

Eagle Park Community School Handbook

Dear Eagle Park Families,

Welcome to the 2026-2027 school year! I am incredibly excited to welcome both our returning families and those who are joining our community for the first time.

Our mission remains the same: to create an environment where students don't just learn, but truly thrive. However, achieving this standard of excellence is never a solo effort. It requires a genuine, active partnership between the school and the home. By blending high expectations and strong academic support on our end with your personal insights at home, we work together to ensure your child truly thrives.

This handbook is designed to serve as a roadmap for our partnership this year. I ask that you spend some time reviewing it with your child so that you both feel confident and familiar with our shared expectations.

Please remember that communication is the foundation of everything we do. If a question ever arises, or if you simply need some insight, please reach out. Whether it is your child's teacher, school nurse, or myself, we are all here to collaborate with you. I also invite you to engage with NISEC SEPAC to collaborate, share resources, and strengthen our special education community. Your voice and your presence are vital to our school family.

Thank you for your trust, your dedication, and for partnering with me to make this school year exceptional.

Respectfully,

Carol Fonner
Director of Eagle Park Community School



Nondiscrimination Policy*

It is the policy of the Northwest Indiana Special Education Cooperative not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policy as required by the Indiana Civil Rights Act, (I.C. 22-9-1), I.C.201-2, Titles VI and VII of the Civil Rights Act of 1973, Title IX (1972 Educational Amendments), and Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding compliance with Title IX, ADA and Section 504 should be directed to the Human Resources Generalist, 2150 West 97th Place, Crown Point, Indiana 46307, or the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

General Information

Eagle Park Community School (EPCS) is a public school for students with special education needs that the case conference committee agrees are not able to be met in their home corporation/building. EPCS also offers programming for students with disabilities who are in their post-secondary years of special education.

Transportation services are provided by the home district as outlined in the student's Individualized Education Plan (IEP). EPCS maintains a supportive staff trained to meet the individual needs of the students.

In addition to completing the enrollment process at EPCS, enrollment at the school in which a student has legal settlement or has been accepted via a district's open enrollment policy must also be completed. The following documents are required as a part of the enrollment process: the student's birth certificate, immunization records, parent/guardian identification, and any legal custody documents, if applicable. Residency will be established by the home district. Any applicable student fees are paid in accordance with EPCS procedure.

Academic Information

Students will participate in state mandated testing as outlined in their IEP.

Students in the Therapeutic Day Program will have the opportunity to earn course credit consistent with their home corporation's policies. Students will receive grades/updates on a quarterly basis through Infinite Campus.

Beliefs

It is the belief of the staff of the NISEC Eagle Park Community School that:

- All students are capable of academic and personal growth when provided with a supportive, emotionally healthy, and physically safe learning environment.
- Each student is a unique individual whose interests, abilities, strengths, and learning needs should be recognized, respected, and supported.
- Each student is encouraged to develop personal accountability for their behavior and to take an active role in their academic growth and progress.
- Each student is encouraged to cultivate a positive value system that supports healthy interpersonal relationships, promotes individual strengths and potential, and fosters confidence, self-awareness, and personal growth.
- Each student needs to develop life, academic, vocational and work skills that will assist them in life after school years;
- Each student has the right to learn and participate in a safe, welcoming educational community that respects and values individual differences.
- All students shall be treated with dignity and respect and have the right to learn in an environment free from abuse. Staff are committed to promoting and teaching appropriate behaviors as an integral part of the school's educational program. The school prioritizes prevention, Positive Behavioral Interventions and Supports (PBIS), and evidence-based de-escalation strategies to reduce and, whenever possible, eliminate the need for the use of seclusion or restraint.

ACADEMICS

COURSE OFFERINGS

Eagle Park Community School offers classes in core subject areas as well as Art, Music, and Physical Education.

FIELD TRIPS*

Field Trips are academic activities that are held off school grounds. There are also other trips that are part of the school's curricular programs. No student may participate in any school-sponsored trip without written parental consent. Attendance rules apply to all field trips.

EPCS encourages the student's participation in field trips; however, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.

Students who violate school rules may lose the privilege to participate in field trips.

GRADES

EPCS has a standard grading procedure that includes notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students earn grades based upon test performance, homework, projects, and classroom participation. If a student is unsure of how a grade will be determined, they should ask the teacher.

GRADING PERIODS

Students shall receive a grade report at the end of each nine (9) week period indicating their progress for each course of study for that portion of the academic term.

When a student receives a failing grade for one or more classes for the semester, a conference with the teacher may be requested to discuss what actions can be taken to improve poor grades or the lack of progress.

PROMOTION, PLACEMENT, AND RETENTION

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and or completing an approved Graduation Pathway. A student is only promoted when the necessary requirements are met or the student has completed the goals of an Individualized Education Plan (I.E.P.), or when State policy or law dictates. It is the student's responsibility to stay informed regarding their progress towards achieving these

requirements. Information about credit and course requirements is available from the Director, and school staff will be pleased to answer any questions. Transition is a part of each student's IEP age 14 and over, and thus will be discussed at least annually.

Indiana's Alternate Diploma is a high school diploma option for students who meet eligibility requirements and follow individualized instructional goals instead of the standard diploma pathway. Determined by the IEP team, the alternate diploma aligns with modified Academic Standards (Access Points) and typically requires completion of individualized coursework and alternate assessments designed to measure functional academic and life-skills progress.

