

# Eagle Park Community School Handbook

Dear Eagle Park Community School Students and Families:

Welcome to the 2023-2024 school year! The Eagle Park staff is excited for the upcoming school year. Our goal is to create an environment in which students and staff members become the best version of themselves. We know that this is possible with the support and partnership of the administration, staff, parents, students and community. Strong relationships, instruction that incorporates best practices, a rigorous curriculum and a focus on social-emotional learning is what makes Eagle Park Community School such a special place.

This handbook is filled with information that you will find informative and that will hopefully answer many of your questions. Our hope is that you spend some time reading through the handbook, that you will familiarize your child with this information and that you continue to utilize it as a reference throughout the school year. If you have any questions about the content within the handbook please reach out to your child's teacher, the school secretary, the school nurse, the dean of students and/or myself. We are happy to answer questions and/or provide additional explanations that may be needed.

Your active partnership throughout your child's school experience will create a learning environment where the administration, staff, students and parents work toward common goals. We encourage you to collaborate with your child's teacher, ask questions and provide input throughout the year. Annual case conferences are another great example of this type of partnership and we encourage you to attend. Thank you for being a member of our Eagle Park family and for your continued support.

Sincerely,

Director of Eagle Park Community School

Ms. Jill Bruhn



## **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 Assistant Director of Special Education, 2150 West 97<sup>th</sup> Place, Crown Point, Indiana 46307, or the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

## **General Information**

EPCS is a segregated public school for students with disabilities, who have intensive special education needs that the case conference committee agrees are not able to be met in their home corporation/building. The students who attend EPCS reside within one of our eight (8) NISEC member school corporations. EPCS also provides instruction to students with disabilities who are in their post-secondary years of special education.

Students are transported to school by their home school corporation. The school maintains a supportive staff who are all trained to meet the identified needs of the students.

Students will need to complete enrollment information for the school in which they have legal settlement as well as registration for Eagle Park Community School. A Birth Certificate and Immunization Record are required. Any applicable student fees are paid in accordance with EPCS procedure.

## **Academic Information**

Parents will be provided updates on student Individual Education Plan (IEP) goals and benchmarks on a minimum of a quarterly basis, or as reflected in the student's IEP. Students will participate in state mandated testing.

Students in the Therapeutic Day Program will have the opportunity to learn course credit consistent with their home corporation's policies. Students will receive grades and goal updates, which will be sent home on a quarterly basis.

## **Beliefs**

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

- All students are capable of significant academic and personal growth and development in an environment that is emotionally healthy and physically safe;
- Each child is a person, unique in his/her own right, who should be recognized and accepted as an individual with unique interests, abilities, and learning styles;
- Each student needs to learn to accept responsibility for his/her behavior and academic progress;
- Each student needs to develop a positive value system which will allow them to be successful in their interpersonal relations, to maximize their potential and enhance their self-esteem;
- Each student needs to develop life, academic, vocational and work skills that will assist them in life after school years;
- Each student has a right to enjoy life and participate in an educational community that values diversity.
- It is the belief of Eagle Park staff that all students are to be treated with dignity

and respect and to be free from abuse. The staff supports the promotion and training of appropriate student behavior as part of the school's curriculum. It is the policy of the school to use prevention, positive behavior intervention and support, and conflict de-escalation to eliminate or minimize the need for the use of seclusion or restraint with students.

## **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 co-curricular and extracurricular programs. No student may participate in any school-sponsored trip without written parental consent. Attendance rules apply to all field trips.

While the Corporation encourages the student's participation in field trips, 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, as well as additional 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 are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

### **GRADING PERIODS**

Students shall receive a report card and/or goal updates at the end of each nine (9) week period indicating their grades/progress for each course of study for that portion of the academic term.

When a student receives an "F" for one or more classes for the semester grade, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades or 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 once a year.

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 11<sup>th</sup> or 12<sup>th</sup> 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 displayed significant 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. Recognition for such activities is initiated by the staff and coordinated by the EPCS Director or their designee.

### **HONOR ROLL(S)**

Certificates recognizing student achievement, including academic Honor Roll, are posted each quarter (i.e, each nine weeks) in the Honor Roll Showcase located in the main

corridor of the school. Student names are announced over the school public address system, and certificates and pins are presented to students to take home at the conclusion of the quarter.

## **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for State assessments and graduation.

Homework will not be used for disciplinary reasons but only to enhance the student's learning.

A parent request for make-up work will be made 24 hours prior to receiving the assignments. Make-up work provided is for excused absences, and school removals that are a result of disciplinary actions.

