes to the satisfaction of the principal of the school where the action occurred that caused the suspension of the driving privileges that the person has:
    - (A) enrolled in a full-time or part-time program of education; and
    - (B) participated for thirty (30) or more days in the program of education.
  - (2) Submits to the bureau a form developed by the bureau that contains:
    - (A) the verified signature of the principal or the president of the governing body of the school described in subdivision (1); and
    - (B) notification to the bureau that the person has complied with subdivision (1).

A person may appeal the decision of a principal under subdivision (1) to the governing body of the school corporation where the principal's school is located.

*As added by P.L.2-1991, SEC.12. Amended by P.L.131-1995, SEC.2; P.L.132-1995, SEC.2; P.L.1-2005, SEC.107; P.L.125-2012, SEC.171; P.L.85-2013, SEC.26.*

### **IC 9-24-2-5**

#### **Hearings**

Sec. 5. (a) A person whose driving privileges have been suspended under section 4 of this chapter is entitled to a prompt judicial hearing. The person may file a petition that requests a hearing in a circuit, superior, county, or municipal court in the county where:

- (1) the person resides; or
  - (2) the school attended by the person is located.
- (b) The petition for review must:
- (1) be in writing; and
  - (2) be verified by the person seeking review and:
    - (A) allege specific facts that indicate the suspension or expulsion was improper; or
    - (B) allege that due to the person's emancipation or dependents that an undue hardship exists that requires the granting of a restricted driving permit.
- (c) The hearing conducted by the court under this section shall be limited to the following issues:
- (1) Whether the school followed proper procedures when suspending or expelling the person from school, including affording the person due process under IC 20-33-8.
  - (2) Whether the bureau followed proper procedures in suspending the person's driving privileges.
  - (3) Whether an undue hardship exists that requires the granting of restricted driving privileges under IC 9-24-15.
- (d) If the court finds:
- (1) that the school failed to follow proper procedures when suspending or expelling the person from school; or
  - (2) that the bureau failed to follow proper procedures in suspending the person's driving privileges; the court may order the bureau to reinstate the person's driving privileges.
- (e) If the court finds that an undue hardship exists, and the person otherwise qualifies under IC 9-24-15, the court may order restricted driving privileges limiting the petitioner to essential driving for work and driving between home, work, and school only. The restricted driving privileges must state the restrictions related to time, territory, and route. If a court orders restricted driving privileges for the petitioner, the court shall do the following:
- (1) Include in the order a finding of facts that states the petitioner's driving restrictions.
  - (2) Enter the findings of fact and order in the order book of the court.
  - (3) Send the bureau a signed copy of the order.
- (f) The prosecuting attorney of the county in which a petition has been filed under this section shall represent the state on behalf of the bureau with respect to the petition. A school that is made a party to an action filed under this section is responsible for the school's own representation.
- (g) In an action under this section the petitioner has the burden of proof by a preponderance of the evidence.
- (h) The court's order is a final judgment appealable in the manner of civil actions by either party. The attorney general shall represent the state on behalf of the bureau with respect to the appeal.

*As added by P.L.2-1991, SEC.12. Amended by P.L.131-1995, SEC.3; P.L.1-2005, SEC.108; P.L.125-2012, SEC.172*



## **PROBATION, DISCIPLINARY**

Disciplinary Probation is disciplinary action taken by the administration for any offense that is continuously repeated or conduct deemed to be severe in nature. Any violation of the terms of disciplinary probation may lead to a recommendation for expulsion.

## **SUSPENSION, OUT-OF-SCHOOL**

- A. Any high school administrator may suspend a student.
- B. A suspension may or may not begin immediately depending on the circumstances.
- C. A student who is suspended from school must not be on any Duneland School property during school hours, may not attend classes, and cannot participate in any school sponsored activity during the period of suspension as stated in the Positive Life Program Section IV.
- D. If a suspendible offense occurs at the end of the school year, disciplinary action may be taken at the beginning of the next school year.
- E. A student assigned a third suspension may be recommended for expulsion.
- F. Students who are less than 18 years of age who receive two suspensions out of school in a school year may have their driver's license invalidated by the Bureau of Motor Vehicles for a period of 120 days.

## **WITHDRAWAL OF A STUDENT FROM CLASS FOR DISCIPLINARY REASONS**

- A. Disciplinary withdrawals will be made by administrators. Classroom teachers may not assume the responsibility for withdrawing students from their classes.
- B. Parent-teacher communication is necessary.
- C. Students may be withdrawn from classes for such reasons as failure to work, insubordination, failure to follow safety rules, being a disruptive force in the classroom, violating attendance rules or violating the Class Audit Agreement.
- D. The classroom from which the student is withdrawn will be replaced with a study lab with **no pass privileges**.
- E. The withdrawal grade will be determined by the grade the student is earning at the time of withdrawal as reported by the teacher: (1) Passing grade—withdrawal grade of "W" and (2) Failing grade—withdrawal grade of "WF".
- F. A student may be recommended for expulsion when disciplinary withdrawal from classes reduces that student's class load to four classes for seniors or five classes for underclassmen.
- G. Students who drop out of school in an attempt to circumvent a driver's license invalidation will have the license invalidated until the student turns 18 years of age or re-enters in good standing.

# **CHS RULES AND REGULATIONS**

## **ACADEMIC DISHONESTY**

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

**Facilitating Academic Dishonesty—a student must not intentionally or knowingly help or attempt to help another to commit an act of academic dishonesty. This includes sharing answers with another student.**

**Students caught cheating will be subject to the appropriate discipline of the teacher's classroom management plan.**

**A second instance of academic dishonesty will result in a referral to the administration for disciplinary consequences and may result in loss of credit for the semester.**

## **BUS RULES AND REGULATIONS**

Bus rules and regulations are provided for one reason, namely, to assure that school children will be transported to and from school with safety and convenience. Parents are urged to cooperate in the instruction of pupils regarding regulations in order to provide a safe transportation program. Strict observance of these rules will eliminate unnecessary delays and other problems which consume time and effort on the part of school personnel and parents.

1. Each pupil shall be seated immediately upon entering the bus in the place assigned by the driver.
2. No pupil shall stand or move from place to place during the trip.
3. Loud, boisterous or profane language or indecent conduct shall not be tolerated.
4. Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands or feet or body in any other objectionable manner.
5. No windows or doors will be opened or closed except by permission of the driver.
6. No pupil shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
7. The child should be waiting at his boarding station when the school bus arrives.
8. School authorities may deny the privilege of riding on the school bus to any pupil who refuses to follow the bus rules.
9. Only regularly assigned passengers are allowed to ride school buses. Special permission to ride a school bus can be granted only by the principal of the school where the pupil asking permission is enrolled. This permission must be written and given to the bus driver upon boarding the bus. **Special permission will be given only when a pupil is living temporarily on the bus route, or other emergency situations. Under no condition will a pupil be given special permission to ride a bus to attend a meeting or for the purpose of visiting.**
10. Elementary pupils who do not plan to return home on the bus after school hours must have written permission from their parent/guardian to do so. This permission note should be given to the teacher—not the bus driver.
11. Pupils will be expected to get on and off the bus at the same location every day. Permission to get off at any other point will be given only with a written request from the parent, signed by the principal or assistant, and given to the driver.
12. Pupils shall not be permitted to eat or drink on the bus.
13. No animals or insects shall be transported on the bus. Insect collections, other than live, used for science projects, may be transported in closed, plastic containers.
14. Pupils must wait for a signal from the bus driver before they can cross over in front of the bus.
15. 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.

## **CLOSED CAMPUS**

- A. The Chesterton High School campus is closed, which means that all students are to remain in the school building unless given permission to leave the building by a teacher or administrator from the scheduled arrival until the time of scheduled departure. Those students who violate the closed campus policy may be suspended.
- B. During lunch hours students are restricted to the commons area or the courtyard, weather permitting.
- C. Students may leave the campus during the day (with a Leave School Permit) for doctor or dentist appointments and other legitimate reasons by presenting written request/permission from parent or guardian to the Attendance Office or the Assistant Principals' Office.
- D. Students who leave the building without permission between scheduled arrival and departure times may be disciplined for violation of other school rules while off campus, such as possessing, providing, or being under the influence of substances as described in the Positive Life Program, section 5, sub-paragraph

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

Electronic devices can aid or hinder the learning experience in a school environment. With this in mind, it is a teacher's decision when and if students will be allowed to use electronic devices in a classroom. The following consequences will be issued for electronic device violations in a classroom or other area where electronic devices are restricted:

1st Violation – Item confiscated, student may pick it up at end of school day.