A student's progress towards a Certificate of Completion is monitored by state mandated assessments and progress on goals and benchmarks. A student is eligible to exit school with a Certificate of Completion at 18 years of age. A student may continue through 21 years of age as determined by a case conference committee decision.

GRADUATION REQUIREMENTS (511 IAC 6-7-6) – DIPLOMA/CERTIFICATE OF COMPLETION

A student may complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must achieve the graduation requirements specified by the Indiana Department of Education and the home school corporation.

ENROLLMENT IN COLLEGE AND UNIVERSITY PROGRAMS

Any student in 11th or 12th grade may enroll in a postsecondary program providing s/he meets the requirements established by law and by the Corporation. Any interested student should contact the Director to obtain the necessary information.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have demonstrated achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, character building, performing arts, citizenship, and volunteerism.

HONOR ROLL(S)

Certificates recognizing student achievement are posted quarterly in the SOAR Awards Showcase located in the main corridor of the school. Student names are announced over the school public address system, and certificates are presented to students to take home at the conclusion of the quarter.

HOMEWORK

Assignments that may be required outside of the student's instructional day are assigned to provide students with additional opportunities to practice skills that they have learned. Student grades reflect the completion of all work, including outside assignments. In addition to providing academic practice opportunities, homework also provides students with the opportunity to demonstrate functional skills, such as organization and time management.

Homework will not be used for disciplinary reasons.

Make-up work will be provided for excused absences and school removals. Information included in the student's IEP will also be used when applying requirements regarding homework and make-up assignments.

CONFIDENTIALITY OF STUDENT RECORDS

Eagle Park Community School will ensure the confidentiality of education records collected, maintained, or used to provide services in accordance with IDEA and 511 IAC Article 7 Rules 32-47. (Board Policy #8350)

SCHOOL PROCEDURES

STAFF AND STUDENT SCHEDULE

7:35 am to 3:05pm	Teacher hours
8:05 am to 2:50pm	Student hours
8:30 am	Breakfast
11:00am	Lunch A
11:30am	Lunch B

Early dismissal is scheduled on the second and fourth Wednesday of each month to allow for staff professional development. Early dismissal will be at 1:50 pm. On early dismissal days, students in grades 9-12 will be required to participate in virtual learning activities for the balance of a full school day.

OFFICE HOURS

The school office is open Monday-Friday from 7:30am to 3:30pm. You may reach the school office by calling 219-769-4085.

ENROLLING IN THE SCHOOL

Students who attend EPCS must register in the corporation in which they have legal settlement (where they live), or where their enrollment has been approved through the district's board approved transfer tuition/open enrollment process. Once that process has been completed, the student may be enrolled at EPCS. Online registration can be found on the NISEC website under the Eagle Park School tab. As information provided through the registration process is essential, a student may begin attending after enrollment has been completed.

TRANSPORTATION: BUS UNLOADING AND LOADING

Transportation services to EPCS are provided by a student's home district. Information regarding pick up or drop off times should be directed to the home district transportation office. It is the responsibility of the parent to notify the district transportation office of any student absences.

EPCS staff are trained on individual student plans and can assist in escorting students from the bus to their respective classrooms. The following is the loading and unloading schedule at Eagle Park Community School:

8:05am	Unloading of all students
2:50pm	Loading of all students

STUDENT ATTIRE/DRESS CODE

EPCS strives to prepare students for the transition to their home school/district and adult life. This includes maintaining personal hygiene and following dress code requirements. Student attire should be clean and modest. It should not create a health or safety hazard nor should it be distracting or demeaning to others. Any clothing, jewelry, accessories, emblems, badges, etc., that contain references in writing to pictures of drugs, alcohol, tobacco, or that may be viewed as evidence of membership or affiliation in a gang, or contain foul or suggestive language or pictures may not be worn while at school or at school-related functions.

Students who violate this rule will be asked to change their clothing or remove the offensive item. Parents will be contacted to discuss the need for appropriate attire for school.

Hats, hoods and sunglasses are to be removed upon entering the school building.

MEALS

Each Eagle Park student will be provided a no cost breakfast and lunch through the Community Eligibility Provision "CEP" program. If a student would like to purchase an additional entrée, meal or beverage, an extra charge will be implemented. Student cafeteria accounts will be maintained for all Eagle Park students to use for these extra food purchases.

Students may also bring their lunch from home.

Substitutions to the standard meal requirements shall be made, at no additional charge, for students who are certified by a licensed physician to have a disability need that restricts his/her diet, in accordance with the criteria set forth in 7 CFR Part 15B. To qualify for substitutions the medical certification must identify:

- a. The student's disability and major life activity affected by the disability;
- b. An exemption of why the disability affects the student's diet; and
- c. The food(s) to be omitted from the student's diet and the choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

The operation and supervision is the responsibility of the identified school corporation providing food service to EPCS. As such, it is the providing corporation's responsibility to adhere to the current USDA Dietary Guidelines for Americans.

(Board Policy #8500)

DROP-OFF OUTSIDE OF DESIGNATED TIMES

If it is necessary for a child to leave school prior to dismissal, parents or guardians need to make arrangements with the school office for the child's release. Anyone other than the parent/guardian that will be picking up a student must be listed as an emergency contact and a written request must be provided authorizing pick-up of the student. The emergency contact will be asked to provide identification that will be recorded. Parents/guardians or emergency contacts must come into the building to pick up their student. The child will be sent for and excused through the office.