## **CONFIDENTIALITY OF STUDENT RECORDS**

The NISEC Eagle Park Community School will maintain 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)

## **DRIVER'S LICENSE**

Students who are of legal age to obtain a driver's license may request permission from the Director to drive to school and park their vehicle on school property. Written parent permission and proof of insurance are also required. Driving to school is a privilege; therefore, the student will be required to follow designated rules in order to retain the driving privilege. School written rules will be discussed with the student and a copy of the same mailed to parents once a driver's license has been obtained.

## **SCHOOL PROCEDURES**

### **STAFF AND STUDENT SCHEDULE**

7:50am to 3:20pm	Teacher hours
8:00 am to 3:15pm	Paraprofessional hours
8:05 am to 2:50pm	Student hours
8:45am	Breakfast
11:00am	Lunch A
11:30am	Lunch B

Early dismissal will occur the second and fourth Wednesday of each month to allow for staff development. Early dismissal will be 1:50 pm. On secondary level early dismissal days, students will need to continue to be engaged in virtual learning for the balance of a full school day to meet State learning requirements.

### **OFFICE HOURS**

The school office is open Monday-Friday from 7:00am to 3:20pm. 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 that district's Board approved transfer tuition/open enrollment process. The parents will follow that corporation's process (on-line registration or in-person registration). Once that process is completed, the parent/guardian of the student (or the student if age 18 or older) may complete the online registration required for EPCS. Online registration is found on the NISEC website under the Eagle Park tab. Once the registration process for Eagle Park School is completed, the student may start attending.

### **TRANSPORTATION: BUS UNLOADING AND LOADING**

Students are transported to the EPCS by their home school corporation. 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 director of absences.

The EPCS staff members are trained to remove the students from the vehicles and to transport the students to their classrooms. The loading and unloading of students is subject to change following the EPCD re-entry plan approved by the NISEC Board of Managers. 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

Eagle Park will have an early dismissal the second and fourth Wednesday of each month to facilitate staff training and development. Early dismissal will be 1:50pm for all students.

## **STUDENT ATTIRE/DRESS CODE**

Our goal at the EPCS is not only to give students a relevant education but also to encourage positive attitudes toward personal hygiene and appropriate attire. We ask that students choose attire that is clean, modest, does not create a health or safety hazard, and is not 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 that contains 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 wear their shirt inside out, 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**

The Northwest Indiana Special Education Cooperative is excited to announce that Eagle Park Students will receive a "free" breakfast and lunch daily via the Community Eligibility Provision "CEP" program for the 2023-2024 school year. If a student would like to purchase an additional entrée, meal or beverage, an extra meal or extra beverage charge will be implemented. Student cafeteria accounts will continue to 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 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)



## EARLY RELEASE

If it is necessary for a child to leave school early, parents or guardians need to make arrangements with the school office for the child's release. The child will be sent for, and excused through the office. Students will be released through the office only to a parent or a person designated (in writing) by the parent. If the adult is unknown to the teacher or the office staff, identification must be presented. Children will never be released directly from the classroom or allowed to wait in front of the school for pick up.

If your child returns from an appointment before the end of the school day, the child will be escorted to the office by school staff.

No child will be allowed to leave school prior to dismissal time without either a written release signed by the parent or guardian or the parent coming to school *personally* to request the release. No student will be released to a person other than a parent without a permission note signed by the parent or other legal authorization.

Eagle Park Community School will have early release on the second and fourth Wednesdays of the month so that staff may participate in professional development. On days of early release, students will be dismissed at 1:50pm from school. Students in grades 6-12 are expected to participate in virtual asynchronous instruction for the remainder of their school day.

## VISITATION

The Northwest Indiana Special Education Cooperative welcomes parents, other adult residents of the community, and interested educators to visit the special education classes in the NISEC Eagle Park Community School and eight districts served in Southern Lake County. To protect the educational program 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 day prior to visitations. The purpose, time of visit, and amount of time for the visit will be provided to the building administration. The Director will make the final decision about the visit 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 in the school office and sign the *Visitor's Agreement*. The sign-in will list all visitors' names, time of arrival, reason for the visit, teacher and classroom visited, and time of departure. This list will be maintained by the building 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 may request the aid of the law enforcement.
- C. If the visitor creates a disturbance in the classroom or building, the building administration will request that the visitor leave the building. If the visitor refuses

to leave the school grounds, the building administration may request the aid of the law enforcement.

