DUNELAND

SCHOOL CORPORATION

MIDDLE SCHOOL

2026-2027
Student Handbook

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The Student Handbook has been designed for you, a member of the* LMS/WMS *Family. If you have any questions regarding this handbook, please ask your school counselor or a member of the administrative team. They are happy to help you. We are all here for one purpose, to help you learn and grow positively each day. We welcome you and we are glad you are here.

Welcome To Middle School

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

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

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

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

LMS/WMS *Administration*

DSC Mission & Vision Statement

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.

Liberty Middle School Mission Statement

At Liberty Middle School, we provide an inclusive learning environment that fosters academic growth, personal development, and responsible citizenship.

Liberty Middle School Vision Statement

Amplifying talents, strengths, and abilities in a collaborative community

Westchester Middle School Mission Statement

Empowering students to excel by fostering a collaborative environment dedicated to achieving tangible results, providing unwavering support for the growth of every student.

Westchester Middle School Vision Statement

Fostering success through collaboration, support, and a nurturing environment, preparing every child for a bright future

We both care about your child's education and well-being. Your involvement in the school-to-home decision-making process improves not only your child's chances for a productive future, but also the vitality of the community. Always feel free to contact your child's building principal when you have concerns about their education. Please call or schedule an appointment between 8:00 a.m. and 4:00 p.m. Monday through Friday.

LIBERTY MIDDLE **219-983-3740**
44 W 900 North
Chesterton, Indiana 46304
Mr. Mike Hamacher, Principal
Mrs. Angela Grayson, Assistant Principal

WESTCHESTER MIDDLE **219-983-3780**
1050 South Fifth Street
Chesterton, Indiana 46304
Mrs. Lauren Seiss, Principal
Mr. Josh Tudor, Assistant Principal

CENTRAL ADMINISTRATION **219-983-3600**
601 West Morgan Avenue
Chesterton, IN 46304

Visit the Duneland School Corporation Website at www.duneland.k12.in.us

Section 1 – Student Expectations & Code of Conduct

Be Respectful, Responsible, & Safe

Students are most successful when they treat others with politeness, show respect for people and their belongings, and make thoughtful choices throughout the day—before, during, and after school. We encourage everyone to keep their hands to themselves and to care for our school community by respecting personal space and property. Student safety is our top priority. We are dedicated to providing a secure, supportive environment where every student can focus on learning and personal growth. Our staff is trained in emergency procedures, and we ask that every student take an active role in keeping our campus safe.

LMS Behavior Expectations Matrix **WMS Behavior Expectations Matrix**

Specific Rules Of Behavior

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

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

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 may not behave in a way that could or does cause injury, or have any object that could be considered a weapon. Students are prohibited from possessing any weapon, item, object or substance that is hazardous to persons or disruptive to the school purpose. Prohibited items include but are not limited to:

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

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

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

Closed Campus: Students are not allowed to leave Liberty & Westchester Middle Schools' property in the morning or during the school day. Upon arrival, students are to enter the building and remain there unless otherwise instructed by school officials. Leaving campus or the building without permission from school officials is strictly prohibited.

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

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

Drugs and Alcohol: The use, consumption, possession, or transmission, including by sale, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, 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 on or off school grounds of the items listed above is strictly prohibited and will result in the notification of local law enforcement.

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 found in possession of or using e-cigarettes/vaping devices may be issued a citation for violating state laws.

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

Food/Drink Items: Enjoy all food in the cafeteria to help keep our school clean. Eating in classrooms, hallways, or common areas is not allowed. Water in non-glass containers is permitted. Please use responsibly—this privilege may be revoked if misused. Students are not permitted to bring or consume energy drinks on school grounds or during school-sponsored activities. Energy drinks contain high levels of caffeine and other stimulants that may negatively impact student health, behavior, and academic performance. Any energy drinks found will be confiscated, and repeated violations may result in disciplinary action. Food deliveries from outside services (e.g., Grubhub, Uber Eats, DoorDash) or from parents/guardians are not allowed during the school day.

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

Therefore, no student on or near **LMS/WMS** property, at any time or at any school-sponsored activity shall:

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

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

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

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

Horseplay: Students are expected to engage in safe, respectful actions at all times. Activities that could unintentionally cause harm to others should be avoided to maintain a positive and secure environment for everyone.

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.

Notes: Students are not to socially network on any platform during the school day. These behaviors interfere with school purposes.

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

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

Personal Communication Devices (PCD) and Other Electronic Equipment:

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.

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

• The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.

• It is "child exploitation," a Level 5 felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.

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

than 16 years of age or who appears less than age 16.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(3) possesses:

(a) a picture;

(b) a drawing;

(c) a photograph;

(d) a motion picture;

(e) a digitized image; or

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

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

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: Students are expected to maintain respectful and appropriate behavior with one another during the school day. Keeping interactions professional and focused on learning helps create a comfortable environment for everyone. Displays of affection, such as kissing or intimate touching, are not appropriate at school.

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.

