

CHESTERTON

H I G H S C H O O L



**2025-2026
Student Handbook**

Chesterton High School 2025-2026

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TO ANONYMOUSLY REPORT INFORMATION REGARDING THE

SAFETY OF STUDENTS OR THE SCHOOL,

PLEASE CALL THE TIP LINE AT:

1-844-5-SayNow

[Say Something Anonymous Reporting System](#)

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
GENERAL INFORMATION.....	5
MISSION STATEMENT.....	5
VISION STATEMENT.....	5
PHILOSOPHY OF CHESTERTON HIGH SCHOOL.....	5
OBJECTIVES OF CHESTERTON HIGH SCHOOL.....	5
ACCESSIBILITY.....	6
ADVISORY.....	6
ATHLETIC OFFICE.....	6
ATTENDANCE.....	6
CLASS SCHEDULE.....	6
CLOSED CAMPUS.....	7
CLOSED CIRCUIT TV (CCTV).....	7
COUNSELING OFFICE, COLLEGE/CAREER CENTER, AND REGISTRAR.....	7
DANCES.....	7
EXTRA-CURRICULAR / DANCE ALCOHOL POLICY.....	8
ELEVATORS.....	8
ENROLLMENT IN SECONDARY COURSES / ON-LINE OR OFF-SITE COURSES.....	8
FIELD TRIPS.....	8
FOOD/BEVERAGES.....	9
GRADES: GRADING SCALE, GRADE POINT AVERAGE, CLASS RANK, HONOR ROLL, ACADEMIC RECOGNITION.....	9
GRADING SCALE.....	9
NON-WEIGHTED GPA/WEIGHTED GPA.....	9
HONOR ROLL.....	9
INCOMPLETE GRADES.....	9
ACADEMIC RECOGNITION.....	10
GRADUATION.....	10
COMMENCEMENT PARTICIPATION.....	10
HEALTH REQUIREMENTS.....	10
INDEPENDENT STUDY CLASSES.....	10
INTERAGENCY INFORMATION SHARING AGREEMENT.....	10
INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAM (IB).....	10
LIBRARY MEDIA CENTER.....	10
LOCKS AND LOCKERS.....	11
LOST AND FOUND.....	11
LUNCHES.....	11
FOOD DELIVERY.....	11
HEALTH SERVICES.....	11
HEALTH CONCERNS.....	11
IMMUNIZATIONS.....	11

COMMUNICABLE DISEASES/ILLNESSES.....	11
STUDENT I.D. CARDS.....	12
TRANSPORTATION FOR STUDENT EMERGENCIES.....	12
REQUEST FOR RECESS/P.E. EXCLUSION.....	12
SPECIAL CONSIDERATION.....	12
ADMINISTRATION OF MEDICATIONS.....	12
GUIDELINES FOR THE ADMINISTRATION OF MEDICATION IN DUNELAND SCHOOLS.....	12
SELF-ADMINISTERED MEDICATION.....	13
PARKING.....	13
PASSES, USES OF.....	13
PERSONAL PROPERTY.....	13
POSTERS/ADVERTISING.....	13
REPORT CARDS.....	14
MULTI-TIERED SYSTEM OF SUPPORTS (MTSS).....	14
RETAKEING A CLASS.....	14
SCHOOL RESOURCE OFFICER (SRO).....	14
SECLUSION AND RESTRAINT PLAN.....	15
SELLING ITEMS AT SCHOOL.....	15
STUDENT AIDES.....	15
STUDENT DIRECTORY INFORMATION.....	15
STUDENT RESOURCE TIME (SRT).....	15
STUDENT RULES/REGULATIONS.....	15
TELEPHONES.....	15
TEXTBOOK/ CURRICULAR MATERIALS REPLACEMENT.....	15
TRANSCRIPTS.....	15
TRANSPORTATION.....	16
STUDENT DRIVERS, VEHICLES.....	16
STUDENT DRIVERS, BICYCLES AND MOTORCYCLES.....	16
BUS TRANSPORTATION.....	16
‘MY STOP’ APP.....	16
VISITORS.....	16
CTE (PORTER COUNTY CAREER CENTER) STUDENTS.....	16
WITHDRAWING FROM A CLASS.....	16
WORK EXPERIENCE PROGRAMS.....	17
CHILD NUTRITION SERVICES.....	17
MYPAYMENTSPLUS (PREFERRED AND RECOMMENDED).....	17
BREAKFAST AND LUNCH.....	17
CAFETERIA CHARGING POLICY.....	18
FOOD ALLERGIES AND/OR MEAL ACCOMMODATIONS.....	18
EXTRACURRICULAR ACTIVITIES.....	18
WHAT’S GOING ON AROUND HERE?.....	18
PHILOSOPHY OF CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES.....	19
GOALS FOR PARTICIPATION.....	19

GUIDELINES FOR PARTICIPATION.....	19
CO-CURRICULAR AND EXTRA-CURRICULAR SOCIAL MEDIA POLICY.....	20
SCHOOL TRAVEL POLICY.....	20
ELIGIBILITY.....	21
BOYS ATHLETICS.....	21
GIRLS ATHLETICS.....	21
ATHLETIC SUPPORT GROUPS.....	21
ACADEMIC COMPETITION.....	22
THEATRE.....	22
INTEREST GROUPS.....	23
MUSIC.....	24
NATIONAL HONOR SOCIETY.....	25
PUBLICATIONS.....	26
ATHLETICS.....	27
NCAA COLLEGE FRESHMAN ATHLETIC ELIGIBILITY REQUIREMENTS.....	29
CHESTERTON HIGH SCHOOL POLICIES, RULES AND REGULATIONS.....	30
ATTENDANCE.....	30
DSC ATTENDANCE POLICIES & PROCEDURES GRADES K-12.....	31
UNEXCUSED ABSENCE.....	33
TRUANCY.....	33
SUSPENSIONS.....	33
TARDY POLICY.....	33
PERMIT TO LEAVE SCHOOL.....	34
STUDENT CODE OF CONDUCT.....	34
SPECIFIC RULES OF BEHAVIOR.....	34
K-12 Consequence Guidelines* for Threats of Violence.....	41
ADDITIONAL INFORMATION.....	45
DSC ACCEPTABLE USAGE GUIDELINES FOR ARTIFICIAL INTELLIGENCE PROGRAMS.....	45
CAN I USE AI ON THIS ASSIGNMENT?	
Generative AI Acceptable Use Scale.....	50
DSC STUDENT DEVICE HANDBOOK.....	51
DUNELAND SCHOOL CORPORATION DEVICE CARE.....	52
DUNELAND SCHOOL CORPORATION RULES FOR COMPUTER USE.....	55
DUNELAND 1:1 FREQUENTLY ASKED QUESTIONS (FAQ).....	56
ELEARNING PROCEDURES FOR PARENTS AND STUDENTS.....	58
SCHOOL BOARD POLICIES.....	58
5771 - SEARCH AND SEIZURE.....	58
SECTION 504 OF THE REHABILITATION ACT OF 1973.....	59
WHAT IS A "MAJOR LIFE ACTIVITY?".....	60
DUNELAND SCHOOL CORPORATION PARENTS/STUDENTS RIGHTS IN IDENTIFICATION, EVALUATION AND PLACEMENT.....	60
FAMILY EDUCATION RIGHTS AND PRIVACY ACT.....	61
EDUCATIONAL RIGHTS OF HOMELESS STUDENTS.....	61
CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENTS.....	61

INTERAGENCY INFORMATION SHARING AGREEMENT.....	62
5530.01 - EXTRACURRICULAR ACTIVITIES, ATHLETICS AND STUDENT DRIVER DRUG TESTING PROGRAM.....	62
POSITIVE LIFE PROGRAM.....	66
I. INTRODUCTION.....	66
II. PREVENTION.....	66
III. EXTRA/CO-CURRICULAR PARTICIPATION & THE POSITIVE LIFE PROGRAM.....	66
IV. POSITIVE LIFE PROGRAM VIOLATIONS.....	67
V. POSITIVE LIFE PROGRAM CONSEQUENCE.....	68
VI. POSITIVE LIFE PROGRAM PRIVILEGED ACTIVITY SUSPENSIONS.....	68
VII. POSITIVE LIFE PROGRAM VIOLATIONS FOR OTHER EXTRACURRICULAR ACTIVITIES.....	69
VIII. POSITIVE LIFE PROGRAM VIOLATIONS FOR DRIVING TO SCHOOL.....	70
IX. JOINING NEW PRIVILEGED ACTIVITIES AFTER A POSITIVE LIFE PROGRAM VIOLATION.....	70
X. INVESTIGATIONS.....	71
XI. STATUTE OF LIMITATIONS.....	71
XII. ELIGIBILITY FOR MIDDLE SCHOOL AND NINTH GRADE STUDENTS.....	71
XIII. PARENT/GUARDIAN RIGHTS OF APPEALS.....	71

GENERAL INFORMATION

MISSION STATEMENT

Chesterton High School inspires and empowers all students to achieve their full potential while cultivating a safe, equitable, and collaborative learning community.

VISION STATEMENT

Chesterton High School supports every student’s exploration of their passion, potential, and purpose.

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 a 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.

ADVISORY

Advisory is scheduled during the first thirty minutes of the first SRT of the week. This class was added to provide time to intentionally establish a more personalized learning environment within the larger school community, assist with Graduation Pathways, build relationships and enhance school culture, provide social and emotional support, and assist with student academics, as well as college and career preparation. Adding this time allows us to provide mentoring and guidance for all of our students in a smaller classroom environment.

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 (219-983-3770 or 219-983-3731) 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.

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 Counseling 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 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 area by the concrete platform of the courtyard, weather permitting. Students must have a pass from a teacher to leave the cafeteria during lunch hours, but no food may leave the cafeteria.
- C. Students are not allowed in the academic hallways after 3:30 pm, unless they are supervised by a CHS employee.
- D. Students may leave the campus during the day (with a Leave School Permit) for doctor or dentist appointments and other legitimate reasons by presenting a written request/permission from parent or guardian to the Attendance Office or the Assistant Principals' Office.
- E. 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

CLOSED CIRCUIT TV (CCTV)

CHS uses 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.

COUNSELING OFFICE, COLLEGE/CAREER CENTER, AND REGISTRAR

The Counseling Office is located in the main office area at the west end of the cafeteria. Hours for the Counseling 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 College/Career Center is located in the Counseling Office. It is open from 7:00 a.m. -3:15 p.m. The center has college, vocational and technical catalogs, technology 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 the Counseling Office 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 College/Career Center for seniors only. All other requests are processed in the Registrar's Office located in the Main Office. Transcripts are also available through: parchment.com. An electronic way to send transcripts directly to the destinations you choose. For all other transcript requests via the Registrar's Office, a fee of \$4.00 must be paid at the time of request and a minimum of three (3) days notice is necessary. Request forms are available online at: <https://www.duneland.k12.in.us/Page/374> or in the Counseling Office and College/Career Center. Only completed applications with the \$4.00 processing fee will be accepted. Submit the completed form and fee to the CHS Main Office for processing with the Registrar. Chesterton High School's CEEB code: 150-500.

DANCES

Dances sponsored by Chesterton High School are for CHS students only with the exception of formal/ semi-formal 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/semi-formal 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.

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

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.

ELEVATORS

The elevators are available for those with temporary or permanent physical limitations. Passes for the elevators are available in the Nurse's Office.

Students must have an elevator pass or permission from a staff member to use the elevator. Students who do not follow the elevator policy may be subject to disciplinary action.

ENROLLMENT IN SECONDARY COURSES / ON-LINE OR OFF-SITE COURSES

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 school counselors and/or CHS administration. Opportunities for students to take advanced coursework may be allowed, but are on a case by case system with administrative approval.

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.

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 allowable by teacher discretion in the classrooms or hallways at CHS.

GRADES: GRADING SCALE, GRADE POINT AVERAGE, CLASS RANK, HONOR ROLL, ACADEMIC RECOGNITION

GRADING SCALE

Chesterton High School has adopted the uniform grading scale below to be used to determine course grades. In addition, each quarter will represent 40% of the overall semester grade, and 20% of the semester grade will be from a final Summative Assessment (Final Exam). ***Advanced Placement (AP) and International Baccalaureate (IB) courses may need to make adjustments to serve the requirements of the institution granting credit***

A+: 97.50 - 100.00%

A: 92.50 - 97.49%

A-: 89.50 - 92.49%

B+: 87.50 - 89.49%

B: 82.50 - 87.49%

B-: 79.50 - 82.49%

C+: 77.50 - 79.49%

C: 72.50 - 77.49%

C-: 69.50 - 72.49%

D+: 67.50 - 69.49%

D: 62.50 - 67.49%

D-: 59.50 - 62.49%

F: 59.49% and below

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+ = 1.33 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.

