



North Lawrence
Career Center

Student Handbook
2026-2027

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Welcome and Introduction

Introduction

The North Lawrence Career Center serves as the premier hub for career and technical education within CTE Area 40. By uniting students from six area school districts—Bedford North Lawrence, Brownstown, Medora, Mitchell, Orleans, and Shoals—the center fulfills its mission to prepare the next generation for the modern workforce. Central to that is the intentional development of technical proficiency and essential employability skills. Our CTE courses are designed to bridge the gap between classroom theory and industry necessity, providing students with a critical connection to authentic, industry-standard tasks. By applying academic concepts to high-level, hands-on projects, students gain a deep understanding of how their education translates directly into professional success. We believe that being "career-ready" means being both academically proficient and technically prepared. The success of the career center is built upon a foundation of strong partnerships between students, families, instructors, and community industry leaders. These connections ensure that every student leaves our programs with the real-world skills, professional work ethic, and technical expertise necessary to thrive in their chosen careers.

Weather Emergencies

In the event of inclement weather or unforeseen emergencies, all high schools will be notified of any delays or cancellations. The North Lawrence Career Center follows the closed or delayed status of North Lawrence Community Schools. Sending schools will provide transportation at their own discretion and as they see fit during these events.

Non-Discrimination

The North Lawrence Community Schools, in compliance with federal regulations, do not discriminate on the basis of sex or handicap in admission to and participation in its educational programs and activities, or in employment. Parents should contact their child's principal in the event of questions concerning the school's compliance. The principal will have detailed information about provisions, procedures, parental rights, and grievance procedures.

Mission

The mission of the North Lawrence Career Center is to prepare and inspire students by providing opportunities for career exploration, personal development, and real-world skill application, guiding students into successful futures.

Vision

The North Lawrence Career Center strives to be the state's leading model to provide inclusive career and technical education that prepares future generations to become highly-skilled, knowledgeable citizens who strengthen our community.

PowerSchool

The PowerSchool Parent Portal is an easy to use web-based feature of the PowerSchool Student Information System that provides parents/guardians immediate access to grades, assignments and attendance records, teachers' comments and subscribe to various reports via email in an effort to facilitate and improve communication between home and school. You may access the PowerSchool Parent Portal from any computer with an Internet connection by launching your web browser and first going to <http://powerschool.nlcs.k12.in.us/public/home.html>. You will be directed to the PowerSchool Parent Portal login screen, where you will type in your username and password.

School Counseling Services

The School Counseling program is dedicated to supporting the whole student—academically, socially, and in planning for life after high school. The school counselor works closely with students, families, staff, and community partners to ensure every student has a clear path forward and the support needed to be successful.

Services include:

- Academic planning and course selection
- Career exploration and postsecondary planning (employment, enrollment, or enlistment)
- Coordination of work-based learning and career-connected opportunities
- Individual student support, goal setting, and problem-solving
- Assistance with transitions into high school and beyond
- Collaboration with families, teachers, and administrators to support student success

The school counselor serves as an advocate for all students, helping them identify their strengths, explore opportunities, and confidently take their next steps beyond high school.

Daily Bell Schedules

Regular Class Schedule

Advisory	8:00-8:30
Period 1	8:35-9:20
Period 2	9:25-10:10
Period 3	10:15-11:00
Period 4	11:05-12:30
	A Lunch 11:00 – 11:30
	B Lunch 11:30 – 12:00
	C Lunch 12:00 – 12:30
Period 5	12:35-1:20
Period 6	1:25-2:10
Period 7	2:15-3:00

Early Release Day Schedule

Advisory	8:00-8:30
Period 1	8:35-9:10
Period 2	9:15-9:50
Period 3	9:55-10:30
Period 4	10:35-12:00
	A Lunch 10:30 – 11:00
	B Lunch 11:00-11:30
	C Lunch 11:30-12:00
Period 5	12:05-12:40
Period 6	12:45-1:20
Period 7	1:25-2:00

Two Hour Delay Schedule

Period 1	10:00-10:35
Period 2	10:40-11:10
Period 3	11:15-11:45
Period 4	11:50-1:15
	A Lunch 11:45-12:15
	B Lunch 12:15-12:45
	C Lunch 12:45-1:15
Period 5	1:20-1:50
Period 6	1:55-2:25
Period 7	2:30-3:00

Section 1: General School Information

Visitors

All visitors must sign in upon entering the North Lawrence Career Center. Students should not bring visitors to school. During regular school hours, visitors may be asked to provide a state approved photo ID in order to proceed beyond the office area. We ask that visitors not interrupt instruction.

Late Arrival/Early Departure

Students leaving the career center are required to sign out at the reception desk; BNL students may sign out at their Attendance Office. Upon returning to the building, students should sign in at the same location. BNL students may submit doctor's statements to the receptionist, and students from other schools will provide statements to their home school.

Closed Campus/Food Deliveries

All students will follow their assigned lunch periods and are not permitted to be in the career center during that time without permission from an administrator. The career center follows BNL's closed campus policy, therefore students are not permitted to leave for lunch on their own or with families. Food deliveries scheduled by students are not permitted.

School Nurse Access

The BNL nurse is available for typical school nurse services. Particular health concerns and special considerations should be discussed with NLCC administration and filed in the student information system.

Immunizations

All students must have an immunization record on file and have their records in good standing at their respective school corporation.

Use of Medications

Whenever possible, students should arrange for all medications to be administered at their home high school rather than at the Career Center. If medication must be brought to campus, it must remain in its original container and be accompanied by written authorization from both a parent/guardian and a physician. This authorization must clearly state the student's name, the medication name and purpose, the specific dosage and administration directions, the physician's and parent's signatures, and the date. While a prescription label satisfies the requirement for a physician's instructions, any non-prescription or over-the-counter remedies not typically recommended for children or teenagers must still include a physician's signature.

Self-Administered Medication

A student may possess and self-administer medication for emergency medical conditions, such as asthma or a life-threatening allergy, provided the student's parent follows the policies of the home high school and career center staff are made aware of the condition.

School Accident Insurance

It is highly recommended that students acquire some form of medical health insurance, whether it is the type which pays around the clock, or for injuries suffered at school or in route to and from school. There is always the possibility of injury in shop oriented, hands-on career courses. A tetanus booster shot is recommended per your health provider's recommendation. Parents and students should consult with their physician to determine if tetanus protection is needed.

Lost & Found

Articles and books that are found around the building are brought to the Director's office. All items are kept for a reasonable amount of time, and if not claimed are given to those who could benefit. Articles that bear the name of the owner can be promptly returned.

Student Parking and Transportation

All students attending the North Lawrence Career Center are expected to utilize the bus transportation provided by their home high schools. Operating a personal vehicle to campus is prohibited unless the student has received formal, prior authorization from both their home high school administration and the NLCC.

Bedford North Lawrence students are required to park exclusively within the designated BNL parking lot. While the school recognizes that many students hold after-school jobs, employment does not grant special parking privileges or exemptions from standard transportation rules. Any unique circumstances or requests for exceptions must be submitted to the Career Center Director's office for official approval.

Student Records

The school system collects, records, and maintains data concerning the student pursuant to the provisions of the "Family Educational Rights and Privacy Acts of 1974" (Fed P.L. 93-380). The North Lawrence Community Schools, in accordance with 1974 amendments, shall release the following "directory information" to news media and others it deems advisable: student name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Parents, guardians, and students over 18 years of age are hereby notified that they have a right:

- a. To know what records are kept;
- b. To inspect and review records that pertain to themselves or their offspring;
- c. To receive a copy of their record at a reasonable cost;
- d. To receive a response to a reasonable request for explanation and interpretation;
- e. To challenge a record they believe to be false or misleading, and to a fair hearing if, after review, no change is made;
- f. To place a statement of rebuttal in the challenged record if no change is made;
- g. To file a complaint with HHS (US Department of Health and Human Services) if they believe any of these rights are violated.

Emergency Drills

Emergency drills will be conducted periodically during the school year. Students will be made aware of procedures to be observed during fire, tornado, earthquake, and violent intruder emergencies.

