

**SCHOOL CITY OF HOBART
BOARD OF SCHOOL TRUSTEES
REGULAR SESSION MEETING
February 20, 2025**

The Board of School Trustees of the School City of Hobart met in regular session on February 20, 2025, in the Board Room at Hobart High School, 2211 East Tenth Street, Hobart, Indiana.

ROLL CALL: President Rikki Guthrie asked Board Members to log in. The following Board Members and Administrators were present or absent as noted:

Board Members Present:

Rikki A. Guthrie
Sandra J. Hillan
Frank Porras
Bradley Keehn
David W. Kostbade
Donald H. Rogers
Stuart B. Schultz
Kayla Davis, HHS student representative
Isis Fleming, HHS student representative

Administrators Present:

Peggy Buffington
Christopher N. King
William J. Longer

Administrators Absent:

Bob Glover
Jonathan Mock
Tim Krieg

EXECUTIVE SESSION: President Guthrie indicated that the Board did not meet in executive session prior to the regular session.

CALL TO ORDER: Rikki Guthrie, President, called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE: President Guthrie led everyone present in reciting the Pledge of Allegiance.

AUDIENCE: No one was in the audience.

APPROVAL OF MINUTES: Bradley Keehn moved and Frank Porras seconded that the Board approve the work session and regular session minutes of February 6, 2026. Vote on motion: Kostbade, Rogers, Keehn, Schultz, Porras, Hillan and Guthrie. Motion carried 7-0 in favor.

FINANCIAL REPORTS: In the absence of Bob Glover, Business Manager, Mrs. Guthrie asked the HHS student representatives to read this month's vouchers.

- Vouchers for February 20, 2024 – Kayla Davis and Isis Fleming, HHS student representatives, shared the reading of the accounts payable voucher summary with Kayla reading the first portion and Isis the last portion, as follows:

School Education \$1,198,779.25
Education-form Cur. Mat. \$406,978.37
Exempt Operating – Post 2009 \$126,142.08
School Operations \$486,254.96
Constructions 0700 \$655,371.10
School Lunch \$152,250.22
Self-Insurance Fund \$400,535.00
Community Gifts and Donations \$26,123.65
Building Brickies \$1,391.70
SCOH Educational Foundation \$1,899.00
SCOH Ed Fen Legacy Grants \$3,456.90
Pope Family Donation Fund \$195.00
Early Years Initiative Grant \$1,175.46
PLTW Grant \$1,200.00
Career Coaching Grant \$75.00
Literacy Achievement Grant \$2,299.46
Medicaid Reimbursement Federal \$951.10
Title II Part A FY 24/25 \$5,206.35
Clearing Accounts \$484,904.33
Self-Insurance Clearing \$112,558.09
Clearing/Flexible Benefits AF \$54,007.35
Clearing/Ins. Account \$3,238.93
Credit Card Fee Clearing \$3,162.91

for total vouchers totaling \$4,128,156.21 with no transfers. The January payroll distribution by Tracy Brumley, Treasurer, was \$2,719,288.22.

Stuart Schultz moved that the Board approve payment of the vouchers for February 20, 2025. Donald Rogers seconded. Vote on motion: Aye – Kostbade, Rogers, Keehn, Schultz, Porras, Hillan and Guthrie. Motion carried 7-0 in favor.

COMMENTS ON AGENDA ITEMS: President Rikki Guthrie asked for comments on the listed agenda items. There were none.

PERSONNEL: In the absence of Jonathan Mock, Director of Human Resources and Compliance, Superintendent Peggy Buffington indicated the Personnel Report and Personnel Report Addendum were included in the electronic meeting packet for the Board's consideration.

Dr. Buffington recommended approval and requested Board action.

Stuart Schultz moved that the Board approve the Personnel Reports as presented. Bradley Keehn seconded. Vote on motion: Aye – Kostbade, Rogers, Keehn, Schultz, Porras, Hillan and Guthrie. Motion carried 7-0 in favor.

The approved personnel items are as follows:

Contracts for Extracurricular Services –

Liberty School, January 31/August 15, 2025:

Alaina Richter, Gr Level Contact-LE4, \$1,082.00

Contracts for Extracurricular Services (Club Duties)

Joan Martin School, August 14, 2024/June 4, 2025:

Jamie Edwards, 5th grade choir (Spring 2025), \$297.00

Liberty School, August 14, 2024/June 4, 2025:

Samantha Klatch, IREAD prep, \$216.00

Susan Moore, IREAD prep, \$216.00

Cindy Sheehy, IREAD prep, \$216.00

Jennifer Scheidegg, IREAD prep, \$216.00

Veterans School @ Mundell, August 14, 2024/June 4, 2025:

Trevor Howard, iRead after school, \$108.00

Peyton Johnson, iRead after school, \$108.00

Ellie Welsch, crochet, \$135.00

Homebound Teaching Contracts –

February 3/28, 2025:

Ann Janda, algebra, one hour per week, \$71.50 per hour

Marissa Madrigan, Spanish, one hour per week, \$68.49 per hour

Dorothy Parrish, biology, one hour per week, \$59.33 per hour

February 5/June 3, 2025:

Tara Hamilton, ELA and math, two hours per week, \$58.28 per hour

Requests for Leave of Absence –

Krista Bunch, Veterans @ Mundell/custodian, FMLA, effective January 27/April 23, 2025, up to 60 days

Sherry Finnerty, Veterans @ Mundell/counselor, FMLA, effective January 27/April 30, 2025, up to 60 days

Nathan Sloan, Hobart High School/teacher, FMLA, effective on or about March 31 until on or about April 11, 2025

Retirement Resignation –

Crystal Kistler, Hobart Middle School/teacher, effective June 4, 2025

Extracurricular Club Duty Contracts –

Joan Martin School, 2024-2025 school year:

Tina Anderson, 3rd grade tutor, \$459.00

Audrey Finnerty, fiber arts, \$810.00

Isiah Hayes, drama (session 2), \$1,269.00

Isiah Hayes, set design (session 2), \$1,350.00

Veterans @ Mundell, 2024-2025 school year:

Suzanne Tucker, STEM, \$135.00

Resignations –

Amber Cabanas, Hobart High School/food services, effective February 13, 2025

Daniel Schultz, Hobart High School/teacher, effective June 4, 2025

Extra Duty Contracts –

Hobart Middle School/girls basketball, January 22/March 12, 2025:

Rebecca Williams, 8th grade, \$2,589.00

Hobart High School/track:

Stanley Bell, boy's assistant varsity, February 17/June 6, 2025, \$4,236.00

James Johnston, Jr., girl's assistant varsity, February 17/June 7, 2025, \$4,236.00

Cecelia Castillo, girl's assistant varsity, February 17/June 7, 2025, \$3,453.00

Food Services Department – Adjustments of position, hours, and/or pay rate –

Alyssa Candiano transferred to breakfast/floater position at the high school, hours increased from

3.5 to 4 per day, and hourly rate remains the same, effective February 10, 2025

New Employees –

Hobart High School/Food Services:

Lashanda Carey, cashier/prep, effective February 10, 2025, \$13.25 per hour

Service Center/Transportation Department:

Krystal Miller, bus driver, effective February 18, 2025, \$21.14 per hour

Laura Bridegroom, bus driver-trainee, effective February 21, 2025, \$17.35 per hour

Joanne Mitchell, bus driver-trainee, effective February 20, 2025, \$17.35 per hour

CONSIDERATION: Jedd Agreement – Northwest Crossroads Conference Broadcast Network: Dr.

Peggy Buffington reviewed an agreement with JEDtv for the Northwest Crossroads Conference Broadcast Network and indicated that William J. Longer, Board Attorney, reviewed the agreement. Mr. Longer said that the couple of concerns he had with the initial contract were addressed with this contract, and he had no problem with this agreement. A copy of the contract was included with the electronic meeting information for the Board's review. Dr. Buffington noted that all of the athletic directors of the member schools of the Northwest Crossroads Conference wanted to proceed with the contract agreement, and now all of the school boards needed to approve the agreement.

Dr. Buffington recommended approval and requested Board action.

David Kostbade moved that the Board approve the agreement with JEDtv for the Northwest Crossroads Conference Broadcast Network and authorize the superintendent or athletic director to execute the agreement. Donald Rogers seconded.

In the discussion, it was noted that Illiana Christian was now a conference school but would not have teams for all of the sports at this time. A question was raised as to whether there would be a fee to watch the games, and the reply was there would be a fee just as if a patron attended the game in person. It was noted that not all of the games will be broadcasted and would include boys and girls sports teams.

Vote on motion: Aye – Kostbade, Rogers, Keehn, Schultz, Porras, Hillan and Guthrie. Motion carried 7-0 in favor.

RECOMMENDATION: 2025 Summer School Course Recommendations: Superintendent Peggy

Buffington highlighted the proposed 2025 summer school course offerings for the high school and elementary schools that were included with the electronic meeting information as were Save the Date flyers for both programs. The summer school recommendations were as follows:

- Elementary summer school would be for second and third grade students who did not pass IREAD with targeted specific Language Arts skills. Summer school will start on Thursday, June 5, to Friday, June 27, and a summer IREAD administration will take place.

Dr. Buffington mentioned if a third grader does not pass the IREAD test and does not have a good cause exemption, state law requires the school district to retain the student. She mentioned that Victory 4 Kids ran an intervention program in our district last summer.

- High School courses being offered are listed below, and there will be two sessions, June 9-26 and July 7-24, Monday through Thursday from 7:30 am – 1:30 pm:
 - Algebra I and Algebra II, and Geometry and Honors Geometry
 - English 9, English 10, and English 11
 - Biology, Chemistry, and Integrated Chemistry/Physics
 - Government, Economics, US History, and World History
 - Marching Band

Dr. Buffington told the Board that physical education and health were not being offered during summer school. The reason being that the new diploma approved by the Indiana Board of Education reduced the credit requirements for physical education and health to one credit. If these courses were offered in the summer, a consideration to reducing staff would have to be done, and if the staff was reduced, students would not be able to select physical education as an elective during the regular school year. The best option was for students to take physical education and health during the school year.

In addition, Dr. Buffington noted that reimbursement for summer school from the Indiana Department of Education would be determined at a later date because it will be based on state-wide participation. She indicated that Debbie Matthys, Director of SEL, would submit the 2025 summer school course offerings to the Indiana Department of Education.

Dr. Buffington recommended approval of the summer school programs and that the course offerings be submitted to the Indiana Department of Education. She requested Board action.

Sandra Hillan moved that the Board authorize and approve the 2025 Summer School programs, as presented. Seconded by Frank Porras. Vote on motion: Kostbade, Rogers, Keehn, Schultz, Porras, Hillan and Guthrie. Motion carried 7-0 in favor.

RECOMMENDATION TO ACCEPT: Legacy Foundation Maria Reiner Grant: Dr. Buffington reviewed the Legacy Foundation Grant from the Maria Reiner Senior Citizens Fund and mentioned that Jon Mock, Director of HR and Compliance, prepared and submitted the grant. The original grant was for three years with the 2024 award being \$2,670.00, and subsequent yearly funding was to be approximately the same amount dependent upon investment performance and being compliant with all reports/conditions, submission of an updated budget, and remaining in good standing with the IRS.

Dr. Buffington indicated that this was the second year, and the grant award was \$2,689.30. The grant was titled “Hobart Senior Fun” and supports the senior fun free events for senior citizens, such as theatrical productions, and choral and band concerts. These activities are highlighted in our *Focus on Education* newsletters, and on the district's website and social media sites. Dr. Buffington indicated that the Council on Aging was how services began for senior citizens, and the group met in Crown Point. Maria Reiner left her estate to provide different activities for Hobart's senior citizens. For a few years, the dispensing of Maria Reiner funds was handled locally, but then the funds were turned over to the Legacy Foundation.

After the high school was built, the district applied for grants for Senior Fun Activities. There were special performances for senior citizens of the high school plays and musical concerts. Some evenings, there were desserts or hors d'oeuvres, and there was a dinner before the Christmas choral concert. These activities were well attended until COVID when they had to be stopped. Everyone was happy when the activities returned after COVID. She was very happy when the Legacy grant returned and mentioned that the Legacy director contacted her about this. Dr. Buffington said a favorite memory of hers was the production of “*Hello, Dolly!*” and the interaction with the cast and senior citizens dancing in the aisles was so fun to watch. She indicated when appropriate, Cathy Nelson encourages the interaction of her students with the senior citizens and noted everyone enjoys their performances. Dr. Buffington said that “Cooking with Friends” will be going to the Maria Reiner Center soon, and she and all her friends (administrators and students) will be serving breakfast to the senior citizens at the center. David Kostbade mentioned that the football team prepared breakfast for a bunch of senior citizen football fans last year and said the football team was very surprised how many of them knew the words to the school's fight song and sang it with them. She thanked him for mentioning this because she was not aware that they had done that.

Donald Rogers moved and David Kostbade seconded that the Board accept the Maria Reiner Senior Citizens Trust of the Legacy Foundation grant in the amount of \$2,689.30 and authorize the Superintendent to execute the necessary documents for the grant. Vote on motion: Aye – Kostbade, Rogers, Keehn, Schultz, Porras, Hillan, and Guthrie. Motion carried 7-0 in favor.

RECOMMENDATION TO ACCEPT: Indiana Department of Education Title II-A Grant: Superintendent Peggy Buffington reviewed and recommended the approval of the IDOE Title II-A grant application completed by Mrs. Lori Anderson, Director of Elementary Curriculum. The total grant amount was \$130,637.66 with \$128,417.01 allocated to the School City of Hobart and \$2,220.65 allocated to Trinity Lutheran School, a nonpublic school. The majority of the grant funds are used for the salary of the Director of Social Emotional Learning (SEL). Last year the grant totaled \$117,041.39 with \$115,613.01 allocated to the School City of Hobart, and \$1,428.38 allocated to Trinity Lutheran School.

Dr. Buffington mentioned Mrs. Matthys started the Pro Dad program and said the program assists dads and kids in strengthening relationships with one another. The groups meet for an hour monthly and enjoy an activity together. Dr. Buffington expressed her appreciation of the work that Mrs. Matthys does with the district's Social Emotional Learning Program and was thankful for the grant.

Dr. Buffington recommended approval and requested Board action.

Bradley Keehn moved that the Board accept the Title II-A grant, as presented and authorize the superintendent to execute any necessary documents for the grant. Stuart Schultz seconded. Vote on motion: Aye – Kostbade, Rogers, Keehn, Schultz, Porras, Hillan and Guthrie. Motion carried 7-0 in favor.

BOARD POLICY CONSIDERATION: Second Reading of Resolution Adopting Updates for Hobart School Board Policy: William Longer, School Board Attorney, presented Resolution No. 2025-3 for updates to Board policy. He explained the changes and adoption process of changes in the comprehensive document entitled "Bylaws and Policies of the School City of Hobart." This was the second reading for the proposed changes with possible adoption of them at this meeting. He indicated that the Board had discussed the exhibits attached to the resolution at a work session prior to the last meeting when the first reading was held. He noted where options were listed within an exhibit, the option chosen was based on the recommendation of the administration and himself. If anyone had any questions about the changes, he was willing to answer them. There were no questions.

Secretary Frank Porras read the title of Resolution 2025-3 aloud, as follows:

School City of Hobart
Board of School Trustees

Resolution No. 2025-3

A Resolution Approving Amendments to the Bylaws and
Policies of the Board of School Trustees of the School City of Hobart

President Rikki Guthrie called for a motion and roll call vote.

Sandra Hillan moved that the Board adopt Resolution No. 2025-3 for the bylaws and policies changes in the comprehensive document entitled "Bylaws and Policies of the School City of Hobart." Seconded Bradley Keehn. Vote on motion: Secretary Frank Porras called roll on the vote, as follows: Aye – Kostbade, Rogers, Keehn, Schultz, Porras, Hillan and Guthrie. Nay – No one. Motion carried 7-0 in favor.

Resolution No. 2025-3, as presented, displayed on the screens in the Board Room, and adopted is attached the minutes of this meeting.

UPDATES/ANNOUNCEMENTS/REPORTS: The Board received the following information:

- ▶ School Information – weekly agendas from all of the schools except Joan Martin School, and the weekly BricksCenter newsletter.
- ▶ Upcoming Activities/Events – the latest list of upcoming activities/events. Dr. Buffington highlighted the following upcoming activities/events, as follows:

February 19 – Balash (Basket) Ball Tournament, HHS Gymnasium, starts @ 6:00 pm, Tickets \$5.00 (Teams arrive @ 5:30 pm, Registration fee \$25.00, and Proceeds going towards Hobart Unified Track)

Dr. Buffington told the Board that they raised almost \$900.00 for the unified track program.

February 21 – Veterans School Drama Club presents, *The Music Man Kids*, 6:30 pm

February 28 – Joan Martin School Drama Club presents, *Peter Pan Jr.*, 6:30 pm

March 1 – JROTC and Hobart Elementary PTO Mattress Fundraiser, 10:00 am to 5:00 pm, Hobart High School, Great Hall

March 1 – Joan Martin School Drama Club presents *Peter Pan Jr.*, 2:00 pm

March 1 – Veterans School Drama Club presents *The Music Man Kids*, 2:00 pm

March 3 – 14 – IREAD Test Window for 2nd and 3rd grades (IDOE Test Assessments)

March 5 – Hobart High School *All Test Day*,

Grade 11 – SAT Day, dismissal @ 12:45 pm

Dr. Buffington indicated that no other students will be in the building.