Students must pass at least 2 out of 3 categories (both semesters and the final exam) in order to pass the semester; if a student passes 2 out of 3, they will earn the credit for the semester.

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.

Any 'D' or 'F' grade will automatically exclude a student from honor roll recognition.

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.

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. Students must be enrolled in CHS for a minimum of the three previous semesters in order to qualify for the five percent honor and top ten plaque. Class Rank is determined with semester grades in all courses.

AP (ADVANCED PLACEMENT) TESTING

All students enrolled in an Advanced Placement course are expected to participate in testing for that course in the spring. Students who drop the course or decide not to take the test will be assessed any and all associated fees administered by the College Board, including exam return fees.

GRADUATION

Graduation Requirements

Graduation requirements and course pathways are outlined in the School Counselor Handbook. The School Counselor Handbook is available in the Guidance office at Chesterton High School.

COMMENCEMENT PARTICIPATION

To participate in commencement exercises, students must be within two credits of meeting required graduation criteria on the day of commencement ceremonies. In addition, they must be enrolled in summer school in the necessary courses to meet their graduation requirements.

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)

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.

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.

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 examinations in the junior and senior year. IB is recognized worldwide for high quality programs in 127 countries. For more information see your school counselor.

LIBRARY MEDIA CENTER

The Library Media Center is open Monday through Friday from 7:30 - 3:30. Students may check out up to 10 items at a time. In addition to the collection of nearly 20,000 books and periodicals, the LMC houses a collection of books and puzzles that are available for checkout. The LMC also provides access to several research databases which can be used at school or remotely via the Library Canvas course. In the LMC, students are also welcome to use our makerspace which includes a variety of materials for crafting and building projects. The LMC staff host meetings for several clubs and sponsor a variety of events throughout the year.

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. School facilities such as lockers are school property provided for student use and are subject to search (see search and seizure policy & IC 20-33-8-32).

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 a 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. 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!!!!

FOOD DELIVERY

Students may not have food delivered from DoorDash, GrubHub, or any other food delivery service during the hours of 7:00 a.m. - 2:45 p.m. CHS is not responsible for items that come from these services. Food will be discarded and not delivered. Students who violate this policy may be subject to disciplinary action.

HEALTH SERVICES

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

HEALTH CONCERNS

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

IMMUNIZATIONS

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

COMMUNICABLE DISEASES/ILLNESSES

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

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

- Temperature of 100 degrees or over*
- Any inflammatory eye condition without a physician's release

- Cough associated with fever or continuous unrelieved cough
- Cold symptoms associated with other signs of illness
- Sore or inflamed throat associated with fever**
- Vomiting or diarrhea***
- Undiagnosed skin eruptions or rashes
- Known or suspected communicable disease during the contagious period
- Head lice (a student removed for live lice must be checked by the school's nurse BEFORE classroom readmission)

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

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

STUDENT I.D. CARDS

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.

TRANSPORTATION FOR STUDENT EMERGENCIES

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

REQUEST FOR RECESS/P.E. EXCLUSION

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

SPECIAL CONSIDERATION

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

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

ADMINISTRATION OF MEDICATIONS

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

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

GUIDELINES FOR THE ADMINISTRATION OF MEDICATION IN DUNELAND SCHOOLS

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

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

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

SELF-ADMINISTERED MEDICATION

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

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

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 discipline issued by the school. 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.

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. SRT passes should be attained the previous day when possible.

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. All signs, flyers, or promotional materials must be submitted for approval to CHS administration via email or turning in a sample to the AP office. Approved signs, flyers, and promotional materials with an approval seal can only be posted in designated areas around the building. 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.

REPORT CARDS

All report cards are available online through Skyward.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

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

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

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

- Academic: Duneland provides a guaranteed and viable curriculum providing both enrichment and targeted interventions and support as needed. Students demonstrating a need for additional academic support are monitored through our Response to Instruction (RTI) program.
- Behavioral: Positive Behavioral Interventions and Supports are currently being researched and piloted with full implementation to begin by September of 2025. PBIS promotes school safety and positive behavior.
- Social Emotional: Duneland students participate in an advisory class on a weekly basis. Lessons taught during this advisory period focus on SEL (Social Emotional Learning) competencies, diversity, appropriate use of social media, building relationships, respect, and trust. To strengthen our support, students have access to our school counselors, and we have formed partnerships with local social service agencies.

RETAKE A CLASS

If approved by the administration, a class may be retaken for any reason. A student seeking to retake a class will make an application through the counseling department. The student shall state the reason for the requested retake on the application. The student's counselor will review the application to retake a class and forward it to the principal for approval.

The following conditions apply to retaking a class:

- A. A student who is allowed to retake the second semester of a two (2) semester class may also retake the first semester on an audit basis (no credit).
- B. No online classes will be accepted in replacement of high school courses used for an Academic Honors Diploma without administrative approval.
- C. When retaking a class for no credit, the word "audit" will be placed on the student's transcript next to the original grade and this will not be figured into the student's grade point average (GPA).
- D. If the grade earned in the retake class is lower, the original grade will remain on the transcript. The lower grade will not be included in the calculation of the student's GPA.

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 requests, the SRO may assist in any interview, search or other student contact.
 - a. The SRO may question or otherwise interact with a student in such cases where the school maintains sole jurisdiction and disposition of the matter.
 - b. In all matters to be referred to a Law Enforcement or Court Agency, the SRO will follow existing Police Department guidelines and policy.

- c. When action under subsection a. above leads to information that changes the circumstances so that subsection b. applies, the SRO shall immediately discontinue in assisting the administrator and then proceed under Police Department rules or contact another appropriate Law Enforcement Officer to continue the investigation.
2. Parental 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.

SECLUSION AND RESTRAINT PLAN

This plan is available in the CHS Administrative Office.

SELLING ITEMS AT SCHOOL

School clubs and school sponsored organizations may sell items before, after, and during school hours only after they have received permission from a school administrator. Individual students may not solicit, sell, or distribute items on school property without permission from the school administration team. Disciplinary action may be taken with students who sell items without permission.

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 Counseling Office, fill it out, have teachers sign, and return to the assistant principal for verification/determination of the student's eligibility to be 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. Additionally, if a teacher requests a student to attend SRT for academic support, the student must attend. Failure to follow a teacher's instructions, including not reporting to a requested SRT session, may result in disciplinary consequences.

SRT is a valuable opportunity for academic success, and students are expected to use this time responsibly and productively.

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.

TEXTBOOK/ CURRICULAR MATERIALS REPLACEMENT

Parents/Students will be charged for the full replacement cost of a Curricular Material that has been lost, stolen, or damaged beyond continued use due to mistreatment, negligence, vandalism or abusive handling.

TRANSCRIPTS

See School Counseling Office, Career Center and Registrar

TRANSPORTATION

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.

STUDENT DRIVERS, VEHICLES

- 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 a 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.

BUS TRANSPORTATION

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

'MY STOP' APP

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

VISITORS

It is the priority of Chesterton High School to provide a welcoming environment to our guests but also ensure 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.

CTE (PORTER COUNTY CAREER CENTER) STUDENTS

CTE (Porter County Career Center) 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 school 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 Career Center Programs.

WITHDRAWING FROM A 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.

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. Students enrolled in the Work Study program can earn an income, gain invaluable experience in a real world work environment, and are eligible to earn up to eight (8) credits.

Work Based Learning is a program for any senior who wishes to have 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.

Work Ethic Certification Program is a program for any student who wishes to earn a Work Ethic Certificate from the Center of Workforce Innovations. Students who earn this certificate are able to demonstrate the 'professional skills' needed to become a successful student and a future employee. Seniors have the opportunity to earn a Governor's Work Ethic Certification. The employability skills recognized in the Governor's WEC have been vetted by Hoosier employers, community based organizations and post-secondary education institutions and are designed to encourage students to meet the benchmarks that will assist them in their college or career goals.

CHILD NUTRITION SERVICES

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

Meal prices for breakfast and lunch will be posted at registration.

MYPAYMENTSPLUS (PREFERRED AND RECOMMENDED)

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

BREAKFAST AND LUNCH

Breakfast and Lunch is served at all schools on all days school is in session. The menu is posted in the cafeterias, and links to the menus on the Duneland website are posted in the district newsletter DuneNews. The menu, along with nutritional information of the menu items can be found on the following link: [NUTRISLICE](#). Items may be purchased as a meal or separately at an additional price.

CAFETERIA CHARGING POLICY

Students attending Corporation schools who do not have funds in their account or on-hand to cover the cost of their meal at the time of service are treated consistently. Parents of students who charge meals are notified when a student charges a meal, and efforts are made to collect the charges. Significant negative lunch account balances shall not be permitted. If a student has a significant negative lunch account balance, the student shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to his/her negative lunch account balance. Any significant negative lunch account balance may be pursued for collection. Students are also not allowed to purchase ala carte items when having a negative account balance.

Follow this link to the Child Nutrition Program Information: [Child Nutrition Program Policy](#)

FOOD ALLERGIES AND/OR MEAL ACCOMMODATIONS

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

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. Email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender. *Updated 4/17/2025*

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 at Chesterton High School 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 at CHS, 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 takes 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, Instagram, Snapchat, 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.
8. 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.

Interscholastic Athletics

Interscholastic 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 at CHS 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 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.

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.

Volleyball (JV, Varsity); 25 games; March-May

GIRLS ATHLETICS

Golf (JV, Varsity); 16 matches; 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.

Wrestling (JV, Varsity); 16 meets; Oct.-Feb.

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 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:

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-five 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 West Lafayette. Winning teams at state are recognized statewide by IACE and sponsoring business organizations.

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.

THEATRE

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. Theater 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 unequalled. 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 theater 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 effect; 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 to 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 viewpoints 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.

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.

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

WIND ENSEMBLE (Advanced Concert Band) is the advanced concert band and meets for one 90 minute block period. All band members are accepted after ensemble auditions in the spring semester. 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. Rehearsal and practice time outside class is required to prepare for concerts and contests.

SYMPHONIC BAND (Intermediate Concert Band) is the beginning-intermediate concert band and meets for one 90 minute block period. All band members are accepted after ensemble auditions in the spring semester. 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. Rehearsal and practice time outside class is required to prepare for concerts and contests.

ADVANCED INSTRUMENTAL ENSEMBLE is a group of advanced percussion students accompanying the Wind Ensemble for performances throughout the school year. This group also performs as a percussion ensemble with varying genres of percussion repertoire and as soloists for ISSMA Solo and Ensemble contest. Students are placed in Advanced Instrumental Ensemble by audition in the spring semester.

INTERMEDIATE INSTRUMENTAL ENSEMBLE is a group of intermediate percussion students accompanying the Symphonic Band for performances throughout the school year. This group also performs as a percussion ensemble with varying genres of percussion repertoire and as soloists for ISSMA Solo and Ensemble contest. Students are placed in Intermediate Instrumental Ensemble by audition in the spring semester.

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.

ADVANCED 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.

INTERMEDIATE 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.

CONCERT CHOIR is a mixed choir for Freshman and Sophomores or new members to class choir. Four performances per year are given with 2-4 extra rehearsals.

BEL CANTO is a women's ensemble for Sophomores through 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. There are four concerts per year with additional after school rehearsals, ISSMA Solo & Ensemble Contest Participation and participation in the ISMAA Spring Organizational Contest. Admission by audition only and permission of the directors.

CAMERATA 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. There are four concerts per year with additional after school rehearsals, ISSMA Solo & Ensemble Contest Participation and participation in the ISMAA Spring Organizational Contest. Admission by audition only and permission of the directors.

DRIFTERS is a girls' show choir (9-12) who present programs of currently popular vocal music. The activities include performance camps, competitions, and concerts at high school and community functions. Members may spend as much as 250 hours after school each year in rehearsals and performances including Madrigal Dinners. Acceptance is by audition only and permission of the director.