Section 2: Academics

Grading Scale

<u>Percent</u>	<u>Grade</u>	<u>Percent</u>	<u>Grade</u>
100 -97	A+	76-73	C
96-93	A	72-70	C-
92-90	A-	69-67	D+
89-87	B+	66-63	D
86-83	B	63-60	D-

Grade Calculations

Overall course grades are calculated based on many factors including, but not limited to, mastery of content knowledge, demonstrated competencies in shop and/or laboratory settings, general employability skills, and work ethic. Each program and instructor will define their expectations at the beginning of the school year.

Parent Involvement

We encourage parents and guardians to stay active in their child's education and are always welcome to contact teachers, counselors, or administrators for clarification on any issue. To ensure that staff are available to meet, we ask that you schedule all school visits and conferences in advance through the school office. Please be aware that while we value your involvement, walk-in meetings cannot be guaranteed. Scheduling ahead of time ensures a productive environment and dedicated time to discuss your child's progress.

Course Changes/Drop and Add

Students at the career center will follow the drop and add protocol of the home high school. A student will be removed from a program if he/she fails the first semester. Any unique circumstances or requests for exceptions must be presented to the director.

School Allegiance

While attending the Career Center, the student maintains allegiance to his/her home school where he/she may take part in extracurricular activities. The concept of the Area 40 career center provides an extension of the home school in certain career and technical areas. While at the career center, the student agrees to abide by the school rules and policies of the career center and the home school.

Section 3: Student Expectations

Student Code of Conduct

All members of the NLCC community are expected to maintain exemplary standards of courtesy, honesty, and cooperative citizenship while respecting the law, school rules, and the rights and property of others. Students must follow the directions of adult supervisors and uphold a commitment to personal decency and academic achievement within their full ability. These expectations apply at all times under the school's jurisdiction, including within the building, on school grounds, during school functions, and throughout official transportation to and from these events.

Safety

Safety will be stressed by all instructors at all times. State law specifies that safety glasses will be worn in shops when working with machinery and/or chemicals. Safety glasses are required while in the shop or lab at all times. Glasses may be purchased at the school at nominal cost if the provided pair is lost or damaged. Instructors and students will also wear hearing protection when decibels reach 80 plus. Safety lessons are an important part of each course.

Student Follow-Up After Graduation

Students are asked to provide information regarding their success after graduation from high school. Federal law allows the career center to ask for student social security numbers which is used by the Indiana Department of Workforce Development to track aggregate data (not individual statistics) about student placement approximately six months after graduation. A positive placement is considered when students are identified as working, in the military, in an apprenticeship, or in college. Students who are not identified by the Indiana Department of Workforce Development will be contacted by the career center. When the follow-up is received, please provide

information to the career center.

Dress / Appearance

The goal of the NLCC dress code is to create an environment that does not compromise the educational climate in the classrooms and lab spaces. Appropriate dress is extremely important to safety at NLCC, given that some programs require students to work in environments conducive to high-risk situations. Students must wear appropriate clothing necessary to ensure safety while participating in NLCC activities.

1. All students should dress in the standard of school appropriateness, cleanliness, and safety. Students will not be permitted to dress in a manner that is offensive, vulgar, indecent, or that is outside of the level of professionalism expected in an educational environment.
2. Clothing that is outside of the level of professionalism expected in an educational environment is not permitted; including cut-off muscle shirts, low-cut garments, crop tops, narrow straps, backless tops, see-through shirts, high-cut shorts and dresses, excessively tight pants/shorts, and/or exposure of undergarments.
3. Clothing with inappropriate language or pictures is not permitted. This includes advertising or content relating to alcohol, beer, drugs, tobacco, or other illegal substances, Obscene or lewd writing, pictures, profanity, or language inappropriate to an educational environment. Anything that implies, suggests, or portrays sex, pornography or violence. Anything that displays or implies gang attire, signs or symbols is not permitted. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, religious affiliation, or other protected categories.
4. School-appropriate hats are permitted in the NLCC hallways and in classrooms with instructor permission. Due to safety and security concerns, hoods, sunglasses, headbands, bandannas, fish hooks, or other sharp jewelry are not permitted.
5. Coats, winter jackets are not permitted in the classroom unless the environment is such that a teacher or administrator considers it appropriate. Blankets and pillows are not permitted.
6. Students must wear shoes appropriate for the environment. They are encouraged to consider safety issues when selecting footwear.

Disciplinary action to be taken for violations: 1st offense – warning and correct clothing, 2nd offense – lunch detention and correct clothing, 3rd offense – 1 day AIM and correct clothing, 4th offense - OSS and correct clothing, further violations – administrator will determine discipline. If a student is non-compliant, additional disciplinary action will be imposed.

Wireless Devices: Cell Phones, Smartwatches, Chromebooks, Computers, Gaming Devices

All student cell phones & personal devices must be powered down, secured in the appropriate location, and not for personal use during the instructional times between 8:00am and 3:00pm. Student issued Chromebooks will be allowed in the classroom for instructional purposes under teacher supervision. Students may use their wireless devices before school in the cafeteria/gym lobby and during lunch period in the cafeteria only. Cell phones & wireless devices are not permitted for use anytime during the school day with the exception of lunchtime or in case of an emergency. Students with permitted IEP, 504 Plan, or Health Care Plan may have permission for cell phone access. Students who engage in video recording of peers and/or faculty, photography of peers and/or faculty, or misuse of cell phones to harm others are subject to further disciplinary action.

Consequences for Cell Phone/Wireless Device Violations

Disclaimer: NLCS is not responsible for any damages to a confiscated cell phone by a teacher, administrator, and/or school staff member.

1st Offense – Teacher Warning

2nd Offense – Office Referral: In-School Suspension. Device confiscated by office personnel and maybe picked up by the student at the end of the school day.

3rd Offense – Office Referral: Out of School Suspension. Device confiscated by office personnel and must be picked up by a guardian in the office.

4th + Offense – Office Referral: Administrator will determine the duration of Out of School Suspension.
Device confiscated by office personnel and must be picked up by a guardian in the office.

Important Notice to Students and Parents Regarding Cell Phone Content and Display.

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any

Person/student is involved with “child exploitation” or “child Pornography” as defined by Indiana Criminal Statutes.

It is “child exploitation”, a Class C felony under I.C. 35-42-4-4(b) for any person/

Student (1) to exhibit, photograph, or create a digitized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to disseminate or exhibit matter that depicts or describes “sexual conduct” by a child who the person knows is less than 17 years of age or who appears less than age 16.

“Sexual conduct” is defined by I.C. 35-42-4-4(9a) to include sexual intercourse, exhibition of uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person. The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system. Students that violate the policy regarding cell phones may have their cell phone confiscated by the school administration. School Administrators will determine when the cell phone will be returned based on the number of violations. As violations increase, so will the number of days cell phones are confiscated.

Inappropriate Conduct and Language

Any student participating in inappropriate conduct or language may be suspended from school depending on the severity of the case, and may be subject to due process procedures.

Harassment and Hazing

It is the philosophy of all school personnel to provide quality and safe educational and extracurricular opportunities for young people. School personnel will not tolerate any individual or group of individuals’ harassment or hazing of another student or a group of students. Therefore, it is a violation of school guidelines and policy to physically or verbally threaten, harass, or intimidate others during school hours or at any school event. No one should be subjected to these types of behaviors at any time. These types of behaviors will not be permitted by school personnel and school personnel will aggressively and appropriately deal with these types of misconduct.

Fighting

Fighting and other acts of violence will not be tolerated. If a student feels they are being harassed, threatened, or provoked to fight, they are encouraged to see an administrator, teacher, or hall monitor immediately.

Any student who becomes an active participant in a fight, regardless of who initiates the fight, will be suspended from school for five to ten days. Any student involved in a second fight during the school year will be offered due process. This rule applies to fighting at school, on the school bus, at any school function, and on any North Lawrence Community School property. A parent conference with an administrator is required before a student will be permitted to return to school after a suspension for fighting.

Theft

Students involved in theft at school may be suspended and/or expelled from school.

Vandalism

Purposely damaging school property is considered a serious offense and will be dealt with accordingly.

Gang Activity

The career center will not tolerate any gang paraphernalia or any gang related activities at the school. There will be appropriate disciplinary action taken against anyone participating in any gang activity.

Gender/Racial Slurs

Every student shall be permitted to attend school and participate in its educational programs and activities without being harassed, intimidated, or ridiculed on the basis of sex or ethnic background. Appropriate disciplinary actions will be taken for students involved in such activities, which may result in a suspension and/or expulsion from school.

