

CLOSTER BOARD OF EDUCATION

Closter, New Jersey

MINUTES

REGULAR MEETING

Tenakill Middle School

October 8, 2024 - 7:30 PM

The Board meeting was called to order by Ms. Finkelstein at 7:30 PM.

The following Board members were present:

Ms. Yeoh, Ms. Salamea-Cross, Mr. Choi, Ms. Finkelstein, Ms. Kwon, Ms. Wagner

The following Board members were absent:

Ms. Fanelli, Ms. Li, Ms. Micera

Also present:

Mr. McHale and Mr. Villanueva

NEW JERSEY OPEN PUBLIC MEETINGS ACT STATEMENT - Read by the President:

The New Jersey Open Public Meetings Act was enacted to ensure the right of the public to have advance notice of and to attend the meeting of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Secretary to the Board of Education has caused notice of this meeting by having the date, time, and place thereof, posted at each school building within the district, district website, the Board of Education office, the Office of the Borough Clerk, and transmitted to *The Record* and *Northern Valley Suburbanite* newspapers.

PLEDGE OF ALLEGIANCE

SUPERINTENDENT'S REPORT

Mr. Vincent McHale presented the HIB (Harassment, Intimidation, and Bullying) Self-Assessment Report to the trustees and the community. During the presentation, he provided a thorough overview of the self-assessment ratings for both Hillside and Tenakill. In addition, Mr. McHale extended his gratitude to Mr. McElroy and Ms. Zanin for their dedicated efforts in collaborating with different staff members to complete the self-assessment.

Mr. Vincent McHale, Superintendent of Schools, shared the NJSLA Results for Spring 2024 with the board and the community. The full report is on the district website, on the right side of the home page, under District Assessment Results.

Ms. Lori Cohen, Director of Special Services, provided the DLM (Dynamic Learning Map) SY 2023-2024 assessment results. All trustees received a copy of the report, which will also be uploaded to the district website.

BOARD COMMITTEES

Ms. Kwon reported that the Finance and Physical Plant Committee met and discussed several topics:

- *Referendum Projects: Mr. Villanueva provided an update on the ongoing referendum projects. The trustees and community members will also receive this information during tonight's Old/New Business section.*
- *Fiscal Year 2024 Audit: The FY 2024 audit was officially finalized today, following an exit conference with auditors from Lerch Vinci & Bliss. Mr. Bliss will present the district's financial status to the full board on November 12th.*
- *Long Range Facilities Plan (LRFP): Mr. Villanueva and Mr. McHale outlined new projects added to the LRFP, as recommended by the district's Architect of Record and what was brought up by trustees. The committee also received information on steps to reduce the delineation of wetlands in Hillside.*
- *Timeline for developing the SY 2025-2026 budget.*

PUBLIC COMMENTS ON AGENDA ITEMS

Moved by Ms. Salamea-Cross - , seconded by Ms. Yeoh - to open the meeting to the public.

Statements made by individual participants are limited to a duration of three (3) minutes unless otherwise announced at the beginning of the discussion. A maximum of 15 minutes for public input is scheduled as per bylaw 0167. The Board urges large groups to select one person to represent them. The Board reminds those individuals who take the opportunity to speak to please step up, identify themselves by name and address, and to limit their comments to items listed on the agenda.

There were no public comments.

Moved by Ms. Kwon - , seconded by Ms. Yeoh - to resume the regular order of business.

BOARD OPERATIONS

Moved by Mr. Choi - , seconded by Ms. Yeoh - to approve Motions A - D.

Motions were approved - by a roll call vote of the Board as follows:

YEAS: Ms. Yeoh, Ms. Salamea-Cross, Mr. Choi, Ms. Finkelstein, Ms. Kwon, Ms. Wagner

NAYS: None

A. APPROVAL - Board of Education Meeting Minutes

Motion to approve the September 24, 2024, Board of Education meeting minutes.

B. APPROVAL - Harassment, Intimidation or Bullying (HIB)

Motion to affirm the decision of the Superintendent of Schools regarding Harassment, Intimidation, or Bullying (HIB) incident # TMS-2425-01 as reported to the Board in Executive Session at the September 24, 2024, meeting.