SANDPIPERS is a mixed show choir of students who present programs of currently popular vocal music. The activities include performance camps, competitions, and concerts at high school and community functions. Members may spend as much as 250 hours after school each year in rehearsals and performances including Madrigal Dinners. Acceptance is by audition only and permission of the director.

TROJAN GUARD Marching Band concentrates on the performance of competitive field shows and has won State and National Marching Band Championships. The Trojan Guard involves almost 100 students from the CHS Band program, including wind players, percussionists, and color guard members. The band regularly performs at CHS football games, parades in northwest Indiana and Chicago, IL, and competes across Indiana in the ISSMA Scholastic and Open class circuits.

COLOR GUARD (AUXILIARY) is a marching unit that accompanies the "Trojan Guard" marching band in parades, field competitions, and during football games. It meets as a class during the first semester. The Color Guard is chosen from all grade levels, and the major requirements are 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 the 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, 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 copy/edit 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. 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 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 a 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. The staff enrolls in a course which meets one block every other day all year for two credits in Fine Arts.. Staff are required to attend sporting and other events if they are assigned to these events. Knowledge of the use of computers is a plus.

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 freshmen or above before applying.

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.. 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 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.

ROYALTY CANDIDATES are to be in good standing academically and behaviorally. All students running will be competing with each other. The top two vote getters will be announced as winners.

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.

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 IHSAA 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 an interscholastic athletic event as listed in the IHSAA 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:

1. 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 IHSAA authorized season contest date in each sport.)
2. 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:
 - a. Application form must be completed and forwarded to Commissioner seven (7) days prior to the event.
 - b. 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 the 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 students 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 IHSAA Rule 5 (Amateurism) or Rule 6 (Awards, Prizes, Gifts).

7. 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.
8. Participation of students 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.
9. 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.
10. 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 are 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 the 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



Duneland School Corporation Attendance Policy (2025-2026)



Exempt



Documentation Required

Pre-Arranged Exempt Absences (per Indiana Code):

- Page for General Assembly
- Election Day Worker
- Subpoenaed Court Witness
- IN National Guard Active Duty
- Civil Air Patrol
- Educationally related non-classroom activity as defined in IC 20-33-2-17.5 (*Principal preapproved*)
- Exhibiting/participating in state fair

**Indiana Department of
Education (IDOE)
Attendance Goal = 94%**

(No more than 10 absences per school year)

Family Planned/ Unplanned - Excused



An excused absence occurs when a parent or guardian chooses to keep their student home in the student's best interest. Acceptable reasons may include:

- Illness
- Verified medical visits (note)
- Death in the family
- Religious holiday
- Student sent home sick

Parents/guardians must notify the school on the day of the absence.

A student who misses 10% or more of the school year (18 days excused or unexcused) will be considered chronically absent. When a student reaches 10 absences, a meeting will be scheduled to address attendance concerns.

Unexcused



An unexcused absence is any absence that is not classified as *exempt*, *family planned/unplanned*, or is not verified within 48 hours of the student's return (i.e., the school was not notified in time).

A student who accumulates 10 or more unexcused absences during a school year will be considered habitually truant and may be referred to juvenile court in accordance with Indiana Code 20-33-2-25.

Additionally, any student with 5 unexcused absences within a 10 week period will be identified as a student in need of truancy prevention. (Refer to the truancy prevention policy outlined below.)

Duneland School Corporation Truancy Prevention Policy

Per Indiana Code, a student who is absent from school for five (5) days within a ten (10) week period without being:

(A) excused; or

(B) absent in conformity with a note on file from the student's doctor, therapist, or other professional requesting frequent absences

will be deemed a student in need of truancy prevention.

A school shall provide written notification to the parent/guardian of any absent student that meets the qualifications listed above. The notification shall include additional information about DSC Truancy Prevention process.

- **Students are considered "Chronically Absent" by missing ten percent (10%) or more of a school year for any reason.**
- **Students are designated as a "Habitual Truant" by having more than ten (10) days of unexcused absences.**

IC 20-33-2-14 - The governing body of each school corporation shall have a policy outlining the conditions for excused and unexcused absences. The policy must include the grounds for excused absences. Any absence that results in a person not attending at least one hundred eighty (180) days in a school year must be in accordance with the governing body's policy to qualify as an excused absence.

DSC ATTENDANCE POLICIES & PROCEDURES GRADES K-12

Regular attendance and punctuality are essential to good performance in school. Absences from school are often the single greatest cause of poor or failing performance or academic achievement; therefore, in alignment with the Indiana Department of Education, DSC expects students to be in attendance 94% of the school year or more.

Since the learning process is a progressive activity, each day's lesson is built upon those class activities that 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 is expected to make every effort to be in school every day.

The DSC attendance policy includes a two-pronged approach. 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 attendance patterns exhibited by students. Rewards or recognition programs may include such methods as attendance celebrations, attendance awards, and notifying parents, and the media of students' perfect attendance. In addition, teachers may have classroom rewards for excellent attendance.

So that all parties involved can understand the attendance expectations and assist in the maintenance of excellent attendance, absences throughout the DSC will fall into one of three categories:

1. Exempt
2. Family Planned/Unplanned - Excused
3. Unexcused

The DSC Attendance Policy chart above explains the criteria for each attendance category.

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.

The consequences for unexcused absences will be based on each specific instructional level and can range from a warning to a referral to the court system for a violation of the Indiana compulsory attendance laws. In addition, notification to the Indiana Department of Child Services may be made for students who exhibit excessive absences.

DSC TRUANCY PREVENTION POLICY

Per Indiana Code, a student who is absent from school for five (5) days within a ten (10) week period without being:

(A) excused; or

(B) absent in conformity with a note on file from the student's doctor, therapist, or other professional requesting frequent absences will be deemed a student in need of truancy prevention.

A school shall immediately provide written notification to the parent/guardian of any absent student who meets the qualifications listed above. The notification shall include the following:

1. Identify the student as meeting the requirements to participate in the DSC Truancy Prevention Program.
2. Inform the parent/guardian that they are responsible for:
 - a. monitoring the absent student's school attendance; and
 - b. ensuring the absent student attends school in accordance with compulsory attendance laws.
3. Inform the parent/guardian that the school may be initiating truancy prevention measures regarding the absent student.
4. Inform the parent/guardian that they are required to attend an attendance conference regarding the truancy prevention measures that the school will be implementing for the absent student.
5. Inform the parent/guardian when the student meets the requirements of a habitual truant.
 - a. Habitual Truant – A student who is absent for ten (10) days or more within a school year without being excused or under a parental request that has been filed with the school.

6. Inform the parent/guardian that the school corporation is required to report the student to an intake officer of the juvenile court or the Department of Child Services in accordance with IC 20-33-2-25.

If an attendance conference is scheduled, the school shall hold the conference with at least the following individuals to discuss the student's absences and establish a plan for the student to prevent future absences:

- (A) A representative of the school.
- (B) A teacher of the student.
- (C) The student's parent/guardian.
- (D) A representative chosen by the student's parent/guardian who may provide insight into the student's absenteeism if the student's parent:
 - (i) makes a request to the school that the representative attend; and
 - (ii) provides notice to the school regarding the identification of the representative; at least forty-eight (48) hours before the attendance conference.

At the conclusion of the conference, the school shall establish a plan that may include:

1. Any wraparound services that are able to be provided to the absent student to ensure the absent student attends school.
2. A specific description of the behavior that is required or prohibited for the absent student.
3. The period for which the plan will be effective, not to exceed forty-five (45) instructional days after the date the plan is established.
4. Any additional disciplinary action the school will take if the absent student does not comply with the plan.
5. If applicable, a referral to counseling, mentoring, or other services for the student.
6. If applicable, whether a parent/guardian is expected to attend the counseling, mentoring, or other services with the student.

To the extent possible, the signature of the parent/guardian of the student agreeing to comply with the plan shall be obtained by the school.

A. school shall hold an attendance conference described in the section not more than five (5) instructional days after the student's fifth absence regardless of whether:

- (1) the parent/guardian of the student; or
- (2) a representative (meeting the guidelines listed above);

is able to attend the conference.

A school shall make all reasonable efforts to hold an attendance conference on a date and at a time that works with the schedule of the student's parent/guardian.

PRE-ARRANGED ABSENCES

DSC discourages students from taking family trips/vacations during the school year since 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, grades, specific reasons, and length of the requested absence. The absences will be considered Parent/Guardian Verified. It is the student/family's responsibility to make arrangements with his/her individual teachers for work missed during the absence(s).

PROCEDURES FOR CALLING OFF STUDENTS

The parent/guardian of any student has the duty and responsibility to notify the main office or attendance office of each student's absence within 48 hours of the absence. 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 may 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. Partial-day absences will be recorded accordingly.

MAKE-UP WORK

Make-up work is recommended for all absences. Assignments will be credited only for excused absences. It is the responsibility of the student/family 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. 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.

SIGN-OUT POLICY

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

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:

1st Unexcused Absence: 1-Hour After-School Detention (3:00pm to 4:00pm)

2nd Unexcused Absence: 2-Hour After-School Detention (3:00pm to 5:00pm)

3rd Unexcused Absence: 3-Hour Friday Detention (3:00pm to 6:00pm)

Subsequent Unexcused Absences: Referral to the Assistant Principal's Office

Unexcused absences are accumulated for the school year.

Unexcused absences can also lead to not being able to attend school dances • After the 5th unexcused absence during the 1st Semester the student will not be able to attend the following school dances (Homecoming and Winter Dance)

• After the 5th unexcused absence during the 2nd Semester the student will not be able to attend the following school dances (Prom and Senior Banquet)

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 by ten minutes after the beginning of the block (or 15 minutes for first & fifth block) are considered truant.

The appropriate disciplinary action for truancy will be:

- 1st Truancy: 2 hours of After School Detention
- 2nd Truancy: Friday Detention Program (3:00-6:00 p.m.)
- 3rd Truancy: In-School Alternative Class Placement
- Any further truancy may result in additional disciplinary consequences. Excessive truanies 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:

Truancies are accumulated for the school year.

Truancies can also lead to not being able to attend school dances

- After the 3rd truancy during the 1st Semester the student will not be able to attend the following school dances (Homecoming and Winter Dance)
- After the 3rd truancy during the 2nd Semester the student will not be able to attend the following school dances (Prom and Senior Banquet)

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.

Students serving an in-school or out-of-school suspension are ineligible to participate in athletics, co-curricular, or extra-curricular activities occurring while they are serving their suspensions. Students suspended or serving a suspension on Friday are ineligible for weekend school-affiliated activities.

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 (up to ten minutes/ fifteen minutes for Blocks 1/5). 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 Tardy: In School Alternative Class Placement – assigned by assistant principal.
- Any further tardies may result in further discipline at the administration’s discretion.

NOTE: Tardies accumulate for the semester.

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.

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.

STUDENT CODE OF CONDUCT

SPECIFIC RULES OF BEHAVIOR

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

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 or artificial intelligence application/platform without giving acknowledgment;
 - a. whenever he/she quotes another person’s actual words, including Internet sources.
 - b. Whenever he/she uses another person’s idea, opinion, or theory;
 - c. whenever he/she borrows facts, statistics, or other illustrative material-unless the information is common knowledge.
 - d. A student must not steal, change, destroy, or impede another student’s work. Impeding another student’s work includes (but is not limited to) the theft, defacement, or mutilation of common resources to deprive others of the information they contain.
4. Facilitating Academic Dishonesty - A student must not intentionally or knowingly help or attempt to help another to commit an act of academic dishonesty. This includes sharing answers with another student.

Students caught cheating will 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 a parent meeting. This may result in disciplinary action up to and including school suspension.

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.

Excerpts from IC 20-33-8-0.2

(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.

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

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

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

In addition, all of the behavioral expectations of Chesterton High School are applicable to behavior on all Duneland School Corporation buses.

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

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

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

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

Disrespect: A negative attitude displayed toward any staff or faculty member, to an administrator, or to a visiting adult, or considered disruptive to the school routine will be considered disrespectful. Continual incidents of this nature by a student may result in suspension.

Disruption: Any student causing a disruption disrupting the school environment is subject to disciplinary consequences, including suspension and recommendation for expulsion, per administrative discretion.

Defiance/Failure to Comply/Insubordination: Defying the authority of a staff member in such a way as to be rebellious or disobedient, or willfully refusing to follow a reasonable request, directive, or classroom rules (eg: classroom cell phone policies) will not be tolerated. This definition extends to a request by an administrator for a reasonable suspicion search. Detention or suspension may be the result for those that continue to disregard the instructions of teachers and staff.