If a student is dropped off after the start of the school day, the parent/guardian must accompany the child into the building and sign in the student. The student will be escorted to their classroom by staff.

VISITATION

EPCS understands that parents and others with legitimate educational purpose may visit the school. To protect the educational programs of the schools from undue disturbance, the following procedures will be enforced:

- A. Any person wishing to visit is to make arrangements at least one week prior to visitations. The request, including the purpose and proposed date and time of the visit, will be submitted to administration. The Director will make the final decision about the visit, including the date and time.
- B. Every visitor to the school must register at the NISEC Administrative Office and obtain a visitor's pass. Each visitor will then be required to sign in with the receptionist and sign a confidentiality agreement. A log will be maintained that includes all visitors' names, time of arrival, reason for the visit, teacher and classroom visited, and time of departure. This list will be maintained by NISEC administration. Any person who does not register with the school office is on school property illegally and will be asked to identify himself/herself properly or to leave school grounds. If the visitor refuses to leave the school grounds or creates any disturbance, the building administration will request the aid of the School Safety Officer.
- C. If a visitor creates a disturbance in the classroom or building, administration will request that the visitor leave the building. If the visitor refuses to leave the school grounds, administration will request the aid of the School Safety Officer.
- D. No visitor may see a student in school unless it is with the specific approval of the Director or their designee. If an emergency situation requires a student to be called to the office to meet with a visitor, a member of the administrative staff must be present during the meeting. Students are permitted to leave the school grounds with a parent or an appropriately authorized person.
- E. Students may not bring guests to school unless the Director or their designee has granted permission to do so.
- F. No staff member is to transact business with a visitor who has not duly registered at the school office and received authorization to be present for the purpose of conducting business.
- G. Parents who desire an educator outside of the Cooperative to observe their child must make this request in writing to the building administration. The criteria outlined in Section A must be followed. Upon approval, a NISEC administrator will be assigned to accompany the visitor. All observers must adhere to all established related guidelines, including but not limited to prior notification and confidentiality.
- H. If a visitor is found or is suspected to be in the possession of a dangerous weapon or drugs, administration will immediately notify the School Safety Officer.

- I. Administration has the right to refuse any visitor access to the school and classrooms. If the visitor feels that they have been denied access in an arbitrary or capricious manner, a meeting can be requested with the NISEC and Eagle Park Directors.
- J. If a person with a disability has requested to visit EPCS and will need further accommodations, these should be made known to the building administration at the time of the initial request. EPCS meets ADA accessibility requirements; however, if additional ADA assistance, such as an interpreter, is needed, the school will need adequate time to make these arrangements.

(Board Policy #9150) and (Board Policy #9160)

CHILD CUSTODY

In the event that parents are divorced, both parents continue to have equal rights unless documentation is provided that states otherwise. If a Court Order exists limiting the custody, communication, or visitation rights of one parent, a copy must be provided to the school in order for it to be enforced.

TRANSFER AND WITHDRAWAL OF STUDENTS

To maintain proper records and satisfy the government regulations protecting the rights of individuals through records, proper procedure needs to be followed before records can be sent or received. The transfer of special education records between schools within the Cooperative is considered an internal procedure. However, it is essential for parents to withdraw their student from the previous school district and enroll them in their new district. Please speak directly with the building administration if your family is relocating or if you have questions regarding transfer of records.

If a student plans to transfer from EPCS to a school that is not served by the Northwest Indiana Special Education Cooperative (NISEC), the parent must notify the Director and records will be transferred within fourteen (14) days to the new school corporation. If the student will be enrolling in a school within the state of Indiana, the IEP record will be transferred through Special Programs, the state IEP system. IEPs will be sent via email to any receiving school outside of the state of Indiana unless a parent notifies the school in writing that they would like it sent via a different method. **Parents must also contact the student's home district/school to complete the withdrawal process.** Parents are encouraged to contact the school office (769-4085) with specific questions.

Indiana code requires compulsory school attendance. A student who is at least 16 years of age, but less than 18 years of age is bound by these attendance policies unless the student, parent, and school administrator agree to the student's withdrawal and the withdrawal is due to financial hardship, illness or court order. Written acknowledgement of the withdrawal is required and an exit interview with the school administrator is mandatory.

STUDENT RECORDS

Please keep the school informed of any changes in health needs, parent contact information, including phone numbers and email addresses, emergency contact numbers, and guardianship.

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, not including Board members, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term “parents” includes legal guardians or other persons standing in as local parents (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student’s educational records unless otherwise stated by court order. In the case of adult students (individuals eighteen (18) and older), parents will be allowed access to the records without the student’s consent, provided the student is considered a dependent under Section 152 of the Internal Revenue Code.

The Cooperative will comply with a legitimate request for copies of a student’s records within a reasonable period of time, but not more than forty-five (45) days after receiving the request. Upon receiving the request, a record shall be reproduced, unless the record is copyrighted. A fee equivalent to the cost of handling and reproduction may be assessed. Based upon reasonable requests, parents of educational records will receive an explanation and interpretation of records. Please see Section G of the Handbook for additional information.

SCHOOL SAFETY COORDINATOR

NISEC/Eagle Park employs a school safety coordinator who may assist with the implementation of policies and procedures outlined in the EPCS Handbook and the Protect NISEC Eagle Park Plan.

DIRECTORY INFORMATION

Each year the Director of Special Education shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information”. The Board designates as student “directory information”: a student’s name; address; telephone number; date and place of birth, honors, awards, and dates of attendance.

The Director of Special Education is required to give recruiting representatives of the U.S. Armed Services and the Indiana Air, Army National Guard and the service academies of the armed forces of the United States or an institution of higher education access to the high school campus and student directory information (student’s name, address, and listed or published telephone number) when requested to do so. A

secondary school student or parent of the student may request that the student's name, address and telephone listing not be released without prior parental consent.

The Cooperative is required to notify the parent and student that either one may request that the information not be released by the Cooperative to the military recruiting representatives. The notification is to include the process necessary to complete this requirement.

OUTDOOR RECESS

When appropriate, an outdoor recess time of fifteen to twenty minutes per day may be provided to students. This will generally take place at Russ Keller Park, which is adjacent to the school. Appropriate staff supervision will be provided at all times.

DAMAGED PROPERTY

Students and their parents are responsible for all damages incurred or caused by action of the student. Students who do not properly care for school property during the school year will be expected to reimburse the school accordingly. Students should cooperate with the school by giving every piece of equipment and property the care and respect that it deserves.

TECHNOLOGY USER AGREEMENT

Students who attend EPCS will be issued an individual device for instructional and/or communication purposes. Parents/guardians and/or students are required to sign the Technology User Agreement and acknowledge receipt of the NISEC Assistive Technology (A.T.) Use Agreement guidelines. NISEC will provide parents with information regarding optional insurance policies available for the devices, should they so choose.

EMERGENCY PROCEDURES

FIRE, TORNADO and LOCK DOWN DRILLS*

EPCS complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures detailed by the State. The alarm system for tornadoes is different from the alarm system for fires. A system is in place whereby the school will be alerted by the Lake County Emergency Management System; the school office will then notify teachers and students will be brought to predetermined safe areas located within the school building until such time as

we are notified by Lake County Emergency Management that it is safe to resume normal activities.

Manmade Occurance/Armed Intruder drills will be conducted in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers.

Emergency Closings

When it is necessary to close or delay school, parents will be notified about any closings or delays through Eagle Park's "All Call" system. The Director will also contact the **ADAMS Radio Group (Indiana 105.5 FM, Z-107.1 FM, X-Rock 103.9 FM)**.

Parents and students are responsible for knowing about emergency closings and delays.

ADMINISTRATION OF MEDICATION

1. No medication shall be administered without the written and dated consent of the parent.
2. Written consent is valid only for the period specified on the consent form, and in no case longer than the current school or program year.
3. A physician's prescription, a copy of the original prescription, or the pharmacy label provided by the parent must be kept on file for any prescription medication requiring administration at school.
4. Parents/Guardians are responsible for the safe delivery of the medication to the school. The medication shall be maintained in the original pharmacy container with the label on it and stored in a secure location.
5. The medication shall be administered in accordance with the physician's prescription. Any change in dosage or medication shall require a new order from the physician or pharmacy label.
6. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent/guardian is required.
7. The school nurse is authorized to administer medications at school. Other authorized personnel shall be trained by the nurse as to the appropriate administration of the medication and its action and side effects. A list of those trained will be maintained in the school records with a record of the dates of training and topics.
8. The school nurse or other authorized personnel will maintain a record of the type, dosage, and time the medication was given.

(Board Policy #5330)

BRINGING MEDICATION TO SCHOOL

Any medications that are to be given to a student during the school day need to be brought to school by an adult and given directly to the nurse or designee. At no time should medications be sent to school with a student or placed in a child's backpack to be brought to school. Parental/Guardian consent and a physician statement must be on file in the Nurse's Office for each medication that is given to any child during the school day.

IMMUNIZATIONS

Each student must have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or the required waivers, the Director may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school nurse at 769-4085, ext. 245. Additional information regarding state immunization requirements can be found on the Eagle Park website.

STUDENT ILLNESS

If a student has flu-like symptoms, vomiting or diarrhea, a temperature above the medical average, head lice, a rash, or any other possible contagious condition the school nurse will be consulted. When necessary, the child will be quarantined at school until the child is picked up by the parent/guardian. Children are not permitted to return to school until they are symptom-free or medication-free for a period of twenty-four hours, or until the parent presents a note to the school nurse from a physician stating that the child is not contagious.

If a child is absent from school for five (5) consecutive days due to illness, the parent must provide the school nurse a physician's note stating that the child may return to school, specifying what activities, if any, must be restricted.

If the CDC, State of Indiana, Indiana Department of Health, or Lake County Department of Health imposes restrictions on in-person attendance due to specific health issues, those restrictions will be adhered to.

DONATIONS AND GRANTS

Eagle Park welcomes assistance from the community. All donations, gifts and grants shall be subject to the NISEC Board of Managers' policies and procedures. All related donations shall be made known through written communication to the Director and/ or building level administrator or designee and subject to all local, state and federal regulations.

