DUNELAND

SCHOOL CORPORATION

ELEMENTARY

2026-2027
Student Handbook

ELEMENTARY SCHOOLS

The education and welfare of your child are our most important concerns. At home, in the schools, and in the decision-making process, your involvement can improve not only your child's chances for a happy, productive future, but also the future of our community as well. Always feel free to contact your child's building principal when you have concerns about his/her education. Please call or schedule an appointment between 7:00 a.m. and 3:00 p.m. Monday through Friday.

Bailly Elementary 219-983-3670
Mrs. Carey Storm, Principal
800 S. Fifth Street

Brummitt Elementary 219-983-3660
Mr. Nino Cammarata, Principal
2500 Indian Boundary Road

Jackson Elementary 219-983-3680
Mr. Sam Marshall, Principal
811 N 400 E, Valparaiso

Liberty Elementary 219-983-3650
Mrs. Heidi Hennigar, Principal
50-1W 900N

Yost Elementary 219-983-3640
Mr. Josh Huwig, Principal
100 W. Beam Street, Porter

Central Administration
601 West Morgan Avenue
Chesterton, IN 46304
219-983-3600

Visit our website at *www.duneland.k12.in.us*

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Welcome to Duneland Schools

Dear Families:

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

We anticipate that the school and its corresponding programs and activities for this school year will be talked about daily in your home. We therefore suggest that you place this handbook in a visible and handy place so that you may refer to it throughout the school year.

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

Sincerely,
The Duneland Elementary Principals

MISSION AND 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.

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

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

GENERAL INFORMATION

STANDARDIZED TESTS

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

CONFERENCES

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

Conferences are always encouraged. If a parent wishes to have a conference other than the above-mentioned time, please call the appropriate school office to make an appointment with the teacher when he/she is not conducting classes. Conferences are most effective when held in the school where all student records are available.

SKYWARD PARENT ACCESS

Duneland School Corporation currently uses Skyward Parent Access as a tool for teachers to communicate. The use of Skyward Parent Access allows parents to see real time information about their child in the areas of schedules, grades, attendance, discipline and more.

PARENT VOLUNTEERS

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

Each building has active parent-teacher groups which provide "extra hands" in the schools with such tasks as chaperoning field trips or classroom parties; preparing classroom materials or projects; assisting with clerical work; creating bulletin boards or special event displays; inventory of library books; sponsoring book fairs, talent nights, fun fairs and other money-making projects; assisting students with reading and math skills; and being available whenever or wherever help is needed. Parents wishing to volunteer must undergo a limited history background check and complete a Volunteer Release Form (available at your respective school) each school year. Background check requests should be completed in a timely manner. Last minute submissions may not be able to be verified in time. Contact your child's teacher if you are interested in becoming a volunteer in your child's school.

TITLE I

Title I is a federally funded program that gives grant monies to schools to ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education. Title I is designed to assist elementary students with reading, language arts, and/or math skills. Duneland School Corporation has four schools that receive or will receive Title I funding this year.

The Duneland School Corporation strives to foster student success and positive home-school relationships. Additional information about Title I, parent meetings and its corresponding activities will be sent home each fall. If you are interested in learning more about Title I policies or your school's Title I committee, please contact your child's principal.

Parents' Right To Know

[Information about a Teacher's Qualifications as Required by [Section 1111(h)(6) ESEA.]

We are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal rules related to teacher qualifications as defined in Every Student Succeeds Act (ESSA). These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you in a timely manner. At any time, you may ask:

- Whether the teacher has met state qualifications and licensing criteria for the grade level and subject areas taught.
- Whether the teacher has met state qualifications and licensing criteria for the grade level and subject areas taught;

- Whether the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration;
- Whether the child is provided services by paraprofessionals/Title I aides, and if so, their qualifications.

If at any time your child has been taught for four (4) or more consecutive weeks by a teacher that is not highly qualified, you shall be notified by the school of this information.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals/Title I aides are highly skilled.

If you have any questions or concerns, please contact your child's principal.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

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

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

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

- Academic: Duneland provides a guaranteed and viable curriculum providing both enrichment and targeted interventions and support as needed. Students demonstrating a need for additional academic support are monitored through our Response to Instruction (RTI) program.
- Behavioral: Positive Behavioral Interventions and Supports are being implemented to promote school safety and positive behavior.
- Social Emotional: Duneland students participate in SEL (social emotional lessons) weekly. Lessons taught during this time period focus on SEL 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.