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

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

Selling and/or distribution of the items listed above will result in suspension, request for expulsion and notification of law enforcement.

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

Exception: A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease/condition only if the student's parent or guardian has filed a written authorization with the building principal or his/her designee stating that the student is authorized to possess and self-administer the prescribed medication. The written authorization must be filed annually and must include a statement prepared and signed by a licensed physician stating:

- That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
- That the nature of the disease or medical condition requires emergency administration of the medication; and
- That the student has been instructed on how to self-administer the medication.

Students under this limited exception are responsible for the safe-keeping and proper administration of the medications.

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

Electronic Devices (P.L. 108-1994, HEA 1202):

Wireless Communication Devices

Per IC 20-26-5-40.7 - The use of wireless communication devices, including but not limited to cellular telephones, tablet computers, laptop computers, gaming devices, smartwatches, etc. is strictly prohibited during academic class periods unless explicitly authorized by the teacher for educational purposes.

Students are permitted to use a wireless communication device in the event of a health or safety emergency or to manage health care as specifically defined in the student's Individualized Health Plan (IHP), Individualized Education Plan (IEP) and/or Section 504 Plan.

A wireless communication device is defined by Indiana law as any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties.

Chesterton High School's cell phone policy extends to include earbuds/headphones, Smart watches, and any other auxiliary device that can be paired with a cellular phone. When a student is directed by a teacher or staff member to follow the established classroom phone/wireless communication policy, noncompliant students will be referred to the office and are subject to disciplinary action for insubordination.

Except as authorized by a teacher, administrator, or IEP team, students are prohibited from using Personal Communication Devices (PCD's) during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures or video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students in violation may be subject to suspension and/or recommended for expulsion.

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 digitized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.

- It is "child pornography," a Level 6 felony under I.C. 35-42-4-4(c), for person/student to possess a photograph, motion picture, digitized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16
- "Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals or female breasts intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at IC 11-8-8-4.5 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009 and amended in July of 2014, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- "Indecent Display of a Youth" is defined by I.C. 35-45-4-6 ec. 6.
 - (a) This section applies only to a person to whom all of the following apply:
 - (1) The person is less than eighteen (18) years of age.
 - (2) The person is not more than four (4) years older than the individual who is depicted in the image or who received the

image.

- (3) The relationship between the person and the individual who received the image or who is depicted in the image was a dating relationship or an ongoing personal relationship. For purposes of this subdivision, the term “ongoing personal relationship” does not include a family relationship.
 - (4) The individual receiving the image or who is depicted in the image acquiesced in the person’s conduct.
- (b) The following definitions apply throughout this section and are not limited to: (1) “Disseminate” means to transfer possession for no direct or indirect consideration. (2) “Performance” has the meaning set forth in IC 35-49-1-7.
- (c) A person who, on or by means of a cellular telephone, social media website, or another wireless or cellular communications device, knowingly or intentionally:
- (1) produces, presents, exhibits, photographs, records, or creates a digitized image of any performance or incident that includes sexual conduct by a child at least twelve (12) years of age;
 - (2) disseminates, exhibits to another person, or offers to disseminate or exhibit to another person, matter that depicts or describes sexual conduct by a child at least twelve (12) years of age; or
 - (3) possesses:
 - (A) a picture;
 - (B) a drawing;
 - (C) a photograph;
 - (D) a motion picture;
 - (E) a digitized image; or
 - (F) any pictorial representation; that depicts or describes sexual conduct by a child at least twelve (12) years of age who the person knows is less than sixteen (16) years of age or who appears to be less than sixteen (16) years of age, and that lacks serious literary, artistic, political, or scientific value; commits indecent display by a youth, a Class A misdemeanor.

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

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 student’s family cannot be reached, the school will call the police. The student will be 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 attempt to cause physical injury to another student, the 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.

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. Student shirts/ tops should cover the majority of chests and stomachs. Undergarments should not be visible; this includes boxers, briefs, and brassieres. Chains are not to be worn hanging down on clothing around the neck or arms or otherwise where they are visible. Hats and hoods are allowed in classes, per teacher discretion. Any clothing or item featuring the logo, or a reference, to an illegal substance (drugs, alcohol, etc) is prohibited.
- H. Blankets are strictly prohibited at CHS. Students may not wear or share a blanket at any time, or be subject to disciplinary consequences.
- I. Backpacks are to be kept in lockers or with the student in the classroom during school day. • Teachers have the right to not allow backpacks in the classroom due to space and safety. • Backpacks are not allowed to be left unattended.
- J. 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: Any form of harassment is unacceptable and will be dealt with accordingly. Students and employees should not be subjected to harassment or threats of violence. Harassment is defined as persistently disturbing, tormenting, pestering, or persecuting another person by any means of communication. Forms of harassment include, but are not limited to, sexual harassment, racial harassment, religious harassment, ethnic (national origin) harassment, or disability harassment. No form of harassment will be tolerated and is prohibited.

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

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

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

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

Interference: Any behavior that disrupts or interferes with school purposes and functions is prohibited. Any student who obstructs an investigation by knowingly giving false information, or intentionally failing to give information in an investigation conducted by a school administrator or school resource officer may receive a consequence ranging from suspension to a possible request for expulsion.

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

Loitering: Students who are found in restrooms standing or waiting around idly or without apparent purpose (eg: are not utilizing the wash stations, urinals, or commodes) will be subject to disciplinary action.

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

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, airsoft 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 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 redress 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.

Possession of Firearms, Deadly Weapons, or Destructive Devices (IC 20-33-8-16)

Possession of a firearm, deadly weapon, or destructive device on school grounds or school bus (or any type of school activity) will result in suspension and the request for an expulsion 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) calendar year. Law enforcement will also be notified.

- A "firearm" has the meaning set forth in IC 35-47-1-5.
- A "deadly weapon" has the meaning set forth in IC 35-31.5-2-86.
- A "destructive device" has the meaning set forth in IC 35-47.5-2-4. (d) Notwithstanding section 20 of this chapter.

Possession of a Knife on School Property (IC 35-47-5-2.5)

Possession of a knife on school grounds or school bus (or any type of school activity), regardless of the length, will result in suspension and the request for an expulsion from school. Law enforcement will also be notified.

- A "knife" means an instrument that consists of a sharp edged or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds. The term includes a dagger, dirk, poniard, stiletto, switchblade knife, gravity knife, or throwing star.

In addition, a student who recklessly, knowingly, or intentionally possesses a knife on school property or a school bus commits a Class B misdemeanor. However, the offense is a Class A misdemeanor if the person has a previous unrelated conviction under this section and a Level 6 felony if the offense results in bodily injury to another person.

Propping Doors/Security Violation: The propping of doors or admission of known or unknown visitors is strictly prohibited. Students caught propping a door in any manner, or students caught letting any person into the school building is subject to suspension.

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

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

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

Solicitation: Any form of solicitation (buying, selling, or trading of goods and/or services) is prohibited on all Chesterton High School properties. This does not include school-approved fundraising for extracurricular or school-related activities. Students engaging in any form of solicitation are subject to disciplinary action, including but not limited to suspension.

Security Threat - Making threats of violence - whether spoken, written, nonverbal, emailed, or posted online - is a criminal offense with serious consequences both within the school system and with law enforcement. Even if a threat is deemed non-credible, it can have a traumatic impact on the school community. Regardless of a student's age, such threats increase fear, which may lead to poor academic performance, higher absenteeism, and added stress for both students and staff. Therefore, it is essential for school administrators to respond to any threatening behavior with appropriate, serious consequences.

Considering the significant potential for threats to disrupt the school environment, and in accordance with IC 20-33-8-10, which grants school administrators broad authority to take any action necessary to prevent interference with educational functions, the following

guidelines will be utilized when a threat is confirmed and a behavioral threat assessment is conducted. In all cases, administrators will utilize their legal discretion when determining the ultimate consequence.

K-12 Consequence Guidelines* for Threats of Violence

(* Administrative discretion will be applied based on the specifics of each situation.)

Broad or Vague Threats

- A **broad threat** refers to a statement that suggests harm, pain, danger, or hostile action to another person but lacks specific details.
- A **vague threat** is unclear or ambiguous and may not identify a specific target, plan, or motivation.

1st Offense:

- Grades 5-12: 4–10 days out-of-school suspension with a potential request for expulsion
- Grades K-4: 1–10 days out-of-school suspension
- Return on a probationary contract (all grades)
- Notification to law enforcement (all grades)

2nd Offense:

- Grades 5-12: 10 days out-of-school suspension with a potential request for expulsion
 - Grades K-4: 5–10 days out-of-school suspension with a potential request for expulsion
 - Law enforcement involvement (all grades)
-

Specific Threats

- A **specific threat** refers to a suggestion that significant violence against another person is likely to occur, often involving a particular object, situation, timeframe or behavior that indicates a rising level of danger.

Consequence:

- Grades 5-12: 10 days out-of-school suspension with a request for expulsion
- Grades K-4: 5–10 days out-of-school suspension with a potential request for expulsion
- Law enforcement involvement (all grades)

DSC encourages all adults to explain the seriousness of making threats, even if the intent is not to cause harm.

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

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

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

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

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

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

Vandalism: Students caught causing damage to school property, including in bathrooms and locker rooms, are subject to strict school

discipline, including suspension and a request for an expulsion from school, as well as monetary compensation to the school for repair/replacement of the damaged item(s) and potential criminal charges.

Additional Items: A written document cannot provide for all contingencies that could or might occur during the course of a school year anymore than it can anticipate every eventuality that might arise in any of the areas covered in this handbook. Therefore, the Chesterton High School administration has the right to take appropriate action when dealing with items, issues and situations, etc. not outlined in this handbook, and in doing so, apply any reasonable and appropriate disciplinary measure(s) when needed to prevent interference with an education function or school purpose.

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

BEHAVIORAL CONSEQUENCES

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. **DETENTION - TEACHER/PRINCIPAL**
3. **IN SCHOOL SUSPENSION - PRINCIPAL**
4. **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.
5. **EXPULSION - PRINCIPAL:** 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 firearm possession as prescribed in Indiana Code (IC 20-33-8).

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.

Note: Missed detentions can also lead to not being able to attend school dances • After the 3rd missed detention during the 1st Semester the student will not be able to attend the following school dances (Homecoming and Winter Dance)

• After the 3rd missed detention during the 2nd Semester the student will not be able to attend the following school dances (Prom and Senior Banquet)

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.

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 dropout 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.

SUSPENSION, IN-SCHOOL (ISS)

- A. Any high school administrator may place a student in an in-school suspension (ISS).
- B. An in-school suspension (ISS) may or may not begin immediately depending on the circumstances.
- C. In-school suspension (ISS) is an alternative setting that removes students from the classroom for a period of time, while still

allowing students to attend school and complete their work

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 suspendable 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.

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.

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.

REVOCAION OF DRIVER'S LICENSE

A driver's license or learner's permit may be revoked or not be issued to an individual less than eighteen (18) years of age who has been suspended, expelled, dropped out of school, or is classified as habitually truant (per IC 9-24-2).

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.

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 parents.

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's 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 parents. 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.

1. 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:
 - a. That student informs the school corporation in which the student seeks to enroll of the student's expulsion exclusion;
 - b. The school corporation consents to the student's enrollment; and
 - c. The student agrees to the terms and conditions of enrollment established by the school corporation.
2. If a student fails to:
 - a. Inform the school corporation of an existing expulsion or exclusion order or determination; or
 - b. 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.
3. 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:
 - a. A written or oral statement of the reasons for the withdrawal of the consent;
 - b. A summary of the evidence against the student; and
 - c. An opportunity to explain the student's conduct.

ADDITIONAL INFORMATION

DSC ACCEPTABLE USAGE GUIDELINES FOR ARTIFICIAL INTELLIGENCE PROGRAMS

Purpose: The purpose of these guidelines are to provide for the ethical and responsible use of generative artificial intelligence (AI) programs within the Duneland School Corporation.