(Board Policy #0120)

INTERNET ACCESS

EPCS provides internet access to its students for educational purposes. The following uses of school-provided Internet access are not permitted and may result in disciplinary action:

1. To access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
2. To transmit obscene, abusive, or sexually explicit language;
3. To violate any local, state, or federal statute;
4. To vandalize, damage, or disable the property of another individual or organization;
5. To access another individual's material, information, or files without permission;
6. To violate copyright or otherwise use intellectual property of another individual or organization without permission;
7. To reveal personal address or the telephone number of students
8. To use the network for commercial activities, product advertisement, or political lobbying;
9. To access another individual's materials, information, or files without permission;
10. To respond to unsolicited on-line contacts.
11. To harass, ridicule, humiliate, intimidate, or harm other students or staff that causes interference with the education function of the school and/or endangers students or employees of the school.

(Board Policy #7540.03)

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Director to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

INDOOR AIR QUALITY COORDINATOR

The indoor air quality coordinator for NISEC is the Systems Administrator. They may be reached at 219-769-4000.

LOST AND FOUND

The Lost and Found area is located in the Eagle Park Community School office. Lost items may be retrieved if a proper description is given. Unclaimed items will be donated at the close of the school year.

STUDENT CONDUCT

ATTENDANCE GUIDELINES (AND TARDINESS)

Please call the school office (219) 769-4085 by 9:00 am each day if your child will not be able to attend school or will be late. If you need to leave a message, please include the following information: name of student, length of absence, parent name and contact information and reason for absence. Your call is important to help us protect the safety of your child and to ensure accurate attendance records. Students will be allowed up to 10 excused absences per year with appropriate notification from the parent. If a student is absent and we do not receive a call from home, the absence will be unexcused.

In response to Senate Enrolled Act 1 (SEA 1) the Indiana Department of Education (IDOE) has developed the following update to the Attendance Guidelines memorandum:

Truancy

IDOE recommends that truancy be defined as “when a student is absent from school without the permission of parent/guardian.”

SEA 338 outlines the following:

Chronic absenteeism, which includes the number of students who have been absent from school for ten percent (10%) or more of a school year for any reason.

Habitual Truant according to IC 20-33-8-12: a child is designated as a habitual truant, who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.

Under SEA 1, the “Superintendent or an attendance officer having jurisdiction **shall** report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court **or the department of child services**. The intake

officer or the department of child services shall proceed in accord with IC 31-30 through 30-40.

Additionally, under SEA 1, 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 (Section 15-17.5 of this chapter of another law). 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.”

Excused Absences

Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy.

- Illness verified by phone call from parent/guardian (10 excused absences per school year are allowed)
- Illness or hospitalization verified by note from physician
- Family funeral
- Maternity
- Military Connected Families (e.g. absences related to deployment and return)
- Required court appearance
- Religious observations
- Approved vacation by Director or designee
- Administrative exemptions

Unexcused Absence

Unexcused absences are counted for absences that do not meet the guidelines for excused absences as outlined above. Illness verified by phone call from parent/guardian beyond 10 excused days will be considered unexcused. The parent/guardian is still expected to call by 9:00 a.m. for the absence.

If a student is going to be absent, the parents must contact the school office (219) 769-4085 by 9:00 on the morning of the absence and provide an explanation (if multiple days of absence are planned, repeated calls each following day are not necessary unless informing of change in status or situation).

- a. At five (5) unexcused absences, a written record of attendance status will be mailed home.
- b. At ten (10) unexcused absences, the school office will require a meeting to discuss the students frequency of absence, next steps if absences continue and plans for attendance improvement.
- c. At eleven (11) unexcused absences, the student is considered habitually truant (IC 20-18-2-6.5) and the school administration will refer the student to the Department of Child Services and contact the child’s corporation of legal settlement to determine next steps.

Exempt

Under IC 20-33-2-14 a student is excused from attending school under some circumstances, such as serving as a page or honoree of the General Assembly; participating in an election; when subpoenaed to testify in court; when serving with the National Guard for no more than 10 days; or serving with the Civil Air Patrol for up to 5 days. In each of these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school. The governing body of a school corporation may authorize the absence and excuse of a student who attends any educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the school corporation; facilitates the attainment of specific educational objectives; is part of the goals and objectives of an approved course or curriculum; represents a unique educational opportunity; cannot reasonably occur without interrupting the school day; and is approved in writing by the school Director. (IC 20-33-2-17.5) Certain school trips fall under this exception, as well as individual student absences. Students have been excused from attendance to participate in various academic bowls, band or orchestra trips, for attendance at local, state, or federal government proceedings, or to hear various public speakers or performers. To review this statute in its entirety, refer to: <http://www.in.gov/legislative/ic/code/title20/ar33/ch2.html>

Tardiness

- A. Students who attend any part of the class shall be recorded as present.
- B. Teachers are requested to refer cases of chronic tardiness to the Director or their designee.

(Board Guideline 5200)

Student Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the school to make necessary arrangements. Vacation absences for students with more than ten (10) absences will be considered unexcused. Students will be provided an opportunity to make-up missed school work and/or tests.

Students Leaving School During School Day

- A. No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the Director or their designee and the knowledge and approval of the student's parents.
- B. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the Director or their designee.

Encouraging Attendance

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can – in and of itself – successfully accomplish this task.

A professional staff member's responsibility must include, but not be limited to:

- A. providing meaningful learning experiences every day;
- B. speaking frequently of the importance of students being in class, on time, ready to participate;
- C. keeping accurate attendance records (excused vs. unexcused).

Make-Up Opportunities

Students will be given the opportunity for making-up work missed due to approved absences. The length of time for completion of make-up work shall be commensurate with the length of the absence. Students will also be given the opportunity to make-up work and tests missed due to suspension.