Public Displays Of Affection (PDA)

Student physical contact is not permitted at school. Students are not permitted to engage in physical contact, including holding hands, hugging, kissing, or the like on school campus or school transportation.

False Reporting

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.

Possession or Use of Knives, Guns, Destructive Devices, or Other Weapons

The Corporation prohibits students, staff, and visitors 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. The term "weapon" means any 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 endangering the health and safety of persons. Weapons include, but are not limited to: firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, explosives, firecrackers, smoke bombs, chemical agents such as tear gas or pepper gas, stun guns, or "look-alike" weapons.

A staff member or student who has reason to believe that a person on school property or at a school-related activity possesses a weapon shall report the possession to the school principal or the supervisor of the activity.

Student Property

Students are responsible for all items brought to school. Expensive items or money should never be left in lockers. Theft or damage of other student's property should be reported to an administrator. The school assumes no liability for loss of stolen items.

Student Lockers-Statement Policy

All lockers made available for student use in the North Lawrence Community Schools including lockers located in the hallways, physical education and athletic dressing rooms, Career Center classrooms, and the art classrooms are the property of the school corporation. These lockers are made available for student use in storing backpacks,

school supplies, and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes and or educational function, or which are forbidden by state law or school rules. Students are not to share lockers or locker combinations with other students. The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purposes, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen items and to prevent use of the locker to store prohibited or dangerous items such as weapons, illegal drugs, or alcohol.

Locker Rules

The school corporation will retain access to student lockers by keeping a master list of combinations and/or retaining a master key. Students may not use their own locks to prevent access to lockers by school officials. Any unauthorized locks may be removed without notice and destroyed. Do not bring valuables or large sums of money to school or place them in your locker. Always be sure your belongings are in your locker and your locker is locked. NLCS is not responsible for lost or stolen items.

Locker Maintenance

Nothing in these rules shall affect members of the custodial or other staff to repair defective lockers or clean them out. Custodial or other staff members may open a student's locker during any vacation period if they have reason to believe the locker contains rotting, spoiling, or mildewing items.

Inspection Of Individual Student's Lockers

an administrator, or his/her designee, may search a student's locker and the locker's contents at any time he/she has a "reasonable suspicion" that the locker contains items that may cause interference to the educational environment or are forbidden by state law or school rules. Any law enforcement agency having jurisdiction over the geographic area of the school facility containing a student's locker may (1) at the request of the school principal; and (2) in accordance with the rules of the governing body of the school corporation, assist a school administrator in searching a student's locker and the locker's contents. It is understood that any student who uses a locker that is the property of the North Lawrence Community School Corporation, should have no expectation of privacy in that locker or the locker's contents.

Student Searches

An administrator or his/her designee may search the personal belongings, including but not limited to backpacks, purses, etc. and/or person at any time there is reasonable suspicion that possible contents may cause interference to the educational environment or are forbidden by state law or school laws. Administration may use a hand-held metal detector during the search of the person and belongings.

Disposal Of Confiscated Contraband

All contraband confiscated from students and/or student lockers may be disposed of by the principal or his designee as he or she deems appropriate, including (a) return to the proper owner or place; (b) use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under IC 20-8.1 - 5 - 4; (c) delivery to the appropriate law enforcement agency properly identified by coded identification (not by student name) for safekeeping; (d) delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or (e) destruction.

Involvement Of Law Enforcement Officials

The principal, superintendent or his administrative designee may request the assistance of the School Resource Officer or law enforcement officials to assist the school administrators in inspection of lockers or their contents for purposes of enforcing school policies only if such assistance is required:

- (1) to identify substances which may be found in the lockers; or
 - (2) to protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.
- a. If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing such official to inspect.
 - b. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf or in the place of such official, the request shall be denied. The principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contain contraband.

Student Property

Students are responsible for all items brought to school. Expensive items or money should never be left in lockers. Theft or damage of other student's property should be reported to an administrator. The school assumes no liability for loss of stolen items.

Student Parking Rules

All vehicles must be registered and display a pass. Vehicles must be parked properly in spaces, and students should not park so that they block another student. Students must park in areas designated for students (students parking in faculty lot are subject to loss of parking privileges). Vehicles must be unoccupied during the time school is in session. No alcoholic beverages or other illegal materials may be possessed, consumed, or in student vehicles on school property. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, or other contraband might be in that vehicle. Prosecution and/or expulsion may result. All students must be licensed and have proof of insurance. The school is not responsible for the automobile or its contents. There will be no speeding over 10 miles per hour or any form of reckless driving on the school grounds. Any violation of the above rules, other school rules, and civil laws may result in denial of parking privileges, and/or car being towed away or other appropriate disciplinary action. Vehicles may be towed at the owner's expense without notice. Any vehicle driven to school by a student and parked on school grounds may be subject to searches by local law enforcement.

Artificial Intelligence

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 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.

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.

NLCS Artificial Intelligence Guidelines

These guidelines establish a framework for the responsible use of Artificial Intelligence (AI) within North Lawrence Community Schools. Our vision is to foster AI literacy—the technical knowledge and ethical mindset required to thrive in a modern workforce—while ensuring that technology supports, rather than replaces, human critical thinking.

1. Fundamental Principles

- **Human-in-the-Loop:** AI is a supportive tool, not a replacement for original expression. Users are responsible for monitoring AI output, evaluating it for bias, and making all final decisions.
- **Data Privacy & Security:** All users must strictly adhere to FERPA and COPPA regulations.
 - **Crucial Restriction:** Teachers and staff may not input Student Identifiable Information (SII) or Protected Personally Identifiable Information (PII) into any AI platform that has not been explicitly vetted and confirmed as FERPA/COPPA compliant.
- **Adaptive Use:** These guidelines are subject to ongoing review to keep pace with rapid technological innovations and evolving educational needs.

2. Student Usage Guidelines

Students must recognize that AI rules are set at the classroom level. Unless a teacher provides explicit permission, the following rules apply:

- **Approved Platforms:** When AI use is authorized or required for an assignment, students will be required to use MagicSchool or Gemini. These platforms are the approved tools for maintaining data privacy and educational alignment within NLCS.
- **Transparency & Attribution:** Any authorized use of AI must be clearly cited. Presenting AI-generated content as your own is considered plagiarism.
- **Learning Integrity:** Students may not use AI to bypass critical thinking or the learning process. AI tools should only be used to enhance access to content or support higher-level problem-solving.
- **Originality Standard:** All writing, artwork, and homework must be prepared by the student. Content generated by AI is not considered "original work" and will not be accepted unless specifically sanctioned for a project.
- **Disciplinary Action:** Any unsanctioned use of AI will be treated as an act of academic dishonesty under the school's plagiarism policy.

3. Educator Usage Guidelines

Teachers have the authority to determine how AI integrates into their specific curriculum, guided by these core responsibilities:

- **Explicit Instruction:** Clearly define when and how AI may or may not be used for every assignment, ensuring students utilize the approved MagicSchool or Gemini platforms.

- Privacy Compliance: Teachers must ensure that no sensitive student data (names, IDs, grades, or specific behavioral notes) is uploaded to any non-compliant AI tool. Stick to district-approved tools for any task involving student data.
- Assessment Focus: Shift grading focus toward the process of learning rather than just the final product.
- Responsible Detection: AI detection tools are not infallible. They must never be the sole source of evidence for academic dishonesty interventions (See NLCS AI Integrity Checklist).
- Ethical Evaluation: Critically analyze AI-generated data for patterns, trends, and potential biases before presenting results as fact.

4. Pedagogical Integrity

- Balance: Technology must not replace the essential human connection and in-person teaching that occurs in the classroom.
- Goal: AI should be used to foster student creativity and streamline workflows, ensuring that students remain the primary architects of their own education.

Note to Students: When in doubt, ask. Specific rules for AI usage—and instructions for using MagicSchool or Gemini—will come directly from your classroom teacher.

NLCS AI Integrity Checklist

Maintaining academic honesty in the age of AI requires a move away from "gotcha" tactics toward a structured, evidence-based process. This guide provides a framework for navigating suspected AI use with fairness and rigor.