Artificial intelligence refers to computer systems that are taught to automate tasks normally requiring human intelligence. "Generative AI" refers to tools, such as Bing Chat, ChatGPT, Gemini, Midjourney, DALL-E, etc. that can produce new content, such as text, images, or music, based on patterns they've learned from their training data. This is made possible through "machine learning," a subset of AI where computers learn from data without being explicitly programmed for a specific task. Think of it as teaching a computer to be creative based on examples it has seen. While generative AI tools show great promise and often make useful suggestions, they are designed to predict what is right, which isn't always right. As a result, their output can be inaccurate, misleading, or incomplete.

These guidelines are designed to foster a positive and inclusive learning environment while harnessing the potential educational benefits of AI technology.

Scope: These guidelines apply to all students, teachers, administrators, and staff members within the Duneland School Corporation. It covers all generative AI programs used for education, administration, and operations. These guidelines complement existing policies on technology use, data protection, academic integrity, and student support.

Ethical Considerations

1. Respectful and Inclusive Interactions

- All users are expected to utilize AI programs in a manner that aligns with DSC policies and procedures.
 - Generated content should not be offensive, discriminatory, or harmful to others.
 - Students and staff must not use AI tools to create or propagate harmful, misleading, or inappropriate content.

2. Privacy and Confidentiality

- Students and staff shall never input/share personal, confidential, or sensitive information (including Personal Identifiable Information (PII) and Protected Health Information (PHI)) during AI interactions.
- Teachers should exercise caution when using AI to assess or discuss student performance, ensuring privacy and confidentiality are maintained.

3. Informed Consent

- DSC will inform and educate students, parents, and staff about the use of AI programs.
- DSC will obtain informed consent when necessary, particularly for activities involving student information and AI.

4. Personal Oversight Responsibility

- Users will review and critically assess outputs from AI tools before submission or dissemination. Staff and students should never rely solely on AI-generated content without review.
- Users should be aware that AI-generated content may possess biases or inaccuracies. Students and staff should always verify AI-produced results using trusted sources before considering them in academic work.

Technical Guidelines

1. Appropriate Content

- AI interactions, whether initiated by students or teachers, should align with the age-appropriate and educational nature of the school environment.
- The use of AI for generating content that is inappropriate or violates Duneland School Corporation Board Policies is prohibited.

2. Data Security

- DSC will implement measures to secure and protect data generated through AI interactions.
- DSC will regularly assess and address security vulnerabilities by the usage of AI programs.
- DSC will not use AI in ways that compromise teacher or student privacy or lead to unauthorized data collection.

3. Equitable Access

- If an assignment permits the use of AI tools, the tools will be made available to all students, considering that some may already have access to such resources outside of school.

Teacher/Staff Usage

1. Professional Conduct

- Teachers and staff should model ethical behavior in their use of AI programs, setting an example for students.
- Teachers and staff will use AI responsibly, ensuring that generated content is appropriate for the educational setting.

2. Curricular Integration

- Teachers and staff are encouraged to integrate AI programs into the curriculum where relevant, enhancing the learning experience.
- Teachers and staff will ensure that AI use aligns with Duneland School Corporation's educational goals and enhances the quality of instruction.

3. Continuous Professional Development

- DSC will provide teachers and staff with ongoing training on the appropriate use of AI in the classroom.
- DSC will support teachers and staff in staying informed about advancements in AI technology and its educational applications.

4. Supplement Teaching

- Generative AI will be used to supplement the role of human educators, not supplant. The core practices of teaching, mentoring, assessing, and inspiring learners will remain the teacher's responsibility in the classroom.

5. Use of Generative AI for Grading (New)

- Generative AI (AI) tools can support teachers in the grading process, provided they strictly adhere to the following guidelines:
 1. **Supplementary Use:** AI may be used to assist with generating feedback or initial scoring but should not independently determine final assignment grades. Teachers must apply professional judgment to all recorded assignments.
 - a. Use of "Guided Grading" is appropriate
 - i. This is when the teacher provides additional content to direct AI in the grading process such as:
 1. Detailed rubric
 2. Examples of different quality work
 3. Samples of personalized feedback
 2. **Review and Oversight:** All AI-generated feedback and grades must be reviewed by the teacher, who holds ultimate responsibility for ensuring that the feedback is accurate, constructive and fair. The teacher should

validate AI outputs before sharing them with students and/or incorporating them into official assessment grades.

- a. Feedback criteria:
 - i. Review, verify and edit feedback/outputs that AI generates
 - ii. Include your personal perspective and knowledge of students in the feedback
3. **Transparency:** Teachers must inform students/parents if AI tools are used in providing feedback or scoring, explaining the role AI played in the process. This maintains trust and clarity in the grading process.
4. **Alignment with Grading Criteria:** Any AI-assisted feedback must adhere to established grading rubrics and course-based grading standards. AI should complement the grading criteria to ensure consistency and accuracy in grading.
5. **Data Privacy:** Teachers must only use DSC recommended AI tools. No personally identifiable information or sensitive content should be shared with AI systems at any time.

Teachers should always be cognizant of the following when using AI grading practices:

- Contextual understanding of creative writing and/or nuanced responses
- Potential bias in AI models
- Reducing opportunities to learn about the students
- Consistency of results

DSC AI grading guidelines are intended to ensure that AI serves as a tool to enhance, rather than replace, the teacher's role in feedback/grading while maintaining high standards of fairness, transparency and privacy.

Student Usage

1. Permitted Use

- Usage (per assignment) will be determined by DSC teachers based on the DSC AI Acceptability Chart.
 - AI tools may be used for educational purposes as outlined by the student's teacher(s). Teachers will be clear about when and how AI tools may be used to complete assignments.
- Students must obtain explicit permission before incorporating AI into their assignments, projects, or assessments.

2. Transparency and Disclosure

- Students using AI tools must clearly disclose their use within the submitted work.
- Failure to disclose the use of AI tools may result in academic and/or disciplinary consequences outlined in these guidelines.

3. Responsible Collaboration

- If pre-approved by the teacher, collaborative use of AI tools is allowed, but each student must contribute to the final work.
- Students will guard against overreliance on the use of generative AI and similar technologies.

4. Citation and Attribution

- Proper citation and attribution are mandatory for any content generated or influenced by AI tools. Students will be taught how to properly cite or acknowledge the use of AI where acceptable.
- Plagiarism/academic dishonesty rules and policies apply to AI-generated content, and consequences will be enforced accordingly.

5. Bullying and Harassment

- Using AI tools in an inappropriate manner, including manipulating any form of media to impersonate others, is strictly prohibited.
- Using AI in any manner that may be considered bullying, harassment or intimidation will not be tolerated. Violators will receive disciplinary consequences (see Consequences for Misuse).

6. Consequences for Misuse

- Violation of the DSC AI Acceptable Usage guidelines may result in consequences, including but not limited to:
 - **Academic Penalties:** Students found to be in violation of plagiarism/academic dishonesty rules could face academic consequences, such as receiving a failing grade for the assignment or other penalties outlined within the school code of conduct and/or Academic Integrity Policy.
 - **Disciplinary Actions:**
 - **Academic:** Plagiarism and/or academic dishonesty violations may lead to academic and/or disciplinary actions, including suspension and/or expulsion.
 - **Behavioral:** Utilizing AI in a manner to bully, harass, intimidate or in any other manner that violated the student code of conduct will result in disciplinary actions, including suspension and/or expulsion.

Alleged Misuse of the DSC AI Acceptable Usage Guidelines Appeal Process (New)

Step 1: Notification of Misuse Accusation

1. Teacher's Responsibility:

- Provide the student and parent/guardian with a timely notification of the misuse accusation, detailing:
 - The specific assignment in question.
 - The evidence supporting the claim (e.g., similarity reports, flagged content, or observations).
 - Consequence assigned for the alleged misuse of the DSC AI Acceptable Usage Guidelines

Step 2: Student Response (*Initiation of Appeal Process*)

1. Student's Responsibility:

- Submit a written response within three school days to:
 - Explain their process for completing the assignment.
 - Provide evidence of their original work (e.g., drafts, notes, brainstorming, version history, or timestamps).
 - If applicable, explain how AI tools were used in compliance with the policy.

Step 3: Preliminary Review

1. Teacher's Responsibility:

- Review the student's response, evidence, and any additional relevant information.
- If the teacher concludes the accusation was in error, the matter is resolved, and no further action is taken.
- If the teacher stands by the accusation, the appeal moves to the next stage.

Step 4: Appeal Panel Review (teacher submits all information to the principal)

1. Composition of the Panel (assigned by the principal):

- A neutral panel, such as:
 - One building level administrator (principal or assistant principal)
 - One member from the Department of Teaching and Learning
 - A teacher unrelated to the case.

2. Panel's Responsibility:

- Review all submitted evidence from both parties.
- Interview the teacher and student (if necessary) to gain clarity on the situation.

- Analyze any technical reports or tools (e.g., AI detection reports) with transparency about the limitations of such tools.
- If applicable, review prior (related) work submitted by the student.

Step 5: Panel Decision

1. **Outcome Options (consensus decision):**

- **Uphold the Teacher’s Decision:** Provide a detailed explanation to the student/parent, including steps for remediation or consequences per school policy.
- **Overtake the Accusation:** Notify the teacher and student, ensuring the student’s record is cleared and any penalties are reversed.
- **Recommend Remediation:** In cases where the evidence is inconclusive, recommend an alternative resolution (e.g., redoing the assignment under supervision).
 - i. Dual Credit Courses - If there is a verifiable difference between the results of the remediated assignment and the initial product, the university may initiate their own consequence.

2. **Timeline for Decision:**

- The panel must provide a written decision within twenty school days.
 - i. Student grade(s) should be entered as an incomplete while the panel is deliberating.
- All decisions by the appeal panel are final (no additional appeal opportunities are available).

Step 6: Record Keeping

1. **School’s Responsibility:**

- The principal shall maintain detailed records of the appeal process, evidence, and outcomes to ensure transparency and inform future cases.
 - i. A copy shall be shared with the Director of Teaching and Learning to be used as a resource for future decisions.

Policy Communication

- The AI plagiarism policy and appeal process must be clearly outlined within the student handbook.

7. Reporting

- Students are encouraged to report any concerns or misuse of AI tools to the appropriate Duneland School Corporation staff member.

Review and Revision

These guidelines will undergo periodic reviews to ensure its effectiveness and relevance in the ever changing landscape of AI technology. Any necessary revisions will be made to address emerging ethical considerations and technological advancements.

(revised 7/30/25)

CAN I USE AI ON THIS ASSIGNMENT?

Generative AI Acceptable Use Scale

Generative AI refers to any of the thousands of Artificial Intelligence (AI) tools in which the model generates new content (text, images, audio, video, code, etc.). This includes, but is not limited to, programs such as ChatGPT, Google Gemini, DALL•E, Adobe Firefly, or any other tools with built-in generative AI capabilities such as Microsoft Copilot, Google Duet, Canva, etc.

	Level of AI Use	Full Description	Disclosure Requirements
0	No AI Use	<ul style="list-style-type: none"> Assignment is completed entirely without AI assistance AI must not be used at any point during the assignment This level requires the student to rely solely on their own knowledge, understanding, and skills 	<ul style="list-style-type: none"> No AI disclosure required
1	AI-Assisted Idea Generation and Structuring	<ul style="list-style-type: none"> No AI content is allowed on the final submission AI can be used for brainstorming, creating structures, generating ideas for improving work, etc. 	<ul style="list-style-type: none"> AI statement must be included disclosing how AI was used A list of AI programs used must be submitted with final submission
2	AI-Assisted Editing	<ul style="list-style-type: none"> No new content can be created using AI AI can be used to make improvements to the clarity or quality of created work to improve the final output 	<ul style="list-style-type: none"> AI statement must be included disclosing how AI was used A list of AI programs used must be submitted with final submission
3	AI for Specified Task Completion	<ul style="list-style-type: none"> AI is used to complete some elements of the assignment, as specified by the teacher Student is responsible for providing human oversight and evaluation of all AI-generated content 	<ul style="list-style-type: none"> AI statement must be included disclosing how AI was used AI-created content must be properly cited A list of AI programs used must be submitted with final submission
4	Full AI Use with Human Oversight	<ul style="list-style-type: none"> AI may be used throughout the assignment to support the student's work AI should be a 'co-pilot' to enhance student creativity Student is responsible for providing human oversight and evaluation of all AI-generated content 	<ul style="list-style-type: none"> AI statement must be included disclosing how AI was used AI-created content must be properly cited A list of AI programs used must be submitted with final submission

Adapted from the North Carolina Department of Public Instruction Generative AI Implementation Recommendations and Considerations for PK-13 Public Schools.