Grades 9, 10, & 12 will participate in live/Zoom E-Learning from HOME

(Aspire Seniors – E-Learning and Porter County Career Seniors report to their respective programs)

March 7 and 8 – HHS Theatre, Troupe 103 presents *This Murder was Staged*, 7:00 pm

March 9 – HHS Theatre, Troupe 103 presents *This Murder was Staged*, 3:00 pm

SAVE THE DATE: April 16 – Makers & Innovators Showcase, HHS Fieldhouse, 6-8:00 pm

- ▶ February ADM Report – Dr. Peggy Buffington highlighted the February 2025 ADM information with the Board. She extended her thanks to Chris King who manages all of the state reports for the district. She indicated that the district has lost 79 students since last year's February ADM count and that

equates to a loss of around one-half million dollars in revenue for the district. The ADM fell to 3,892. The students that left used school choice vouchers primarily for parochial schools, some charter schools, and online virtual schools. Also, some students enroll here, and then they discover the district has rules that must be followed and decide to leave. In addition, enrollments were down in the lower grades (kindergarten, first grade, and second grade). Dr. Buffington indicated it was difficult to build budgets when students are able to transfer to other schools at will. She indicated that there will be early registration for the 2025-2026 school year next month for all students (those presently in school and incoming kindergartners, as well as new students to the district). Dr. Buffington commented that Hobart was a good school district with many good programs. At the high school, there are opportunities such as the Early College program where students are able to earn an associate degree when they graduate from high school, and there are programs for the trades such as the Porter County Career Cooperative classes.

Dr. Buffington noted that Hobart was a closed school district, but it could open enrollment for the lower-level grades by advertising a certain number of open slots that would increase enrollment in those grades to around 300 students and the district's enrollment to around 4,000 students. If this was done, more revenue would be generated from the state. She mentioned that one of the school districts around Indianapolis was a closed school district. Other area school districts opened their districts and their enrollments increased, and the closed school district lost enrollment.

Dr. Buffington mentioned that since Mr. Kostbade was not at the last meeting in which she highlighted possible Board policy language in case the Board would decide to open enrollment on a limited basis. She indicated that she would send the information to him. She said the enrollment could be opened and limited to specific grades for a specified number of slots that would be advertised on the district's website. If the number of requests exceeded the number of open slots, then a lottery would be held to fill the slots. There was an inquiry as to whether the district could return to be a closed district after opening it, and Dr. Buffington indicated they could do that. Another question was "once you are in, you are in," and Dr. Buffington said that was true. However, Dr. Buffington mentioned that the district could have stipulations for enrollment when the open slots are advertised.

COMMENTS: From the administration, Peggy Buffington told the Board that she was really pleased with the student usage of Khan Academy and Khanmigo and noted that competition has become intense and many awards have been given out. She noted that at Veterans School classmates are very competitive with one another, but they also are supportive and encourage one another. When she stops at the school, they know she will be passing out awards, and they are happy and cheer for each other. She noted that the state test was difficult and noted less than half of the state's students had passed it. She hoped that using Khanmigo and Khan Academy would give students "a competitive edge" with state testing. Dr. Buffington mentioned that on March 5 the juniors will have SAT testing at the high school. She commented that more sophomores passed the SAT test than the juniors, and she spoke to the juniors about this. At that time, she told the juniors what the sophomores had done with one less year of instruction. Chris King mentioned that two of his E-sports team members have received scholarships to Manchester University and will be playing E-sports for them, and he was excited for them. He noted that in the five years of E-sports, three students have received scholarships. In addition, it was mentioned that two other team members attended a tournament on the west coast and did very well.

From the Board, David Kostbade mentioned that he had some health issues from his surgery, but he was doing better and had gotten himself caught up. He said there would be two wrestlers going to state competition and the boys swimming and diving sectionals were coming up. In addition, he indicated that there were around 100 signups for the football winter camp and said that it was one of the largest camps since he had been assisting. He noted that Coach Schreiber was "doing a good job." Don Rogers commented about saving on electric costs at the high school and noted that access to some electrical switches was limited. He thought when the last person left the field house, they could turn off the lights, and then the next group coming in could turn them on. He spoke to Felix Perry about this, and he said today he was able to turn the lights on and off. Mr. Kostbade inquired about the type of lighting, and he was told they were LED. He was also told that the school corporation converted to LED lighting some time ago with grant funding from NIPSCO. Dr. Buffington was still in favor of having PLTW students involved in developing an energy savings plan. Brad Keehn agreed with energy cost savings and mentioned that his wife had seen exterior lights on at the middle school at 2:00 pm this week. He reported on the last Park Board meeting he attended and mentioned some activities coming up in March and April and that an ordinance had been passed about not feeding the city's waterfowl. He indicated that he was opposed to school choice. Kayla Davis, HHS student representative, told the Board that the Mayor's Youth Council was working on their ordinance and still gathering information before presenting the ordinance to the city council and community. She mentioned that some students were selling candles as a fundraiser for one of the approved student trips to Europe, and she also noted this year's Prom was on April 25. Isis Fleming, HHS student representative, noted the Mayor's Youth Council was an outstanding program and hoped the participation with the schools would continue. She extended her congratulations to the E-sports team members and the wrestlers going to state competition. She wished the boys swimming and diving teams good luck at their sectional competition and Wolfgang at their state competition. Frank Porras told Dr. Buffington that the referendum presentation was well done. Dr. Buffington said that it available for viewing on the district's website. As part of the presentation, there is a link that can compare the taxes for several home values from

2017 to 2025, and taxpayers would be able to see that the referendum was revenue neutral. There was discussion about some of the community comments concerning the referendum. It was mentioned that many items mentioned on social media were not accurate or were misleading, and they do not have a clear understanding about school financing, how funds may or may not be spent, and are unaware of the legislative restrictions school districts are required to follow. It was noted that it was important to correct misinformation shown on social media. The importance of getting the referendum passed was mentioned, and it was stated that around 70% of the student population ride buses to school. There already is congestion at the schools with parents dropping off students, but it would be unimaginable with everyone dropping off their student. Brad Keehn mentioned that one of the staff members at Joan Martin School thanked him for explaining how the referendum was revenue neutral and not increasing the tax rate. Dr. Buffington reminded Board members that advocating about the referendum should not be done on school grounds. Sandi Hillan noted the importance of having information available about school finances. Dr. Buffington said it was alarming how much revenue has been lost because of the tax caps and noted it was challenging to take care of the district's facilities and pay their bills. Dr. Buffington noted that after seeing the presentation about the referendum, the assessor was supportive of it, and Mr. Porras appreciated his support. Sandi Hillan also noted that it was important to speak with family members and neighbors and reminding them to vote for the referendum. Also, some business owners were endorsing the referendum on their social media pages, and she appreciated them doing so. Rikki Guthrie echoed comments about the referendum presentation. She said that if anyone had any questions that they may not know the answer to, just text her and either she, Sandi Hillan, Terry Butler, and Dr. Buffington would respond because they were on a group text. Isis Fleming mentioned the boys swimming and diving sectional was this weekend and some wrestlers were headed to state competition, indicated that the students work hard academically and athletically, and said that was why she was a student representative and felt the rest of the Board would agree with her that Dr. Buffington and all of the staff were fantastic.

Since no one was in the audience, there were no comments.

ADJOURNMENT: There being no further business to come before the Board, President Guthrie adjourned the meeting around 8:21 p.m.

NEXT MEETING: The next regular session meeting is March 6, 2025.

BOARD OF SCHOOL TRUSTEES
SCHOOL CITY OF HOBART

By _____
Rikki A. Guthrie, President

ATTEST:

By _____
Frank Porras, Secretary

Submitted for Approval: March 6, 2025

**School City of Hobart
Board of School Trustees**

Resolution No. 2025-3

**A Resolution Approving Amendments to the Bylaws and
Policies of the Board of School Trustees of the School City of Hobart**

The Board of School Trustees having reviewed recommended changes and additions to its Bylaws and Policies and having received and reviewed the recommendations of Board Counsel and the Superintendent, does hereby find that it is in the best interest of the School City of Hobart to amend the Code of Bylaws and Policies of the School City of Hobart as reflected in Exhibits 1 through 15 attached hereto and incorporated herein by reference.

It is Therefore Resolved, that the Bylaws and Policies of the School City of Hobart are hereby amended by adding the language in bold and deleting the stricken language, to amend existing Sections, or by adopting new policies, as set forth in said Exhibits.


Be it Further Resolved, that Board Counsel is hereby directed to cause the foregoing amendments and additions to be incorporated in the codification of Bylaws and Policies previously adopted.

Passed on first reading this 6th day of February, 2025.

Passed on second reading this 20th day of February, 2025.


Adopted this 20th day of February, 2025.

SCHOOL CITY OF HOBART
BOARD OF SCHOOL TRUSTEES



Rikki A. Guthrie, President

ATTEST:



Frank Porras, Secretary

Exhibit 1

Bylaw 0164 - Notice of Meetings (Technical Correction)

Bylaw 0164.4 - Meeting of the Board Defined (Rescinded)

Bylaw 0165 - Board Meetings (Revised)

Bylaw 0172 - Legal Counsel (Technical Correction)



Book	Policy Manual
Section	Policies for Board 36-2
Title	Copy of NOTICE OF MEETINGS
Code	po0164
Status	Work Session
Adopted	June 6, 2024

0164 - NOTICE OF MEETINGS

The School Board shall give notice of regular, special, and emergency Board meetings to Board members, the news media, and the general public in compliance with Indiana law on the organization and operation of the governing body of a school corporation, the Open Door Law, and as provided herein.

Definitions

As used in this bylaw, "legal holiday" means a day listed in I.C. 1-1-9-1.

As used in this bylaw, "regular meeting" means a meeting of the Board held in compliance with a schedule of meetings approved by the Board at its annual organizational meeting.

As used in this bylaw, "special meeting" of the Board is a meeting other than a regular meeting on a schedule of regular meetings established at the Board's annual organizational meeting. At a special meeting, the Board may take any action permitted at a regular meeting. Executive sessions are excluded from this definition.

Notice Required

Public notice of the date, time, and place of any meetings, executive sessions, or of any rescheduled or reconvened meeting, shall be given at least forty-eight (48) hours (excluding Saturdays, Sundays, and legal holidays) before the meeting. This requirement does not apply to reconvened meetings (not including executive sessions) where the announcement of the date, time, and place of the reconvened meeting is made at the original meeting and recorded in the memoranda and minutes thereof, and there is no change in the agenda. This requirement also does not apply to regular meetings of the Board held in compliance with a schedule of meetings approved by the Board at its annual organizational meeting if the Board has public notice of its annual notice of scheduled regular meetings for the next year on or before December 31 of the preceding calendar year.

The Board shall give public notice by posting a copy of the notice at the administrative offices of the Corporation and by delivering notice to all news media ~~who~~ that submit an annual written request for such notice for the next calendar year to the Board on or before December 31 of the preceding calendar year.

Notice to the news media shall be given by depositing the notice in the United States mail with first-class postage prepaid, transmitting the notice by e-mail, or transmitting the notice by facsimile (fax).

In addition to notice of regular meetings to the news media, the Board shall give public notice to persons who give the Board a written request for notice of meetings not later than December 31 of the preceding calendar year. The Board shall give this notice by e-mail or by publishing notice of regular meetings on the Corporation's Internet website at least forty-eight (48) hours in advance of the meeting, excluding Saturdays, Sundays, and legal holidays.

Notice of any meeting of the Board shall contain the following statement:

"The Board's meeting site is fully accessible to all persons. Any person requiring further accommodation should contact the School Corporation's administrative office at (219)942-8885."

In the event of an Executive Order issued by the Governor or guidance provided by the Public Access Counselor, notice of a Board meeting may be provided using alternative means than is required by the Open Door Law. For example, permitting notice to be made through electronic means, e.g., on the Corporation website or social media site rather than by posting and publication.

Any notice requirement for a Board meeting or hearing before the Board established by the Open Door Law (I.C. 5-14-1.5) or this bylaw shall not serve to shorten or otherwise modify the content or timing of notice required by another statute or policy. For example, I.C. ~~5-3-1-25-3-1-2~~ establishes a ten (10)-day minimum notice period for public hearings held by the Board on certain contract matters.

If the Board utilizes an agenda for the meeting, a copy of the agenda shall be posted at the entrance to the location of the meeting prior to the meeting.

Notice of Regular Board Meetings

Notice need not be given to a Board member for holding or taking any action at a regular meeting.

Public notice of regular Board meetings shall be given only once a year by posting a copy of the notice at the administrative offices of the Corporation and delivering notice to all news media which submit an annual written request for such notice for the next calendar year to the Board on or before December 31 of the preceding calendar year.

In addition to notice of regular meetings to the news media, the Board shall give public notice to persons who give the Board a written request for notice of meetings not later than December 31 of the preceding calendar year. The Board shall give this notice by e-mail or by publishing notice of regular meetings on the Corporation's Internet website at least forty-eight (48) hours in advance of the meeting, excluding Saturdays, Sundays, and legal holidays.

Additional notice of a regular meeting shall be given by the Board if the date, time, or place of a regular meeting is changed. Notice to the public of a change in the date, time, or place of a regular Board meeting, executive session, or any rescheduled or reconvened meeting shall be given at least forty-eight (48) hours (excluding Saturdays, Sundays, and legal holidays) before the meeting is to convene by posting a copy of the notice at the administrative offices of the Corporation and delivering notice to all news media which submit an annual written request for such notice for the next calendar year to the Board on or before December 31st of the preceding calendar year. With the exception of executive sessions, this requirement does not apply to reconvened meetings where the announcement of the date, time, and place of the reconvened meeting is made at the original meeting and recorded in the memoranda and minutes of the meeting if there is no change in the agenda.

Notice of Executive Sessions

Notice of an executive session shall include the purpose(s) of the session as enumerated in I.C. 5-14-1.5-6.1(b) (see Policy 0167.2 - Executive Session).

Notice of Special Board Meetings

A special meeting of the Board shall be held when called by the President or Superintendent. The call shall be evidenced by a written notice specifying the date, time, and place of the special meeting. Special meetings shall be held at the regular meeting place of the Board.

A copy of the notice of a special meeting shall be served upon each member of the Board so that it is received by the Board member at least seventy-two (72) hours before the special meeting is to convene. This notice shall be given by delivering written notice to the member personally or by mail or telegram. Notice may be given by e-mail or facsimile if the member agrees to receive notice in this form. If each member of the Board has waived notice of the special meeting, notice of the meeting to Board members is not necessary.

Waiver of notice of a special meeting by a Board member may be given by the member's presence at the special meeting or the member's execution of a written waiver of notice of the date, time, and place of the special meeting, executed either before or after the special meeting. If a waiver of notice of a special meeting is executed by a Board member after the meeting, the waiver also shall state in general terms the purpose of the special meeting. If a waiver specifies that the waiver was executed before the meeting, third persons are entitled to rely on the statement.

Notice to the public and news media of a special meeting shall state the date, time, and place of the special meeting and the business to be transacted, as well as the name, address, and telephone number of the Corporation's administrative office. This notice shall be given at least forty-eight (48) hours before the special meeting convenes, excluding Saturdays,

Sundays, and legal holidays.

Notice of Emergency Board Meetings

The Board may meet to address an actual or threatened emergency involving injury to person or property or actual or threatened disruption of the operation of the Corporation. The notice requirements of the Open Door Law do not apply to a Board meeting convened to address such an emergency, but news media which have requested notice of meetings shall be given the same notice as is given to Board members without charge, and the public shall be notified by posting a copy of the notice at the administrative offices of the Corporation and on the Corporation's Internet website.

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Legal	I.C. 1-1-9-1 (Legal Holidays) List; observance
	I.C. 5-3-1 (Publication of Notices) Publication Procedures
	I.C. 5-3-1-2
	I.C. 5-14-1.5 Public Meetings (Open Door Law), including notice to the public and news media of regular, emergency, and special meetings
	I.C. 5-14-1.5-3.1
	I.C. 20-26-4-3 (Organization and Operation of Governing Body) Regular, statutory, and special meetings, including notice of meetings to Board members
Cross References	po0165 - BOARD MEETINGS
	po0167.2 - EXECUTIVE SESSION



Book	Policy Manual
Section	Policies for Board 36-2
Title	Copy of MEETING OF THE BOARD DEFINED
Code	po0164.4
Status	Work Session
Adopted	August 15, 2013
Last Revised	April 7, 2022

0164.4 - MEETING OF THE BOARD DEFINED - **RESCIND**

As used in these by-laws, "meeting" means a gathering of a majority of School Board members for the purpose of taking "official action" as defined at I.C. 5-14-1.5-2(d) on public business. The term "meeting" does not include the following:

- A. A social or chance gathering not intended to avoid the principles of the Indiana Open Door law set forth in I.C. 5-14-1.5-1.
- B. An on-site inspection of a project, program, or facility of applicants for incentives or assistance from the Board.
- C. Traveling to and attending meetings of organizations devoted to the betterment of government.
- D. A caucus as defined at I.C. 5-14-1.5-2(h).
- E. A gathering to discuss an industrial or a commercial prospect that does not include a conclusion as to recommendations, policy, decisions, or final action on the terms of a request or an offer of public financial resources.
- F. An orientation of members of the Board on their role and responsibilities as public officials, but not for any other official action.
- G. A gathering of Board members for the sole purpose of administering the oath of office specified in I. C. 20-26-4-2 to a Board member or members.
- H. Collective bargaining discussions that the Board engages in directly with the exclusive representative of a bargaining unit consisting of School Corporation employees. This exception from the definition of a "meeting" of the Board applies only when the Board has not appointed an agent or agents to conduct collective bargaining on behalf of the Board. A committee appointed by the Board or the Board President to conduct collective bargaining shall not constitute a "governing body" subject to the Open Door Law (I.C. 5-14-1.5-2((b)(3) and (c) (8))).