1. Identify the Initial Red Flag

The process begins when a submission raises a "detector" alert or displays suspicious characteristics, such as unexpected shifts in tone or factual inaccuracies.

- Vital Note: AI detection percentages are not definitive proof of misconduct. They serve solely as a signal for deeper review and must never be the sole basis for a disciplinary ruling.

2. Conduct a Fact-Finding Review

Gather tangible evidence to determine if the work belongs to the student:

- Workflow Audit: Check for missing milestones like brainstorming, outlines, or rough drafts.
- Content Analysis: Look for "AI hallucinations" (fake citations) or rhetoric that exceeds the student's known skill level or the course scope.
- Comparative Assessment: Measure the submission against confirmed samples of the student's previous work to identify drastic inconsistencies in logic or voice.

3. Facilitate a Mandatory Verification Interview

Schedule a direct conversation or oral defense to confirm the student's mastery of the material:

- Defending the Work: Ask the student to explain their research process, clarify specific arguments, or expand on the sources cited.
- The Litmus Test: A student's inability to discuss the core concepts or logic of their own paper provides strong contextual evidence of non-authorship.

4. Execute Policy and Formalize Records

Determine the outcome based on the totality of the evidence and the dialogue:

- Standardized Enforcement: Follow official Academic Integrity guidelines for consequences.
- Educational Focus: Where appropriate, treat the resolution as an opportunity for growth.
- Administrative Diligence: Document all evidence, meeting notes, and resolutions to ensure transparency and procedural fairness.

5. Proactive Assignment Refinement

Evaluate the assignment design to minimize future AI exploitation:

- Prompt Quality: Does the prompt encourage generic, easily generated AI responses?
- Authentication Requirements: Consider incorporating:
 - Process Tracking: Requiring intermediate drafts or notes.
 - Personalization: Integrating personal reflections or unique local contexts.
 - Specific Data: Focusing on niche topics or class-specific discussions.

Crucial Summary: Any reduction in grade must be supported by multiple data points; an AI detector score alone is insufficient for a penalty.

Plagiarism/Academic Misconduct Policy: Academic Integrity

The faculty and administration at the career center take plagiarism seriously. At its core, plagiarism is the act of presenting someone else's words or ideas as your own. The consequences in higher education can be severe — many colleges record academic dishonesty on a student's official transcript, and some impose expulsion. For this reason, the career center is committed to ensuring students fully understand what plagiarism is and are held accountable when it occurs.

NLCC uses Indiana University's definition of plagiarism for both instructional and enforcement purposes, available at studentcode.iu.edu: Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course.

This includes, but is not limited to:

- Adopting or reproducing another person's ideas, opinions, theories, formulas, graphics, or images without acknowledgment
- Directly quoting another person's words (oral or written) without citation
- Paraphrasing another person's ideas or theories without credit
- Borrowing facts, statistics, or illustrative material without acknowledgment
- Submitting materials assembled or collected by others without acknowledgment
- Resubmitting work previously submitted for credit in another course without teacher permission and proper citation

Violations will be referred to the appropriate administrator, recorded in the student's discipline file, and will accumulate during their time at the career center.

- 1st Offense: Office referral + in-school suspension + parent contact by teacher & administration + zero for assignment
- 2nd Offense: Office referral + one day out-of-school suspension + parent contact by administration + zero for assignment
- 3rd Offense and beyond: Office referral + "F" for the course + parent contact by administrator + possible withdrawal from the course + three days out-of-school suspension

*Dual credit courses will also be held to the expectations and actions of the policy from the university/college.

Cheating

While plagiarism typically involves longer written work, cheating on shorter assignments, homework, and assessments is equally serious. However, the career center recognizes that our diverse student body — across a wide range of pathways — benefits from a clear, separate definition of cheating and its own set of consequences.

For the purposes of this policy, cheating includes:

1. Copying a homework assignment from any source, including fellow students, parents, or tutors
2. Allowing another student to copy your work, except on designated group or collaborative assignments
3. Violating a teacher's testing procedures or obtaining unauthorized copies of assessments
4. Possessing or using materials not permitted during a test or quiz — including but not limited to cell phones, smartwatches, calculators, or any form of a cheat sheet
5. Sharing or receiving information about an assessment from someone who completed it at an earlier time
6. Using websites, apps, or other tools to complete an assignment in a manner not permitted by the teacher
7. Any other attempt to misrepresent or alter the result of a required assessment

Cheating violations are tracked per course and do not accumulate across courses; however, each instance will be noted in the student's record.

- 1st Offense: Office referral + parent contact by teacher & administration + zero for assignment
- 2nd offense: Office referral + parent contact by administrator + zero for assignment + in-school suspension
- 3rd offense and beyond: Office referral + parent/teacher conference with student and administrator + zero for assignment + one day of out-of-school suspension

Possession And/Or Use Of Narcotics Or Other Drugs

Students may not possess, provide to another person, sell, transport, ingest or use, or be under the influence of any substance which is, contains or is represented to be: tobacco, alcohol, marijuana, synthetic THC, THC, Cannobois, Delta 8, Delta 10, a stimulant, an intoxicant, a narcotic, a depressant, a hallucinogen, caffeine-based pills, substances containing phenylpropanolamine (PPA), or non-prescribed (over-the-counter) drugs, drug paraphernalia, preparations, or remedies, whether prescription or sold over the counter without a prescription, or any substance represented by the provider to be any of the listed substances, (a) on school grounds at any time, or (b) at any school-sponsored activity at any location, including the school bus.

Substance Enhancements

Possession, use, or distribution of substances or supplements used or intended for abnormal enhancement of athletic performance and/or may atypically alter the body's physiological function are not permitted. These may include, but are not limited to: narcotics, stimulants, anabolic agents, diuretics, hormones, masking agents, and other such items.

Tobacco & Vaping Intervention And Support

North Lawrence Career Center recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. NLCS believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school sponsored events is detrimental to our students. The career center is a tobacco free campus.

Students in possession of tobacco and/or vapes will be subject to the disciplinary actions of their home school, including but not limited to in-school suspension, tobacco cessation programs, Saturday school, out-of-school suspension, referrals to community partners, and referrals to School Resource Officers for citations.

Tobacco/Vaping Concerns: Students that exhibit concerns of suspected vaping will result in conferences and parent notification. The student conference will include screening for tobacco usage and dependencies.

Vape Detector: If the Vape Detector activates, students may be subject to conferencing, and suspected concerns may result in student search and possible disciplinary action.

Anti-Bullying Policy

The following policy has been established by the School Board of Trustees for the North Lawrence Community School Corporation (NLCS) regarding anti-bullying.

I. Policy Statement

The School Board of Trustees for the North Lawrence Community School Corporation prohibits acts of bullying. The school board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. NLCS administration and staff will work diligently to respond to all acts of bullying in a proactive and responsive manner that ensures all students are afforded the opportunity to attend school in a safe and secure environment.

II. Definitions

1. Bullying

a. As defined by the school corporation, bullying means aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power.

b. As defined by IC 20-33-8-2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- i. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
- ii. Has a substantially detrimental effect on the targeted student's physical or mental health;
- iii. Has the effect of substantially interfering with the targeted student's academic performance; or
- iv. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

c. This term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:

- i. Participating in a religious event.
- ii. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- iii. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- iv. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
- v. Participating in an activity undertaken at the prior written direction of the student's parent.
- vi. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

III. Policy Provision

1. The school corporation shall adopt discipline rules in compliance with IC 20-33-8-13.5 that prohibit bullying and include provisions concerning education, parental involvement and intervention. These discipline rules shall apply regardless of the location in which the bullying occurred when the bully and the targeted student are students at a school within the school corporation, or disciplinary action is reasonably necessary to avoid

substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

2. The principal at each school within the school corporation shall implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of bullying, consistent with the code of student conduct, as well as the consequences and remedial responses for staff members who commit one or more acts of bullying. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct.

3. The principal at each school within the school corporation shall be responsible for designating a member of his/her staff to receive all complaints alleging violations of this policy.

4. All NLCS employees, volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this policy to the principal or the principal's designee on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. A written report of the incident shall also be submitted to the school principal or principal's designee within one (1) school day of submitting the verbal report.

5. Students, parents and visitors of a school within the school corporation are encouraged to submit a written report of alleged violations of this policy to the principal (or principal's designee) on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. Such a report may be made anonymously. Formal action for violations of the code of student conduct may not be taken solely on the basis of an anonymous report.

6. Any corporation and school employee, volunteer or contracted service provider who promptly reports an incident of harassment, intimidation or bullying, and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

7. The principal or designee shall conduct a thorough and complete investigation for each report of an alleged incident of bullying received. The investigation shall be initiated by the principal or the principal's designee within one school day of the

report of the incident. The principal may appoint additional personnel to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of harassment, intimidation, or bullying. The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the Board of Education on a quarterly basis during regularly scheduled board meetings.

8. Each school within the school corporation shall record the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying and electronic or written communication bullying. Each school shall report this information to the school corporation superintendent, school board, and the Indiana Department of Education. Information shall be submitted to the Indiana Department of Education by July 1 of each year.

9. The principal shall provide the parents of the students who are parties to the investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of bullying, and whether consequences were imposed or services provided to address the bullying incident if the evidence of bullying was substantiated. This information is to be provided in an expedited manner.

10. Any corporation and school employee, volunteer or contracted service provider who receives a report of harassment, intimidation, or bullying from a student, parent, visitor, or colleague, and fails to initiate or conduct an investigation, or who witnesses or observes a bullying incident and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

11. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of bullying is confirmed, according to the parameters described in the corporation's code of student conduct. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act

of bullying may range from positive behavioral interventions up to and including suspension or expulsion.

12. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce bullying and enhance school climate, enlist parent corporation and involvement or take other appropriate action). Intervention and support implemented by the principal or his/her designee should include follow up services to both the targeted student and the bully. The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

13. The principal of each school within the school corporation is authorized to acknowledge and respond to instances of false reporting of alleged bullying incidents. The principal is expected to respond with consequences and remedial actions regarding any person found to have falsely accused another as a means of bullying as permitted under P.L. 285-2013 for:

a. Students – Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion.

b. School Employees – Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with corporation policies, procedures and agreements.

c. Visitors or Volunteers – Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of building or grounds privileges, or prohibiting contact with students or the provision of student services.

14. The superintendent of the school corporation shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation. The superintendent shall post a link to the policy that is prominently displayed on the homepage of the school corporation's website. The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.

15. Each school within the school corporation shall disseminate the anti-bullying policy and bullying prevention instruction to all students in grades 1-12 within the school no later than October 15th of each school year. It is expected that anti-bullying information will be part of a more comprehensive bullying prevention effort communicated to the students throughout the school year, and that the age appropriate, research based instruction for all students in grades 1-12 be delivered by a school safety specialist, school counselor, school resource officer or other person with training and expertise in the area of bullying prevention and intervention.

16. Each school within the school corporation shall provide annual training on this policy and bullying prevention and intervention instruction to corporation and school employees, volunteers and contracted service providers who have direct and ongoing contact with students.

The North Lawrence Career Center is committed to a safe and civil educational environment free from bullying for all students, employees, volunteers, and patrons. Bullying can take on many forms, including slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions.

For purposes of this policy and per state law, bullying means overt, repeated acts of gestures, including:

- (1) verbal or written communications transmitted
- (2) physical acts committed; or
- (3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the other student.

Bullying is prohibited when:

- (1) on school grounds immediately before or during school hours, immediately after school hours, or at any other

- time when the school is being used by a school group;
- (2) off school grounds at a school activity, function or event;
 - (3) traveling to or from school or a school activity, function, or event, or;
 - (4) using property or equipment provided by the school.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact of the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for bullying also constitutes violation of this policy.

Bullying is a violation of state law and school policy and can be cause for suspension or an expellable offense. In instances where bullying occurs, an administrator will use his discretion and judgment to determine proper action.

NLCS Bully Report

The NLCS Bullying Report Form can be found at the following link:

<https://bnl.northlawrencecommunityschools.org/guidance/bully-report>

The NLCS Bullying report form allows you to submit anonymous tips to school and District officials of alleged bullying. If there is an emergency please call 911.

- 1. Did the sender witness the bullying? YES | NO
- 2. Who is the sender? STUDENT | PARENT/GUARDIAN | STAFF | OTHER
- 3. Name(s) of the person being bullied?
- 4. Name(s) of alleged bully or bullies?
- 5. In what building did the bullying take place?
- 6. Location(s)? (Ex: Classroom, Hallway, Bus, etc.)
- 7. Description of Bullying Events (Please leave as much detail as possible, including direct quotes and/or specific words used.)
- 8. Has any action already been taken to stop the bullying? If so, provide details.
- 9. Students/Staff who may have witnessed the bullying?
- 10. Other Information:
- 11. Sender's Name (Optional)

If you would like a direct-response, please leave your contact information. (Phone Number or Email)

Policy Regarding Sexual Harassment

I. The Policy

A. It is the policy of the North Lawrence Community School Corporation to maintain a learning and working environment that is free from sexual harassment.

B. It shall be a violation of this policy for any employee or student of the North Lawrence Community School Corporation to harass another employee or student through conduct or communications of a sexual nature as defined in Section 11. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined in Section H. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

II. Definitions of Harassment

A. Types of Sexual Harassment

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by any employee to another employee, or when made by any student to another student or student to employee when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment;
4. Denial of an employment or educational opportunity occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that particular employee or student;
5. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property.

B. Unwelcome Conduct of a Sexual Nature

1. Conduct of a sexual nature may include verbal or physical advances and/or comments regarding physical or personality characteristics of a sexual nature.
2. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee has indicated, by his or her verbal objection, that it is unwelcome.
3. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

C. Examples of Sexual Harassment

Sexual harassment, as set forth in Section 11.A, may include, but is not limited to, the following:

1. Verbal harassment or abuse.
2. Repeated remarks to a person with sexual or demeaning implications.
3. Unwelcome touching.
4. Pressure for sexual activity.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.

III. Complaint Procedures

A. Any person who alleges sexual harassment by an employee or student in the school corporation may use the complaint procedure explained below in Section III.C. or may complain directly to his or her immediate supervisor, building supervisor, or the Title IX complaint designee of the school corporation.

Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

B. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of the misconduct and to take corrective action when this conduct has occurred.

C. Reporting Sexual Harassment

All reports of sexual harassment shall be handled in the following manner:

- a. Reports must be in writing on forms supplied by the Corporation (if verbal complaint is made, the school official should file a written report);
- b. Reports must name the person(s) charged with sexual harassment and state the facts;
- c. Reports must be presented to the building principal where the alleged conduct took place. The building principal shall inform the superintendent, or his/her designee, of all filed reports;
- d. The building principal who receives a report shall thoroughly investigate the alleged sexual harassment;
- e. The report and the results of the investigation will be presented to the superintendent. The superintendent shall review the report and make a recommendation to the Board of School Trustees of any action she/he deems appropriate.
- f. The Board of Trustees may consider the report and the superintendent's recommendation in executive session. The Board may take any action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

IV. Sanctions for Misconduct

A. A substantiated charge against an employee in the school corporation shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge.

B. A substantiated charge against a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Conduct Code.

Section 4: Attendance

Importance of Daily Attendance

The programs at the career center are built to mirror the real-world expectations of modern business and industry. A huge part of student success involves mastering "employability skills"—the professional habits gained through hands-on work and daily interaction with instructors and peers. Because these skills are developed in the moment, being absent means missing out on the core of the CTE experience. Since participation is a major component of our curriculum, missing class can result in the loss of daily points that can quickly and significantly lower one's overall grade.

Attendance Policy Statement

North Lawrence Career Center follows a unified attendance tracking system with all sending schools to ensure academic and professional consistency. The North Lawrence Career Center will defer to the official policy of the student's home high school to determine whether an absence is classified as excused or unexcused. All excuses (medical, legal, or parental) must be submitted to the home high school attendance office according to their specific policy and deadlines. Career center records will be updated to match the designation finalized by the home school.

Truancy

TO SCHOOL: Truancy is defined as being absent for an entire school day when the absence is initiated by the student without parental consent under circumstances not covered by law or recognized by the school. The following disciplinary actions will be issued for any truancy.

- 1st Truancy - students will serve one day of in-school suspension.
- 2nd Truancy - students will serve one to three days of in-school suspension.

In the event that the truancy continues, the building administration will then determine the appropriate disciplinary action to be taken.