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

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

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

Considering the significant potential for threats to disrupt the school environment, and in accordance with IC 20-33-8-10, which grants school administrators broad authority to take any action necessary to prevent interference with educational functions, the following guidelines will be utilized when a threat is confirmed and a behavioral threat assessment is conducted. In all cases, administrators will utilize their legal discretion when determining the ultimate consequence.

K-12 Consequence Guidelines* for Threats of Violence

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

Broad or Vague Threats

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

1st Offense:

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

2nd Offense:

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

Specific Threats

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

Consequence:

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

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

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

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

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

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

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

(1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or

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

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

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

Cafeteria Rules

1. **Enter Calmly and Arrive on Time** - Students must enter the cafeteria in an orderly manner and go directly to the lunch line—no running.
2. **Choose a Seat and Stay Seated** - Once seated, students must remain in their chosen seat for the duration of the lunch period.
3. **No Saving Seats** - Holding or saving seats for others is not allowed.
4. **One Student per Seat** - Each student must sit in their own chair—no sharing seats.
5. **Eat Only From Your Tray** - Students should only eat the food on their own trays. Sharing or trading food is not permitted.
6. **Clean Up After Yourself** - Students are responsible for removing trash from their trays and placing trays on the conveyor belt or in the designated area. Students can only get up once to throw their lunch items away.
7. **Keep Food and Drinks in the Cafeteria** - No food or beverages may be taken out of the cafeteria.
8. **Be Respectful and Responsible** -Students are expected to treat others with respect and demonstrate mature behavior at all

times.

9. **Restroom Passes Required** -Students must have a pass to leave the cafeteria and use the restroom during lunch.
10. **No Loitering** - Loitering in the hallways or restrooms during lunch is not allowed.

Recess Rules

Be Safe
No rough play or running in crowded areas.

Be Respectful
Be kind to others and follow adult directions.

Stay in Bounds
Stay in approved areas only (gym, blacktop, field, etc.).

Clean Up Before You Leave
Pick up trash and belongings before exiting to the gym or parking lot. An adult will dismiss students to the recess area.

Return On Time
Line up or head back to the assigned doors (or the bleachers) when the whistle blows.

Bus Dismissal Rules

Walk at All Times - Running or horseplay is strictly prohibited. Students must walk calmly to their assigned buses. Stay on the sidewalk and only use the asphalt area when there is no sidewalk available.

Board Promptly and Safely - Students must report directly to their assigned bus, as departure times are strictly scheduled each school year

Late Buses -Students waiting for a late bus must remain on the sidewalk behind the yellow line. During inclement weather, they may wait inside near Door #8

No Food or Drinks - Eating or drinking is not allowed in the bus dismissal area or on the bus unless authorized.

Behavioral Consequences

After-School and Before School Detention: May be assigned for various reasons including behavior concerns and excessive absences. The penalty for not attending is in-school suspension. After-School or Before-School detention sessions are both one-hour long. Parents will be contacted when After-School or Before-School detention assignments are determined. Behavior is very strictly monitored and students complete school assignments in After-School or Before-School detention.

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

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

Student Appearance And Dress Guidelines

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

1. Clothing must provide adequate coverage and apparel must be reasonably clean and free of offensive odor.
2. No sunglasses, hats, caps, hoods, or other headgear may be worn in the building during the school day; unless otherwise authorized via principal discretion.
3. Coats, backpacks, and/or totes are not allowed in classrooms, and must be secured in student lockers.
4. Students are permitted to carry purses/fanny packs that are made of clear plastic, vinyl, or PVC. Purses/Fanny packs must not exceed the dimensions of 8" x "4 x 3".
4. Aerosol sprays, colognes, and/or perfumes are not allowed during the school day.
5. The following are also prohibited: gloves, in-line skates, skate shoes with wheels, chains, wallet chains, watch chains, painting or writing on any portion of the body.
6. Any clothing or dress appearance that creates a disruption in the learning environment is prohibited.

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

Administrative discretion will be used and consequences may be issued.

Section 2 - Attendance Procedures

Duneland School Corporation
Attendance Policy

Exempt

Documentation Required

Pre-Arranged Exempt Absences (per Indiana Code):

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

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

(No more than 10 absences per school year)

Family Planned/ Unplanned - Excused

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

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

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

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

Unexcused

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

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

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

Duneland School Corporation Truancy Prevention Policy

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

(A) excused; or

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

will be deemed a student in need of truancy prevention.

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

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

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

DSC Attendance Policies & Procedures Grades K-12

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

Since the learning process is a progressive activity, each day's lesson is built upon those class activities that took place on previous days. Whenever a class is missed, for whatever reason, that experience cannot be fully duplicated. Since responsibility is a learned behavior, and regular school attendance patterns encourage the development of responsible patterns of behavior, each student is expected to make every effort to be in school every day.

The DSC attendance policy includes a two-pronged approach. The first part is a system of rewards and recognitions designed to encourage good attendance. The second part is a series of consequences designed to change the inappropriate attendance patterns exhibited by students. Rewards or recognition programs may include such methods as attendance celebrations, attendance awards, and notifying parents, and the media of students' perfect attendance. In addition, teachers may have classroom rewards for excellent attendance.