The Board's meetings normally shall be held at a location within the Corporation boundaries that may accommodate public attendance. In such meetings, some members may participate through electronic communication in accordance with Bylaw 0164.5. However, the Board authorizes the Superintendent and Board President acting in concert to determine that it is necessary or appropriate to hold a regular, special or emergency Board meeting by means of remote or virtual participation by all Board members and remote or virtual public access, considering whether and how public comment will be allowed and in compliance with the Open Door Law to the extent required by the Governor or the Public Access Counselor or pursuant to Bylaw 0164.6, only in the event that circumstances justify such a meeting. Notice of such meetings shall be made as required by the Open Door Law or as modified by the Governor or the Public Access Counselor and include information regarding public access to the remote or virtual Board meeting. Any meeting held under this provision may include voting by Board members (see Policy 0167.1 - Voting), and such votes shall not be invalid merely because of the remote or virtual nature of the meeting if a legal exception exists to requirements under the Open Door law regarding

remote voting, for example, by Executive Order of the Governor or guidance provided by the Public Access Counselor or pursuant to Bylaw 0164.6.

The Board President shall conduct the meeting so as to facilitate public understanding, including requiring Board members to identify themselves before speaking and limiting instances of multiple Board members speaking at the same time, to the extent possible.

In the event of an Executive Order issued by the Governor or guidance provided by the Public Access Counselor, notice of a Board meeting may be provided using alternative means than is required by the Open Door Law. For example, permitting notice to be made through electronic means, e.g., on the Corporation website or social media site, rather than by posting and publication as required by Policy 0165 - Notice of Board Meeting.

Revised 7/23/20

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I.C. 20-26-4-3 Notice of meetings to Board members

I.C. 5-14-1.5 Open Door Law notice to the public and news media of regular, emergency and special meetings



Book	Policy Manual
Section	Policies for Board 36-2
Title	Copy of BOARD MEETINGS
Code	po0165
Status	Work Session
Adopted	August 15, 2013
Last Revised	June 6, 2024

0165 - BOARD MEETINGS

Meeting Defined

As used in these bylaws, 'meeting' means a gathering of a majority of School Board members for the purpose of taking 'official action' as defined at I.C. 5-14-1.5-2(d) on public business. The term 'meeting' does not include the following:

- A. A social or chance gathering not intended to avoid the principles of the Indiana Open Door law set forth in I.C. 5-14-1.5-1 **et seq.**
- B. An on-site inspection of a project, program, or facility of applicants for incentives or assistance from the Board.
- C. Traveling to and attending meetings of organizations devoted to the betterment of government.
- D. A caucus as defined at I.C. 5-14-1.5-2(h).
- E. A gathering to discuss an industrial or a commercial prospect that does not include a conclusion as to recommendations, policy, decisions, or final action on the terms of a request or an offer of public financial resources.
- F. An orientation of members of the Board on their role and responsibilities as public officials, but not for any other official action.
- G. A gathering of Board members for the sole purpose of administering the oath of office specified in I.C. 20-26-4-2 to a Board member or members.
- H. Collective bargaining discussions that the Board engages in directly with the exclusive representative of a bargaining unit consisting of School Corporation employees. This exception from the definition of a 'meeting' of the Board applies only when the Board has not appointed an agent or agents to conduct collective bargaining on behalf of the Board. A committee appointed by the Board or the Board President to conduct collective bargaining shall not constitute a 'governing body' subject to the Open Door Law (I.C. ~~5-14-1.5-2(b)(3) and (c)(8)~~ **5-14-1.5-2(b)(3) and (c)(8)**).

Regular Meetings

The Board shall hold a meeting on a date and at a time and place determined annually by a resolution of the Board.

In the event the date, time, or place of a meeting needs to be changed, which change is in the best interest of the Board and/or the Corporation, such change may be made by action of the Board, provided that the proper notice is given pursuant to Bylaw 0164 - Notice of Meetings.

Special Meetings

A "special meeting" of the Board is a meeting other than a regular meeting on a schedule of regular meetings established at the Board's annual organizational meeting. At a special meeting, the Board may take any action permitted at a regular meeting. Executive sessions are excluded from this definition.

Special meetings of the Board may be called by the President or the Superintendent provided there is compliance with the notice provision contained in Bylaw 0164 - Notice of Meetings.

Emergency Meetings

In the event of a local disaster emergency posing severe and imminent threat to the health, safety, or welfare of the Corporation, its employees, or students, ~~any member of the Board, or the Superintendent~~ including but not limited to a disaster emergency or local disaster emergency, the President or the Superintendent may call an emergency session if it can be shown that delay would be detrimental to efforts to lessen or respond to the threat. No formal notice to Board members of any emergency meeting shall be required, but the press and public shall be notified.

The following provisions apply if:

- A. the Governor declares a disaster emergency under I.C. 10-14-3-12; or
- B. the executive (as defined in I.C. 36-1-2-5) of a political subdivision declares a local disaster emergency under I.C. 10-14-3-29.

Until the disaster emergency or local disaster emergency is terminated, Board members shall not be required to be physically present at a Board meeting if:

- A. meeting in person would present an imminent risk to the health or safety of the members of the public and the Board members who attend the meeting because of the particular danger, threat, or emergency conditions that ~~is/~~ are the basis for the declaration of the disaster emergency ~~or local disaster emergency~~; and
- B. one (1) or more schools within the Corporation are closed at the time of the meeting because of the particular danger, threat, or emergency conditions that ~~is/~~ are the basis for the declaration of the disaster emergency ~~or local disaster emergency~~.

During the disaster emergency or local disaster emergency, Board members may meet by any means of electronic communication, if the following are satisfied:

- A. At least a quorum of the Board members participate in the meeting by means of electronic communication or in person.
- B. The public is able to simultaneously attend and observe the meeting, unless held in executive session.

All votes taken in a meeting conducted with at least one Board member participating through an electronic means of communication during a declared disaster emergency or local disaster emergency shall be by roll call. The Board minutes prepared for meetings in which at least one Board member participates by an electronic means of communication during a declared disaster emergency or local disaster emergency must state the name of each Board member who:

- A. was physically present at the place where the meeting was conducted;
- B. participated in the meeting by using any electronic means of communication; and
- C. was absent.

The Board minutes also shall identify the electronic means of communication by which:

- A. Board members participated in the meeting; and
- B. the public attended and observed the meeting if it was not an executive session.

Location of Meetings

The Board's meetings normally shall be held at a location within the Corporation boundaries that may accommodate public attendance. In such meetings, some members may participate through electronic communication in accordance with this bylaw. The Board further authorizes the Superintendent or Board President to determine that it is necessary or appropriate

to hold a regular, special or emergency Board meeting by means of remote or virtual participation by all Board members and remote or virtual public access, considering whether and how public comment shall be allowed and in compliance with the Open Door Law, to the extent required by the Governor or the Public Access Counselor, or pursuant to provisions of this policy pertaining to meetings during declared disaster emergencies only in the event that circumstances justify such a meeting. Notice of such meetings shall be made as required by the Open Door Law or as modified by the Governor or the Public Access Counselor and include information regarding public access to the remote or virtual Board meeting (See Policy 0164 - ~~Notices~~ **Notice of Meetings**). Any meeting held under this provision may include voting by Board members (see Policy 0167.1 - Voting), and such votes shall not be invalid merely because of the remote or virtual nature of the meeting if a legal exception exists to requirements under the Open Door law regarding remote voting, for example, by Executive Order of the Governor or guidance provided by the Public Access Counselor or pursuant to provisions of this bylaw pertaining to meetings during declared disaster emergencies.

The Board President shall conduct the meeting so as to facilitate public understanding, including requiring Board members to identify themselves before speaking and limiting instances of multiple Board members speaking at the same time, to the extent possible.

Member Participation in Meetings Through Electronic Means of Communication

Subject to the limitations listed below, the Board shall permit Board members to participate in a meeting by an electronic means of communication if it allows all Board members participating in the meeting to simultaneously communicate with each other and allows the public to simultaneously attend and observe the meeting if it is not an executive session.

A Board member participating by an electronic means of communication shall be considered present for purposes of establishing a quorum but may participate in any final action taken at the meeting only if the Board member can be seen and heard. At least fifty percent (50%) of the Board members must be physically present at a meeting, except where a disaster emergency or local disaster emergency has been declared and under the circumstances indicated above.

The number of Board members who may participate in any given meeting through an electronic means of communication is limited to three (3) Board members, except where a disaster emergency or local disaster emergency has been declared and under the circumstances indicated above.

A Board member may attend two (2) consecutive meetings (a set of meetings) by electronic communication, except where a disaster emergency or local disaster emergency has been declared and under the circumstances indicated above. A Board member shall physically attend at least one (1) meeting between sets of meetings that the Board member attends by electronic communication unless the Board member's absence is due to:

- A. military service;
- B. illness or other medical condition;
- C. death of a relative; or
- D. an emergency involving actual or threatened injury to persons or property

or except where a disaster emergency or local disaster emergency has been declared as indicated above.

A Board member may not attend more than fifty percent (50%) of any Board meetings in a calendar year by an electronic means of communication unless the Board member's electronic participation is due to:

- A. military service;
- B. illness or other medical condition;
- C. death of a relative; or
- D. an emergency involving actual or threatened injury to persons or property

or except where a disaster emergency or local disaster emergency has been declared and under the circumstances indicated above.

The limitations listed above shall apply separately to each category of Board meetings, including regular meetings, special meetings, emergency meetings, executive sessions, and work sessions. Thus, for example, the 50% limitation means that a Board member may not attend more than fifty percent (50%) of regular meetings, fifty percent (50%) of special meetings, fifty percent (50%) of emergency meetings, fifty percent (50%) of executive sessions, and **fifty percent (50%)** of work sessions in a calendar year by an electronic means of communication unless one of the listed exceptions applies.

All votes taken during a meeting conducted with at least one Board member participating through an electronic means of communication shall be by roll call. The Board minutes prepared for meetings in which at least one Board member participates by an electronic means of communication shall state the name of each Board member who:

- A. was physically present at the place where the meeting was conducted;
- B. participated in the meeting by using any electronic means of communication; and
- C. was absent.

The Board minutes also shall identify the electronic means of communication by which:

- A. Board members participated in the meeting; and
- B. the public attended and observed the meeting if it was not an executive session.

Board members may not participate in a Board meeting by electronic communication if the Board is attempting to take final action to:

- A. adopt a budget;
- B. make a reduction in personnel;
- C. initiate a referendum;
- D. establish or increase a fee;
- E. establish or increase a penalty;
- F. use the Board's power of eminent domain authority; or
- G. establish, raise, or renew a tax,

except where a disaster emergency or local disaster emergency has been declared and under the circumstances indicated above.

Subject to the limitations listed above, a Board member who plans to attend a meeting by any electronic means of communication shall notify the Board President and Superintendent no less than twenty-four (24) hours before the meeting so that arrangements can be made for the Board member's participation by electronic means. Such notice is not required where a disaster emergency or local disaster emergency has been declared, ~~and~~ under the circumstances indicated above, **and** the entire Board is participating in the meeting by means of electronic communication.

A technological failure in an electronic means of communication that disrupts or prevents:

- A. the simultaneous communication between a Board member who is not physically present at the meeting and the Board; or
- B. a member of the public who is not present at the meeting from attending and observing the meeting

does not prevent the Board from conducting the meeting or affect the validity of an action taken by the Board at the meeting if the sum of the Board members physically present at the meeting and the Board members participating by electronic communication without technological failure satisfies the quorum and, if a final action is taken, the Board's voting requirements.

Series of Meetings (Gatherings)

Members of the Board may not participate in a series of meetings (gatherings) if the series consists of at least two (2) gatherings and the series of gatherings meets all of the following criteria:

- A. one (1) of the gatherings is attended by at least three (3) Board members but less than a quorum, and the other gathering includes at least two (2) Board members;
- B. the sum of the number of different members attending any of the gatherings equals at least a quorum of the Board;

C. all gatherings concern the same subject matter and are held within a period of not more than seven (7) consecutive days; and

D. the gatherings are held to take official action on public business.

A Board member attends a gathering if the member is present at the gathering in person or if the member participates in the gathering by telephone or other electronic means, excluding electronic mail.

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I.C. 5-14-1.5 Open Door Law notice to the public and news media of regular, emergency and special meetings

I.C. 10-14-3-12 Disaster emergency; emergency gubernatorial powers

I.C. 10-14-3-29 Local Disaster Emergency

I.C. 20-26-4-2 Oath of Members

I.C. 20-26-4-3 Regular, Statutory and Special Meetings (notice of meetings to Board members)

I.C. 36-1-2-5 (definition of) "Executive"

Cross References

po0164 - NOTICE OF MEETINGS

po0167.1 - VOTING



Book	Policy Manual
Section	Policies for Board 36-2
Title	Copy of LEGAL COUNSEL
Code	po0172
Status	Work Session
Adopted	May 20, 2010

0172 - LEGAL COUNSEL

The School Board may appoint a legal counsel whose duty shall be to advise the Board and the Superintendent and others as designated by the Superintendent on specific legal problems submitted by the Superintendent and to make such recommendations as required. The legal counsel shall also shall represent the Board where required by law. The Board shall appoint counsel at its annual organizational meeting and fix the retainer and hourly rate.

Legal	I.C. 20-26-5-44
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Cross References	po1230 - RESPONSIBILITIES OF THE SUPERINTENDENT
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Exhibit 2

Policy 1213.01 - Staff-Student Relations (Technical Correction)



Book	Policy Manual
Section	Policies for Board 36-2
Title	Copy of STAFF-STUDENT RELATIONS
Code	po1213.01
Status	Work Session
Adopted	July 7, 2022
Last Revised	June 15, 2023

1213.01 - **STAFF-STUDENT RELATIONS**

The School Board wants to maintain a safe and healthy educational environment for students attending the School Corporation. The interactions between Corporation employees and its students are of paramount concern. This policy addresses appropriate boundaries between Corporation employees and its students.

Sexual Relationships with Students Prohibited

Sexual conduct with or sexual relationships with students by a Corporation employee are prohibited. Any teacher, administrator, coach, school official, or staff member who engages in sexual conduct with a student may be disciplined, up to and including termination. That person's conduct also may constitute the crime of:

- A. 'sexual battery,' under I.C. 35-42-4-8; or
- B. 'child molesting' under I.C. 35-42-4-3 in the case of a child under fourteen (14) years of age; or
- C. 'child seduction' under I.C. 35-42-4-7; or
- D. 'sexual misconduct with a minor' under I.C. 35-42-4-9 in the case of a child between the ages of fourteen (14) and sixteen (16).

The issue of consent is irrelevant in regard to the latter three (3) criminal charges. Any conduct that may constitute a crime shall be reported to local law enforcement.

Any employee accused of sexual conduct or a sexual relationship with a student may be placed on leave until school administrative proceedings are completed. Proven sexual relationships with a student, regardless of the age of the student, shall initiate the termination process for the employee.

Allegations Constituting Criminal Conduct or Child Abuse/Sexual Misconduct

The Corporation's administrators, including a Compliance Officer or designee, shall report to local law enforcement any conduct that may constitute a crime upon receiving a report of such conduct.

State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to report that knowledge or suspicion to the Department of Child Services ("DCS") immediately.

Allegations made during harassment investigations:

If, during the course of a harassment investigation, a Compliance Officer or a designee has reason to believe or suspect that the alleged conduct may constitute abuse or neglect of a child, a report shall be made to DCS in accordance with State

law and Board Policy.

If, during the course of a harassment investigation, a Compliance Officer or a designee has reason to believe or suspect that the conduct reported may constitute a crime, a report shall be made to local law enforcement.

Reports made to DCS or to local law enforcement do not terminate a Compliance Officer's or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Inappropriate Boundary Invasions by Corporation Employees

The Board prohibits inappropriate boundary invasions by a Corporation employee into a student's personal space and personal life.

Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension

The Superintendent shall report to the Indiana Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery and, in accordance with Policy 3121- Personal Background Checks, References, and Mandatory Reporting ~~of Convictions and Substantiated Child Abuse and Arrests~~, shall suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

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- Legal I.C. 31-33-5
- I.C. 35-42-4-3
- I.C. 35-42-4-7
- I.C. 35-42-4-8
- I.C. 35-42-4-9

Cross References po3121 - PERSONAL BACKGROUND CHECKS, REFERENCES, AND MANDATORY REPORTING

Exhibit 3

Policy 1220 - Employment of the Superintendent (Revised)

Policy 1230 - Responsibilities of the Superintendent (Revised)



Book	Policy Manual
Section	Policies for Board 36-2
Title	Copy of EMPLOYMENT OF THE SUPERINTENDENT
Code	po1220
Status	Work Session
Adopted	May 20, 2010
Last Revised	April 7, 2022

1220 - EMPLOYMENT OF THE SUPERINTENDENT

The School Board vests the primary responsibility for administration of the School Corporation in the Superintendent of Schools. The appointment of the Superintendent is, therefore, one of the most important functions the Board can perform.

Whenever the position of Superintendent of Schools becomes vacant, the Board ~~will~~ **shall** appoint a Superintendent and fix ~~his/her/their~~ salary and term of employment, which ~~will~~ **shall** be for a term of at least one (1) year and not more than three (3) years. However, a contract may be extended for not more than an additional five (5) years beyond the term of the original contract.

~~Beginning with July 1, 2021, and thereafter, the~~ **The** Board ~~will~~ **shall** not enter into a contract with a Superintendent on or after the date of the election of one or more members of the governing body until January 1 of the year immediately following the year of the election. This policy provision does not apply if the membership of the governing body does not change **by more than one member** as a result of the particular election. **(I.C. 20-28-8-6)**

If the contract contains a provision that establishes an amount the Board must pay to the Superintendent to buy out the contract, the amount may not be more than an amount equal to the lesser of:

- A. the Superintendent's salary for any one (1) year under the contract; or
- B. \$250,000.