TO CLASSES: Students intentionally skipping class periods and not reporting to their assigned class will be considered truant during the school day. Disciplinary actions will be taken through by the building administration through lunch detention, in-school suspension or out of school suspension if necessary. Students need to be in their assigned classes to ensure student and overall school safety.

Tardiness

The career center expects students to be punctual to ensure they receive full instructional time and mirror professional workplace standards. While the home school defines general tardiness, the career center manages punctuality in its own building. Students are expected to be in their designated lab or classroom at the program's specific start time. Late arrivals due to transportation issues or home school scheduling must be verified by the home school. Repeated tardiness to NLCC classes may impact a student's "professionalism" grade or eligibility for certain industry-based work placements.

Early Departure Policy

The North Lawrence Career Center will defer to the official policy of the student's home high school to determine whether an early departure is classified as excused or unexcused. Any student leaving the building during the school day must check out through the NLCC office before departing. Appointments (medical, legal, etc.) or other situations requiring a student to leave must be pre-arranged and approved by the home school administration. Leaving the NLCC campus without official permission is considered truancy and will follow appropriate disciplinary procedures.

Make-Up Work

Class work may be made-up and credit given for any absence. However, the responsibility to obtain assignments and arrange for times to submit work is that of the student. One day for each day absent will be given to turn in assignments. In cases of extended periods of absence due to illness, the instructor and an administrator may consider the uniqueness of the case. Final exams will not be given early unless approved by the classroom teacher and the building administrator.

Section 5: Discipline Expectations

Policy on Infraction of School Rules

For behavioral problems which arise within the career center, the punishment will be administered to meet the needs of each individual case.

1. Possess, provide to another person, or be under the influence of any substance which is or contains:

A. Tobacco, alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, a hallucinogen, or non-prescribed (over-the-counter) drugs, preparations, or remedies, whether prescription or sold over the counter without a prescription, or any substance represented by the provider to be any of the listed substances, (a) on school grounds at any time, or (b) at any school-sponsored activity at any location, including the school bus.

B. Use of non-prescribed (over-the-counter) drugs, preparations, or remedies with proper written parental authorization is not a violation of the policy.

C. However the student will be in violation if the student has taken the medication or non-prescribed (over-the-counter) drugs, preparations, or remedies for reasons other than prescribed and/or intended uses.

D. Under no condition or circumstance will a student be allowed to distribute any prescription, nonprescription, or non-prescribed (over-the-counter) drugs, preparations, or remedies to another student for any reason.

E. Under no condition or circumstance will a student accept from another student any prescription, nonprescription, or non-prescribed (over-the-counter) drugs, preparations, or remedies for any reason.

Examples of things which are not to be possessed or provided to another person are: pipes, rolling paper, clips, and other drug paraphernalia.

Use of medication by a student prescribed by a medical doctor, a dentist, or other health care provider, authorized by law to prescribe medication for that student does not violate this rule.

Any student who is unsure if possession, use, or providing another person with any particular medicine or substance would violate this rule should contact the director's office before possessing, using, or providing the medication or substance.

2. No student may provide, by sale or otherwise, any substance which he/she represents to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

3. No student may possess or use any substance which the student has reason to believe is, or which has been represented to him/her as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic

beverage, stimulant, depressant, or intoxicant of any kind.

4. Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind.

5. Any substance for which a student has a prescription or written permission from a parent allowing use must be brought to the BNL school nurse or designee in the career center office and administered or taken there.

Any student knowingly possessing, using or transmitting any illegal drug will be turned over to the law enforcement officers and offered a due process hearing to be expelled for the remainder of the year.

Suspension

A student serving out-of-school suspension is also excluded from extracurricular activities for the day(s) he/she is suspended. ***During the time a student is serving an out-of-school suspension, the student is not permitted to be on school grounds at any school facility operated by North Lawrence Community Schools without administrative authorization.***

Student Due Process and Pupil Discipline (IC 20-8.1-5-4)

The entire foundation and success of public school education depends on the basic concept of self-discipline; a self-discipline which will allow all individuals to exist in a world of change and with the individual rights afforded them by our Federal and State Constitutions. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights: do not at the same time infringe upon the rights of others.

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC-20-8.1-5.1, the Board of School Trustees authorizes administrators and staff members to take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER: A middle school, junior high, or high school teacher will have the right to remove a student from his/her class or activity for a period up to (1) school day if the student is assigned regular or additional work to be completed in another school setting. In addition, a middle school, junior high, or high school teacher will have the right to remove a student from his/her class or activity for a period of (2-5) school days with the principal's approval, if the student is assigned regular or additional work to be completed in another school setting.

2. SUSPENSION FROM SCHOOL - PRINCIPAL: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period up to 10 school days.

3. EXPULSION: In accordance with the due process procedures defined in this policy, a student may be expelled from the school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the grounds for Suspension and Expulsion in this policy.

Grounds for Suspension or Expulsion

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. 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.

The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:

- a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
- c. Setting fire to or damaging any school building or property.
- d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school

or educational function, or of any meeting or assembly on school property.

e. 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 education function under this supervision.

2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

4. Intentionally causing or attempting to cause physical injury or

intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.

5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.

7. 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 drugs authorized by a medical prescription from a physician is not a violation of this subdivision.

8. 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.

9. 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.

10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:

a. engaging in sexual behavior on school property;

b. disobedience of administrative authority;

c. willful absence or tardiness of students;

d. knowingly possessing, using, or transmitting any substance which is represent to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant or intoxicant of any kind;

e. possessing, using, transmitting, or being under the influence of caffeine based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without prescription.

12. 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 educational function.

13. POSSESSION OF A FIREARM

a. No student shall possess, handle, or transmit any firearm on school property.

b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:

1. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive

2. The frame or receiver of any weapon described above

3. Any firearm muffler or firearm silencer

4. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than one quarter ounce, mine, or similar device

5. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which had any barrel with a bore of more than one-half inch in diameter.

6. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may readily be

assembled.

c. The penalty for possession of a firearm: 10 days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

14. OTHER GROUNDS FOR EXPULSION OR SUSPENSION

a. No student may provide, by sale or otherwise, any substance which he/she represents to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant, of any kind.

b. No student may possess or use any substance which the student has reason to believe is, or which has been represented to him/her as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

c. Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind be they available with or without a prescription.

d. Any substance for which a student has a prescription or written permission from a parent allowing use, must be brought to school nurse or designee according to policy.

e. No student may use any drug, or substance, prescribed by a physician for a student's medical use for any purpose, or in a manner other than prescribed by such physician.

f. No student may use any medicine or substance for which the student has written permission from his/her parents authorizing use for any purpose or in any manner other than for legitimate health care in accordance with the provisions of this student handbook.

g. Being tardy without a proper excuse more than three times in any school year.

h. Being truant.

i. Engaging in obscene conduct, language, gestures.

j. Smoking or chewing tobacco.

k. Fighting.

l. Possessing or setting off of any fireworks, including but not limited to smoke bombs, firecrackers or sparklers in a school building or on school grounds.

m. Throwing food in the cafeteria.

The grounds for suspension or expulsion above apply when a student is:

a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;

b. Off school grounds at a school activity, function, or event, or

c. Traveling to or from school or a school activity, function, or event.

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

Suspension Procedures

When an administrator (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:

a. a written or oral statement of the charges;

b. if the student denies the charges, a summary of the evidence against the student will be presented; and

- c. the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

Expulsion Procedures

When a principal (or designee) determines that a student be expelled, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
 2. An expulsion will not take place until the student and student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal to the school board.
 3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for expulsion and the date, time, place, and purpose of the meeting.
 4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
 5. If the expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.
- The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent's appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

Section 6: Work Based Learning

Work Based Learning

Work-Based Learning is an instructional strategy that provides students with real-world experiences to develop and apply career-related knowledge, skills, and dispositions. These experiences may occur in a variety of formats, including but not limited to: job shadowing, workplace tours, internships, clinical experiences, service learning, school-based enterprises, and paid or unpaid employment connected to a student's Career and Technical Education program.

Students who demonstrate success in their career center programs may be eligible to participate in advanced Work-Based Learning opportunities, including off-campus or embedded placements during the school day. Seniors may be eligible for release time of up to three class periods, in alignment with program requirements and scheduling availability.

Placement in a Work-Based Learning experience is based on multiple factors, including but not limited to:

- a. Demonstrated success and skill development within the CTE program
- b. Academic performance and attendance

- c. Professionalism, responsibility, and ability to follow directions
- d. Initiative and ability to work independently with minimal supervision
- e. Alignment of placement with career goals and program of study
- f. Availability of appropriate placements within the local workforce

Participation in Work-Based Learning is a valuable opportunity but is not required for successful completion of a CTE program. All students must continue to meet school and program expectations while participating. Students who fail to adhere to established guidelines, workplace expectations, or school policies may be removed from the Work-Based Learning experience at the discretion of school administration.

Section 7: NLCS School Policies and Forms

Acceptable Use Policy (AUP)

North Lawrence Community Schools

Revised 2011

Technology Mission Statement

North Lawrence Community Schools (NLCS), in collaboration with the community, provides a learning environment complete with contemporary technology that integrates with the curriculum and augments learner goals and the Indiana State Standards.

1. Policy Statement

It is the objective of the Board of School Trustees of the North Lawrence Community School Corporation to provide electronic and communication resources to its school community for the purpose of promoting student achievement and the efficient operation of NLCS while protecting confidential information from disclosure to unauthorized persons.

In the pursuit of this objective, the Board expects school employees and students to utilize any electronic and communication resource, device, or service in a manner consistent with this policy.

In making decisions regarding student access to the Internet and Electronic Communication Devices (ECDs), the North Lawrence Community Schools considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet and use of ECDs enable students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The District expects that faculty will blend thoughtful use of the Internet and ECDs throughout the curriculum and will provide guidance and instruction to students in their use. As much as possible, access from school to Internet and ECD resources should be structured in ways that point students to those that have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Students utilizing any Internet services or ECD must first have permission and be supervised by the North Lawrence Community School's professional staff. Students utilizing Internet access or ECDs are responsible for good behavior just as they are in a classroom or other areas of the school. NLCS rules for behavior and communications apply.

On campus, Internet access and use of ECDs must facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the North Lawrence Community Schools. Access is a privilege, not a right. Access entails responsibility.

Use of accounts during school hours should be in support of educational research and/or communication and consistent with North Lawrence Community School's

educational objectives. **Therefore, Internet access and ECDs will be limited to educationally approved use. Educationally approved usages are determined by the user with the understanding that he/she may need to justify the use(s) to a peer, teacher, administrator, parent, or the general public.** Transmission of any material in violation of any U.S. or state regulation is prohibited at all times. This includes, but is not limited to copyrighted material, threatening or obscene material, political

lobbying, etc.

2. Scope of this Policy

This policy applies to all users of Internet access, ECDs, e-mail, and computer based research and communication on the grounds of or provided by North Lawrence Community School Corporation.

3. Penalties for Violation of this Policy

Negligent, knowing, and/or intentional violations of this Policy will have significant consequences such as suspension or expulsion of a student, and/or prosecution according to law.

Consequences

- a. Violations of the terms and conditions described above shall result in disciplinary action. It is a criminal act under Indiana law to access a computer system and/or damage or alter a computer program, data, or hardware without the consent of the computer owner. A computer user who violates these terms and conditions may lose computer privileges and shall be subject to disciplinary action as determined by school administration.
- b. There are criminal statutes pertaining to computer tampering (Indiana Code 35-43-1-4) and computer trespass (IC 35-43-2-3). Computer tampering deals with the knowing or intentional alteration or damage to a computer program or data without consent, and computer trespass deals with the knowing or intentional access to a computer system network or a part thereof without consent.
- c. Computer tampering is a Class D Felony, and computer trespass is a Class A Misdemeanor. In addition, there are other criminal offenses, which deal with theft and criminal mischief with similar or greater penalties of imprisonment, depending on the circumstances.

4. Ownership of NLCS Electronic Resources & Information Stored on Them

NLCS Ownership - The electronic resources provided by NLCS and all information contained in or on them and all information transmitted on or stored on them are at all times the property of NLCS, subject to any proprietary interest existing before the entry of the information on NLCS electronic resources, such as properly identified and registered copyright interest. In no case are these electronic resources or the information stored on or in them owned, rented, loaned, or leased by users to the exclusion of authorized NLCS administrators. Documents and other data created or stored on NLCS electronic resources may be protected by copyright by the author and reproduced by a duly authorized licensee, but this ownership interest shall not be utilized to deny access to information stored or reproduced through NLCS electronic resources.

No Expectation of Privacy - No user shall have an expectation of privacy in any information created, received, or stored on NLCS's electronic resources. If a user transmits or receives messages on NLCS's electronic resources such as e-mail, the content of such a communication is subject to investigation, search, retrieval, and review in accordance with this Policy. Confidential communications shall not be transmitted on NLCS electronic resources except where the confidential or privileged communication is on behalf of NLCS and not an individual user.

Information as Public Record - Users of NLCS's electronic resources are on notice by this Policy that messages and other information transmitted, stored, or received on NLCS's electronic resources may become a "public record" under the Indiana Access to Public Records Act, Indiana 5-14-3 ("APRA"). Messages and information are subject to disclosure by NLCS pursuant to an APRA request without further notice to the user.

No User Installed Password Barrier or Encryption - A user of NLCS's electronic resources who makes use of a password, code or encryption device to restrict or inhibit access to a NLCS electronic resource shall provide immediate unlimited access to this data when requested to do so by the User's supervisor. If an employee, teacher, (if a student) or principal is authorized by this Policy to override, void, or destroy any code, password, or encryption device to access any information stored on or accessible through a NLCS electronic resource.

Disclosure of Password - Except as provided above, no person shall request or require that a user reveal a password or access code for any NLCS electronic resource. A supervisor, principal, or teacher with legitimate school need to review the electronic resource usage of a user shall contact the administrator of the electronic resource for access rather than request that the user reveal the user's password or access code. NLCS personnel authorized to operate a computer on either a building level or district-wide computer network and related terminals shall be assigned a user password by the district technology coordinator. Each user's password shall be changed periodically by security reasons (each building in NLCS will have a building

representative with password rights or a NLCS technician).

Use of Another User's Password - A user shall not attempt to obtain or use another user's password, sign-on, or account without written or verbal permission from that user. An unauthorized attempt to log onto any electronic resource as a Network Administrator will result in discipline including termination for employees and expulsion for students.

Monitor Protection - Messages containing confidential information should not be left visible on the monitor when a user is away from his or her computer.

Change of Passwords – Email and network sign on passwords shall be changed at the discretion of the systems administrator.

NLCS Network Policy

Members of the NLCS Network Community have certain network privileges.

Infringement of or disrespect for the rights of others may result in disciplinary action. These privileges include:

a. Equal access. All members of the NLCS Network Community will be granted free and equal access to as many network services as the technology allows.

Exploration of the Internet is encouraged relative to the purposes of the Network; however, no single user should monopolize a computer or the network they use. You may be asked to remove personal files if total system storage space becomes low.

b. Safety. To the greatest extent possible, members of the NLCS Network Community will be protected from unwanted or unsolicited contact. Any community member who receives threatening or unwelcome communications should bring them to the attention of a system administrator or teacher. Users must be aware that there are many services available on the network or Internet that could potentially be offensive to certain groups of users.

5. Use of Any Internet Access and/or ECDs on NLCS Grounds and/or During School Sponsored Activities

Unacceptable Uses of NLCS Internet and/or ECDs

Users are expected to abide by the generally accepted rules of network etiquette.

It is expected that staff members will provide guidance and instruction to students in the appropriate use of the Internet.

Unacceptable usage of the Internet and/or ECDs includes but is not limited to the following:

- a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- b. to transmit obscene, abusive, sexually explicit, or bullying/ threatening language;
- c. to violate any local, state, or federal statute;
- d. to vandalize, damage, or disable the property of another individual or organization;
- e. to access another individual's materials, information, or files without permission;
- f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission;
- g. information that enables or supports the commission of a crime or an act that would endanger the user or others or damage property;
- h. a message from a person not authorized to use NLCS communication resources;
- i. offers to buy or sell goods or services from an individual or private business or entity;
- j. jokes, comments, or messages that contain content that is demeaning to a group of people, defamatory, harassing, threatening, objectively offensive, or disruptive to the intended recipient. Examples of information that violates this provision include harassment in violation of NLCS Board Policy, sexual comments or images, pornography, and racial, ethnic, disability, or religious slurs;
- k. information that hides or attempts to hide the identity of the sender, or misrepresents the identity of the sender;
- l. information that would enable a user to obtain access to the information or email of others without authorization;
- m. excessive messages not related to NLCS business;
- n. a computer virus or other message that is known by the sender to have the capability to damage or impair the operation of an NLCS electronic resource or another person or organization's communication resource; and,
- o. school communication resources are not to be used for personal gain.
- p. unauthorized use of drives to transport information (flash drives, jump drives, PIN devices, online storage, external hard-drives, etc.)
- q. The network shall not be used in such a way as to disrupt its use by others. All communications and information

accessible via the network is property of North Lawrence Community School Corporation and is not considered private property of the individual.

r. Students are prohibited to broadcast, instant message, or chat with other users inside or outside of the NLCS network unless given explicit permission by an appropriate staff member.

s. **Never share your password or account with anyone.** Each individual, student or teacher, has the responsibility for the appropriate use of his/her account and will be held responsible for any policy violations that are traced to his/her account.

t. Students shall not reveal personal information about themselves or others, including photographs and videos.

Acceptable usage of NLCS's Internet and/or ECDs includes but is not limited to the following:

- a. to facilitate research;
- b. to facilitate distance learning activities;
- c. to develop NLCS approved web pages;
- d. to develop skills pursuant to job orientation;
- e. to encourage and support connectivity with all appropriate agencies;
- f. to improve communication in the school district;
- g. to improve communication within the community;
- h. to improve school/business partnership within the community;
- i. to accommodate adult education;
- j. to gain access to technical support for hardware and software;
- k. to download necessary software drive support;
- l. to download information from an external device or storage unit onto a designated workstation when given permission by a teacher, principal, or technology supervisor or technician;
- m. to gain access to trial software programs for evaluation.
- n. E-mail is not guaranteed to be private and can be examined by the System Administrator when deemed necessary. Messages relating to or in support of illegal activities shall be reported to the authorities. The forwarding of chain letters is prohibited without the prior consent of the recipient(s).
- o. Use proper and courteous written language in messages. Vulgarities or any other inappropriate language is not allowed. Messages shall not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, violence, threats, or hate. All communications (i.e. Listservs, e-mail, instant messaging, etc.) that contain any material listed above are prohibited.
- p. Use of photographs of any student, group, or employee in any publication on the Internet requires written approval from the parent or employee, respectively prior to use.
- q. NLCS will not be held responsible for lost, stolen, or damaged personal ECDs.

6. Procedure for Inspecting the Communication Resource Usage of a User

In cases where electronic messages, documents, files or other communication resources must be accessed or read, the person who desires access to such materials shall notify the school principal (student) or the employee's immediate supervisor (teacher or administrator) explaining the reason for the request. The supervisor (teacher, principal) shall submit a request to review the communication resource usage of a user in writing or by e-mail to the Systems Administrator. The Systems Administrator shall forward each request to the Superintendent with a recommended disposition and the Superintendent shall have the authority to grant or deny the request for access. A denial of access may be reviewed by the Superintendent, and the Superintendent's decision shall be final.

7. Appropriate & Prohibited Uses of Communication Resources

General Rule Use - Any use of NLCS's communication resources must be consistent with the educational mission and objectives of NLCS. Misuse of communication resources may result in denial of access to those communication resources. **The Network Administrator shall monitor the use of all NLCS communication resources and shall be authorized to immediately suspend any user's access to a communication resource pending review of any alleged misuse by the appropriate supervisor.**

"Appropriate Supervisor" for purposes of this Section means the principal of the building to which an employee or student is assigned, or the Superintendent in the case of an administrator.

Any violation of District policy and rules may result in loss of District- provided access to the Internet. Additional disciplinary action may be

determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Authorization for Use of NLCS Internet and ECDs

No person (employee, student, or visitor) is to use any NLCS computer, internet, internet resource, and/or related equipment, such as ECDs, without proper authorization. In order to become authorized to use NLCS's building level or district-wide computer network, with approval by classroom teacher or building administrator, a person must qualify in at least one (1) of the following categories:

- a. is an employee of NLCS with an assigned user code/password;
- b. is a student in NLCS with an assigned user code/password;
- c. is an employee or student in NLCS with an assigned user code/password from another school Corporation or nonprofit organization for which NLCS processes data;
- d. is a maintenance person from the computer manufacturer providing NLCS with a maintenance contract;
- e. is a temporary user approved by the Superintendent or his designee.

Any other use of NLCS computers, internet, internet resources, and/or related equipment, such as ECDs, is not authorized. Where investigation confirms any or all such allegations stated in the above, corrective actions shall be taken.

Authorization for Use of Personal ECDs

Personal ECDs may be used in NLCS classrooms and other approved areas for educational purposes at the discretion of the teacher in collaboration with the building principal. Usage of personal ECDs falls under the guidelines stated in Section 5.

8. Confidentiality & Copyright Protection

Confidential Information Stored or Transmitted - Users of NLCS's communication resources are expected to protect the integrity of proprietary and confidential information maintained by NLCS. "Confidential information" as used in this policy means information declared confidential by the Board's policy on Access to Public Records or by State or federal law. Confidential information shall never be transmitted or forwarded to a person not authorized to receive the information.

Software and Copyright Policy for NLCS

NLCS will abide by all state and national copyright policies in regard to computers and other material. Other--see NLCS Copyright Policies. Where investigation confirms any copyright violations, prompt corrective action shall be taken.

Users should not copy or distribute through the e-mail system any copyrighted material of the third party (such as software, database files, articles, graphic files and downloaded information) unless the user has confirmed in a paper or electronic form in advance that NLCS has a license or other right to copy or distribute the material. Violation of the rights of a copyright owner will result in discipline of a student or employee.

9. Security of NLCS Electronic Resources

Isolation of Problems - Security on any NLCS electronic resource is a high priority when the resource involves many users and contains proprietary and confidential information. A user shall immediately notify the Network Administrator if a security problem is identified on any NLCS electronic resource. The problem shall not be demonstrated to other users.

Denial of Access - A user identified as a security risk based upon one or more violations of this Policy may be denied access to all NLCS electronic resources.

Warranties and Responsibilities:

The North Lawrence Community Schools makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing.

The District will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on District diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through District-provided Internet access. The District will not be responsible for personal property used to access District computers or networks or District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District provided access to the Internet.

Vandalism:

Vandalism is defined as any attempt to harm or destroy data or equipment. This includes, but is not limited to: the creating or

transfer of computer viruses, changing of system defaults or passwords, destroying network data, and damaging computer equipment. Anyone responsible for vandalism is subject to denial of privileges, discipline, and/or repair/replacement cost.

Unsolicited Online Contact:

Students of NLCS are not to respond to any unsolicited online contact. It is the student's responsibility to notify his/her instructor of any such instances. The instructor will then notify the Information Services Department.

Although Internet filtering is used by NLCS, families should be aware that some materials accessible via the Internet might contain items that are illegal, defamatory, inaccurate, violent, sexually explicit, or potentially offensive to some people. Goods and services purchased by students via the Internet could result in unwanted financial obligations for which the student and his/her parent(s) could be liable.

Hold Harmless Provision and Indemnification:

In consideration of NLCS providing the user with access to computer equipment, software, and the network, and in consideration of permitting the limited use of ECDs as set forth in this policy, the user and the user's parents, as applicable, agree to defend, indemnify, and hold harmless NLCS and its employees, officers, directors, contractors, and agents from any and all liability, loss, or damage, including costs and attorney's fees, arising from the use of NLCS computer equipment, software, or network in violation of this policy, or from the use of personal ECDs. Parents of students in the North Lawrence Community Schools shall be provided with the following information:

- a. The North Lawrence Community Schools is pleased to offer our students' access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for lifelong learning.
- b. Families should be aware that some material accessible via the Internet and ECDs may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.
- c. While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the District institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the District's acceptable use policy. That notwithstanding, the District believes that the benefits to students of access to the Internet exceed any disadvantages.

Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the North Lawrence Community Schools makes the District's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.