C. **APPROVAL - School Self-Assessment For Determining Grades Under The Anti-Bullying Bill of Rights Act and Statement Of Assurances for the 2023-2024 School Year**

Motion to approve the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act and SOA for the 2023-2024 school year.

D. **APPROVAL - Use of Facilities for the PTO After School Sports Program**

Motion to approve the use of Hillside Elementary Gym for the PTO After School Sports Program for the 2024-2025 school year.

CURRICULUM AND INSTRUCTION COMMITTEE

Chairperson: Ms. Wagner; Members: Ms. Salamea-Cross, Ms. Yeoh

Moved by Ms. Wagner ▾ , seconded by Ms. Yeoh ▾ to approve Motions A - C.

Ms. Wagner asked for clarification on whether Mr. Roem was going on leave and whether he would attend the workshop in item B. Mr. McHale responded that he would attend the session when he comes back from his leave as a condition for students to participate in the trip.

Motions were approved ▾ by a roll call vote of the Board as follows:

YEAS: Ms. Yeoh, Ms. Salamea-Cross, Mr. Choi, Ms. Finkelstein, Ms. Kwon, Ms. Wagner

NAYS: None

A. **APPROVAL - Staff Coursework**

Motion to approve the following courses for the 2024-2025 school year as recommended to the Superintendent by the Principals:

Staff Member:	Amanda Cummings
Course No./Title:	TEC 963 Digital Storytelling
Institution:	Fresno Pacific University
Credits:	3

B. **APPROVAL - Staff Conferences**

Motion to approve the following staff conferences for the 2024-2025 school year:

Staff Member(s):	Christine Cipollini and Dianne Smith
Conference:	Issues at the Forefront: Leaders' Roundtable Series
Location:	Demarest, NJ
Dates:	10/15/24, 1/15/25 and 3/18/25
Cost to Board:	\$12.92 (Total transportation for 3 meetings)

Staff Member(s):	Elizabeth Apollo, Lori Cohen, Suzanne Lang and Dianne Smith
Conference:	Supporting Our Students' Behaviors Through Tier 1 Interventions
Location:	Washington Township, NJ
Date:	11/19/24
Cost to Board:	\$26.72 (Total cost for round-trip transportation; \$6.68 per person)
Staff Member(s):	Lori Cohen
Conference:	NJASPA New Directors' Cohort
Location:	Forsgate Country Club, Jamesburg, NJ; and Oyster Point Hotel, Red Bank, NJ
Dates:	10/9/24, 12/6/24, 1/10/25, 2/7/25 and 4/10/25
Cost to Board:	\$287.83 (Total cost for round-trip transportation)
Staff Member(s):	Karen Caruso, Amy Kenny and Jeffrey Roem
Conference:	Buehler Challenger Center Teacher Training Session
Location:	Paramus, NJ
Dates:	12/11/24 (Caruso) and 11/19/24 (Kenny & Roem)
Cost to Board:	\$426.90 (Cost for 3 substitutes, and \$17.30 total cost for round-trip Transportation)
Staff Member(s):	Francesca Rivellini
Conference:	Behavioral Threat Assessment Training - NJ K-12
Location:	Virtual
Date:	10/24/24
Cost to Board:	\$125.00 (Cost for substitute)
Staff Member(s):	Eileen Kennedy
Conference:	39th Annual Fall Conference - NJIDA
Location:	Somerset, NJ
Date:	10/18/24
Cost to Board:	\$276.70 (Total cost for registration and transportation)
Staff Member(s):	Kristen Haenelt and Virginia McHale
Conference:	American Red Cross: First Aid for Opioid Overdoses
Location:	Virtual
Date:	10/14/24
Cost to Board:	\$40.00 (\$20 per person for registration)

Staff Member(s): Suzanne Lang and Dara Weiss
Conference: Bergen County School Counselors' Meetings
Location: Grieco Elementary School, Englewood; Ridgefield Park High School;
River Dell Middle School, Oradell; Westwood Regional High School
Dates: 9/20/24, 1/24/25, 3/14/25, 5/30/25
Cost to Board: \$53.44 (Total cost for transportation)

C. **APPROVAL - Field Trips**

Motion to approve the following field trips for the 2024-2025 school year:

School: Tenakill Middle School
Group: Grade 8
Month: May 2025
Destination/Location: Washington, D.C.