A Superintendent's salary under clause (A) does not include benefits or any other forms of compensation that the Superintendent receives as payment under the contract other than the Superintendent's salary.

The contract between the Board and the Superintendent ~~may~~ **shall** not provide for the awarding of a monetary bonus or other incentive that is based on the approval of a public question under I.C. 6-1.1-20 or I.C. 20-46 (referendum).

The Board ~~will~~ **shall** actively seek the best qualified and most capable candidate for the position of Superintendent.

Recruitment procedures will be prepared in advance of the search and will include:

- A. preparation of a written job specification for the position of Superintendent;
- B. preparation of written specifications of qualification in addition to proper State certification;
- C. preparation of informative material describing this Corporation and its educational goals;
- D. where feasible, the opportunity for applicants to visit the schools of this Corporation;

- E. the requirement that each of the final selected candidates for the position be interviewed by Board members in a format that encourages him/her to express his/her educational philosophy;
- F. solicitation of applications from a wide geographical area;
- G. consideration of all applicants fairly without discrimination on the basis of race, gender, age, religion, ethnic background, disability, or other condition unrelated to the position of Superintendent.

No person may be employed as Superintendent of this Corporation unless ~~s/he has~~ they have signed an employment contract with the Board.

At least seven (7) days before a contract for employment is entered into between the Board and the Superintendent, the Board shall hold a public meeting on the proposed contract to hear objections to and support for and discuss, the proposed contract.

The Board Secretary shall submit notice of the hearing on the proposed contract for publication in a newspaper serving the Corporation in compliance with I.C. 5-3-1 and for posting on the newspaper's Internet website in compliance with I.C. 5-3-1-1.5 at least once no less than ten (10) days before the date of the hearing. The Board Secretary also shall direct that the published notice be posted on the Corporation's Internet website.

The notice shall:

- A. state that on a given day, time, and place, the Board will meet to discuss and hear objections to and support for the proposed contract; and
- B. set forth the details of the proposed contract, including the actual monetary value of the contract, benefits, and any additional forms of compensation for each year of the contract.

The name of the candidate for the position of Superintendent shall not be included in the notices or discussion of the proposed contract.

Such contract ~~will~~ shall be in the basic form of the regular teacher's contract if the Superintendent holds a license under I.C. 20-28-5 and ~~will~~ include:

- A. the term for which employment is contracted, including beginning and ending dates;
- B. the salary which the Superintendent will be paid and the intervals at which ~~s/he~~ they will be paid;
- C. the benefits to which ~~s/he is~~ they are entitled;
- D. such other matters as may be necessary to a full and complete understanding of the employment contract.

See also Policy 8311 - Public Access to Employee Contracts for further posting requirements following the approval of an employment contract with the Superintendent.

Anti-Nepotism:

'Relatives' include: children, stepchildren, siblings, half-siblings, step-siblings, spouse, domestic partner, parents, stepparents, in-laws, or bona fide dependents of a Board member or the Superintendent.

Relatives of Board members may be employed by the Corporation, provided the member of the Board involved does not participate in any way in the discussion or vote on the relative's employment. Should the Corporation choose to employ a relative as herein defined, both the relative and the Board member must file a conflict of interest statement.

Relatives of the Superintendent may be employed by the Corporation, provided the staff member being employed is not placed in a position in which the relative staff member would be supervised directly by the Superintendent.

Non-Fraternization:

If Corporation employees in a supervisor-subordinate relationship choose to date, engage in a romantic relationship, or have sexual relations the employees must notify the Corporation's administration and may have to accept the Corporation's decision to transfer one or both of the employees so that they no longer have a supervisor-subordinate relationship. Anyone employed in a managerial or supervisory role needs to heed the fact that personal relationships with employees who report to them may be perceived as favoritism, misuse of authority, or potentially sexual harassment, and, consequently are unacceptable.

Adverse workplace behavior - or behavior that affects the workplace that arises because of personal relationships - will not be tolerated. Corporation employees who disregard this policy will be subject to discipline, up to and including termination.

The Superintendent so appointed will shall devote himself/herself themselves to the duties of his/her their office.

Any candidate's intentional misstatement of fact material to his/her their qualification for employment or the determination of his/her their salary will shall be considered by this Board to constitute grounds for his/her their dismissal.

The person selected for the position of Superintendent will shall be required to undergo a physical examination reasonably related to the duties s/he they will be required to perform, the cost of which will be borne by the Corporation.

The contract may be altered or rescinded for a new one at any time by mutual consent of the governing body and the superintendent. The consent of both parties must be in writing and must be expressed in a manner consistent with I.C. 20-28-8-6, -7, and -8. If the Superintendent holds a license under I.C. 20-28-5, the rights of a Superintendent as a teacher under any other law are not affected by the contract unless those rights conflict with the terms of I.C. 20-28-8-6(b), in which case the provisions of I.C. 20-28-8-6(b) govern.

Revised 8/7/14
Revised 5/10/18
Revised 3/4/21
Revised 7/15/21

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Legal	I.C. 5-3-1
	I.C. 5-14-1.5-6.1(b)(5) and (9)
	I.C. 6-1.1-20
	I.C. 20-28-5
	I.C. 20-28-6
	I.C. 20-28-7
	I.C. 20-28-8
	I.C. 20-28-8-13
	I.C. 20-46



Book Policy Manual
Section Policies for Board 36-2
Title Copy of RESPONSIBILITIES OF THE SUPERINTENDENT
Code po1230
Status Work Session
Adopted May 20, 2010

1230 - RESPONSIBILITIES OF THE SUPERINTENDENT

The Superintendent shall strive to achieve **School** Corporation goals by providing educational direction and supervision to the professional staff and supervision to the support staff and by acting as a proper model for staff and students both in and outside the Corporation. In addition, the Superintendent shall exercise the authority delegated to ~~him/her~~ **them** regarding policies and/or guidelines (Bylaw 0132.2).

Duties and Responsibilities

The Superintendent shall be directly responsible to the School Board for the performance of the following assigned duties and responsibilities:

- A. promptly and fully inform the Board of any matter or related matters involving legal expenses reasonably expected to exceed \$ _____ 10,000. ~~[insert amount specified by the Board]~~ (I.C. 20-26-5-44)
- B. inform all Board members within five (5) business days, if the Superintendent:
 1. becomes aware of possible criminal activity involving a current or former Corporation employee or contract that:
 - a. may have occurred on school property or at a school approved activity or event not on school property; and
 - b. may have involved a current or former student who was a student at the time of the possible criminal activity; or
 2. concludes an investigation of a personnel matter that results in or could result in the suspension or termination of a Corporation employee (I.C. 20-26-5-42.3)
- C. keep the Board informed of school ~~operation~~ **operations** by preparing Board agendas, providing oral and written communication, scheduling management team committee meetings, and requesting special Board meetings that become necessary to keep the Board properly informed
- D. ensure that all aspects of Corporation operation comply with: **1) State and Federal laws, and 2) rules, and regulations;** ~~as well as Board policies; and 3) Board contracts and policies~~
- E. establish and maintain a written educational plan required by law and consistent with the educational goals adopted by the Board
- F. ensure proper implementation of the current Corporation-wide instructional plan as it applies to each building
- G. strive to increase the efficient use of Corporation resources in the daily operations of the schools

- H. enforce the school attendance laws
- I. assign staff to achieve the maximum benefit toward the attainment of educational goals
- J. evaluate the progress of the professional and support staff toward the attainment of educational goals
- K. analyze the results of instructional program development as it applies to the Board's educational goals
- L. recommend changes in instructional or staffing patterns based on an analysis of staff and program progress
- M. present to the Board for review and approval at least annually, a schedule of recommended book rent and related fees, as well as a schedule of other fees to be charged by the Corporation
- N. work cooperatively with parents and community groups concerned with programs in the schools
- O. develop personal capabilities in personnel strategies and facility management
- P. work cooperatively with the Board and administrative staff
- Q. strive toward the highest standards of personal conduct
- R. perform such other duties as the Board may direct
- S. recommend to the board all candidates for employment, and for certificated staff, include in the recommendation a report of their academic credentials
 - In the case of administrative employees, meet with the Board prior to posting of any opening to discuss the procedures to be used in the selection process.
- T. accept, on behalf of the Board, all employee resignations except his/her own
 - Once the Superintendent has accepted a resignation, it may not be rescinded without Board approval.
- U. submit to the Board, in a timely manner, the annual budget of the School Corporation
- V. account to the Board for all funds of the School Corporation

Legal

I.C. 20-26-5-42.3

I.C. 20-26-5-44

Exhibit 4

Policy 1617 - Weapons (Revised)

Policy 3217 - Weapons (Revised)

Policy 4217 - Weapons (Revised)

Policy 5772 - Weapons (Revised)

Policy 7217 - Possession of Firearms and Weapons by Visitors (Revised)



Book	Policy Manual
Section	Policies for Board 36-2
Title	Copy of WEAPONS
Code	po1617
Status	
Adopted	August 7, 2014
Last Revised	July 19, 2018

1617 - WEAPONS

Except for a person who legally may possess a firearm and has been authorized by the School Board to carry a firearm in or on School Corporation property, the Board prohibits administrators from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for the purpose of school activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a school-sponsored event, or in a Corporation vehicle; provided, however, that an administrator is not prohibited from possessing a firearm or ammunition that is locked in the trunk of the administrator's vehicle, kept in the glove compartment of the administrator's locked vehicle, or stored out of plain sight in the administrator's locked vehicle.

The possession of a firearm in or on school property, in or on property that is being used by a school for a school function, or on a school bus is prohibited by board policy and is a felony under state law. This prohibition applies to all employees including those who have a personal protection permit to carry a handgun. For purposes of this paragraph, a firearm that is out of sight in a locked vehicle is not considered to be "in possession". The term "weapon" means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health or safety of persons. Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (bombs, incendiary, grenade, Molotov cocktail, rocket with a propellant charge of more than four (4) ounces, etc.). A "knife" is defined as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon". I.C. 35-47-5-2.5(a)

Generally, the possession of a firearm in or on school property, in or on property that is being used by a school for a school function, or on a school bus is a felony (I.C. 35-47-9-2) and is prohibited by Board policy. However, State law permits a person who legally may possess a firearm to maintain that firearm if it is locked in the person's trunk, kept in the glove compartment of the person's locked vehicle, or stored out of plain sight in the person's locked vehicle. This exception does not apply to students unless it is a high school student who is a member of a shooting sports team and the principal has approved the student keeping a firearm concealed in the student's motor vehicle on days the student is competing or practicing as a member of a shooting sports team. This exception also does not apply to former students if the person is no longer enrolled in school due to a disciplinary action within the previous twenty-four (24) months.

The term "weapon" means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage or endangering the health or safety of persons. Weapons include, include but are not limited to, firearms, tasers, handguns, stun guns, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (such as bombs, incendiary devices, grenades, Molotov cocktails, rockets with a propellant charge of more than four (4) ounces, etc.). A "knife" is defined as "an instrument that: 1) consists of a sharp edged or sharp-pointed sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon.weapon" (I.C. 35-47-5-2.5(a)).

A firearm under this policy is any weapon that is capable of expelling, designed to expel, or may readily be converted to

expel a projectile by means of an explosion.

No person may intentionally or openly display a firearm at any public meeting of the school board.

Exceptions to this policy include:

- A. items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved; (~~Working~~ firearms and ammunition shall never be approved.)
- B. theatrical props used in appropriate settings;
- C. starter pistols used in appropriate school related sporting events.

This prohibition does not apply to weapons under the control of law enforcement personnel, school resource officers, and the director of school safety. All such personnel will be trained and qualified in the use of firearms as law enforcement officers, and sworn or deputized officers with arrest powers while in the performance of their duties.

The Superintendent will report an administrator who violates this policy to law enforcement officials. The administrator also will be subject to disciplinary action, up to and including termination, for violation of this policy.

Staff members must report knowledge of ~~dangerous weapons~~ **weapon's possession** and/or threats of violence by students, staff members, or visitors to the principal. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

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- Legal
- I.C. 10-21-3
 - I.C. 20-33-9-1 et seq.
 - I.C. 34-28-7-2
 - I.C. 35-41-1-4.3
 - I.C. 35-41-1-8
 - I.C. 35-47-5-2.5
 - I.C. 35-47-9
 - I.C. 35-47-11.1-4(6)



Book	Policy Manual
Section	Policies for Board 36-2
Title	Copy of WEAPONS
Code	po3217
Status	Work Session
Adopted	May 20, 2010
Last Revised	July 19, 2018

3217 - WEAPONS

Except for a person who legally may possess a firearm and has been authorized by the School Board to carry a firearm in or on School Corporation property, the Board prohibits professional staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for the purpose of school activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a school-sponsored event, or in a Corporation vehicle; provided, however, that a professional staff member is not prohibited from possessing a firearm or ammunition that is locked in the trunk of the professional staff member's vehicle, kept in the glove compartment of the professional staff member's locked vehicle, or stored out of plain sight in the professional staff member's locked vehicle.

The possession of a firearm in or on school property, in or on property that is being used by a school for a school function, or on a school bus is prohibited by board policy and is a felony under state law. This prohibition applies to all employees including those who have a personal protection permit to carry a handgun. For purposes of this paragraph, a firearm that is out of sight in a locked vehicle is not considered to be "in possession". Generally, the possession of a firearm in or on school property, in or on property that is being used by a school for a school function, or on a school bus is a felony (I.C. 35-47-9-2) and is prohibited by Board policy. However, State law permits a person who legally may possess a firearm to maintain that firearm if it is locked in the person's trunk, kept in the glove compartment of the person's locked vehicle, or stored out of plain sight in the person's locked vehicle. This exception does not apply to students unless it is a high school student who is a member of a shooting sports team and the principal has approved the student keeping a firearm concealed in the student's motor vehicle on days the student is competing or practicing as a member of a shooting sports team. This exception also does not apply to former students if the person is no longer enrolled in school due to a disciplinary action within the previous twenty-four (24) months.

The term "weapon" means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as or endangering the health or safety of persons. Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (such as bombs, incendiary devices, grenades, Molotov cocktails, rockets with a propellant charge of more than four (4) ounces, etc.). A "knife" is defined as "an instrument that: 1) consists of a sharp edged or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon." (I.C. 35-47-5-2.5(a))

A firearm under this policy is any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.

No person may intentionally or openly display a firearm at any public meeting of the school board.

Exceptions to this policy include:

A. items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved; (~~W~~Working firearms and ammunition shall never be approved.)

B. theatrical props used in appropriate settings;

C. starter pistols used in appropriate school related sporting events.

This prohibition does not apply to weapons under the control of law enforcement personnel, school resource officers, and the director of school safety. All such personnel will be trained and qualified in the use of firearms as law enforcement officers, and sworn or deputized officers with arrest powers while in the performance of their duties.

The Superintendent will report an employee who violates this policy to law enforcement officials. The staff member also will be subject to disciplinary action, up to and including termination, for violation of this policy.

~~This prohibition does not apply to weapons under the control of law enforcement.~~

Staff members must report knowledge of ~~dangerous weapons~~ **weapon's possession** and/or threats of violence by students, staff members, or visitors to the principal. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

Revised 1/20/11

Revised 8/7/14

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Legal

I.C. 10-21-3

I.C. 20-33-9-1 et seq.

I.C. 34-28-7-2

I.C. 35-41-1-4.3

I.C. 35-41-1-8

I.C. 35-47-5-2.5

I.C. 35-47-9

I.C. 35-47-11.1-4(6)



Book	Policy Manual
Section	Policies for Board 36-2
Title	Copy of WEAPONS
Code	po4217
Status	Work Session
Adopted	May 20, 2010
Last Revised	July 19, 2018

4217 - WEAPONS

The Except for a person who legally may possess a firearm and has been authorized by the School Board to carry a firearm in or on School Corporation property, the Board prohibits support staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for the purpose of school activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a school-sponsored event, or in a Corporation vehicle; provided, however, that a support staff member is not prohibited from possessing a firearm or ammunition that is locked in the trunk of the support staff member's vehicle, kept in the glove compartment of the support staff member's locked vehicle, or stored out of plain sight in the support staff member's locked vehicle.

The possession of a firearm in or on school property, in or on property that is being used by a school for a school function, or on a school bus is prohibited by board policy and is a felony under state law. This prohibition applies to all employees including those who have a personal protection permit to carry a handgun. For purposes of this paragraph, a firearm that is out of sight in a locked vehicle is not considered to be "in possession". Generally, the possession of a firearm in or on school property, in or on property that is being used by a school for a school function, or on a school bus is a felony (I.C. 35-47-9-2) and is prohibited by Board policy. However, State law permits a person who legally may possess a firearm to maintain that firearm if it is locked in the person's trunk, kept in the glove compartment of the person's locked vehicle, or stored out of plain sight in the person's locked vehicle. This exception does not apply to students unless it is a high school student who is a member of a shooting sports team and the principal has approved the student keeping a firearm concealed in the student's motor vehicle on days the student is competing or practicing as a member of a shooting sports team. This exception also does not apply to former students if the person is no longer enrolled in school due to a disciplinary action within the previous twenty-four (24) months.

The term "weapon" means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as or endangering the health or safety of persons. Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (such as bombs, incendiary devices, grenades, Molotov cocktails, rockets with a propellant charge of more than four (4) ounces, etc.). A "knife" is defined as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon." I.C. 35-47-5-2.5(a)

A firearm under this policy is any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.

No person may intentionally or openly display a firearm at any public meeting of the school board.

Exceptions to this policy include:

A. items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved; (~~W~~Working firearms and ammunition shall never be approved.)

B. theatrical props used in appropriate settings;

C. starter pistols used in appropriate school related sporting events.

This prohibition does not apply to weapons under the control of law enforcement personnel, school resource officers, and the director of school safety. All such personnel will be trained and qualified in the use of firearms as law enforcement officers, and sworn or deputized officers with arrest powers while in the performance of their duties.

The Superintendent will report an employee who violates this policy to law enforcement officials. The staff member also will be subject to disciplinary action, up to and including termination, for violation of this policy.

Staff members must report knowledge of ~~dangerous weapons~~ **weapon's possession** and/or threats of violence by students, staff members, or visitors to the principal. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

Revised 1/20/11

Revised 8/7/14

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Legal

I.C. 20-33-9-1 et seq.

I.C. 34-28-7-2

I.C. 35-41-1-4.3

I.C. 35-41-1-8

I.C. 35-47-5-2.5

I.C. 35-47-9

I.C. 35-47-11.1-4(6)



Book	Policy Manual
Section	Policies for Board 36-2
Title	Copy of WEAPONS
Code	po5772
Status	Work Session
Adopted	May 20, 2010
Last Revised	August 7, 2014

5772 - WEAPONS

~~The~~ ~~The~~ Except for a person who legally may possess a firearm and has been authorized by the School Board to carry a firearm in or on School Corporation property, the Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for the purpose of school activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a school-sponsored event, or in a Corporation vehicle, without the permission of the Superintendent or designee.

Generally, the possession of a firearm in or on school property, in or on property that is being sued by a school for a school function, or on a school bus is a felony (I.C. 35-47-9-2) and is prohibited by Board policy. However, State law permits a person who may legally may possess a firearm to maintain that firearm if it is locked in the person's trunk, kept in the glove compartment of the person's locked vehicle, or stored out of plain sight in the person's locked vehicle. This exception does not apply to students unless it is a high school student who is a member of a shooting sports team and the principal has approved the student keeping a firearm concealed in the student's motor vehicle on days the student is competing or practicing as a member of a shooting sports team. This exception also does not apply to former students if the person is no longer enrolled in school due to a disciplinary action within the previous twenty- four (24) months.

The term "weapon" means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as or endangering the health or safety of persons. Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (such as bombs, incendiary devices, grenades, Molotov cocktails, rockets with a propellant charge of more than four (4) ounces, etc.). A "knife" is defined as "an instrument that: 1) consists of a sharp edged or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon." I.C. 35-47-5-2.5(a)

This policy will also encompass such actions as also prohibits possession of look-alike items that could be mistaken for weapons, false fire alarms, false bomb threats, or intentional calls to falsely report a dangerous condition, and similar conduct.

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

The Superintendent will shall report any student who violates this policy to the student's parents or guardians and to the law enforcement agency having jurisdiction over the property where the offense occurs. The student also may be subject to disciplinary action, up to and including expulsion.

Exceptions to this policy include:

- A. items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved; (Working firearms and ammunition shall never be approved.)
- B. theatrical props used in appropriate settings;
- C. starter pistols used in appropriate school related sporting events.

Revised 1/20/11

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Legal

I.C. 10-21-3

I.C. 20-33-8-16

I.C. 20-33-9-1 et seq.

I.C. 35-47-5-2.5

I.C. 35-47-9

20 U.S.C. 7151



Book	Policy Manual
Section	Policies for Board 36-2
Title	Copy of POSSESSION OF FIREARMS AND WEAPONS BY VISITORS
Code	po7217
Status	Work Session
Adopted	May 20, 2010
Last Revised	August 7, 2014

7217 - POSSESSION OF FIREARMS AND WEAPONS BY VISITORS

Application of this Policy

This policy applies to "visitors" meaning persons who come onto property or a vehicle owned by the **School** Corporation or used by the Corporation for school purposes. The term includes members of the general public, students enrolled in other schools or school corporations, and employees of entities providing services to the Corporation, but does not include Corporation employees covered by Policy 1617, Policy 3217, or Policy 4217 or currently enrolled students covered by Policy 5772.

Possession of a "Weapon" other than a "Firearm" by a Visitor

The **School** Board prohibits visitors from possessing, storing, making, or using a weapon other than a firearm in any setting that is under the control and supervision of the Corporation for the purpose of school activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a school-sponsored event, or in a Corporation vehicle. This prohibition does not apply to weapons under the control of a law enforcement officer.

The term "weapon" means an object which, in the manner in which it is used, ~~is~~ intended to be used, or ~~is~~ represented, is capable of inflicting serious bodily harm or property damage, ~~as well as~~ ~~or~~ endangering the health and safety of persons. Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (**such as** bombs, incendiary devices, grenades, Molotov cocktails, or rockets, with a propellant charge of more than four (4) ounces, etc.). A "knife" is defined as "an instrument that: 1) consists of a sharp edged or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon." I.C. 35-47-5-2.5(a)

Possession of a "Firearm" by a Visitor

Generally, the possession of a firearm in or on school property, in or on property that is being used by a school for a school function, or on a school bus is a felony (I.C. 35-47-9-2) and is prohibited by Board policy, **except for the possession of a firearm by a person who legally may possess a firearm and has been authorized by the Board to carry a firearm in or on Corporation property.** As used in this policy and as defined by Indiana law, "firearm" means any weapon that is capable of expelling, designed to expel, or that may readily be converted to expel a projectile by means of an explosion. However, State law permits a person who ~~may~~ legally **may** possess a firearm to maintain that firearm if it is locked in the person's trunk, kept in the glove compartment of the person's locked vehicle, or stored out of plain sight in the person's locked vehicle. This exception does not apply to students unless it is a high school student who is a member of a shooting sports team and the principal has approved the student keeping a firearm concealed in the student's motor vehicle on days the student is competing or practicing as a member of a shooting sports team. This exception also does not apply to former students if the person is no longer enrolled in school due to a disciplinary action within the previous twenty-four (24)

months.

Reporting Violations of this Policy

The Superintendent ~~will~~ **shall** report a visitor who violates this policy to law enforcement officials and may take any necessary steps to exclude the visitor from Corporation property and Corporation sponsored events.

If authorized by the Board, exceptions ~~will~~ **shall** be permitted for:

- A. items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved; (~~W~~ **W**orking firearms and ammunition shall never be approved.)
- B. theatrical props used in appropriate settings;
- C. starter pistols used in appropriate school related sporting events.

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Revised 9/5/13
Revised 3/20/14

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Legal
I.C. 10-21-3
I.C. 34-28-7-2;
I.C. 35-47-1-5
I.C. 35-47-5-2.5;
I.C. 35-47-9;
20 U.S.C. 7151

Exhibit 5

Policy 2312 - Class Size (Rescinded)



Book	Policy Manual
Section	Policies for Board 36-2
Title	Copy of CLASS SIZE
Code	po2312
Status	Work Session
Adopted	May 20, 2010

2312 - CLASS SIZE - RESCIND

The School Board requires that class sizes be determined with reference to instructional quality and economy of operation and the terms of the negotiated teacher agreement.

A desired range for the minimum number of students and an upper limit for that maximum number of students which teachers shall have in their regular classes shall be established by the Superintendent.

Legal	511 IAC 6-2-1(b)(2)
	511 IAC 1-8-1 et seq.

Exhibit 6

Policy 2623 - Student Assessment (Revised)

Policy 5410 - Promotion, Placement, and Retention (Revised)



Book	Policy Manual
Section	Policies for Board 36-2
Title	Copy of STUDENT ASSESSMENT
Code	po2623
Status	Work Session
Adopted	May 20, 2010
Last Revised	March 4, 2021

2623 - STUDENT ASSESSMENT

The School Board, in compliance with law and rules of the State Board of Education, shall implement State Board-approved statewide achievement to assess student achievement and needs in English/language arts, mathematics, social studies, science, and other designated subjects in order to determine the progress of students and to assist them in attaining School Corporation and State Indiana Department of Education (IDOE) goals.

Student test scores on statewide assessments may be utilized in making placement decisions; provided, however, a student's score on the state assessment may not be the primary factor or measure used to determine whether a student is eligible for a particular course or program.

Additionally, the Board shall administer any end of course exams as may be required by the State Board in grades 9 through 12.

The Board shall comply with the requirements of the State Board of Education in administering the Indiana Reading Evaluation and Determination (IREAD-3) Assessment to students enrolled in grade 2 and grade 3.

The parent of a student who has been retained in grade 3 pursuant to I.C. 20-32-8.5-2(a)(2)(A) because the student has not achieved a passing score on the IREAD-3 and who would not have been retained for other reasons may appeal the student's retention if the parent believes that one of the following exceptions applies:

- A. the student was subject to retention and has been retained in grade 3 for one (1) school year;
- B. the student has an intellectual disability or the student's individualized education program specifies that retention is not appropriate, and the student's case conference committee has determined that promotion to another grade is appropriate;
- C. the student is an English learner who has received services for fewer than two (2) years and a committee consisting of the parent, a building level administrator or designee, a classroom teacher of service, an English learner teacher of record (if one exists), and an English learner district administrator (if one exists) determines that promotion is appropriate based on the implementation of research based instructional practices outlined in the student's individual learning plan;
- D. the student received a score of proficient or above proficient in grade 3 math on the statewide summative assessment; or
- E. the student has received intensive intervention as determined by the IDOE in reading for two (2) or more years and was retained more than one (1) time throughout kindergarten, grade 1, or grade 2.

The parent must submit the appeal in writing, along with supporting documentation, to the (X) Principal ↔

Superintendent () _____ [end of options] prior to the beginning of the school year in which the student is to be retained. Once received, the [NOTE: select the same option as chosen above] (X) Principal () Superintendent () _____ [end of options] will consider the documentation submitted by the parent and issue a determination, in writing, within five (5) business days from receipt of the appeal about whether the student meets one of the criteria in A-E above that exempts the student from retention, which will be provided to the parent via electronic mail (if authorized by the parent), U.S. First Class mail, or hand delivery.

[Choose one of the following options:]

[Option 1]

This determination is final, and the Board will not hear appeals from this determination. [end of option 1]

[Option 2]

The parent may appeal this determination to the Board by submitting a written request for appeal to the () Board President () Board counsel [end of options] within five (5) business days of the parent's receipt of the decision by the [NOTE: select the same option as chose above] () Principal () Superintendent () _____ [end of options]. The Board will consider the appeal at a special meeting to be held as soon as practicable following receipt of the appeal and will issue a written determination that is final, which will be provided to the parent via electronic mail (if authorized by the parent), U.S. First Class mail, or hand delivery. The Board's consideration on appeal is limited to the materials submitted by the parent with the original appeal. [End of Option 2]

[End of Options]

The Superintendent shall develop and implement a plan which complies with guidelines established by the Department of Education IDOE.

Revised 8/2/12

Revised 4/6/17

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Legal I.C. 20-32-2
I.C. 20-32-8
I.C. 20-32-8.5
511 IAC 5
511 IAC 6.2-3.1



Book	Policy Manual
Section	Policies for Board 36-2
Title	Copy of PROMOTION, PLACEMENT, AND RETENTION
Code	po5410
Status	Work Session
Adopted	May 20, 2010
Last Revised	July 15, 2021

5410 - **PROMOTION, PLACEMENT, AND RETENTION**

The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with ~~his/her~~ **their** own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when ~~s/he has~~ **they have**:

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit ~~him/her~~ **them** to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Any decision regarding retention of a student who is eligible for special education and related services shall be made in accordance with the student's **individualized education program (IEP)** ~~or service plan~~ and in compliance with the statewide assessment program's policies and Federal law.

A student who is eligible for special education and related services shall be promoted or retained based on the recommendation of the case conference committee and the student's IEP.

It is the policy of the Board that a student shall not be retained or held back in a grade level for the sole purpose of improving the student's ability to participate in extra-curricular athletic programs.

The Board will comply with the requirements of the Indiana Department of Education regarding the consequences for students in grade three who fail to pass the Indiana Reading Evaluation and Determination Assessment (IREAD-3). Accordingly, a student who does not pass the IREAD-3 assessment either during the assessment period in the school year or during the summer assessment window, and is not eligible for a 'good cause exemption' outlined below, shall be considered for retention in third-grade based on the student's overall academic performance in all subject areas.

The school shall make one (1) of the following determinations:

- A. Retention is necessary based on the overall academic performance of the student in all subject areas. The student should be reported to the State as a third-grader in the subsequent school year, and the student should receive third-grade instruction in all subject areas.
- B. Retention is not necessarily based on the overall academic performance of the student in all subject areas. The student should move on to fourth-grade instruction in all subject areas. However, the student will continue to receive third-grade reading instruction during the subsequent school year and must retake the IREAD-3 assessment until the student passes the assessment or qualifies for a "good cause exemption".

Good cause exemptions that may be considered are:

- A. ~~thea student who has been previously retained two times prior to the fourth grade;~~ was subject to retention and previously has been retaining in grade 3 for one (1) school year;
- B. ~~thea student with disabilities whose~~ has an intellectual disability or the student's IEP specifies that retention is not appropriate, and the student's case conference committee has determined that promotion to another grade is appropriate;
- C. an English learner student who has received services for fewer than two (2) years and whose Individual Learning Plan (ILP) Committee including the parent, a building level administrator or designee, a classroom teacher of service, an English learner teacher of record (if one exists), and an English learner corporation administrator (if one exists) has determined that promotion is appropriate; based on the implementation of research-based instructional practices outlined in the student's ILP;
- D. the student received a score of proficient or above proficient in grade 3 math on the statewide summative assessment;
- E. the student has received intensive intervention as determined by the Indiana Department of Education in reading for two (2) or more years and was retained more than one (1) time throughout kindergarten, grade 1, or grade 2.

A parent whose child has been retained in grade 3 under the reading deficiency remediation plan and would not be subject to retention for other reasons may appeal the student's retention if the parent believes that the student meets one of the above exemptions. The Superintendent shall develop administrative guidelines that include the procedure for appeal.

The Superintendent **also** shall develop administrative guidelines for promotion, placement, and retention of students which:

- A. require the recommendation of the professional staff for any promotion, placement, or retention;
- B. require that parents are informed in advance of the possibility of retention of a student at a grade level;
- C. assign to the principal the final responsibility for determining the promotion, placement, or retention of each student.

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 Revised 8/15/13
 Revised 11/21/19

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Legal

I.C. 20-32-8.5

511 IAC 6.1-5-10 - Retaining student for athletic purposes prohibited

511 IAC 6.2-3.1-3

IDOE Memorandum April 7, 2017: IREAD-3 Guidance for 2017-18 School Year

Exhibit 7

Policy 3220.02 - Supplemental Payments for Teachers (Revised)



Book	Policy Manual
Section	Policies for Board 36-2
Title	Copy of SUPPLEMENTAL PAYMENTS FOR TEACHERS
Code	po3220.02
Status	Work Session
Adopted	January 10, 2019
Last Revised	March 2, 2023

3220.02 - SUPPLEMENTAL PAYMENTS FOR TEACHERS

The School Board authorizes the Superintendent to issue a supplemental payment in excess of the salary specified in the School Corporation's compensation plan to any teacher at the discretion of the Superintendent.

Definitions:

For purposes of this policy, the following definitions apply:

The term "teacher" means a professional person whose position with the Corporation requires a license (as defined in I.C. 20-28-1-7) and whose primary responsibility is the instruction of students.

The term "license" refers to a document issued by the Indiana Department of Education ("IDOE") that grants permission to serve as a particular kind of teacher. The term includes any certificate or permit issued by the IDOE.

Discussion of Supplemental Payments:

A supplement provided under this policy is not subject to collective bargaining, but a discussion of the supplement ~~must~~ **may** be held with the exclusive representative of the Corporation's teachers. Such a supplement is in addition to any salary increase permitted by I.C. 20-28-9-1.5(b).

Revised 2/6/20

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Legal	I.C. 20-18-2-22
	I.C. 20-28-1-7
	I.C. 20-28-9-1.5

Exhibit 8

**Policy 5136.01 - Technology Resources and Other Electronic Equipment
(Revised)**



Book	Policy Manual
Section	Policies for Board 36-2
Title	Copy of TECHNOLOGY RESOURCES AND OTHER ELECTRONIC EQUIPMENT
Code	po5136.01
Status	Work Session
Adopted	August 3, 2017

5136.01 - TECHNOLOGY RESOURCES AND OTHER ELECTRONIC EQUIPMENT

While in some instances the possession and use of Technology Resources (as defined in Bylaw 0100), Personal Communication Devices (PCDs) (as defined by Bylaw 0100) and other electronic equipment or devices by a student at school may be appropriate, the possession and use of such Technology Resources, PCDs, and other equipment or devices by students at school also may have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process.

Consequently, the School Board will supply any Technology Resources and other electronic equipment or devices necessary for participation in the educational program. The following provisions do not apply to School Corporation-owned and issued laptops, tablets, e-readers, personal digital assistants (PDAs), PCDs, or authorized assistive technology devices.

Students may use Technology Resources, and other electronic equipment/ and devices during instructional time for an educational or instructional purpose (e.g., taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision or as provided in the student's individualized education program (IEP) or Section 504 plan and may use these Technology Resources, and other electronic equipment, and devices during non-instructional time with permission (see student handbook), provided such use is consistent with Policy 7540.03 Student Acceptable Use and Safety.

Students are prohibited from using Technology Resources and other electronic equipment or devices in a manner that may be physically harmful to another person (e.g., shining a laser in the eyes of another student). Further, at no time may any Technology Resources or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 — Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using Technology Resources, a camera, or other electronic equipment/device to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex (including transgender identity, sexual orientation, and gender identity), age, disability, religion, or political beliefs; and (2) send, share, view or possess pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form. Violation of these prohibitions shall result in disciplinary action.

Furthermore, such actions will be reported to local law enforcement and child protection services as required by law.

Students are prohibited from using Technology Resources and other electronic equipment/devices to capture, record or transmit test information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using Technology Resources and other electronic equipment and devices to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using Technology Resources or other electronic equipment/devices to capture, record or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Technology Resources and other electronic equipment/devices are expressly banned from and may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker

rooms, shower facilities, restrooms, classrooms, except as approved by the student's IEP team/CCC, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.

Unauthorized Technology Resources and other electronic equipment and devices will be confiscated from the student by school personnel and disciplinary action taken.

If Technology Resources or other electronic equipment/device is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.

Any Technology Resources or other electronic equipment/device confiscated by Corporation staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. Technology Resources or other electronic equipment/devices in Corporation custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules (e.g., a student is observed using a camera in a prohibited area). Any search will be conducted in accordance with Policy 5771— Search and Seizure.

Students are personally and solely responsible for the care and security of any Technology Resources and other electronic equipment or devices they bring to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices.

Students are prohibited from using Technology Resources, electronic equipment, or devices in a manner that may be physically harmful to another person (e.g., shining a laser in the eyes of another student). Further, students are prohibited from using Technology Resources, electronic equipment, and devices with image or video capture functionality in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to gymnasiums, locker rooms, shower facilities, restrooms/bathrooms, swimming pools, and any other areas where students or others may change clothes or be in any stage of undress. The Superintendent and building principals are authorized to determine other specific locations and situations where use of such devices is absolutely prohibited. If a student needs to use a device to manage the student's health care or in the event of an emergency, the student should go to an area where a reasonable expectation of personal privacy does not exist, except where the emergency prevents the student from leaving the area.

Except as authorized by a teacher or administrator or as provided in a student's IEP or Section 504 plan, students are prohibited from using Technology Resources, electronic equipment, and devices to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in school, before and after school hours, on Corporation property, during after-school activities (e.g., extra-curricular activities), and at school-related functions. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

Students who violate this policy and/or use Technology Resources, electronic equipment, or devices to violate the privacy rights of another person ~~() shall~~ (X) may [end-of options] have their device confiscated and held until ~~() the end of the school day~~ (X) a parent/guardian picks it up, (X) and may be directed to delete the audio and/or picture/video file while the parent/guardian is present [end-of options]. If the violation involves potentially illegal activity, the confiscated device may be turned over to law enforcement.

Students shall not use Technology Resources, electronic equipment, and devices in any way that reasonably might create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and 2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions shall be reported to local law enforcement and the Indiana Department of Child Services (DCS), as required by law.

Students are prohibited also from using Technology Resources, electronic equipment, and devices to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using Technology Resources, electronic equipment, and devices to receive such information.

Possession of Technology Resources, electronic equipment, and devices by a student in school, before and after school hours, on Corporation property, during their lunch break, between classes, during after-school activities

(e.g., extra-curricular activities), and at school-related functions is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of Technology Resources, electronic equipment, and devices. The building principal also shall refer the matter to local law enforcement or DCS if the violation involves an illegal activity (e.g., child pornography, sexting) or child abuse. Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian unless the violation involves a potentially unlawful activity, in which case the PCD may be turned over to local law enforcement. A confiscated device will be marked in a removable manner with the student's name and ~~()~~ kept in a designated area in the teacher's classroom until the end of class or the end of the school day, as appropriate, for minor violations, or **[end of option]** held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned over to local law enforcement. School officials will not search or otherwise tamper with Technology Resources, electronic equipment, and devices in Corporation custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose their privilege to bring Technology Resources, electronic equipment, and devices to school for a designated length of time or on a permanent basis.

A person who discovers a student using Technology Resources, electronic equipment, or devices in violation of this policy is required to report the violation to the building principal, facility administrator, or Superintendent.

Students are personally and solely responsible for the care and security of their Technology Resources, electronic equipment, and devices. The Board assumes no responsibility for damage to or theft, loss, misuse, or unauthorized use of Technology Resources, electronic equipment, and devices brought onto Corporation property.

Exhibit 9

Policy 5460 - Graduation Requirements (Revised)



Book	Policy Manual
Section	Policies for Board 36-2
Title	Copy of GRADUATION REQUIREMENTS
Code	po5460
Status	Work Session
Adopted	May 20, 2010
Last Revised	July 7, 2022

5460 - GRADUATION REQUIREMENTS

It ~~is~~ shall be the policy of the School Board to acknowledge each student's successful completion of the instructional program appropriate to the achievement of Corporation goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

The Superintendent is directed to provide each student in grade 12 and the parent of each student in grade 12 a notice regarding the existence of the Free Application for Federal Student Aid (FAFSA) and a description of the process, and benefits, and requirements of completing the FAFSA. This notice also shall include approximate annual tuition costs of each State educational institution of higher education in the Indiana and State scholarships, grants, or other assistance available to students in Indiana. The Superintendent may use the model notice prepared by the ~~commission of higher education~~ Commission of Higher Education or develop a local notice containing the required information.

The Board shall award a high school diploma to every student enrolled in this Corporation who meets the requirements of graduation established by this Board as provided by the State.

To earn a standard Indiana high school diploma, students ~~in the graduating class of 2023, and each graduating class thereafter~~ must satisfy all three of the graduation pathway requirements established by the State. To be eligible to receive a diploma a student shall: ~~1) meet the credit requirements of the State as provided by the Indiana Department of Education (IDOE). 2) learn and demonstrate employability skills through one of three methods as defined by the IDOE. 3) demonstrate postsecondary-ready competencies through one of the several methods provided for by the IDOE.~~ meet the credit requirements of the State as provided by the Indiana Department of Education (IDOE) (X) and listed in AG 5460;

- A. meet the credit requirements of the State as provided by the Indiana Department of Education (IDOE) (X) and listed in AG 5460;
- B. learn and demonstrate employability skills through one of three methods as defined by the IDOE (X) and stated in AG 5460A;
- C. demonstrate postsecondary-ready competencies through one of the several methods provided for by the IDOE (X) and enumerated in AG 5460.

Students enrolled in the Corporation shall have the opportunity to earn the standard Indiana high school diploma with any of the designations approved by the Indiana State Board of Education.

The Corporation may award a standard Indiana high school diploma with a general designation, Core 40 designation, a-Core 40 with ~~a~~Academic ~~H~~Honors designation, or a-Core 40 with ~~T~~Technical ~~H~~Honors designation.

The Board shall issue a diploma for a deceased student at the request of a parent (as defined in I.C. 20-18-2-13) of the

student if the student:

- A. died while enrolled in grade 12 of a school in the ~~school corporation~~ Corporation; and
- B. was ~~eligible~~ academically ~~eligible~~ or on track to meet the requirements for the diploma at the time of death.

A student who is issued a diploma pursuant to this provision may not be considered a graduate for purposes of I.C. 20-26-13.

Students with disabilities who have completed and are ready to exit their programs may participate in graduation activities and shall be awarded, as appropriate, a diploma, an alternate diploma for students with significant cognitive disabilities, a certificate of achievement (I.C. 20-32-3), or a certificate of course completion.

The Corporation shall not require students with disabilities to complete locally required credits that exceed State credit requirements to receive a diploma unless otherwise required as part of the student's individualized education program (IEP). ~~The Board shall award a certificate of achievement to a student who is on a nondiploma track as determined by that student's case conference committee and indicated on the student's IEP.~~

The Board shall award an alternate diploma to students with significant cognitive disabilities who meet the criteria established by the State Board. ~~Not more than one percent (1%) of students of a cohort may be awarded an alternate diploma. Not more than the greater of: A) one percent (1%) of the Corporation's graduation cohort that receives an alternate diploma; or B) three (3) students; may be counted as having graduated for purposes of determining the Corporation's graduation rate.~~

~~The Board shall award a certificate of achievement to a student who meets the criteria under I.C. 20-32-3, namely, who completes the minimum courses required for high school graduation but does not satisfy all three (3) of the Graduation Pathway Requirements, unless the student meets the criteria for waiver under State law, in which case the Board shall award a diploma to the student.~~

~~The Board shall award a certificate of course completion to a student who completes the minimum courses required for high school graduation but does not satisfy all three (3) of the Graduation Pathway Requirements unless the student meets the criteria for waiver under State law, in which case the Board shall award a diploma to the student. The Board shall award a certificate of completion to a student who is on a non-diploma track as determined by the student's case conference committee and indicated on the student's IEP if the student completes the requirements for the certificate of completion set by the case conference committee.~~

The Board shall award a high school equivalency certificate to any individual who meets the criteria established by State law.

Additional Requirements for Students with Disabilities

During the student's annual case review held when a student with a disability is enrolled in 8th grade, the case conference committee shall review and discuss with the student's parent (and the student, if appropriate):

- A. the types of designations available for the high school diploma students may receive in the State of Indiana;
- B. the course requirements for each type of designation; and
- C. employment and career options for the student and the type of academic, technical, and vocational preparation necessary to achieve the employment or career.

The student's IEP must include the type of designation for the diploma the student will seek and courses that will allow the student to progress toward the diploma in a timely manner.

Beginning in grade 9 and in addition to the annual case review, the student's teacher of record shall communicate at least once each grading period with the student's parent concerning the student's progress toward the diploma with the selected designation. If the parent requests a meeting with the teacher of record to discuss the student's progress, the teacher must meet with the parent in a timely manner. Such a meeting does not constitute a case conference committee meeting, and a request for such a meeting does not abrogate a parent's right to call for a meeting of the case conference committee at any time.

Beginning with the class of students who expect to graduate in the 2010 - 2011 school year, each student is required to meet:

- A. the academic standards tested in the graduation examination;

B. the course and credit requirements adopted by the State Department of Education IDOE (X) which includes flexibility to meet the physical education credits as provided for in AG 5460;

C. additional graduation requirements established by the Board of School Trustees, provided, however, that the Board shall not require students with disabilities to meet requirements that exceed those required by State law.

Upon the request of the student's parents, the student may be exempted from the Core 40 curriculum requirements and be required to complete the general curriculum to graduate as required by State law. Also, school officials may initiate a discussion with the parents about exempting a student from the Core 40 curriculum if the student does not pass at least three (3) courses required under the Core 40 curriculum or if the student scores in the twenty-fifth percentile or lower the first time the student takes the graduation exam. If the parent makes the decision to exempt the student from the Core 40 requirement, the student will be required to complete the general curriculum as required by State law.

Commencement exercises will include those students who are eligible for a diploma or certificate of achievement, or certificate of course completion as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

Revised 3/3/16

Revised 2/2/17

Revised 4/6/17

Revised 5/10/18

Revised 1/10/19

Revised 7/23/20

Revised 4/7/22

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I.C. 20-19-2-21

I.C. 20-26-5-37

I.C. 20-30-4-2

I.C. 20-32-4-1.5 through 14

Exhibit 10

Policy 8400 - School Safety Information (Revised)



Book	Policy Manual
Section	Policies for Board 36-2
Title	Copy of SCHOOL SAFETY INFORMATION
Code	po8400
Status	Work Session
Adopted	May 20, 2010
Last Revised	June 6, 2024

8400 - SCHOOL SAFETY INFORMATION

The School Board is committed to maintaining a safe environment in all of the School Corporation's schools.

The Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes the best resources and coordinated efforts of Corporation personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-sponsored activity or while en route to or from school, or a school-sponsored activity. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

In furtherance of its commitment to a safe school environment, the Board has prohibited weapons on school property and at school-sponsored events, except in very limited circumstances. See Board Policy 3217, Policy 4217, Policy 5772, and Policy 7217. This prohibition is reasonably related to legitimate educational concerns, including the ability to provide a safe and secure learning and social environment for the Corporation's students and controlling and minimizing disruptions to the educational process. The presence of dangerous weapons on school property or at school-sponsored events, except under very controlled circumstances, creates a potentially dangerous situation for students, staff, and visitors, and may trigger precautionary safety responses that disrupt the educational process and learning environment for students.

Federal law establishes a "Student Safety Zone" that extends 1,000 feet from the boundary of any school property in relation to weapons and drugs. Individuals are prohibited from possessing or using weapons or drugs at any time on Corporation property, within the Student Safety Zone, or at any school-related event.

In accordance with State and Federal law, each school within the Corporation shall establish a Safe School Committee, the composition of which shall be in accordance with the Superintendent's guidelines.

The Corporation shall establish a **Safe School Committee** at each school building. (I.C. 10-21-1-14)

[OPTIONAL: The Board may choose the following option]

The Corporation also shall establish a **Safe School Committee** for the entire Corporation, the composition of which shall be in accordance with the Superintendent's guidelines listed below.

[END OPTION]

The *Safe School Committee* may include at least one (1) member who is a member of the support staff of the school or Corporation career and technical education school.

The *Safe School Committee* shall be responsible for developing a plan that addresses the following issues:

- A. Unsafe conditions, crime prevention, school violence, bullying, criminal organization activity, child abuse and child sexual abuse, and other issues that prevent the maintenance of safe schools.

Accordingly, the school safety plan developed by the school safety specialist with the assistance of the school resource officer shall be a part of the plan developed by the Safe School Committee.

- B. Professional development needs for faculty and staff to implement methods that decrease problems identified above.
- C. Methods to encourage involvement by the community and students, development of relationships between students and school faculty and staff, and use of problem solving teams.
- D. Provide a copy of the floor plans for each building that clearly indicates each exit, the interior rooms and hallways, and the location of any hazardous materials located in the building to the local law enforcement agency and the fire departments that have jurisdiction over the school.

NOTE: The Corporation shall not disclose any record or part of any record if the its disclosure of which would have a reasonable likelihood of threatening public safety by compromising the Corporation's security.

In developing the plan, the *Safe School Committee* shall seek input from representatives of the following:

- A. the State Department of Education;
- B. the Corporation's school safety specialist;
- C. School Resource Officer(s);
- D. local law enforcement agency;
- E. the local Fire Marshal(s) or his/her designee(s);
- F. local emergency medical services;
- G. a member of the Board;
- H. building administrators;
- I. the local emergency management service agency;
- J. Director of School Safety.

~~The Superintendent shall recommend the approval and adoption of the Corporation's plan.~~

~~**[OPTIONAL:]**~~

~~-~~

~~**[]** The Superintendent shall recommend the approval and adoption of each school's plan.~~

~~-~~

~~**[DRAFTING NOTE: The Board may decide whether to select the following option if the Board elected above to have a Safe School Committee for the entire Corporation. If the Board did not elect to have a Safe School Committee for the entire Corporation, it should not select the following option.]**~~

[X] The Superintendent shall recommend the approval and adoption of the Corporation's plan.

[END OF OPTION]

Safe School Committee's Duty To Implement the Safe and Drug-Free Schools and Communities Act

The *Safe School Committee* is responsible for implementing the Safe and Drug-Free Schools and Communities Act. To ensure that the Corporation remains compliant with Federal law, the *Safe School Committee* shall:

- A. develop a drug-free school plan that:
 1. requires each school to collect and report drug-related activities in the school, including suspensions, expulsions, exclusions, police actions, or any other type of drug-related behavior; and
 2. addresses ways to eliminate illegal drugs and drug-related behavior in schools;

- B. oversee the implementation of the school plan;
- C. oversee the implementation of the curriculum under I.C. 20-30-5-11 concerning the effects that alcoholic beverages, tobacco, prescription drugs, and controlled substances have on the human body and society at large.

To apply annually for matching grant funds from the Indiana secured school fund, the Corporation shall certify to the Department of Homeland Security that it has:

- A. conducted a threat assessment for each school building it uses; and
- B. entered into a memorandum of understanding (MOU) in place with a community mental health center established under State law or a provider certified or licensed by the State to provide mental or behavioral health services to students.

School Safety Specialist

The Corporation shall designate an individual to serve as the school safety specialist for the Corporation. The school safety specialist shall be chosen by the Superintendent with the approval of the Board. The school safety specialist shall perform the following duties:

- A. Serve on the county school safety commission, if a county school safety commission is established under I.C. 5-2-10.1-10, with jurisdiction over the Corporation established under I.C. 10-21-1-12.
- B. Participate each year in a number of days of school safety training that the council determines. Indiana Department of Education determines necessary.
- C. With the assistance of the county school safety commission with jurisdiction over the Corporation established under I.C. 10-21-1-12, if a county school safety commission is established under I. 5-2-10.1-10, develop, implement, and improve a school safety plan for each school in the Corporation.
- D. Coordinate the school safety plans of each school in the Corporation as required by State law and under rules adopted by the Indiana state board of education; and State Board of Education
- E. Act as a resource for the Corporation's safe school committees and other individuals in the Corporation on issues related to school discipline, safety, and security; and
- F. Serve as a liaison for the Corporation regarding school safety matters with the secured school safety board, the Department of Homeland Security, the Department of Education, the Indiana Criminal Justice Institute, and other state agencies, as applicable.