HIGH ABILITY PROGRAM

The High Ability Program for students in grades kindergarten through fourth grade consists of In-Class Differentiation, and/or Pull-Out services.

- The In-Class Differentiation Model is a model in which curriculum and instruction are modified according to content, pacing, and/or product to meet unique student needs in the classroom.
- The Pull-Out Model consists of a high ability teacher or aide who works with groups of students to differentiate and move beyond typical grade level standards. Curriculum is specialized and may be accelerated.

At the elementary level (K-4), students are identified for high ability or having the potential to be high ability in math, language arts, or general intellectual (both math and language arts). A combination of the following criteria may be used to identify high ability students:

- Potential-based (aptitude) Measure: Cognitive Abilities Test (CogAT) **K, 2, 4**
- Performance-based (achievement) Measure: K-2 IXL, 3-4 ILEARN Checkpoints
- Other Measures: Teacher observation, projects, and rating scales

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

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

FIELD TRIPS

Educational field trips are considered a vital part of the Duneland curriculum and are planned within certain areas. Parents are informed of all trips involving their child so that the child may be dressed appropriately for the day's events. Duneland liability insurance does not cover preschoolers or other non-chaperoning adults on field trips so their participation is prohibited. A fee may be charged to cover field trip expenses. Field trips are a privilege, and as such, participation can be revoked when warranted.

MEDIA & TECHNOLOGY

Every school has a modern and spacious library media center, staffed by a professional media specialist and support staff to benefit both curricular and individual needs, with a variety of appropriate materials. Media and technology instruction is integrated into the related arts rotation at each elementary building.

Students have access to the library's collection of materials at home and at school through an online catalog. A variety of online resources are also available through the library website and Clever.

Special programs designed to encourage and enhance reading, reading comprehension, and STEM are administered in all Duneland Schools. Programming designed for the elementary students includes literature appreciation, digital citizenship, makerspace activities, research, computer science (coding), book fairs, author visits, and Read Across America, among others.

HOMEWORK

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

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

Homework Requests: When requesting daily work for children who are absent from school, please call the school office prior to 10 a.m. Work may be picked up at the respective school office between 2:00 and 3:00 p.m.

FEES

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

FREE OR REDUCED

Children from households whose income is at or below government-designated guidelines are eligible for free or reduced price meals. Parents should seek further information from DSC Child Nutrition. The information provided by the household is confidential and will be used only for the purpose of determining eligibility and verifying data.

ACCESSIBILITY

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

COMMUNICATION

WEEKLY INFORMATION

Each building publishes a weekly newsletter of important information parents may need. In addition, the corporation newsletter, ***DuneNews***, is published weekly each Thursday online at https://www.duneland.k12.in.us/news/dune-news-online. ***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.

IN CASE OF EMERGENCY

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.

Severe Weather: 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, Secure, Hold, Evacuate and Shelter: Follow specific directions posted in each classroom.

SCHOOL CLOSINGS & DELAYS

In the event of inclement weather, a decision will be made by 6 a.m. to cancel or delay school. Visit online at duneland.k12.in.us or emergencyclosingcenter.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 have been made.

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.

HOME-TO-SCHOOL COMMUNICATION - PARENTSQUARE

Duneland School Corporation 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).

PICKING UP CHILDREN

For the safety/protection of your child, please sign out your child in the Main Office anytime a child is taken out of the building during school, or picked up after school by a parent/guardian. If you plan to pick up a student, notify the school as soon as possible. Please notify the School Office any time your child will be transported other than by the Duneland Transportation System.

Likewise, it is vital that each parent/guardian provide the school with the name, address and phone number of a relative, neighbor or friend who may be contacted in case of an emergency involving a child. This information may be updated in Skyward's Parent Access during registration or throughout the school year. If you need assistance updating this information, please contact the respective school office.

Parents who drive a child to/from school should avoid blocking traffic by loading/unloading the student in bus zones. Children should follow the car loading/unloading procedures established at the respective school.

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

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.