DSC STUDENT DEVICE HANDBOOK

Why does Duneland believe 1:1 is important?

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

1. WHAT IS DIFFERENTIATED INSTRUCTION?

- a. Differentiated instruction allows a teacher the flexibility to modify his/her lesson for the benefit of a student's unique learning needs both offline and online. The Universal Design for Learning is a framework that helps teachers design differentiated lessons. Differentiated instruction is a gateway for individualized learning and personalized learning.
- b. Academic goals for the group are similar.
- c. Resources, subject matter, processes, products and learning environments can be differentiated. • Assessment, grouping, and instruction are flexible.

2. WHAT IS BLENDED LEARNING?

- a. Students learn partly through online instruction and partly through traditional (offline) instruction.
- b. Offline and online components work together to achieve instructional goals.
- c. Focus on instructional models not technology tools.
- d. Students have some opportunities to control pace, path, environment, content, and format.

3. WHAT IS THE PURPOSE OF BLENDED LEARNING IN OUR SCHOOLS?

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

TO DO SO, DUNELAND FOCUSES ON THE FOLLOWING CRITICAL POINTS:

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

4. WHAT IS THE TEACHER'S ROLE IN BLENDED LEARNING?

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

DUNELAND SCHOOL CORPORATION DEVICE CARE

TAKING CARE OF THE DSC DEVICE

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

GENERAL PRECAUTIONS

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

CARRYING THE DSC DEVICE

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

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

SCREEN CARE

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

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

USING THE DSC DEVICE

At School

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

At Home

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

Students that fail to charge their device fully may, at the discretion of school staff, charge their devices at any available power outlet. Students may also, at the discretion of school staff, use a classroom device. While at home, student's internet activity will be subject to filtering by the Duneland School Corporation, in accordance with the Child Internet Protection Act (CIPA). Internet filtering will be less restrictive than if the students were in school but will still block obscene or harmful material.

SOUND

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

PRINTING

At School

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

At Home

It is strongly encouraged that students utilize paperless methods to complete assignments or tasks. In the event that a student must print while at home it is important to understand that DSC iPads will not support a physical printer connection. Students in all grades that need to print can make arrangements with their teacher to print while in school.

MANAGING FILES AND SAVING WORK

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

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

PERSONALIZING THE DSC DEVICE

DSC devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Duneland School Corporation. Spot checks for compliance will be done by teachers, administration, or DSC Technicians at any time. Devices found with any kind of defacement or alteration (including stickers, etc) are subject to disciplinary action, including suspension, and monetary liability for parents/guardians to replace the device.

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

ORIGINALLY INSTALLED SOFTWARE

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

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

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

VIRUS PROTECTION

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

ADDITIONAL SOFTWARE

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

VPNs

Students are strictly forbidden to use a VPN (Virtual Private Network) in conjunction with their school devices or their school email addresses. Any use of a VPN on school property is subject to disciplinary action, including suspension.

INSPECTION

Students may be selected at random to provide their DSC device for inspection. The purpose for inspection will be to check for

proper care and maintenance as well as inappropriate material being carried into the school.

PROCEDURE FOR RESTORING THE OS

If technical difficulties occur, technical support staff will use the “10-minute” rule. If the problem cannot be fixed in 10 minutes, the DSC device will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Apple iOS will restore the device to the state in which the user originally received it. All student created files stored on Google Drive, Apple iCloud, or other cloud based storage will be intact after the operating system is restored. All files saved on the DSC device that have been synced to Google Drive will be intact. However, all other data (school related music, photos, documents) stored on internal memory that has **NOT** been synced will not be restored unless an appropriate backup has been completed. DSC staff will attempt to create a backup prior to restoring the OS if this can not be done, then all files stored locally that have **NOT** been synced will be lost.

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

PROTECTING AND STORING DSC DEVICE IDENTIFICATION

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

DSC devices can be identified in the following ways:

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

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

STORING THE DSC DEVICE

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

Storing DSC devices at Extra-Curricular Events

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

DSC devices Left in Unsupervised / Unsecured Areas

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

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

REPAIRING OR REPLACING DSC DEVICES

- Students and/or parents may be charged for DSC device damage that is a result of misuse, negligence, vandalism, abusive handling, or considered to be in excess of normal wear and tear not covered by a limited warranty.
- Students will be issued one (1) charging assembly. If this charging assembly is lost and/or damaged students may purchase their own. Students may also purchase a new OEM charging assembly from the school corporation.
- Parents may be billed for parts and labor.
- Loaner DSC devices may be issued to students when they leave their DSC device for repair at the Media Center.
- If a repair is needed due to malicious damage, the school may refuse to provide a loaner DSC device. • Repaired DSC devices will be returned with the original factory image as it was first received. It is important that students keep their school data synced to Google Drive or Apple iCloud so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.

LOSS OR THEFT OF A DSC DEVICE

The Duneland School Corporation will require a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code. Parents/Students will be charged for the full replacement cost of a device that has been lost, subject to misuse, negligence, vandalism or abusive handling.

PARENT/STUDENT PLEDGE

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

DUNELAND SCHOOL CORPORATION RULES FOR COMPUTER USE

Violations of these rules or policies stated under Duneland School Board Policy 7540.03 - Student Network and Internet Acceptable Use and Safety (Violations of these rules or policies stated under Duneland School Board Policy 7540.03 - Student Network and Internet Acceptable Use and Safety (<https://go.boarddocs.com/in/duneland/Board.nsf/Public?open&id=policies#>), subjects students to disciplinary action including suspension and/or expulsion, restitution, loss of computer privileges, or removal from a class. Where conduct which violates these rules may constitute a crime under state and federal law, referral to law enforcement will be made.

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

DSC administrators, teachers, IT Staff, or media specialists reserve the right to monitor and inspect all activity on the network system, storage devices, CD's, files, and emails.

VANDALISM (ELECTRONIC)

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

HARASSMENT / PROFANITY

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

DUNELAND 1:1 FREQUENTLY ASKED QUESTIONS (FAQ)

Will every student have a computer device?

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

Will the school provide the computer device?

The Duneland School Corporation will provide students in grades Kg - 10 a device. If a student loses or damages the device they may be subject to repair/replacement costs of that device.

What are the specifications of the computer device students receive?

Students will receive a device with the specifications below.

Apple iPad (Grades K-8) - Gen 8 More info at: <https://support.apple.com/en-us/118451>

Lenovo Chromebook 300E (Grade 9) - More info: https://psref.lenovo.com/Product/Lenovo/Lenovo_300e_Yoga_Chromebook_Gen_4

HP ProBook x360 11 EE (Grades 10-12)

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

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

Can a student bring their own device?

No. All DSC students have been provided a device since the start of each school year.

What other accessories will a student need for their computer?

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

Can I buy a DSC device from the school?

No, DSC devices are not available for purchase.

What web browser will work best for school?

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

Can applications and extensions be "pushed" to personally owned devices?

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

Can standardized testing be administered on personally owned devices?

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

Will a student have the same device each school year?

Students in grades 1- 8 will keep the same device. Students in grades Kg & 5 will receive a new different device.

What software applications will a student need on the computer?

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

What if a loaned computer device is lost?

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

What if a student device is damaged?

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

During the school year

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

defined as anything big enough to allow damage to the circuit board or screen.

At the end of the school year

- For grades K -12, the student's DSC device will be assessed for major damage and refurbished, if necessary. The charge to refurbish will be incurred by the parent.

Note: If the device is going to be assigned to a new user, this ensures that the next recipient receives it in good condition and eliminates the possibility of paying for damage by an earlier user. • For students being assigned the same computer the following year, minor damage will not be repaired at the end of the school year.

Withdrawals during the school year

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

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

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

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

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

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

Only the Internet gateway provided by the school may be accessed while in the school. The Duneland filtering and management systems include the following:

- Internet sites are filtered using a category-based system and customized lists.
- Webpages are analyzed for inappropriate content while loading.
- Inappropriate student activity is flagged.
- Real-time alerts occur when inappropriate content is accessed.

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

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

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

Interaction in blended programs can be categorized into several ways described below:

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

Will students receive instruction on safe computer usage?

Yes. Teachers will provide instruction and modeling of safe computer usage, as well as monitor students.

When using a computer, students should maintain neutral posture. Neutral body positioning is a comfortable working posture in which joints are naturally aligned. Working with the body in a neutral position reduces stress and strain on the muscles, tendons, and skeletal system and reduces the risk of developing a musculoskeletal disorder. The following are important considerations when attempting to maintain neutral body postures while working at the computer workstation:

- Hands, wrists, and forearms are straight, in-line and roughly parallel to the floor. - Head is level or bent slightly forward, forward facing, and balanced. Generally it is in-line with the torso.
- Shoulders are relaxed and upper arms hang normally at the side of the body. - Elbows stay close to the body and are bent between 90 and 120 degrees. - Feet are fully supported by the floor or a footrest may be used if the desk height is not adjustable. - Knees are about the same height as the hips with the feet slightly forward. - Regardless of how good a student's working posture is, working in the same posture or sitting still for prolonged periods should be avoided. Students will be taught to change working position frequently in the following ways:

- Stretch your fingers, hands, arms, and torso.
- Stand up and walk around for a few minutes periodically.

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

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

- The work area should not be too bright or too dim, the human eye has to work extra hard to compensate for these environmental factors.
- Reduce glare that can be caused by sources of light such as windows, lamps, or overhead lighting. Glare can also be caused by too much contrast between the screen background and the displayed text. Adjust your monitor so that it is not reflecting the light source. Tilt the monitor down so that it doesn't reflect overhead lights, or move it perpendicular to windows. Close shades or blinds if the computer cannot be moved. Move lamps so that they are not reflected directly in the monitor.
- If a student wears glasses or contacts and frequently experiences headaches while working at a computer, check with your eye doctor to make sure the prescription is correct for the work. - If the monitor is too far away, you may have to strain to read the print. Likewise, if it is too close, you may also strain your eyes. If the monitor is too high, you will have to angle your neck to look up at it, which could cause your neck to be sore, and may contribute to headaches. Also, when you are continually looking up, you may not fully close your eyes when you blink, and this can cause your eyes to dry out.
- When people concentrate, they blink less often. Sometimes they concentrate so hard that they blink only once per minute, instead of the normal once every five seconds. This, too, will cause the eyes to dry out and become irritated. Frequently look up from your monitor and focus on an object several feet away. Make a conscious effort to blink.
- A buildup of dust on the screen can make it hard to distinguish characters. This may also contribute to glare and reflection problems.

ELEARNING PROCEDURES FOR PARENTS AND STUDENTS

During the 2023-2024 school year, the duneland school corporation (DSC) will be utilizing asynchronous elearning days on November 5, 2024 and May 6, 2025. Schools will not be open on these days. Synchronous eLearning days may also be added in response to inclement weather.

Specific information about asynchronous and synchronous eLearning may be found on the DSC Teaching and Learning website. DSC Website > Programs & Services > DSC Teaching And Learning > Elearning Guidelines For Students

SCHOOL BOARD POLICIES

ALL STUDENTS ARE EXPECTED TO ADHERE TO THE POLICIES OF THE BOARD OF SCHOOL TRUSTEES. ALL BOARD POLICIES CAN BE FOUND AT: <https://go.boarddocs.com/in/duneland/Board.nsf/Public?open&id=policies#>

5771 - SEARCH AND SEIZURE

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment. In balancing these competing interests, the Board directs the Superintendent to utilize the following principles:

A. School Property

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of a lock or other device.

B. Student Person and Possession

Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and/or witnessed by a person of the same gender as the student and shall be conducted in a private

place. The student may be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

Students refusing a search with reasonable suspicion by an administrator constitutes an admission of guilt, and the student will be suspended on grounds of insubordination/obstruction.

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. Drug Testing

Administrators are authorized to request a student suspected of drug use to comply with an 6-panel saliva drug screen. The student's parent/guardian must be contacted and permission given before the drug screen is implemented. If a student/parent refuses a drug screen, administrators can administer discipline based on their judgment of the student's impairment, including suspension and recommendation for an expulsion hearing.

