

**LAKE CENTRAL SCHOOL CORPORATION  
SPECIAL BOARD MEETING / WORK SESSION**

LAKE CENTRAL HIGH SCHOOL  
LGI ROOM - ENTER DOOR E  
8260 Wicker Avenue, St. John, Indiana 46373  
**January 6, 2025 - 6:00 pm**

**SPECIAL BOARD MEETING MINUTES**

A meeting of the Board of School Trustees of the Lake Central School Corporation was held in the LGI Room, 8260 Wicker Avenue, St. John, IN on January 6, 2025. The meeting began at 6:00 pm.

Board Members Present

Cindy Sues, Board President  
Nicole Kelly, Board Secretary  
Louise Tallent, Board Member  
Janice Malchow, Board Vice President

Board Members Not Present

Howard Marshall, Board Member

Administration Present

Dr. Lawrence Veracco, Superintendent  
Rob James, Director of Business Services  
Sarah Castaneda, Assistant Superintendent

Administration Not Present

Yolanda Bracey, Director of Primary Education  
Rebecca Gromala, Director of Student Services  
Bill Ledyard, Director of Facilities  
Misty Scheuneman, Director of Secondary Education

**SPECIAL SCHOOL BOARD MEETING MINUTES**

- I. Call to Order
  - The meeting was called to order by Board President Cindy Sues.
- II. Pledge of Allegiance
- III. Official School Board Business
  - A. School Board Policy Review
  - B. 6:45 pm** Public Hearing on Superintendent Contract
    - The floor was opened up to the public for questions or comments. There were none.

IV. Board of Education Comments

- There were none.

V. Public Comments

- There were none.

VI. Adjournment

Minutes of the January 6, 2025 Special Board Meeting were submitted, approved and adopted by the Board of School Trustees at the January 21, 2025 School Board Meeting.

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Board President, Cindy Sues

ATTEST:

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Board Secretary, Nicole Kelly

Book	Policy Manual
Section	Volume 37, No. 1 - November 2024
Title	Revised Policy - Volume 37, No. 1 - November 2024 - DETERMINATION OF LEGAL SETTLEMENT AND ELIGIBILITY FOR ENROLLMENT OF STUDENTS WITHOUT LEGAL SETTLEMENT IN THE CORPORATION; PROOF OF INDIANA RESIDENCY
Code	po5111
Status	
Legal	<p>I.C. 20-18-2-11 (legal settlement defined)</p> <p>I.C. 20-33-2 (compulsory school attendance)</p> <p>I.C. 20-33-8-17 (expulsion for lack of legal settlement)</p> <p>I.C. 20-26-11-1 (residence defined)</p> <p>I.C. 20-26-11-2</p> <p>I.C. 20-26-11-2.5 (divorced parent election)</p> <p>I.C. 20-26-11-6(e) (option to not charge transfer tuition)</p> <p>I.C. 20-26-11-6.5 (children of school employees)</p> <p>I.C. 20-26-11-6.7 (nonpublic school students)</p> <p>I.C. 20-26-11-32 (student transfer requests, HEA 1381 - 2013; SEA 108 - 2017)</p> <p>I.C. 20-26-11-33 (non-transfer student attending alternative education program)</p> <p>I.C. 20-33-8-19</p> <p>Plyer v. Doe, 457 U.S. 202 (1982) (State Statute denying free public education to illegal immigrants violated the Equal Protection Clause of the Fourteenth Amendment)</p> <p>Divorced Parents Agreement: <a href="http://www.doe.in.gov/sites/default/files/legal/formiii.pdf">http://www.doe.in.gov/sites/default/files/legal/formiii.pdf</a></p> <p>Third Party Agreement:  <a href="http://www.doe.in.gov/sites/default/files/legal/custodialstatementinstructions.pdf">http://www.doe.in.gov/sites/default/files/legal/custodialstatementinstructions.pdf</a></p>
Cross References	<p>ag5111.01 - HOMELESS STUDENTS</p> <p>po5605 - SUSPENSION AND EXPULSION OF STUDENTS WITH DISABILITIES</p> <p>po5610 - SUSPENSION AND EXPULSION OF STUDENTS</p> <p>po6250 - REQUIRED ADM COUNTS FOR THE PURPOSE OF STATE FUNDING AND VERIFICATION OF RESIDENCY FOR MEMBERSHIP</p>
Adopted	December 5, 2011
Last Revised	December 16, 2019

**Revised Policy - Volume 37, No. 1 - November 2024**

**5111 - DETERMINATION OF LEGAL SETTLEMENT AND ELIGIBILITY FOR ENROLLMENT OF STUDENTS WITHOUT LEGAL SETTLEMENT IN THE CORPORATION; PROOF OF INDIANA RESIDENCY**

The School Board establishes the following policy for determining student eligibility to attend the schools of this School Corporation.

- A. The Board will educate, tuition-free, students who have legal settlement in the Corporation, and students enrolled according to the requirements of I.C. 20-26-11.
- B. Where the legal settlement of a student cannot reasonably be determined by reference to the residence of the student's parent or legal guardian and the student is being supported by and living with a person whose residence is within the Corporation, the student may be enrolled without payment of tuition. ~~If the parents are able to support the student and have placed the student in the home of another person primarily for the purpose of attending school in this Corporation without establishing legal guardianship as required by Indiana law, tuition ( ) will be charged. ( ) will not be charged unless otherwise required by law. ( ) may be charged according to Board Policy 6150. [END OF OPTION]~~

**~~DRAFTING NOTE: Under the law, a corporation may charge tuition to some students, but not others. Choosing this option is NOT RECOMMENDED. All students should be treated the same to avoid claims of discrimination.]~~**

**Party Custodial Agreement," and documentation of that agreement must be maintained by the Corporation.]**

- C. A child who is placed in foster care by a court of competent jurisdiction shall be admitted tuition-free, without regard to residency, to a school within the Corporation, as selected by the State Department of Human Services or the child placing agency responsible for the placement of that child.
- D. Foreign students participating in a foreign-exchange program approved by the Indiana State Board of Education and living with a resident host family will be admitted tuition-free.
- E. The Corporation will provide a free education to those students who are considered by Federal law to be illegal aliens, if the student's parent or legal guardian has legal settlement within the Corporation, or considered to be homeless by criteria established by the State (see Policy 5111.01 and AG 5111.01 - Homeless Students).
- F. If a student's legal settlement is changed after the student has begun attending school in the Corporation in any school year, the effective date of withdrawal from the Corporation may, at the election of the parent, the student (if the student is at least eighteen (18) years of age), or a juvenile court conducting a proceeding under I.C. 31-34-20-5, I.C. 31-34-21-10, I.C. 31-37-19-26, or I.C. 31-37-20-6 (or I.C. 31-6-4-18.5 before its repeal), be extended to the end of the semester in which the change of legal settlement occurred. At the discretion of the Assistant Superintendent \_\_\_\_\_ **[name a school official, i.e., principal, Superintendent, etc.]**, the effective date of withdrawal from the Corporation may be extended to the end of that school year.

Students who have completed the eleventh grade in this Corporation and have changed legal settlement to another school corporation may complete the twelfth grade in this Corporation.

- G. The School Corporation shall maintain proof of Indiana residency for each student enrolled in the Corporation whom the Corporation counts for membership in the ADM count. This documentation of Indiana residency shall be placed in the student's electronic or hard copy file. (See also Policy 6250 - Required ADM Counts for the Purpose of State Funding and Verification of Residency for Membership.)

**[DRAFTING NOTE: Choose one (1) of the following two options.]**

**[Option 1]**

Transportation from and to the site of the new legal settlement will not be provided by the ~~School~~ Corporation for a student whose effective date of withdrawal is extended beyond the date of the change of legal settlement unless the student has an Individualized Education Program (IEP) in which transportation is required to be provided as a related service.

**[Option 2]**

Transportation from and to the new site of legal settlement will be provided by the ~~School~~ Corporation for a student whose effective date of withdrawal is extended beyond the date of the change of legal settlement.

**[End of Options]**

- H. A married student living with a spouse or a married or unmarried emancipated minor is eligible to attend school without payment of tuition if the student resides in the Corporation.

**I. Children of Divorced Parents**

Children of divorced parents may attend school in this Corporation without the payment of tuition if one (1) parent resides in this Corporation and an election is made utilizing the "Custodial Statement and Agreement: Divorce, Separation, or Abandonment" form provided by the Indiana State Board of Education.

The parent with physical custody of the student or the student, if the student is at least eighteen (18) years of age, must notify the Superintendent of the school corporation in which the parents/student seek to have the student enrolled of their election to enroll the student in the Corporation. The election shall be made on a yearly basis and applies throughout the school year unless the student's parent no longer resides within the attendance area of the Corporation.