School Safety Plan

A school safety plan must be developed by the school safety specialist must; and the school's safe school committee, including a school resource officer if one is employed by the Corporation, in consultation with the law enforcement agency and fire department that have jurisdiction over the school which:

- A. includes the requirements set forth in I.C. 20-26-18.2-2(b)10-21-1-10(c), namely:
 1. Protect against outside threats to the physical safety of students, protects against outside and internal threats to the physical safety of students, faculty, staff, and the public, including unsafe conditions, crime prevention, school violence, bullying and cyberbullying, criminal organization activity, child abuse and child sexual abuse, mental health and behavioral health, suicide awareness and prevention, violence prevention and training, situational awareness, and other issues that prevent the maintenance of a safe school;
 2. Prevent unauthorized access to school property, prevents unauthorized access to school property and interior areas or rooms, including the management of authorized visitors on school property, before during, and after regulator school hours;
 3. Secure schools against violence and natural disasters, and secures schools against natural and manmade disasters, including all emergency preparedness drill requirements set forth in I.C. 20-34-3-20;
 4. establishes an armed intruder drill protocol that: 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;

5. includes a site vulnerability assessment for each school building;
 6. not later than July 1, 2025, includes the establishment of a multi-disciplinary threat assessment team;
 7. includes measures to expedite notification of first responders and access to school property for first responders;
 8. ~~Identify the location of~~ includes bleeding control kits; including the location of bleeding control kits and the presentation and use of bleeding control kits in all drills and emergencies, as required by I.C. 20-34-3-24(c); and
 9. includes any additional requirements required by the Indiana State Board of Education.
- B. ~~must~~ be provided to a member of the secured school safety board, as established by I.C. 10-21-1-3, if a member requests the plan; ~~and~~
- C. ~~must be available for inspection by the Department of Education's Division of School Building Physical Security and Safety, as established by I.C. 20-19-3-14;~~
- D. ~~must be provided to the law enforcement agency and the fire department that have jurisdiction over the Corporation;~~
- E. ~~must include an attestation that: a) a copy of the floor plans for each building located on the school's property were provided to the law enforcement agency and the fire department that have jurisdiction over the Corporation that clearly indicates each entrance and exit, the interior rooms and hallways, and the location of hazardous materials located in the building; or b) the Corporation has conducted critical incidence digital mapping for each school building within the Corporation, including providing the critical incidence digital mapping information to the law enforcement agency and fire department that have jurisdiction over the mapped school buildings and the statewide 911 system described in I.C. 36-8-16.7-22 through the public safety answer point, or "PSAP", described in I.C. 36-8-16.7-20 that has jurisdiction over the mapped school buildings; and~~
- F. ~~must~~ be filed with the county safe school commission ~~under I.C. 5-2-10.1-10 if the county has established a county safe school commission. established under I.C. 10-21-1-12 that has jurisdiction over the Corporation.~~

School Resource Officers

"School resource officer" means a law enforcement officer who:

- A. has completed the training described below;
- B. is assigned to one (1) or more school corporations or charter schools during school hours to:
 1. assist the school safety specialist ~~and safe school committee~~ with the development and implementation of the school safety plan; and
 2. carry out any additional responsibilities assigned to the school resource officer under the employment engagement, contract, or memorandum of understanding and to provide law enforcement services to:
 - a. protect against outside threats to the physical safety of students;
 - b. prevent unauthorized access to school property; and
 - c. secure schools against violence and natural disasters; and
- C. is:
 1. employed by a law enforcement agency;
 2. appointed as a police reserve officer (as described in I.C. 36-8-3-20) or as a special deputy (as described in I.C. 36-8-10-10.6) if the police reserve officer or special deputy:
 - a. is subject to the direction of the sheriff or appointing law enforcement agency;

- b. is required to obey the rules and orders of the sheriff's department or appointing law enforcement agency;
- c. is required to complete all training required of regular full-time law enforcement officers employed by the sheriff's department or ~~appointed~~ **appointing** law enforcement agency; and
- d. may be removed by the sheriff or ~~appointed~~ **appointing** law enforcement agency at any time, with or without cause; or

3. a school corporation police officer appointed under I.C. 20-26-16-3

The term does not include a law enforcement officer who is assigned to a school to provide security outside a school building for protection from outside threats, traffic duty, or other duties not consistent with the duties of a school resource officer.

Before being appointed as a school resource officer, an individual must have successfully completed the minimum training requirements established for law enforcement officers under I.C. 5-2-1-9.

The law enforcement officer appointed as a school resource officer must receive at least forty (40) hours of school resource officer training through:

- A. the Indiana ~~law enforcement training board~~ **Law Enforcement Training Board** established by I.C. 5-2-1-3;
- B. the National Association of School Resource Officers; or
- C. another school resource officer training program approved by the Indiana ~~law enforcement training board~~ **Law Enforcement Training Board**.

The school resource officer training must be completed within 180 days from the date the individual is initially assigned the duties of a school resource officer. However, if the current ADM of the Corporation is less than 1,000 students, the individual shall complete the school resource officer training within 365 days of the date the individual is initially assigned the duties of a school resource officer.

The training described above must include instruction regarding skills, tactics, and strategies necessary to address the special nature of:

- A. school campuses; and
- B. school building security needs and characteristics.

A school resource officer may be employed:

- A. through a contract between a local law enforcement agency and (1) the Corporation or (2) the Corporation and other school corporations or charter schools;
- B. by the Corporation or the Corporation and other school corporations or charter schools;
- C. by a local law enforcement agency that assigns the school resource officer to (1) the Corporation or (2) the Corporation and other school corporations or charter schools through a memorandum of understanding between the local law enforcement agency and the Corporation or the Corporation and other school corporations or the charter school or charter schools; or
- D. through a contract between an Indiana business that employs persons who meet the qualifications of a school resource officer and (1) the Corporation or (2) the Corporation and other school corporations or charter schools.

~~After June 30, 2023, if~~ the Corporation enters into a contract for a school resource officer, the Corporation must enter into a memorandum of understanding with the law enforcement agency that employs or appointed the law enforcement officer who will perform the duties of a school resource officer unless the Corporation only has full-time school resource officers who are either employees of the Corporation's school police department or are employees of the Corporation who have successfully completed the law enforcement basic training requirements described in I.C. 5-2-1-9(d).

The memorandum of understanding described above must state the nature and scope of a school resource officer's duties and responsibilities. A school resource officer's duties and responsibilities include the duty to assist the Corporation's school safety specialist **and Safe School Committee** with the development and implementation of a school safety plans ~~s. that does~~

the following:

- A. ~~Protects against outside threats to the physical safety of students.~~
- B. ~~Prevents unauthorized access to school property.~~
- C. ~~Secures schools against violence and natural disasters.~~
- D. ~~On or before July 1, 2020, identifies the location of bleeding control kits (as defined in I.C. 20-34-3-24(a)).~~

A school resource officer shall consult with local law enforcement officials and first responders when assisting the Corporation's school safety specialist **and safe school committee** in the development of the school safety plan.

A school resource officer shall participate in the development of programs designed to identify, assess, and provide assistance to ~~troubled~~ youth **who are at high risk of experiencing a mental health crisis or becoming juvenile offenders.**

A school resource officer shall not be reassigned to other duties by the Corporation.

A school resource officer may:

- A. make an arrest;
- B. conduct a search or a seizure of a person or property using the reasonable suspicion standard;
- C. carry a firearm on or off school property; and
- D. exercise other police powers with respect to the enforcement of Indiana laws.

A school resource officer has jurisdiction in every county where the Corporation operates a school or where the Corporation's students reside. This does not restrict the jurisdiction that a school resource officer may possess due to the officer's employment by a law enforcement agency.

The Corporation shall report all instances of:

- A. seclusion (as defined in I.C. 20-20-40-9);
- B. chemical restraint (as defined in I.C. 20-20-40-2);
- C. mechanical restraint (as defined in I.C. 20-20-40-4); and
- D. physical restraint (as defined in I.C. 20-20-40-5);

involving a school resource officer in accordance with the restraint and seclusion plan adopted by the Corporation under I.C. 20-20-40-14.

Security Police Training

In the case of a regular or special police officer who is assigned as a security police officer for the Corporation, the Board shall require that the police officer receives training and education, approved by the State Board of Education, that will enable the police officer to appropriately deal with individuals with Autism and Asperger's Syndrome.

Mental or Behavioral Health Services

The Corporation shall enter into a memorandum of understanding (MOU) with a community mental health center established under State law or a provider certified or licensed by the State to provide **appropriate and necessary** mental or behavioral health services to students.

The Corporation ~~may~~ **shall** not refer a student to a mental health care provider or community mental health center for services unless the Corporation has received the written consent of the student's parent or guardian. If a referral is made, the Corporation may note the referral in the student's cumulative record but shall not include any possible diagnosis or information concerning the student's mental health other than any medication that the student takes for ~~his/her~~ **their** mental health. A student's record that contains medical information shall be kept confidential. A school counselor or other Corporation employee ~~may~~ **shall** not diagnose a student as having a mental health condition unless ~~his/her~~ **their** scope of practice includes diagnosing a mental health condition.

Prior to providing any referrals under a MOU, the Corporation ~~must~~shall:

- A. Develop a process for a teacher or Corporation employee to notify a school official to contact a student's parent if the student demonstrates a repeated pattern of aberrant or abnormal behavior. The parental notification process ~~must~~shall include a conference with the school, student, and the student's parent;
- B. Require that the aforementioned conference address the student's potential need for and benefit from:
 1. mental or behavioral health services; or
 2. mental or behavioral health services provided by the community mental health center or appropriate provider that is contracted and paid for by the Corporation;
- C. Establish a procedure for a parent who chooses to seek services for the student to follow that includes granting written parental consent for the student to receive mental or behavioral health services by a community mental health center or appropriate provider; and
- D. Protect the confidentiality of any medical records that result from a student's participation in any treatment described in subpart B above, ~~and adopt a policy that prohibits the Corporation from:~~
 1. ~~sharing any reports or notes resulting from the provision of mental or behavioral health services described in subpart B.1 above with other school officials; and~~
 2. ~~maintaining any reports, notes, diagnosis, or appointments that result from a student's participation in any treatment described in B.1 or B.2 above in the student's permanent educational file. (See Policy 8330 - Student Records.)~~

The Corporation is prohibited from:

- A. ~~sharing any reports or notes resulting from the provision of mental or behavioral health services described in subpart B.1 above with other school officials; and~~
- B. ~~maintaining any reports, notes, diagnosis, or appointments that result from a student's participation in any treatment described in B.1 or B.2 above in the student's permanent educational file. (See Policy 8330 - Student Records).~~

Threat Assessment

The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. This policy is designed to be consistent with the process for identifying, assessing, and managing students who may pose a threat as set forth in the joint U.S. Secret Service and Department of Homeland Security publication, Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed.

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

The Board authorizes the Superintendent to create building-level, trained threat assessment teams. Each Team shall be headed by the Principal and include a school safety officer, school counselor, school psychologist, instructional personnel, and, where appropriate, the School Resource Officer. At the discretion of the Superintendent, a threat assessment team may serve more than one (1) school when logistics and staff assignments make it feasible.

The Team will meet on a regular basis and when the Principal learns a student has made a threat of violence or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation.

The Team is empowered to gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence to a target. If an inquiry indicates that there is a risk of violence in a specific situation, the Team may collaborate with others to develop and implement a written plan to manage or reduce the threat posed by the student in that situation.

The Board authorizes the Superintendent to create guidelines for the purpose of:

- A. identifying team participants by position and role;

- B. requiring team participants to undergo appropriate training;
- C. defining the nature and extent of behavior or communication that would trigger a threat assessment and/or action pursuant to a threat assessment;
- D. defining what types of information may be gathered during the assessment;
- E. stating when and how parents/guardians of the student making the threat shall be notified and involved;
- F. designating the individuals (by position) who would be responsible for gathering and investigating information;
- G. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

Board employees, volunteers, and other school community members, including students and parents, shall immediately report to the Superintendent or Principal any expression of intent to harm another person or other statements or behaviors that suggest a student may intend to commit an act of violence.

Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency.

Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

Threat assessment team members shall maintain student confidentiality at all times as required by Board Policy 8330 – Student Records, and State and Federal law.

Persistently Dangerous Schools

The Board recognizes that State and Federal law requires that the Corporation report annually incidents that meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered "persistently dangerous" as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the Corporation's school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceeds the threshold number established in State policy, the Superintendent shall refer this to the Safe School Committee for the Corporation so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

When developed, the Superintendent shall make a report to the Board about this plan of corrective action and recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 - [School Transfer Options](#) and AG 5113.02 - [School Transfer Options](#).

In addition, the Superintendent shall meet with the Safe School Committee for the Corporation to discuss the school's designation as a persistently dangerous school, and develop a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

Victims of Violent Crime

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law the parents of the eligible student shall have the choice options provided by Policy 5113.02 - [School Transfer Options](#) and AG 5113.02 - [School Transfer Options](#).

Bleeding Control Kits

A 'bleeding control kit' means a first aid response kit that contains at least the following:

- A. One (1) tourniquet endorsed by the Committee on Tactical Combat Casualty Care.

- B. A compression bandage.
- C. A bleeding control bandage.
- D. Protective gloves and a permanent marker.
- E. Scissors.
- F. Instructional documents developed by the Stop the Bleed national awareness campaign of the United States Department of Homeland Security or the American College of Surgeons Committee on Trauma, or both.
- G. Other medical materials and equipment similar to those described in subdivisions (A) through (C), and any additional items that:
 - 1. are approved by local law enforcement or first responders;
 - 2. can adequately treat a traumatic injury; and
 - 3. can be stored in a readily available kit.

Each school year subject to either:

- A. an appropriation by the general assembly; or
- B. the Corporation receiving sufficient bleeding control kits for each school in the Corporation from:
 - 1. donations from individuals or entities; or
 - 2. gifts necessary to purchase the bleeding control kits.

The Corporation shall develop and implement a Stop the Bleed program that meets the requirements set forth in I.C. 20-34-3-24(c), namely:

- A. requires bleeding control kits be assigned to designated rooms in easily accessible locations to be determined by local first responders or the school safety specialist;
- B. includes bleeding control kits in the emergency plans of the school corporation or charter school, including the presentation and use of the bleeding control kits in all drills and emergencies;
- C. provides that all Corporation schools have a minimum of five (5) individuals in each school building who obtain appropriate training in the use of the bleeding control kit including:
 - 1. the proper application of pressure to stop bleeding;
 - 2. the application of dressings or bandages;
 - 3. additional pressure techniques to control bleeding; and
 - 4. the correct application of tourniquets;
- D. requires bleeding control kits in school inventories to be inspected annually to ensure that the materials, supplies, and equipment contained in the bleeding control kits are not expired and that any expired materials, supplies, and equipment are replaced as necessary; and
- E. requires a bleeding control kit to be restocked after each use and any materials, supplies, and equipment to be replaced as necessary to ensure that the bleeding control kit contains all necessary materials, supplies, and equipment.

The Corporation's Stop the Bleed program must include each school in the Corporation.

The Corporation may request direction to resources that are available to provide bleeding control kits to the Corporation from the Department of Homeland Security or the State Department of Education.

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Revised 4/6/17
Revised 2/6/20
Revised 3/4/21
Revised 3/2/23

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Legal

I.C. 5-2-1-3

I.C. 5-2-1-9

I.C. 5-2-1-9(d)

I.C. 10-21-1-3

I.C. 10-21-1-9 School Safety Specialist

I.C. 10-21-1-10 School Safety Plan

I.C. 10-21-1-11 Executive Sessions for School Safety

I.C. 10-21-1-12

I.C. 10-21-1-14 Safe School Committee

I.C. 20-20-40 Restraining and Seclusion Commission

I.C. 20-26-5-31

I.C. 20-26-5-42.7

I.C. 20-26-16

I.C. 20-26-16-3

I.C. 20-26-18.2

I.C. 20-30-5-11

I.C. 20-34-3-20

I.C. 20-34-3-21

I.C. 20-34-3-24

I.C. 36-8-3-20

I.C. 36-8-10-10.6

20 U.S.C. 7101 et seq., The Safe and Drug-Free Schools and Communities Act (Title IV, Part A of the Elementary and Secondary Education Act)

Title IX, Section 9532 of the No Child Left Behind Act of 2001

511 IAC 4-1.5-7 Crisis intervention plans

511 IAC 6.1-2-2.5 Safe schools and emergency preparedness planning

513 IAC 1 Seclusion and Restraint in Schools

Exhibit 11

Policy 5500 - Student Conduct (Revised)

Policy 5610 - Suspension and Expulsion of Students (Revised)



Book	Policy Manual
Section	Policies for Board 37-1
Title	Copy of STUDENT CONDUCT
Code	po5500
Status	Work Session
Adopted	May 20, 2010

5500 - **STUDENT CONDUCT**

Respect for the law and for those persons in authority shall be 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 expected of all members of the school **School Corporation** community.

Respect for real and personal property; pride in one's work; achievement within the range of one's 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;
- I. doing another person's work for them;
- 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]~~

~~[] 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]

Artificial Intelligence

As an emerging technology, Artificial Intelligence (AI) has the potential to revolutionize how we teach and learn. School City of Hobart is committed to using AI ethically and in alignment with our vision and mission to meet students' needs. AI rules are defined as an app and service in policy and outlined below.

AI Tools & Systems

- **AI Output Review:** Always review and critically assess outputs from AI tools before submission or dissemination. Staff and students should never rely solely on AI-generated content without review.
- **Bias and Misinformation:** Be aware that AI-generated content may possess biases or inaccuracies. Always verify AI-produced results using trusted sources before considering them in academic work.
- **Safety & Respect:** Users must not use AI tools to create or propagate harmful, misleading, or inappropriate content.
- **Transparency:** Any use of AI to aid assignments, projects, or research must be declared.
- **Usage:** Misuse or malicious use of AI technologies will lead to disciplinary action.

AI Data & Privacy

- **Data Collection:** Parents, guardians, and students will be informed of specific data collection initiatives, and where applicable, consent will be sought. All AI-driven data collection will adhere to local data protection regulations and best practices.
- **Third-Party AI Tools:** The school's approved list of AI tools should always be consulted. Unauthorized AI tools might not adhere to data privacy standards and laws.
- **Personal Information:** Staff and students should never input personal, sensitive, or confidential data into any AI system without prior authorization, including any data related to student education records.