School: Tenakill Middle School
Group: Grade 8
Month: November 2024
Destination: Statue of Liberty/Ellis Island
Location: New York City

FINANCE AND PHYSICAL PLANT COMMITTEE

Chairperson: Ms. Yeoh; Members: Mr. Choi, Ms. Finkelstein, Ms. Kwon

Moved by Ms. Yeoh , seconded by Ms. Wagner to approve Motions A - E.

On item E, Mr. McHale commented that he is grateful for the donation and that the kids would use it during recess during the colder months.

Motions were approved by a roll call vote of the Board as follows:

YEAS: Ms. Yeoh, Ms. Salamea-Cross, Mr. Choi, Ms. Finkelstein, Ms. Kwon, Ms. Wagner

NAYS: None

A. **APPROVAL - Payment of Bills**

Motion to approve payment of bills from September 26, 2024, to September 30, 2024, in the amount of:

General Fund (Fund 10)	\$779,518.67
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Special Revenue (Fund 20)	\$ 42,206.50
Total	\$821,725.17

B. **APPROVAL - Payment of Bills**

Motion to approve payment of bills from October 1, 2024, to October 8, 2024, in the amount of:

General Fund (Fund 10)	\$970,121.86
Special Revenue (Fund 20)	\$ 16,874.99
Enterprise (Milk – Fund 60)	\$ 950.87
Total	\$987,947.72

C. **APPROVAL – Comprehensive Maintenance Plan and M-1 Worksheet**

Motion to approve the Annual Maintenance Budget Amount Worksheet (M-1) per N.J.A.C.6A:26A and the annual Comprehensive Maintenance Plan, as required by the NJQSAC process, as per Appendix A attached.

D. **APPROVAL - Movement on the Salary Guide for the 2024-2025 School Year**

Motion to approve movement on the salary guide for the following employees for the 2024-2025 school year, retroactive to September 1, 2024:

Name	Current Placement	New Placement	Step	Base Salary
Lauren Engle	MA +30	MA + 60	17	\$115,248

E. **APPROVAL - Acceptance of Donation of Table Tennis Set from Mustafa**

Motion to accept, with gratitude, the donation of a table tennis set from Mustafa Bas to be used as an indoor activity for Tenakill Middle School students.

PERSONNEL AND MANAGEMENT COMMITTEE

Chairperson: Ms. Salamea-Cross; Members: Ms. Fanelli, Ms. Micera

Moved by Ms. Salamea-Cross , seconded by Ms. Yeoh to approve Motions A - K.

Mr. McHale commented on items D, I, J, and K. He read the letter from Ms. Carter and Ms. Kahn and was happy to share the appointment of two staff members to cover for Ms. Earle and replace Ms. Mohamed.

Motions were approved by a roll call vote of the Board as follows:

YEAS: Ms. Yeoh, Ms. Salamea-Cross, Mr. Choi, Ms. Finkelstein, Ms. Kwon, Ms. Wagner

NAYS: None

A. **APPROVAL - Maureen Mulhern as Clinical Intern for the 2024-2025 School Year**

Motion to approve Maureen Mulhern, St. Thomas Aquinas College clinical intern, to observe for 30 hours in Katharine Meyers' classroom for the 2024-2025 school year, pending criminal history background check.

B. **APPROVAL - Abigail Capazzi as Clinical Intern for the 2024-2025 School Year**

Motion to approve Abigail Capazzi, St. Thomas Aquinas College clinical intern, to work with Susan Carpenter and Jodi Belnick for the 2024-2025 school year, pending criminal history background check.