- J. ( ) A student who has been expelled from another school corporation or who is expelled from a nonpublic school or withdraws from a public or a nonpublic school to avoid expulsion may be enrolled in the Corporation in compliance with I.C. 20-33-8-20 during the actual or proposed expulsion if:

1. the student's parent informs the Corporation of the student's expulsion or withdrawal to avoid expulsion;
2. the Corporation consents to the student's enrollment; and
3. the student agrees to the terms and conditions of enrollment established by the Corporation.

~~Such students ( ) will be charged ( ) will not be charged unless otherwise required by law, ( ) may be charged tuition according to Board Policy 6150 if they do not have legal settlement in the Corporation.~~ **[END OF OPTION]**

**[DRAFTING NOTE: Under the law, a corporation may charge tuition to some students, but not others. Choosing this option is NOT RECOMMENDED. All students should be treated the same to avoid claims of discrimination.]**

If a student's parent fails to inform the Corporation of the expulsion or withdrawal to avoid expulsion or the student fails to follow the

period of the actual or proposed expulsion. Before consent is withdrawn, the student must be given an opportunity for an informal meeting with the principal. At the informal meeting, the student is entitled to:

1. a written or verbal statement of the reasons for the withdrawal of consent;
2. a summary of the evidence against him/her; and
3. an opportunity to explain his/her conduct.

K. ( ) Students whose parents do not have legal settlement within the Corporation but who present evidence that they will move into the Corporation within a short period of time may enroll in the schools of this Corporation as tuition students for the time not in residence.

L. ( ) Students who do not have legal settlement may/will be enrolled in the special education program of this Corporation pursuant to the provisions of a Cooperative agreement. **[NOTE: Check with your Cooperative agreement.]**

M. ( ) Nonresident students may be accepted into the Summer School Program provided by this Corporation.

#### **Transfer Students**

**[DRAFTING NOTE: CHOOSE ONE OF THE FOLLOWING OPTIONS:**

**[ x Option #1**

The Corporation shall enroll only those students who have legal settlement in the Corporation. The Corporation does not enroll students who do not have legal settlement as determined pursuant to I.C. 20-26-11 unless there was a policy in 2012-2013 school year that allowed students who do not have legal settlement to enroll in the Corporation. Those students, as well as students in the same household of a student who was enrolled in 2012-2013 whether or not that student attended a public school or accredited nonpublic school may enroll for the current year. The governing body of the Corporation may authorize the transfer of a student from an accredited nonpublic school or charter school to a school within the school corporation.

#### **Transfer Student Whose Parent Is Employed by the Corporation:**

The Corporation shall accept a transferring student who does not have legal settlement in the Corporation and whose parent is a current employee of the Corporation who resides in Indiana if: 1) the parent/employee earns an annual salary of at least: a) \$8,000; or b) \$3,000 earned due to being included as an employee in the extracurricular portion of the Corporation's collective bargaining agreement; and 2) the Corporation has the capacity to accept the student. If the number of students who request to transfer to the Corporation under this section causes the Corporation to exceed its maximum student capacity, the Board shall determine which students will be admitted as transfer students by a random drawing in a public meeting.

**DRAFTING NOTE: YOU MUST SELECT THE FOLLOWING OPTION IF YOU DO NOT OPERATE MORE THAN ONE HIGH SCHOOL:]**

**x ] Nonpublic School Transfer Student**

The Corporation shall accept a transferring student who resides in Indiana and who does not have legal settlement in the Corporation if:

- A. the student attended an accredited nonpublic elementary school located in the attendance area of the Corporation for at least two (2) school years immediately preceding the school year in which the student transfers to a high school in the Corporation under this section;
- B. the student is transferring because the accredited nonpublic school from which the student is transferring does not offer grades nine (9) through twelve (12);
- C. the majority of the students in the same grade as the transferring student at the accredited nonpublic school have legal settlement in the Corporation and will attend a school under the authority of the Corporation; and
- D. the Corporation has the capacity to accept students.

If the number of students who request to transfer to the Corporation under this section causes the Corporation to exceed its maximum student capacity, the Board shall determine which students will be admitted as transfer students by a random drawing in a public meeting.

**[END OF OPTION #1]**

**[ ] Option #2**

In addition to students with legal settlement in the Corporation, students without legal settlement in the Corporation (hereafter referred to as "transfer students") will be enrolled in compliance with I.C. 20-26-11-32 and the following procedure:

- A. By \_\_\_\_\_ **[insert date]**, the Board will establish the number of transfer students that can be accepted in each building and grade level.
- B. The Board will establish a date by which requests to enroll a transfer student must be submitted to the Superintendent. This date shall be submitted to the Indiana Department of Education and published on the Corporation Internet website.
- C. Requests to enroll a student without legal settlement in the Corporation shall not be denied if the student to be transferred:

2. is a member of a household in which any other member of the household is a student in the transferee school; or
  3. has a parent who is an employee of the Corporation who currently resides in Indiana and has a salary of at least \$8,000 or \$3,000 earned due to being included an employee in the extracurricular portion of the Corporation's collective bargaining agreement and the Corporation has the capacity to accept the student.
- D. If the number of requests to enroll in each building and grade level exceeds the number established by the Board reduced by the number of transfers that may not be denied as described in paragraph (C) above, the students to be enrolled in each building and grade level shall be determined by random selection in which each application submitted on or before the date established by the Board pursuant to paragraph (A) above has an equal chance of being selected.

Pursuant to State law, the Board may deny a student's application to transfer to the Corporation, discontinue enrollment of a transfer student currently attending, rescind approval of a student approved to attend in a subsequent year, or establish terms or conditions for enrollment or for continued enrollment in a subsequent school year, if:

A. during the preceding twelve (12) months, the student has been suspended or expelled for:

1. ten (10) or more school days;
2. possession of a firearm, deadly weapon, or a destructive device;
3. causing physical injury to a student, school employee, or visitor to the school; or
4. a violation of the Corporation's drug or alcohol rules.

B. the student has had a history of unexcused absences, and the Board believes that, based upon the location of the student's residence, attendance would be a problem for the student if the student is enrolled in the Corporation.

All due process procedures applicable to Corporation students who are subject to discipline, including the expulsion procedure in I.C. 20-33-8-19, apply to transfer students during the school year. (See Board Policy 5610 - Suspension and Expulsion of Students)

For purposes of computing the number of days of suspension of the student requesting enrollment, student discipline received from a teacher pursuant to I.C. 20-33-8-25(b)(7) and I.C. 20-26-11-32(j) shall be included in the calculation of the number of school days that a student has been suspended.

The Board delegates authority to the Superintendent to deny a student's application to transfer to the Corporation, discontinue enrollment of a transfer student currently attending, rescind approval of a student approved to attend in a subsequent year, or establish terms or conditions for enrollment or for continued enrollment in a subsequent school year if the student meets the criteria listed above.

Transportation will not be provided by the School Corporation for transfer students accepted for enrollment unless the transfer student has an Individualized Education Program (IEP) in which transportation is required to be provided as a related service.

No transfer student shall be accepted for enrollment for athletic reasons.

~~Transfer students ( ) will be charged. ( ) will not be charged unless otherwise required by law. ( ) may be charged transfer tuition according to Board Policy 6150. [END OF OPTIONS]~~

~~[DRAFTING NOTE: Under the law, a corporation may charge tuition to some students, but not others. Choosing this option is NOT RECOMMENDED. All students should be treated the same to avoid claims of discrimination.]~~

[END OF OPTION #2]

**[DRAFTING NOTE: The primary purpose of HEA 1381 (2013) is to end perceived "cherry-picking". This objective is expressed most succinctly by the addition of I.C. 20-26-11-32(g) which states: "(g) Except as provided in subsections (i), (j), and (k), the governing body of a school corporation may not deny a request for a student to transfer into the school corporation based upon the student's academic record, scores on statewide assessment program tests, disciplinary record, or disability, or upon any other factor not related to the school corporation's capacity."]**

**[OPTIONAL - Choose this option if the Corporation does not accept transfer students but wishes to accept a student who does not have legal settlement in the Corporation into an alternative education program operated by the Corporation]**

**Students Without Legal Settlement Attending Alternative Education Programs**

Students without legal settlement in the Corporation may be accepted into an alternative education program operated by the Corporation even if the Corporation does not otherwise accept transfer students. The Board shall comply with I.C. 20-26-11-32(g), (h), (j), (k) and (l) with respect to those students.