AI Assistance & Academic Integrity

- **Assessments:** AI tools may be used as a tutor or studying assistant to prepare for assessments, such as exams or quizzes, but not in the context of completing exams or quizzes unless explicitly stated.
- **Assignments:** Teachers are responsible for clarifying appropriate or prohibited uses of AI tools. Teachers might allow the limited use of generative AI on entire assignments or parts of assignments. They should articulate why they do not allow its use in other assignments or parts of assignments. Students are expected to follow the rules outlined by their teachers regarding the use of AI for assignments.
- **Bias & Critical Thinking:** Teachers and students alike should critically evaluate AI-generated content for potential biases or inaccuracies and understand the limitations of AI and the importance of cross-referencing with trusted sources.
- **Citations:** Students should always check with the instructor before using AI for coursework. If students use AI tools for course assignments, academic work, or other forms of published writing, special attention should be given as to how to acknowledge and cite the output of those tools in the work.
- **Plagiarism:** Students are expected to follow the rules outlined by their teachers regarding the use of AI for assignments. AI tools may be used for brainstorming or preliminary research, but using AI to generate answers or complete assignments without proper citation or passing off AI-generated content as one's own is considered plagiarism. Ethical use is expected.

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

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.

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.

Repeated violations of this policy will result in additional disciplinary consequences in accordance with the Student Code of Conduct.

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.

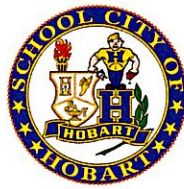
The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on Corporation premises, and on school vehicles.

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.

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

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

Legal
I.C. 20-33-8-0.2
I.C. 20-27-10-2



Book	Policy Manual
Section	Policies for Board 37-1
Title	Copy of SUSPENSION AND EXPULSION OF STUDENTS
Code	po5610
Status	Work Session
Adopted	May 20, 2010
Last Revised	March 2, 2023

5610 - SUSPENSION AND EXPULSION OF STUDENTS

The School Board recognizes that removal from the educational programs of the 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 other 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.

The following specific acts set forth below are examples of student misconduct and/or substantial disobedience. These acts are prohibited and offenders may be subject to suspension and/or expulsion for such misconduct or substantial disobedience:

- A. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct prohibited by this subdivision:
 - 1. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - 2. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others

of lawful access to or from, or use of the building, corridor, or room.

3. Setting, or attempting to set fire to, any school building or property.
4. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
5. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his/her supervision.

This subdivision shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Indiana or the United States.

- B. Trespassing, vandalizing school property, causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property of small value.
- C. Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.
- D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. It is the Board's position that students must learn to deal with conflict in a mature manner. This includes learning alternative responses to physical confrontation.
 1. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, therefore, constitute a violation of this provision.
 2. For the purpose of this policy and code, "reasonable action" shall mean the course of action which:
 - a. Utilizes physical force only when non-physical alternatives (e.g. retreat, or notification of supervisory personnel) are not available.
 - b. Does not constitute the initiation of a physical confrontation.
 - c. Does not utilize excessive force.
 3. For the purpose of this policy and code, "reasonable belief" shall be:
 - a. Belief that no non-physical alternatives were available;
 - b. In response to unanticipated use of physical force.
- E. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
- F. Knowingly possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon. A student who must use a knife as part of an organized activity held by an organization that has been approved by the principal of the school is exempt from application of this subsection so long as the knife is used as part of or in accordance with the approved organized activity.
- G. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
- H. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
- I. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- J. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

- K. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function.
- L. Knowingly possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or an educational function.
- M. Engaging in conduct or in speech that threatens, intimidates or coerces a teacher, administrator, supervisory employee, or adult volunteer who is in the performance of his/her duties.
- N. Engaging in speech or conduct, including clothing, jewelry, or hairstyle, which is profane, indecent, lewd, or offensive to school purposes.
- O. Engaging in sexual misconduct in any form whether by word or action, inclusive of sexual harassment.
- P. Wearing any type of apparel or grooming style that interferes with the educational process, creates an actual or potential health or safety hazard, or causes, or threatens to cause damage to school property.

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" shall be the temporary removal of a student by the school principal from the Corporation's program 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 school work 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 school work 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 school work assigned during the period of the student's suspension that the student completes. The student shall be allowed to make up missed tests or quizzes when the student returns to school.

- B. "Expulsion" means a disciplinary or other action where by 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. 35-31.5-2-86, 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. 35-41-1-8 onto Corporation property or is found to possess a deadly weapon on Corporation property or at a school-related activity, the student 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. 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.

The Superintendent shall ensure that a copy of this policy is sent to the State Department of Education as well as a description of the 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 annually prepare 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.

The Board of School Trustees has voted not to hear any expulsion appeals. Instead, appeals of expulsion must be filed with the Lake Superior Court.

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

The Superintendent 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](#), [Board Policy 8330 - Student Records](#) and the Corporation's records retention schedule.

Revised 6/18/15
Revised 2/6/20
Revised 3/4/21

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)

Exhibit 12

Policy 6140 - Depository Agreements (New)



Book	Policy Manual
Section	Policies for Board 37-1
Title	Copy of New Policy - Volume 37, No. 1 - November 2024 - DEPOSITORY AGREEMENTS AND DIGITAL PAYMENT APPLICATIONS
Code	po6140
Status	Work Session

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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Cross References po0151.1 - BOARD OF FINANCE OF THE SCHOOL CITY OF HOBART

Exhibit 13

Policy 6250 – Required ADM Counts for the Purpose of State Funding and Verification of Residency for Membership (Revised)



Book	Policy Manual
Section	Policies for Board 37-1
Title	Copy of REQUIRED ADM COUNTS FOR THE PURPOSE OF STATE FUNDING AND VERIFICATION OF RESIDENCY FOR MEMBERSHIP
Code	po6250
Status	Work Session
Adopted	July 23, 2020
Last Revised	June 15, 2023

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~~ State Board 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

- A. 'Attending' means physical or virtual presence of a student with the expectation of continued services in the

education programs for 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 should be updated, and the parent/guardian shall be required to provide physical proof of the address change.
- 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 two (2) of the following as documentation of proof of residency for its students, with limited exceptions set forth below (the Board must select not more than three of the following options):
 1. a current utility bill (dated within sixty (60) days of student enrollment)
 2. a current mortgage statement (dated within sixty (60) days of student enrollment)
 3. a current rental/lease agreement (dated within sixty (60) days of student enrollment)

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)

Third-Party Custodial

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 are 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 compliance with **I.C. 20-24-7-13(h) the accuracy of ADM counts**. 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.

Revised 7/15/21

Revised 4/7/22

Revised 3/2/23

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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

I.C. 20-43-43

Exhibit 14

Policy 7540.03 – Student Technology Acceptable Use and Safety (Revised)

Policy 7540.04 – Staff Technology Acceptable Use and Safety (Revised)

Policy 7540.09 – Artificial Intelligence (New)



Book	Policy Manual
Section	Policies for Board 37-1
Title	Copy of STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.03
Status	Work Session
Adopted	May 20, 2010
Last Revised	June 20, 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/apps 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/apps, 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 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 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 may temporarily or permanently may unblock access to websites or online education 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 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 communications
- 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", "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.

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

Building principals are responsible for providing training so that users of Corporation technology resources 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.

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. 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/apps and apps and services that will be utilized by the student for educational purposes.

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.

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.

Artificial Intelligence

As an emerging technology, Artificial Intelligence (AI) has the potential to revolutionize how we teach and learn. School City of Hobart is committed to using AI ethically and in alignment with our vision and mission to meet students' needs. AI rules are defined as an app and service in policy and outlined below.

AI Tools & Systems

- **AI Output Review:** Always review and critically assess outputs from AI tools before submission or dissemination. Staff and students should never rely solely on AI-generated content without review.
- **Bias and Misinformation:** Be aware that AI-generated content may possess biases or inaccuracies. Always verify AI-produced results using trusted sources before considering them in academic work.
- **Safety & Respect:** Users must not use AI tools to create or propagate harmful, misleading, or inappropriate content.
- **Transparency:** Any use of AI to aid assignments, projects, or research must be declared.
- **Usage:** Misuse or malicious use of AI technologies will lead to disciplinary action.

AI Data & Privacy

- **Data Collection:** Parents, guardians, and students will be informed of specific data collection initiatives, and where applicable, consent will be sought. All AI-driven data collection will adhere to local data protection regulations and best practices.
- **Third-Party AI Tools:** The school's approved list of AI tools should always be consulted. Unauthorized AI tools might not adhere to data privacy standards and laws.
- **Personal Information:** Staff and students should never input personal, sensitive, or confidential data into any AI system without prior authorization, including any data related to student education records.

AI Assistance & Academic Integrity

- **Assessments:** AI tools may be used as a tutor or studying assistant to prepare for assessments, such as exams or quizzes, but not in the context of completing exams or quizzes unless explicitly stated.
- **Assignments:** Teachers are responsible for clarifying appropriate or prohibited uses of AI tools. Teachers might allow the limited use of generative AI on entire assignments or parts of assignments. They should articulate why they do not allow its use in other assignments or parts of assignments. Students are expected to follow the rules outlined by their teachers regarding the use of AI for assignments.
- **Bias & Critical Thinking:** Teachers and students alike should critically evaluate AI-generated content for potential biases or inaccuracies and understand the limitations of AI and the importance of cross-referencing with trusted sources.
- **Citations:** Students should always check with the instructor before using AI for coursework. If students use AI tools for course assignments, academic work, or other forms of published writing, special attention should be given as to how to acknowledge and cite the output of those tools in the work.
- **Plagiarism:** Students are expected to follow the rules outlined by their teachers regarding the use of AI for assignments. AI tools may be used for brainstorming or preliminary research, but using AI to generate answers or complete assignments without proper citation or passing off AI-generated content as one's own is considered plagiarism. Ethical use is expected.

~~[] 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 understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or 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 taken against **may be imposed on** them. Users are personally responsible and liable 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 Director of Technology 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.

Revised 7/21/11
Revised 5/17/12
Revised 8/2/12
Revised 2/5/15
Revised 6/18/15
Revised 8/3/17
Revised 4/7/22

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Legal P.L. 106-554 (2000), Children's Internet Protection Act of 2000
47 U.S.C. 254(h)(1)(B), Communications Act of 19334, as amended (2003)
47 U.S.C. 2454(h)(1)(B)
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. 35-49-2-2

I.C. 20-26-5-40.5



Book	Policy Manual
Section	Policies for Board 37-1
Title	Copy of STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.04
Status	Work Session
Adopted	May 20, 2010
Last Revised	June 20, 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**, 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 when they are connected to the Corporation's computer network, Internet connection and/or online educational ~~services/apps~~ **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**).

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 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. 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 unblock temporarily or permanently unblock 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. 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.

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.

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.

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

Building principals are responsible for providing training so that users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the 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 other individuals seeking to do business with the corporation.

With prior approval from the Superintendent or Director of Technology, 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.

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.

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.

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, 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, 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 the Director of Technology 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.

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.

[] **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 students' or staff members' privacy rights, violate their duty to maintain confidentiality related to personally identifiable information, etc.)

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.

Artificial Intelligence

As an emerging technology, Artificial Intelligence (AI) has the potential to revolutionize how we teach and learn. School City of Hobart is committed to using AI ethically and in alignment with our vision and mission to meet students' needs. AI rules are defined as an app and service in policy and outlined below.

AI Tools & Systems

- AI Output Review: Always review and critically assess outputs from AI tools before submission or dissemination. Staff and students should never rely solely on AI-generated content without review.
- Bias and Misinformation: Be aware that AI-generated content may possess biases or inaccuracies. Always verify AI-produced results using trusted sources before considering them in academic work.
- Safety & Respect: Users must not use AI tools to create or propagate harmful, misleading, or inappropriate content.
- Transparency: Any use of AI to aid assignments, projects, or research must be declared.
- Usage: Misuse or malicious use of AI technologies will lead to disciplinary action.

AI Data & Privacy

- **Data Collection:** Parents, guardians, and students will be informed of specific data collection initiatives, and where applicable, consent will be sought. All AI-driven data collection will adhere to local data protection regulations and best practices.
- **Third-Party AI Tools:** The school's approved list of AI tools should always be consulted. Unauthorized AI tools might not adhere to data privacy standards and laws.
- **Personal Information:** Staff and students should never input personal, sensitive, or confidential data into any AI system without prior authorization, including any data related to student education records.

AI Assistance & Academic Integrity

- **Assessments:** AI tools may be used as a tutor or studying assistant to prepare for assessments, such as exams or quizzes, but not in the context of completing exams or quizzes unless explicitly stated.
- **Assignments:** Teachers are responsible for clarifying appropriate or prohibited uses of AI tools. Teachers might allow the limited use of generative AI on entire assignments or parts of assignments. They should articulate why they do not allow its use in other assignments or parts of assignments. Students are expected to follow the rules outlined by their teachers regarding the use of AI for assignments.
- **Bias & Critical Thinking:** Teachers and students alike should critically evaluate AI-generated content for potential biases or inaccuracies and understand the limitations of AI and the importance of cross-referencing with trusted sources.
- **Citations:** Students should always check with the instructor before using AI for coursework. If students use AI tools for course assignments, academic work, or other forms of published writing, special attention should be given as to how to acknowledge and cite the output of those tools in the work.
- **Plagiarism:** Students are expected to follow the rules outlined by their teachers regarding the use of AI for assignments. AI tools may be used for brainstorming or preliminary research, but using AI to generate answers or complete assignments without proper citation or passing off AI-generated content as one's own is considered plagiarism. Ethical use is expected.

Revised 7/21/11
 Revised 5/17/12
 Revised 8/2/12
 Revised 2/5/15
 Revised 6/18/15
 Revised 8/3/17
 Revised 4/7/22
 Revised 7/7/22

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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



Book Policy Manual
Section Policies for Board 37-1
Title Copy of New Policy - Volume 37, No. 1 - November 2024 - ARTIFICIAL INTELLIGENCE
Code po7540.09
Status

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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Cross References po2266 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES
po5136 - PERSONAL COMMUNICATION DEVICES
po5500 - STUDENT CONDUCT
po7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
po7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY
po8330 - STUDENT RECORDS
po8350 - CONFIDENTIALITY
po8351 - SECURITY BREACH OF CONFIDENTIAL DATABASES

Exhibit 15

Policy 8420 - Emergency Preparedness Plans and Drills (Revised)



Book	Policy Manual
Section	Policies for Board 37-1
Title	Copy of EMERGENCY PREPAREDNESS PLANS AND DRILLS
Code	po8420
Status	Work Session
Adopted	May 20, 2010
Last Revised	February 6, 2020

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.

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.

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.

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.

Revised 3/3/16

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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

Exhibit 16

Policy 5111 - Determination of Legal Settlement and Eligibility for Enrollment of students Without Legal Settlement in the Corporation; Proof of Indiana Residency (CURRENT)

Policy 5111 - Determination of Legal Settlement and Eligibility for Enrollment of students Without Legal Settlement in the Corporation; Proof of Indiana Residency (TEMPLATE)



Book	Policy Manual
Section	5000 Students
Title	DETERMINATION OF LEGAL SETTLEMENT AND ELIGIBILITY FOR ENROLLMENT OF STUDENTS WITHOUT LEGAL SETTLEMENT IN THE CORPORATION; PROOF OF INDIANA RESIDENCY
Code	po5111
Status	Active
Adopted	May 20, 2010
Last Revised	July 15, 2021

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. Parents may not place students 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, which may not be done for the sole purpose of school attendance.
- 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 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 years of age), or a juvenile court conducting a proceeding under IC 31-34-20-5, IC 31-34-21-10, IC 31-37-19-26, or IC 31-37-20-6 (or IC 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 Superintendent, 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.)

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.

- 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 in 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. 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.
- K. Students who do not have legal settlement may be enrolled in the special education program of this Corporation pursuant to the provisions of a Cooperative agreement.
- L. Nonresident students may be accepted into the Summer School Program provided by this Corporation.

Transfer Students

The Corporation shall enroll only those students who have legal settlement in the School 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 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.

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 9 through 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.

Revised 1/20/11
Revised 8/15/13
Revised 3/20/14
Revised 2/5/15
Revised 3/3/16
Revised 2/6/20
Revised 3/4/21

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Legal

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(e) (option to not charge transfer tuition)
I.C. 20-26-11-6.5 (children of school employees)
I.C. 20-26-11-6.7 (nonpublic school students)
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)
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: <http://www.doe.in.gov/sites/default/files/legal/formiii.pdf>
Third Party Agreement: <http://www.doe.in.gov/sites/default/files/legal/custodialstatementinstructions.pdf>



Book	Policy Manual
Section	Policies for Board 37-1
Title	DETERMINATION OF LEGAL SETTLEMENT AND ELIGIBILITY FOR ENROLLMENT OF STUDENTS WITHOUT LEGAL SETTLEMENT IN THE CORPORATION; PROOF OF INDIANA RESIDENCY
Code	po5111
Status	Work Session
Adopted	May 20, 2010
Last Revised	July 15, 2021

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]**

[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.]

[NOTE: Pursuant to guidance from the Indiana Department of Education, this would be categorized as a "Third 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 ~~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.)

[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;~~
- ~~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]~~

[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 terms and conditions established for enrollment, the Corporation may withdraw consent and prohibit the student's enrollment during 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;
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

CHOOSE ONE OF THE FOLLOWING OPTIONS:

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 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.

{YOU MUST SELECT THE FOLLOWING OPTION IF YOU DO NOT OPERATE MORE THAN ONE HIGH SCHOOL:}

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]

[X] 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~~ **December 15th and April 15th**], 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:
 1. has been enrolled in the Corporation in the prior school year;
 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.

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.

[X] 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.

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

[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]

[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.~~

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Legal

- 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(e) (option to not charge transfer tuition)
- I.C. 20-26-11-6.5 (children of school employees)
- I.C. 20-26-11-6.7 (nonpublic school students)
- 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)
- 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: <http://www.doe.in.gov/sites/default/files/legal/formiii.pdf>
- Third Party Agreement: <http://www.doe.in.gov/sites/default/files/legal/custodialstatementinstructions.pdf>