- 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 visit and observe their child must make this request in writing to the building administration. This request must indicate the purpose of the visit as well as the date and length of the visitation requested. The Director or their designee must approve all visitations before they may occur. The Director or their designee will designate a NISEC employee to observe at the same time for the sole purpose of second documentation of the classroom and student activities. The Parents and third party 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, the building administration or NISEC administrative staff will immediately contact the local law enforcement and file a report.
- I. The building administration has the right to refuse any visitor access to the school and classes. If the visitor feels that they have been denied access in an arbitrary or capricious manner, a meeting can be requested with the director and the building administration.
- J. If a person with a disability has requested to visit the NISEC Eagle Park Community School and will need further accommodations, these should be made known to the building administration at the time of the initial request. The NISEC Eagle Park Community School 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 most cases, when parents are divorced both parents continue to have equal rights where their children are concerned. If you have a Court Order limiting the custody, communication, or visitation rights of one parent, please bring a copy to the school office. Unless the Court Order is on file at EPCS, we must provide equal rights to both parents.

## **WITHDRAWAL**

To maintain proper records and satisfy the government regulations protecting the rights of individuals through records, proper procedure needs to be followed before we can send or receive records. The transfer of records to other schools in the Cooperative is considered an internal procedure, and is handled between the building administration and the district directors. 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. The student's IEP will be transferred immediately. Parents are encouraged to contact the school office (769-4085) for specific details.

*Please note:* No student under the age of eighteen (18) will be allowed to withdraw from school without an exit interview with the Director or their designee, who must agree to the withdrawal. The Director or their designee is also required to provide to the Bureau of Motor Vehicles the name of any student under the age of eighteen (18) who withdraws from school for revocation of the student's driver's license. The student also may not be able to obtain an employment certificate needed to obtain a job.

*(Please refer to the copy of form on Page 13.)*

## **STUDENT RECORDS**

Please keep the school informed of any changes in health needs, address, home and work phone numbers, 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 access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the parent, a record shall be reproduced, unless the record is copyrighted, and the parent may be charged a fee equivalent to the cost of handling and reproduction. 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.

### **STUDENT 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.

NOTICE OF EXIT INTERVIEW FOR WITHDRAWAL FROM SCHOOL

This is to inform you that the exit interview, required by Indiana law, to consider the withdrawal from school of \_\_\_\_\_ shall take place in the Director's office of the \_\_\_\_\_ School \_\_\_\_\_. No student under the age of eighteen (18) may withdraw from school without an exit interview with the student, the parents, and the Director and without the Director's written permission.

During the interview, the Director shall be determining if the withdrawal is due to financial hardship. If s/he determines that it is not due to financial hardship and the student is allowed to withdraw, the Director is required to notify the Bureau of Motor Vehicles and the Bureau of Child Labor. The student will be ineligible for a driver's license or learner's permit or will have his/her current license or permit revoked until the student becomes eighteen years old.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director

## **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.

## **RECESS GUIDELINES**

When appropriate, a recess time of fifteen to twenty minutes per day may be given to the class by the teacher; 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 BOOKS & PROPERTY**

Students and their parents are responsible for all damages incurred or caused by action of the student. Students who damage books or do not properly care for books 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.

## **ASSISTIVE TECHNOLOGY USER AGREEMENT**

Students who attend EPCS will be loaned an individual device for instructional and/or communication purposes. Parents/guardians and/or students are required to sign the Assistive 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.

Lock down 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 local radio and television stations to announce the closing or delay. Parents and staff are asked to listen to the following for information:

- WAKE 105
- WJOB 1230
- WYIN-TV 56

#### ***Silent Banner:***

- CBS Ch. 2
- NBC Ch. 5
- ABC CH. 7
- Fox 32
- CLTV cable

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

## **PERSONAL POSSESSIONS**

Students are permitted to bring to school personal communication devices. They must be powered off and stored out of sight during school hours. They may not bring personal possessions, such as CD players or electronic games that may disrupt the learning environment. Any items thought to be disruptive will be kept by the school staff until the end of the day and sent home with the student. NISEC and the Eagle Park Community School are not responsible for any damage or loss of personal property.

## **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 required.
7. The school nurse is authorized to administer the medication. 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 Director. 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 Health Office for each medication that is given to any child during the school day.

## **IMMUNIZATIONS**

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or 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.

## IMMUNIZATION OF STUDENTS IN SCHOOL

### Indiana State Department of Health Minimum Immunization Requirements for School Entry\* 2023-2024

Grade	Minimum Immunization Requirements
<b>Pre-Kindergarten</b>	<ul style="list-style-type: none"> <li>● 4 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), pediatric diphtheria-tetanus vaccine (DT), or any combination of the three are required.</li> <li>● 3 doses of either oral polio (OPV) or inactivated polio (IPV) vaccine in any combination.</li> <li>● 3 doses of Hepatitis B vaccine (3<sup>rd</sup> dose must be on or after 24 weeks of age).</li> <li>● 1 dose of measles (rubeola) vaccine on or after the first birthday.</li> <li>● 1 dose of mumps vaccine on or after the first birthday.</li> <li>● 1 dose of rubella (German measles) vaccine on or after the first birthday.</li> <li>● 2 doses of Hepatitis A, separated by six months.</li> <li>● 1 dose of varicella (chickenpox) vaccine, or physician written documentation of history of chickenpox disease, including month and year of disease. Physician documentation of disease history, including month and year, is proof of immunity for children through 12<sup>th</sup> grade. Parent report of history is not acceptable.</li> </ul>
<b>Grades K - 5</b>	<ul style="list-style-type: none"> <li>● 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4<sup>th</sup> dose was administered on or after the 4<sup>th</sup> birthday).</li> <li>● 4 doses of any combination of IPV or OPV. <b>The 4<sup>th</sup> dose must be administered on or after the 4<sup>th</sup> birthday, and at least 6 months after the previous dose.</b> (3 doses of all OPV or all IPV are acceptable if the 3<sup>rd</sup> dose was administered on or after the 4<sup>th</sup> birthday, and at least 6 months after the previous dose).</li> <li>● 3 doses of Hepatitis B vaccine (3<sup>rd</sup> dose must be given on or after 24 weeks of age).</li> <li>● 2 doses of measles (rubeola) vaccine on or after the first birthday.</li> <li>● 2 doses of mumps vaccine on or after the first birthday.</li> <li>● 2 doses of rubella (German measles) vaccine on or after the first birthday.</li> <li>● 2 doses of varicella (chickenpox) vaccine, or physician written documentation of history of chickenpox disease, including month and year of disease. Physician documentation of disease history, including month and year, is proof of immunity for children through 12<sup>th</sup> grade. Parent report of history is not acceptable.</li> </ul>
<b>6 - 11</b>	<ul style="list-style-type: none"> <li>● 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4<sup>th</sup> dose was administered on or after the 4<sup>th</sup> birthday).</li> <li>● 4 doses of any combination of IPV or OPV. <b>The 4<sup>th</sup> dose must be administered on or after the 4<sup>th</sup> birthday, and at least 6 months after the previous dose.</b> (3 doses of all OPV or all IPV are acceptable if the 3<sup>rd</sup> dose was administered on or after the 4<sup>th</sup> birthday, and at least 6 months after the previous dose).</li> <li>● 3 doses of Hepatitis B vaccine (3<sup>rd</sup> dose must be given on or after 24 weeks of age).</li> <li>● 2 doses of measles (rubeola) vaccine on or after the first birthday.</li> <li>● 2 doses of mumps vaccine on or after the first birthday.</li> <li>● 2 doses of rubella (German measles) vaccine on or after the first birthday.</li> </ul>
Grade	Minimum Immunization Requirements

<p><b>Grade 6 - 11</b></p>	<ul style="list-style-type: none"> <li>● 2 doses of varicella (chickenpox) vaccine, or physician written documentation of history of chickenpox disease, including month and year of disease. Physician documentation of disease history, including month and year, is proof of immunity for children through 12<sup>th</sup> grade. Parent report of history is not acceptable.</li> <li>● 1 dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap).</li> <li>● 1 dose of meningococcal conjugate vaccine (MCV4). 1 dose is acceptable if received on or after 16<sup>th</sup> birthday.</li> <li>● 2 doses of Hepatitis A vaccine, separated by 6 months</li> </ul>
<p><b>Grade 12</b></p>	<ul style="list-style-type: none"> <li>● 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4<sup>th</sup> dose was administered on or after the 4<sup>th</sup> birthday).</li> <li>● 4 doses of any combination of IPV or OPV. <b>The 4<sup>th</sup> dose must be administered on or after the 4<sup>th</sup> birthday, and at least 6 months after the previous dose.</b> (3 doses of all OPV or all IPV are acceptable if the 3<sup>rd</sup> dose was administered on or after the 4<sup>th</sup> birthday, and at least 6 months after the previous dose).</li> <li>● 3 doses of Hepatitis B vaccine (3<sup>rd</sup> dose must be on or after 24 weeks of age).</li> <li>● 2 doses of measles (rubeola) vaccine on or after the first birthday.</li> <li>● 2 doses of mumps vaccine on or after the first birthday.</li> <li>● 2 doses of rubella (German measles) vaccine on or after the first birthday.</li> <li>● 2 doses of varicella (chickenpox) vaccine, or physician written documentation of history of chickenpox disease, including month and year of disease. Physician documentation of disease history, including month and year, is proof of immunity for children through 12<sup>th</sup> grade. Parent report of history is not acceptable.</li> <li>● 1 dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap).</li> <li>● 2 doses of meningococcal conjugate vaccine (MCV4). 1 dose is acceptable if received on or after 16<sup>th</sup> birthday.</li> <li>● 2 doses of Hepatitis A vaccine, separated by 6 months</li> </ul>

\*CDC recommends annual flu shots for children aged 6 months and older, as well as a COVID-19 vaccine series for anyone 6 months and older.

