# NORTHWEST INDIANA

## ONLINE SCHOOL

# 2026-2027
# Student Handbook

# STUDENT HANDBOOK

## 2026-2027

Mrs. Christy M. Jarka
School Administrator
Director of Trojan Learning Center, including
Northwest Indiana Online School
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601 W. Morgan Avenue; Door 9
Chesterton, IN 46304
219-983-3743

# Table of Contents

**DUNELAND MISSION, VISION & CORE VALUES** ..... **6**
**Northwest Indiana Online School MISSION & VISION** ..... **6**
**Northwest Indiana Online School (NWIOS)** ..... **7**
Admission ..... 7
NWIOS Logistics and Responsibilities ..... 8
Curriculum & Programming ..... 9
Co and Extracurricular Participation ..... 10
Device Requirements ..... 11
Device Technical Support ..... 11
Exceptional Learning (Special Education) ..... 11
Program Options ..... 11
School Calendar ..... 12
Social and Emotional Learning ..... 12
Special Events ..... 12
Withdrawing from NWIOS ..... 13
**ACADEMIC DISHONESTY, PLAGIARISM & COPYRIGHT** ..... **13**
**ACCESSIBILITY - ONSITE EVENTS & VISITS** ..... **14**
**ASSESSMENTS (STANDARDIZED TESTS)** ..... **14**
**ATTENDANCE & PACING POLICY** ..... **15**
Purpose ..... 15
Attendance Tiers & Compliance ..... 15
🟢 Good Standing (On Pace) ..... 15
🟡 Warning ..... 16
🔴 **Probation (2+ Consecutive Weeks on Warning Below 75% Pace)** ..... **16**
What It Means ..... 16
- Students must stay on pace and passing at least 75% of their classes to remain in good standing ..... 16
- On pace = keeping up with scheduled lessons and assignments ..... 16
- Passing = earning a passing grade in the class ..... 16
- If you are below 75% for 3+ weeks, you are placed on Probation ..... 16

Examples (7 classes) - see page 2 ..... 16
- 7/7 classes = 100% ✅ On Track ..... 16
- 6/7 classes = 86% ✅ Good Standing ..... 16
- 5/7 classes = 72% ⚠️ Warning (Below 75%) ..... 16
- 4/7 classes or fewer ❌ At Risk → May lead to probation ..... 16

Examples (6 classes) see page 2 ..... 17
- 6.6 classes = 100% ✅ On Track ..... 17
- 5/6 classes = 83% ✅ Good Standing ..... 17
- 4/6 classes = 67% ⚠️ Warning (Below 75%) ..... 17
- 3/7 classes or fewer ❌ At Risk → May lead to probation ..... 17

Probation Requirements.... 17
● Weekly check-in with NWIOS staff until back on pace.... 17
● Weekly hours required (spread across 7 days).... 17
Attendance Based on Weekly Hours and Staying on Pace in each class.... 17
● 25 hrs and on pace in 7/7 or 6/7 classes = 5 days present.... 17
● 20–24 hrs and on pace in at least 7/7 or 6/7 classes = 4 days present.... 17
● 15–19 hrs and on pace in at least 5/7 classes = 3 days present.... 17
● 10–14 hrs and on pace in at least 4/7 classes = 2 days present.... 17
● 5–9 hrs and on pace in at least 3/7 classes = 1 day present.... 17
● < 5 hrs and on pace in 2 or less classes = 0 days present.... 17
● Missed check-in = 1 absence.... 17
⚠️ Chronic Probation.... 17
● Continued off-pace = 1:1 virtual meeting (student + family + staff).... 17
● Must log 25 hrs/week.... 17
● Non-compliance may lead to withdrawal (per Indiana law IC 20-33-2-25).... 17
Flexibility & Support.... 17
● 25 hrs and on pace in 7/7 or 6/7 classes = 5 days present.... 18
● 20–24 hrs and on pace in at least 7/7 or 6/7 classes = 4 days present.... 18
● 15–19 hrs and on pace in at least 5/7 classes = 3 days present.... 18
● 10–14 hrs and on pace in at least 4/7 classes = 2 days present.... 18
● 5–9 hrs and on pace in at least 3/7 classes = 1 day present.... 18
● < 5 hrs and on pace in 2 or less classes = 0 days present.... 18
● Missed check-in = 1 absence.... 18
**ASSESSMENTS ATTENDANCE.... 19**
**CHRONIC ABSENTEEISM and TRUANCY.... 19**
**BUILDING ACCESS.... 20**
**CHILD NUTRITION SERVICES.... 21**
**CODE OF CONDUCT.... 22**
Behavioral Expectations Matrix.... 22
Specific Rules of Behavior.... 23
K-12 Consequence Guidelines* for Threats of Violence.... 27
Student Appearance and Dress Guidelines.... 28
Behavioral Consequences.... 29
**COMMUNICATION.... 30**
**CONFERENCES.... 30**
**COUNSELING SERVICES.... 31**
**CHS CAREER CENTER.... 31**
**CURRICULUM.... 31**
**ENGLISH LANGUAGE LEARNERS.... 31**
**FEES.... 32**
**GRADING & GPA.... 32**

**GRADUATION** 33
**HEALTH SERVICES** 34
TRANSPORTATION FOR STUDENT EMERGENCIES 35
**HIGH ABILITY PROGRAM** 35
**HONOR ROLL** 35
**INSTRUCTION** 35
**MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)** 36
**WIRELESS DEVICE RESTRICTIONS DURING SCHOOL HOURS** 38
**VIDEO AND AUDIO RECORDINGS** 38
**REDOING ASSIGNMENTS** 38
**RETAKING COURSES** 38
**RETENTION OF STUDENTS** 39
**TIME COMMITMENT** 39
**TRANSCRIPTS** 39
**TRANSPORTATION FOR ONSITE VISITS** 39
Bus Transportation 39
Student Drivers, Vehicles 39
**UNLOCKING FINAL ASSESSMENTS** 40
**WORKING AHEAD** 40
WITHDRAWING FROM A CLASS 40
**DSC ACCEPTABLE USAGE GUIDELINES FOR ARTIFICIAL INTELLIGENCE PROGRAMS** 40
**CAN I USE AI ON THIS ASSIGNMENT?**
**Generative AI Acceptable Use Scale** 46
**DUNELAND SCHOOL CORPORATION STUDENT DEVICE HANDBOOK** 47
Why Does Duneland Believe 1:1 Is Important? 47
Duneland School Corporation Device Care 48
Using the DSC device 49
Duneland School Corporation Rules For Computer Use 53
Duneland 1:1 Frequently Asked Questions (FAQ) 54
**SCHOOL BOARD POLICIES** 58
5771 - Search and Seizure 58
7540.03 – Student Network and Internet Acceptable Use and Safety 59
Section 504 of the Rehabilitation Act of 1973 61
Duneland School Corporation Parent/Students Rights in Identification, Evaluation, and Placement 62
Family Educational Rights and Privacy Act 63
Seclusion and Restraint Plan 63
Educational Rights of Homeless Students 63
Civil Rights Assurance of Equal Opportunity and Nondiscrimination Statements 63
Title IX 64
Interagency Information Sharing Agreement 64
5530.01 - Extracurricular Activities, Athletics and Student Driver Drug Testing Program 64

**POSITIVE LIFE PROGRAM..... 68**
I. INTRODUCTION.....68
II. PREVENTION.....68
III. EXTRA/CO-CURRICULAR PARTICIPATION & THE POSITIVE LIFE PROGRAM.....69
I. POSITIVE LIFE PROGRAM VIOLATIONS.....69
V. POSITIVE LIFE PROGRAM CONSEQUENCE.....70
VI. POSITIVE LIFE PROGRAM PRIVILEGED ACTIVITY SUSPENSIONS.....70
VII. POSITIVE LIFE PROGRAM VIOLATIONS FOR OTHER EXTRACURRICULAR ACTIVITIES.....72
VIII. POSITIVE LIFE PROGRAM VIOLATIONS FOR DRIVING TO SCHOOL.....72
IX. JOINING NEW PRIVILEGED ACTIVITIES AFTER A POSITIVE LIFE PROGRAM VIOLATION.....73
X. INVESTIGATIONS.....73
XI. STATUTE OF LIMITATIONS.....73
XII. ELIGIBILITY FOR MIDDLE SCHOOL AND NINTH GRADE STUDENTS.....73
XIII. PARENT/GUARDIAN RIGHTS OF APPEALS.....74

# DUNELAND MISSION, VISION & CORE VALUES

## Vision

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

## Mission

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

## Core Values

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

Duneland Schools are committed to the development of the whole child. Realizing that its students have various development levels of abilities and needs, Duneland aims to meet individual student differences. The Northwest Indiana Online School strives to meet these needs through unique utilization of 21st century skills and technology to appropriately prepare students for the world beyond school.

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

## Northwest Indiana Online School MISSION & VISION

### Mission Statement

The Trojan Learning Center, including Northwest Indiana Online School, provides an environment where innovation and flexibility go beyond traditional schooling to empower individualized learner success.

### Vision Statement

The Trojan Learning Center, including Northwest Indiana Online School, envisions a leading educational program in which staff:

- Provide a collaborative culture where a student's unique abilities are strengthened for individual success.
- Celebrate and accept student voices to create a safe environment.
- Focus tiered supports on graduation and life beyond school.
- Seek innovative approaches in the pursuit of alternative learning methods for change.
- Demonstrate a foundational belief that a student's past does not determine their future.

# Northwest Indiana Online School (NWIOS)

## Admission

A student seeking admission to the NWIOS must meet all residency, academic, age, immunization and other eligibility prerequisites for admission as set forth in State law, Board Policy, and administrative regulations. Students and their families should contact the NWIOS Office for admission requirements and enrollment information. The enrollment process and list of required documents is also available online at https://nwi.duneland.k12.in.us/about-us/helpful-information/nwi-application. A member of the NWIOS staff will contact you to schedule an orientation session to complete enrollment. Final enrollment occurs after successful completion of the registration process, review of student records, and completion of orientation. Previous success with online learning and overall academic performance will play a key role in determining final acceptance into NWIOS.