I.C. 20-18-2-11 (legal settlement defined)

I.C. 20-33-2 (compulsory school attendance)

I.C. 20-33-8-17 (expulsion for lack of legal settlement)

I.C. 20-26-11-1 (residence defined)

I.C. 20-26-11-2

I.C. 20-26-11-2.5 (divorced parent election)

~~I.C. 20-26-11-6(c) (option to not charge transfer tuition)~~

I.C. 20-26-11-32 (student transfer requests, HEA 1381 - 2013; SEA 108 - 2017)  
I.C. 20-26-11-33 (non-transfer student attending alternative education program)  
I.C. 20-33-8-19 (expulsion procedure; appeals; preparation of list)  
I.C. 20-33-8-20 (maximum term of expulsion; enrollment in alternative program after expulsion or exclusion; reinstatement review)  
I.C. 20-33-8-25 (additional disciplinary actions authorized)  
I.C. 31-34-20-5 (determination and reporting of legal settlement of child)  
I.C. 31-34-21-10 (review of child's legal settlement)  
I.C. 31-37-19-26 (determination and reporting of legal settlement)  
I.C. 31-37-20-7 (review of child's legal settlement)  
Plyer v. Doe, 457 U.S. 202 (1982) (State Statute denying free public education to illegal immigrants violated the Equal Protection Clause of the Fourteenth Amendment)  
Divorced Parents Agreement: <https://www.in.gov/doi/files/custodial-form-ii-2017.pdf>  
~~Divorced Parents Agreement: <http://www.doe.in.gov/sites/default/files/legal/formiii.pdf>~~  
Third Party Agreement: <https://www.in.gov/doi/files/custodial-form-ii-2017.pdf>  
~~Third Party Agreement: <http://www.doe.in.gov/sites/default/files/legal/custodialstatementinstructions.pdf>~~

Cross References

ag5111.01 - HOMELESS STUDENTS

po5605 - SUSPENSION AND EXPULSION OF STUDENTS WITH DISABILITIES

po5610 - SUSPENSION AND EXPULSION OF STUDENTS

po6250 - REQUIRED ADM COUNTS FOR THE PURPOSE OF STATE FUNDING AND VERIFICATION OF RESIDENCY FOR MEMBERSHIP

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Book	Policy Manual
Section	Volume 37, No. 1 - November 2024
Title	Revised Policy - Volume 37, No. 1 - November 2024 - STUDENT CONDUCT
Code	po5500
Status	
Legal	I.C. 20-33-8-0.2 I.C. 20-27-10-2
Cross References	po7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY po7540.09 - ARTIFICIAL INTELLIGENCE
Adopted	December 5, 2011

### **Revised Policy - Volume 37, No. 1 - November 2024**

#### **5500 - STUDENT CONDUCT**

Respect for the law and for those persons in authority ~~shall be~~ is expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship ~~shall also be~~ is expected of all members of the ~~school~~-School Corporation community.

Respect for real and personal ~~property~~, property, pride in one's ~~work~~, work, achievement within the range of one's ~~ability~~, ability, and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this Corporation. It is the responsibility of students, teachers, and administrators to maintain a classroom environment that:

- A. allows teachers to communicate effectively with all students in the class;
- B. allows all students in the class the opportunity to learn;
- C. has consequences that are fair, and developmentally appropriate;
- D. considers the student and the circumstances of the situation; and
- E. enforces the Student Code of Conduct/Student Discipline Code accordingly.

#### **Academic Honesty**

The Board values honesty and expects integrity in the Corporation's students. Violating academic honesty expectations erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student learns the skills being taught and is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in any manner.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work or the original work of a group of students for group projects. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Academic dishonesty includes but is not limited to:

- A. plagiarism (of ideas, work, research, speech, art, music, etc.);
- B. forgery of another's work;
- C. presenting the results that are the product of an artificial intelligence ("AI") platform as one's own where the use of AI was not specifically allowed by the teacher as part of the assignment;
- D. downloading or copying information from other sources and presenting it as one's own;
- E. using language translation work of someone else or using technology when the expectation is doing one's own translation;
- F. copying another person's work;
- G. allowing another person to copy one's own work;
- H. stealing another person's work;



- J. distributing copies of one's work for use by others;
- K. distributing copies of someone else's work for use by others for academic gain or advantage;
- L. intentionally accessing another's work for the purpose of presenting it as one's own for academic gain or advantage;
- M. distributing or receiving answers to assignments, quizzes, tests, assessments, etc.;
- N. distributing or receiving questions from quizzes, tests, assessments, etc.;
- O. ( ) \_\_\_\_\_;
- P. ( ) \_\_\_\_\_.

**[OPTIONAL LANGUAGE - ARTIFICIAL INTELLIGENCE]**

**x ] Use of Artificial Intelligence Tools for School Work**

To ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence ("AI") tools is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. ( ) (See Board Policy 7540.09 - Artificial Intelligence ("AI")) **[END OF OPTION]**

Notwithstanding the preceding, students can use AI tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI tools for the following uses:

- A. Research assistance: AI tools can be used to help students quickly and efficiently identify background information, including locating relevant information and sources for their school projects and assignments, suggesting research questions, providing opposing viewpoints, identifying unseen aspects, and suggesting other perspectives.
- B. Data Analysis: AI tools can be used to help students with pattern identification and to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. Language translation: AI tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language. AI tools can remove abstract language from a text, adjust text complexity, and provide background information about a culture to help a student understand texts.
- D. Writing assistance: AI tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. Accessibility: AI tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts, and AI-powered translation tools can help students with hearing impairments understand spoken language (e.g., create transcripts or provide closed-captioning for spoken material).

When AI tools are used responsibly and effectively, they can help to supplement, not replace, traditional learning methods. If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher.

In accordance with their teacher's direction, students are required to cite/identify work generated/created with the use of AI tools and explain/demonstrate how the AI tools were used in the creation of the work.

**[END OF OPTIONAL LANGUAGE - AI]**

Staff and Administration have the responsibility for monitoring students' work for compliance with this policy.

**[ x ]** All teachers, beginning in the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in Corporation schools regarding academic integrity. ( ) Such education shall reference this Board policy. **[END OF OPTION]**

Students who violate this policy are subject to disciplinary consequences.

**[ x ]** Teachers are authorized, in consultation with the Principal, to apply appropriate consequences for violations of this policy. Disciplinary consequences for significant violations may include removal from the class with a failing grade, removal from student leadership positions, elimination of honors recognition, loss of membership in honor organizations, as well as other disciplinary consequences appropriate to the nature of the violation. **[END OF OPTION]**

Parents shall be contacted as soon as practicable to report any alleged acts of academic dishonesty by their child.

Student and/or parent appeals of disciplinary consequences resulting from violation of this policy may be made based on the appeals process documented in the student handbook.

The Superintendent shall establish procedures to carry out Board policy and ~~philosophy~~, philosophy and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on Corporation premises, and on school vehicles.

The Superintendent is authorized to establish administrative guidelines on the dangers of dangerous weapons which requires students to report knowledge of dangerous weapons and threats of violence by students (  ) and staff [END OF OPTION] to the building principal. Failure to report such knowledge shall/may subject the student to immediate suspension and potential expulsion from school.

The Superintendent is authorized to establish administrative guidelines on the dangers of dangerous weapons which requires students to report knowledge of dangerous weapons and threats of violence by students (  ) and staff [END OF OPTION] to the building principal. Failure to report such knowledge shall/may subject the student to immediate suspension and potential expulsion from school.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed (  ) annually. (  ) periodically.

A summary of this policy shall be included in the Student Handbook and the Employee Handbook.

Cross References  
po7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY  
po7540.09 - ARTIFICIAL INTELLIGENCE

~~I.C. 20-33-8-1 thru 34~~  
I.C. 20-33-8-0.2  
I.C. 20-27-10-2

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Book Policy Manual  
Section Volume 37, No. 1 - November 2024  
Title Revised Policy - Volume 37, No. 1 - November 2024 - SUSPENSION AND EXPULSION OF STUDENTS  
Code po5610

Status

Legal

I.C. 20-8-33-33  
I.C. 20-18-2-6.5  
I.C. 20-33-2  
I.C. 20-33-2-25  
I.C. 20-33-8-3  
I.C. 20-33-8-7  
I.C. 20-33-8-13.5  
I.C. 20-33-8-14  
I.C. 20-33-8-15  
I.C. 20-33-8-16  
I.C. 20-33-8-17  
I.C. 20-33-8-18  
I.C. 20-33-8-19  
I.C. 20-33-8-20  
I.C. 20-33-8-21  
I.C. 20-33-8-22  
I.C. 20-33-8-23  
I.C. 20-33-8-24  
I.C. 20-33-8-25  
I.C. 20-33-8-26  
I.C. 20-33-8-28  
I.C. 20-33-8-31  
I.C. 20-33-8-34  
I.C. 20-34-3-9  
I.C. 20-34-4-5  
I.C. 35-31.5-2-86  
I.C. 35-47-1-5  
I.C. 35-47.5-2-4  
20 U.S.C. 1400 et seq., Individuals with Disabilities Education Act (IDEA)  
20 U.S.C. 7151  
29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973) (Section 504)

Cross References

po5111 - DETERMINATION OF LEGAL SETTLEMENT AND ELIGIBILITY FOR ENROLLMENT OF STUDENTS WITHOUT LEGAL SETTLEMENT IN THE CORPORATION; PROOF OF INDIANA RESIDENCY  
po5605 - SUSPENSION AND EXPULSION OF STUDENTS WITH DISABILITIES  
po8310 - PUBLIC RECORDS  
po8315 - INFORMATION MANAGEMENT  
po8330 - STUDENT RECORDS

Adopted

December 5, 2011

Last Revised

February 20, 2023

## Revised Policy - Volume 37, No. 1 - November 2024

### 5610 - SUSPENSION AND EXPULSION OF STUDENTS

The School Board recognizes that removal from the educational programs of the School Corporation, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this Corporation and one that cannot be imposed without due process since removal deprives a child of the right to an education.