2nd Violation – Item confiscated, parent must pick up in Asst. Principal Office

3rd Violation – Item confiscated, parent must pick up, Friday School (3:00-6:00 p.m.)

4th Violation – Item confiscated, parent must pick up, In-School Alternative Class Placement.

5th Violation or higher – Item confiscated, parent pick it up, Student is noted as being habitually insubordinate and will be issued consequences at Administrator discretion.

Taking, displaying, possessing, or transmitting pictures with sexually related content (including nudity) or pictures taken without the consent of the student or staff member in a situation not related to a school purpose or educational function is not permitted and will be subject to consequences beyond the above hierarchy. Refusal to give an electronic device to a staff member when instructed may result in further disciplinary consequences. Students may not photograph or video record other students or staff members at school. If done, the recording device (possibly cell phone) will be confiscated, the photograph or video viewed by administration and erased.

## **IMPORTANT NOTICE TO STUDENTS AND PARENTS REGARDING CELL PHONE CONTENT AND DISPLAY**

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Level 5 felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized 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 Level 6 felony under I.C. 35-42-4-4(c), for 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 or female breasts intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at IC 11-8-8-4.5 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009 and amended in July of 2014, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- “Indecent Display of a Youth” is defined by I.C. 35-45-4-6 ec. 6. (a) This section applies only to a person to whom all of the following apply:
  - (1) The person is less than eighteen (18) years of age.
  - (2) The person is not more than four (4) years older than the individual who is depicted in the image or who received the image.
  - (3) The relationship between the person and the individual who received the image or who is depicted in the image was a dating relationship or an ongoing personal relationship. For purposes of this subdivision, the term “ongoing personal relationship” does not include a family relationship.
  - (4) The individual receiving the image or who is depicted in the image acquiesced in the person’s conduct.
- (b) The following definitions apply throughout this section and are not limited to:
  - (1) “Disseminate” means to transfer possession for no direct or indirect consideration.
  - (2) “Performance” has the meaning set forth in IC 35-49-1-7.

- (c) A person who, on or by means of a cellular telephone, social media web site, or another wireless or cellular communications device, knowingly or intentionally:
- (1) produces, presents, exhibits, photographs, records, or creates a digitized image of any performance or incident that includes sexual conduct by a child at least twelve (12) years of age;
  - (2) disseminates, exhibits to another person, or offers to disseminate or exhibit to another person, matter that depicts or describes sexual conduct by a child at least twelve (12) years of age; or
  - (3) possesses:
    - (A) a picture;
    - (B) a drawing;
    - (C) a photograph;
    - (D) a motion picture;
    - (E) a digitized image; or
    - (F) any pictorial representation;

that depicts or describes sexual conduct by a child at least twelve (12) years of age who the person knows is less than sixteen (16) years of age or who appears to be less than sixteen (16) years of age, and that lacks serious literary, artistic, political, or scientific value; commits indecent display by a youth, a Class A misdemeanor.

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

## **FIGHTING**

Fights are not tolerated at CHS. The instigator or participants of a physical fight, or a verbal disagreement **will result in suspension, possible expulsion, and/or possible Interpersonal skills classes**. If a student is acting in a potentially violent manner and the parents cannot be reached, the school will call the police and have the student escorted out of the building to the police station where the parent/legal guardian may call to make arrangements to pick up the student.

When a group of two (2) or more students cause or attempts to cause physical injury to another student, these students will be recommended for expulsion.

## **GANG ACTIVITY:**

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

A gang is any identifiable group or club, who displays, communicates, promotes, sponsors, participates, or assists in the affiliation of a gang and whose purposes include the commission of illegal acts or the violation of disciplinary rules. Gang activity of any kind is not tolerated at Chesterton High School. Any student participating in gang activity, in possession of gang-related material, or committing an act that would constitute an interference with school purposes will face disciplinary action consistent with this handbook and will be reported to the Chesterton Police Department. The following rules are to prevent and prohibit gang activity:

No student on school property or at any school activity:

1. Shall wear, possess, use, distribute, display any clothing, jewelry, emblem, symbol, sign, drawing, graffiti, or any other item which may be viewed as evidence of gang membership or affiliation.
2. Shall commit any act, omission, or use any speech, either verbal or nonverbal (for example, gestures, handshakes, drawings, graffiti, or other written communications, etc.) showing membership or affiliation in a gang.
3. Shall use any speech or commit any act in promoting any gang or gang activity including but not limited to: a. Soliciting other students for membership into their gang. b. Intimidating or threatening other students or persons on school property.

***Violation of the above rules shall subject the student to suspension or expulsion.***

## **FIREARMS, EXPLOSIVES, WEAPONS**

Chesterton High School will follow Indiana Code 20-33-8-16 regarding firearms, explosives and weapons.

### **IC 20-33-8-16**

#### **Possession of firearms, deadly weapons, or destructive devices**

- Sec. 16. (a) As used in this section, "firearm" has the meaning set forth in IC 35-47-1-5.
- (b) As used in this section, "deadly weapon" has the meaning set forth in IC 35-31.5-2-86. The term does not include a firearm or destructive device.
- (c) As used in this section, "destructive device" has the meaning set forth in IC 35-47.5-2-4.
- (d) Notwithstanding section 20 of this chapter, a student who is:
- (1) identified as bringing a firearm or destructive device to school or on school property; or
  - (2) in possession of a firearm or destructive device on school property; must be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.
- (e) The superintendent may, on a case by case basis, modify the period of expulsion under subsection (d) for a student who is expelled under this section.
- (f) Notwithstanding section 20 of this chapter, a student who is:
- (1) identified as bringing a deadly weapon to school or on school property; or
  - (2) in possession of a deadly weapon on school property; may be expelled for not more than one (1) calendar year.
- (g) A superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described in subsection (d). The superintendent may give similar notice if the student engages in a behavior described in subsection (f). Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.
- (h) A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.

## **FOOD/BEVERAGES**

Sack lunches may be kept in students' lockers from arrival time to lunch time, but no food should be kept in lockers overnight. Beverages/food are not allowed in the classrooms or hallways at CHS, with the exception of bottled water.

## **GENERAL CONDUCT**

- A. Students shall not demonstrate emotional attachment by becoming involved with another person, such as kissing, caressing or fondling. Students who do behave in this manner will be corrected and their names referred to the Assistant Principals' Office. Students with repeated referrals will be contacted by an administrator who may seek parental assistance.
- B. Students shall not engage in sexual harassment of another person which includes sexually-related verbal statements, gestures or physical contact.
- C. Students who create disturbances or congestion in the hallways will be corrected by a staff member and referred to the Assistant Principals' Office.
- D. Any student intentionally making noise or acting in any manner so as to interfere with the ability of any teacher to perform his/her duties or any other school personnel to conduct the educational functions under his/her supervision may be recommended for expulsion.
- E. Students shall **not** engage in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar or offensive to school purposes.
- F. Behavior or language which threatens, intimidates, or harasses a student or staff member is inappropriate.
- G. The CHS administration reserves the right to use its discretion in determining the type of clothing appropriate for the school setting. For example: Wearing or displaying bandanas is prohibited. Shirts and tops must cover the chest and stomach at all times. Chains are not to be worn hanging down on clothing around the neck or arms or otherwise where they are visible. Spiked bands or collars are also prohibited.

- H. Backpacks are to be kept in lockers during school day.
- I. Hazing, initiations, or any other activities along these lines are not permissible at CHS. Appropriate discipline will be administered to those who violate this.

## **HARASSMENT AND THREATS OF VIOLENCE PROHIBITED**

Students and employees should not be subjected to harassment or threats of violence. Harassment is defined as intimidation, bullying, torments and other behaviors that cause one to have a realistic fear of being harmed or their activities are being interfered with to the degree they cannot engage in their normal course of duties or movements. Harassment includes incidents of sexual and racial harassment. Any student who engages in harassment or threats of violence may be subjected to disciplinary action as deemed necessary by the building administrator. Disciplinary action may include suspension and or expulsion if the disruption to the school purpose has been substantial or there has been a substantial risk to another person.

## **BULLYING**

Chesterton High School recognizes that students cannot perform at their utmost when they do not feel safe at school; therefore, Chesterton High School puts the safety and well-being of every student first and foremost. In order to provide a safe and welcoming culture, CHS forbids bullying, educates students and staff about bullying, accommodates reports of bullying, investigates bullying in a timely and efficient manner, and disciplines appropriately.

### **IC 20-33-8-0.2**

#### **“Bullying”**

Sec. 0.2. (a) As used in this chapter, “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.
- (b) The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:
- (1) Participating in a religious event.
  - (2) Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
  - (3) Participating in an activity consisting of the exercise of a student’s rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
  - (4) Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
  - (5) Participating in an activity undertaken at the prior written direction of the student’s parent.
  - (6) Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

As added by P.L.106-2005, SEC.6. Amended by P.L.285-2013, SEC.5.

IC 20-33-8-13.5

Discipline rules prohibiting bullying required

Sec. 13.5. (a) Discipline rules adopted by the governing body of a school corporation under section 12 of this chapter must:

- (1) prohibit bullying; and
  - (2) include:
    - (A) provisions concerning education, parental involvement, and intervention;
    - (B) a detailed procedure for the expedited investigation of incidents of bullying that includes:
      - (i) appropriate responses to bullying behaviors, wherever the behaviors occur;
      - (ii) provisions for anonymous and personal reporting of bullying to a teacher or other school staff;
      - (iii) timetables for reporting of bullying incidents to the parents of both the targeted student and the bully, in an expedited manner;
      - (iv) timetables for reporting of bullying incidents to school counselors, school administrators, the superintendent, or law enforcement, if it is determined that reporting the bullying incident to law enforcement is necessary;
      - (v) discipline provisions for teachers, school staff, or school administrators who fail to initiate or conduct an investigation of a bullying incident; and
      - (vi) discipline provisions for false reporting of bullying; and
    - (C) a detailed procedure outlining the use of follow-up services that includes:
      - (i) support services for the victim; and
      - (ii) bullying education for the bully.
- (b) The discipline rules described in subsection (a) may be applied regardless of the physical location in which the bullying behavior occurred, whenever:
- (1) the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and
  - (2) disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.
- (c) The discipline rules described in subsection (a) must prohibit bullying through the use of data or computer software that is accessed through a:
- (1) computer;
  - (2) computer system; or
  - (3) computer network.
- (d) This section may not be construed to give rise to a cause of action against a person or school corporation based on an allegation of noncompliance with this section. Noncompliance with this section may not be used as evidence against a school corporation in a cause of action.
- (e) A record made of an investigation, a disciplinary action, or a follow-up action performed under rules adopted under this section is not a public record under IC 5-14-3.
- (f) The department shall periodically review each policy adopted under this section to ensure the policy's compliance with this section.

As added by P.L. 106-2005, SEC.7. Amended by P.L. 180-2011, SEC.2; P.L.285-2013, SEC.6.

## **HEALTH REQUIREMENTS**

Chesterton High School students are to follow the "Guidelines for the Administration of Medication in Duneland Schools." Please see the nurses for concerns about taking medication in school. (pg.11)

### **I.D.'S**

Students should have in their possession their ID at all times. ID's are the property of Duneland School Corporation and must be surrendered if a student withdraws or is expelled. Students failing to do so will receive appropriate disciplinary action.

## **INSUBORDINATION , DISRESPECT, OR DISRUPTION**

Such acts, whether evidenced verbally or otherwise may result in punishment ranging from a suspension to a recommendation for expulsion.

- A. "Disrespect" is defined as acting in a manner deemed to be inappropriate, discourteous, uncivil, rude, or using profane or obscene language or gestures. "Profanity" is defined as non-religious use of religious terms. "Obscene" is defined as indecent or lewd language or gestures.
- B. "Insubordination" is defined as defying the authority of a staff member in such a way as to be rebellious, disobedient, or refusing to follow a reasonable request or direct order.
- C. "Disruption" is defined as acting in a manner which interferes with the rights of other students to an education or the teacher's ability to instruct or perform his/her duties.

## **PASSES, USES OF**

Students are not to be in the hallways during class time or during lunch periods without a pass. Students who violate this procedure will lose pass privileges. Student handbooks should be used as passes. SRT passes should be attained the previous day when possible.

## **PROHIBITED ITEMS**

Students are prohibited from possessing any weapon, item, object or substance that is either a hazard to persons or a disruption to the school purpose. Prohibited items include but are not limited to;

- 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 either burning or exploding.
- chemical spraying agents or any other device that can deliver a projectile or blunt impact to a person and cause injury.

Students are also prohibited from possessing pagers, electronic laser pointers, alcohol, tobacco products, organic drugs, electronic cigarettes, any electronic smoking device, products containing nicotine, drugs and other controlled substances as outlined by other policies.

## **PROPERTY: STEALING, POSSESSING STOLEN PROPERTY AND/OR DAMAGING (OR ATTEMPTING TO STEAL OR DAMAGE) SCHOOL OR PERSONAL PROPERTY.**

- A. Restitution for loss of damaged property will be made.
- B. The school may seek legal regress for stolen or damaged property.
- C. The student may be suspended and/or recommended for expulsion for stealing or damaging school or personal property or attempting to sell stolen merchandise at CHS.

## **STUDENT DRIVERS, VEHICLES**

All students are encouraged to ride the school buses. However, those students who wish to drive vehicles to school may do so.

All vehicles should be parked in the appropriate designated areas. This includes bicycles. Failure to do this could result in disciplinary consequences and/or loss of driving privileges.

- A. Vehicles that are parked on school lots in no parking zones that block other vehicles, or that are parked so as to interfere with the flow of traffic will be ticketed payable at the Chesterton Police Dept., or towed at the owner's expense.
- B. By driving to school, students give school officials implied consent to search their vehicles for anything that may be against the law or school policy, if school official(s) gain knowledge that student may be in possession of such items.

## **STUDENT DRIVERS, BICYCLES AND MOTORCYCLES**

- A. Bicycles should be parked only in bicycle racks, and not chained to fences or parked in any entrance way. Bicycles that are illegally parked will be confiscated by the school until the owner can be identified.
- B. Motorcycles should not be parked on the blacktop parking lots. Please park your mopeds and motorcycles near the bike racks outside Entrance 31 and 34. **Motorcycles illegally parked will be ticketed payable at the Chesterton Police Dept. or towed away at the owner's expense.**
- C. The school cannot assume any responsibility for bicycles or motorcycles parked on school property.



# SCHOOL BOARD POLICIES

All students are expected to adhere to and follow applicable policies of the Board of School Trustees. The Board's policies may also 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.

## 7434 - USE OF TOBACCO ON SCHOOL PREMISES

The School Board recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco by visitors in school buildings at all times. Such prohibition also applies on school grounds, on school buses and/or at any school-related event.

## 5840 – STUDENT GROUPS

It is the policy of the School Board that student groups be recognized as authorized school organizations only if they are approved by the school administration, sponsored by school-approached personnel, composed of member of the current study body, hold the majority of their meetings at school, and have established aims which are educational in nature.

Membership or participation in the organization or operation of any fraternity, sorority, or other secret group as described by law is prohibited throughout the School Corporation. In addition, the Board shall not tolerate any type of gang or gang-related activity to occur on Corporation property or while students are under the auspices of the Board.

## 5500 - STUDENT CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this Corporation. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

- A. Allows teachers to communicate effectively with all students in the class;
- B. Allows all students in the class the opportunity to learn;
- C. Has consequences that are fair, and developmentally appropriate;
- D. Considers the student and the circumstances of the situation; and
- E. Enforces the Student Code of Conduct/Student Discipline Code accordingly.

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on Corporation premises, on school vehicles, and when representing the school at school-sponsored activities.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed annually.

## POLICY 5511: DRESS CODE

The School Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preferences. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. Present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. Interfere with school work, create disorder, or disrupt the educational program;

- C. Cause excessive wear or damage to school property;
- D. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the Corporation at a public event.

The Superintendent shall develop administrative guidelines to implement this policy which:

- A. Designate the principal as the arbiter of student dress and grooming in his/her building;
- B. Instruct staff members to demonstrate, by example and percept, personal neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

Students who violate the foregoing rules will not be admitted to class and may be suspended from school.

### **POLICY 7540.03: INTERNET**

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

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

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

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

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

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

The Corporation utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Corporation has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

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

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

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

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

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

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

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

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

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

## **5530 - DRUG PREVENTION**

The School Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. All dangerous controlled substances as so designated and prohibited by Indiana statute;
- B. All chemicals which release toxic vapors;
- C. All alcoholic beverages;
- D. Tobacco and tobacco products;
- E. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- F. Anabolic steroids;
- G. Any "look-alike" substances;
- H. Any other illegal substance so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-related paraphernalia at any time on Corporation property or at any school-related event. It further establishes a drug-free zone within 1000 feet of any facility used by the Corporation for educational purposes.

The Superintendent shall establish administrative guidelines necessary to implement this policy.

### **5512 - USE OF TOBACCO**

In order to protect students who choose to use tobacco from an environment that might be harmful to them, the School Board prohibits the use and/or possession of tobacco by students in school buildings, on school grounds, on school buses, or participating in any school-related event.

For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco.

The administration of each school building will take appropriate action in cases involving students who use tobacco in violation of this policy.

### **5600 - STUDENT DISCIPLINE**

The School Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board requires each student of this Corporation to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. Conform to reasonable standards of socially-acceptable behavior;
- B. Respect the person and property of others;
- C. Preserve the degree of order necessary to the educational program in which they are engaged;
- D. Respect the rights of others;
- E. Obey constituted authority and respond to those who hold that authority.

The Superintendent will promulgate administrative guidelines for student conduct which carry out the purposes of this policy.

The Superintendent shall publish to all students and their parents the rules of this Corporation regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due-process procedures that will be followed in administering the Code of Conduct. Parents and students who are eighteen (18) years or older will be provided a form which is to be signed and returned to the school principal confirming that the Code of Conduct has been read and is understood. Failure to return the form shall have no effect on the utilization of the disciplinary actions contained in the Code with that student.

### **5610 - SUSPENSION AND EXPULSION OF STUDENTS**

The School Board recognizes that removal from the educational programs of the Corporation, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this Corporation and one that cannot be imposed without due process since removal deprives a child of the right to an education.

No student is to be suspended and/or expelled from an activity, program, or a school unless his/her behavior represents misconduct or substantial disobedience while the student is on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function, or event.

In addition to the grounds specified above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property, including any unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

A Student Code of Conduct, approved by the Board, shall specify the procedures to be followed by school officials when administering this policy. In addition to the procedural safeguards and definitions set out in this policy and the student/parent handbook, the procedures set forth in Policy 2461 shall apply to students identified as disabled under IDEA.

For purposes of this policy and the Superintendent's administrative guidelines, the following definitions shall apply:

- A. "Suspension" shall be the temporary removal of a student by the school principal from the Corporation's program for a period not to exceed ten (10) school days. A student may be suspended for a longer period of time in accordance with the provisions of I.C. 20-33-8-23 pending expulsion.
- B. "Expulsion" shall be the removal of a student from the schools of this Corporation for a period not to exceed the number of school days remaining in the school year in which the incident took effect, if the incident occurs during the first semester. If the incident occurs in the second semester, the Superintendent may expel the student for the remainder of the current school year, summer school, and the first semester of the next school year in accordance with the provisions of I.C. 20-33-8-26.

Any student who brings a firearm, as defined in I.C. 35-47-1-5, or a destructive device, as defined in I.C. 35-47.5-2-4 to school or onto school property or at a school-related activity or is in possession of a firearm shall be expelled for at least one (1) calendar year unless the Superintendent reduces the punishment for reasons justified by the particular circumstances of the incident.

If the student brings a deadly weapon as defined in IC 35-31.5-2-86 onto Corporation property or is found to possess a deadly weapon on Corporation property or at a school-related activity, s/he may be expelled for a period of not more than one (1) calendar year. The Superintendent shall notify the law enforcement agency designated by the Prosecuting Attorney immediately when a student possesses a firearm, destructive device, or deadly weapon on school property or at a school-related activity.

The Superintendent shall ensure that a copy of this policy is sent to the State Department of Education as well as a description of the circumstances surrounding any expulsions for the above-stated firearms or weapons offense together with the name of the school, the number of students so expelled, and the types of firearms or weapons that were brought on Corporation property. (20 U.S.C. 3351)

The Board of School Trustees has voted not to hear any expulsion appeals. Instead, appeals of expulsion must be filed with the County Court.

The Superintendent shall develop administrative guidelines which provide appropriate procedures for implementing this policy and comply with applicable statutes.

## **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 witnessed by a person of the same gender as the student and shall be conducted in a private place. The student shall 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.

## **5517.01 - BULLYING**

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school.

Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All complaints about bullying behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

### **Confidentiality**

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

### **Safe School Committee**

In accordance with State law, there shall be a Safe School Committee in each school within this corporation (see Policy 8400 - School Safety).

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

## **5517 - ANTI-HARASSMENT**

### **General Policy Statement**

It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, “School Corporation community” means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, “third parties” include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School Corporation community at school-related events/activities (whether on or off School Corporation property).

### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one’s supervisory duties.

### **Definitions**

#### **Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, “sexual harassment” is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual’s status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual’s educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one’s ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms.

Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person’s academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person’s body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person’s sexual activities or sexual history, or remarks about one’s own sexual activities or sexual history.
- I. Consensual sexual relationships where such relationship leads to favoritism of a student with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual’s education, or such that it creates a hostile or abusive educational environment.



## **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

## **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

## **National Origin Harassment**

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

## **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

## **Reports and Complaints of Harassing Conduct**

Members of the School Corporation community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School Corporation community or third parties who believe they have been unlawfully harassed by another member of the School Corporation community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's participation in educational or extra-curricular programs. Individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The Anti-Harassment Complaint Coordinator with whom complaints of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. These individuals will be published annually:

The Superintendent shall establish Administrative Guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This Policy and the Administrative Guidelines will be readily available to all members of the School Corporation community and posted in appropriate places throughout the School Corporation.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student if age eighteen (18) or older, or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

## **Privacy/Confidentiality**

The School Corporation will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

## **Informal Process for Addressing Complaints of Harassment**

The administrative guidelines will include an informal complaint process to provide members of the School Corporation community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School Corporation community or third parties who believe that they have been unlawfully harassed are encouraged to initiate their complaint through this informal complaint process, but are not required to do so. Those members of the School Corporation community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

## **Formal Process for Addressing Complaints of Harassment**

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Although not required, members of the School Corporation community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one (1) of the Complaint Coordinators identified in the Administrative Guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the Administrative Guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct.

A Complainant who is dissatisfied with the Superintendent's decision may appeal it to the Board by submitting written notice to the Superintendent within ten (10) days of the date of the Superintendent's decision. Upon receipt of a notice of appeal, the Board shall meet in executive session at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) days after the Superintendent's receipt of the appeal notice, to review the complaint and the summary of the investigation. Following the meeting, the Board will issue a decision either affirming, modifying, or rejecting the Superintendent's decision. The decision of the Board shall be final.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School Corporation community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Indiana Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School Corporation community or third party alleging the harassment pursues the complaint.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law. When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior remedial action has been taken against a member of the School Corporation community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

### **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to all members of the School Corporation community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment in general will be age and content appropriate.

## **5840 - CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY**

### **Prohibited Conduct**

The Corporation prohibits criminal gang activity and similar destructive or illegal group behavior on school property, on school buses, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about criminal gang activity and similar destructive or illegal group behavior.

### **Definitions**

Per I.C. 35-45-9-1 "Criminal gang," means a group with at least three (3) members that specifically either promotes, sponsors, or assists in, participates in, or requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).

"Criminal gang activity," means knowing or intentional participation by a student in a criminal gang, or knowing or intentional solicitation, recruitment, enticement, or intimidation of another individual to join a criminal gang.

### **Procedures for Reporting and Investigating**

A school employee is required by law to report any incidence of suspected criminal gang activity including criminal gang intimidation or criminal gang recruitment to the principal and the school safety specialist.

The school principal or designee shall conduct a thorough and complete investigation of each report of suspected criminal gang activity. The investigation shall be initiated by the principal or the principal's designee within two (2) school days of the report of the incident. The principal may appoint additional personnel and the principal or designee may request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and written findings documented and prepared by the principal as soon as possible, but no later than five (5) school days from the date of the alleged incident.

The principal or designee shall submit the report to the Superintendent within ten (10) school days of the completion of the investigation.

## **Annual Reporting of Investigations to the State**

Each school principal or designee shall record the number of investigations of criminal gang activity disposed of internally and the number of cases referred to local law enforcement (disaggregated by race, ethnicity, age, and gender). Each school shall report this information to the Superintendent who shall submit a written report to the Indiana Department of Education by June 1 of each year beginning in 2017.

### **Consequences**

A confirmed incident of criminal gang activity is a violation of the school's code of conduct. The principal or the principal's designee shall respond to criminal gang activity, according to the parameters described in the school's code of conduct.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct. Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion and referral of the incident to law enforcement.

### **Support Services**

The principal may provide intervention or relevant support services to a student involved in, or suspected of, being involved in criminal gang activity.

The following types of services, including family support services, are available [i.e., refer to counseling, establish training programs to reduce gang activity and enhance school climate, enlist parent cooperation and involvement, community and faith-based organizations and civic groups, after-school programs developed in collaboration with other stakeholders, job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement, school sanctioned/facilitated extra-curricular activities, or other appropriate action.]. The principal shall inform the parents of all students involved in alleged incidents as provided below, and, as appropriate, may discuss the availability of counseling and other intervention services.

### **Criminal Gang Prevention and Education**

The school corporation establishes: An evidence-based educational criminal gang awareness program for students, school employees and parents; and a Corporation employee development program to provide training to school employees in the implementation of this policy.

### **Information about the Types of Services, Including Family Support Services, for a Student Suspected of Participating in Criminal Gang Activity**

The Superintendent shall provide information about the supports and services available for students who are "at risk" for and/or suspected of participating in criminal gang activity and their families, including: gang awareness education for students, parents, faculty/personnel, law enforcement, and community stakeholders that, at a minimum, shows potential for effectiveness based on research, revised and updated regularly to reflect current trends in gang and gang-like activity; referral to community organizations and civic groups that offer related programs or counseling;

### **Recommendations Concerning Criminal Gang Prevention and Intervention Services and Programs for Students that Maximize Community Participation and the Use of Federal Funding**

The school corporation shall create formalized collaboration plans between school administration and community-based prevention and intervention providers (possibly using the existing County Safe School Commission as a point of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority; integrate available School Resource Officer programs when available; and consider utilizing the Gang Resistance Education and Training (G.R.E.A.T.) program into the curriculum.

I.C. 20-18-2-2.8; I.C. 20-19-3-12; I.C. 20-26-18-1 et seq.; I.C. 20-33-9-10.5; I.C. 20-33-9-14; I.C. 35-31.5-2-27.4; I.C. 35-31.5-2-74; I.C. 35-31.5-2-264.5; I.C. 35-45-9-1; I.C. 35-45-9-3; I.C. 35-45-9-4; I.C. 35-45-9-5

## **SECTION 504 OF THE REHABILITATION ACT OF 1973**

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

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

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

### **What is a "Major Life Activity?"**

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

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

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

Jim Goetz  
Duneland School Corporation  
601 W. Morgan  
Chesterton, IN 46304-2205

and an independent Hearing Examiner will be assigned;

15. File a local grievance;

16. Request technical assistance and/or file a complaint with:

U.S. Department of Education for Region V  
500 W. Madison Street  
Suite 1475  
Chicago, IL 60605  
(312) 730-1560  
OCR.CHICAGO.ED.GOV

The person in the Duneland School Corporation who is responsible for assuring that the district complies with Section 504 is:

Jim Goetz  
Assistant Superintendent  
(219) 983-3600

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

FERPA, a federal law, requires that the Duneland School Corporation (DSC), with certain exceptions, obtain a parent/guardian's written consent prior to the disclosure of personally identifiable information from a student's education records. However, DSC may disclose appropriately designated "directory information" without consent, UNLESS A PARENT/GUARDIAN HAS ADVISED DSC TO THE CONTRARY.

The primary purpose of the directory information is to allow the district and its schools to include this type of information in certain publications such as, a playbill or program, yearbook, honor roll or other special recognitions, graduation programs, and sports activity sheets or programs.

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

### **EDUCATIONAL RIGHTS OF HOMELESS STUDENTS**

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

1. Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
2. Access to free meals and textbooks, 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 Monte Moffett, Assistant Superintendent for Operations & Human Resources at (219) 983-3605.

### **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 Asst. Superintendent for Human Resources, 601 W. Morgan Avenue, Chesterton, 983-3600.

### **INTERAGENCY INFORMATION SHARING AGREEMENT**

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

# **POSITIVE LIFE PROGRAM**

## **SECTION I. CURRICULAR ACTIVITIES**

### **I. PHILOSOPHY**

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

As one of the basic social institutions of this community, the schools help to pass on the values and behaviors of American society. It is in these institutions that our young people develop the ethical and social frameworks from which they will make future decisions as parents and leaders in all sectors of society. Duneland recognizes that tobacco, alcohol, and other drug use in our schools is absolutely opposed to everything an educational institution represents. Tobacco, alcohol, or other drug use by youth is illegal and any use of illicit drugs by students is abuse.

The maintenance of acceptable general conduct and behavior is a shared responsibility of the students, families, staff and community. Duneland wishes to cooperate with all segments of the community in making assistance available to all students who develop disabilities related to tobacco, alcohol, and/or other drugs. Therefore, it is crucial that Duneland publicize and enforce clearly written statements of school policy and procedures covering curricular, co-curricular and extra-curricular activities. These statements must include attendance, curriculum, and discipline guidelines, as well as prevention, intervention, re-entry and remedial programs.

### **II. STATEMENT OF PURPOSE**

Duneland believes that tobacco, alcohol, and other drug use awareness and prevention can be developed through comprehensive educational programs. It is assumed that a student wants to stay in school or, if the student chooses to drop out, he/she will eventually want to return to complete an educational program. The Positive Life Program of the Duneland Schools is formed to offer efficient, uniform, fair, and legal application of our policies, allowing for consistent management of specific situations in all buildings; providing legal protection to employees; providing standards for students and employees; assisting in reducing tobacco, alcohol, and other drug use, as well as absenteeism, tardiness, suspensions and expulsions; and giving sanction to those in need of non-judgmental intervention, support and/or aftercare guidance. Duneland strives to reflect the school and community values regarding health and safety for students. Duneland also recognizes that a person’s use of tobacco, alcohol, and/or other drugs can lead to the illness of chemical dependency. Recovery is possible when the illness is identified and treated appropriately. Duneland reinforces the student’s accountability and responsibility for his/her behavior, while promoting a safe environment, free from tobacco, alcohol and other drugs.

Duneland will provide prevention education, intervention services, referral for treatment, and re-entry into the school setting for students whose behavior interferes with the education and safety of themselves or others. Duneland will respond systematically and professionally to students’ problems as they appear in school. Procedures will be used that acknowledge and respect the civil, personal and due process rights of the students involved. We will enlist the support and involvement of staff members and cooperating agencies to achieve a comprehensive program. Duneland considers it proper for the Positive Life Program to be enforced in Kindergarten through grade 12. It is likewise important to offer in-service activities for employees and students, as well as programs for families and community members. The programs presented in this document reflect our understanding of a balance between the school’s need to maintain its primary educational purpose and its duty to respond to individual needs of students.

Duneland will record and maintain records of every student violation of the rules included herein and will use this data for tracking the progress and effectiveness of the “Positive Life Program” as well as using the information to establish quantifiable goals and benchmarks for altering the program as needed. Training for personnel will be available in order to properly implement the Positive Life Program.

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

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

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



### III. PREVENTION

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

#### A. Classroom Instruction

1. All schools will have instructional programs which are designed to assist students in making responsible decisions about the use of tobacco, alcohol, and other drugs. Current and accurate information about the effects of drugs on the body is only one component of an instructional prevention program. Other components include instruction and skill development related to self-esteem, setting goals, making responsible decisions, understanding feelings, managing conflicts, solving problems, learning refusal techniques, and improving communication.
2. Training in prevention strategies and new curriculum materials will be available to staff.

#### B. Counseling

1. Elementary/Intermediate counseling personnel will assist teachers with the implementation of classroom instruction on tobacco, alcohol, and drug prevention activities. Counselors will work with students, individually and in groups, to supplement prevention instruction and skill development. Counselors will also work with staff and families to maximize the prevention efforts of the school.
2. Secondary counselors will work with the issue of tobacco, alcohol and other drug use in individual counseling efforts, recognizing that denial is a major issue and active intervention is often necessary. They will consult with teachers, administrators, and families, in regard to referring students for assessments or treatment centers when necessary. They will meet with the student assistance team when an intervention is being conducted for one of their counselees.

#### C. School Climate

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

#### D. Family and Community

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

#### E. Drug Testing Procedures Related to Reasonable Suspicion Purpose:

The purpose of this program is two-fold:

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

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

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

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

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

The Testing Procedures will consist of a specimen taken at Chesterton High School by an administrator and/or his/her designee. The specimen will be immediately sealed and labeled for shipment to the toxicology lab. The sealing of the specimen collector will take place in the presence of the student and another witness to maintain Chain of Custody. The sealed container cannot be opened until it arrives at the toxicology lab and is opened by a certified technician.

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

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

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

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

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

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

It is the position of Duneland School Corporation that participation in co-curricular and extra-curricular activities, and driving to school is a privilege extended to individuals who have the ability to perform and the character to conduct themselves in the proper manner.

When students choose to participate in co-curricular and extra-curricular activities, and/or drive to school they are expected to behave at all times in a manner, which portrays a positive image of themselves, our school, and the community. A "privileged activity" is participating in a co/extra curricular activity or driving to school.

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

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

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

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

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

The administration will follow due process procedure in the Positive Life Policy

Section 2, paragraph VII.

## IV. INTERVENTION

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

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

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

1. Any student who exhibits a definite and repeated pattern of unacceptable school performance which does not respond to usual and customary attempts to correct it;
  2. Any student exhibiting signs or symptoms of a tobacco, alcohol and/or other drug-related problem;
  3. Any student whose self-disclosed tobacco, alcohol, and/or drug-related behavior places him/her or others at risk or in imminent danger.
- D. Referral Procedure:
    1. A staff member observes signs and/or behavioral problems or patterns.
    2. A staff member will fill out a check list documenting the behavioral problems or patterns and deliver to the student assistance team leader. The referral will be confidential and the name of the referring person will not be shared with the student and parent or legal guardian.
    3. The student assistance team leader collects data on the student from other staff, school records, and significant others. Upon referral to the student assistance team leader and/or counselor; he/she may consult with the student, parents, and/or staff members in an attempt to assess the nature and scope of the student's problem.
    4. The student assistance team meets to recommend a course of action. This initial screening will result in one or more of the following recommendations.
      - a. No apparent personal or performance problem at this time; no further action is necessary at this time;
      - b. No apparent tobacco, alcohol, or drug-related problem at this time; however, referral to other in-school or community services is appropriate;

- c. Further assessment interview with the student assistance team leader and/or counselor is needed;
  - d. The student needs to contract for specific behavioral changes in tobacco, alcohol and drug use related behavior, monitored through regular meetings between the student and the student assistance team leader and/or counselor;
  - e. The student needs to satisfactorily complete a program approved by Duneland after which additional recommendations will be made;
  - f. The student may be referred to an approved treatment agency for a professional assessment;
  - g. Assessment information supports the need for treatment in an inpatient or outpatient program;
  - h. The student may become involved in outside community services, such as Alateen, Alcoholics Anonymous, Narcotics Anonymous, etc.
5. The referring staff member will be notified of action taken if he/she is not present at the meeting.
  6. The student assistance team and /or counselor is responsible for seeing that the recommendations are followed.
  7. Parents and/or legal guardians of all students participating in the intervention process will be notified as soon as possible.
    - a. In cases when the student assistance team postpones this notification it must document reasons for the decision to do so.
    - b. Prior parent and/or legal guardian notification and consent will be required in all cases before student contact takes place with any trained counselor, approved, but not employed by the school corporation.
    - c. Failure of parent or legal guardian to secure professionally recommended treatment will result in referral to the appropriate community agency, i.e. Welfare Department as indicated/required by the "CHINS" law (I.C. 31-6-4-3).
- E. Self/Peer/Parent/Legal Guardian Referral Procedures
1. A referral may be made by a student, a peer, or by his/her parents or legal guardian and the procedure will be the same as that outlined in Section I. (IV.D.).
  2. Except for violations reported under Section I. (V.C.), a student who self-refers and who is making satisfactory progress in following his/her recommendations will not be liable to suspension, co-curricular and/or extra-curricular ineligibility, or other disciplinary action for behavior which occurs prior to self-referral unless:
    - a. The student discloses conduct already reported under Section I. (V.C.) as a witnessed violation, OR
    - b. The student fails to follow the student assistance team leader and/or counselor's recommendations or to make satisfactory progress in the Positive Life Program.

## V. DISCIPLINE

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

### A. Guidelines

1. These rules will be applied to every student.
2. Substances covered under these rules include any alcoholic beverage, narcotic drug, hallucinogenic drug, inhalant, anabolic steroid, barbiturate, amphetamine, marijuana, nicotine, tobacco, electronic smoking device or e-cigarettes, any other stimulant such as phenylpropanolamine, depressant, intoxicant of any kind, substance purported to be one of the above, a look alike, or any counterfeit controlled substance. The proper use of medication prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication for that student does not violate this rule.

3. The following are prohibited in school buildings, on school grounds, in school vehicles, or at any school-sponsored activities at any location at any time:
    - a. Possessing, using or purchasing tobacco, electronic smoking devices or e-cigarettes, alcohol, other drugs and drug paraphernalia or being under the influence.
    - b. Selling providing, distributing or manufacturing tobacco, electronic smoking devices or e-cigarettes, alcohol, other drugs, or drug paraphernalia.
  4. Because of the potential dangers to the student presented by usage of tobacco, electronic smoking devices or e-cigarettes, alcohol, and/or other drugs, students exhibiting evidence of acute intoxication, incapacitation, or a drug overdose in school or at school-sponsored events will be transported immediately to a local hospital or facility designated to provide detoxification services, followed by immediate notification of parents and/or legal guardian and police. Following his/her return to school, Section V, Paragraph C. Disciplinary Procedures will be implemented.
- B. Search and Seizure: The search of a student's person or property shall be based on a reasonable suspicion that the student has in his/her possession any item of an illicit nature, stolen property, other such contraband that he/she is forbidden to possess, materials which may have been used to cause disruption to the educational process, or which may endanger the health or safety of students or school personnel. The principal, or his/her designee, or school security personnel shall have the authority to examine, or cause to be examined, a student's person or property. The search may include:
1. The student's clothing including pockets.
  2. A "pat down" of the exterior of the student's clothing.
  3. Any item used by or in the possession of the student.

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

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

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

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

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

- C. Disciplinary Procedures:
1. Possessing, using, or purchasing of alcohol and/or other drugs, drug paraphernalia or being under the influence of alcohol and/or other drugs will result in the following:
    - a. First violation:
      - (1) Notification of the parents or legal guardians.
      - (2) An immediate due process conference as prescribed by law (I.C. 20-8. 1-5-4 through 6) between student and principal or his/her designee prior to any recommendation for suspension or expulsion.
      - (3) A report made with local law enforcement officials by the school administration or security officer as required by IC 20-33-9.

- b. Waiver of Expulsion: Expulsion may be waived ON THE FIRST VIOLATION based on the following criteria:
  - (1) Elementary/Intermediate students may be assigned to one or two days of in-house suspension or other appropriate discipline by the principal and/or a designee.
  - (2) Secondary students will be suspended from attendance at school for a period of one to ten days. An interview assessment by a certified drug treatment provider will be required. A conference with the student, parent or legal guardian, principal, student assistance team leader, and counselor prior to school reinstatement after a suspension. An individualized re-entry plan will be formulated at this time. The assessment will be reviewed at this time. The recommendation may include required attendance of the student and his/her parents or guardian at a substance awareness program. Failure to comply with the individualized re-entry plan will result in a recommendation for expulsion.
- c. Second and subsequent violations:
  - (1) Notification of the parents or legal guardians.
  - (2) An immediate due process conference as prescribed by law (I.C. 20-8. 1-5-4 through 6) between student and principal or his/her designee prior to any recommendation for suspension or expulsion.
  - (3) A report made with local law enforcement officials by the school administration or security officer as required by IC 20-33-9.
  - (4) Disciplinary due process will result in:
    - (a) Suspension of the student from attendance at school for a period of five to ten days.
    - (b) Recommendation for expulsion of the student. 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 IC 20-33-9.
  - d. Disciplinary due process result in suspension of the student from attendance for a period of five to ten days and recommendation for expulsion. Documented proof of an assessment will be required as part of the procedures at the expulsion hearing.
  - e. The student's possible expulsion from attendance for the remainder of the current semester and the following semester depend on the recommendation of the hearing officer and the decision of the superintendent.
  - f. A student may be reinstated on probation following an expulsion hearing which may occur after a conference with the student, parent or legal guardian, principal, student assistance team leader, and counselor. An individualized plan will be formulated for each re-entering student.
- 3. Possessing or using tobacco, electronic smoking devices, or e-cigarette products will result in the following:
  - a. First Violation:
    - (1) The parents and/or legal guardians will be notified.
    - (2) An immediate due process conference as prescribed by law (I.C. 20-8. 1-5-4 through 6) between student and principal or his/her designee prior to any recommendation for suspension.

- (3) High school students will attend an educational program approved by Duneland and a one to five day suspension. There is a fifteen dollar (\$15) fee for these classes.
- (4) Middle school student and his/her parents may choose a one-to-three day in-school suspension for the student or attend jointly a one-to-three session educational component. The violations will count as a suspension regardless which option the parent/student chooses.
- (5) Elementary/Intermediate principals may substitute an appropriate penalty and/or learning experience to replace in-school suspension.

(6) Indiana Code

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

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

b. Second Violation:

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

(6) Indiana Code

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

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

c. Third Violation:

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

(4) Indiana Code

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

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

- (5) The student may be expelled from attendance for the remainder of the current semester and the following semester depending on the recommendation of the hearing officer and the decision of the superintendent.
- (6) A student may be reinstated on probation following an expulsion hearing provided a conference is held with the student, parent or legal guardian, principal, student assistance team leader, and counselor. An individualized plan will be formulated for each re-entering student.

## VI. RE-ENTRY AND AFTERCARE

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

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

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

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

### I. STATEMENT OF PHILOSOPHY

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

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

It is the position of Duneland that participation in co-curricular and extra-curricular activities is a privilege extended to individuals who have the ability to perform and the character to conduct themselves in the proper manner. When students choose to participate in co-curricular and extra-curricular activities, they place themselves in the public eye. Participants are expected to behave at all times in a manner which portrays a positive image of themselves, the team, the school and the community.

Therefore, it is important that participants and their parents or legal guardian be aware of the philosophy and rules and regulations under which they will be given the opportunity to participate. As a prerequisite to participation, all students involved in co-curricular and extra-curricular activities will be required to file a form signed by parent/or legal guardians and participant indicating that they have read and agreed to the rules and regulations governing their participation. **The rules and regulations shall be enforced throughout the calendar year** for activities including, but not limited to, academic competition, athletics, class offices, cheerleaders, clubs, drama, forensics, music, National Honor Society, Student Government and other school competitions or performances.



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

## **II. ACADEMIC AND ATTENDANCE REQUIREMENTS**

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

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

## **III. INTERVENTION**

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

- A. Self/Peer/Parent/Legal Guardian Referral Procedures
  1. A referral may be made by a student, a peer, or by his/her parents or legal guardian.
  2. A student using this procedure who is making satisfactory progress in following the Student Assistance Team recommendations will not be liable to suspension, co-curricular and/or extracurricular ineligibility, or other disciplinary action for behavior which occurs prior to self-referral unless:
    - a. The student discloses conduct already reported as a witnessed violation, OR
    - b. The student fails to follow the student assistance team leader and/or counselor's recommendations or to make satisfactory progress in the Positive Life Program.
- B. Referrals to Student Assistance Team
  1. Referral of a student to the student assistance team does not necessarily constitute an allegation that a student has a tobacco, alcohol, and/or drug-related problem.
  2. Students may be referred to the student assistance team for an intervention by any staff member or employee who is aware of a student who manifests any signs and/or symptoms of unexplained medical and/or behavioral problems or patterns.
  3. Students may be referred to the student assistance team leader and /or counselor by themselves or by peers, parents or community representatives.
  4. An essential feature of the program is that students and their family members are encouraged to contact administrators, student assistance team members or counselors for help with tobacco, alcohol and other drug related problems, with the assurance that such contacts will be handled discreetly.
  5. Records of the student's participation in the program **WILL NOT BECOME PART OF THE STUDENT'S PERMANENT RECORD OR CUMULATIVE FILE.**

Student Assistance Teams will consider interventions in cases of suspected tobacco, alcohol and other drug use and make recommendations for appropriate action or assistance. Interventions are appropriate when tobacco, alcohol and other drug use is a possibility, not a proven fact.

#### **IV. VIOLATIONS OF LOCAL, STATE, OR FEDERAL LAW**

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

#### **V. VIOLATION OF SCHOOL RULES**

- A. Students suspended from school for violation of school rules will be ineligible to participate in any co-curricular and extra-curricular activities during the time of suspension.
- B. A positive drug screen result for students who drive to school will result in the loss of driving Privileges to and from school for 35 days.

#### **VI. IN SCHOOL VIOLATIONS BY COCURRICULAR AND EXTRACURRICULAR PARTICIPANTS**

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

- C. In addition to the procedures and penalties mentioned in Section I. (V.C.) of the Disciplinary Procedures for selling, providing, distributing, manufacturing alcohol, other drugs and/or drug paraphernalia the following conditions will apply upon reinstatement:
1. Penalty
    - a. First Violation: One year suspension from all co-curricular and extra-curricular activities.
    - b. Second Violation: Suspension from all co-curricular and extra-curricular activities for the duration of high school career.
  2. Reinstatement of Co-curricular and Extra-curricular privileges.

The student will be required to follow a specified reinstatement plan formulated by the principal, Student Assistance Team leader, counselor, coach and/or co/extracurricular sponsor.

## **VII. OUT OF SCHOOL VIOLATIONS**

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

C. Selling, providing, distributing, manufacturing, alcohol and other drug and drug paraphernalia will result in the following:

1. Penalty

- a. First Violation: One year suspension from all co-curricular and extra-curricular activities.
- b. Second Violation: Suspension from all co-curricular and extra-curricular activities for the duration of high school career.

2. Reinstatement of Co-curricular and Extra-curricular privileges

The student will be required to follow a specified reinstatement plan formulated by principal, student assistance team leader, counselor, coach and/or co/extracurricular sponsor.