ELEMENTARY STUDENT CODE OF CONDUCT

BEHAVIORAL EXPECTATIONS MATRIX

	RESPECTFUL	RESPONSIBLE	SAFE
Bus	• Hands and feet to self. • Use kind words and actions. • Touch other people's property with permission only.	• Always obey the driver. • Talk quietly with those in your seat. • Remind others to follow the rules.	• Sit on the bottom with your back to the seat. • Stay seated until the driver tells you to get up. • Keep belongings in the proper place.
Bus Loading Areas	• Use kind words and actions. • Take your proper place in line.	• Be on time. • Wait in line patiently. • Keep the area clean.	• Keep hands and feet to self. • Stay in the designated area behind the yellow line. • Keep belongings in the proper place.
Cafeteria	• Keep food on tray. • Use good manners. • Use kind words and actions.	• Get all utensils, milk, etc. when going through the line. • Clean up your area before leaving. • Use appropriate voice. • Return your tray and utensils at a table with adult permission.	• Sit with your feet on the floor, bottom on the seat, and facing the table. • Keep hands and feet to self. • Walk at all times.
Assembly	• Use good audience skills. • Applaud appropriately.	• Be prepared. • Sit quietly.	• Enter and exit in an orderly manner. • Sit properly in the seats, or on the floor. • Use walkways properly. • Keep hands and feet to self.

Hallways & Passing Areas	• Walk quietly. • Respect property.	• Use drinking fountains appropriately. • Move to your destination directly and quickly.	• Keep hands and feet to self. • Walk at all times. • Walk on the right.
Restrooms	• Be considerate of others' privacy. • Use kind words & actions.	• Clean up after yourself. • Keep surfaces free of graffiti. • Return to class promptly.	• Walk at all times. • Keep hands and feet to self. • Use facilities appropriately. • Wash hands before leaving.
Outside Areas	• Use appropriate language. • Follow staff requests the first time.	• Take care of property. • Help others. • Stay in the designated area.	• Keep hands and feet to self. • Use equipment appropriately. • Follow the rules.
Office (includes Main Office, School Counseling, and Nurse's Office)	• Use good manners. • Wait your turn patiently.	• Bring hall pass or other pass. • Tell the truth. • Use indoor voice.	• Keep hands, feet, and objects to self.
Classrooms	• Use good listening habits. • Follow the teacher's request the first time. • Use kind words and actions.	• Be prepared for class. • Tell the truth. • Take care of property. • Follow classroom rules.	• Keep hands, feet and objects to self. • Walk at all times. • Use materials and equipment correctly.

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

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

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

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

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

Defiance/Failure to Comply/Insubordination: Defying the authority of a staff member in such a way as to be rebellious or disobedient, or willfully refusing to follow a reasonable request or directive will not be tolerated. Disciplinary action up to and including suspension may be the result for those that continue to disregard the instructions of teachers and staff.

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

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

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

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

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

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

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

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

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

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

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

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

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

Habitual Misconduct: Students who repeatedly violate one or more school or district policies will be subject to disciplinary action up to and including suspension.

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

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

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

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

Notes: Students are not permitted to write or share “notes” 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 be subject to disciplinary action.

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

Possession of a firearm, deadly weapon, or destructive device on school grounds or school bus (or any type of school activity) will result in suspension and the request for an expulsion for at least one (1) calendar year with the return of the student to be at the beginning of the first school semester after the end of the one (1) calendar year. Law enforcement will also be notified.

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

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

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

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

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

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

Racial Harassment - Racial harassment is strictly prohibited. Racial harassment includes any verbal, written, physical, or electronic conduct directed at a student, staff member, or school visitor that is based on race, color, ethnicity, or national origin. Any student who engages in racial harassment will be subject to disciplinary action. Consequences shall include suspension and/or expulsion.

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

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

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

K-12 Consequence Guidelines* for Threats of Violence
(* Administrative discretion will be applied based on the specifics of each situation.)

Broad or Vague Threats

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

1st Offense:

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

2nd Offense:

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

Specific Threats

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

Consequence:

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

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

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

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

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

Truancy: Students are expected to be in assigned classes at all times. Failure to do so may result in disciplinary action. 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 unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Vandalism: Any intentional damage, destruction, or defacement of school property or the property of others is prohibited. This includes, but is not limited to, writing on desks, damaging restroom facilities, tampering with technology, or defacing walls, lockers, or books.

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.

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.

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 administration at each of the Elementary Schools 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 (IC 20-33-8-10).