No student is to be suspended and/or expelled from an activity, program, or a school unless the student's behavior represents misconduct or substantial disobedience while the student is on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function, or event. This includes but is not limited to bringing to or possessing at school a firearm, deadly weapon, or destructive device.

In addition to the grounds specified above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity reasonably may 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, including any unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Furthermore, a student may be suspended or expelled for bullying, regardless of the physical location in which the bullying occurred, whenever:

- A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and
- B. disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

A student also may be expelled when the student's legal settlement is not within the Corporation's attendance area.

A Student Code of Conduct, approved by the Board, shall specify the procedures to be followed by school officials when administering this policy. In addition to the procedural safeguards and definitions set out in this policy and the student/parent handbook, the procedures set forth in Board Policy 5605 - Suspension and Expulsion of Students with Disabilities shall apply to students identified as having a disability under the Individuals with Disabilities Education Act ("IDEA"), 20 U.S.C. 1400 et seq., or Section 504 of the Rehabilitation Act of 1973 ("Section 504"), 29 U.S.C. 794.

For purposes of this policy and the Superintendent's administrative guidelines, the following definitions shall apply:

- A. 'Suspension' means any disciplinary action that does not constitute an expulsion whereby a student is separated from school attendance for a period not to exceed ten (10) school days. A student may be suspended for a longer period of time in accordance with the provisions of I.C. 20-33-8-23 pending expulsion.

If a student is suspended, the student is required to complete all assignments and schoolwork assigned during the period of the student's suspension. The principal or the principal's designee shall ensure that the student receives notice of any assignments or schoolwork due and teacher contact information in the event that the student has questions regarding the assignments or schoolwork. The student will receive credit, in the same manner as a student who is not suspended would receive, for any assignments or schoolwork assigned during the period of the student's suspension that the student completes. The student ( ) shall ( ) shall not **[END OF OPTION]** be allowed to make up missed tests or quizzes when the student returns to school.

- B. 'Expulsion' means a disciplinary or other action whereby a student is:

1. separated from school attendance for a period exceeding ten (10) school days;
2. separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or
3. separated from school attendance for at least one (1) calendar year pursuant to I.C. 20-33-8-16 for possession of firearms, deadly weapons, or destructive devices, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.

The term does not include situations when a student is disciplined under I.C. 20-33-8-25, removed from school pursuant to I.C. 20-34-3-9, or removed from school for failure to comply with the immunization requirements of I.C. 20-34-4-5.

Any student who brings a firearm, as defined in I.C. 35-47-1-5, or a destructive device, as defined in I.C. 35-47.5-2-4, to school or onto school property or at a school-related activity, or is in possession of a firearm, shall be expelled for at least one (1) calendar year unless the Superintendent reduces the punishment for reasons justified by the particular circumstances of the incident.

If the student brings a deadly weapon as defined in I.C. 35-31.5-2-86 onto Corporation property or is found to possess a deadly weapon on Corporation property or at a school-related activity, the student ( ) shall be expelled for a period of not more than one (1) calendar year ( x ) may be expelled for a period of not more than one (1) calendar year unless the Superintendent reduces the punishment for reason justified by the particular circumstances of the incident **[END OF OPTIONS]**. The Superintendent shall notify the law enforcement agency designated by the Prosecuting Attorney immediately when a student possesses a firearm, destructive device, or deadly weapon on school property or at a school-related activity.

circumstances surrounding any expulsions for the above-stated firearms or weapons offense together with the name of the school, the number of students so expelled, and the types of firearms or weapons that were brought on Corporation property.

The Corporation shall prepare annually a list of

1. alternative education programs in the same county in which the Corporation is located or a county immediately adjacent to the county in which the Corporation is located and
2. virtual charter schools

in which a student may enroll if the student is expelled. The list must contain contact information for the entities described above and must provide the student and the student's parent notice that the student may be required to comply with I.C. 20-33-2 or any statute relating to compulsory school attendance in accordance with I.C. 20-33-8-31. A copy of the list shall be provided to the student or the student's parent at the expulsion meeting. If the student or the student's parent fails to attend an expulsion meeting, a copy of the list shall be mailed to the student's residence.

If a student is expelled from school or from any educational function, the student's absence from school because of the expulsion is a violation of I.C. 20-33-2 or any other statute relating to compulsory school attendance if the student may enroll in

1. an alternative education program in the county where or in a county immediately adjacent to the county where the Corporation from which the student was expelled is located or
2. a virtual charter school

and the student does not enroll in an alternative education program or a virtual charter school during the student's expulsion. In the event an alternative education program or virtual charter school is not available for a student to attend under this subsection, the student's expulsion is not a violation of I.C. 20-33-2 or any other statute relating to compulsory school attendance.

**[SELECT ONE (1) OF THE FOLLOWING OPTIONS]**

The Board has voted to hear all expulsions. Appeals from the decision of the Board must be filed with the County Circuit or Superior Court..

**The Board has voted not to hear any expulsion appeals. Instead, appeals of expulsion must be filed with the County Circuit or Superior Court.**

**[END OF OPTIONS]**

The Superintendent shall develop administrative guidelines ~~which~~ that provide appropriate procedures for implementing this policy and comply with applicable statutes.

**[OPTIONAL LANGUAGE]**

The Board authorizes the Superintendent to develop administrative guidelines to provide for a program whereby a student performs community service in lieu of a suspension or an expulsion.

The Board authorizes the Superintendent to develop administrative guidelines to provide for the referral of a student to the juvenile court.

**[END OF OPTIONAL LANGUAGE]**

The Principal shall report all expulsions and second suspensions to the Bureau of Motor Vehicles in accordance with law and the Bureau's guidelines.

**Retention of Public Records, Student Records, and Investigatory Records and Materials**

All individuals charged with imposing discipline under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Board Policy 8315 - Information Management) created and received as part of an investigation of student misconduct and disciplinary action taken including, but not limited to, reports, admissions, witness statements, documentary evidence, audio, video and/or digital recordings, handwritten and contemporaneous notes, emails related to the allegations, investigation and disciplinary action, printouts, letters, determinations, and summaries. The information, documents, ESI, and electronic media (as defined in Board Policy 8315 - Information Management) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Board Policy 8315 - Information Management) created or received as part of an investigation of student misconduct or disciplinary action taken shall be retained in accordance with Board Policy 8310 - Public Records, Board Policy 8315 - Information Management, ~~Policy 8320~~, and Board Policy 8330 - Student Records and the Corporation's records retention schedule.

- I.C. 20-8-33-33
- I.C. 20-18-2-6.5
- ~~I.C. 20-20-8-8(a)(17)~~
- I.C. 20-33-2
- I.C. 20-33-2-25
- I.C. 20-33-8-3
- I.C. 20-33-8-7

I.C. 20-33-8-15  
I.C. 20-33-8-16  
I.C. 20-33-8-17  
I.C. 20-33-8-18  
I.C. 20-33-8-19  
I.C. 20-33-8-20  
I.C. 20-33-8-21  
I.C. 20-33-8-22  
I.C. 20-33-8-23  
I.C. 20-33-8-24  
I.C. 20-33-8-25  
I.C. 20-33-8-26  
I.C. 20-33-8-28  
I.C. 20-33-8-31  
I.C. 20-33-8-34  
I.C. 20-34-3-9  
I.C. 20-34-4-5  
I.C. 35-31.5-2-86  
I.C. 35-47-1-5  
I.C. 35-47.5-2-4  
20 U.S.C. 1400 et seq., Individuals with Disabilities Education Act (IDEA)  
20 U.S.C. 7151  
29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973) (Section 504)

Cross Reference

po5111 - DETERMINATION OF LEGAL SETTLEMENT AND ELIGIBILITY FOR ENROLLMENT OF STUDENTS WITHOUT LEGAL SETTLEMENT IN THE CORPORATION; PROOF OF INDIANA RESIDENCY  
po5605 - SUSPENSION AND EXPULSION OF STUDENTS WITH DISABILITIES  
po8310 - PUBLIC RECORDS  
po8315 - INFORMATION MANAGEMENT  
po8330 - STUDENT RECORDS

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Book	Policy Manual
Section	Volume 37, No. 1 - November 2024
Title	New Policy - Volume 37, No. 1 - November 2024 - DEPOSITORY AGREEMENTS AND DIGITAL PAYMENT APPLICATIONS
Code	po6140
Status	
Cross References	po0151.1 - BOARD OF FINANCE OF THE _____ SCHOOL CORPORATION

**New Policy - Volume 37, No. 1 - November 2024**

**6140 - DEPOSITORY AGREEMENTS**

The School Board shall adopt a resolution every five (5) years designating those banks and other depositories of public funds in which the Fiscal Officer may deposit interim funds of the School Corporation, naming the digital payment applications, including but not limited to PayPal, Venmo, and Zelle, that the Corporation may utilize to accept funds for payment of school fees or services, and authorizing the Treasurer to enter into agreements with those banks, other depositories, and digital payment applications on behalf of the Board. The Board also shall make interim changes if it is in the Board's best interest to designate an additional depository or digital payment application or if one (1) or more of the designated depositories or digital payment applications are found to be insolvent or operating in an unsound manner.

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Book	Policy Manual
Section	Volume 37, No. 1 - November 2024
Title	Revised Policy - Volume 37, No. 1 - November 2024 - REQUIRED ADM COUNTS FOR THE PURPOSE OF STATE FUNDING AND VERIFICATION OF RESIDENCY FOR MEMBERSHIP
Code	po6250
Status	
Legal	I.C. 20-26-5-42.1 I.C. 20-26-11-2 I.C. 20-33-2 I.C. 20-43-1-7.5 I.C. 20-43-1-11.5
Cross References	September 28, 2021, Indiana Department of Education Guidance on Verification of Residency for Membership  po5111 - DETERMINATION OF LEGAL SETTLEMENT AND ELIGIBILITY FOR ENROLLMENT OF STUDENTS WITHOUT LEGAL SETTLEMENT IN THE CORPORATION; PROOF OF INDIANA RESIDENCY po5111.01 - HOMELESS STUDENTS po5111.02 - EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN po5111.03 - CHILDREN AND YOUTH IN FOSTER CARE po5114 - NONIMMIGRANT STUDENTS AND FOREIGN EXCHANGE PROGRAMS
Adopted	February 20, 2023

**Revised Policy - Volume 37, No. 1 - November 2024**

**6250 - REQUIRED ADM COUNTS FOR THE PURPOSE OF STATE FUNDING AND VERIFICATION OF RESIDENCY FOR MEMBERSHIP**

The School Board expects enrolled students to be in regular attendance and engaged in the School Corporation's education programs in accordance with the provisions of the State compulsory attendance law, other provisions of State student attendance statutes found in I.C. 20-33-2, and the provisions of Policy 5200 - Attendance. Additionally, the Board expects the cooperation of parents in monitoring the attendance of their children to comply with the above statutes and policies.

A major portion of State funding for school corporations is determined by a count of enrolled students taken on days selected by the Indiana Department of Education (IDOE) (SBOE). This count is referred to as the Average Daily Membership ('ADM') count. The fall ADM and spring ADM counts in February and September are to be exact counts of eligible students enrolled in the Corporation by grade and school on the dates set by SBOE for the ADM count. An eligible student is a student who is enrolled in the Corporation on the ADM count day. A student may not be counted as an eligible student in more than one (1) school corporation. Pursuant to State and Federal law, the fall count of ADM shall be made on October 1 or another date set by the SBOE to align the count of ADM with the Federal pupil enrollment ("PE") count. The spring count of ADM shall be made on a day during February fixed by the SBOE.

The Board requires the Superintendent to establish administrative guidelines that detail the procedures which shall be followed by all staff members involved in taking the ADM count in each school. These guidelines shall be made with the purpose of establishing internal controls to provide for timely and accurate ADM reporting to the Indiana Department of Education ("IDOE"). These guidelines also shall assign to a building-level staff member the duty and responsibility of compiling the ADM count. The ADM count in each school building shall be documented by providing a list of student names and unique student numbers assigned to each student through the IDOE system of identification. The individual assigned the duty and responsibility of compiling the ADM count shall sign a written certification of authenticity and accuracy of the count total, the accompanying student list of names and numbers, and the acknowledgment that each student on the list is an 'eligible student' for the Corporation's ADM count. The individual assigned the duty and responsibility of compiling, documenting, and certifying the count in each school building shall submit said count, documentation, and certification to an individual assigned by the Superintendent to compile the total ADM count for the Corporation. The guidelines also shall detail the individual responsible for retaining the records of the ADM count and related documentation. The supporting documentation of enrollment and attendance information by grade and school building shall be signed by the building principal and retained for audit purposes to substantiate the ADM count claimed. The guidelines shall require the individual submitting the ADM count to the IDOE to follow the IDOE Membership Layout instructional forms.

Before reporting any student for membership, the Corporation shall consider the following expectations regarding student residency verification as well as exceptions to residency requirements.

**Definitions**



which the student is registered.

B. "Enrolled" means to be:

1. registered with the Corporation to attend educational programs offered by or through the Corporation; and
2. attending these educational programs or receiving educational services.

**Expectations for Student Residency Verification are as follows:**

- A. The Corporation shall maintain proof of Indiana residency for each student in the student's electronic or hard copy file.
- B. Proof of residency shall be filed for each student whom the Corporation counts for membership.
1. For a student enrolling from one year to the next at the Corporation, a parent/guardian shall confirm re-enrollment of the student either in-person or through an online registration process. If the Corporation brings forward enrollment from the prior year, students cannot be reported for Membership (ME, MA, MV) without verification of consistent attendance prior to the ADM count day.
  2. As part of the registration process (either in-person or online), the Corporation shall share the residency information it currently has on file for each student. The parent/guardian shall certify on a school-designed form that the student's address is either unchanged or changed. If changed, the new address shall be updated, and the parent/guardian shall be required to provide physical proof of the address change.
  3. A parent/guardian does not have to refile proof of residency each year for a student unless the address changes.
- C. Proof of residency shall be on hand for each student prior to the student being claimed on the fall and/or spring membership-ADM count dates.
- D. If a student enrolls in the Corporation during the school year, proof of Indiana residency shall be filed with the Corporation.
- E. If a student has a change of address from one school year to another, the prior residency documents shall be maintained in the student's file. For audit purposes, the Corporation shall be able to produce a physical or scanned copy of residency proof for current and prior residency of each student.
- F. The Board shall annually shall adopt or readopt a policy that ~~specified~~ specifies documentation, not to exceed three (3) items, required to verify Indiana residency.
- G. Documentation supporting proof of residency may include such items as a current utility bill, telephone bill, tax return, bank statement, mortgage statement, rental/lease agreement, medical bill, or other ~~like information~~ similar documentation that provides a verifiable address. Documentation shall be dated within sixty (60) days of student enrollment and the date shall be clearly identified and readable on the copy on file for the student.
- H. The Board requires one (1) of the following three (3) items as documentation of proof of residency for its students, with limited exceptions set forth below **[the Board must select not more than three (3) of the following options]**:
1. (  ) a current utility bill (dated within sixty (60) days of student enrollment)
  2. (  ) a current telephone bill (dated within sixty (60) days of student enrollment)
  3. (  ) a current tax return (dated within sixty (60) days of student enrollment)
  4. (  ) a current bank statement (dated within sixty (60) days of student enrollment)
  5. (  ) a current mortgage statement (dated within sixty (60) days of student enrollment)
  6. (  ) a current rental/lease agreement (dated within sixty (60) days of student enrollment)
  7. (  ) a current medical bill (dated within sixty (60) days of student enrollment)
  8. ( ) \_\_\_\_\_

Copies of these documents shall be retained by the Corporation in each student's cumulative file.

**Other Types of Proof of Residency:**

Some students may not have required residency documents due to McKinney-Vento status, Third Party Custodial status, Foster Care status, etc. The documentation of proof of residency for these students that shall be maintained by the Corporation is set forth below.

**McKinney-Vento (Homeless)**

A completed IN Education for Homeless Children & Youth (INEHCY) McKinney-Vento Homeless Education Program Housing Questionnaire may serve as documentation of proof of residency for homeless students and shall be retained by the Corporation as proof of residency if the above-referenced documentation is not available. (See also Board Policy 5111.01 - Homeless Students)

The Corporation shall maintain the residency documents of the custodial guardian the student is residing with as documentation of proof of Indiana residency. (See also Board Policy 5111 - Determination of Legal Settlement and Eligibility for Enrollment of Student without Legal Settlement in the Corporation)

**Placement of a student by DCS, FSSA, Courts, etc.**

The Corporation shall maintain either of the following as documentation of proof of Indiana residency of the student:

- A. Residency documents from the custodial guardian, foster family, etc. with whom the student is residing.
- B. A court order, placement letter, or other document evidencing the placement on the appropriate state or county letterhead.

(See also Board Policy 5111.03 - Children and Youth in Foster Care)

**Exceptions to Indiana Residency Requirements include:**

**Foreign Exchange Student**

This applies to foreign exchange students who are residing in, enrolled, and attending the Corporation, excluding foreign students enrolled and attending with an F1 Visa. The Corporation shall maintain residency documents of the host family with whom the student is residing for proof of Indiana residency.

(See also Board Policy 5114 - Nonimmigrant Students and Foreign Exchange Program)

**Student of an Active Military Family Member**

The Corporation shall maintain the following as documentation of proof of Indiana residency for a student of an active Military family member:

- A. Official military order of deployment or pending transfer supported in writing on official letterhead from the appropriate military branch.
- B. The address may include a temporary on-base leased home or apartment, purchased or leased home or apartment or federal government housing or off-base military housing.

(See also Board Policy 5111.02 - Educational Opportunity for Military Children)

**Required Count of Students Completing Graduation Requirements Before Second Semester ADM Counts**

Each high school principal in the School Corporation shall be responsible to prepare a count of students enrolled in the first semester and were counted in the fall ADM count and who:

- A. successfully completed graduation requirements to earn a diploma before the February-spring ADM count; and
- B. were not enrolled on the day in February fixed by the State Board of Education-SBOE for the spring ADM count.

This count shall be reported to the Indiana Department of Education (IDOE) along with other information the IDOE may request that is necessary to verify the number reported.

**Other Information ADM Counts**

All staff members who participate in the ADM count are expected to be ethical in counting only those students who meet the definition of 'eligible student' in the ADM count. Any staff member participating in the ADM count who fails to comply with this policy, the related administrative guidelines, and the directives of the IDOE and Indiana State Board of Accounts ('SBOA') for taking an ADM count is subject to disciplinary action, up to and including termination.

If the Corporation offers a 'virtual education program,' more robust internal controls shall be developed to ensure the accuracy of ADM counts compliance with I.C. 20-24-7-13(h). The Board requires the Superintendent to include in the administrative guidelines controls that clarify under what conditions a student is considered to be 'enrolled' when participating in a virtual education program and how much activity or progress a student shall engage in to be considered in attendance.

**Note:** This policy was prepared to meet the SBOA's requirements for a 'student engagement policy' as outlined in the December 2019 School Bulletin, Volume 228, page 4. It has been further modified to meet the IDOE's August 27, 2020, Memorandum providing written guidance on verification of Indiana residency as it relates to reporting students for membership.

- I.C. 20-26-5-42.1
- I.C. 20-26-11-2
- I.C. 20-33-2
- I.C. 20-43-1-7.5
- I.C. 20-43-1-11.5
- I.C. 20-43-43

**Cross References**

September 28, 2021, Indiana Department of Education Guidance on Verification of Residency for Membership

CORPORATION; PROOF OF INDIANA RESIDENCY  
po5111.01 - HOMELESS STUDENTS  
po5111.02 - EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN  
po5111.03 - CHILDREN AND YOUTH IN FOSTER CARE  
po5114 - NONIMMIGRANT STUDENTS AND FOREIGN EXCHANGE PROGRAMS

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Book	Policy Manual
Section	Volume 37, No. 1 - November 2024
Title	Revised Policy - Volume 37, No. 1 - November 2024 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.03
Status	
Legal	<p>P.L. 106-554 (2000), Children's Internet Protection Act of 2000</p> <p>47 U.S.C. 245(h)(1)(B)</p> <p>18 U.S.C. 1460</p> <p>18 U.S.C. 2246</p> <p>18 U.S.C. 2256</p> <p>20 U.S.C. 6301 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)</p> <p>20 U.S.C. 6777, 9134 (2003)</p> <p>47 C.F.R. 54.500 - 54.523</p> <p>I.C. 20-26-5-40.5</p> <p>I.C. 35-49-2-2</p>
Cross References	<p>po0100 - DEFINITIONS</p> <p>po5136 - PERSONAL COMMUNICATION DEVICES</p> <p>po5500 - STUDENT CONDUCT</p> <p>po7540.09 - ARTIFICIAL INTELLIGENCE</p>
Adopted	December 5, 2011
Last Revised	February 20, 2023

**Revised Policy - Volume 37, No. 1 - November 2024**

**7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides Technology Resources (as defined in Bylaw 0100 - Definitions) to support the educational and professional needs of its students and staff. With respect to students, School Corporation Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational apps and services to enhance the instruction delivered to its students. The Corporation's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of Corporation Technology Resources by principles consistent with applicable local, State, and Federal laws, the Corporation's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy, its related administrative guidelines and the Student Code of Conduct govern students' use of Corporation Technology Resources and students' personal communication devices when they are connected to the Corporation computer network, Internet connection, and/or online educational apps and services, or when used while the student is on Corporation-owned property or at a Corporation-sponsored activity (see Board Policy 5136 - Personal Communication Devices).

Users are prohibited from engaging in actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like) when using Corporation Technology Resources. Because its Technology Resources are not unlimited, the Board also has instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right to or expectation of privacy when using Corporation Technology Resources (including but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the Corporation's computer network and/or Internet connection).

First, the Corporation may not be able to limit access technologically, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past, when educators and

abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

The Board prohibits the sending, receiving, viewing, or downloading of materials that are harmful to minors on computers and other technology related devices owned or leased by the Corporation or connected to the Corporation computer network.

Pursuant to State and Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Corporation Technology Resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

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

Parents/Guardians are advised that a determined user may be able to gain access to apps and services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communication
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking," "harvesting," "digital piracy," "data mining," etc.), cyberbullying, and other unlawful or inappropriate activities by students online
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors

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

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

Building principals are responsible for providing training so that Ed-Tech users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of Corporation Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media and in chat rooms and cyberbullying awareness and response. Users of Corporation Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

**x ]** Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the Corporation with whom they are communicating for school-related projects and assignments. **( x )** Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing up/registering for access to various online educational services, including mobile applications and apps and services that will be utilized by the student for educational purposes.**[end of option]**

Students are responsible for good behavior when using Corporation Technology Resources - i.e., behavior comparable to that expected of students when they are in classrooms, in school hallways, on other school premises and at school-sponsored events. Communications on Education Technology are often public in nature. General school rules for behavior and communication apply. The Corporation does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

**[NOTE: If language about social media is added to Policy 7540, it is recommended that this language be added to this policy.]**

**[ x ]** Students may use Corporation Technology Resources to access or use social media only if it is done for educational purposes in accordance with their teacher's approved plan for such use.**[end of option]**

#### **[ x ] Use of Artificial Intelligence/Natural Language Processing Tools for School Work**

Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and

need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. **Research assistance:** AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. **Data Analysis:** AI/NLP tools can be used to help students analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments - e.g., scientific experiments and marketing research.
- C. **Language translation:** AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. **Writing assistance:** AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. **Accessibility:** AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be used as a supplement to but not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

**[END OF OPTION]**

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action may be imposed on them. Users are personally responsible and liable ~~both~~ both, civilly and criminally, for uses of Technology Resources that are not authorized by this Policy and its accompanying guidelines.

The Board designates the Superintendent and Building Principals \_\_\_\_\_ as the administrator(s) responsible for initiating, implementing, and enforcing this Policy and its accompanying guidelines as they apply to students' use of Corporation Technology Resources.

This policy shall be posted on the Corporation's website.

P.L. 106-554 (2000), Children's Internet Protection Act of 2000  
~~47 U.S.C. 2454(h)(1)(B)~~ 47 U.S.C. 254(h)(1)(B), Communications Act of 19334, as amended (2003)  
18 U.S.C. 1460  
18 U.S.C. 2246  
18 U.S.C. 2256  
20 U.S.C. 6301 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)  
20 U.S.C. 6777, 9134 (2003)  
47 C.F.R. 54.500 - 54.523  
I.C. 20-26-5-40.5  
I.C. 35-49-2-2

Cross References

po0100 - DEFINITIONS  
po5136 - PERSONAL COMMUNICATION DEVICES  
po5500 - STUDENT CONDUCT  
po7540.09 - ARTIFICIAL INTELLIGENCE

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Book	Policy Manual
Section	Volume 37, No. 1 - November 2024
Title	Revised Policy - Volume 37, No. 1 - November 2024 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.04
Status	
Legal	P.L. 106-554 (2000), Children's Internet Protection Act 47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003) 18 U.S.C. 1460 18 U.S.C. 2246 18 U.S.C. 2256 20 U.S.C. 6301 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003) 20 U.S.C. 6777, 9134 (2003) 47 C.F.R. 54.500 - 54.523 I.C. 2-7-1-9 I.C. 20-26-5-40.5 I.C. 35-49-2-2
Cross References	po0100 - DEFINITIONS po2520 - SELECTION OF CURRICULAR MATERIALS, SCHOOL LIBRARY MATERIALS, AND EQUIPMENT po7530.02 - STAFF USE OF PERSONAL COMMUNICATION DEVICES po7540 - TECHNOLOGY po7544 - USE OF SOCIAL MEDIA po7540.09 - ARTIFICIAL INTELLIGENCE po8330 - STUDENT RECORDS ag7544 - USE OF SOCIAL MEDIA
Adopted	December 5, 2011
Last Revised	February 20, 2023

**Revised Policy - Volume 37, No. 1 - November 2024**

**7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides School Corporation Technology Resources and Information Resources (as defined by Bylaw 0100 - Definitions) to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The School Corporation's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of Corporation Technology Resources and Information Resources by principles consistent with applicable local, State, and Federal laws, and the Corporation's educational mission. This policy, its related administrative guidelines, (  ) Board Policy 7544 - Use of Social Media and AG 7544 - Use of Social Media, **[END OF OPTION]** and any applicable employment contracts and collective bargaining agreements govern the staffs' use of the Corporation's Technology Resources and Information Resources and staff's personal communication devices (PCDs) when they are connected to the Corporation's computer network, Internet connection and/or online educational services/apps and services, or when used while the staff member is on Corporation-owned property or at a Corporation-sponsored activity (see Board Policy 7530.02 - Web Content, Apps and Services).

**[DRAFTING NOTE: Choose the option above if the Superintendent recommends and the Board adopts Board Policy 7544 - Use of Social Media.]**

access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like) when using Corporation Technology Resources and Information Resources. Because its Technology Resources are not unlimited, the Board also has instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right to or expectation ~~to~~ of privacy when using Corporation Technology Resources and Information Resources (including but not limited to privacy in the content of their personal files, e-mails, and records of their online activity when using the Corporation's computer network and/or Internet connection).

Staff members are expected to utilize Corporation Technology Resources and Information Resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and online educational services will be guided by Board Policy 2520 – Selection of Instructional Materials and Equipment.

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

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

The Board prohibits the sending, receiving, viewing, or downloading of materials that are harmful to minors on computers and other technology related devices owned or leased by the Corporation or connected to the Corporation's computer network.

The Board prohibits an employee from using Corporation Technology Resources and Information Resources to:

- A. engage in lobbying (as defined in I.C. 2-7-1-9) that is outside the scope of the employee's duties;
- B. engage in illegal activity; or
- C. violate the Corporation's cybersecurity policy (if applicable).

Pursuant to Federal law, the Corporation has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act or I.C. 35-49-2-2. At the discretion of the Board or Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using Corporation Technology Resources and Information Resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The Superintendent or Director of Technology \_\_\_\_\_ may ~~temporarily or permanently~~ unblock temporarily or permanently access to websites or online educational apps and services/apps containing appropriate material if access to such sites has been blocked inappropriately by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protective actions of the technology protection measures. **x ]** The Superintendent or Director of Technology \_\_\_\_\_ may also may disable the technology protection measures to enable access for bona fide research or other lawful purposes. **[end of option]**

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., "~~hacking~~", "~~harvesting~~", "~~digital piracy~~", "~~data mining~~", "~~hacking~~," "harvesting," "digital piracy," "data mining," etc.), cyberbullying and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

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

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

The disclosure of personally identifiable information about students online is prohibited.



accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Corporation Technology Resources. All users of Corporation Technology Resources are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students, parents, and other constituents, fellow staff members, and vendors or individuals seeking to do business with the Corporation. **[end of option]**

With prior approval from the Superintendent or Building Principals \_\_\_\_\_, staff may direct students who have been issued school-assigned email accounts to use those accounts when signing-up/registering for access to various online educational services, including mobile applications/apps and apps and services that will be utilized by the students for educational purposes under the teacher's supervision. **[end of option]**

Staff members are responsible for good behavior on Corporation Technology Resources and Information Resources, i.e., behavior comparable to that expected when they are in classrooms, in school hallways, on other school premises and at school-sponsored events.

Communications on Education Technology are often public in nature. The Board does not approve any use of its Technology Resources and Information Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines  and Board Policy 7544 - Use of Social Media and its accompanying guidelines **[END OF OPTION]**.

**[DRAFTING NOTE: Choose the option above if the Superintendent recommends and the Board adopts Board Policy 7544 - Use of Social Media.]**

**[NOTE: If the use of social media is authorized by Board Policy 7540 - Technology and Policy 7544 - Use of Social Media, choose the appropriate option to match that language.]**

Staff members may use Corporation Technology Resources and Information Resources to access or use social media only if it is done for Corporation educational or business-related purposes.

Staff members' use of Corporation Technology Resources and Information Resources to access or use social media shall be consistent with Board Policy 7544 - Use of Social Media and its accompanying guidelines.

**[END OF OPTIONS]**

**[DRAFTING NOTE: Choose the following option to provide further direction to staff regarding the appropriate versus inappropriate use of social media.]**

An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the Corporation's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property-property, including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

General school rules for behavior and communication apply.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or ~~revoked~~revoked, and disciplinary action ~~taken~~may be imposed against them. Users are personally responsible and liable, both civilly and criminally, for uses of Technology Resources and Information Resources not authorized by this Board Policy and its accompanying guidelines. Users who violate this policy will be subject to disciplinary action, up to and including termination.

The Board designates the Superintendent and Building Principals ~~the~~ \_\_\_\_\_ as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of Corporation Technology Resources and Information Resources.

**[Optional]**

**Social Media Use**

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parent consent (see Board Policy 8330 - Student Records). Education records include a wide variety of information, and posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

Nothing in this policy is intended to interfere with any school employee's rights under applicable law with respect to union organizing or collective bargaining.

**[END OF OPTION]**

**DRAFTING NOTE: The following AI/NLP Processing Tools language is optional**

**Use of Artificial Intelligence/Natural Language Processing Tools**

Staff are permitted to use Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") to accomplish their job responsibilities so long as the use is ethical, responsible, and does not violate any provisions of this policy (e.g., it does not infringe on

With respect to students, it is the Board's policy that they are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, students are prohibited from using AI/NLP tools to complete school work. The use of AI/NLP tools without the express permission/consent of a teacher is considered to undermine the learning and problem-solving skills that are essential to a student's academic success and that the staff is tasked to develop in each student. Consequently, students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools, and they are expected to ask their teachers when they have questions and/or need assistance. A student's unauthorized use of AI/NLP tools is considered a form of plagiarism, and any student found using such tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students are allowed to use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments, e.g., scientific experiments and marketing research.
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments to understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be used effectively as a supplement to but not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use AI/NLP tools to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

**[END OF OPTIONAL LANGUAGE]**

This policy shall be posted on the Corporation's website.

P.L. 106-554 (2000), Children's Internet Protection Act  
~~47 U.S.C. 254(h), (i)~~, 47 U.S.C. 254(h)(1)(B), Communications Act of 1934, as amended (2003)  
18 U.S.C. 1460  
18 U.S.C. 2246  
18 U.S.C. 2256  
20 U.S.C. 6301 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)  
20 U.S.C. 6777, 9134 (2003)  
47 C.F.R. 54.500 - 54.523  
I.C. 2-7-1-9  
I.C. 20-26-5-40.5  
I.C. 35-49-2-2

Cross References

po0100 - DEFINITIONS  
po2520 - SELECTION OF CURRICULAR MATERIALS, SCHOOL LIBRARY MATERIALS, AND EQUIPMENT  
po7530.02 - STAFF USE OF PERSONAL COMMUNICATION DEVICES  
po7540 - TECHNOLOGY  
po7544 - USE OF SOCIAL MEDIA  
po7540.09 - ARTIFICIAL INTELLIGENCE  
po8330 - STUDENT RECORDS  
ag7544 - USE OF SOCIAL MEDIA

Book	Policy Manual
Section	Volume 37, No. 1 - November 2024
Title	New Policy - Volume 37, No. 1 - November 2024 - ARTIFICIAL INTELLIGENCE
Code	po7540.09
Status	
Cross References	<p>po2266 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES</p> <p>po5136 - PERSONAL COMMUNICATION DEVICES</p> <p>po5500 - STUDENT CONDUCT</p> <p>po7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY</p> <p>po7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY</p> <p>po8330 - STUDENT RECORDS</p> <p>po8350 - CONFIDENTIALITY</p> <p>po8351 - SECURITY BREACH OF CONFIDENTIAL DATABASES</p>

**New Policy - Volume 37, No. 1 - November 2024**

**7540.09 - ARTIFICIAL INTELLIGENCE ("AI")**

The School Board recognizes the positive impact that artificial intelligence ("AI") technology may have on the School Corporation's educational program and operations. The Superintendent is authorized to support the use of AI technology when its use is consistent with the Corporation's mission, goals, and operational integrity.