Key considerations of the NWIOS:

- Families seeking admission into the NWIOS need to be aware that enrollment indicates at least a **semester** commitment to the program.
    - High school seniors are asked to make a year long commitment due to graduation requirements.
- Once enrolled in the NWIOS, students may continue without additional application as long as they maintain good academic standing within the program.
- Academic and attendance performance will be monitored and communicated to families at least twice a month. These reviews will indicate a student's time on task (logging in; attendance), pacing, and passing status.
- Applications for enrollment will remain open until 10 school days into the start of the semester-to allow time for application review, orientation, and scheduling.
- Families should be aware that **students will be required to complete onsite** in-person assessments at various times throughout the school year for local and state mandated testing.
- Strict adherence to the NWIOS handbook will be required. Failure to follow attendance guidelines and remain current in coursework will result in removal from the virtual program. A thorough review of the Family and Student Responsibilities is encouraged to gain a deeper understanding.
- High school seniors who are enrolled in the program will receive a Duneland School Corporation diploma. **They will graduate from the Northwest Indiana Online School *not* Chesterton High School.**

**Transferring from Other Duneland Schools**

Students currently enrolled in other DSC schools should contact the NWIOS office, complete an application, and attend orientation to be considered for enrollment. Chesterton High School students will be asked to complete withdrawal paperwork to formally withdraw from CHS. All school records and required enrollment paperwork will be internally transferred if applications are approved.

**Students Without Legal Settlement**

Based on Board Policy 5111 students without legal settlement may attend the NWIOS. Families should contact the NWIOS office and complete all online and in-person steps for enrollment and attend orientation to be considered for enrollment. Additional meetings may be required for high school students to address all graduation pathway requirements.

**(Board Policy 5111)**

Students without legal settlement in the Corporation may be accepted into the Northwest Indiana Online School or an alternative education program operated by the Corporation even if the Corporation does not otherwise accept transfer students. Students

who are enrolled under this section are not eligible to participate in co-curricular or extracurricular activities. The Board shall comply with I.C. 20-26-11-32(g), (h), (j), (k) and (l) with respect to those students.

# NWIOS Logistics and Responsibilities

## STAFF RESPONSIBILITIES

Duneland teachers and support staff will work closely with students and their families to regularly communicate progress to promote academic success. A designated School Counselor/Social Worker along with the NWIOS Administrator will oversee placement of students, course schedules and provide social and emotional learning support. All students will be assigned a Success Coach specifically tasked with monitoring student progress on independently paced work.

## FAMILY RESPONSIBILITIES

We appreciate the key partnership that must exist between home and school to make a virtual learning experience have success. This partnership works best when:

- families have access to reliable WIFI and technology capabilities every school day;
- families provide a secure and safe study environment for their student to engage in online instruction;
- families supervise the student's work and make sure the student is complying with attendance procedures and attending required live remote (Zoom, Google Meet, etc.) instruction with camera on;
- families keep in close communication with NWIOS Staff and Edmentum teachers about academic progress;
- families commit to making students available to attend required in-person local and state assessments;
- families commit students to be placed in NWIOS for a minimum of one semester;
- families read the weekly NWIOS Times Newsletter

Families of students in grades K-5 will be required to be a partner helping NWIOS Staff to keep their students in attendance, on task, on pace, and engaged in lessons. Parent/guardian responsibilities for students in grades 6-12 may not be as time-sensitive depending on a student's development of independent study and homework habits at these grade levels. However, it is an expectation that the parent/guardian for students in grades 6-12 will act as educational advocates, providing their students with additional problem-solving support when needed.

In order to keep parents informed of their student's progress in school, parents are provided with academic progress information on a continuous basis. Parents will be provided an orientation on how to access this information at any time, therefore always being informed of their student's academic progress. Parents are encouraged to build a two-way link with NWIOS staff by informing them of suggestions or concerns that may help their student better accomplish his/her educational goals.

## STUDENT RESPONSIBILITIES

Students enrolled in NWIOS will be expected to abide by all NWIOS policies outlined here as well as all Duneland School Corporation rules and regulations. It is required that:

- students have access to reliable WIFI and technology capabilities every school day;
- students follow their online teacher's lesson planning and calendar, and that they log in as assigned;
- students keep in close communication with NWIOS Staff and Edmentum teachers;
- students must have their camera on for all live teaching/Zoom;
- students must attend all required in-person testing;
- students follow the teacher's virtual classroom rules.

Success in the NWIOS program relies heavily on the fact that students take accountability and ownership of their education, regardless of their grade level.

## VIRTUAL LEARNING SUCCESS TIPS

The following tips are provided to help students and families be successful in an online learning environment:

- **Check email and messages every day Monday - Friday**
- Login into the school platform, Edmentum, at least five (5) days per week.
- Login and complete work every
- Attend live sessions
- Watch recorded lessons
- Watch the tutorials
- Stay on pace
- Utilize the tools available in the course (ie complete the study guide)
- Communicate often with Edmentum teachers and NWIOS personnel for support

## AT HOME LEARNING ENVIRONMENT

Students are asked to dedicate a space in their homes for online learning. Please avoid having signs or graffiti in the background of the student's workspace, as to avoid live instruction interruption. Environments will be treated as if the families or students are in the school they would normally attend. **Duneland reserves the right to remove anyone from the NWIOS program whose behavior impedes or disrupts the online learning environment.**

# Curriculum & Programming

The NWIOS is partnering with a third-party vendor, Edmentum, to provide staffing and curriculum for NWIOS students. Students K-5 will be enrolled in their Calvert Learning program and students grades 6-12 will be enrolled in EdOptions Academy.

**Calvert Learning Grades K-5**

Calvert Learning is taught by Indiana certified teachers who utilize Calvert's 100+ years of educational innovation to meet current demands for student academic achievement. Students will be assigned a single classroom teacher who will teach the primary subjects of English, Math, Science and Social Studies through online learning and regular online lessons. Additionally students will be enrolled in elective courses in the related arts area. Units of study are centered around a project based format offering a unique style to learning in an online environment.

Calvert Learning allow the following benefits

- Structured or Independently Paced Format
- Project Based Learning Approach

- Recorded lessons and flexible hours to work outside traditional school times
- Live meetings with teacher or other teachers to meet student needs
- Live Tutoring Support Available Daily
- Single teacher connection for all subjects
- Mastery Learning approach allows students multiple tries to demonstrate content proficiency.

**EdOptions Academy Grades 6-12**

EdOptions Academy is taught by Indiana certified teachers who utilize Edmentum's catalog of over 400 courses that meet the graduation needs of students earning an Indiana Diploma as outlined by the Indiana Department of Education with the following designation(s):

- General;
- Core 40;
- Core 40 with Academic Honors; or
- Core 40 with Technical Honors.

Edmentum's curriculum provides a learning experience that is based on real-world skills and aligned to state and national standards. This rigorous and engaging content is designed to meet each child at his or her proficiency level through the use of media-rich and interactive experiences.

EdOptions Academy allows for the following benefits:

- Independently Paced Format
- Full Schedule with 6-7 classes including electives
- Flexible class times outside typical school hours
- Live meetings with teacher or other teachers to meet student needs
- Live Tutoring Support Available Daily
- Options for Advanced Placement
- Individualized schedule and plan for each student
- Mastery Learning approach allows students multiple tries to demonstrate content proficiency.

All NWIOS students will be assigned a Duneland Success Coach to assist in monitoring attendance, review academic progress, provide regular updates to families, and provide additional support.

All NWIOS students will also be enrolled in a NWIOS Canvas Course providing them with a single location for schedules, announcements, and Duneland Specific Information regarding the NWIOS.

## Co and Extracurricular Participation

Students enrolled in the 5th -12th grade NWIOS **and have legal settlement within Duneland School Corporation** boundaries may participate in co and extra curricular activities at their home school. These students are expected to comply with policies and regulations for participation as outlined by the home school. Participation and eligibility will be based on IHSAA policies and NWIOS administrative approval. Students involved in after school activities should comply with individual building based policies on arrival to after school events. Students should not arrive before permitted time and loiter on school grounds. Failure to comply with arrival procedures may result in removal from co/extracurricular participation and/or the NWIOS. Students must meet set attendance requirements to participate in afterschool events. Students in grades 7-12 who participate in extracurricular activities (including athletics) at their home school will be required to sign and return the Extracurricular/Driving Consent Form

(Form 5530.01) to consent to the Extracurricular Activities, Athletics, and Student Drive Drug Testing Program (Policy 5530.01). Additionally, students who participate in privileged activities at their home school are subject to the requirements of the Positive Life Policy.

## Device Requirements

Students in the NWIOS and have legal settlement within Duneland School Corporation boundaries will be issued either an iPad (K-8) or a Windows Laptop (9-12) to complete their online coursework. These devices need to be maintained and will be required for onsite assessments. Students may opt to use their own device for coursework as well. Please note that Duneland does have a filtering system (Securly) to help monitor appropriate use of electronic devices and personal devices do not have this same system. Duneland will only assist with technical issues of school issued devices as well not personal devices.

Students without legal settlement are asked to use their own device for daily work and will be provided a device for onsite assessments.

## Device Technical Support

Families/students in need of technical support with their Duneland device should open a tech ticket by visiting https://duneland.incidentiq.com. Once logged in, press the "New Ticket" button in the top left hand corner. From there you will be prompted to answer a series of questions. You can also email helpdesk@duneland.k12.in.us. Please be sure to include your name, an email address, and a description of the problem.

NWIOS staff are onsite from 7:30 AM - 3:30 PM daily. NWIOS teachers maintain additional office hours and will communicate their schedules. Edmentum, the parent company for EdOptions and Calvert Learning Academy, offers tutoring and support services to families from 8:00 AM - 5:00 PM (CST).

## Exceptional Learning (Special Education)

The NWIOS students who need a teacher of record will be assigned one. A review of the student's IEP will take place and a case conference will take place to determine a student's least restrictive environment, including whether an online school is the best option for a student, prior to acceptance into NWIOS to clarify service options and identify who will be providing services.