STUDENT LOCKERS

Lockers will be made available to students wishing to store personal property and school supplies, hang coats, hats, etc. All backpacks will be kept in lockers and not in classrooms.

The lockers are not to be used to store items that:

- Present an immediate threat to the health, safety, and welfare of students or staff;
- Are illegal to possess;
- Would contribute to the disruption of the normal educational process;
- Have been reported lost or stolen.

The Director or other authority has the right to examine the contents of a student's locker when there is reasonable suspicion that contents may include any or all of the above-mentioned items. The search of any locker will take place in the presence of the affected student whenever possible.

SERVICE ANIMALS

EPCS recognizes that there are many occasions when animals are present on Cooperative property and many reasons for those animals' presence. Animals are commonly utilized

by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents/guardians, vendors, and other members of the public may be accompanied at school by a service animal in accordance with Federal and Indiana law and Board policy.

A student's need for and use of the service animal must be addressed in the student's individual education plan (IEP) and/or Section 504 Plan.

A service animal shall be the personal property of the student and/or parents/guardians. The School shall not assume responsibility for training, daily care, or healthcare of a student's service animal. By admitting a service animal to Cooperative property, the School does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on Cooperative property or at Cooperative-sponsored events.

A service animal that meets the definition set forth in this policy shall be under the control of a student or the service animal's handler.

The Director will be responsible for reviewing and determining whether the required documentation has been provided for the student's service animal. Services to a student shall not be suspended or withheld pending receipt of the requisite documentation for the service animal until the student or a parent/guardian has been given a reasonable period of time to submit any required documentation.

A service animal shall be permitted to accompany the disabled student anywhere on the school campus where students are permitted to be. Before a service animal is permitted to ride on a school bus owned or leased by the school the student/ parent/ guardian and the handler shall comply with the following;

- a. The Director or building administrator, District Transportation Director and student and/or legal guardian as well as pertinent knowledgeable persons will meet with the bus driver and their aide in order to provide information regarding critical information needed for daily and emergency interaction with the student and animal.
- b. The Director or building administrator will make arrangements for the student and/or legal guardian as well as pertinent knowledgeable persons to provide an orientation for students who may be interacting with the service animal.
- c. The service animal shall participate in all drills required of the student.

The service animal shall board the bus in the same manner as the student.

Situations which could result in suspension privileges for the service animal could include but are not limited to the following;

- a. The student or handler does not control the service animal's behavior and that animal's behavior results in a threat to the health and safety of others
- b. The animal urinates or defecates on the bus.

(Board Policy #8390)

STUDENT DRUG AND ALCOHOL POLICY

For purposes of this policy, “drugs” shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Indiana statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. tobacco and tobacco products;
- E. vaping and vaping related products and/or devices
- F. any paraphernalia (lighters, rolling paper, etc.)
- G. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- H. anabolic steroids;
- I. any “look-alike” substances;
- J. any other illegal substances so designated and prohibited by law.

It is a violation to distribute, dispense, possess, use, or be under the influence of any alcoholic beverage or to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or other controlled substance.

“School district location” means on the school premises: on any school-owned vehicle or on any other school-approved vehicle used to transport students to and from school activities, off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

A student who violates the terms of this policy shall satisfactorily participate in a drug abuse assistance or rehabilitation program approved by the Director. If such student fails to satisfactorily participate in such a program, sanctions up to and including expulsion from school may occur following a manifestation determination meeting.

(Board Policy #5530)

CIGARETTES, TOBACCO PRODUCTS, AND SMOKING

Staff members will be asked to confiscate cigarettes or any tobacco products including but not limited to cigarettes, cigars, or any other product which contains tobacco including electronic or vapor products that are within their view. If prohibited articles such as cigarettes or any tobacco products are brought to school, the administration has the authority to search the student and his or her belongings and seize the cigarettes or prohibited items.

Confiscated cigarettes or any tobacco products shall be turned in to the administration for disposal and a record will be kept of the student’s violation.

Smoking or use of any tobacco products is prohibited in the school building, extra-curricular activities, or school-owned vehicles. This policy applies to visitors as

well as students. If a visitor is observed using tobacco products they will be asked to refrain. Failure to comply is cause for removal from the school setting.

(Board Policy #5512)

WEAPONS

The Board of Managers prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Cooperative for the purpose of school activities approved and authorized by the Cooperative including, but not limited to, property leased, owned, or contracted for by the Cooperative, a school-sponsored event, or in a Cooperative vehicle.

The term “weapon” means any object which, in the manner in which it is used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Director is authorized to establish administrative guidelines on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building level administrator. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from school.

The Director will refer any student who violates this policy to the student’s parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

The Board of Managers prohibits visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Cooperative for the purpose of school activities approved and authorized by the Cooperative including, but not limited to, property leased, owned, or contracted for by the Cooperative, a school-sponsored event, or in a Cooperative vehicle. Exemptions under Indiana state law and for law enforcement officers apply. Any violation will be reported to the appropriate law enforcement agency.