Any use of AI technology in the Corporation's educational program or operations must be in accordance with State and Federal law as well as Board policies ( **x** ) including, but not limited to, the following: Board Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs and Activities; Board Policy 5136 - Personal Communication Devices; Board Policy 5500 – Student Conduct; Board Policy 7540.03 – Student Technology Acceptable Use and Safety; Board Policy 7540.04 – Staff Technology Acceptable Use and Safety; Board Policy 8330 – Student Records; Board Policy 8350 - Confidentiality; and Board Policy 8351 - Security Breach of Confidential Databases. **[DRAFTING NOTE: Confirm and select as needed] [END OF OPTION]**

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion. Staff may be disciplined for violations, up to and including suspension or termination of employment. The Administration will refer any illegal acts to law enforcement.

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Book	Policy Manual
Section	Volume 37, No. 1 - November 2024
Title	Revised Policy - Volume 37, No. 1 - November 2024 - EMERGENCY PREPAREDNESS PLANS AND DRILLS
Code	po8420
Status	
Legal	I.C. 10-21-1-10 I.C. 20-26-5-42.5 I.C. 20-34-3-20 I.C. 20-34-3-27 511 IAC 6.1-2-2.5 675 IAC 22
Adopted	December 5, 2011
Last Revised	January 6, 2020

#### **Revised Policy - Volume 37, No. 1 - November 2024**

#### **8420 - EMERGENCY PREPAREDNESS PLANS AND DRILLS**

The School Board recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and such emergencies are best met by preparedness and planning.

The Superintendent shall ensure that a written emergency preparedness plan is developed for the School Corporation and each school in the Corporation in consultation with local public safety agencies. The plan shall contain the following:

- A. appropriate warning systems
- B. procedures for notifying other agencies and organizations
- C. posting of evacuation routes
- D. emergency preparedness instruction for staff and students
- E. public information procedures
- F. steps that will be taken prior to a decision to evacuate buildings or dismiss classes, and
- G. provisions to protect the safety and well-being of staff, students and the public in case of:
  1. fire;
  2. natural disaster, such as tornado, flood or earthquake;
  3. adverse weather conditions, such as winter storms or extreme heat;
  4. nuclear contamination, such as power plant or transport vehicle spills;
  5. exposure to chemicals, such as pesticides, industrial spills and contaminants, laboratory chemicals and cleaning agents; and
  6. man-made occurrences, such as student disturbance, weapon, weapon of mass destruction, contamination of water or air supply, hostage, and kidnapping incidents

Within sixty (60) days after the beginning of each school year, the Superintendent shall certify to the Indiana Department of Education (IDOE) that the emergency preparedness plans for the Corporation and each school have been reviewed and revised, if necessary. Within sixty (60) days of opening a new or significantly remodeled school, the Superintendent shall certify to the ~~Indiana Department of Education~~-IDOE that a new plan has been developed or that the existing plan has been reviewed and revised, if necessary.

In order to prepare students and staff for emergency situations, the Board requires the principal of each school in the Corporation to conduct emergency preparedness drills during the school year in compliance with the rules adopted by the State Board of Education, the State Fire Marshal and the Fire Prevention and Building Safety Commission, as applicable. Each school and attendance center will conduct at least one (1) tornado and one (1) man-made occurrence disaster drill per semester.

**[Choose one (1) of the following two options]**

] At least one (1) man-made occurrence disaster drill must be an ~~active shooter~~ armed intruder drill and must be conducted within ninety (90) calendar days after the beginning of the school year.

] The Corporation shall conduct \_\_\_\_ ( ) ~~active shooter~~ armed intruder drills during each school year, at least one (1) of which must be conducted within ninety (90) calendar days after the beginning of the school year.

**[END OF OPTIONS]**

Students shall not participate in any training or armed intruder drills that include as any part of the training or drill the expelling of any type of projectile at a student.

Armed intruder drills that include sensory components or activities shall not require student participation and shall not take place during regular school hours when a majority of the students are present. "Sensory components or activities" refer to aspects of an armed intruder drill intended to simulate a real armed intruder scenario that include: simulations of gunfire; simulations of gunshot wounds or other injuries; the use of a prop firearm; the use of a pellet gun; or participation in the drill by law enforcement personnel with drawn firearms.

Before conducting any training or drill that includes any sensory components or activities or the expelling of any type of projectile at a Corporation employee, the Corporation shall: (1) inform the employees who will participate of the use of sensory components or activities or the use of projectiles in the training or drill; and (2) obtain the written consent of each participating employee to participate in any training or a drill involving the use of sensory components or activities or the use of projectiles. Corporation employees who do not provide such written consent are not required to participate in that training or drill.

The Board directs the Superintendent to develop administrative guidelines that establish an armed intruder drill protocol which:

- A. provides accommodations for students who have mobility restrictions, sensory needs, or auditory or visual limitations;
- B. emphasizes the practical nature of the drill;
- C. provides access to mental health services on school grounds following the conclusion of a drill;
- D. provides advance notice of a drill to parents or legal guardians of students who attend the school; and
- E. provides alternative exercises for students who are unable to participate in a drill.

These drills may be conducted instead of the monthly fire evacuation drill required by the State Fire Marshal; provided, however, that tornado and man-made occurrence drills conducted in place of a monthly fire drill may not be conducted in two (2) consecutive months and may not be conducted more than twice in a semester.

] The Board requires the principal of each school to conduct the following additional emergency preparedness drills:

\_\_\_\_\_.

Each principal shall file a certified statement that all required drills have been conducted.

] The Superintendent shall ensure that each principal complies with the requirement to file a certified statement that all required drills have been conducted.

All threats to the safety of Corporation facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

The Superintendent shall develop procedures for the handling of emergencies which include a plan for the prompt and safe evacuation of the schools.

I.C. 10-21-1-10  
I.C. 20-26-5-42.5  
I.C. 20-34-3-20  
I.C. 20-34-3-27  
511 IAC 6.1-2-2.5  
675 IAC 22

Book	Policy Manual
Section	7000 Property
Title	ACCOUNTING SYSTEM FOR FIXED ASSETS
Code	po7455
Status	Active
Adopted	December 5, 2011
Last Revised	April 8, 2013

#### 7455 - ACCOUNTING SYSTEM FOR FIXED ASSETS

The School Board shall maintain a fixed-asset, accounting system. The fixed-asset system shall maintain sufficient information to permit the following:

- A. the preparation of year-end financial statements in accordance with generally-accepted, accounting principles
- B. adequate insurance coverage
- C. control and accountability

Fixed assets are defined as those tangible assets of the Corporation with a useful life in excess of one (1) year and an initial cost equal to or exceeding the amount determined periodically in the Corporation's administrative guidelines. Some items may be identified as "controlled" assets that, although they do not meet all fixed asset criteria, are to be recorded on the fixed-asset system to maintain control.

Fixed assets shall be classified as follows:

- A. land
- B. building
- C. improvements other than building
- D. machinery and equipment
- E. furniture and fixtures
- F. vehicles

Leased fixed assets and assets which are jointly-owned shall be identified and recorded on the fixed-asset system.

Fixed assets shall be recorded at actual, or if not determinable, estimated purchase price or fair market value at the time of acquisition. The method(s) to be used to estimate such price or market value shall be established by the fair market value.

The School Corporation will capitalize items with an individual value equal to or greater than \$5,000.

↑ to \$10,000

The Superintendent shall develop administrative guidelines to ensure proper purchase, transfer, and disposal of fixed assets.

The following information shall be maintained for all fixed assets:////////

- A. description
- B. asset classification (land, building, equipment, etc.)
- C. location
- D. purchase price
- E. vendor
- F. date purchased

G. estimated useful life

H. estimated salvage value

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*NOTE: Federal govt. raised their level from 5K to 10K.*