\*For children who have delayed immunizations, please refer to the 2010 CDC “Catch-up Immunization Schedule” to determine adequately immunizing doses. All minimum intervals and ages for each vaccination as specified per 2010 CDC guidelines must be met for a dose to be valid. These guidelines can be found at [www.cdc.gov/vaccines/recs/schedules/default.htm](http://www.cdc.gov/vaccines/recs/schedules/default.htm)

For a current list of requirements please go to:  
[https://chirp.in.gov/chirp\\_files/chirp\\_docs.htm](https://chirp.in.gov/chirp_files/chirp_docs.htm)

To view current legislative activity, please go to:  
<http://www.in.gov/apps/lisa/session/billwatch/billinfo>

**Exemptions**

- A. A written statement from any licensed physician that an immunization is medically contraindicated for a specified period of time and the reasons for the medical contraindications will exempt a student from the specific immunization requirements for the period of time specified in the physician’s statement.

- B. A student shall be exempted from mandatory immunization if the parent objects in a written signed statement upon the grounds that the proposed immunization interferes with the free exercise of the student's religious rights.
- C. The physician's or parent's statement is to be kept by the school as part of the student's immunization record.

## **MENINGOCOCCAL DISEASE**

Effective July 1, 2005 a new requirement for schools is to ensure that information concerning meningococcal disease and its vaccines is provided to students and parents or guardians of students each school year.

Meningococcal disease or meningitis is an infection of a person's spinal cord fluid and the fluid that surrounds the brain. People sometimes refer to it as spinal meningitis. Meningitis is usually caused by a viral or bacterial infection. Knowing whether meningitis is caused by a virus or bacterium is important because the severity of illness and the treatment differ. Viral meningitis is generally less severe and resolves with specific treatment, while bacterial meningitis can be quite severe and may result in brain damage, hearing loss, or a learning disability. For bacterial meningitis, it is also important to know which type of bacteria is causing the meningitis because antibiotics can prevent some types from spreading and infecting other people. Before the 1900s, *Haemophilus influenza* type b (HIB) was the leading cause of bacterial meningitis, but new vaccines being given to all children as part of their routine immunizations have reduced the occurrence of invasive disease due to *H. influenza*. Today, *Streptococcus pneumonia* and *Neisseria meningitidis* are the leading causes of bacterial meningitis.

Common signs and symptoms of meningitis are high fever, headache, and stiff neck in anyone over the age of 2 years. These symptoms can develop over several hours, or they may take 1 to 2 days. Other symptoms may include nausea, vomiting, and discomfort when looking into bright lights, confusion, and sleepiness. In newborns and small infants, the classic symptoms of fever, headache, and neck stiffness may be absent or difficult to detect, and the infant may only appear slow or inactive or be irritable, have vomiting, or be feeding poorly. As the disease progresses, persons of any age may have seizures.

Some forms of bacterial meningitis are contagious. The bacteria are spread through the exchange of respiratory and throat secretions (e.g., coughing or kissing). They are not spread by casual contact or by simply breathing the air where a person with meningitis has been.

Early diagnosis and treatment are very important. If symptoms occur, the patient should see a doctor immediately. The diagnosis is usually made by growing bacteria from a sample of spinal fluid. The spinal fluid is obtained by performing a spinal tap, in which a needle is inserted into an area in the lower back where fluid in the spinal canal is readily accessible. Identification of the type of bacteria responsible is important for selection of correct antibiotics.

There are vaccines against meningitis. These vaccines are against *Haemophilus influenzae* type b (Hib) and some strains of *Neisseria meningitides* and *Streptococcus pneumoniae* that can cause meningitis. Such vaccines are MCV4 (Menactra TM) used to prevent meningococcal disease and a newly licensed vaccine (pneumococcal conjugate vaccine) that appears to be effective in infants for the prevention of pneumococcal infections and is routinely recommended for all children greater than 2 years of age. You may obtain additional information and vaccinations for children from the state or local health departments as well as your physician. Local health departments are the Gary, Hammond, or the Lake County Health Departments. **Please contact your health care provider for specific instructions regarding your child.**

Updated information is currently available on The Children and Hoosiers Immunization Registry Program (CHIRP) website.

## **PERTUSSIS**

The Indiana State Department of Health and the Indiana Department of Education have asked that the school systems provide important information to parents and guardians of students about pertussis (whooping cough) and the vaccines available to prevent this serious illness.

Pertussis is a highly contagious respiratory infection caused by the bacteria *Bordetella pertussis*. Pertussis is spread by droplets created when an infected person coughs or sneezes. Infants and young children are usually vaccinated against pertussis, but the vaccine becomes less effective as children get older, and vaccinated children can become infected.

Pertussis causes severe coughing fits. During a coughing fit, the infected person may be short of breath and appear frightened. The coughing fit may be followed by vomiting and exhaustion. Young infants are at highest risk for developing complications from the disease like pneumonia and seizures.

Teens and adults who received the whooping cough vaccine when they were younger might have milder disease if they get sick with pertussis, but they can still spread it to others. The United States Centers for Disease Control and Prevention (CDC) recommends a pertussis vaccine for all 11-12 year old children, and for anyone older who did not have the vaccine at 11-12 years of age. The pertussis vaccine (Tdap) is combined with tetanus vaccine and takes the place of one tetanus booster shot. The Tdap vaccine can be given as soon as one year after a regular tetanus booster.

Beginning in the 2010-2011 school year, the Tdap vaccine will be required for all students in grades 6-12. Please talk with your child's healthcare provider about the Tdap vaccine. Additional resources for families to obtain information about pertussis disease include the following websites:

The Indiana State Department of Health  
<http://www.in.gov/isdh/22191.htm>

The Centers for Disease Control and Prevention

### **Provisional Admission to School**

A student may be admitted to school on a provisional basis if a physician or health department indicates that immunization of the student has been initiated and that the student is in the process of complying with all immunization requirements. A schedule of proposed immunizations must be on record in the school office.

### **Documents Accepted as Evidence of Immunization**

The following documents will be accepted as evidence of a student's immunization history provided they comply with State requirements and contain the date when each immunization was administered:

- A. an official school record from any school
- B. a record maintained by the parent
- C. a certificate or record signed by a licensed physician or clinic

### **Required Records**

- A. Each school shall maintain a record of immunization for every student which shall include the date of each individual immunization.
- B. If a student transfers to another school, this record or a copy thereof shall be sent to the new school within twenty (20) days.

Information concerning meningococcal disease shall be provided to students and parents at the beginning of the school year.

### **Reports to be Sent to State Board of Health**

A report of the immunization status of the students in each school shall be sent each year to the Immunization Department of the State Department of Health by the Director on report forms provided by the State Department. The report is to indicate:

- A. the number of students who have and who have not demonstrated immunity against each disease specified by the Department of Health;
- B. the number of children who have been found positive for sickle cell anemia and lead poisoning.

This report is to be sent within sixty (60) days on newly-enrolled students or when additional immunizations have been required.

### **Records Available for Inspection**

The Director shall make immunization records available for inspection by authorized representatives of the State Department of Health.

(Board Guideline 5320)

## **Immunization Requirements (20-8.1-7-9.5)**

Each student shall provide documentation of the following immunizations that complies with the rules set forth by the Indiana State Board of Health pertaining to adequate dosage and age:

- A. Diphtheria;
- B. Pertussis (whooping cough);
- C. Tetanus;
- D. Measles;
- E. Rubella;
- F. Poliomyelitis (polio);
- G. Mumps; and
- H. Varicella (chickenpox)
- I. Hepatitis B
- J. Meningococcal conjugate

IC 20-30-5-18 (Effective July 1, 2005)

Sec. 18. (a) The chief administrative officer of each:

- (1) public school (including a charter school as defined in IC 20-24-1-4) and
- (2) nonpublic school;

shall insure that information concerning meningococcal disease and its vaccines is provided to students and parents or guardians at the beginning of each school year.

- (b) The information provided under section (a) must include information concerning the:
- (1) causes;
  - (2) symptoms; and
  - (3) spread;

of Meningococcal disease and the places where parents and guardians of students may obtain additional information and vaccinations for their children.

(c) The chief administrative officers and the department shall, in consultation with the state department of health or any other appropriate entity, develop materials to be made available to schools to assist in providing the information described in this section.

- (d) The department shall enforce this section.

## **STUDENT ILLNESS**

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

In addition, if a child is absent from school for five (5) consecutive days due to illness, the parent must give the school nurse a physician's note stating that the child may return to school and 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 will be adhered to.

## PANDEMIC

- ***Due to the Protect NISEC EAGLE PARK Plan, which has been approved by the NISEC Board of Managers, items in this handbook may be changed or altered as required. Please check the Protect NISEC EAGLE PARK Plan located on the NISEC website for current information regarding the status of EPCS.***
- ***Use of backpacks and lockers may change when the EPCS is in any color other than green. Please check the Protect NISEC EAGLE PARK Plan located on the NISEC website for current information regarding the status of EPCS.***

## VOLUNTEERS

Everyone can be a volunteer! Nowhere are the needs and the opportunities for volunteering more apparent than in the schools. The presence of parents and other community members can change the very culture of the school, making connections among families, generations, and neighborhoods. When community members volunteer for young people, they forge pathways of knowledge and compassion. Volunteers also gain a better understanding of the mission and challenges of the school, a place where our young people learn and grow.

Volunteers share time, skills, and interests with our students. Formal training is not needed to volunteer. Volunteering can take all forms (a brief amount of volunteer time is just fine!). It's a wonderful opportunity and all of our students can benefit. Please contact the Director at (219) 769-4085 extension 244, if you are interested in volunteering. An extended criminal history check will be conducted on all volunteers before they can begin volunteering at NISEC's expense. Volunteering may be limited when restrictions are recommended by the CDC, State of Indiana, Indiana Department of Health, or Lake County Department of Health .

## DONATIONS AND GRANTS

Eagle Park welcomes assistance from the community. All donations, gifts and grants shall be subject to the NISEC Board of Manager's 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**

The Eagle Park Community School is pleased to offer students access to the Internet. This computer technology allows students to access and use resources which will be beneficial to their learning. 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 or colleagues;
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 Director of NISEC. The Director 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 8:00am each day if your child will not be able to attend school or will be late.** Please leave the following information on the voicemail of your child's classroom teacher: name of student, length of absence, 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. We will call your home, work or emergency contact number to verify the absence due to our safe arrival policy; however, the absence will remain 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:

#### **Recommendation:**

##### **Truancy**

IDOE recommends that truancy be defined as "when a student is absent from school without the permission of parent/guardian." Under I.C. 20-33-2-11, a child who is designated a habitual truant is defined as "a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year." Effective July 1, 2013 SEA 338 amends IC 20-20-8-8 to include chronic absenteeism to include students absent from school for ten percent (10 percent) or more of a school year for any reason.

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.

The definition of "habitually truant" may still be defined locally under the district Attendance Policy.

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 by 8:00am (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 8:00 a.m. for the absence.

If a student is going to be absent, the parents must contact the school office (219) 769-4085 by 8:00 a.m. 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 20-33-8-12) 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**

Students are permitted to go on vacation during the school year without penalty (except the week ending each semester or during state mandated testing). The purpose of this administrative guideline is to accommodate parents who want to take their vacations during the school year and the desire to enjoy that time as a family.

Whenever a proposed absence-for-vacation is requested, parents must discuss it with the Director or their designee. The length of the absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

- A. The student may be given approximate assignments and materials for completion.
- B. The time missed will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless make-up work is not completed.

### **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;  
Therefore, a student who is absent from any given class period would be missing a significant component of the course.
- 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 be given the opportunity to make-up work missed due to suspension. The make-up work must be completed and presented to the teacher upon his/her return to school. Tests missed during the period of suspension may be made up by the students by contacting the teacher on the day of his/her return to school. The teacher, at his/her convenience, may administer the test or assign written work in lieu of the test missed.

### **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 this 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.

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 of Cooperative vehicles shall be the responsibility of the driver on bus runs. 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 including a referral to the proper civil authorities, which may 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**

Students are not to use cell phones, cameras, CD players, radios, iPods or any other comparable electronic devices during the school day, unless granted permission by school staff. By bringing these devices on school grounds, students give the school administration consent to access voicemails, text messages, 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. However, 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.

1. 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 educational program.
2. If the student has been removed for ten days, the school will complete a functional behavioral assessment, and a case conference committee shall be convened to consider the causes of the removal, the functional behavioral assessment, behavioral intervention plan, and the appropriateness of the student's current education program.
3. Removal of a student for any part of a day constitutes a day of removal.
4. A short-term removal of a student pursuant to the student's IEP is not a removal under this law.
5. If a student is removed for more than ten (10) cumulative instructional days in a school year, the school must determine if a change of placement has occurred. The school determines on a case-by-case basis whether a series of removals constitutes a pattern that results in a change of placement for the student.
6. When a student has been removed for more than ten (10) cumulative instructional days in the same school year, but the removals do not constitute a pattern that results in a change of placement, school personnel, in consultation with at least one (1) of the student's teachers, determine the extent to which services are needed to enable the student to do the following:

- (1) Continue to participate in the general education curriculum, although in another setting
  - (2) Progress toward meeting the goals set out in the student's IEP.
7. When a decision is made to make a removal that constitutes a change of placement, the school must notify the student's parent and provide the parent with the notice of procedural safeguards. The notice must be provided by the school on the date the school decides to make a removal that results in a change of placement.
  8. Manifestation determination must be conducted.