(Board Policy #7217)

SEXUAL HARASSMENT

It is a violation for students to harass another student, school employee, or visitor through conduct or communication of a sexual nature that would demean, harass, abuse, or embarrass. A student guilty of engaging in sexual harassment shall be subject to disciplinary action consistent with this handbook. Harassing another student, school employee, patron, or visitor through conduct or communication of a sexual nature

including but not limited to unwelcome sexual advances, requests for sexual favors, spreading sexual rumors, pressure for sexual activity, rape or attempted rape, touching a student in violation of State law, making sexual gestures or engaging in sexual name calling is prohibited. Engaging in verbal or in physical conduct intended to sexually harass another person is prohibited. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed person has indicated by his or her conduct or verbal objection that it is unwelcome.

Any student who knowingly files a false charge of sexual harassment against an employee or student shall be subject to disciplinary action consistent with school policy and the Student Due Process Code.

(Board Policy #5517)

BULLYING

This rule applies when a student is:

- a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
- b. Off school grounds at a school activity, function, or event;
- c. Traveling to or from school or a school activity, function, or event; or
- d. Using property or equipment provided by the school

“Bullying” means overt, repeated acts or gestures, including:

- (1) verbal or written communications transmitted;
- (2) physical acts committed; or
- (3) any other behaviors committed;

by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. Per IC 20-33-8-0.2, these acts include any that:

- a. Cause reasonable fear of harm to person or property.
- b. Detrimentially affects a student’s physical or mental health.
- c. Interfere with academic performance.
- d. Interfere with the ability to participate in school services or activities.

Any student who engages in bullying against an employee or student shall be subject to disciplinary action up to and including expulsion for school consistent with school policy and the Student Due Process Code.

This rule also includes bullying as defined above by students using any electronic device with accessibility to the Internet and thus social network websites and/or use of e-mail whether the student’s personal e-mail or school-based email addresses, including when such use is done outside of school hours or activities or off-school grounds and such bullying causes interference with the education function of the school and/or endangers students or employees of the school.

(Board Policy #5517.01)

CRIMINAL/GANG ACTIVITY

Gang activity of any kind is not tolerated. Any student participating in gang activity, in possession of gang related material, or committing an act that would constitute interference with school purposes will face disciplinary action consistent with this handbook and, if needed, be reported to the local authorities.

(Board Policy #5840)

STUDENT BEHAVIOR ON VANS/BUSES

Students will follow the bus conduct rules for their home school corporation. If bus transportation is part of the student's IEP, a suspension from the bus would be a removal from the school, unless the public agency provides transportation in an alternative manner (511 IAC 7-44-1).

The bus driver has the responsibility to maintain order and discipline on the bus. Whenever a problem occurs which is beyond his control, the driver will inform the Director or Director of Transportation in writing of the circumstances involving violation of rules of conduct. The parents will be notified. If the problems continue, a case conference will be called to determine the next course of action.

When using NISEC vehicles, students are expected to adhere to the following regulations:

- e. Each student will seat himself or herself immediately upon entering the bus in the place assigned by the driver.
- f. Students shall not stand or move from place to place during the trip.
- g. Students shall not tease, scuffle, trip, hold, hit, or use their hands or feet or body in any other objectionable manner.
- h. Windows may only be opened or closed by the bus driver.
- i. Students may not enter or leave the bus until it has come to a complete stop and the driver has opened the door.
- j. Students should be waiting at the boarding station when the bus arrives.

Discipline while riding in a cooperative vehicle shall be the responsibility of the driver of the bus. When Cooperative vehicles are used for field trips and other Cooperative activities, however, the teacher, coach, or advisor shall be responsible for student discipline. If a student becomes a serious discipline problem on the vehicle, the Director or their designee may suspend the transportation privileges of the student providing such suspension conforms with due-process.

The Director or their designee shall have the authority to assign discipline to students, subject to Cooperative administrative guidelines and the student's due process right to notice, hearing, and appeal.

THREATS/ASSAULT TOWARD STAFF OR OTHER STUDENTS

Threatening to assault or assaulting any persons within the school is considered a felony under Indiana Law. Students who verbally or physically assault staff or students will be disciplined, which may include a referral to the proper civil authorities, and could potentially result in arrest.

Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning his/her physical well-being is strictly forbidden. Any student, who is found to have threatened a member of the staff will be subject to discipline reported to the Director or their designee.

(Board Policy #3362.01)

STUDENT USE OF ELECTRONIC DEVICES/PERSONAL PROPERTY

It is recommended that students do not bring any electronic devices into the school building. Items that are deemed to be disruptive to the learning will not be allowed on school grounds. If students choose to bring any other devices into the building, school rules regarding electronic devices must be followed. Students will have a designated space where any electronics brought into the school building will be powered off and stored for the duration of the school day. It is the student's responsibility to follow procedures and store devices accordingly. If students do not follow school procedures for storing and using electronics, the following will be put in place:

1st offense: Warning and device is confiscated and held until the end of the school day.

2nd offense: Device is confiscated and held in the school office until the end of the school day. Director or designee will have a meeting with the student. The parent will be notified.

3rd offense: Device is confiscated and held until a time is arranged with parents to pick it up.

Repeat offenses will result in further disciplinary action.

NISEC and the Eagle Park Community School are not responsible for any damage or loss of personal property.

By bringing these devices on school grounds, students give the school administration consent to access voicemails, text messages, apps, call logs, picture galleries, hard drives, memory cards, etc., to determine ownership (if lost) or when there is reason to believe they contain evidence of school-rule or law violation. Such devices that are found will be confiscated and the student may face appropriate disciplinary action. The school is not responsible for any such devices that are stolen, lost or damaged. Students are expected to utilize the device loaned to them by the school, following the NISEC Assistive Technology Use Agreement and guidelines.

Because electronic devices have been found in a number of Indiana school districts to have contained evidence of inappropriate content, parents and students must be aware of the legal consequences should this occur at EPCS.

Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other material of an inappropriate nature in electronic or any other form, including the contents of a cell phone or another electronic device will result in suspension and/or expulsion.

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

The Indiana Sex Offender Registration 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.

(Board Policy #5136)

USE OF SECLUSION AND RESTRAINT WITH STUDENTS

As part of the emergency procedures in place at EPCS, no student will be restrained and/or placed in seclusion by school staff unless the student’s behavior poses an imminent risk of injury to him/herself or others. Significant violations of the law including assaults on students and staff may be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that lead to the restraint and or seclusion”.

(Board Policy #5630.01)

STUDENT SEARCHES

A school official may initiate a lawful search if there are reasonable grounds for suspecting that the search will reveal evidence demonstrating a criminal law or school rule violation. The search must be reasonably related in scope to the circumstances that justified the initial interference.

The Indiana Codes specify that the following would constitute reasonable grounds for a search:

- A criminal law or school rule has been or is being violated;
- A particular student has committed a criminal law or school rule violation;
- The suspected criminal law or school rule violation is of a kind for which there may be physical evidence;
- The sought-after evidence would be found in a particular place associated with the student suspected of committing a criminal law or school rule violation

STUDENT DISCIPLINE RULES

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-8.1-5.1, administrators and staff members may take the following actions:

1. **REMOVAL FROM SCHOOL:** – Director: A school Director (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
2. **EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, **Section C and Section D**.

DISCIPLINE PROCEDURE

For the purposes of this policy, a removal is a temporary cessation of educational services.

A student with disabilities may be removed from school for a violation of rules, standards, or policies of the NISEC and/or EPCS. Removal from school attendance and related services shall not exceed ten cumulative instructional days in a school year, unless a case conference is convened to consider the circumstances of the suspension and the student's individualized educational program. For additional information regarding disciplinary actions and special education students please refer to a copy of Procedural Safeguards or Article 7.

GROUND FOR REMOVAL OR EXPULSION

The grounds for removal or expulsion are listed in **Sections A-F** and apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function, or event.

Section A - Student Misconduct and/or Substantial Disobedience

Grounds for removal or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person by urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.

8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, tobacco product, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
 - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building administration. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 3. The student has been instructed in how to self-administer the prescribed medication.
 4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverage.

16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an education function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Engaging in pranks that could result in harm to another person.
24. Use or possession of gunpowder, ammunition, or an inflammable substance.
25. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
 - f. violation of the school corporation's acceptable use of technology policy or rules;
 - g. violation of the school corporation's administration of medication policy or rules;

- h. possessing or using a laser pointer or similar device.
26. Any student conduct rule the school building administration establishes and gives publication to all students and parents in the Director's school building.

Section B – Bullying

1. Bullying and cyberbullying, as defined in the Bullying section of this handbook and Board Policy #5517.01, are prohibited. This rule applies in all locations and circumstances identified in the Bullying section of this handbook.
2. Parents, guardians, students, and staff members who suspect that repeated acts of bullying are occurring should report the matter to the Director or designee. School personnel will investigate all reports of bullying.
3. When bullying is substantiated, appropriate action may include counseling, behavioral interventions, corrective discipline, removal, expulsion, and/or referral to law enforcement. The school will also provide appropriate intervention, work to restore a positive school climate, and provide support to the student who was targeted and others affected by the incident.
4. Educational outreach and training will be provided to school personnel, parents, guardians, and students regarding the identification, prevention, reporting, and intervention of bullying and cyberbullying. Eagle Park Community School will encourage students, staff members, and families to participate in meaningful discussions about the effects and prevention of bullying.
(Board Policy #5517.01)

Section C – Possessing a Firearm or a Destructive Device

1. No student shall possess, handle, or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
 - a. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - b. the frame or receiver of any weapon described above
 - c. any firearm muffler or firearm silencer
 - d. any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device

- e. any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
 - f. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - g. an antique firearm
 - h. a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
3. For purposes of this rule, a destructive device is
- a. an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
 - b. a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
 - c. a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: removal of up to ten (10) days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The Director/designee shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

(Board Policy # 5772)

Section D – Possessing a Deadly Weapon

- 1. No student shall possess, handle, or transmit any deadly weapon on school property.
- 2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:

- a. a weapon, Taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - b. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. The penalty for possession of a deadly weapon: up to ten (10) days of removal and expulsion from school for a period of up to one calendar year.
4. The Director/designee may notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

(Board Policy #5772)

Section E – Unlawful Activity

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

Section F – Legal Settlement

A student may be expelled if it is determined that the student has not met the enrollment criteria established by the corporation of enrollment. The expulsion will be conducted by the school corporation of legal settlement.

Eagle Park Community School

STUDENT & PARENT AGREEMENT

Please read and sign the following agreement. Once completed, please return *only this signature page* to the school.

I/We have received, read, understand, and agree to abide by and follow the 2026-2027 NISEC Eagle Park Community School Student/Parent Handbook. I/We understand that violations of the school policies/rules or State Laws will result in the action prescribed. I/We accept the responsibilities requested of me/us.

Student Name: _____

Signature of Student: _____

Signature of Parent: _____

Date Signed: _____

Date Received in Office: _____