C. **APPROVAL - Leave of Absence for Amanda Cummings, Grade 5 Teacher**

Motion to approve Amanda Cummings, Grade 5 Teacher, for a leave of absence from February 24, 2025, through June 30, 2025, as follows:

- Paid sick leave from February 24, 2025, through March 25, 2025; and
- An FMLA and NJFLA child bonding leave from March 26, 2025, through June 18, 2025, (including spring break), with an anticipated return to work on September 1, 2025.

D. **APPROVAL - Resignation of Noelle Carter, Special Education Teacher**

Motion to accept the resignation of Noelle Carter, Special Education Teacher, effective November 25, 2024.

E. **APPROVAL - Home Instruction and Occupational Therapy for Student #2948044104**

Motion to approve the following teachers for home instruction for Student #2948044104, at a rate of \$50 per hour:

- Jennifer Annese (5 hours per week)
- Catherine Gibney (5 hours per week)

F. **APPROVAL - Anna Choi as Paraprofessional for the 2024-2025 School Year**

Motion to approve Anna Choi as a paraprofessional for the 2024-2025 school year, 5.75 hours per day, at a salary of \$20.89 per hour, with a start date pending criminal history background check.

G. **APPROVAL - Substitute Teachers/Paraprofessionals/Custodians**

Motion to approve the following substitute teachers for the 2024-2025 School Year:

<u>Name</u>	<u>Certification/Assignment</u>
Juliana Betsy	Substitute Certificate
Eileen Corrado	Substitute Certificate
Janice Levy	Substitute Certificate

Lauren Pacailler	Substitute Certificate
Kenza Tlemcani	Substitute Certificate
Ciaran Tobin	Substitute Custodian
Isabella Vitolo	Substitute Certificate
Mishona Waldis	Substitute Certificate
Lauren Wilson	Substitute Certificate

H. **APPROVAL - Appointment of Carmelo Joseph Camillieri as Leave Replacement Teacher**

Motion to approve the appointment of Carmelo Joseph Camillieri as Leave Replacement Teacher at Tenakill Middle School, covering for Jeffrey Roem (on a medical leave of absence) from October 4, 2024, to November 4, 2024, at a rate of \$400 per day.

I. **APPROVAL - Retirement of Brenda Kahn as Librarian/Media Specialist**

Motion to approve the retirement of Brenda Kahn as Librarian/Media Specialist effective January 1, 2025.

J. **APPROVAL - Appointment of Jacqueline Surace as Leave Replacement School Counselor**

Motion to approve the appointment of Jacqueline Surace as Leave Replacement School Counselor at Tenakill Middle School, covering for Alexandra Earle (on a leave of absence) from October 14, 2024, through November 11, 2024, at a rate of \$200 per day for the first ten days, and then MA Step 0, at a salary of \$64,000. The start date will be as soon as possible, pending criminal history background approval.

K. **APPROVAL - Appointment of Alice Clifford as Grade 5 Teacher for the 2024-2025 School Year**

Motion to approve the appointment of Alice Clifford as Grade 5 Teacher, full-time, tenure track position, for the 2024-2025 school year, at a salary of \$96,144, MA 30, Step 12, starting on or around December 13, 2024, pending criminal history background check.

POLICY COMMITTEE

Chairperson: Ms. Fanelli; Members: Ms. Li, Ms. Micera

Moved by Ms. Yeoh ▾, seconded by Ms. Wagner ▾ to approve Motion A.

Mr. McHale further explained the importance of AI in the classroom if used appropriately. Ms. Yeoh had a question about the policy – it states that the Superintendent may designate an AI coordinator for the district and if we currently have an AI coordinator. Mr. McHale responded that we currently do not have an AI coordinator.

Motion was approved - by a roll call vote of the Board as follows:

YEAS: Ms. Yeoh, Ms. Salamea-Cross, Mr. Choi, Ms. Finkelstein, Ms. Kwon, Ms. Wagner

NAYS: None

A. **APPROVAL - First Reading of Policy #2365 - Acceptable Use of AI**

Motion to approve first reading of Policy #2365 - Acceptable Use of AI.