### **VIII. RUMORS**

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

### **IX. ACCUSATION PROCEDURES**

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

### **X. DETERMINATION OF GUILT PROCEDURE**

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

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

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

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

Positive Life Program  
Amended by Duneland School Board  
May 9, 1997  
Revised 5/5/03  
Revised 5/3/04  
Revised 4/7/08

## POSITIVE LIFE PROGRAM Section I Curricular Activities

1. Parents and police will be notified.
2. A Due Process Conference will be held

VIOLATION	1st VIOLATION	2nd VIOLATION	3rd VIOLATION
Possessing, Using, Purchasing Alcohol, Other Drugs Drug Paraphernalia Being Under the Influence	<ol style="list-style-type: none"> <li>3. Possible waiver of expulsion</li> <li>4. 1 to 10-day suspension</li> <li>5. Assessment</li> <li>6. Reinstatement Conference</li> <li>7. Failure to comply with re-entry plan - Expulsion</li> </ol>	<ol style="list-style-type: none"> <li>3. 5 to 10-day Suspension</li> <li>4. Use Assessment</li> <li>5. Recommendation for Expulsion</li> </ol>	
Selling, Providing, Distributing, Manufacturing Alcohol/Other Drugs Drug Paraphernalia	<ol style="list-style-type: none"> <li>3. 5 to 10-day Suspension</li> <li>4. Use Assessment</li> <li>5. Recommendation for Expulsion</li> </ol>		
Possessing, Using Tobacco Products and electronic smoking devices or products containing nicotine I.C. 33-46.1-10.5	<ol style="list-style-type: none"> <li>3. 1 to 5-day School Suspension</li> <li>4. Educational Program</li> <li>5. Police Citation</li> </ol>	<ol style="list-style-type: none"> <li>3. 3 to 10-day Suspension</li> <li>4. Recommendation for treatment</li> <li>5. Police Citation</li> </ol>	<ol style="list-style-type: none"> <li>3. Suspension Pending Recommendation for Expulsion</li> <li>4. Form 16 Waiver</li> <li>5. Police Citation</li> </ol>

## Re-Entry and Aftercare

VIOLATION	RE-ENTRY
Suspension, for Alcohol, Drug-Related Violations	<p>Return following Treatment Programs</p> <ol style="list-style-type: none"> <li>1. Proof of assessment will be presented</li> <li>2. Develop re-entry plan</li> </ol>
	<p>Re-entry Conference</p> <ol style="list-style-type: none"> <li>1. Develop individualized plan for student.</li> <li>2. Written documentation for aftercare procedures will be presented.</li> </ol>

## Section II Standards of Conduct for Participation and Co and Extracurricular Activities In-School and Out-of-School Violation by Co and Extracurricular Participants

VIOLATION	1st VIOLATION	2nd VIOLATION	3rd VIOLATION
<p>Possessing, Using, Purchasing Alcohol, Other Drugs Drug Paraphernalia Being Under the Influence</p>	<p>1. Suspension from 40% of contests/events and/or Educational Program 20% contests/events</p>	<p>1. Suspension for calendar year.</p>	<p>1. Suspension from co &amp; extra-curricular activities for his/her school career</p>
<p>Selling, Providing, Distributing, Manufacturing Alcohol/Other Drugs Drug Paraphernalia</p>	<p>1. One year suspension from all activities. Future participation shall depend upon adherence to individualized plan.</p>	<p>1. Suspension from co &amp; extra-curricular activities for his/her school career</p>	
<p>Possessing, Using Tobacco Products and electronic smoking devices or products containing nicotine  Police citation for all violations</p>	<p>1. Suspension from 40% of scheduled events. (Administration may reduce to 20%) Completion of a cessation educational program.</p>	<p>1. Suspension co/extracurricular activities from current season as well as for next season. Police citation.</p>	<p>1. Suspension co/extracurricular activities for his/her school career.</p>

# CALENDAR YEARS

## 2016

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S							
	3	4	5	6	7	8	9		1	2	3	4	5	6	7		8	9	1	2	3	4	5		6	7	8	9	1	2	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16		7	8	9	10	11	12	13		6	7	8	9	10	11	12		3	4	5	6	7	8	9	10	11	12	13	14	15	16
	17	18	19	20	21	22	23		14	15	16	17	18	19	20		13	14	15	16	17	18	19		17	18	19	20	21	22	23	10	11	12	13	14	15	16
	24	25	26	27	28	29	30		21	22	23	24	25	26	27		20	21	22	23	24	25	26		24	25	26	27	28	29	30	14	15	16	17	18	19	20
31							28	29						27	28	29	30	31								24	25	26	27	28	29	30						
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S							
	1	2	3	4	5	6	7		5	6	7	8	9	10	11		3	4	5	6	7	8	9		1	2	3	4	5	6	7							
	8	9	10	11	12	13	14		12	13	14	15	16	17	18		10	11	12	13	14	15	16		7	8	9	10	11	12	13							
	15	16	17	18	19	20	21		19	20	21	22	23	24	25		17	18	19	20	21	22	23		14	15	16	17	18	19	20							
	22	23	24	25	26	27	28		26	27	28	29	30	24	25		26	27	28	29	30	21	22		23	24	25	26	27									
29	30	31											31							28	29	30	31															
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S							
	4	5	6	7	8	9	10		2	3	4	5	6	7	8		6	7	8	9	10	11	12		4	5	6	7	8	9	10							
	11	12	13	14	15	16	17		9	10	11	12	13	14	15		13	14	15	16	17	18	19		11	12	13	14	15	16	17							
	18	19	20	21	22	23	24		16	17	18	19	20	21	22		20	21	22	23	24	25	26		18	19	20	21	22	23	24							
	25	26	27	28	29	30	23		24	25	26	27	28	29	27		28	29	30	25	26	27	28		29	30	31											
							30	31																														

## 2017

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		5	6	7	8	9	10	11		5	6	7	8	9	10	11		2	3	4	5	6	7	8
	8	9	10	11	12	13	14		12	13	14	15	16	17	18		12	13	14	15	16	17	18		9	10	11	12	13	14	15
	15	16	17	18	19	20	21		19	20	21	22	23	24	25		19	20	21	22	23	24	25		16	17	18	19	20	21	22
	22	23	24	25	26	27	28		26	27	28	26	27	28	29		30	31	26	27	28	29	30		31	23	24	25	26	27	28
29	30	31																					30								
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		4	5	6	7	8	9	10		2	3	4	5	6	7	8		1	2	3	4	5	6	7
	7	8	9	10	11	12	13		11	12	13	14	15	16	17		9	10	11	12	13	14	15		13	14	15	16	17	18	19
	14	15	16	17	18	19	20		18	19	20	21	22	23	24		16	17	18	19	20	21	22		20	21	22	23	24	25	26
	21	22	23	24	25	26	27		25	26	27	28	29	30	23		24	25	26	27	28	29	27		28	29	30	31			
28	29	30	31										30	31																	
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
	3	4	5	6	7	8	9		1	2	3	4	5	6	7		5	6	7	8	9	10	11		3	4	5	6	7	8	9
	10	11	12	13	14	15	16		8	9	10	11	12	13	14		12	13	14	15	16	17	18		10	11	12	13	14	15	16
	17	18	19	20	21	22	23		15	16	17	18	19	20	21		19	20	21	22	23	24	25		17	18	19	20	21	22	23
	24	25	26	27	28	29	30		22	23	24	25	26	27	28		26	27	28	29	30	24	25		26	27	28	29	30		
							29	30	31												31										

## 2018

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		4	5	6	7	8	9	10		4	5	6	7	8	9	10		1	2	3	4	5	6	7
	7	8	9	10	11	12	13		11	12	13	14	15	16	17		11	12	13	14	15	16	17		8	9	10	11	12	13	14
	14	15	16	17	18	19	20		18	19	20	21	22	23	24		18	19	20	21	22	23	24		15	16	17	18	19	20	21
	21	22	23	24	25	26	27		25	26	27	28	25	26	27		28	29	30	31	22	23	24		25	26	27	28			
28	29	30	31																												
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	6	7	8	9	10	11	12		3	4	5	6	7	8	9		3	4	5	6	7	8	9		1	2	3	4	5	6	7
	13	14	15	16	17	18	19		10	11	12	13	14	15	16		8	9	10	11	12	13	14		12	13	14	15	16	17	18
	20	21	22	23	24	25	26		17	18	19	20	21	22	23		15	16	17	18	19	20	21		19	20	21	22	23	24	25
	27	28	29	30	31	24	25		26	27	28	29	30	22	23		24	25	26	27	28	26	27		28	29	30	31			
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
	2	3	4	5	6	7	8		1	2	3	4	5	6	7		4	5	6	7	8	9	10		1	2	3	4	5	6	7
	9	10	11	12	13	14	15		7	8	9	10	11	12	13		11	12	13	14	15	16	17		9	10	11	12	13	14	15
	16	17	18	19	20	21	22		14	15	16	17	18	19	20		18	19	20	21	22	23	24		16	17	18	19	20	21	22
	23	24	25	26	27	28	29		21	22	23	24	25	26	27		25	26	27	28	29	30	23		24	25	26	27	28	29	
30							28	29	30	31												30	31								