511 1AC 7-44-1 to 7-44-6

### **Manifestation Determinations**

Within ten (10) instructional days of any decision to change the placement of a student with a disability for violating a code of student conduct, the CCC must meet to determine whether the student's behavior is a manifestation of the student's disability.

All relevant information in the student's file must be reviewed, including the student's IEP, any teacher observations, and any relevant information provided by the parent, to determine if the conduct in question was:

- (1) Caused by, or had a direct substantial relationship to the student's disability; or
- (2) The direct result of the school's failure to implement the student's IEP.

If the CCC determines that the conduct was a manifestation of the student's disability, the student's CCC must:

- (1) either:
  - Conduct a functional behavioral assessment, unless the school had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the student; or
  - If a behavioral intervention plan already has been developed, review the behavioral intervention plan and modify it, as necessary, to address the behavior: and
  - Return the student to the placement from which the student was removed, unless the parent and the school agree to change of placement as part of the modification of the behavioral intervention plan.

If the CCC determines that the conduct is not a manifestation of the student's disability, school personnel may apply the relevant disciplinary procedures to the student in the same manner and for the same duration as those procedures would be applied to students without disabilities. The student must, during any removal that is ordered, continue to receive appropriate services. The student's CCC must determine appropriate services needed to enable the student to do the following:

- Continue to participate in the general education curriculum, although in another setting.
- Progress toward meeting the goals set out in the student's IEP.
- Receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.

The parent of a student with a disability who disagrees that the student's conduct was not a manifestation of the student's disability may request the following:

- Mediation
- A due process hearing
- Simultaneously, mediation and a due process hearing.

### **Interim Alternative Educational Setting; Weapons, Drugs and Serious Bodily Injury.**

The Director or the Director's designee may remove a student to an interim alternative educational setting for not more than forty-five (45) instructional days without regard to whether the behavior is determined to be a manifestation of the student's disability, if the student:

1. Carries a weapon to school or possesses a weapon;
2. Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance;
3. Has inflicted serious bodily injury upon another person;

while at school, on school premises, or at a school function under the jurisdiction of the department of education or a school.

The school must do the following:

1. Notify the student's parent
2. Provide the parent with the notice of procedural safeguards

A manifestation determination must be conducted if the student's conduct is determined to be a manifestation of the student's disability, the student remains in the interim alternative education setting.

The student's CCC must determine the interim alternative educational setting and appropriate services needed to enable the student to do the following:

1. Continue to participate in the general education curriculum, although in another setting
2. Progress toward meeting the goals set out in the student's IEP
3. Receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.

The parent of a student with a disability may challenge the interim alternative education placement by requesting one (1) of the following:

1. Mediation
2. A due process hearing
3. Simultaneously, mediation and a due process hearing

### **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**

Bullying is defined as any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Cyberbullying is included in this definition. Cyberbullying is a type of bullying that occurs through the use of data or computer software that is accessed through a computer, computer system, computer network, or cellular telephone or other wireless or cellular communications device) is prohibited.

1. 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 and from school or a school activity, function, or event; or
  - d. Using property or equipment provided by the school.
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school Director or designee. School personnel will investigate all reports of bullying.

4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

(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.

### **RIGHT TO APPEAL**

In this situation, the student or parent does not have the right to appeal an expulsion decision to the school board.

**PUBLIC RECORDS REQUEST**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

\_\_\_\_\_ I wish a copy of the following record(s): (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I wish to review the following record(s): (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand I will be contacted within \_\_\_\_\_ days, excluding weekends and holidays, as to when I may view these records. I also understand if I request a copy made of these records, the copies will be provided to me at cost. I further understand I am not allowed to remove any record(s) from the office where they are maintained.

Signature \_\_\_\_\_ Date \_\_\_\_\_

.....  
The records you wish to review and/or copy will be available on \_\_\_\_\_ at the administration office.

Records Officer \_\_\_\_\_ Date \_\_\_\_\_

**RECEIPT/ACKNOWLEDGEMENT FORM**

I hereby acknowledge that I have been given copies of and/or have been permitted to review the public records requested above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## 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 2021-2022 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:** \_\_\_\_\_