OLD/NEW BUSINESS

Mr. Villanueva shared updates on the referendum projects. He also reported the August and September investment proceeds, with August interest earnings of \$48,152.93 and September \$47,131.76. Finally, he shared that three trustees will be joining him and Mr. McHale at the New Jersey School Boards Conference starting on October 21st.

COUNCIL LIAISON REPORT

Ms. Jannie Chung, Council Liaison, reported that the Closter Police Department is organizing an event about aging parents at the senior center on October 28th. Some of the topics being discussed are scams and driving privileges. Ms. Chung also said they are collecting addresses for the trick-or-treat map and are open to any ideas for improving the trick-or-treating experience for kids next year. Finally, the council will meet with various providers and discuss dead zones in the Closter area.

The trustees and administrators brought up both schools as areas with limited or no service.

PUBLIC COMMENTS

Moved by Ms. Kwon - , seconded by Ms. Salamea-Cross - to open the meeting for public comments.

There were no public comments.

Moved by Ms. Kwon - , seconded by Ms. Salamea-Cross - to close the meeting to public comments.

CLOSED SESSION MOTION

Moved by Ms. Kwon, seconded by Ms. Yeoh to approve the following Closed Session Motion.

Motion was approved by a voice vote of the Board:

YEAS: Ms. Yeoh, Ms. Salamea-Cross, Mr. Choi, Ms. Finkelstein, Ms. Kwon, Ms. Wagner

NAYS: None

BE IT RESOLVED that the Closter Board of Education will adjourn to a Closed Session to discuss the following:

**HIB
Personnel Matters**

The matters so discussed will be disclosed to the public as soon as and to the extent that such disclosure can be made without adversely affecting the public.

The Board went into Closed Session at 8:41 PM.

The Board reconvened from Closed Session at 9:18 PM.

ADJOURNMENT

Moved by Ms. Salamea-Cross, seconded by Ms. Kwon to adjourn the meeting at 9:19 PM.

Respectfully submitted,



Floro M. Villanueva, Jr.
Business Administrator/Board Secretary



**Annual Maintenance
Budget Amount Worksheet
Per N.J.A.C. 6A:26-20.8**

Filing Date

10/2/2024

District contact e-mail villanuevaaf@ny.net.org

Max. Maintenance Reserve Amount (4% of column D)
Current District Maintenance Reserve Amount

S	374,285
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District School Business Administrator

FLORENCE M. VILLANUEVA JR.

Jefferson

10/2/2024

District: CLOSTER PUBLIC SCHOOLS

Comprehensive Maintenance Plan [NJAC 6A:26-20 et seq.]

County/District Code

03-0930

Contact Person: Floro M. Villanueva Jr.

Email/Phone: VillanuevaF@nvnet.org

School Name	Actual FY: 2023-24	Budgeted FY: 2024-25	Anticipated FY: 2025-26
School	\$	\$	\$
<i>Hillside Elementary School</i>	180,866.00	196,167.00	198,000
<i>School Code: 050</i>			
Localized repairs, pointing, water proofing			Localized repairs, pointing, water proofing.
Repair, replace frames, sash, caulk, etc.			Repair, replace frames, sash, caulk, etc.
Prepare and paint walls, patch plaster.			Prepare and paint walls, patch plaster.
Inspect, repair, service valves, seals, etc.			Inspect, repair, service valves, seals, etc.
Repair piping or insulation.			Repair piping or insulation.
Chemical water treatment, other water testing			Chemical water treatment, other water testing
Annual service and inspection of all systems			Annual service and inspection of all systems
School	\$	\$	\$
<i>Tenakill Middle School</i>	191,571.00	200,207.00	202,000
<i>School Code: 060</i>			
Localized repairs, pointing, water proofing			Localized repairs, pointing, water proofing.
Repair, replace frames, sash, caulk, etc.			Repair, replace frames, sash, caulk, etc.
Prepare and paint walls, patch plaster.			Prepare and paint walls, patch plaster.
Inspect, repair, service valves, seals, etc.			Inspect, repair, service valves, seals, etc.
Repair piping or insulation.			Repair piping or insulation.
Chemical water treatment, other water testing			Chemical water treatment, other water testing
Annual service and inspection of all systems			Annual service and inspection of all systems
Eligible Facilities-Total	\$ 372,437	\$ 396,374	\$ 400,000
Non-Eligible Facilities			
Rounding			
Totals Function 261	\$ 372,437	\$ 396,374	\$ 400,000
Total per ACFR or BSR at 6/30	\$ 372,437.00		
Total Per Budget	\$	\$ 396,374.00	
Difference: Must Equal Zero	\$ -	\$ -	
Comments/Explanations			