E. 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.

F. 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

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 a 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 needs 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:

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

and an independent Hearing Examiner will be assigned.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

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

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

EDUCATIONAL RIGHTS OF HOMELESS STUDENTS

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

1. Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
2. Access to free meals and curricular materials, Title I and other educational programs, and other comparable services including transportation;
3. To attend the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations. Any questions about these rights can be directed to the Duneland School Corporation at (219) 983-3600.

CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENTS

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

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

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

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

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

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://go.boarddocs.com/in/duneland/Board.nsf/Public>. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the Corporation will respond.

INTERAGENCY INFORMATION SHARING AGREEMENT

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

5530.01 - EXTRACURRICULAR ACTIVITIES, ATHLETICS AND STUDENT DRIVER DRUG TESTING PROGRAM

The Duneland School Corporation is committed to providing a safe and orderly learning environment. Concerted effort has been taken to secure the facilities and manage the behavior of the student population. However, substance abuse, also presents a serious risk to the safety and well being of the school community.

In an effort to address this concern, a program of deterrence will be instituted as a proactive approach to the maintenance of a drug-free school. Because substance abuse poses such an immediate threat to student drivers and because students involved in extracurricular activities and athletics represent Duneland and are expected to set positive examples for their peers, a program of deterrence will be instituted as a pro-active approach to a drug-free school and student well-being.

Purpose

The purpose of this program is three fold: (1) to provide for the health and safety of students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use drugs detrimental to their health; and (3) to encourage students who use drugs to participate in drug treatment programs.

Introduction

The program does not affect the current policies, practices or rights of the Duneland School Corporation regarding student drug and/or alcohol possession or use, where reasonable suspicion is established by means other than drug testing through this policy. The drug-testing program is non-punitive. It is designed to create a safe, drug free environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as a result of any certified "positive" test conducted by his/her school under the Extracurricular Activities, Athletics, and Student Driver Drug Testing Program.

No student will be penalized academically for testing positive for banned substances. The results of drug tests pursuant to this policy will not be documented in any student academic record. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities in the absence of legal compulsion by valid and binding subpoena or other legal processes, which the Duneland School Corporation Board of School Trustees will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least forty-eight (48) hours before response is made by the Duneland School Corporation Board of School Trustees, to the extent permitted by such subpoena or legal process.

Supporting Data

Random urine drug testing of a public school interscholastic athlete has been upheld by the United States Supreme Court in the case of *Veronia School District 47J (Oregon) v. Acton*.

Congressional findings in the Safe and Drug-Free Schools and Communities Act of 1994 [20 United States Code 7101 et seq.] Indiana Code directs this School Corporation to plan for and maintain drug free schools.

Indiana Code directs this School Corporation to provide instruction concerning the harmful effects of illegal drugs.

Indiana Code sets forth health measures to be implemented by school officials and establishes the responsibility of schools to assist children found to be ill or in need of treatment.

Scope

This policy applies to all Duneland School Corporation students in grades 7-12 who are issued student parking permits and/or who participate in school sponsored extracurricular activities and/or athletics. These programs are privileges afforded to our students.

Drug Education

Each prospective participant shall receive a copy of this policy and the policy will be explained to him/her at that time. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem.

Consent Form

It is mandatory that each student in grades 7-12, prior to being issued a parking permit or allowed to participate in extracurricular activities or athletics, sign and return the [Extracurricular/Driving Consent Form \(Form 5530.01\)](#). Failure to comply will result in non-participation.

Such students shall be provided with a "consent form" which shall be dated and signed by the participant and by the parent/guardian. In doing so, the student is consenting to participate in the drug-testing program at Duneland School Corporation.

Banned Substances

For the purpose of this policy, the following substances or their metabolites that can be tested are considered illicit or banned for Duneland School Corporation students.

Alcohol	Amphetamines	Anabolic Steroids*
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
Methaqualone	Propoxyphene	Opiates
Phencyclidine	Other Illegal Drugs	

* May be tested

Testing Procedures

- A. The selection of participants to be tested will be done randomly by the principal/principal's designee or the testing company. Selections will be made from time to time throughout the school year. Names will be drawn from one (1) large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Friday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned a number that will be placed in the drawing.
- B. No student will be given advance notice or early warning of the testing. In addition, the chain of custody procedure will be observed to eliminate invalid tests or outside influences.
- C. Upon being selected for a urinalysis test under this policy, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
- D. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to twenty-four (24) ounces of fluid. If still unable to produce a specimen within two (2) hours, the student will be taken to the principal's office and told s/he is no longer eligible for any of the extracurricular activities,

athletics or a parking permit. In addition, the parent/guardian will be telephoned and informed that the student is unable to produce a sample for the testing procedure and that s/he may be tested at a later date to be reinstated for eligibility.

- E. All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, another specimen must be given by the student.
- F. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for extracurricular activities, athletics or a parking permit for the remainder of the school year. This will be reported to the parent/guardian.
- G. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time s/he left the collection site. The principal/principal's designee must time and sign the pass.
- H. The specimens will then be turned over to the testing laboratory. Each specimen will be tested for the banned substances listed in this policy. Also, "performance enhancing" drugs such as steroids may be tested.
- I. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

Chain of Custody

- A. The certified laboratory will provide training and direction to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student's number, not name, will be used.
- B. The principal/principal's designee will be responsible for escorting the student to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. The principal/principal's designee should not bring all the students drawn from the pool to the collection site simultaneously.
- C. Before the student's urine is tested by the laboratory, the student must fill out, sign and date any form which may be required by the testing laboratory. If a student chooses, s/he may notify the principal/principal's designee that s/he is taking a prescription or other medication.
- D. A sanitized kit containing two (2) specimen bottles will be given to each student. The bottles will remain in the student's possession until a seal is placed upon each bottle. The student will sign that the specimen has been sealed. The seals may be broken only by the lab testing the specimen.
- E. If the seals are tampered with or broken after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible to submit another sample. The student will remain eligible subsequent to a retest.
- F. The student will be instructed to remove all coats and wash his/her hands prior to entering the restroom. The commode will contain a blue dye so the water cannot be used to dilute the sample and the faucets will be shut off. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The student will have two (2) minutes to produce a urine specimen.
- G. After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results back to the principal/principal's designee.
- H. In order to maintain confidentiality, the bottles which contain the urine specimen to be tested will not have the name of the student on them. Instead, the student's random identification number will appear on the containers. Also, the results sheet for the urinalysis will be mailed back to the principal/principal's designee with no name attached; only the student's random identification number will appear on the results sheet.

Test Results

- A. This program seeks to provide needed help for students who have a certified "positive test".
- B. The principal/principal's designee will be notified of a student testing "positive". The testing laboratory will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained. In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory. The cost of a retest will be the financial responsibility of the student or his/her parents/guardians.
- C. If the test is verified "positive", The student's parent/guardian and student will be promptly invited to attend a Positive Life Program meeting. Please see the student handbook regarding specifics. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help.
- D. A "follow up" test will be requested by the principal/principal's designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow up" test is negative, the results will be shared with the student's parent/guardian. If a second "positive" result is obtained from the "follow up" test, or any later test of that participant, the results will be shared with the principal or his/her designee to be referred to the Positive Life Program. A second "positive" result will be considered a second violation of the Positive Life Program. In addition, the Duneland School Corporation reserves the right to continue testing at any time randomly during the remaining school year. any participating student who tested "positive" and did not make a satisfactory explanation.
- E. Information on a certified "positive" test result will be shared on a "need to know" basis with the student's principal, coach or sponsor. The results of "negative" tests will be kept confidential to protect the identity of all students being tested.
- F. Drug testing result sheets will be returned to the principal/principal's designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that is only accessible to the principal/principal's designee and separate from the student's regular file.

Financial Responsibility

- A. Under this policy, Duneland School Corporation will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial "follow up" drug tests.
- B. A request on appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.
- C. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

Confidentiality

Under this drug testing program, any staff, coach, or sponsor of Duneland School Corporation who has knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved unless legally subpoenaed. Once again, this will underscore the Duneland School Corporation's commitment to confidentiality with regard to the program.

The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, or media without the written consent of the Duneland School Corporation. However, the lab will provide the building principal with a quarterly report indicating the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

POSITIVE LIFE PROGRAM

I. INTRODUCTION

Duneland School Corporation's (DSC) mission is to "provide a safe and engaging environment where students are empowered to explore their talents, build on their curiosity, embrace high expectations, and become responsible, caring citizens". We recognize that tobacco, alcohol, and other drug use in our schools prevents us from achieving our school corporation's mission. DSC 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.

The Positive Life Program of the Duneland School Corporation 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, suspensions and expulsions; and giving sanction to those in need of non-judgmental intervention, support and/or guidance. Our school reinforces the student's accountability and responsibility for his/her behavior, while promoting a safe environment, free from tobacco, alcohol and other drugs.

The principal or his/her designee has the responsibility to operate the Positive Life Program and interpret the corporation's policy to students, staff, and/or legal guardians, and the community. Final decisions regarding disciplinary action and the consequences of other violations of this program will be made by the administrator or his/her designee. It shall be the responsibility of the principal 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.

II. PREVENTION

- A. In accordance with [Duneland School Board Policy 5530](#), Chesterton High School provides a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:
 - a.) addresses the legal, social, psychological, and health consequences of drug and alcohol use;
 - b.) provides information about the effective techniques for resisting peer pressure to use illicit drugs and alcohol;
 - c.) assists students to develop skills to make responsible decisions about substance abuse and other important health issues;
 - d.) promotes positive emotional health, self-esteem, and respect for one's body;
 - e.) meets the minimal objectives as stated in the essential performance objectives for health education as established by the State's Department of Education.
- B. Additionally, DSC'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.

III. EXTRA/CO-CURRICULAR PARTICIPATION & THE POSITIVE LIFE PROGRAM

Duneland School Corporation believes that participation in co-curricular and extra-curricular activities have a positive effect in the development of constructive attitudes for citizenship and life skills. These activities 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.

- A. When students choose to participate in co and extracurricular activities, and/or drive to school is a privilege extended to individuals who have the ability to perform and the character to conduct themselves in the proper manner at all times.
- B. A “privileged activity” is participating in any co/extra curricular activity or driving to school. Therefore, any 7-12 student participating on an athletic team, in an IHSAA athletic program, cheer, club sport (eg: lacrosse), choir, band, orchestra, dance, speech, debate, theater production, or any extracurricular club is required to participate in the Positive Life Program as a condition of their participation in any of the activities, organizations or groups listed above.
- C. The principal (or his/her designee) will determine whether any other activities, clubs or groups may fall under the Positive Life Program guidelines and ensure that all policies are followed by the organization’s coaches, sponsors and student participants.
- D. All students in one or more extracurricular activities or organizations and drivers listed above will constitute the candidate pool for random drug testing. Please see the Random Drug Testing Policy on pp. 62-65 in the CHS Student Handbook and pp. 54-58 in the Middle School Student Handbook for more information.
- E. 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. As a prerequisite to participation, all students involved in privileged 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.
- F. The rules and regulations shall be enforced throughout the calendar year for all activities related to the participation in the above listed athletics programs, co-curricular activities, or clubs. This form includes permission for their student to be entered into the random drug testing candidate pool. Please see the Random Drug Testing Policy on pp. 62-65 in the CHS Student Handbook and pp.54-58 in the Middle School Student Handbook for additional information.

IV. POSITIVE LIFE PROGRAM VIOLATIONS

Any student who participates in one or more “privileged activities” as defined above in Section III shall be enrolled in the Positive Life Program should the student violate any school rule and/or Indiana law related to tobacco, drugs or alcohol.

- A. In addition to the enforcement of any school discipline related to the offense or offenses, the student will also be subject to the disciplinary procedures and educational components of the Positive Life Program that will affect participation in one or more of a student’s activities. Please see pp. 34-44 of the CHS Student Handbook and pp. 5-11 of the Middle School Student Handbook regarding the specific disciplinary procedures related to these offense types.
- B. Any student in one or more “privileged activities” found in possession of tobacco, drugs and/or alcohol during a reasonable suspicion search of a student’s clothing, possessions, locker, backpack, purse and/or vehicle, is also subject to the requirements of the Positive Life Program and all relevant school discipline. Further information on student searches and seizures can be found on pp. 58-59 of the CHS Student Handbook and pp. 49-50 of the Middle School Student Handbook.
- C. Any student who obtains a verified positive random drug testing result as defined in the Random Drug Testing Policy shall also be enrolled into the Positive Life Program.
- D. Any student participant in a “privileged activity” who verifiably possesses, uses, shares, distributes, sells, and/or is under the influence of tobacco, drugs and/or alcohol at any out of school or non-school related event or activity or students who are convicted of violating local, state or federal law which are classified as misdemeanors or felonies throughout the calendar year is subject to the rules of the Positive Life Program.
- E. Any Chesterton High School, Westchester, or Liberty Middle School student or parent/guardian of a CHS, WMS, or LMS student may also refer themselves or their child to the Positive Life Program.