## Program Options

### Full Time NWIOS Students

Students in grades K-12 enroll as full time NWIOS students taking all courses through the online environment.

### Hybrid Students

Students in grades 5-12 ***and have legal settlement within Duneland School Corporation boundaries may be granted permission*** to enroll in NWIOS and participate as in-person students for 1-2 select courses at their home school. Students interested in more than two courses should enroll at their homeschool as an in-person student and will not be accepted into the NWIOS. The following are the lists of approved courses for hybrid students.

- Intermediate and Middle School Options
    - Band
    - Choir
    - Orchestra
    - Japanese
- High School Course Options
    - Career & Technical Education Courses
    - Building Trades
    - Robotics
    - World Languages
    - Newspaper / Yearbook
    - Lifeguarding
    - Band
    - Choir
    - Orchestra
    - Radio/TV
    - Athletic Training
    - Principles of Machining

Special notes for Hybrid Students:

- Families of hybrid students must provide their own transportation to their homeschool for these courses.
- Students should arrive on time but no earlier than 10 minutes before their scheduled class and should depart within 10 minutes after the scheduled class.
- Students must check in and out of the main office or other designated area upon entry and departure.
- Failure to attend or comply with arrival and dismissal processes may result in removal from hybrid student status and return to full time NWIOS student or full time in-person student at the home school.
- Hybrid students are held responsible for abiding by both the NWIOS Handbook and the handbook of their homeschool. Policies and consequences may be issued by the homeschool which have an impact on NWIOS enrollment.
- NWIOS Administration will follow recommendations of the homeschool administration when issues arise involving suspension or expulsion of students.

## School Calendar

The NWIOS will follow the Duneland School Corporation school calendar. **Families should be aware that the Edmentum system does not accommodate designated days off school.** Students should work ahead or catch up upon return when taking a planned vacation to stay on or ahead of pace.

## Social and Emotional Learning

Development of the whole child is a key component to overall student success. A school counselor is available to students enrolled in the Northwest Indiana Online School through the Duneland School Corporation. Support from a school counselor is available upon request.

## Special Events

NWIOS students are allowed and encouraged to attend any Duneland School Corporation event which is open to the public including performances and sporting events. **Students fully enrolled in the NWIOS and have legal settlement within Duneland School Corporation boundaries are only allowed to participate in additional special events such as dances**

**or banquets at the invitation of the school or they are invited by a current Duneland in-person student and have completed appropriate paperwork as a student from another school.**

**Prom:** Students enrolled in NWIOS may not participate in Chesterton High School's Prom, even if the student resides within the Duneland School Corporation boundaries. Those students wishing to attend prom, must be invited as a guest by a Chesterton High School student and must complete all paperwork required by CHS administration prior to attending.

## Withdrawing from NWIOS

Enrollment in the NWIOS is at least a semester commitment. DSC Students who have legal settlement within Duneland School Corporation boundaries will only be able to transfer to other DSC schools at the beginning of a semester. Families who are interested in transferring back to in-person learning in the Duneland Schools should contact the NWIOS Office no later than one month prior to the start of the next semester to allow time for course completion, alignment of schedules, and transfer of records.

Special Notes:

- High school students looking to return to Chesterton High School will need to complete withdrawal paperwork with NWIOS and then complete enrollment paperwork at CHS.
- High school seniors are asked to make a year long commitment due to graduation requirements.
- Per IC 20-19-9-5., students considered habitual truant must be withdrawn from Northwest Indiana Online School. A student who is withdrawn pursuant to this policy may not be re enrolled for the school year in which the student is withdrawn per IC 20-24-7-13.

Students without legal settlement within Duneland School Corporation boundaries should also maintain the semester commitment. Should a family wish to discontinue enrollment they will need to complete the proper withdrawal student process. Their original home school of attendance will be notified of their withdrawal as well.

# ACADEMIC DISHONESTY, PLAGIARISM & COPYRIGHT

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

d. A student must not steal, change, destroy, or impede another student's work. Impeding another student's work includes (but is not limited to) the theft, defacement, or mutilation of common resources to deprive others of the information they contain.

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

Students caught cheating will 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 detention, suspension, and/or loss of credit for the semester.

Online courses use copyrighted materials that have been licensed or developed by their vendor. These materials are the property of the respective developer and are provided only for the use of students. You may not distribute, publish, or reuse the materials, audio files, images or design of any of the curriculum. You are authorized to view, copy, and print documents contained within the portal and courses, subject to the agreement that:

- Your use is for the performance of coursework as required by the instructor teaching the course for which you are registered.
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- You will not reuse any material contained on the portal or courses, including the functionality of the courses delivery system.
- You will not copy the course delivery system for any commercial or noncommercial purpose. You will not copy any codes or graphics contained in the site, except those graphics used in courses, subject to the above terms.

# ACCESSIBILITY - ONSITE EVENTS & VISITS

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.

# ASSESSMENTS (STANDARDIZED TESTS)

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

All full-time and part-time students will be required to take all mandatory state and local testing in compliance with state law/code. Students will take tests in-person. Full-time students must comply with the DSC Student Testing guidelines listed in the code of conduct. Testing calendars for grade levels will be communicated as they become available.

At this time, students must meet in person to take the following standardized assessments:

- ILEARN - Grades 3rd-8th, 9th graders taking Biology and Grade 12 ILEARN Government.
- IREAD - Grades 2 & 3
- SAT(taken in the Spring) - Grade 11
- PSAT(taken in the Fall) - is OPTIONAL for students in grades 9, 10, & 11
- Naturalization Exam - Grade 12 (during during the semester they are enrolled in Government)

Students may also be asked to take the following either remotely or in person:

- iLEARN Checkpoints

# ATTENDANCE & PACING POLICY

NORTHWEST INDIANA ONLINE SCHOOL(NWIOS) is a virtual education school under Indiana Code 20-19-9-4. This policy includes requirements listed in Indiana Code 20-19-9-5. Additionally, Indiana Public Law and federal legislation set a 95% benchmark for a school's minimum attendance rate. Attendance rate is one of the factors that is considered when public schools are placed in performance categories and compared to other public schools.

The Duneland School Corporation believes that NWIOS's students will attain the educational benefits of learning and the fulfilment of academic and career goals through engagement and attendance. NWIOS will provide students and families support with attendance, online schooling, work completion or life circumstances to have the opportunity to succeed in a virtual setting.

While an online school provides for a flexible learning environment for the student, it still maintains a basic expectation of student attendance and performance.

All students who are enrolled for the entire school year must attend 180 instructional days per school year. The total instructional days are adjusted based on the student's start date. The instructional time requirements in Indiana for schools are established by state law. These requirements apply regardless of how many semesters make up a school year.

## Purpose

This policy outlines expectations for students enrolled in Northwest Indiana Online School. Attendance is based on progress and pacing, not physical presence. This updated policy maintains flexibility for students, but offers clear expectations for families, and consistent accountability that can be easily tracked and understood by all stakeholders. Students must remain on pace in at least 75% of enrolled courses. This policy provides flexibility while ensuring accountability, in accordance with:

- **IC 20-19-9-4**: Virtual education program operations
- **IC 20-19-9-5**: Attendance requirements for virtual education
- **IC 20-32-5.1-7**: Compulsory statewide assessments
- **IC 20-33-2**: Indiana compulsory school attendance
- **IC 20-33-2-25**: Reporting habitual truancy

As an Indiana public school, NWIOS must also follow the rules and regulations set by the Indiana Department of Education (IDOE). All students are required to participate in state testing. Students not showing up and participating in assigned state testing or scheduled make-up sessions will be reported as unexcused absences and may be subject to Habitual Truancy laws (IC 20-32-5.1-7; IC 20-33-2). Additional consequences for failing to participate are determined at the school level and could include withdrawal from NWIOS.

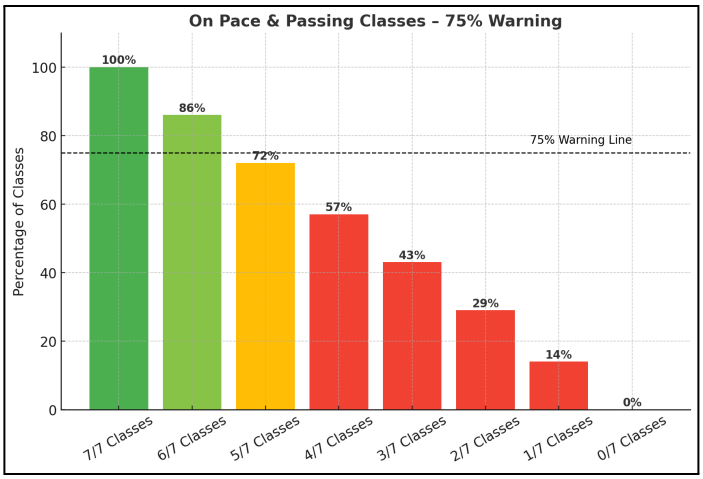
### Attendance Tiers & Compliance

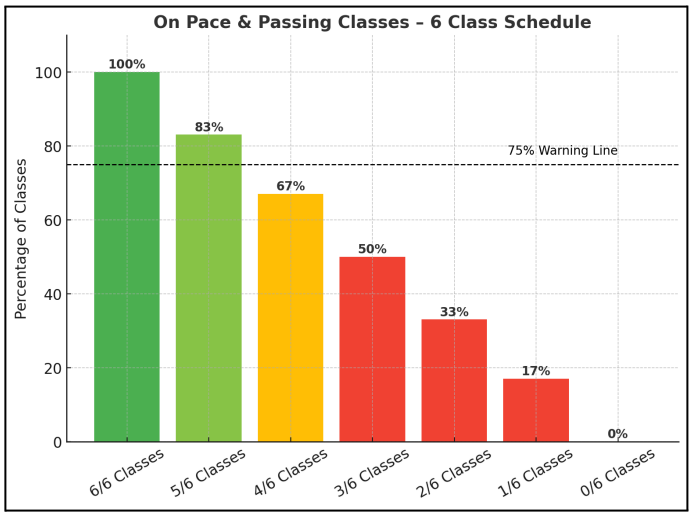
🟢 **Good Standing (On Pace)**

- On pace in ≥75% of courses.
- Attendance = present.
- Weekly pacing report emailed to families.
- No additional requirements or check-ins are needed while the student remains on pace.

🟡 **Warning**

- On pace and passing 75% of your classes
  - Warning – What It Means
    - Students must stay on pace and be passing at least 75% of their classes to remain in good standing.
  - Being *on pace* means you are keeping up with the assignments and lessons scheduled for your grade level.
  - *Passing* means you are earning a passing grade in the class.
  - Examples (7 classes):
    - 7/7 classes on pace and passing = 100% → Great, you are fully on track.
    - 6/7 classes on pace and passing = 86% → Still above 75%, in good standing.
    - 5/7 classes on pace and passing = 72% → Below 75%, this triggers a warning.
  - Examples (6 Classes):
    - 6/6 classes on pace and passing = 100% → Great, you are fully on track.
    - 5/6 classes on pace and passing = 83% → Still above 75%, in good standing.
    - 4/6 classes on pace and passing = 67% → Below 75%, this triggers a warning.
- Warning Requirements:
  - Check-in with NWIOS Staff.
  - Failure to check in = 1 absence.
  - Aligns with IC 20-19-9-5 attendance requirements.




# 🔴 Probation (2+ Consecutive Weeks on Warning Below 75% Pace)

What It Means

- Students must stay on pace and passing at least 75% of their classes to remain in good standing.
- On pace = keeping up with scheduled lessons and assignments.
- Passing = earning a passing grade in the class.
- If you are below 75% for 3+ weeks, you are placed on Probation.

Examples (7 classes) - see page 2

- 7/7 classes = 100% ✅ On Track
- 6/7 classes = 86% ✅ Good Standing
- 5/7 classes = 72% ⚠️ Warning (Below 75%)
- 4/7 classes or fewer ❌ At Risk → May lead to probation

Examples (6 classes) see page 2

- 6.6 classes = 100% ✅ On Track
- 5/6 classes = 83% ✅ Good Standing
- 4/6 classes = 67% ⚠️ Warning (Below 75%)
- 3/7 classes or fewer ❌ At Risk → May lead to probation

Probation Requirements

- Weekly check-in with NWIOS staff until back on pace
- Weekly hours required (spread across 7 days)

Attendance Based on Weekly Hours and Staying on Pace in each class

- 25 hrs and on pace in 7/7 or 6/7 classes = 5 days present
- 20–24 hrs and on pace in at least 7/7 or 6/7 classes = 4 days present
- 15–19 hrs and on pace in at least 5/7 classes = 3 days present
- 10–14 hrs and on pace in at least 4/7 classes = 2 days present
- 5–9 hrs and on pace in at least 3/7 classes = 1 day present
- < 5 hrs and on pace in 2 or less classes = 0 days present
- Missed check-in = 1 absence

## ⚠️ Chronic Probation

- Continued off-pace = 1:1 virtual meeting (student + family + staff)
- Must log 25 hrs/week
- Non-compliance may lead to withdrawal (per Indiana law IC 20-33-2-25)

## Flexibility & Support

- Weekly hours may be completed Monday -Sunday. Attendance is checked for the previous week on Tuesdays.
- Returning to ≥75% on pace = Good Standing.
- Families are encouraged to contact staff for support.

## Triggers & Requirements:

- Falling below 75% pace → **Warning (virtual check-in)**
- 2+ weeks off pace → **Probation (virtual check-in + hours)**
- Chronic non-compliance → **Virtual check-in + hours, 1:1 virtual meeting → possible withdrawal**

**KEEP IN MIND**: As long as the student remains on pace with assignment completion in 75% or more of their courses, they can focus on learning, enjoy the flexibility of the virtual program, and do not have any additional attendance requirements. Staying on pace ensures success while giving students the freedom to manage their own time and progress.

| Tier / Status | Criteria | Requirements | Weekly Hours / Attendance Days | Notes / Flexibility |
|---|---|---|---|---|
| 🟢<br>Good Standing | On pace with assignments in ≥75% of classes | Complete daily/weekly assignments by the due date; engage in lessons | N/A | No additional check-ins. Focus on coursework and flexible pacing. Positive: as long as you stay on pace, no extra requirements. |
| 🟡<br>Warning | Off pace with assignments in >25% of classes for 2 weeks | School/Family contact or brief virtual check-in | Track participation and assignment completion and progress | Flexibility: work can be spread across the week; live or recorded lessons count toward hours.Goal: bring the student back on pace with assignment completion. |
| 🔴<br>Probation | Off pace in **≥75% of classes** for **2+ weeks after a warning** | Mandatory check-in with NWIOS staff; complete assignments in all classes | ● 25 hrs and on pace in 7/7 or 6/7 classes = 5 days present<br>● 20–24 hrs and on pace in at least 7/7 or 6/7 classes = 4 days present<br>● 15–19 hrs and on pace in at least 5/7 classes = 3 days present<br>● 10–14 hrs and on pace in at least 4/7 classes = 2 days present<br>● 5–9 hrs and on pace in at least 3/7 classes = 1 day present<br>● < 5 hrs and on pace in 2 or less classes = 0 days present<br>● Missed check-in = 1 absence | Hours can include live lessons, recorded lessons, and related class activities. Goal: bring the student back on pace with assignment completion.<br><br>Remember attending a live lesson counts as one hour. |
| ⚠️<br>Chronic Probation | Still off pace **after 2+ weeks of probation** | 1:1 virtual meeting with family/teacher; possible structured support plan | Maintain 20–25 hrs/week | Continued off pace may trigger further interventions or withdrawal, per Indiana law. |

**Notes / Implementation Guidelines:**

1. Students may complete hours Monday through Sunday (including weekends) including live or recorded lessons, activities, and independent work.

2. Attendance is based on meaningful participation and assignment completion, not just auto-logged minutes.

3. Pacing is key: Students must show visible progress in each class to be considered on pace.

4. Positive reinforcement: Staying on pace ensures students have no extra check-ins and can focus on learning at their own pace.

5. Pacing reviews and updates will be emailed to families once a week, typically on Tuesdays.

6. Students who return to **on pace (≥75%)** return to Good Standing immediately.

# ASSESSMENTS ATTENDANCE

Northwest Indiana Online School (NWIOS), an Indiana public school, must follow the rules and regulations set by the Indiana Department of Education (IDOE). According to IDOE, **all students are required to participate in state testing**. Being a part of the NWIOS means that some travel to the testing location may be required. In accordance with state law, students refusing to attend assigned state testing days or any scheduled make-up testing sessions will be reported as an unexcused absence and subject to Habitual Truancy laws. Specific testing dates and locations will be published no later than two weeks prior to the testing window.

According to Indiana's Assessment Policies absence from mandatory state testing cannot be considered an excused absence. Indiana Code (IC) 20-32-5.1-7 requires every student enrolled full-time in a public school corporation, charter school, state-accredited non-public school, or Choice-participant school in Indiana to participate in statewide assessments. Pursuant to IC 20-33-2, it is a violation of Indiana's compulsory school attendance laws for a parent/guardian to refuse to send their child to school for the purpose of avoiding tests, including statewide assessments. Additional consequences for failing to participate in a statewide assessment and procedures to manage students who refuse to participate are determined at the school level. (Refusal or failure to take required assessments could result in withdrawal from the online school.)

# CHRONIC ABSENTEEISM and TRUANCY

According to Indiana Code 20-20-8-8, Chronic Absenteeism is defined as being absent 18 or more days within a school year for any reason and Habitual Truancy is defined as being absent 10 days or more from school within a school year without being excused.

Students meeting the Habitual Truancy qualification must be withdrawn from Northwest Indiana Online School per IC 20-19-9-5. A student who is withdrawn pursuant to this policy may not be re enrolled for the school year in which the student is withdrawn per IC 20-24-7-13.

Under the guidance of the Director, the Success Coaches and/or Designee will provide specific interventions for students and families of students who become truant. Prior to a student reaching Habitual Truancy status, the school will establish a truancy

conference. Notification of the conference date, time and location will be sent to the student's family through email and U.S. certified mail. The notice will clearly state that the student has failed to adhere to the attendance policy and required immediate intervention. The truancy conference team will seek to understand the unique situation of the student and family. The school will review information provided by the student's family and will determine if there is sufficient basis for an excused absence, in accordance with school policy.

Under IC 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school . . . to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accordance with IC 31-30- through IC 31-40."

If a student is withdrawn due to Habitual Truancy, NWIOS will:

- Report the student to the Indiana Department of Child Services (DCS)
- Report to the Indiana Clearinghouse for Information on Missing Children and Missing Endangered Adults (The Clearinghouse)
- Report to the Indiana Bureau of Motor Vehicles (BMV) information to indicate ineligibility for an operator's license or learner's permit
- Call the local law enforcement agency to confirm child welfare
- Not allow the student to re-enroll for the remainder of the current school year or the next school year.

# BUILDING ACCESS

Students in NWIOS may be requested to be onsite at various locations within the school district to complete testing, evaluations, or participate in required in-person programming. In such instances, NWIOS students are asked to sign-in upon arrival. Virtual students may also have access to public events hosted by Duneland Schools.

Outside of hybrid students, NWIOS students must gain permission from NWIOS Administration to have access to another Duneland facility during the school day outside of previously mentioned events. Students in need of academic support with their virtual should utilize NWIOS Staff housed in the NWIOS offices. NWIOS students are enrolled in a separate school and as with any student enrolled in another school building access is limited.

During all onsite visits, NWIOS students are expected to comply with NWIOS Handbook policies, Duneland School Corporation policies, and comply with directives of school staff. Students involved in hybrid programming should also be aware of additional requirements as outlined in the NWIOS Handbook regarding timing and signing in for building access and behavior expectations.

As students of a separate school, failure to comply with these procedures could result in school discipline, being issued a no trespass order and/or removal from virtual school programming.

# 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. A parent may request a statement of their student's account at any time. Meal prices for breakfast and lunch will be posted at registration

## MyPaymentsPlus (Preferred and Recommended)

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

## NWIOS Child Nutrition

Depending on schedules students *may* be given an opportunity to order lunch when onsite for assessment days. The menu of what is provided will match current Duneland menus on these days. The menu is posted in the cafeterias, and links to the menus on the Duneland website are posted in the district newsletter DuneNews. If meals are available, additional information on ordering meals will be provided closer to each assessment day.

## Cafeteria Charging Policy

Students attending Corporation schools who do not have funds in their account or on-hand to cover the cost of their meal at the time of service are treated consistently, parents of students who charge meals are notified when a student charges a meal, and efforts are made to collect the charges. Significant negative lunch account balances shall not be permitted. If a student has a significant negative lunch account balance, s/he shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to his/her negative lunch account balance. Any significant negative lunch account balance will be pursued for collection. Students are not permitted to charge ala carte items. Click on the link for further Child Nutrition Program Information: Child Nutrition Program Policy

## Food Allergies and/or Meal Accommodations

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

In accordance with federal civil rights law and 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.*
*4/17/25*

# CODE OF CONDUCT

## Behavioral Expectations Matrix

### VIRTUAL ENVIRONMENT

| | RESPECTFUL | RESPONSIBLE | SAFE |
|---|---|---|---|
| **Online Classroom** | • Keep the camera on to show engagement.<br>• Mute your microphone when not speaking.<br>• Use kind words in chat and on camera. | • Arrive to your session on time and prepared.<br>• Follow all teacher instructions immediately.<br>• Complete your own work honestly. | • Use school-approved apps and websites only.<br>• Keep your passwords and personal info private.<br>• Remain seated in a productive workspace. |

## ONSITE VISITS

| | RESPECTFUL | RESPONSIBLE | SAFE |
|---|---|---|---|
| **Bus** | • Hands and feet to self.<br>• Use kind words and actions.<br>• Touch other people's property with permission only. | • Always obey the driver.<br>• Talk quietly with those in your seat.<br>• Remind others to follow the rules. | • Sit on the bottom with your back to the seat.<br>• Stay seated until the driver tells you to get up.<br>• Keep belongings in the proper place. |
| **Hallways** | • Walk quietly.<br>• Respect property. | • Use drinking fountains appropriately.<br>• Move to your destination directly and quickly. | • Keep hands and feet to self.<br>• Walk at all times.<br>• Walk on the right. |
| **Restrooms** | • Be considerate of others' privacy.<br>• Use kind words & actions. | • Clean up after yourself.<br>• Keep surfaces free of graffiti.<br>• Return to class promptly. | • Walk at all times.<br>• Keep hands and feet to self.<br>• Use facilities appropriately.<br>• Wash hands before leaving. |
| **Outside Areas** | • Use appropriate language.<br>• Follow staff requests the first time. | • Take care of property.<br>• Help others.<br>• Stay in the designated area. | • Keep hands and feet to self.<br>• Use equipment appropriately.<br>• Follow the rules. |
| **Offices** | • Use good manners.<br>• Wait your turn patiently. | • Tell the truth.<br>• Use an indoor voice. | • Keep hands, feet, and objects to self. |
| **Classrooms** | • Use good listening habits.<br>• Follow the adults's request the first time.<br>• Use kind words and actions. | • Be prepared.<br>• Tell the truth.<br>• Take care of property.<br>• Follow classroom rules. | • Keep hands, feet and objects to self.<br>• Walk at all times.<br>• Use materials and equipment correctly. |

# Specific Rules of Behavior

**Student behavior expectations are the same for virtual and in-person learning. As NWIOS students primarily live in a virtual environment many of the following expectations may not apply in daily work, but students should be aware of these expectations as they will apply when visiting onsite.**

**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.

**Artificial Intelligence (AI) Harassment -** The use of artificial intelligence tools, digital manipulation, or other technology to harass, intimidate, threaten, demean/belittle, or harm others is strictly prohibited. This includes the creation, possession, distribution, or sharing of real or fabricated images, audio, video, or written content that depicts or represents a student or staff

member, in an inappropriate, misleading, or harmful manner. Any student who engages in AI-related harassment or misuse of digital media will be subject to disciplinary action. Consequences may include suspension and/or expulsion.

**Bullying:** Indiana State Law and school policies prohibit bullying. Indiana State Law defines "bullying" in the following manner: "bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
(1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
(2) has a substantially detrimental effect on the targeted student's physical or mental health;
(3) has the effect of substantially interfering with the targeted student's academic performance; or
(4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school. Students should report any cases of bullying to a teacher, counselor, administrator, or resource officer immediately. Behavior determined to be bullying by the standards defined above shall not be tolerated.

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

- laser pointers, weapons, including firearms, pneumatic guns, knives, small knives, toy knives, toy guns, squirt guns, razors, clubs, brass knuckles, other blunt striking devices, projectile devices.
- exploding devices including bombs, ammunition and fireworks, chemical spraying agents or any other device that can deliver a projectile or blunt impact to a person and cause injury.

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

**Closed Campus:** Students not allowed to leave school property during onsite visits. Upon arrival, students are to enter the building and remain there unless otherwise instructed by school officials. Leaving campus or the building without permission from school officials is strictly prohibited.

**Disrespect:** A negative attitude displayed toward any staff or faculty member, to an administrator, or to a visiting adult, or considered disruptive to learning routine will be considered disrespectful. Continual incidents of this nature by a student may result in disciplinary action up to and including removal from the NWIOS program.

**Defiance/Failure to Comply/Insubordination:** Defying the authority of a staff member in such a way as to be rebellious or disobedient, or willfully refusing to follow a reasonable request or directive will not be tolerated. Disciplinary action up to and including removal from the NWIOS program 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.

**Encouraging or Promoting Misconduct:** Students who encourage, promote, record, share, or help plan misconduct (including fights, bullying, harassment, vandalism, or threats) may face disciplinary consequences even if they did not directly engage in the behavior.

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

**Fighting:** Fighting is strictly prohibited. Students who engage in fights will be subject to disciplinary action up to and including suspension and removal from the NWIOS program.

**Food/Drink Items:** Food and drinks are to be consumed in designated areas only. Items in violation will be confiscated. Only bottles containing water are permitted in the hallways and classrooms.

**Gang Activity**: DSC 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, DSC understands the importance of fostering an effective and safe learning environment, which enhances its educational atmosphere.

Therefore, no student on or near DSC property, in virtual classrooms, at any time or at any school-sponsored activity shall:

1. wear, possess, use, distribute, display or sell any clothing, jewelry, or other such paraphernalia, identified and associated with gang membership or affiliation.
2. possess school or related materials with gang symbols, drawings, or writings.
3. use or have in their possession any electronic communication device. (see previous statement)
4. use any speech or commit any act in furtherance of gang interests or activities including but not limited to:
    - soliciting others for membership in any gang
    - threatening or intimidating others
    - inciting others to commit physical violence or property damage

**Hallway Behavior:** Pushing, shoving and running are dangerous and prohibited. No one is to be in halls without permission.

**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 disciplinary action up to and including suspension and removal from the NWIOS program.

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

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

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

**Misuse of Technology:** Misuse of technology includes any inappropriate, unsafe, or disrespectful use of school devices, networks, or personal electronic devices while on campus or during school-related activities. Students are expected to use technology responsibly and follow all school rules and guidelines. Misuse may result in disciplinary action and/or loss of technology privileges. Examples include, but are not limited to: accessing or sharing inappropriate content (such as violence or explicit material), cyberbullying or using devices to hurt or harass others, bypassing school internet filters or security, using devices during class without permission, taking photos, videos, or audio recordings without permission, and damaging or altering school-owned technology.

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

**Obstructing a School Investigation**: Any student who knowingly gives false information, or intentionally fails to give information in an investigation conducted by a school administrator may be subject to disciplinary action.

**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.

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

**Racial Harassment -** Racial harassment is strictly prohibited. Racial harassment includes any verbal, written, physical, or electronic conduct directed at a student, staff member, or school visitor that is based on race, color, ethnicity, or national origin.

Any student who engages in racial harassment will be subject to disciplinary action. Consequences shall include suspension and/or expulsion.

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

**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)

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**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. 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. Students viewed using tobacco products online are subject to school disciplinary action as well.

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

1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
2) the student's removal is necessary to restore order or protect persons on school property;

including any unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

**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 Northwest Indiana Online 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.**

## Student Appearance and Dress Guidelines

Students must follow the district dress code during both in-person and live virtual instruction. This dress code is also in effect when students meet in-person with NWIOS staff for test administration or conferences onsite as well as attending any Duneland events.

Student dress and good hygiene are the responsibility of both the student and the parent/guardian(s). With the cooperation of the parents/guardian(s), the NWIOS will continue to encourage all students to dress in a fashion that reflects good taste and a style appropriate for school. Appropriate student dress is a part of a safe and healthy school. We take pride in providing all students with a first-rate education and positive school environment both virtually and in-person. NWIOS staff and administration ask all students to do their part by taking pride in themselves and our academy by following the student appearance and dress guidelines each and every school day.

1. Clothing, backpacks, or other objects containing words or art with “double meanings” or insinuations, or which promote/advertise the use of alcohol, drugs, tobacco, sex, profanity, violence, weapons, gangs, or racism are prohibited.

2. Any insignia, style, jewelry, or accessory that identifies an organization dedicated to the mistreatment of any person or group of people; including a religious or ethnic group; is prohibited.

3. Hats, caps, sunglasses, hoods, and other headgear may not be worn in the school building.

4. Pants must fit at the waist or a belt must be worn to prevent them from falling. A student’s underwear or garments worn under pants or shorts should not show nor expose skin because of style choice or sagging of pants/shorts. All skirts and shorts must be fingertip length.

5. There will be adequate coverage of the body at all times. Transparent, fish net or see-through clothing is prohibited. Midriffs, spaghetti straps, or shirts that expose the back are also prohibited. Pants, shorts, and skirts should not have any holes or exposures of the body above the knee.
6. Shirts and tops should cover undergarments. Shirts must be long enough to be tucked in. Shirts and tops not tucked in must remain below the waistline at all times. In addition, all shirts longer than mid-thigh must be tucked in. A t-shirt must be worn under any jersey.
7. Slippers and pajamas (pants and/or tops) are not permitted.
8. Painting and writing on any portion of the body are prohibited.
9. Students are not allowed to have or carry aerosol sprays, colognes and/or perfumes. Spraying these products is prohibited during the school day.

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

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

## Behavioral Consequences

- **Disciplinary Warning:** After meeting with a student, an administrator may issue a disciplinary warning to encourage students to change their behaviors in the future. This is a documented warning in Skyward.
- **Communication with Parents:** An administrator may contact a student's parents to discuss the student's behavior in order to find ways to prevent these behaviors from occurring again in the future. This is documented in Skyward.
- **Conference with Parents:** An administrator may contact a student's parents to meet face-to-face to discuss the student's behavior in order to find ways to prevent these behaviors from occurring again in the future.
- **Bus Suspension:** A student may be removed from bus services for a defined temporary period of time. [Note:buses only used for onsite visits.]
- **Bus Privileges Revoked:** A student may be removed from bus services for an extended period of time through a semester or remainder of the school year. [Note:buses only used for onsite visits.]
- **Removal from NWIOS Program:** Students found in violation of NWIOS rules and regulations may be removed from the NWIOS program. Depending on the severity of the offense these students may be offered an opportunity to return to their home school. Students without legal settlement will be removed from the school and their school of legal residence will be notified of their removal.

- **Suspensions:** Suspension is a consequence of irresponsible/inappropriate behavior. Out-of-School Suspension (OSS)--Do all work at home.

- **Expulsion:** If the severity of the offense dictates a student may be recommended for expulsion from Duneland Schools. In these cases, a formal hearing before a hearing officer will be requested that could result in the student's removal from school. A student expelled during the first semester may be expelled for the remainder of the current school year. A student expelled during the second semester may be expelled for the remainder of the current school year and the first semester of the following school year.

# COMMUNICATION

## WEEKLY INFORMATION

The building administrator distributes a newsletter each week to highlight upcoming events. In addition, the corporation newsletter, DuneNews, is published weekly each Thursday online at https://www.duneland.k12.in.us/news/dune-news-online It is also linked to your Family Access Message Center. ***DuneNews*** capsulizes what's happening in and around the school district, as well as providing links to the weekly menus and dates of coming events. Please refer to this weekly information in order to coordinate school and family events. In addition, the corporation releases school information to the NWI Times and Post-Tribune.

## SCHOOL CLOSINGS & DELAYS

Should Duneland schools be closed or closing/opening with altered times (2 hour delay) because of weather conditions or other circumstances beyond the school's control, there is no impact on NWIOS students. NWIOS students will still be expected to conduct their virtual learning as previously assigned. Any planned onsite visits will be rescheduled.

## HOME-TO-SCHOOL COMMUNICATION - PARENTSQUARE

Duneland School Corporation utilizes ParentSquare, a unified communications platform is designed to keep parents and guardians informed and encourage greater engagement and connection with DSC. It provides a safe way for district administrators, school principals, teachers, staff, and parents to:

Send and receive school and class information
Share pictures and files
See calendar items
Sign up to volunteer
Schedule parent-teacher conferences

All district and school, grade level and classroom information will now be sent to your computer or phone via email and/or text. For even more convenience, download the ParentSquare app (available for free for iOS and Android devices).

# CONFERENCES

Conferences involving the student, teacher and parent are an integral part of the Duneland process of reporting individual student progress to parents. At any time, parents/guardians may request to meet with school personnel to discuss their student's progress. In addition, the school may also request to meet with families to discuss a student's progress or lack thereof. NWIOS students on Watch and Probation may have more frequent conferences to assist with supporting student success and progress.

# COUNSELING SERVICES

The Duneland School Corporation has a school counselor/social worker on staff to assist student needs at all levels. Helping Duneland students realize the capacity as rational young persons capable of meeting the moral, social, economic and emotional problems of life, in addition to intellectual development, is a continuing philosophy supported by a professional school counseling staff who work together throughout all grade levels within the Duneland system.

Students enrolled in NWIOS have access to a school counselor or social worker for support throughout the school year. Students, parents, and guardians may call the NWIOS office to schedule a meeting with the counselor or social worker at any time to discuss personal concerns.

Additionally, a Duneland staff member will also be available to discuss a student's future plans. Information about course selection, as well as college and career goals, will be shared in the weekly newsletter. Students are encouraged to contact the NWIOS office to schedule an appointment to discuss academic plans.

# CHS CAREER CENTER

High school students (9-12) and have legal settlement within Duneland School Corporation boundaries have access to the College/Career Center located in the Chesterton HIgh School Counseling Office. It is open from 7:20 a.m. - 3:20 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. Assistance with job applications, resume writing and interviewing techniques is also available, as well as help with finding part-time and full-time employment. Students may schedule an appointment by emailing the CHS Counseling Manager, Krysta Klinedinst kklinedinst@duneland.k12.in.us to request a meeting or visit to receive assistance from the College & Career Assistant with planning for their future beyond high school.

# CURRICULUM

The curriculum used is connected to the standards approved by the Indiana Department of Education.

# ENGLISH LANGUAGE LEARNERS

NWIOS is dedicated to providing English Learners (EL) with instruction in English language development and support services. This instruction may take place either in-person or via remote learning. Students may also utilize digital resources that are designed to increase English language proficiency and literacy. In addition to direct instruction, ELs will continue to receive appropriate accommodations and modifications in all content areas. ELs will have an individualized learning plan (ILP). This plan is developed through collaboration with the EL and content teachers, and with input from the parent,student, and other personnel as needed. We encourage parents to actively participate in their student's classwork.

Students identified for EL services are required to participate in annual WIDA assessments in-person.

# FEES

Duneland School Corporation does not collect textbook and instructional supply fees. Instead, funding for these items will come from state reimbursement and local school funds. This includes textbook, software, and hardware costs as well many items required for educating our students.

# GRADING & GPA

Families will be provided with regular status reports approximately twice a month with updates on attendance and academic status. Families also have access to their student's courses in Edmentum to check progress. Report cards will be issued at the end of each semester for final semester grades. All report cards are available online through Skyward.

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

| GPA | | | Grading Scale | |
|---|---|---|---|---|
| For letter grades, the following points are awarded (for grade point average purposes, a year course is composed of two semester courses): | | | NWIOS utilizes the following grading scale: | |
| A+ | 4.33 | | A+ | >97.5 |
| B+ | 3.33 | | A | 92.5-97.5 |
| C+ | 2.33 | | A- | 89.5-92.5 |
| D+ | 1.33 | | | |
| F | 0 | | B+ | 87.5-89.5 |
| | | | B | 82.5-87.5 |
| A | 4 | | B- | 79.5-82.5 |
| B | 3 | | | |
| C | 2 | | C+ | 77.5-79.5 |
| D | 1 | | C | 72.5-77.5 |
| | | | C- | 69.5-72.5 |
| A- | 3.67 | | | |
| B- | 2.67 | | D+ | 67.5-69.5 |
| C- | 1.67 | | D | 62.5-67.5 |
| D- | 0.067 | | D - | 59.5-62.5 |
| | | | F | <59.5 F |

The total of these points is divided by the number of courses taken to produce a Grade Point Average (GPA). **NWIOS does not offer class rank and class rank is not reported on NWIOS Transcripts**.

## 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.

# GRADUATION

## GRADUATION REQUIREMENTS

IDOE establishes graduation requirements. Information about graduation requirements can be found IDOE: Diploma Requirements. New graduation requirements were approved by the Indiana Department of Education (IDOE) and take effect with the Class of 2029.

These established requirements from the NWIOS are the same as for Chestesterton High School. A NWIOS staff member will work with students in Grades 9-12 and will help students create their schedules and guide students with graduation requirements, including planning under the Indiana Graduation Pathway model. Graduation requirements are outlined on the Chesterton High School, NWIOS and IDOE: Diploma Requirements webpage.

## GRADUATION RECORDS

Beginning with the class of 2023, **senior students who are enrolled in the NWIOS will graduate from NWIOS and not Chesterton High School**. Transcripts and diplomas will indicate such. All students who graduate from NWIOS or CHS receive a diploma from Duneland School Corporation and the certification of the graduation is approved by the Duneland School Corporation School Board.

## COMMENCEMENT CEREMONY

Senior students who graduate from NWIOS will have their own commencement ceremony. It will not be combined with Chesterton High School.

## COMMENCEMENT PARTICIPATION

To participate in the commencement exercise, students must be within two credits of meeting required graduation criteria on the day of the commencement ceremonies. In addition, they must be enrolled in a summer school program in the necessary courses to meet those graduation requirements. Even if a student completes all academic requirements (#1), they must complete the Graduation Requirement #2 - Employability Skills to participate in graduation.

# HEALTH SERVICES

## HEALTH CONCERNS

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

## IMMUNIZATIONS

When enrolling a student in school—whether for the first time or any subsequent time, and at any grade level—parents or guardians must provide documentation showing that the student is fully immunized. Alternatively, a current medical or religious exemption must be on file. Under Indiana Code (IC 20-34-4-5), students who do not meet these requirements may be excluded from school. Please review the required immunizations for key grade levels, as outlined by the Indiana Department of Health: Required and Recommended School Immunizations, Indiana 2026-2027

To help ensure the health and safety of all students, the Duneland School Corporation follows protocols established by the Indiana Department of Health regarding communicable diseases. These diseases include, but are not limited to, COVID-19, influenza, measles, mumps, rubella, scarlet fever, strep infections, whooping cough, and other conditions identified by the Indiana Department of Health. If a student is diagnosed with a communicable disease, parents/guardians should notify the school nurse or school office as soon as possible.

**A student will be excluded from school if they have any of the following:**

- A temperature of 100°F or higher*
- Vomiting or diarrhea*
- Any inflammatory eye condition without a physician's release
- A cough associated with fever or a continuous, unrelieved cough
- A sore of inflamed throat associated with fever**
- Undiagnosed skin eruptions or rashes without a physician's release
- Head lice (students excluded for lice must be checked by the school nurse before returning to the classroom)

**Students with fever, vomiting, and/or diarrhea must be symptom-free for at least 24 hours without the use of medication before returning to school.*

***Students with strep infections may return to school after a minimum of 24 hours of antibiotic treatment and being fever-free.*

## ADMINISTRATION OF MEDICATION - ONSITE VISITS ONLY

The NWIOS does not have a nurse onsite to administer medications to students. Thus, families should plan ahead and work with NWIOS staff to schedule assessment appointments in a manner so that families may administer medication to the students at appropriate times.

## EMERGENCY MEDICAL TREATMENT DURING ONSITE VISITS

If and when a NWIOS student is at his or her home school for any reason, and becomes ill or is injured at school, the student must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided within the Skyward emergency contacts list. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by the parents Skyward authorization list. School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

### TRANSPORTATION FOR STUDENT EMERGENCIES

When onsite, 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.

# HIGH ABILITY PROGRAM

The High Ability Program for students enrolled in Northwest Indiana Online School in grades kindergarten through fifth grade consists of In-Class Differentiation.

The In-Class Differentiation Model is a model in which curriculum and instruction are modified according to content, pacing, and/or product to meet unique student needs in the classroom.

Students in grades 6-12 who have been identified for high ability may have access to and be assigned Advanced Placement or accelerated courses within the EdOptions Academy course catalog. Students will need to continue to demonstrate proficiency in these courses to continue to be considered for continued placement.

# HONOR ROLL

Students in grades 5-12 are recognized at the end of each semester for reaching a level of academic achievement through an honor roll system. The Principal's Honor Roll recognizes students with a GPA of 3.67 and above. The Honor Roll recognizes students with a GPA of 3.00 to 3.66. Principal's Honor Roll is 4.0 GPA or above on semester grade. Any 'D' or 'F' grade will automatically exclude a student from honor roll recognition.

# INSTRUCTION

Indiana-licensed teachers are the instructors for the courses.

There is a combination of both **synchronous (live) AND asynchronous (not live)**.

Most assignments are to be completed online and uploaded in the course.

Students can work anytime, anyplace, anywhere as long as they are staying on pace (track).

- **Synchronous (live)**
    - Grades K-5

        - Live instruction is available Monday through Thursday. Students join the live lesson via a Zoom link.
        - Students in grades K - 5 are expected to participate in the live lessons.
    - Grades 6 -12
        - Live overview lessons are available Monday through Thursday. The overview lessons are available by course and by unit. Not all courses or units are available everyday, but they should be available every week.
        - Students may request a one-on-one live session with their teacher.
        - Students in grades 6 -12 are strongly encouraged to participate in the live lessons.
    - Students with an IEP, ILP or 504 will have opportunities to meet with their TOR, virtually, as determined through the case conference.

- **Asynchronous (not live)**
    - Each class has recorded lessons that can be viewed at any time.
    - Assignments are synchronous.
    - The study guide can be used when a student is taking a test, quiz, etc. for the class ---kind of an open-book test.
    - The amount of time for a student to complete the assignments varies per class and per student.

- **Edmentum Advisory - Success Coach**
    - Students may be assigned to the Advisory Course through Edmentum
    - The Advisory Class is facilitated by an Edmentum Success Coach with the purpose of helping students build skills to navigate their virtual learning environment.

Teachers and Edmentum support are available on Fridays. Live lessons are typically not held on Fridays.

Students **are strongly encouraged to attend the live sessions.** We have found that students who log into the live sessions to meet with their teacher, tend to perform better and stay on pace.

Classes are on Central Time.

Times are posted on your child's dashboard in Edmentum. Live lessons are available at various times in the morning, afternoon, and early evening.

# 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 Intervention and Support (PBIS).

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

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

- Academic: NWIOS follows the curriculum provided through Edmentum that is taught by Indiana-licensed teachers. Students demonstrating a need for additional academic support may be assigned to the Advisory Course through Edmentum of DSC/NWIOS.

- Behavioral: Students enrolled in NWIOS have access to Duneland School Corporation personnel including school counselor, social worker, and Success Coaches.

- Social Emotional: Students enrolled in NWIOS may have access to advisory lessons, social emotional lessons, and a Duneland School Corporation school counselor/social worker.

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

- Tier 2 - Strategic Intervention: Students are provided with additional support to supplement the core curriculum and Tier 1. This additional support could be provided in a small group or individual setting with a Duneland School Corporation's Success Coach, Special Education staff or other qualified school staff members.

- Tier 3 - Intensive Intervention: Students, demonstrating significant areas of weakness based on current assessment data, are provided with longer and more intense interventions. This additional support could be provided in a small group or individual setting with a Duneland School Corporation's Success Coach, Special Education staff or other qualified school staff members.

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

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, 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 intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

# WIRELESS DEVICE RESTRICTIONS DURING SCHOOL HOURS

In accordance with Indiana Public Law 107-2026, students may bring personal wireless electronic devices to school; however, use of such devices is prohibited during the school day, including passing periods and lunch. Wireless electronic devices include any portable device capable of voice, messaging, or data communication between two or more persons, including, but not limited to, cellular phones, tablets, laptop computers, digital cameras, gaming devices, and smartwatches or similar devices connected to a cellular network or the Internet.
During the school day, all such devices must be powered off and stored in the student's locker or cubby (elementary).
This policy is not violated under the following circumstances:

1. the student is authorized to use a wireless device during an emergency;
2. the student uses a wireless device to manage a medical condition as documented by, and pursuant to, an order of a licensed health care provider;
3. the use of a wireless device is included in the student's individualized education program (IEP) or Section 504 Plan.

A student who uses a wireless electronic device in violation of this policy shall be subject to progressive disciplinary action, up to and including suspension and/or expulsion, and the device may be confiscated by school administration. Confiscated devices will be returned to the student's parent/guardian.

# VIDEO AND AUDIO RECORDINGS

Students are prohibited from photographing, audio recording, or video recording teachers, staff, or other students during the school day without prior authorization from school personnel. This includes recording in classrooms, hallways, or any school-related setting where there is a reasonable expectation of privacy or where such recording disrupts the educational environment. Unauthorized recording and/or distribution of such images or recordings is strictly prohibited.
A student who violates this policy shall be subject to disciplinary action, up to and including suspension and/or expulsion, and any device used in violation of this policy may be confiscated.

# REDOING ASSIGNMENTS

**Assignments/Quizzes:** Students are allowed to redo or retake any assignments or quizzes where they scored 80% or below.

**Tests (excluding final assessments)**: If a student scores 80% or below on a test, they may request a retake. However, the Edmentum teacher will decide whether or not the test can be retaken, unless the student's IEP, ILP, or 504 plan states otherwise.

# RETAKING COURSES

The need for NWIOS K-12 students to repeat a failed course will be based on the recommendation of the teacher and/or administrator.

For further clarification on retaking courses see Board Policy #5462 - RETAKING A CLASS.

# RETENTION OF STUDENTS

The NWIOS does not practice the process of student retention. In working with Success Coaches, Edmentum teachers, school counselors, and administration efforts are made to improve student performance. Other options, including return to a home school for in-person instruction, will be utilized in lieu of retention practices.

# TIME COMMITMENT

Students can work through material at their own pace--***as long as they stay on track***.

The amount of time required to get through each day's lessons can vary.

To be successful in a virtual program, students should average approximately 20 - 25 hours per week engaged in online courses.

Students with an IEP, ILP or 504 will have opportunities to meet with their TOR, virtually, as determined through the case conference.

See Attendance and Pacing Section.

# TRANSCRIPTS

Transcript requests are processed by the Trojan Learning Center main office staff. Email nwionline@duneland.k12.in.us to request a transcript. There may be a nominal fee for processing transcript requests. Transcripts are also available through: parchment.com and Naviance. An electronic way to send transcripts directly to the destinations you choose.

# TRANSPORTATION FOR ONSITE VISITS

## Bus Transportation

Transportation may be provided to students who need to come onsite to complete assigned assessments and have legal settlement within Duneland School Corporation boundaries. Prior to assessment windows NWIOS staff will communicate with families to determine need and assign schedules for bus transportation. NWIOS students are expected to comply with proper bus conduct during transport.

Students without legal settlement within Duneland School Corporation will need to provide their own transportation to designated locations for onsite assessments. **NOTE:** Participation in onsite testing is required.

## 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.

# UNLOCKING FINAL ASSESSMENTS

During the last three weeks of the semester, **final assessments** can be unlocked by the Edmentum teacher. If a student wishes to have a final assessment unlocked earlier, they must make the request to the school administrator, not the Edmentum teacher.

# WORKING AHEAD

Students may work ahead as long as they maintain a reasonable pace and score 80% or higher on their assignments.

# 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.

# 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.
    - **Overturn 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** | • Assignment is completed entirely without AI assistance<br>• AI must not be used at any point during the assignment<br>• This level requires the student to rely solely on their own knowledge, understanding, and skills | • No AI disclosure required |
| **1** | **AI-Assisted Idea Generation and Structuring** | • No AI content is allowed on the final submission<br>• AI can be used for brainstorming, creating structures, generating ideas for improving work, etc. | • AI statement must be included disclosing how AI was used<br>• A list of AI programs used must be submitted with final submission |
| **2** | **AI-Assisted Editing** | • No new content can be created using AI<br>• AI can be used to make improvements to the clarity or quality of created work to improve the final output | • AI statement must be included disclosing how AI was used<br>• A list of AI programs used must be submitted with final submission |
| **3** | **AI for Specified Task Completion** | • AI is used to complete some elements of the assignment, as specified by the teacher<br>• Student is responsible for providing human oversight and evaluation of all AI-generated content | • AI statement must be included disclosing how AI was used<br>• AI-created content must be properly cited<br>• A list of AI programs used must be submitted with final submission |
| **4** | **Full AI Use with Human Oversight** | • AI may be used throughout the assignment to support the student's work<br>• AI should be a 'co-pilot' to enhance student creativity<br>• Student is responsible for providing human oversight and evaluation of all AI-generated content | • AI statement must be included disclosing how AI was used<br>• AI-created content must be properly cited<br>• 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.*

# DUNELAND SCHOOL CORPORATION STUDENT DEVICE HANDBOOK

*The following handbook has been adopted for ALL DSC students. As a virtual learner NWIOS students will have a differentiated experience in the online learning environment based on some of the following. Families should familiarize themselves with this handbook to seek understanding and apply appropriate pieces to their work with the NWIOS.*

## 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 DSC issued- iPad and students in grades 9-12 their own DSC-issued Windows or Chromebook 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.
        - **i.** Academic goals for the group are similar.
        - **ii.** Resources, subject matter, processes, products and learning environments can be differentiated.
        - **iii.** Assessment, grouping, and instruction are flexible.
2. **What is blended learning?**
    - **a.** Students learn partly through online instruction and partly through traditional (offline) instruction.
        - **i.** Offline and online components work together to achieve instructional goals.
        - **ii.** Focus on instructional models not technology tools.
        - **iii.** Students have some opportunities to control pace, path, environment, content, and format.
3. **What is the purpose of blended learning in our schools?**
    - **a.** 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**
- No food or drink is allowed next to the DSC device while it is in use.
- Cords, cables, and removable devices must be inserted carefully into the DSC device.
- Students should never carry their DSC device while the screen is open unless directed to do so by a teacher.
- DSC devices should never be shoved into a locker or wedged into a bookbag, as this may break the screen.
- 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.
- Always bring the device to room temperature prior to turning it on.

**Carrying the DSC device**
A protective case for the DSC iPad and Chromebook is provided. It will provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling.
A protective case is not provided for DSC Windows devices, 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.

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, Jamf (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), Microsoft Windows, or ChromeOS. Other applications useful in the educational environment may also be installed based on the students grade and/or teacher. Both Apple's iOS and Microsoft's Windows, will periodically install updates when scheduled by the IT department.

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

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

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

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

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

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

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

**Protecting and storing DSC device Identification**
DSC devices will be labeled in the manner specified by the district.
DSC devices can be identified in the following ways:

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

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

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

**Storing DSC devices at Extracurricular Events**
Students are responsible for securely storing their DSC device during extra-curricular events.

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

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

**Repairing or replacing DSC devices**
DSC student devices are covered by an extended warranty.

- Students and/or parents may be charged for DSC device damage that is a result of misuse, negligence, vandalism, abusive handling, or considered to be in excess of normal wear and tear not covered by provided the extended 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 who violate the following rules are subject to discipline including after school detentions and restricted internet use. Students who continually violate these rules are subject to suspension and/or expulsion.
- Students will not access the internet during class time except when directed by a faculty member.
- Students will not access personal email accounts during class time except when directed by a faculty member.
- Students will not lend their network or email passwords or privileges to others.
- DSC administrators, teachers, IT Staff, or media specialists reserve the right to monitor and inspect all activity on the network system, storage devices, CD's, files, and emails.

**VANDALISM**

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

**HARASSMENT / PROFANITY**

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

## Duneland 1:1 Frequently Asked Questions (FAQ)

**Will every student have a computer device?**

Students in grades Kg - 12, enrolled in NWIOS and reside within the Duneland district, 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.

Students enrolled in NWIOS and reside outside of the Duneland district will receive a Duneland-owned device to use on days for onsite testing. Otherwise, the student should use their own device to complete their online schoolwork.

**Will the school provide the computer device?**

The Duneland School Corporation will provide students with legal settlement in DSC in grades Kg - 12 with a device. If a student loses or damages the device they may be subject to repair/replacement costs of that device.

**What are the specifications of the computer device students receive?**

Students, residing within the Duneland School Corporation legal boundaries, will receive a device with the specifications below:

- Apple iPad (Grades K-2) - Gen 8 More info at: https://support.apple.com/en-us/118451
- Apple iPad Gen 11 (Grades 3-8) - More info at: https://www.apple.com/ipad-11/specs/
- Lenovo Chromebook 300E (Grade 9 - 11) - More info: https://psref.lenovo.com/Product/Lenovo/Lenovo_300e_Yoga_Chromebook_Gen_4
- HP ProBook x360 11 EE - (Grade 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 will be provided a device to use at school.

**What other accessories will a student need for their computer?**

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

**Can I buy a DSC device from the school?**

No, DSC devices are not available for purchase.

**What web browser will work best for school?**

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

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

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

**Can standardized testing be administered on personally-owned devices?**

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

**Will a student have the same device each school year?**

Students in grades 1-8 will keep the same device. Students in Kdg will receive a new device. This is intended to keep the device generations in the same levels.

**What software applications will a student need on the computer?**

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

**What if a loaned computer device is lost?**

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

**Is insurance provided for the devices?**

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

**What if a student device is damaged?**

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

**During the school year**

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

**At the end of the school year**

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

Note: If the device is going to be assigned to a new user, this ensures that the next recipient receives it in good condition and eliminates the possibility of paying for damage by an earlier user.

For students being assigned the same computer the following year, minor damage will not be repaired at the end of the school year.

**Withdrawals during the school year**

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

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

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

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

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

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

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

Internet sites are filtered using a category-based system and customized lists.

Webpages are analyzed for inappropriate content while loading.

Inappropriate student activity is flagged.

Real-time alerts occur when inappropriate content is accessed.

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

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

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

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

**Will students receive instruction on safe computer usage?**

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

- When using a computer, students should maintain neutral posture. Neutral body positioning is a comfortable working posture in which joints are naturally aligned. Working with the body in a neutral position reduces stress and strain on the muscles, tendons, and skeletal system and reduces the risk of developing a musculoskeletal disorder. The following are important considerations when attempting to maintain neutral body postures while working at the computer workstation:
    - Hands, wrists, and forearms are straight, in-line and roughly parallel to the floor.
    - Head is level or bent slightly forward, forward facing, and balanced. Generally it is in-line with the torso.
    - Shoulders are relaxed and upper arms hang normally at the side of the body.
    - Elbows stay close to the body and are bent between 90 and 120 degrees.

- Feet are fully supported by the floor or a footrest may be used if the desk height is not adjustable.
- Knees are about the same height as the hips with the feet slightly forward.
- Regardless of how good a student's working posture is working in the same posture or sitting still for prolonged periods should be avoided. Students will be taught to change working position frequently in the following ways:
- Stretch your fingers, hands, arms, and torso.
- Stand up and walk around for a few minutes periodically.

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

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

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

# SCHOOL BOARD POLICIES

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

## 5771 - Search and Seizure

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

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

A. School Property

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

B. Student Person and Possession

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

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

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

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

C. Breath Test Instruments

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

D. Use of Dogs

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

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

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

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

## 7540.03 – Student Network and Internet Acceptable Use and Safety

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

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

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

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

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

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

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

A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;

B. the dangers inherent with the online disclosure of personally identifiable information;

C. the consequences of unauthorized access (e.g., "hacking"), cyber-bullying and other unlawful or inappropriate activities by students online; and

D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

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

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

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

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

disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them.

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

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

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

## Section 504 of the Rehabilitation Act of 1973

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

1. 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:
2. 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.
3. 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).
4. Is regarded as having such an impairment. A person can be found eligible under this section if he/she:
    a. has a physical or mental impairment that does not substantially limit a major life activity, but is treated by the district as having such a limitation (e.g., a student who has scarring, a student who walks with a limp);
    b. has a physical or mental impairment that substantially limits a major life activity only as a result of the attitudes of others towards such impairment (e.g., as student who is obese); or
    c. has no physical or mental impairment, but is treated by the district as having such an impairment (e.g., a student who tests positive with the HIV virus, but has no physical effects from it).

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

Major life activities include walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself and performing manual tasks. The disabling condition need only substantially limit one major life activity in order for the student to be eligible. Examples of potential disabling conditions under Section 504 if they substantially limit a major life activity, not typically covered under the Individuals with Disabilities Education Act, PL94-142 (IDEA):

1. Communicable diseases: AIDS, AIDS related complex (ARC) or symptomatic carriers of the AIDS virus (HIV), tuberculosis.

2. Temporary disabling conditions: students injured in accidents or suffering short term illness.
3. Attention Deficit Disorder (ADD)
4. Behavior disorders
5. Chronic asthma and severe allergies
6. Physical disabilities such as spina bifida, hemophilia and conditions requiring children to use crutches
7. Diabetes

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

## Duneland School Corporation Parent/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
    (219) 983-3600
    and an independent Hearing Examiner will be assigned

## Family Educational 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.

## Seclusion and Restraint Plan

A copy of the district Seclusion and Restraint Plan can be found in district offices. This policy would only apply if a student is onsite.

## 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 Duneland School Corporation, 601 W. Morgan Avenue, Chesterton, 983-3600. For additional information, please see Board Policy 5517 Anti-Harassment.

## Title IX

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

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

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

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

## Interagency Information Sharing Agreement

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

## 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 47] (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.

**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.

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.

C. Before the student's urine is tested by the laboratory, the student must fill out, initial, sign and date any form or paperwork which may be required by the testing laboratory. Students will receive a copy of their paperwork and signed consent. 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 sealed kit for a single collection will be allotted for each student. After the student has produced the specimen, the collector will transfer and seal the specimen with the student present. The seals may be broken only by the lab testing 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. To maintain confidentiality, results sheets will be communicated back to the principal/principal designee who will inform administration of results on a need to know basis.

**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. 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.

E. Drug testing result sheets will be returned to the principal/principal's designee. Student's testing and results history will be managed through the laboratory's secure site.

**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 Drug Testing Policy on pp. 62-65 in the CHS Student Handbook, and pp. 55-59 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 "privileged" activities related to the participation in the above listed athletics programs, extracurricular activities, driving, or clubs. This form includes permission for their student to be entered into the random drug testing candidate pool.

## I. 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 the CHS Student Handbook and 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 in the CHS Student Handbook and 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.