POLICY GUIDE

PROGRAM
2365/page 1 of 6
Acceptable Use of Generative
Artificial Intelligence (AI)

2365 ACCEPTABLE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

The Board of Education recognizes the use of artificial intelligence (AI) may result in increased and enhanced learning opportunities for students in the school district. The Board adopts this Policy to provide guidelines and expectations for student use of generative AI.

For the purpose of this Policy, “AI” means all types of generative AI technologies that create new content or outputs from a prompt to produce text, images, videos, or music.

For the purpose of this Policy, “AI tools” means software applications and platforms that utilize AI technologies to perform specific tasks and solve problems that typically require human intelligence.

For the purpose of this Policy, “assignment” means any task or work required of a student as part of a student’s educational and co-curriculum program in the district.

The Board recognizes the potential of AI tools to enhance and transform a student’s educational and co-curricular experience in the district. However, AI tools are not inherently knowledgeable and are trained from large amounts of data collected from various sources. Outputs generated by an AI tool may be inaccurate, inappropriate, or incomplete. Therefore, it is important to educate students about the misuse of these tools for plagiarism and perpetuating misinformation or inaccuracy. This policy establishes guidelines for the acceptable use of AI in the district to ensure their responsible and ethical integration into the teaching and learning process. The district is committed to leveraging these tools to support educational goals, while safeguarding student privacy, promoting equity, and fostering critical thinking skills.

The Superintendent or designee may designate an AI Coordinator to oversee the use of all AI tools in the district and may designate additional AI Coordinators and/or committees to monitor the use of all AI tools within the district.

1. Educational Purpose and Goals

- a. AI in K-12 education should primarily serve educational purposes and align with district curriculum standards, learning objectives, and educational goals.



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- b. AI tools can enhance teaching and learning experiences, support personalized instruction, facilitate research, promote creativity, and encourage problem-solving and critical thinking skills.
- c. AI tools should be used to extend human creativity, problem solving, and independent judgment, not replace these skills.

2. Privacy and Data Security

- a. The district is committed to protecting student privacy and ensuring compliance with applicable laws, such as the Family Educational Rights and Privacy Act (FERPA) and the Children's Online Privacy Protection Act (COPPA).
- b. AI providers must adhere to strict data privacy and security protocols, and agreements with vendors should clearly outline the responsibilities of both parties regarding the collection, storage, and use of student data.

3. Instruction About Responsible Digital Citizenship

- a. Teachers and staff should receive appropriate professional development and training to effectively utilize AI in the classroom, ensuring they understand their capabilities, limitations, and ethical implications.
- b. The district will provide ongoing professional development opportunities to effectively support teachers and staff in integrating AI into instructional practices and planning.
- c. Students should be educated about the responsible and ethical use of AI, including understanding these technology's limitations and potential biases.
- d. Teachers and staff should guide students in critically evaluating information generated by AI, encouraging them to question and verify sources and verify the credibility of AI generated material.
- e. Students should be taught to respect intellectual property rights, use AI for educational purposes, and adhere to acceptable use policies while interacting with these tools.

4. Equity and Access

- a. The district will ensure equitable access to AI, considering factors such as infrastructure, devices, connectivity, and support services.
- b. Efforts should be made to address potential disparities in access to AI, ensuring all students have equal opportunities to benefit from their use.



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5. Monitoring and Evaluation

- a. The district will periodically review the implementation of AI in K-12 education to assess their effectiveness in achieving educational goals.
- b. Feedback from teachers, students, parents, and other stakeholders will be collected to inform ongoing improvements and adjustments to the AI integration process.