V. POSITIVE LIFE PROGRAM CONSEQUENCE

Should a Positive Life Program Violation take place, the following procedures will affect the students eligibility to participate in their privileged activity.

- A. The principal or his/her designee will hold a Positive Life Program meeting as soon as possible after one or more of the previous Positive Life Program violations listed above have been met. The student may not return to participation in any privileged activity until the Positive Life Program meeting is conducted and the results are agreed upon by all parties attending the meeting.
- B. This meeting may include the Positive Life Program Coordinator, the principal or his/her designee, athletic director, coach, teacher sponsor, parent or guardian and the student. Other individuals may be included at the discretion of the principal or his/her designee depending on the type of privileged activity or activities the student participates.
- C. The purpose of the Positive Life Program meeting is to
 - a.) review the evidence regarding the alleged violation,
 - b.) determine the appropriate consequences for violating the Positive Life Program agreement, and
 - c.) review the student behavior expectations regarding completion of the educational component of the Positive Life Program and student re-entry back into their privileged activity.
 - d.) provide the names of counseling and assistance agencies that the family may want to contact for help.
- D. All meeting attendees will sign a document at the conclusion of this meeting that verifies the conclusions from this meeting. If the parent/guardian in attendance does not agree to the terms of the Positive Life Program meeting, they may appeal the decision (see Section XII).

VI. POSITIVE LIFE PROGRAM PRIVILEGED ACTIVITY SUSPENSIONS

All students with a Positive Life Program violation, if confirmed and agreed upon by the attendees at the Positive Life Program meeting, will face a suspension from the privileged activity or activities. The guidelines below will determine the length of the suspension.

- A. Students who participate on an athletic team, in an IHSAA sanctioned sport, cheer, lacrosse, dance, speech, debate, band, choir, theater production or orchestra who violate the terms of the Positive Life Program shall be suspended from 40% of the total competitions, performances, or contests from the date of the violation for a first time violation. Please see Section III, C for a complete list of activities.
- B. The length of the suspension shall be reduced by half, to 20%, if the student participant and his/her parents agree to successfully complete the educational component of the Positive Life Program to the satisfaction of the Positive Life Program Coordinator, and/or the principal or his/her designee.
- C. If the student does not complete the educational program by the communicated deadlines set by the Positive Life Program coordinator and/or the principal, the full length of the suspension will take effect.
- D. The length of the suspension will be calculated by adding up the total number of regular season performances, competitions, or contests including conference championship and one Sectional or postseason contest (if applicable) and multiply the result by 0.4. If the results of this calculation are a fraction, the suspension will be rounded to the nearest whole number.
- E. Suspensions must be served for whole contests, competitions, or performances and may not be subdivided by quarters, halves, etc.
- F. If the violation occurs out of season, the suspension will start with the first contests on the calendar at the start of the season, and may not be interrupted or paused until the entire suspension period is completed
- G. If the violation occurs during the season, then the suspension begins with the next contest on the schedule from the date of the Positive Life Program violation and continues until the suspension period is completed. If a competition includes multiple contests, e.g., a tournament style competition, each individual match will be counted towards the suspension.

- H. If the violation coincides with an out of school suspension, both the school consequences and the Positive Life Program suspension shall be served concurrently.
- I. Should any contest or competition be cancelled, this contest still counts towards the total number of suspended events as outlined at the Positive Life Program meeting. Any contest that is postponed, due to weather, for example, will extend the suspension to the next scheduled contest. If another contest occurs before the postponed contest is completed, the suspension will affect the next contest that occurs until the entire suspension period is met without interruption.
- J. If the season ends before the suspension can be completed fully, the suspension will continue through the start of the following season.
- K. Positive Life Program violations cannot affect academic performance in any co-curricular privileged activity. Alternate assignments for full academic credit will be provided to any student following a violation of the Positive Life Program which would otherwise result in lowering a student's grade as a consequence of non-attendance of a performance, competition or contest. The student must complete the alternate assignment by the deadlines set by the teacher, coach, etc. consistent with school grading policies to receive credit for the alternate assignment.
- L. If a student participates in multiple and consecutive activities throughout the school year, the consequences will be assessed during the current season in which the violation took place and shall rollover into the next season if the current season ends before the suspension has been completed. For example, if only 10% of a suspension is completed until the current season ends, the remaining suspension will begin immediately at the start of the next season.
- M. If a student is involved in multiple privileged activities at the same time, the consequences will be divided equally among the activities. For example, a student facing a 20% suspension will serve 10% from one activity, and 10% from another activity and may not choose to serve the suspension period by any other ratio.
- N. The student and parent must agree to participate in the educational component in order for the suspension to be reduced per Section VI, B, but the suspension from competitions or performances may be concluded before the educational components are completed.
- O. Students participating in one or more of the privileged activities listed in Section VI, A of this section who violate the Positive Life Program a second time will serve a suspension for one calendar year, or 365 days, from the date of the second violation.
- P. A third Positive Life Program violation will result in a permanent suspension from all privileged activities for the remainder of the student's career.
- Q. Students participating in co-curricular programs who violate the Positive Life Program for the second or third time, may be removed from the class at the discretion of the principal and/or his designee.

VII. POSITIVE LIFE PROGRAM VIOLATIONS FOR OTHER EXTRACURRICULAR ACTIVITIES

- A. Students who participate in an after school club or organization that is not listed in Letter A of Section VI, or any other school-sponsored activity as determined by the principal or his/her designee, shall be suspended from participating in this extracurricular activity for sixty (60) days for a first offense for violating the Positive Life Program.
- B. The length of the suspension shall be reduced by half, to thirty (30) days, if the student participant and his/her parents agree to successfully complete the educational component of the Positive Life Program to the satisfaction of the Positive Life Program Coordinator, and/or the principal or his/her designee.
- C. If the student does not complete the educational program, the full length of the suspension will take effect.
- D. If the violation coincides with an out of school suspension, both the school consequences and the Positive Life Program suspension shall be served concurrently.
- E. Any student serving a Positive Life Program must finish the season "in good standing" according to standards established by the respective coach, sponsor, and administrator in order for the suspension to count.
- F. If the after school club or program competes similarly to an athletic program with a defined season, then the suspension will be 40% of the organization's season, and will be reduced to 20%, once the student and parent agree to participate in the educational program of the Positive Life Program.

- G. Students who participate in one or more of the privileged activities listed in Section VI and one or more after school clubs from this section will only face Positive Life Program consequences for the activities listed in Section VI. For example, a student athlete in a winter sport and an after school club will not be suspended from both activities, but only the winter sport.
- H. Students who participate in multiple activities from this section alone will face the consequences listed in Section VII, A regardless of the number of after school clubs that a student is involved in at the time of the violation.
- I. The student and parent must agree to participate in the educational component in order for the suspension to be reduced, but the suspension from competitions or performances may be concluded before the educational components are completed.
- J. Students participating in one of the privileged activities referred to in this section who violate the Positive Life Program a second time will serve a suspension for one calendar year, or 365 days, from the date of the second violation.
- K. A third Positive Life Program violation will result in a permanent suspension from all privileged activities for the remainder of the student's career.

VIII. POSITIVE LIFE PROGRAM VIOLATIONS FOR DRIVING TO SCHOOL

- A. Students who drive to school are subject to the same policies of the Positive Life Program as all other students participating in any other privileged activity.
- B. Students who drive to school who violate the Positive Life Program for the first time will be suspended from driving to and from school for thirty (30) days.
- C. The length of the suspension shall be reduced by half, to fifteen (15) days, if the student participant and his/her parents agree to successfully complete the educational component of the Positive Life Program to the satisfaction of the Positive Life Program Coordinator, and/or the principal or his/her designee.
- D. If the student does not complete the educational program, the full length of the suspension will take effect.
- E. If the violation coincides with an out of school suspension, both the school consequences and the Positive Life Program suspension shall be served concurrently.
- F. The student and parent must agree to participate in the educational component in order for the suspension to be reduced, but the suspension from driving to school may be concluded before the educational components are completed.
- G. Students who participate in privileged activities as defined in Section VI of the Positive Life Program and Section VIII will only face consequences for the activities listed in Section VI. Students who participate in activities listed in Section VII of the Positive Life Program and who also drive to and from school will face the consequences listed in both Sections VII and Section VIII.
- H. Students who violate the Positive Life Program for the second time will serve a suspension from privileged activities for one calendar year from the date of the second violation.
- I. A third Positive Life Program violation will result in a permanent suspension from all privileged activities for the remainder of the student's career.

IX. JOINING NEW PRIVILEGED ACTIVITIES AFTER A POSITIVE LIFE PROGRAM VIOLATION

- A. Positive Life Program suspensions shall only affect the privileged activities that a student is currently participating in, or has already participated in as a student at their current level of schooling. Should a student elect to join a new activity, the Positive Life Program consequences agreed to at the Positive Life Program meeting outlined in Section V will remain in effect. See Section XI, B-C., for additional information regarding this policy.
- B. If a student elects not to participate in a future activity and thus avoids the suspension from the privileged activity listed in Sections VI, VII, and/or VIII above, that were outlined at the Positive Life Program meeting, the full suspension will take effect if the student re-joins the activity at any other point in his/her school career.

- C. If a student joins a privileged activity during the suspension period that the student has not participated in within the previous 365 days, this new activity will not be considered when calculating the length of the suspension period per Section VI of the Positive Life Program.

X. INVESTIGATIONS

- A. A student will be interviewed for a possible Positive Life Program violation by a coach, advisor, sponsor, or administrator if information is presented to be rumor or hearsay. Evidence of a violation that comes from social media platforms, such as Facebook, Twitter, Snapchat, etc., will be considered as evidence. The principal and or designee will conduct an investigation into the allegation. If verified, discipline will be consistent with Sections V-VIII.

XI. STATUTE OF LIMITATIONS

- A. If evidence is presented against a student which can be confirmed to be greater than one calendar year old from when the evidence is presented to a coach, sponsor, counselor, and/or administrator, the student must participate in the educational component of the Positive Life Program, but no suspension from any contests will be mandated. Failure to comply with the educational component in this instance will be subject to the suspension per the Positive Life Program listed in Sections V-VIII.
- B. Any student who, at the end of his/her 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 eighth grade record and is not to be considered his/her first violation in the middle (or high) school.
- C. Students in seventh grade who have a violation out of season (fall or winter), will apply the suspension to the next privileged activity they participate in.
- D. As the middle school student enters the high school his/her academic eligibility will be based on his/her ninth grade performance.

XII. ELIGIBILITY FOR MIDDLE SCHOOL AND NINTH GRADE STUDENTS

- A. High school eligibility begins on the first Tuesday after Memorial Day of the preceding school year for all incoming 9th grade students.
- B. Middle school eligibility begins on August 1st of the current school year for incoming 7th grade students.

XIII. PARENT/GUARDIAN RIGHTS OF APPEALS

- A. Any parent or guardian who objects to the findings of the Positive Life Program meeting following an alleged violation, may request an appeal from the principal or his/her designee at the Positive Life Program meeting. This request may be made orally or in writing.
- B. Once notified, the principal or his/her designee will convene a Positive Life Program appeals meeting within five school days of the request.
- C. The principal or his/her designee shall appoint three members to hear the appeal who are not directly affiliated with the student or the alleged violation.
- D. The three-member panel shall review the information presented at the initial Positive Life Program meeting, including a summary of the evidence and why the parent/guardian requested the appeal. The parent/guardian who requested the appeal shall also provide any relevant information as to why the appeal should be granted.
- E. At the conclusion of the appeal meeting, the panel shall make their determination within two school days of the meeting and present their findings to the principal or his/her designee.
- F. The appeals panel shall determine whether to enforce original consequences from the initial Positive Life Program meeting, or exonerate the student from any consequences should the panel decide that no violation was evident.
- G. The principal's decision following the recommendation of the appeals panel will be final and binding on the student and parent.