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

CAFETERIA RULES

1. Students are to enter the cafeteria without running.
2. Students are to choose a seat and stay in the chosen seat for the duration of dining.
3. Saving seats is not permitted.
4. Only one student per seat or chair is allowed.
5. Students are to eat only the food they have purchased or brought from home. Students are not to share food.
6. All students will clean up after themselves after they finish eating, including removing and disposing of their trash.
7. No food or drinks will be permitted outside the cafeteria.
8. Students are to be respectful of others and act in a mature manner.
9. Loitering in the hallways or restrooms is not permitted.

SCHOOL DRESS

All students shall be groomed and dressed in a safe, clean, and non-disruptive manner while attending school and school-sponsored activities. Students should not wear clothing advertising or advocating the use of weapons, violence, alcohol, drugs or tobacco, or clothing that demeans people in any way.

Duneland personnel request that parents provide the appropriate clothing as the season/activity dictates.

- **Recess--**All students benefit from a short break from their academic work. During inclement weather, students will have indoor recess. Inclement weather includes storms, rain, particularly wet snowfalls, and extremes of temperature. If the “real feel” or “feels-like” temperature is below 10 degrees Fahrenheit or if the heat index is 95 degrees Fahrenheit or greater, students will stay inside.
- **Label Clothing--**Please put your child's name on his/her clothing, boots, backpack, lunch bag, etc. This will help each school return lost items to the proper owner. Each school has a Lost and Found area.
- **Gym Shoes--**Students will be permitted to participate in indoor gym activities if they are wearing gym shoes.
- **Heelys (or other wheeled shoes)--** Students are not permitted to wear wheeled shoes during the school day.

BEHAVIORAL CONSEQUENCES

Disciplinary Warning: After meeting with a student, an administrator may issue a disciplinary warning to encourage students to change their behaviors in the future.

Communication with Parents: An administrator may contact a student’s parents to discuss the student’s behavior in order to find ways to prevent these behaviors from occurring again in the future.

Conference with Parents: An administrator may contact a student’s parents to meet face-to-face to discuss the student’s behavior in order to find ways to prevent these behaviors from occurring again in the future.

Lunch and/or Recess Detention: An administrator may assign a student to detention during lunch and/or recess. The student will report to an assigned location and will be supervised during the detention period.

Detention: A student may be assigned a detention ranging from thirty minutes to 2-hours on designated days during the week. Notice will be sent home to parents stating the type of misbehavior that occurred. Failure to serve detentions may result in additional school consequences. Parents may request a change of date through the principal’s office. Transportation is the responsibility of the parent/guardian.

Bus Suspension: A student may be removed from bus services for a defined temporary period of time.

Bus Privileges Revoked: A student may be removed from bus services for an extended period of time through a semester or remainder of the school year.

Office Suspension: A student may be suspended from a specific class for a designated number of days. Students will complete school work while serving an office suspension.

Suspensions: There are two types of suspension. Suspension is a consequence of irresponsible/inappropriate behavior.

In-School Suspensions (ISS)--Do all work at school in the assigned space.
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.

SCHOOL DAY INFORMATION

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

- **Birthday & Other Celebrations:** The elementary schools acknowledge the importance of celebrating and observing special days in a student's life. As a school community, we seek to ensure students have consistent, equitable school experiences where all students feel included and able to participate. School staff will continue to acknowledge and celebrate birthdays and other special days to make school a welcoming place for children. However, the elementary schools do not support and will not allow the exchanging of party invitations, food, treats, gifts, flowers, or party favor bags between students at school unless every student in the class is included. Individual schools may decide to not allow food/snacks due to student allergies or medical restrictions.
- **Snacks:** The Duneland School Corporation's Wellness guidelines suggest that any snacks consumed during the school day should make a positive contribution to children's diets and health. Please look for additional guidelines to be sent home at the beginning of the year to address safety issues for students with allergies.
- **Class Parties:** Parent volunteers who wish to assist at class parties should not bring younger siblings with them to those activities. For safety reasons, younger siblings are not allowed to participate in classroom activities designed for older students.
- **Field Trips:** Parent volunteers who are invited to chaperone on field trips must meet the requirements established by the school corporation as it pertains to background checks. Chaperones may not bring siblings or other guests on the field trip. Only parents approved to attend a field trip may accompany their child on the field trip.
- **Guest for Lunch:** If the lunch guest is other than the custodial parent or guardian of the student, permission and the name(s) of the lunch guest must be provided to the respective school by the custodial parent/guardian. Any parent/guest arriving to have lunch with their child must sign in at the main office. Lunch guests who would like to request a hot lunch and have lunch with a student, must notify the school office by 8:30 a.m. to reserve a school lunch. Guests are not allowed to bring balloons, party favors, etc. In addition, guests should not invite other students to sit at their table.
- **Pets:** Pets should be brought to school only with the permission of the teacher and the principal. Pets without rabies shots are not permitted in school. If permission is given to bring a pet to school, the parent should transport the pet, show it and take it home immediately.
- **Science materials:** All science materials are to be brought to school only in containers made of plastic, metal, cardboard or some other suitable materials other than glass for your child's safety. Aerosol cans may not be brought to school. Live animals or other animals may not be bussed to school.
- **Telephone:** Phones are to be used for emergencies only. Students must have permission from a teacher to use the school phone.
- **Toys/Electronic Devices:** Students should not bring non-instructional items (i.e. trading cards, stuffed animals, dolls, cars, etc.) or electronic devices to school. The school will not assume responsibility for loss or theft of these items.

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

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.

- "Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

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 are available on the corporation website.

MyPaymentsPlus

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, the student shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to the student's negative lunch account balance. Any significant negative lunch account balance will be pursued for collection.

Students are not permitted to charge a la carte items.

Click on the link for further Child Nutrition Program Information: Child Nutrition Program Policy

Food Allergies and/or Meal Accommodations
Students who require meal accommodations should contact the Child Nutrition Director at (219) 983-3723.

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

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

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

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

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

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/guardian. 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 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 MEDICATIONS

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.

SCHOOL COUNSELING PROGRAM

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

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

Elementary school counselors also focus on individual student needs and act as enablers to bring together the home, the family or significant adults in a child's life and the school to work together for some common goals.

ATTENDANCE

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.*

DUNELAND SCHOOL CORPORATION
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 these categories:

1. Family Planned/Unplanned Excused
2. Medical Excused
3. Administrator Excused
4. Funeral/Bereavement Excused
5. Religious Excused
6. 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. 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 primary contact number as a reminder to a parent/guardian to report an absence. Partial-day absences will be recorded accordingly.

MAKE-UP WORK

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

SIGN-OUT POLICY

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

BUS/TRANSPORTATION

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

'MY STOP' APP

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

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

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

1. Students shall sit in his/her assigned seat immediately upon entering the bus.
2. No student shall stand or move from seat to seat.
3. Loud, boisterous or profane language and indecent conduct will not be tolerated.
4. Students shall not tease, scuffle, trip, hold, hit or use their hands, feet or body in any objectionable manner.
5. No windows or doors will be opened or closed except with the permission of the driver.
6. No student shall stand until the bus has come to a complete stop and the driver has opened the door.

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

- **If your student misses the bus after school –** Your child should report to the school office. Students should not start to walk home.
- **Later morning arrivals –** Your child must report to the school office upon arrival in the building if he/she is late. Please sign your child in on these occasions.
- **Riding bicycles –** Elementary school students will be permitted to ride bicycles to and from school only if the parent signs a permission form. This form is available in each school office and must be on file prior to the student riding the bicycle to school. The school administration discourages students riding bicycles to school because of the safety hazard involved. However, the final decision rests with the parents.
- **Students in grades K-4 are not allowed to ride any type of motorized bikes, skate boards or scooters to school.**
- **Student walkers –** The Duneland School Corporation retains the authority over students when they are en route to and from school. Reports and observation of improper student behavior will be investigated and discipline will be applied as deemed appropriate by the building principal.
- **After-school activities –** All students must go home immediately after school is dismissed unless a child has permission to participate in after-school activities. Parents of these students are responsible for their transportation.

INTERNET & ELECTRONIC MEDIA GUIDELINES
DUNELAND SCHOOL CORPORATION
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.
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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 AN 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.

DUNELAND SCHOOL CORPORATION STUDENT DEVICE HANDBOOK

Why Does Duneland Believe 1:1 Is Important?

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

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

Carrying the DSC device

A protective case for the DSC iPad and Chromebook is provided. It will provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling.
A protective case is not provided for DSC Windows devices, however, the structure of this device is built to withstand normal wear and tear.

Screen Care

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

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

Using the DSC device

At School

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

At Home

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

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

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

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

Printing

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

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

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

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

Personalizing the DSC device
DSC devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Duneland School Corporation. Spot checks for compliance will be done by teachers, administration, or DSC Technicians at any time.

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

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

All DSC devices are supplied with the latest build of Apple's iOS Operating System (iOS) or Microsoft Windows, 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 iPads 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.

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

Students will not use the computer for illegal activities
Students will not tamper with, harm, or destroy computer hardware.
Students will not tamper with, harm, or destroy computer software.
Students will not access or send obscene, profane, violent or pornographic materials.
Students will not abuse or harass another user through electronic means.

Students will not access any unauthorized area of the computer network.
Students will not alter any system software or another's personal work, both locally or remotely.
Students will not download, copy, or install software.
Students will not download, copy, save, or use any file that is obscene, profane, violent, or pornographic.
Students will not download, copy, or install illegal software.
Students will not tamper with, degrade, disrupt, or destroy computer data and information at any computer terminal.
Students who violate the following rules are subject to discipline including after school detentions and restricted internet use.
Students who continually violate these rules are subject to suspension and/or expulsion.
Students will not access the internet during class time except when directed by a faculty member.
Students will not access personal email accounts during class time except when directed by a faculty member.
Students will not lend their network or email passwords or privileges to others.
DSC administrators, teachers, IT Staff, or media specialists reserve the right to monitor and inspect all activity on the network system, storage devices, CD's, files, and emails.

VANDALISM

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

HARASSMENT / PROFANITY

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

Duneland 1:1 Frequently Asked Questions (FAQ)

Will every student have a computer device?

Students in grades 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 Gen 8 (Grades K-2) - 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 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 be pushed to corporation owned devices and to Duneland user accounts. Personal devices are not supported for curricular use by students.

Can standardized testing be administered on personally-owned devices?

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

Will a student have the same device each school year?

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

What software applications will a student need on the computer?

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

What if a loaned computer device is lost?

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

Is insurance provided for the devices?

DSC purchases an extended warranty to cover normal wear and tear on the device. This warranty does not cover obvious damage, loss, or theft of the device.

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.

<u>During the school year</u>

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.

<u>At the end of the school year</u>

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

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

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

<u>Withdrawals during the school year</u>

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.

Duneland School Corporation eLearning Procedures For Parents And Students

During the 2026-2027 school year, the Duneland School Corporation (DSC) will be utilizing asynchronous eLearning days on November 3, 2026 and May 4, 2027. 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

Technical Support:
Students requiring technical support are encouraged to send a support request to StudentSupport@myduneland.org.
This email is for technical support only. Questions regarding classwork, assignments, and eLearning days should be directed to your student's teacher.

SCHOOL BOARD POLICIES

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

5771 - SEARCH AND SEIZURE
The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment.

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

A. School Property

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

B. Student Person and Possession

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

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

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

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

C. Breath Test Instruments

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

D. Use of Dogs

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

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

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

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

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.

Duneland School Corporation Parents/Students Rights In Identification, Evaluation and Placement

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

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disabling condition;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education in academics, non-academics and extracurricular activities. This includes the right to be educated with non-disabled students to the maximum extent appropriate. The provision of an appropriate education is the provision of regular or special education and related aids and services that are designed to meet individual educational needs of handicapped persons as adequately as the needs of non-handicapped persons are met and are based upon adherence to procedures that satisfy the requirements of, and implementation of an individualized education program developed in accordance with the Individuals with Disabilities Education Act;
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students;
6. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act;
7. Have evaluation, educational and placement decisions made based upon a variety of information sources, and by persons who have known the student, the evaluation data and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program and placement;
11. Obtain copies of education records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
14. Request mediation and/or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. A hearing request must be made to the local 504 officer:

    Assistant Superintendent
    Duneland School Corporation
    601 W. Morgan Avenue
    Chesterton, IN 46304-2205
    (219) 983-3600

    and an independent Hearing Examiner will be assigned.

FAMILY 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.

SECLUSION AND RESTRAINT PLAN

This plan is available in your elementary school's Main Office.

EDUCATIONAL RIGHTS OF HOMELESS STUDENTS

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

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

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

CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENTS

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

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

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.

DUNELAND SCHOOL CORPORATION 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.

RULES AND REGULATIONS FOR TOBACCO, ALCOHOL AND OTHER DRUGS

V. Discipline

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

A. Guidelines

1. These rules will be applied to every student.
2. Substances covered under these rules include any alcoholic beverage, narcotic drug, hallucinogenic drug, inhalant, anabolic steroid, barbiturate, amphetamine, marijuana, nicotine, tobacco, electronic smoking device or e-cigarettes, any other stimulant such as phenylpropanolamine, depressant, intoxicant of any kind, substance purported to be one of the above, a look alike, or any counterfeit controlled substance. The proper use of medication prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication for that student does not violate this rule.
3. The following are prohibited in school buildings, on school grounds, in school vehicles, or at any school-sponsored activities at any location at any time:
    a) Possessing, using or purchasing tobacco, electronic smoking devices or e-cigarettes, alcohol, other drugs and drug paraphernalia or being under the influence.
    b) Selling, providing, distributing or manufacturing tobacco, electronic smoking devices or e-cigarettes, alcohol, other drugs, or drug paraphernalia.
4. Because of the potential dangers to the student presented by usage of tobacco, electronic smoking device or e-cigarettes, alcohol, and/or other drugs, students exhibiting evidence of acute intoxication, incapacitation, or a drug overdose in school or at school-sponsored events will be transported immediately to a local hospital or facility designated to provide detoxification services, followed by immediate notification of parents and/or legal guardian and police. Following his/her return to school, Section V, Paragraph C. Disciplinary Procedures will be implemented.

B. Search and Seizure: The search of a student's person or property shall be based on a reasonable suspicion that the student has in his/her possession any item of an illicit nature, stolen property, other such contraband that he/she is forbidden to possess, materials which may have been used to cause disruption to the educational process, or which may endanger the health or safety of students or school personnel. The principal, or his/her designee, or school security personnel shall have the authority to examine, or cause to be examined, a student's person or property. The search may include:

1. The student's clothing including pockets.
2. A "pat down" of the exterior of the student's clothing.
3. Any item used by or in the possession of the student.

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

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

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

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

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

C. Disciplinary Procedures:

1. Possessing, using, or purchasing of alcohol and/or other drugs, drug paraphernalia or being under the influence of alcohol and/or other drugs will result in the following:
   a. First violation:
      (1) Notification of the parents or legal guardians.
      (2) An immediate due process conference as prescribed by law (I.C. 20-8. 1-5-4 through 6) between student and principal or his/her designee prior to any recommendation for suspension or expulsion.
      (3) A report made with local law enforcement officials by the school administration or security officer as required by I.C. 20-33-9.
   b. Waiver of Expulsion: Expulsion may be waived ON THE FIRST VIOLATION based on the following criteria:
      (1) Elementary/Intermediate students may be assigned to one or two days of in-house suspension or other appropriate discipline by the principal and/or a designee.
      (2) Secondary students will be suspended from attendance at school for a period of one to ten days. An interview assessment by a certified drug treatment provider will be required. A conference with the student, parent or legal guardian, principal, student assistance team leader, and counselor prior to school reinstatement after a suspension. An individualized re-entry plan will be formulated at this time. The assessment will be reviewed at this time. The recommendation may include required attendance of the student and his/her parents or guardian at a substance awareness program. Failure to comply with the individualized re-entry plan will result in a recommendation for expulsion.

   c. Second and subsequent violations:
      (1) Notification of the parents or legal guardians.
      (2) An immediate due process conference as prescribed by law (I.C. 20-8. 1-5-4 through 6) between student and principal or his/her designee prior to any recommendation for suspension or expulsion.
      (3) A report made with local law enforcement officials by the school administration or security officer as required by I.C. 20-33-9.
      (4) Disciplinary due process will result in:
      (a) Suspension of the student from attendance at school for a period of five to ten days.
      (b) Recommendation for expulsion of the student. Documented proof of an assessment will be required as part of the procedures at the expulsion hearing.
      (5) The student may be expelled from attendance for the remainder of the current semester and the following semester depending on the recommendation of the hearing officer and decision of the superintendent.
      (6) A student may be reinstated on probation following an expulsion hearing which may occur after a conference with the student, parent or legal guardian, principal, student assistance team leader, and counselor. An individualized plan will be formulated for each re-entering student.

2. Selling/providing/distributing/manufacturing alcohol and other drugs and/or drug paraphernalia will result in the following:
   a. The parents or legal guardians will be notified.

b. An immediate due process conference as prescribed by law (I.C. 20-8. 1-5-4 through 6) between student and principal or his/her designee prior to any recommendation for suspension or expulsion.
c. A report made with local law enforcement officials by the school administration or security officer as required by I.C. 20-33-9.
d. Disciplinary due process will result in suspension of the student from attendance for a period of five to ten days and recommendation for expulsion. Documented proof of an assessment will be required as part of the procedures at the expulsion hearing.
    e. The student's possible expulsion from attendance for the remainder of the current semester and the following semester depend on the recommendation of the hearing officer and the decision of the superintendent.
    f. A student may be reinstated on probation following an expulsion hearing which may occur after a conference with the student, parent or legal guardian, principal, student assistance team leader, and counselor. An individualized plan will be formulated for each re-entering student.

3. Possessing or using tobacco electronic smoking devices, or e-cigarette products will result in the following:
    a. First Violation:
        (1) The parents and/or legal guardians will be notified.
        (2) An immediate due process conference as prescribed by law (I.C. 20-8. 1-5-4 through 6) between student and principal or his/her designee prior to any recommendation for suspension.
        (3) High school students will attend an educational program approved by Duneland and a one to five day suspension.
        (4) Middle school students and his/her parents may choose a one-to-three day in-school suspension for the student or attend jointly a one-to-three session educational component. The violations will count as a suspension regardless which option the parent/student chooses.
        (5) Elementary/Intermediate principals may substitute an appropriate penalty and/or learning experience to replace in-school suspension.
        (6) Indiana Code
        The building administration will request the appropriate police department to write a citation for those students violating the Indiana Code on possessing or using tobacco products. Students less than eighteen years of age identified to be possessing or using tobacco products will be reported to the appropriate Police Department requesting a citation be issued as per I.C. 35-46-1-10.5 Penalty for purchase or acceptance of tobacco by a minor Sec. 10.5 a person less than eighteen (18) years of age who:
        (a) purchases tobacco; or
        (b) accepts tobacco for personal use; commits a Class C infraction.
    b. Second Violation:
        (1) The parents and/or legal guardians will be notified.
        (2) An immediate due process conference as prescribed by law (I.C. 20-8.1-5-4 through 6) between student and principal or his/her designee will take place prior to any recommendation for suspension.
        (3) High school students will be suspended for a three to ten day period with recommendation for treatment for tobacco use.
        (4) Middle school students will be assigned three days of in-school suspension or out-of-school suspension with recommendation for treatment of tobacco use.
        (5) Elementary/Intermediate principals may substitute an appropriate penalty and/or learning experience to replace in-school suspension.
        (6) Indiana Code
        The building administration will request the appropriate police department to write a citation for those students violating the Indiana Code on possessing or using tobacco products I.C. 35-46-1-10.5 Penalty for purchase of acceptance of tobacco by a minor Sec. 10.5 a person less than eighteen (18) years of age who:
        (a) purchases tobacco; or
        (b) accepts tobacco for personal use; commits a Class C infraction.

c. Third Violation:
   (1) The parents and/or legal guardians will be notified.
   (2) An immediate due process conference as prescribed by law (I.C. 20-8. 1-5-4 through 6) between student and principal or his/her designee prior to any recommendation for suspension.
   (3) Disciplinary due process will result in suspension of the student from school pending recommendation for expulsion.
   (4) Indiana Code
   The building administration will request the appropriate police department to write a citation for those students violating the Indiana Code on possessing or using tobacco products I.C. 35-46-1-10.5 Penalty for purchase or acceptance of tobacco by a minor Sec. 10.5 a person less than eighteen (18) years of age who:
      (a) purchases tobacco; or
      (b) accepts tobacco for personal use; commits a Class C infraction.
   (5) The student may be expelled from attendance for the remainder of the current semester and the following semester depending on the recommendation of the hearing officer and the decision of the superintendent.
   (6) A student may be reinstated on probation following an expulsion hearing provided a conference is held with the student, parent or legal guardian, principal, student assistance team leader, and counselor. An individualized plan will be formulated for each re-entering student.