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

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

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

Regular attendance at school is required of all extra- and co-curricular participants. Students must attend school all day on the day of a contest or practice in order to participate in the event unless permission is granted for unusual circumstances by an administrator. Students must be in school on Friday in order to participate in weekend events unless excused by an administrator.

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

DSC Truancy Prevention Policy

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

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

will be deemed a student in need of truancy prevention.

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

1. Identify the student as meeting the requirements to participate in the DSC Truancy Prevention Program.

2. Inform the parent/guardian that they are responsible for:
    a. monitoring the absent student's school attendance; and
    b. ensuring the absent student attends school in accordance with compulsory attendance laws.

3. Inform the parent/guardian that the school may be initiating truancy prevention measures regarding the absent student.

4. Inform the parent/guardian that they are required to attend an attendance conference regarding the truancy prevention measures that the school will be implementing for the absent student.

5. Inform the parent/guardian when the student meets the requirements of a habitual truant.
   a. Habitual Truant – A student who is absent for ten (10) days or more within a school year without being excused or under a parental request that has been filed with the school.

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

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

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

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

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

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

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

(1) the parent/guardian of the student; or
(2) a representative (meeting the guidelines listed above);
is able to attend the conference.

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

Pre-Arranged Absences

DSC discourages students from taking family trips/vacations during the school year since extended absences place students at an academic risk. If there is a need for a pre-arranged absence, the school must be notified at least one week in advance. Approval for excused pre-arranged absences will be based on student attendance, grades, specific reasons, and length of the requested absence. The absences will be considered Parent/Guardian Verified. It is the student/family's responsibility to make arrangements with his/her individual teachers for work missed during the absence(s).

Procedures For Calling Off Students

The parent/guardian of any student has the duty and responsibility to notify the main office or attendance office of each student's absence within 48 hours of the absence. It is not necessary to call each day of an extended illness. An estimation of the length of illness with a periodic update will be satisfactory.

An automatic calling system may call the home number as a reminder to a parent/guardian to report an absence for the entire day or a portion of the day. Partial-day absences will be recorded accordingly.

Make-Up Work

Make-up work is recommended for all absences. Assignments will be credited only for excused absences. It is the responsibility of the student/family to get missed assignments from the day of absence upon his/her return. Extended illnesses will be handled on an individual basis. Work previously assigned is due upon a student's return to class. Assignments may be requested by a parent/guardian if a student is out for two consecutive days. Teachers are given 24 hours to prepare the assignment request. Assignments that are not picked up are returned to the teacher.

Parent/Guardian PIN

As an additional school safety measure, parents and guardians will be required to establish a Parent/Guardian PIN (4–6 digits) that must be provided when calling the school to request a change to a student's dismissal plan. This includes requests for early release or sign-out for CHS students.

The PIN serves as an added layer of identity verification to help school staff confirm that the request is being made by an authorized parent or guardian before a student is released or their dismissal arrangements are changed.

Sign-Out Policy

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

Tardy Policy

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

- **1st and 2nd Tardy--Verbal warning issued**
- **3rd Tardy--Verbal warning issued to the student and parent/guardian contact**
- **4th Tardy – Parent/Guardian-will be contacted and After-School or Before-School Detention**
- **5th Tardy and beyond--Referral for possible disciplinary action beyond detentions, which may include suspension.**

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

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

Section 3 - General School Information & Procedures

Accessibility

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

BUS TRANSPORTATION

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

'My Stop' App

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

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

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

1. Students shall sit in his/her assigned seat immediately upon entering the bus.
2. No student shall stand or move from seat to seat.
3. Loud, boisterous or profane language and indecent conduct will not be tolerated.
4. Students shall not tease, scuffle, trip, hold, hit or use their hands, feet or body in any objectionable manner.
5. No windows or doors will be opened or closed except with the permission of the driver.
6. No student shall stand until the bus has come to a complete stop and the driver has opened the door.
7. Students must be waiting at his/her assigned stop when the bus arrives. Students must be waiting at their stops five (5) minutes before the pick-up time.
8. School authorities may deny the privilege of riding on the school bus to any student who refuses to follow the bus rules and the directions of the driver.
9. Only regularly assigned passengers are allowed to ride school buses. Special permission to ride a school bus may be granted only by the school principal or his/her designee. Special permission will only be given for babysitting purposes, when a student is living temporarily on the bus route, or other emergency situations. The request for alternate transportation must be in writing from the parent/guardian, approved by the office and handed to the bus driver.
10. Students must get on and off the school bus at their assigned bus stop. Permission to get off at any other location will be given only with a written request from the parent, signed by the principal or his/her designee, and given to the driver.
11. Students are not permitted to eat or drink on the bus.
12. No live animals or insects may be transported on the bus.
13. Students must wait for a signal from the bus driver before they may cross over in front of the bus.
14. Any items brought on the bus by a student must be held on the student's lap. The entrance door area, the emergency door area,

under the seat, and the aisle must be kept clear at all times.

15. There is no supervision at the bus stop. For the safety of your child, please wait with them at the bus stop until the bus arrives.
16. It is required that you meet your kindergarten student at the bus stop after school. It is recommended that you greet your older children at the bus stop when returning home from school.
17. Students may use Personal Communication Devices (PCD's) and school provided electronic devices while riding on a school bus or other board-provided vehicle to access the Duneland Mobile WiFi (if available). However, student behavior may not be distracting to the driver or disrupt other students. Students may not share their devices or screens. Sound may not be audible.
18. Students are prohibited from taking photos and videos while on the bus.
19. If a student rides the bus, they must ride from home to school in the morning and from school to home in the afternoon. No student will be allowed to board a bus at the transfer location in the morning or get off the bus and get into a private vehicle at the transfer location in the afternoon.
20. Student discipline may result in: a new seat assignment, a verbal warning, parent call, referral to the school principal, or suspension from riding the bus.

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.

Breakfast and Lunch

Breakfast and Lunch is served at all schools on all days school is in session. The menu is posted in the Cafeterias, and links to the menus on the Duneland website are posted in the district newsletter *DuneNews*. The menu, along with nutritional information of the menu items, can be found on the Child Nutrition Services site. Items may be purchased as a meal or separately at an additional price. Items are available to purchase for snack time.

Cafeteria Charging Policy

Students attending Corporation schools who do not have funds in their account or on-hand to cover the cost of their meal at the time

of service are treated consistently, parents of students who charge meals are notified when a student charges a meal, and efforts are made to collect the charges. Significant negative lunch account balances shall not be permitted. If a student has a significant negative lunch account balance, s/he shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to his/her negative lunch account balance. Any significant negative lunch account balance may be pursued for collection. Students are not permitted to charge ala carte items. Students are also not allowed to purchase ala carte items when having a negative account balance.

Click on the link below for further Child Nutrition Program Information

Child Nutrition Program Policy

Food Allergies and/or Meal Accommodations

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

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

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

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

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

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

Deliveries

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

In Case of Emergencies

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

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

Lockdown: Follow specific directions posted in each classroom.

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

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

Students who, due to special arrangements, need to use the phone will do so from the office.

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

HEALTH SERVICES

The Health Services staff works in cooperation with the school administration and under the direction of a medical advisor. Each building employs a full-time registered nurse (RN) and/or licensed practical nurse LPN. Students who are ill or injured should notify their teacher and seek permission to see the nurse. Parents or guardians will be contacted if an illness or injury is serious in nature and/or if the student exhibits one or more of the exclusion criteria listed in the Communicable Disease section. Acute injuries and illnesses that occur outside of school should be addressed prior to the student's arrival, as school nurses do not diagnose medical conditions.

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

Communicable Diseases / Illnesses

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.*

Transportation For Student Emergencies

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

Activity Restrictions And Special Considerations

It is the responsibility of the parent/guardian to keep the school informed of any health concerns or conditions that may require special consideration during the school day. All medical equipment and appliances required for a student's condition must be provided by the parent/guardian. Wheelchairs in the nurse's office are available only for transporting injured students to the nurse's office or to the parent/guardian's vehicle.

When a student has an appliance, such as a medical boot, cast, crutches, scooter, or sling, or a condition that limits physical activity, a physician's note outlining any restrictions must be provided. A physician's note is also required if a student needs elevator access due to an injury or medical condition. If a student is restricted from P.E., they will not be allowed to participate in outside recess unless otherwise specified in writing by a physician. Once a student is restricted from P.E. and/or recess, a physician's note is required for them to resume activity. If a note is not provided, the student will not be allowed to participate in recess or P.E. Exceptions may be made at the discretion of the school principal.

Students who have been absent because of an illness or injury will be kept indoors if the parent/guardian provides a note indicating the specific time the child is to remain inside. Extended periods of more than five days require a physician's note.

For students with chronic conditions that require them to periodically remain indoors during recess, a current physician's note describing the condition and specifying when the student must refrain from certain activities must be on file.

Administration Of Medications

School nurses or designated, trained personnel are available to administer medication when necessary. To ensure the safe transportation of medication to and from school, all medications must be brought to the nurse's office by a parent/guardian or other responsible adult. The school may provide limited doses of Benadryl, cough drops, ibuprofen, Tums, Tylenol, or their generic equivalents in doses appropriate for the student's age and weight, according to package instructions and with parent/guardian signed consent. All other medications, including prescription medications and medications requiring regular administration, must be provided by the parent/guardian and will be administered by the school nurse or designated, trained personnel in accordance with the medication guidelines outlined below.

Guidelines For The Administration Of Medications

These guidelines apply to all medications, including those prescribed by a physician as well as non-prescription (over-the-counter) drugs, preparations, and remedies. Medically prescribed treatment refers to health-care procedures requiring special training, such as catheterization, tube feeding, insulin pump management, or subcutaneous/intramuscular injections.

- Any medicine to be administered to a student shall be brought to the nurse's office by a parent/guardian or other responsible adult.

- Prescribed treatment and prescription medications, including blood glucose tests by finger stick administered to a student, must be accompanied by the original or a copy of the physician's prescription or the pharmacy label, and an Authorization to Administer Medication form signed and dated by the parent/guardian.
- Prescription medication shall be kept in its original container and labeled with the student's name, the name of the medication, the exact dosage, the time or frequency of administration, the prescribing physician's name, and the pharmacy label with current instructions.
- All over-the-counter medication must be accompanied by written instructions that include the student's name, date, name of the medication, dose, time or frequency of administration, reason for administration, duration of use, and an Authorization to Administer Medication form signed and dated by the parent/guardian.
- Medications are to be kept secured under lock and key. An exception may be made when a student has authorization to carry medication for emergency or chronic health needs (e.g., epinephrine, inhaler, or insulin).
- The school nurse or designee has sole responsibility for administering all medication.
- An electronic record is maintained in Skyward and includes the date, time, and name of each medication administered. Each administration must be documented and electronically acknowledged by the school nurse or designee.
- Observations, assessments, and reports regarding the use of medications and treatments will be shared with the parent or guardian, appropriate school personnel, and the physician upon request and in accordance with privacy laws.
- In accordance with Indiana Code (IC 20-34-3-18), medication that is possessed by the school for administration during school hours or at school functions for students in grades K-8 may be released to: the student's parent/guardian, to an individual who is at least eighteen (18) years of age and who has written designation from the student's parent/guardian to receive the medication, or sent home with the student if the student's parent provides written permission for the student to receive the medication.
- Medications that are outdated, declared inappropriate, or left for an extended period of time without being picked up by a parent or guardian shall be destroyed in accordance with Indiana state law and school policy.

Self-Administered Medication

Unless a student has an Authorization to Self-Carry Emergency Medication form signed by their parent/guardian **AND** physician and has submitted it to the school nurse, the student is prohibited from possessing or self-administering medication. The authorization must be renewed annually and must include the following information:

- An acute or chronic disease or medical condition for which the medication is prescribed.
- That the student has been given instruction on how to self-administer the medication.
- That the nature of the disease or medical condition requires emergency administration of the medication.

Noon Activity Rules/Guidelines

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

Outside (weather permitting)

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

Inside (inclement weather)

Students are to remain in the Cafeteria.

Personal Property

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

responsible for any loss, damage or misuse of such property.

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

Pledge of Allegiance

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

Publications and Symbols

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

- School Paper
- School Yearbook

School Resource Officer

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

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

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

Seclusion and Restraint Plan

Seclusion and Restraint Plan: This plan is available in the **LMS/WMS** Main Office.

Security—Closed Circuit Television

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

Academic Dishonesty

1. A student must not submit substantial portions of the same academic work for credit more than once without permission of the instructor.

2. A student must not allow others to conduct research or to prepare any work for them without advance authorization from the instructor. This prohibition includes (but is not limited to) commercial term-paper companies and past papers of other students.

3. Plagiarism—A student must not intentionally or unintentionally adopt or reproduce ideas word, or statements of another person without giving acknowledgment;

a. whenever he/she quotes another person's actual words, including Internet sources.

b. Whenever he/she uses another person's idea, opinion, or theory;

c. whenever he/she borrows facts, statistics, or other illustrative material-unless the information is common knowledge.

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

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

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

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

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

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

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

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

Weekly Information

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

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

School Closings & Delays

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

Area radio stations

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

Schools periodically send notes home which affect school changes in time schedules, such as at the end of grading periods, parent conferences, teacher in-service days, or holidays and vacations. Arrangements must be made for the care of your children on these

special days if a parent/guardian will not be at home. *Please share these arrangements with your child and the school so he/she knows where to go under these conditions.*

Home-to-School Communication - ParentSquare

Duneland School Corporation (DSC) utilizes ParentSquare, a unified communications platform 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).

Section 4 – Academic Policy and Programs

Curriculum

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

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

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

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

7th and 8th Band
7th and 8th Choir
7th and 8th Orchestra
8th French I, German I, Japanese I, Spanish I (HS credit)
7th Project Lead the Way (PLTW)
8th Computing Foundations in a Digital Age
7th and 8th Art
7th Preparing for College and Careers
8th Preparing for College and Careers
7th Introduction to World Languages

Fees

Duneland does not collect textbook fees. Instead, funding for these items will come from state reimbursement and local school funds. This includes textbook, software, and hardware costs.

Grading

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

Formative- 20%
Summative- 80%

PE
Formative- 90%
Summative- 10%

Music
Formative- 60%
Summative- 40%

High School Credited Courses (Bio, Alg I, Foreign Languages, College and Careers 8, Computing Foundations)
Follow **LMS/WMS** grading policies **LMS/WMS** Handbook

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

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

High Ability (HA) Program

Criteria for HA Placement

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

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

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

Homework

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

Homework should fulfill the following purposes or objectives:

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

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

SUGGESTIONS FOR PARENTS REGARDING HOMEWORK

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

Multi-Tiered Systems of Support (MTSS)

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

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

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

- **Academic:** Duneland provides a guaranteed and viable curriculum (GVC) providing both enrichment and targeted interventions and support as needed. Students demonstrating a need for additional academic support are monitored through our Response to Instruction (RtI) program.

- **Behavioral:** Positive Behavioral Interventions and Supports (PBIS) promotes school safety and positive behavior.

- **Social Emotional:** Duneland students participate in an advisory class on a weekly basis. Lessons taught during this advisory period focus on SEL (Social Emotional Learning) competencies, diversity, appropriate use of social media, building relationships, respect, and trust. To strengthen our support, students have access to our school counselors, and we have formed partnerships with local social service agencies.

Work Completion

At Liberty & Westchester Middle School, we provide support for students who fall behind in completing assignments. The level of support depends on the amount of missing work and the needs of the student. Once per week, reports will be run to determine which students are missing a prescribed amount of assignments in their classes (to be determined by **LMS/WMS** Administration). Those students will then be given the appropriate support. The basic level of support is Guided Lunch Study Tables. In the Guided Lunch Study Tables, students will eat lunch and work on catching up on missing assignments with the support of an Instructional Assistant. The next levels of support varies on a case by case basis. The movement of students among the levels is fluid and based upon the appropriate level of support for each student.

Reports to Parents

Reporting student progress will be done in the following ways:

Report Cards - every 9 weeks

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

Skyward Parent Access

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

Honor Roll

There are two types of honor rolls at **LMS/WMS**. The Principal's Honor Roll requires a GPA of 3.67 or above. The "B" honor roll requires a GPA of 3.0 to 3.66. A grade of "D" or lower disqualifies the student from any honor roll regardless of the GPA.

Retention of Students

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

Indiana Learning Evaluation Assessment Readiness Network (ILEARN)

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

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

Student Support Services

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

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

Counseling Services

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

Conflict Management

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

Library Media Center

Hours: The Media Center is open daily from 8:30 a.m. - 4:00 p.m. Students may come to the Media Center before school and during lunch. A pass from the student's classroom teacher is necessary if he/she wishes to use the Media Center during class time

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

Use of School Devices/Equipment:–Students are expected to respect the equipment and use it responsibly. Loss of privilege to use

the school's devices and equipment could be the consequence of irresponsible behavior.

Music Program

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

Other groups, including Jazz Band, are extracurricular. Outside school performances that may or may not take place during school time are also extracurricular and subject to the rules and regulations concerning eligibility. These include but are not limited to the Elementary schools tour, performing at off school sites, and trips to concerts or musicals.

Section 5 – School Activities and Athletics Eligibility For Extracurricular

Activities

At Liberty & Westchester Middle School, we hope students will become involved in as many extracurricular activities as possible. Only students within their home school are eligible for athletics at WMS/LMS. Athletics, cheerleading, drama and similar after school activities are all a large part of the middle school experience. However, in order to participate in these activities, the *student must be eligible.*

A student will be eligible for any and all extracurricular activities at **LMS/WMS** if they have no failing (F) grade(s) in any courses. Eligibility or ineligibility is determined by grades at the end of each quarter. Students who are declared ineligible at the end of a quarter may be granted eligibility if they have no failing (F) grades in any courses at the following midterm (4.5 week) check. Ineligible students may practice, but cannot compete in any extracurricular activity. Ineligible students may be required to attend guided study tables after school at the discretion of the coach.

Suspension from school will result in temporary loss of eligibility.

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

Assemblies

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

1. The audience will be respectful listeners and remain quiet while speakers are presenting or a performance is being conducted.
2. Applause will be limited to clapping in a courteous manner with no whistling or distracting noises.
3. You are to sit with your class and teacher in an assigned area unless specifically instructed to do otherwise.

Athletic Events

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

1. Have rides home here on time. Do not wait until after the game to call your parents.
2. Remain seated and watch the athletic contest until half time or between games.
3.. Bring all coats and books to the game. The instructional areas of the building will be closed at 4:10 p.m.
   Do not plan on returning to lockers.
4. If you leave the building or field, you may not return.
5. Good sportsmanship is to be shown at all times.

6. Failure to follow guidelines on any given night will result in the student being removed from the building or field of play without benefit of refund.

Clubs

Students have the opportunity to participate in a variety of after school clubs. All club membership is a privilege and a student can be removed based on the recommendation of the coach/sponsor for any behavior deemed counterproductive to the club.

Dances

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

Dance Rules

Students are reminded that attending dances at LMS/WMS is a privilege, not a right. Accordingly, there are certain expectations that exist that students must be aware of.

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

Dance Incentive System

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

Social Probation

We believe every student can grow and succeed. Social Probation is designed to provide support, encourage responsibility, and help students make positive changes so they can fully participate in all school opportunities. At our middle school, we want every student to succeed academically, attend regularly, and make positive choices. When a student needs additional support in one of these areas, they may be placed on Social Probation.

Social Probation means a student may lose the opportunity to participate in certain school activities, such as dances, field trips, or extracurricular events. The goal is not punishment—it is to help students refocus and get back on track. Parents/guardians will be notified if a student is placed on Social Probation, and school staff will work with the student to create a plan for improvement. Why might a student be placed on Social Probation?

1. **Academics (Grades)-** Multiple failing grades at the end of a grading period
2. **Attendance**- Attendance concerns that do not meet school or state expectations
3. **Behavior-** Multiple discipline referrals, or repeated or serious behavior concerns

The Principal (or designee) retains the authority to implement, modify, or extend Social Probation when a student's academics, attendance, behavior, safety, or well-being require additional support. Participation in school activities and events is a privilege, not a right.

Sports

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

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

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

LMS/WMS ATHLETIC HANDBOOK

1. Trojans are expected to work to their abilities in their academic areas and behave in a manner expected of middle school students.
2. Trojans must have current physical examinations on file with the Athletic Office. Physicals must be renewed each school year. No physicals are to be taken earlier than May 1st of the current school year.
3. Parents must file a certificate of insurance of financial responsibility with the **LMS/WMS** Athletic Department.
4. Parents and students must read this athletic handbook together in order to familiarize themselves with the **LMS/WMS** athletic policy.

Absences and Suspensions

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

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

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

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

Drugs - Alcohol - Tobacco

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

Equipment - Uniforms - Locks

Students are given athletic equipment, uniforms and locks for use in the sport in which they participate. This equipment is to be kept as well maintained as possible. It is expected that uniforms and equipment issued will be returned in proper condition at the end of

the season. The equipment is the responsibility of the athlete. Students must pay for lost or abused equipment. The athlete and the athlete's parents accept full responsibility for the equipment issued to the athlete.

Water Bottles

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

Lake-Porter County Athletic Conference

Liberty and Westchester are two of nine schools in the Lake-Porter County Athletic Conference (L-PCAC):

1. (BF) Benjamin Franklin Middle School - Valparaiso
2. Liberty Middle School – Chesterton
3. Westchester Middle School - Chesterton
4. Fegely Middle School – Portage
5. Hobart Middle School – Hobart
6. Taft Middle School - Crown Point
7. (TJ) Thomas Jefferson Middle School – Valparaiso
8. (Col.) Wheeler Middle School – Crown Point
9. Willowcreek Middle School – Portage

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

Season	**Sport**	**Participants**	**Practice Begins**
Summer	Football Camp	7/8 boys	TBA
Fall	Football	7/8 boys	mid August
	Volleyball	7/8 girls	after school registration
	Cross Country	6/7/8 boys/girls	before school registration
	Cheerleading	7/8 girls	TBA
Winter	Basketball	7/8 boys	mid October
	Wrestling	6/7/8 boys/girls	mid October
	Basketball	7/8 girls	before Winter break
Spring	Track	6/7/8 boys/girls	before Spring break
	Tennis	6/7/8 boys/girls	before Spring break

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

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

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

Section 6 - Policy Regulations
DSC 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 • AI must not be used at any point during the assignment • This level requires the student to rely solely on their own knowledge, understanding, and skills	• No AI disclosure required
1	**AI-Assisted Idea Generation and Structuring**	• No AI content is allowed on the final submission • AI can be used for brainstorming, creating structures, generating ideas for improving work, etc.	• AI statement must be included disclosing how AI was used • A list of AI programs used must be submitted with final submission
2	**AI-Assisted Editing**	• No new content can be created using AI • AI can be used to make improvements to the clarity or quality of created work to improve the final output	• AI statement must be included disclosing how AI was used • A list of AI programs used must be submitted with final submission
3	**AI for Specified Task Completion**	• AI is used to complete some elements of the assignment, as specified by the teacher • Student is responsible for providing human oversight and evaluation of all AI-generated content	• AI statement must be included disclosing how AI was used • AI-created content must be properly cited • A list of AI programs used must be submitted with final submission
4	**Full AI Use with Human Oversight**	• AI may be used throughout the assignment to support the student's work • AI should be a 'co-pilot' to enhance student creativity • Student is responsible for providing human oversight and evaluation of all AI-generated content	• AI statement must be included disclosing how AI was used • AI-created content must be properly cited • A list of AI programs used must be submitted with final submission

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

DSC Student Device Handbook

Why Does Duneland Believe 1:1 is important

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

1. What is differentiated instruction?

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

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

2. What is blended learning?

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

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

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

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

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

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

- Address student challenges, including skill deficiencies, retention, enrichment, and opportunities for accelerating student learning through differentiated instruction.
- Expand course offerings to include more options for students.
- Create flexible scheduling opportunities for students and teachers by removing traditional barriers.

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

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

Duneland School Corporation Device Care

Taking Care of the DSC Device

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

General Precautions

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

Carrying the DSC device

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

Screen Care

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

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

Using the DSC device

At School

DSC devices must be brought to school each day fully charged. The DSC device is intended for use at school each and every day. In

addition to teacher expectations for DSC device use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the DSC device. Students must be responsible for bringing their DSC device to all classes, unless specifically advised not to do so by their teacher.

At Home

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

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

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

Sound

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

Printing

At School

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

At Home

It is strongly encouraged that students utilize paperless methods to complete assignments or tasks. In the event that a student must print while at home it is important to understand that DSC iPads will not support a physical printer connection.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 to cover normal wear and tear.
- Students and/or parents may be charged for DSC device damage that is a result of misuse, negligence, vandalism, abusive handling, or considered to be in excess of normal wear and tear not covered by the 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.

DSC Rules for Computer Use

Violations of these rules or policies stated under Duneland School Board Policy 7540.03 - Student Network and Internet Acceptable Use and Safety (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 K-12 will have a device provided for them. Students in grades K-8 will receive an iPad and students in grades 9 - 12 will receive a Windows or Chromebook laptop.

Will the school provide the computer device?

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

What are the specifications of the computer device students receive?

Students will receive a device with the specifications below.

Apple iPad (Grades 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/

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

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

Can a student bring their own device?

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

What other accessories will a student need for their computer?

A student will need headphones/earbuds for use with the computer. A headset with a microphone may be necessary for some subjects. A computer case is an optional accessory for each student 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 only be pushed to corporation owned devices and to Duneland user accounts. Personal devices are not supported for curricular use by students.

Can standardized testing be administered on personally-owned devices?

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

Will a student have the same device each school year?

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

What software applications will a student need on the computer?

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

What if a loaned computer device is lost?

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

What if a student device is damaged?

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

During the school year

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

At the end of the school year

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

Withdrawals during the school year

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

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

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

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

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

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

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

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

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

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

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

Will students receive instruction on safe computer usage?

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

  - Hands, wrists, and forearms are straight, in-line and roughly parallel to the floor.

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

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

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

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

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

DSC eLearning Procedures for Parents and Students

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

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

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

Appendix

School Board Policies

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

5771 - Search And Seizure

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

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

A. School Property

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

B. Student Person and Possession

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

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

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

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

Students have no expectation of privacy when using school-issued devices, school email accounts, or the school network. The school reserves the right to monitor, access, and review files, browsing history, communications, and stored data on school-issued technology at any time.

Personal electronic devices (including cell phones, smart watches, tablets, and laptops) may be searched when an administrator has reasonable suspicion that the device contains evidence of a violation of school rules or law. This may include reviewing messages, photos, videos, social media, apps, and deleted content.

The school may investigate off-campus electronic activity when it substantially disrupts the school environment or impacts the safety and well-being of students or staff.

C. Breath Test Instruments

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

D. Use of Dogs

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

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

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

A. the information upon which the search was based

B. the time, date, location, students, or places searched, and persons present

C. a description of any item seized and its disposition

D. the time and date of notice to the parent or guardian in the case of the search of the person of a student

7540.03 – Student Network And Internet Acceptable Use And Safety

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

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

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

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

The Corporation has implemented the use of technology protection measures which are specific technologies that will protect against (e.g. filter or block) access to visual displays/depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Corporation or the Superintendent, the technology

protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 is a civil rights statute which provides that: "no otherwise qualified individual with

handicaps in the United States...shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance or activity by any Executive Agency or by the United States Postal Service.

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

1. Has a physical or mental impairment which substantially limits one or more major life activities (e.g., any student receiving service under the Individual Disabilities Education Act PL 94-142 (IDEA); drug addicted or alcoholic students; students with diabetes). The term does not cover children disadvantaged by cultural, environmental or economic factors.
2. Has a record or history of such an impairment (e.g., a student with learning disabilities who has been certified as eligible to receive special education under the IDEA; a student who had cancer; a student in recovery). The term includes children who have been misclassified (e.g., a non-English speaking student who was mistakenly classified as having mental retardation).
3. Is regarded as having such an impairment. A person can be found eligible under this section if he/she:

a. has a physical or mental impairment that does not substantially limit a major life activity, but is treated by the district as having such a limitation (e.g., a student who has scarring, a student who walks with a limp);

b. has a physical or mental impairment that substantially limits a major life activity only as a result of the attitudes of others towards such impairment (e.g., as student who is obese); or

c. has no physical or mental impairment, but is treated by the district as having such an impairment (e.g., a student who tests positive with the HIV virus, but has no physical effects from it).

What is a "Major Life Activity?"

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

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

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

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

DSC Parents/Students Rights In Identification, Evaluation and Placement

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

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disabling condition;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education in academics, non-academics and extracurricular activities. This

includes the right to be educated with non-disabled students to the maximum extent appropriate. The provision of an appropriate education is the provision of regular or special education and related aids and services that are designed to meet individual educational needs of handicapped persons as adequately as the needs of non-handicapped persons are met and are based upon adherence to procedures that satisfy the requirements of, and implementation of an individualized education program developed in accordance with the Individuals with Disabilities Education Act;

5. Have your child educated in facilities and receive services comparable to those provided non-disabled students;
6. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act;
7. Have evaluation, educational and placement decisions made based upon a variety of information sources, and by persons who have known the student, the evaluation data and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered the by district;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program and placement;
11. Obtain copies of education records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
14. Request mediation and/or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. A hearing request must be made to the local 504 officer:

Family Education Rights and Privacy Act

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

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

Educational Rights of Homeless Students

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

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

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

Civil Rights Assurance of Equal Opportunity and Nondiscrimination Statements

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

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

DSC Title IX

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

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

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

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

Interagency Information Sharing Agreement

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

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.

IV. POSITIVE LIFE PROGRAM VIOLATIONS

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

A. In addition to the enforcement of any school discipline related to the offense or offenses, the student will also be subject to the disciplinary procedures and educational components of the Positive Life Program that will affect participation in one or more of a student's activities. Please see 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.