6. Parental Involvement and Communication

- a. The district will communicate with parents and guardians about using AI in K-12 education, providing information on their purpose, benefits, and safeguards in place to protect student privacy.
- b. Parents and guardians should have the opportunity to provide feedback, ask questions, and express concerns regarding using AI in their child's education.

7. Academic Integrity and Artificial Intelligence (AI) Tools

In the context of AI use, academic integrity means using these tools ethically, responsibly, and as intended to support student learning, not to bypass it. It implies producing work primarily for the students' learning and appropriately acknowledging any assistance from AI.

8. Guidelines for AI Use

Supplemental Aid — AI can be used as a tool for assistance in brainstorming ideas, understanding complex texts, or improving grammar and syntax. However, the bulk of the thinking, analysis, and composition should be the student's own.

Reference and Citation — Similar to the use of primary sources, prompts from AI should be quoted and cited as being AI-generated. Additionally, students should provide the prompt/chat input to generate the insights, phrases, or product to demonstrate their thought process in the use of AI.

Clarification, Not Substitution — Use AI for clarifying doubts or seeking explanations, not as a shortcut to avoid reading, analysis, and comprehension.

Learning, Not Completing — Students should use AI as a tool for learning, not just for task completion. A student's primary goal should be understanding and skill development, which requires independent work and productive struggle, not simply completing an assignment.

Tutoring, Not Completing — A student should use AI to clarify understanding.



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To Extend Perspective — AI can be used to generate alternative ideas and learning for students to investigate and study further, expanding their perspective and knowledge.

9. Violations of Policy

As AI is evolving, it is important that students have ample instruction on how to properly use or not use these tools. Therefore, progressive consequences should be observed that begin with ensuring awareness and understanding of the tool and its appropriate use or misuse.

AI should only be used within the scope of its educational intent to extend and develop independent skills, creativity, and problem solving. The following uses are prohibited:

Unattributed Use: Copying significant portions of AI generated content without appropriate citation is considered plagiarism.

Over-reliance: Relying on AI to do critical thinking or creative aspects of assignments when that work has been assigned to the student is not acceptable.

Substitution: Using AI to bypass necessary steps in assignments, such as reading or analysis.

Use as a sole source - Using AI as a sole source of an argument or evidence in a writing piece is not allowed. Supporting sources and citations are needed to ensure that the statements in writing are true.

A teacher who believes that a pupil has been academically dishonest in his/her class should resolve the matter in the following manner:

- a. Teachers will review appropriate use with students to establish expectations and ensure clarity of expectations around the use of AI tools. Expectations and explanations should be age appropriate.
- b. Should incidents continue to go against the allowable use by the teacher, teachers may reprimand students verbally and/or in writing at their discretion. The teacher is also authorized to withhold credit on the work should it be established that the work is in violation of this policy.
- c. If necessary, the teacher shall file a written complaint against the pupil with the Building Principal, requesting additional consequences. The complaint must describe in detail the inappropriate use of AI that is alleged to have taken place, and must request that the matter be reviewed by the Building Principal.
- d. The Building Principal will determine if further discipline of the student is appropriate, and will determine the nature of the discipline on a case-by-case basis.



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- e. If the student is not in agreement with the disciplinary action of the Building Principal, he/she may appeal the action to the Superintendent. If the pupil is dissatisfied with the Superintendent's disposition of the case, he/she may grieve the action in accordance with Policy No. 5710, Student Grievance.

The district's AI policy will be reviewed and/or revised as needed to ensure its alignment with evolving educational practices, advancements in AI, and changes in relevant laws and regulations.

In the event the Superintendent determines a provision(s) of this Policy becomes inapplicable, inappropriate, undesirable, and/or irrelevant for any reason in the school setting, the Superintendent may revise or suspend a provision(s) of this Policy. In such case, the Superintendent will report to the Board the reason for the revision or suspension and recommend the Board ratify the Superintendent's actions.

Adopted:

