



MARTINSVILLE HIGH SCHOOL

1360 E. Gray St.
Martinsville, IN 46151
Ph. 765-342-5571
Fax 765-349-5256

Attendance Fax 765-343-7004

[Martinsville High School Web Page](#)

Student Calendar and Handbook 2021-2022

Ms. Misty Ndiritu, *Principal*
Mr. Brian Dugger, *Assistant Principal*
Mr. Ryan Wagner, *Assistant Principal*
Ms. Sarah Basham, *Dean of Students*
Mr. Kip Staggs, *Athletic Director*
Mrs. Julie Presley, *School Counselor*
Mrs. Kami Hyde, *School Counselor*
Ms Tara Walulik , *School Counselor*
Ms. Erica Sgroi, *School Counselor*
Mr. Carl Wagner, *Senior Success Center*

SCHOOL SONG

Cheer, Cheer, for old Martinsville,
Wake up the echoes cheer with a will,
Send her volley cheer on high,
Shake down the thunder from the sky!
Although the odds be great or small,
Old Martinsville will win over all,
See her loyal team march on,
March onward to victory!!!

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I. SCHOOL IMPROVEMENT PROCESS

The current mission statement of Martinsville High School is, “**improving learning and improving lives, one student at a time.**”. The belief statement is students and teachers will maintain high expectations of positive attitude, make connections between classroom and life, model good citizenship and communicate with each other to further the educational process. The vast array of program offerings assists with the mission statement of teaching the whole person. The Positive Behavior Interventions and Supports program reinforces character components.

Martinsville High School has notable achievements in the areas of academics and athletics. These include being named an AP Honor Roll school and winning 64 combined state academic and athletic championships including spell bowl, broadcasting, and the Academic Decathlon.

Martinsville High School has three primary goals for school year 2021-2022:

Goal 1: All students at Martinsville High School will become proficient at reading a text and writing responses to short answer questions.

Measurable Objective: 50% of students will increase student growth on the ISTEP+ exam as measured by writing conventions of standard English and reading literature and vocabulary.

Strategies: Writing Strategies: A. Proper format will be taught by the non-negotiable requirements across the curriculum.
B. Well-constructed writing responses will be taught by implementing the RACE method across the curriculum.

Goal 2: All mathematics students at Martinsville High School will become proficient in the mathematical process, and calculating questions related to number sense, expressions, and computation.

Measurable Objective: 50% of students will increase student growth on the ISTEP+ exam as measured by number sense, expressions, and computation to reach a 45% pass rate respectively.

Strategies: The administration, guidance staff, and mathematics department chair are looking to meet our goal by creating built in opportunities for interventions/enrichment, a unified curriculum, and common assessments.

Goal 3: Martinsville High School will improve school-wide attendance.

Measurable Objective: Achieve a student attendance rate of 85% or better each trimester.

Strategies:

Martinsville High School will utilize a tiered attendance accountability system that includes:

- Use of TBRI strategies to encourage better attendance
- Automated attendance calls to parents to notify them of unexcused absences
- Phone calls home by the high school attendance team for students demonstrating attendance concerns
- Visits to homes of students who are excessively absent
- Referrals to DCS and the prosecutor's office

II. SCHOOL SCHEDULE

A. SCHOOL CALENDAR 2021-2022

School Begins for Teachers	August 9th, 2021
School Begins for Students	August 11th, 2021
Labor Day (No School)	September 6, 2021
Fall Vacation (No School)	October 11-15, 2021
Thanksgiving Vacation (No School)	November 24-26, 2021
Winter Vacation Begins (No School)	December 20, 2021
Teacher In-service Day (No school for students)	January 3, 2022
School Resumes	January 4, 2022
Martin Luther King Day (No School)	January 17, 2022
President's Day (No School) - Contingent snow make-up day	February 21, 2022
Spring Vacation (No School)	March 21-25, 2022
School Resumes	March 28, 2022
Final Student Day	May 26, 2021
Records Day (No Students)	May 27, 2021
Commencement	May 27, 2021 ⁺

*Possible "Snow Days" **INCLUDED IN** Calendar: Feb 21

⁺Date subject to change; time TBD

****The school calendar is subject to change due to developments that may occur as a result of the COVID-19 pandemic. Parents and students should continue to monitor district communication lines (website, email, all-calls, etc) for information and updates.**

B. GRADING PERIOD END DATES

1st Trimester	November 12th, 2021
2nd Trimester	February 25, 2022
3rd Trimester	May 26, 2022

C. BLOCK 5 SCHEDULE (with Artesian Hour)

Period 1:	7:40 - 8:45 (65 minutes)
Period 2:	8:50 - 9:55 (65 minutes)
Period 3:	10:00 - 11:05 (65 minutes)
Period 4:	11:10 - 12:50
Red Lunch:	11:10 - 11:40
Red Class:	11:45 - 12:50

Blue Class: 11:10 - 12:15
Blue Lunch: 12:20 - 12:50
Artesian Period: 12:55 - 1:30
Period 5: 1:35 - 2:40 (65 minutes)

D. 2 HR DELAY SCHEDULE

Period 1: 9:40 – 10:28
Period 2: 10:33 – 11:21
Period 3: 11:26 – 12:49
Red Lunch: 11:26 - 11:56
Red Class: 12:01 - 12:49
Blue Class: 11:26 - 12:14
Blue Lunch: 12:19 - 12:49
Period 4: 12:54 – 1:42
Period 5: 1:47 – 2:40

MHS has a closed campus lunch hour, students are not to leave the building.

III. GENERAL INFORMATION

(State Law and School Board policies supersede content of student handbook)

A. SCHOOL'S RESPONSIBILITY

Martinsville High School does not discriminate against any student on the basis of race, color, national origin, gender, sexual orientation, or disability, nor does it deny services to any of its students for such a reason.

B. STUDENTS' RESPONSIBILITY

Students are held responsible for knowing the contents of this handbook, all its inserts, all school rules, and any announcements, written or oral, made throughout the school year.

C. CHANGE OF ADDRESS

It is the student's responsibility to inform the Main Office, the Guidance Office, and the Clinic if he/she has a change of address, phone number, or e-mail in order to assist in mailings and in case of emergency.

D. CLINIC – MEDICATION POLICY

Health service is available to all students. Screening tests for vision and/or hearing deficiencies are administered. Teachers or parents may make referrals. Parents will be contacted when medical care or correction is indicated. If a student becomes ill at school, the student may be sent to the nurse's clinic located in the administrative area.

In case of an accident or injury at school, the parent or the family will be contacted. Any time a student injures himself/herself on school grounds, he/she should report to the clinic.

A school nurse is on duty in the clinic to help any student having a health problem. All students must have an immunization record on file with their other school records. Any student needing to take medication (including non-prescription medicines and supplements) while at school MUST take the medicine directly to the clinic, along with a note from the parent, and make arrangements with the nurse for dispensing it. The clinic also needs written permission for the student to take the remainder of the medication home if need be.

E. SCHOOL SAFETY DRILLS

Fire drills and other emergency related drills are required by state law and must take place at specific times during the school year.

Students are requested to be attentive and follow instructions in an orderly manner. Activating fire alarms without just cause by students is against the law and will be dealt with by strong disciplinary action.

F. PROJECT SAFE PLACE

Safe Place is a 24-hour crisis intervention program for youth ages 7-17. Youth who need help may access the program by going to a Safe Place site displaying the yellow and black diamond-shaped sign, or by calling the toll free crisis line at 1-866-738-5437.

G. SCHOOL PSYCHOLOGIST RESOURCES

MSD of Martinsville Schools include School Psychologists on their building level problem solving teams. School psychologists serve students by providing collaborative feedback to teaching teams, designing behavior plans, assisting teachers and students with interventions (social/emotional and academic), and facilitating small groups. A school psychologist working as a member of the problem solving team may meet with a student individually to assist the student with social/emotional, academic, or behavioral challenges. Should a student need to meet with a school psychologist for more intensive interventions, written parent permission will be obtained.

H. INSTRUCTIONAL MEDIA CENTER

POLICIES AND INFORMATION FOR STUDENTS

- The IMC is open each school day during school hours.
- All circulating books may be checked out for a **three week loan period**. Students returning books late will be fined ten cents per book, per day, excluding weekends and school holidays.
- **Student parking permits will not be issued** to students who have overdue library books, or owe library fines.
- Students who need to do research during study hall must obtain a pass from an IMC staff person or teacher prior to the beginning of their study hall period. Passes will not be accepted from substitute teachers. Students wishing to come to the Media Center during their lunch period must obtain a pass from the librarian or their classroom teacher prior to their lunch period.
- Computer games and unsupervised email are **not** allowed in the Media Center.
- Students may check out audio-visual equipment (for use in the building) with the permission of their teachers.
- Food/drink is not permitted in the Media Center.

WE LOOK FORWARD TO SEEING YOU IN THE MEDIA CENTER!

I. INSURANCE

Student insurance information is available during the first week of school. Students and parents are reminded that Martinsville High School does NOT carry medical insurance for students for any kind of injury.

J. LOCKERS

Every student is assigned a school issued locker. Combinations on every locker are changed each year and are given out only to the person assigned to that locker. Students are not to reveal to others their combination in order to ensure the safety of items left in the locker. In case of the lock or locker malfunctioning, the student should report this problem to the bookstore. **Students must not trade lockers or put their books and belongings in someone else's locker.** Food and drinks are not allowed to be kept in lockers. Consequences will be given for violations of these policies. While we recommend the use of lockers to store backpacks and personal belongings, these items may be taken to classrooms so long as they fit underneath the student desks/tables. Lockers are the property of Martinsville High School and any locker and its contents may be checked at any time by school officials.

K. VISITORS

Parent and non-parent visitors are allowed on official business only and should also check in at the front office. If a parent needs to see a teacher, an appointment needs to be made (765-342-5571) or visit our website for email addresses (<https://www.msdofmartinsville.org/martinsville-high-school/>) to contact a staff member. Martinsville High School students should refrain from inviting non-parent visitors to school for security reasons. Any exception should receive administrative approval in advance of the visit.

L. RESPECT FOR SCHOOL FACILITIES

Students involved in destruction of school property will be charged for the damages that are caused. Additional consequences may be imposed in accordance with IC 20-33-8.

M. LATE SIGN-IN

When a student arrives after the school day has begun, he/she **MUST** report to the front office to sign in. If the student is more than 20 minutes late, he/she will be counted absent in that class and should still report to class. If the student is **less than** 20 minutes late, he/she should report to class.

N. CLOSED CAMPUS

Upon arriving on school grounds, students are expected to directly enter the school building. No loitering on school property is permitted. Students are also not permitted to leave school grounds once they have arrived on school property without permission from the front office. Students are to remain inside the building from time of arrival until dismissal.

Students are also not to leave the building at any point or during lunchtime unless prior arrangements have been made. (See "Leaving School" – immediately following this section.)

Additional consequences may be imposed in accordance with IC 20-33-8.

IV. ATTENDANCE

A. ABSENCES

When a student is absent from school, a parent or guardian should contact the school at **765-342-5571** and select the attendance option – **OR attendance@msdmartinsville.org** and provide the following information: (A) student's name and grade, spelling the student's last name (B) relationship of person to student, (C) reason for absence, and (D) dates covered by current absences. Parents should contact the school before **1:00 p.m.** on the day of absence.

B. ATTENDANCE

It is the policy of the Board of School Trustees that parents are responsible for the attendance of their children in school. Corrections of absenteeism are the responsibility of the parent or legal guardian, but the school will assist in all possible ways.

- Unexcused Absences: Parent call-in's are considered "unexcused" unless verified by criteria outlined below.
- Habitual Truancy: IC 20-20-8-8 defines habitual truancy as absenteeism of 10 days or more for unexcused reasons. Habitually truant students are eligible for suspensions and expulsion (as referenced below in the "Student Conduct" section).
- Chronic absenteeism: Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason.
- Excused Absences: Absences due to a documented illness, a death of a family member, or any pre-approved absence by an administrator. For a student to be verified as ill they must either return a doctor's statement or come to the high school clinic to be examined by the certified school nurse. **(Doctor's statements must be received within 5 school days of the last day of absence. Attendance Fax 765-343-7004)**
 - Bereavement: Martinsville High School will excuse up to 5 days of absences for bereavement
- Truancy: Students who are not accounted for in their scheduled class and do not have permission from a staff member to excuse their absence will be considered truant and will face appropriate consequences.
- Vacation Leave: A student may apply for vacation leave once a school year. Forms must be filled out 3 school days before the departure date. The vacation leave will be approved if the student meets the criteria explained on the vacation leave form. Forms are available in the guidance office. **NO VACATION LEAVES WILL BE APPROVED FOR THE LAST WEEK OF A TRIMESTER.**
- Leaving School: Before granting permission for a student to leave school, **there must be either written or verbal approval with the front office from the parent or guardian.** If the student has a doctor or dental appointment, he/she should bring a

note to the attendance office before school and obtain an out-of-school pass. At the time indicated on the pass, the student should then report to the front office and sign out. If the student returns to school that same day, he/she is to report back to the attendance office with the original pass signed by the doctor or dentist, and obtain a permit slip to class. If the student cannot return to school until the next school day, he/she must bring the pass signed by the doctor or dentist back to the attendance office (IC 35-43-5-2 altering or forging a medical statement is a class C felony; referral to the prosecutor could result).

V. TRANSPORTATION

A. BUS REGULATIONS & RULES OF CONDUCT

DRIVING TO SCHOOL AND STUDENT All students are expected to conduct themselves in a safe and orderly manner while riding the school bus. The bus driver is responsible for and has full authority to handle all discipline problems arising on the bus. Students who are disruptive or cause problems which compromise everyone's safety may lose their riding privilege, either on a temporary or permanent basis. All students shall follow the rules and regulations listed below, whenever they ride a school bus:

- A. Whenever it is necessary to cross the road at the bus stop, cross only in front of the bus when signaled by the driver.
- B. Never approach the bus until it has been brought to a complete stop.
- C. Board the bus in an orderly fashion; avoid pushing or shoving.
- D. Remain seated while the bus is in motion.
- E. Avoid loud talking or laughing so as not to divert the driver's attention from the road and traffic.
- F. In case of a road emergency, remain calm and quiet and listen for instructions from the driver or the designated group leader.
- G. Be careful not to block the aisles of the bus with books, instruments, etc.
- H. Do not throw any object either in the bus, out the bus, or at the bus.
- I. Bus windows may be opened only with the driver's permission. Keep your head, arms, and hands inside the bus at all times.
- J. Keep the bus clean, sanitary, and orderly. Deposit refuse in the container at the front of the bus.
- K. Permission to ride any bus other than one's assigned bus can be granted only by the school's administration. This must be done in advance and requires a note from a parent stating the reason for the request.
- L. Causing or attempting to cause substantial damage to any school property is a serious matter. Students who deliberately cause damage to their bus may face suspension or expulsion from school or loss of transportation services.
- M. No student will be permitted to leave the bus once they have boarded, until either arrival at school or the normal departure point. The only exception is prior written permission from the parent/guardian being given to the bus driver (24 hour notice required).
- N. All students are subject to the policies, rules, and regulations of Martinsville High School while riding the school bus.
- O. The safety of students transported to or from school by any other means than the school bus is the sole responsibility of the student's parents.

B. BUS EVACUATION PROCEDURES

In the event that an emergency situation occurs while a school bus is traveling either to or from school, the following procedures should be followed in order to safely evacuate the bus:

- A. All students should remain calm and quiet and listen for instructions from the driver.
- B. If the driver is unable to direct the evacuation, all students should:
 - Follow directions given by the designated student group leader. (See your Bus driver for this information.)
 - Depart the bus by way of the safest and least time-consuming route.
 - Proceed to an area behind the bus that generally can be assumed to be safe (at least 300 feet from the bus).
 - Stay in a group.
- C. Leave all books, instruments on the bus to reduce congestion problems.
- D. If both the front and emergency exits can be used, the first six (6) rows of seats should exit through the front and the rear five (5) rows of seats should exit through the emergency door. (Buses are to be marked with a black line on the inside wall of the bus behind the sixth row of seats.)
- E. Avoid loud talking or laughing so as not to divert the driver's attention from the road and traffic.

F. In case of a road emergency, remain calm and quiet and listen for instructions from the driver or the designated group leader.

C. BUS INCIDENT REPORT/PROGRESSION OF PENALTIES

The bus driver issues School Bus Incident Reports whenever a student misbehaves on the bus. This form, printed in triplicate is given to the high school administration who will take action upon the reason for referral and mail the parent's copy to the residence.

School bus incident reports may result in consequences ranging from warnings to school suspensions and/or bus privilege suspensions.

SPECIAL NOTE: The student may forfeit the privilege to ride the bus at any time a behavior constitutes a more severe punishment. This progression of penalties is a policy of the Martinsville School Corporation.

D. PARKING LOT PROCEDURES

There are specific procedures now in place to expedite vehicles exiting the student parking lot. ALL vehicles leaving the south end (nearest the band lot) will be required to exit the parking lot LEFT towards Illinois St. if you use the two exits closest to Illinois St. and RIGHT if you leave the parking lot using the two exits closest to York St. This exiting procedure will be in effect at the end of the school day for approximately 20 minutes. Students are reminded to stay in single file as they exit the parking lot on either side. There is a 'cross-over lane' in the center of the parking lot to allow vehicles to exit from either desired side.

E. REGISTRATION OF A STUDENT VEHICLE

Student drivers must obtain a student-parking permit through the bookstore.

1. All student debts must be paid in full before obtaining a student parking permit.
2. Student parking permits can be revoked upon incursion of further debt during the school year.
3. A driver's license and/or student I.D. must be shown in order to obtain a parking permit.
4. Registration forms must be completed in full. (Vehicle registration needed.)
5. All debts should be paid and vehicles should be properly registered by the last student day in August.
6. Parking permits are to be displayed on the vehicle's rear view mirror.
7. Failure or refusal to register a vehicle results in the loss of parking privileges.
8. Vehicles illegally parked, parked in the wrong area, or without a proper parking permit, etc. will be towed at the owner's expense. Vehicles towed can be picked up at Hunter Towing, 2600 SR 37 S, or call 342-2241.

F. VEHICLES

Driving to school is a privilege, NOT a right. In order to retain this privilege, students must abide by the following rules:

1. Students who wish to drive to school must register their vehicle in the bookstore.
2. Students are to park in the lot located to the west of the school, or on the east side by the vocational wing.
3. Student drivers must give the right-of-way to **pedestrians** and **school buses** at all times. You are NOT to leave the parking lot after school until all buses have cleared the lot.
4. Once a student has entered the building, he/she will not be permitted to return to his/her vehicle during the school day. Only in extenuating circumstances and with permission from the main office will this be waived.
5. Cars could be subject to searches if reasonable suspicion is determined.

G. DRIVING VIOLATIONS

1st Violation – parking privileges revoked for one week

2nd Violation – parking privileges revoked for the remainder of the school year

Violations that create dangerous circumstances may result in more severe consequences regardless of the number of offenses.

H. DRIVING PRIVILEGES

Any student between the ages of thirteen (13) and fifteen (15) who is habitually truant (10 days) may not be issued an operator's license or learner's permit to drive a motor

vehicle until the student is at least eighteen (18) years of age. Each school or school corporation must submit to the Indiana Bureau of Motor Vehicles (BMV) information to indicate a student's ineligibility for an operator's license or learner's permit due to the student's habitual truancy. The school or school corporation may periodically review the student's eligibility.

VI. Cafeteria

CAFETERIA POLICIES & PRICES

Meal Prices

	Breakfast	Lunch
Martinsville High School	No Cost to all students	Student Paid - \$2.80 / \$3.40 Reduced - No Charge

Lunch Account

- Students are expected to pay in advance for all food purchases.
- To help with the speed of the line, change will be applied to the individual meal account for future purchases.
- If a High School student is unsure of their individual meal account balance and doesn't have funds in hand, they are encouraged to ask for their balance before proceeding through the line with a full tray of food.
- Each student will be allowed to accumulate a negative balance not to exceed \$5.20.
- After a student has accumulated a negative balance in excess of \$5.20 an alternate lunch will be offered twice during the school year at no cost to the student or parent. After the student's account is in the negative and they have received their two alternate lunches they are encouraged to contact a school counselor or the clinic.
- Charging will not be allowed during the last week of school.
- No charging allowed for breakfast, ala carte, or adult meals.
- No student will be allowed to purchase ala carte and proceed to charge a meal.

Keep Parents Informed

- On Monday, an automated low balance phone call will be placed informing families when a student has a balance below \$7.50 for paid and \$2.00 for reduced students.
- Accounts may be viewed anytime by logging on to Family Access or Student Access.

Pre-Paid Meal Account Withdrawals/Refunds: Cash refunds cannot be given. A primary parent/guardian must submit a claim in writing for a refund for unused monies in their child's account within 90 days of a student's withdrawal from school. Any unclaimed funds less than \$10 will be received into the Food Service Operating Fund. Forms are available on our website at artiescafe.org. An inactive lunch account that has an account balance not in excess of -\$20.00 may be offset by the positive balances when the account is dormant in excess of 90 days. In addition, provided that a parent request and can document entitlement to the positive balance in the account, the parent is entitled to a refund of that amount.

Visit artiescafe.org for the full charge policy and menu. If you have additional questions, contact Food Services at

VII. ACADEMIC INFORMATION

A. GRADUATION REQUIREMENTS

Martinsville High School complies with the required number and type of courses as specified by the Indiana Department of Education for diploma types. For further information from the DOE, please visit this link: [DOE Graduation Requirements](#)

Participation in the graduation ceremony by those who have met school and IDOE requirements will be contingent on students being in good standing with school administration. A student may be denied participation in the graduation ceremony if the school administration deems their school conduct to warrant the denial.

Weighted Classes

Weighted Grading Scale			
<i>Letter Grade</i>	<i>GPA Traditional</i>	<i>GPA Honors, Advanced, Academic, & Pre AP</i>	<i>GPA Dual Credit, AP, and PLTW</i>
A	4.0	4.5	5.0
A-	3.5	4.1	4.6
B+	3.2	3.8	4.3
B	3.0	3.5	4.0
B-	2.8	3.2	3.7
C+	2.5	2.9	3.4
C	2.0	2.5	3.0
C-	1.7	2.2	2.6
D+	1.5	1.9	2.2
D	1.0	1.5	1.8
D-	0.5	1.0	1.4
F	0.0	0.0	0.0

*NOTE: Any classes taken online (IOA, Apex, etc) will NOT receive a weighted grade

**NOTE: Students and parents should refer to the course catalog for a comprehensive list of the courses which qualify for a weighted grade.

Valedictorian and Salutatorian

Valedictorian and Salutatorian will be determined at the mid-point of the 3rd trimester of the senior year based upon students' cumulative G.P.A. at the end of the 2nd trimester and computed with the grades earned in their mid-term progress reports of their 3rd trimester courses (viewed as final trimester grades). For a student to qualify as a valedictorian or salutatorian he/she must have been enrolled at Martinsville High School for two years one being the senior year.

B. HONOR ROLL

In order to qualify for the honor roll, a student must be enrolled full time.

- Straight "A" Honor Roll - All grades in full credit classes must be an "A-" or above.
- A-B Honor Roll - All grades in full credit classes must be a "B-" or above

C. GUIDANCE SERVICES

Guidance services are available for all students at Martinsville High School. Counselors advise students on a variety of matters such as career information, occupational information, and course selections. Counselors are available to assist students with social, school, or home problems.

The Senior Success Center (SSC) can be utilized as the central location for information on colleges, financial aid opportunities, and vocational information for student and community use. Detailed information on most post-secondary institutions in Indiana is available. Scholarship information can also be found in the SSC.

Student scheduling is a process that involves students, parents and counselors. We encourage the use of four-year plans so that students can sequentially outline and plan their curriculums to adequately prepare themselves to meet their academic and career goals.

In accordance with the Department of Education instructional days and time requirements, students are not permitted to have partial-day academic schedules. Exceptions to this policy can be discussed with school administration.

Any course change on a student schedule after the schedule change window of a new term results in a withdrawal and failure grade, unless the change is the result of a prerequisite class failure or scheduling error or conflict. For other Frequently Asked Questions regarding guidance services, visit our link on the schools web site at <https://www.msdoofmartinsville.org/counseling/>

D. EARLY GRADUATION

Any students who meet state and local graduation requirements, including passing any required graduation examination, may be eligible to graduate prior to the end of the 3rd trimester of their senior year.

If a student wishes to graduate early, he/she is must meet the following local requirements/guidelines:

1. The school counselor must be made aware of intent to graduate and must review credits with student prior to signing off on request
2. Must be earning a Core 40 or high designated diploma
3. Must have a cumulative attendance rate of 85% or higher during high school career
4. Must have a GPA of 2.0 or higher
5. The student, parent(s)/guardian(s), school counselor, and school administrator must sign off for final approval

*Applies to students in the 2024 and beyond graduating year cohorts

NOTE: Students who are utilizing the Postsecondary-Readiness Competency waiver are not eligible to be early graduates.

E. HOMEWORK

The student is responsible to make arrangements with his/her teacher on the day of his/her return to school to make up missed assignments if prior arrangements have not been made. Teachers are required to give students a minimum of the number of days that they were absent to make up the work that was missed.

Students who are given an out-of-school suspension (OSS) will be allowed to make up work during the time they are suspended and receive credit. Students will be given the same number of days they are suspended to make up the work.

F. FIELD TRIPS

Students must be in good attendance, academic and behavior standing at the discretion of the administration and classroom teacher to attend field trips. Students who do not qualify for attending a field trip will be given an alternative assignment.

G. PLAGIARISM/CHEATING

Plagiarism and cheating are serious academic and behavioral offenses. When you properly acknowledge the contributions made by other people, you are showing respect for their work and giving credit where credit is due (i.e. research paper). You are not falsely misleading the reader to believe that the work you present is solely your own. Using someone else's ideas or words and representing those ideas or words as your own, either on purpose or through carelessness, is a serious offense known as plagiarism/cheating.

The penalty for plagiarism/cheating may result in a zero on the assignment and may also be addressed further by school leadership. Additionally, students who are accomplices to cheating (ie. providing answers) may receive consequences determined by the administration.

H. CLASS AUDITS

Students who earn a C- or worse in a class will have the opportunity to audit the class for the potential to earn a better grade and improve their GPA. Should a student complete an audited class with a better grade than their previous grade, the better grade will replace the previous grade in the GPA calculation. Students are only allowed to audit up to 4 classes in their high school career. Any additional course audits beyond 4 require administrative approval.

VIII. TECHNOLOGY

A. MSD Martinsville CHROMEBOOK USE AGREEMENT

This agreement is made effective upon receipt of a School Provided Chromebook (further referred to as Chromebook), between The Metropolitan School District of Martinsville ("MSD Martinsville"), the student receiving a Chromebook ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a Chromebook, software, and related materials for use while a student at MSD Martinsville, hereby agree as follows:

1. Equipment:

a. Ownership: MSD Martinsville retains sole right of possession of the Chromebook and grants permission to the Student to use the Chromebook according to the guidelines set forth in this document. Moreover, MSD Martinsville administrative staff retains the right to collect and/or inspect the Chromebook at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

b. Equipment Provided: Efforts are made to keep all Chromebook configurations the same

within each school. All systems will have wireless network capability. MSD Martinsville will retain records of the serial numbers of provided equipment.

c. Substitution of Equipment: In the event the Chromebook is inoperable, if MSD Martinsville has a spare device for use while the Chromebook is repaired or replaced, this agreement remains in effect for such a substitute.

d. Responsibility for Electronic Data: It is the sole responsibility of the Student to backup

data/student work as necessary following classroom instruction utilizing cloud storage. MSD Martinsville does not provide a means for backup and MSD Martinsville does not accept responsibility for any lost files or software.

e. Responsibility for Installed Software: The Student may not install or uninstall any software or

Apps to the Chromebook without prior approval from the Technology Staff. Operating System and Application updates will be run from a central location.

2. Damage or Loss of Equipment:

a. Repair Costs for Loss or Damage:

b. Responsibility for Damage: The Student is responsible for maintaining a 100% working Chromebook at all times. The Student shall use reasonable care to ensure that the Chromebook is not damaged. Refer to the Standards for Proper Care document which is fully incorporated below, for a description of expected care. In the event of damage (other than normal and reasonable wear and tear), as solely determined by MSD Martinsville), the Student and Parent will be billed, and shall promptly pay, up to full cost of repair or replacement of the damaged device.

c. MSD Martinsville does provide an optional program for Chromebook repair and replacement. (Information can be found online and will be provided at the student device hand-out sessions.)

Optional insurance can also be purchased from, but is not limited to, these companies:

1. Worth Ave. <http://www.worthavegroup.com/product/chromebook-insurance/>

2. GoCare <https://www.gocare.com/>

* MSD Martinsville may charge the Student and Parent the full cost for repair or replacement when damage occurs due to negligence.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked Chromebook while at school.
- Lending equipment to others other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner.
- Removing, altering, or puncturing or changing the physical structure of the Chromebook or removing any identification labels. The device's warranty will be void and student will be charged full amount of device.

(See the Standards for Proper Care section for more information on proper use).

d. Responsibility for Loss: In the event the Chromebook is lost or stolen, the Student and Parent will be billed the full cost of replacement.

e. Actions Required in the Event of Damage or Loss: The Student and/or Parent(s) must promptly report any damage or loss to the Student's teacher or the designated building administrator. If the Chromebook is stolen or vandalized while not at MSD Martinsville or at an MSD Martinsville sponsored event, the Parent may file a police report. MSD Martinsville also may file a police report in the event that a Chromebook is stolen or vandalized at any time or in any manner.

f. Technical Support and Repair: MSD Martinsville will provide technical support, maintenance and repair. Any attempt to repair outside of MSD Martinsville may result in the Student and Parent being charged the full replacement cost.

3. Legal and Ethical Use Policies:

a. Monitoring: MSD Martinsville will monitor Chromebook use by using a variety of methods

including electronic remote access – to assure compliance with MSD Martinsville's Legal and Ethical Use Policies. The Student and Parent(s) shall have no reasonable expectation of privacy while using the Chromebook.

b. Legal and Ethical Use: All aspects of MSD Martinsville's Acceptable Use Policy remain in

effect. MSD Martinsville will provide content filtering within the MSD Martinsville network. However, MSD Martinsville does not have full control of the information on the Internet or incoming email from a non-MSD Martinsville email provider.

c. Probationary Student Privileges: This probationary period and consequence will be determined by building administration based upon the student and incident.

d. Peer to Peer File-sharing (P2P)/FTP Programs: The installation and/or use of any

Internet-based peer to peer/FTP file-sharing tools are explicitly prohibited. Filesharing programs and protocols like such as BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school- related needs to use these tools may seek prior approval from the Technology Department.

e. Allowable Customizations: The Student may be permitted to alter or customize the user interface of their assigned Chromebook to their own working styles including, but not limited to legally obtained music. However, MSD Martinsville reserves the right to insure all customizations follow the Acceptable Use Guidelines and may periodically conduct maintenance that may configure the Chromebook back to the originally installed state.

4. Returning your Chromebook if leaving the school and/or District

- a. . Students leaving the school and/or District must return District-owned chromebooks to the library, media center, or the proper place for returns on or before his/her last day at school.
- b. Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified. Additionally, MSD Martinsville may charge Student/Parent(s) for the replacement value of the Chromebook.

B. STANDARDS FOR PROPER CHROMEBOOK CARE

This document is an important addendum to the Student Chromebook Program Acknowledgement Form. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Chromebook. Loss or damage resulting in failure to abide by the details below may result in full- financial responsibility.

Following the standards below will lead to a Chromebook that will run smoothly and serve as a reliable, useful and enjoyable 21st Century Learning tool.

Responsibilities

- Treat this equipment with as much care as if it were your own property.
- Bring the fully charged Chromebook to school each day.
- Keep the Chromebook either locked (i.e., locked in your school locker, home or other secure place where others do not have access) or attended (with you or within your sight) at all times. For example, during athletic events, games, practices and trips, store the Chromebook in your school locker and arrange to return to school to retrieve it after the activity. Chromebooks left in bags and backpacks, or in unattended classrooms are considered “unattended” and will be confiscated by school personnel as a protection against theft.
- Avoid use in situations that are conducive to loss or damage. For example, never leave the Chromebook in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the Chromebook in a car/locked trunk during extreme heat or extreme cold.
- Do not let anyone use the Chromebook other than your parents or guardians
- Adhere to MSD Martinsville’s Chromebook Use Policy at all times and in all locations. When in doubt about acceptable use, ask school personnel.
- Back up your student created documents using cloud storage. You are encouraged to save your files in more than one location. MSD Martinsville is not responsible for any lost files.
- Read and follow general maintenance alerts from school technology personnel.
- Promptly report any problems to the teacher or building administrator.
- Do not force anything that does not fit (e.g., connections, popped-off keys,). Seek help instead.
- When in doubt, ask for help.
- Do not go outside of MSD Martinsville for repairs.

General Care

- Do not attempt to remove or change the physical structure of the Chromebook including the keys, screen, or plastic casing. Doing so will void the warranty and result in loss of privilege of using a school issued Chromebook.
- Do not remove or interfere with the serial number or any identification label placed on the Chromebook.
- Do not do anything to the Chromebook that will permanently alter it in any way, including writing on it for identification purposes, etc.
- Keep the equipment clean.
- Be careful when holding or carrying the Chromebook so as not to damage the screen or other components.

Screen Care

- The Chromebook screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and are very expensive to replace. Screens are particularly sensitive to damage from excessive pressure.
- Do not clean the Chromebook screen with anything other than approved screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.

Battery Life and Charging

- Arrive to school each day with a fully charged battery. You are encouraged to establish a routine at home to charge your Chromebook overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord.
- When not in use, place the Chromebook in sleep mode in order to save battery life.

Personal Health and Safety

- Avoid extended use of the Chromebook resting directly on your lap. The bottom of the Chromebook can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose—when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.
- Read the safety warnings included in the Chromebook’s user guide (posted online).

C. MSD OF MARTINSVILLE CHROMEBOOK PROTECTION PLAN

Taking effect starting July 1 st 2019 MSD of Martinsville will no longer be offering the purchase of the “Technology Protection Plan”. We will be offering the plan free of charge and will be automatically provided to all students with a 1:1 device. The new pricing structure is as follows.

Please keep in mind this only applies to devices that were not broken intentionally or due to negligence; this is outlined in the “Chromebook/iPad Agreement” found in your school’s handbook. These Charges will reset each school year.

First Breakage- Cost of repair/replacement is free of charge

Second Breakage – Up to \$50.00 of the total cost of the repair or replacement

Third Breakage – The total cost of repair or replacement

*All unpaid device fees will be sent to collections and a \$5.00 charge will be added for processing.

D. STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY AND GUIDELINES (A.U.P)

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

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District 's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy, its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/ or online educational services/ apps, or when used while the student is on District owned property or at a District sponsored activity (see Policy 5 136)

Users are prohibited from engaging in actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like) when using District Technology Resources. Because its Technology Resources are not

unlimited, the Board also has instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

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

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

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

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

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

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

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

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

Building principals are responsible for providing training so that Ed-Tech users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other

individuals on social media and in chat rooms, and cyberbullying awareness and response. Users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

1. Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/ or organizations outside the District with whom they are communicating for school-related projects and assignments.

2. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

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

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

The Board designates the Superintendent and Director of e-Learning as the administrator(s) responsible for initiating, implementing, and enforcing this Policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

Students are encouraged to use the District's INTERNET/NETWORK for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Smooth operation of the District's Network relies upon users adhering to the following guidelines.

The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Students are responsible for their behavior and communication on the Internet.
- B. Students may only access the Internet by using an assigned account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- D. Students may not use the Internet to engage in "hacking" or other unlawful activities.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.

Students are expected to abide by the following generally accepted rules of network etiquette:

- A. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the District's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
- B. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
- C. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
- D. Never agree to get together with someone you "meet" on-line without prior parent approval.
- E. Diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- F. Use of Internet to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or stimulated normal or perverted sexual acts, or a lewd exhibition of the genitals ; and material that lacks serious literary, artistic , political or scientific value as to minors . Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the District's computers/network (e.g., viruses) are also prohibited.
- G. Malicious use of the District's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the District's computers/network in such a way that would disrupt their use by others. Students must avoid intentionally wasting limited resources.
- H. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- I. Downloading of information onto the District's hard drives is prohibited. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- J. Students must secure prior approval from a teacher or the principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- K. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication without prior approval from a teacher or the principal. All such authorized communications must comply with these guidelines.
- L. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the District reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the District's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- M. Use of the Internet and any information procured from the Internet is at the student's own risk. The District is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The District is not responsible for the accuracy or quality of information obtained through its

services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.

N. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."

O. Proprietary rights in the design of web sites hosted on the District's servers remains at all times with the District.

CHROMEBOOK/IPAD AGREEMENT

This agreement is made effective upon receipt of a School Provided Chromebook/iPAD, between The Metropolitan School District of Martinsville ("MSD Martinsville"), the student receiving a Chromebook ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a Chromebook/iPAD, software, and related materials for use while a student at MSD Martinsville, hereby agree as follows:

1. Equipment:

a. Ownership: MSD Martinsville retains sole right of possession of the Technology Device and grants permission to the Student to use the Chromebook/iPAD according to the guidelines set forth in this document. Moreover, MSD Martinsville administrative staff retains the right to collect and/or inspect the Chromebook/iPAD at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

b. Equipment Provided: Efforts are made to keep all Technology Device configurations the same within each school. All systems will have wireless network capability. MSD Martinsville will retain records of the serial numbers of provided equipment.

c. Substitution of Equipment: In the event the Chromebook/iPAD is inoperable, if MSD Martinsville has a spare device for use while the Chromebook/iPAD is repaired or replaced, this agreement remains in effect for such a substitute.

d. Responsibility for Electronic Data: It is the sole responsibility of the Student to backup data/student work as necessary following classroom instruction utilizing cloud storage. MSD Martinsville does not provide a means for backup and MSD Martinsville does not accept responsibility for any lost files or software.

e. Responsibility for Installed Software: The Student may not install or uninstall any software or Apps to the Chromebook/iPAD without prior approval from the Technology Staff. Operating System and Application updates will be run from a central location.

2. Damage or Loss of Equipment:

a. Responsibility for Damage: The Student is responsible for maintaining a 100% working Technology Device at all times. The Student shall use reasonable care to ensure that the Chromebook/iPAD is not damaged. Refer to the Standards for Proper Care document (posted online and available upon request), which is fully incorporated herein, for a description of expected care. In the event of damage (other than normal and reasonable wear and tear, as solely determined by MSD Martinsville), the Student and Parent will be billed, and shall promptly pay, up to full cost of repair or replacement of the damaged device.

b. * MSD Martinsville may charge the Student and Parent the full cost for repair or replacement when damage occurs due to negligence.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked Chromebook/iPAD while at school.
- Lending equipment to others other than one's parents/guardians
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner.
- Removing, altering, or puncturing or changing the physical structure of the Chromebook/iPAD or removing any identification labels. The device's warranty will be void and student will be charged full amount of device.
- (See the Standards for Proper Care document for more information on proper use).

c. Responsibility for Loss: In the event the Technology Device is lost or stolen, the Student and Parent will be billed the full cost of replacement.

d. Actions Required in the Event of Damage or Loss: The Student and/or Parent(s) must promptly report any damage or loss to the Student's teacher or the designated building administrator. If the Chromebook/iPAD is stolen or vandalized while not at MSD Martinsville or at an MSD Martinsville sponsored event, the Parent may file a police report. MSD Martinsville also may file a police report in the event that a Chromebook/iPAD is stolen or vandalized at any time or in any manner.

e. Technical Support and Repair: MSD Martinsville will provide technical support, maintenance and repair. Any attempt to repair outside of MSD Martinsville may result in the Student and Parent being charged the full replacement cost.

3. Legal and Ethical Use Policies:

a. **Monitoring:** MSD Martinsville will monitor Chromebook/iPAD use by using a variety of methods including electronic remote access – to assure compliance with MSD Martinsville's Legal and Ethical Use Policies. The Student and Parent(s) shall have no reasonable expectation of privacy while using the Chromebook/iPAD.

b. **Legal and Ethical Use:** All aspects of MSD of Martinsville's Network Acceptable Use Policy remain in effect. MSD Martinsville will provide content filtering within the MSD Martinsville network. However, MSD Martinsville does not have full control of the information on the Internet or incoming email from a non-MSD Martinsville email provider.

c. **Probationary Student Privileges:** This probationary period and consequence will be determined by building administration based upon the student and incident.

d. **Peer to Peer File-sharing (P2P)/FTP Programs:** The installation and/or use of any Internet-based peer to peer/FTP file-sharing tools are explicitly prohibited. Filesharing programs and protocols like such as BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school- related needs to use these tools may seek prior approval from the Technology Department.

e. **Allowable Customizations:** The Student may be permitted to alter or customize the user interface of their assigned Technology Device to their own working styles including, but not limited to legally obtained music. However, MSD Martinsville reserves the right to insure all customizations follow the Acceptable Use Guidelines and may periodically conduct maintenance that may configure the Chromebook/iPAD back to the originally installed state.

4. Returning your Technology Device if leaving the school and/or District

a. Students leaving the school and/or District must return District-owned Chromebook/iPAD to the library, media center, or the proper place for returns on or before his/her last day at school.

b. Any Technology Device not returned will be considered stolen property and law enforcement agencies will be notified. Additionally, MSD Martinsville may charge Student/Parent(s) for the replacement value of the Technology Device.

Student Technology Device Program Acknowledgement Form

Please have student review and sign below.

The following items reiterate some of the most important points covered in the Technology Use Agreement and the Standards for Proper Care addenda.

- I understand MSD Martinsville retains ownership and the sole right of possession of the Technology Device and has granted the student permission to use the device. The administration has the right to collect and/or inspect the device at any time.
- I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations (such as on the Chromebook/iPAD, cloud storage, flash drive).
- I acknowledge financial responsibility for the replacement cost of the Technology Device should it become lost, damaged, or stolen.
- I acknowledge financial responsibility for the full cost of the Technology Device if damage occurs due to my "negligence."
- I will not install or use peer to peer/ftp file-sharing programs to download music, video or other media.
- I will not duplicate nor distribute copyrighted materials other than a back-up copy of those items I legally own or have permission to use.
- I will transport the Chromebook/iPAD in a safe and secure manner.
- I will read and follow general maintenance alerts from school technology personnel.
- I will promptly report any problems with my Chromebook/iPAD to a teacher, administrator, or member of the tech support staff in a timely manner.
- I will not attempt to remove/alter or change the physical structure of the Chromebook/iPAD or remove any identification labels.

E. SOCIAL MEDIA

Using social networking sites can be an important part of a young person's life and education; however, students need to make good choices and take precautions when using social network sites. Any posting or communication via social networking websites and/or technology that disrupts either the educational environment or violates extra/co-curricular rules/policies, or which advocates the violation of any school or extra/co-curricular rule/policy is unacceptable. Inappropriate social media postings include but are not limited to:

- portraying, alluding to, or sharing the possession/consumption of alcohol, tobacco, or illicit drugs
- inappropriate sexually oriented material
- activities involving bullying, hazing, or harassment
- inappropriate negative criticism of a coach, teammate, or school officials

Students in violation of the above guidelines will be subject to discipline including suspension and/or dismissal from team, activities, and/or school.

F. CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES

A student may possess a cellular telephone or other electronic communication devices (and other devices designed to receive and send an electronic signal) in school, on school property, at after school activities and at school-related functions, provided that during school hours the cellular telephone is used only during non-instructional times (passing periods, lunch, and before and after school). Students may not use cellular telephones or ECDs on school property or at a school-sponsored activity to gain access and/or view Internet web sites that are otherwise blocked to students at school.

Also, during school activities when directed by the administrator or sponsor, cellular telephones and other ECDs shall be turned off (not just placed into vibrate or silent mode) and stored out of sight.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone or ECD. If the cellular telephone or ECD is confiscated, it will be released/returned to the student or the student's parent/guardian after the end of the school day. The school administrator may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography).

The student who possesses a cellular telephone or ECD is responsible for its care. The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or ECDs brought onto its property.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

G. VIDEO/AUDIO RECORDINGS AND PHOTOGRAPHY

Students are forbidden from recording audio, video, or taking pictures with personal devices or school-issued devices during the school day without permission from a teacher or administrator. Students who are found to be violating this policy will be required to delete their recordings or photography and are subject to school discipline. Any violation of this rule that constitutes an illegal activity (ex. capturing nude images or video) will be referred to law enforcement.

H. PICTURE RELEASE INFORMATION

It is the practice of Martinsville High School to occasionally place pictures and/or videos of students and groups on the school's website/social media outlets. However, students are never identified by first and last name. If parents or guardians would prefer to NOT have their child's picture or video on the school's website/social media outlets or in the school's information video, release forms are available in the office. The form must be signed by both student and parent or guardian and returned to the office no later than August 28, 2016.

IX. STUDENT CONDUCT

A. ARTICLE I - Philosophy:

The entire foundation and success of public school education depends on the basic concepts of self-discipline, a self-discipline that will allow all individuals to exist in a world of change and with the individual rights afforded them by our Federal and State Constitution. 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. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators, and community.

A portion of the responsibility for the development and enforcement of regulations for the protection of the rights of individuals is delegated by the Board of School Trustees to responsible officials within the School District. The purpose of discipline controls is to help create an atmosphere that promotes the best possible learning environment for all those involved in the educational process.

An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is the objective of all school personnel. School staff members will make every effort individually, collectively, and cooperatively, with appropriate available community resources to help each student gain acceptable self-discipline standards.

In the absence of self-discipline, the Superintendent, principal and administrative personnel, or any teacher of the School District are authorized to take certain actions reasonable, desirable or necessary to help any student to further school purposes, or to prevent an interference with the educational process. School officials are charged with a moral and "parental" duty to inculcate proper values.

To ensure the establishment of a learning-friendly environment, and acknowledging current research regarding best practices for addressing school discipline, Martinsville High School embraces and has implemented a Positive Behavior Intervention and Supports (PBIS) disciplinary system. One of the purposes of PBIS is to ensure that student behavior is addressed using techniques and strategies that help the students make better choices in the future. MHS utilizes multiple methods to improve student behavior in a positive manner including, but not limited to: parent contacts, student conferences, referrals to counseling, parent-student conferences, functional behavioral assessments (FBA), and behavior intervention plans (BIP). MHS also utilizes a behavior rewards program based on the principles of PRIDE (persistence, respect, initiative, dependability, efficiency) where students receive reward points for the embodiment of these principles. These points can then be redeemed for various tangible items at the bookstore.

Some behavior is much more serious than other behavior and requires different approaches and clearly defined actions. Reprimand, probation, referral to special personnel in the school (assistant principal, principal), suspension, referral to special central office personnel (pupil personnel or psychological) and expulsion, are devices available to school personnel in dealing with pupils involved in school discipline problems. Any or all of the techniques will be used; however, certain acts of misconduct will subject the students to suspension or expulsion from school.

Regardless of an individual's behavior or the discipline imposed, no student should be subject to ridicule or undue embarrassment as a result of the discipline process. For that reason, communication to other staff, other students, or to persons outside of the school district which identifies the student and which is not reasonably necessary to further a legitimate school purpose is discouraged.

B. ARTICLE II

Pursuant to Indiana Code, all rules of conduct shall be applicable 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; or
- D. during summer school

School rules can also be applied to students during "e-Learning" days when students are not physically present at school, but are expected to be participating in educational activities.

C. ARTICLE III - Student Conduct Rules:

Pursuant to the appropriate sections of the laws of the State of Indiana, the Board of School Trustees hereby prohibits the following conduct when that conduct interferes with a legitimate school purpose or impedes an education function:

- **Log Entries:**

A log entry is any minor classroom offense that includes but is not limited to tardiness, citizenship, preparedness, lack of participation, or other classroom disruptions. The following are examples and the list is not exhaustive:

- A. Minor classroom disruptions
- B. Non-participation in class activities (sleeping, being off-task, refusing to work, etc)
- C. Tardies to Artie Hour
- D. Other minor infractions, which may include but is not limited to: violation of a student dress code, which has been duly adopted by the principal of a school and published to the student body.

For these infractions, MHS utilizes a tiered-disciplinary system. This system provides progressive interventions and consequences at different intervals. An intervention/consequence is given at various accumulated amounts of log entries. Interventions include

parent contact, meeting with counselors, and parent conferences. Consequences can include after-school study tables, in-school suspensions, out-of-school suspensions, recommendation for alternative education, and recommendation for expulsion.

- **Student Dress Code:**

The school recognizes that the supervision of student dress is a parental obligation and that students of high school should be responsible enough to know the proper attire for school. The administration expects students to come to school dressed appropriately for education. No apparel should draw undue attention from other students or faculty members. Any apparel that is a disruption of the educational process, endangers safety, is provocative, or exceeds the acceptable standards of decency is not permitted. Any student violating the dress code will be sent to the office and denied access to school until changes have been made. Repeat offenders will be dealt appropriate consequences as determined by an administrator and will be logged as an infraction through the tiered discipline model.

The following types of clothing are examples of items that will not be acceptable in classrooms and all other areas of Martinsville High School. These items include but are not limited to:

- A. A student's back and midriff should be completely covered
- B. A student's body should be completely covered, at a minimum, from their waist to their finger-tip level
- C. Any apparel with images of, reference to, or any innuendo of drugs, alcohol, tobacco, racism, profanity, violence, vulgarity, or sex
- D. Exposure of undergarments (while sitting or standing) including any type of shorts being used as an undergarment
- E. Any apparel worn on a student's head cannot block, obstruct, or conceal the ability for the school staff to easily identify the student
- F. All chains and studded accessories

School dress code will be interpreted, enforced, and is at the final discretion of the school administration. Any apparel deemed to be a disruption to the educational environment will also be addressed at the discretion of the school administration.

Since the building is sometimes cool, it is suggested that a flannel shirt, sweater, or sweatshirt be kept on hand (in each student's locker) for student comfort. Shoes must be worn at all times.

The dress code is subject to change to include but not limited to adding guidelines for PPE (Personal Protective Equipment). These guidelines would be developed and communicated following guidance from the CDC, health department, State of Indiana, and the IDOE.

D. SUSPENSION/EXPULSION (IC 20-33-8)

The principal may suspend a student from school attendance and school functions for a period of up to (10) school days, or possibly expelled for up to one year. In accordance with Indiana law, when a student is suspended or recommended for expulsion, the following due process will occur:

- 1. The student will receive an oral or written statement of the charges against the student
- 2. The student will be given a summary of the evidence against the student if the student denies the charges
- 3. The student will be given an opportunity to explain their conduct

If the nature of the student's misconduct requires the student to be removed immediately, the statutory due process procedures described above may be provided to the student after the suspension period and will be done so as soon as reasonably possible after the student returns to school.

In the event of a typographical error or omission, Indiana Code always supersedes this handbook.

Indiana law specifically lists the following types of misconduct for which a student may be suspended, expelled, or excluded:

- **Interference with School Purposes:**

- A. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- B. Using obscene, profane, indecent, or other inappropriate modes of expression
- C. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law
- D. Loitering on school grounds without permission or not being part of an authorized group at school

- E. Causing trouble at any educational function or school sponsored event
- F. Violating any school rules while traveling to and from school
- G. Extortion
- H. Gambling or Illegally obtaining money or any item of value
- I. Stealing
- J. Bullying (hazing, harmful pranks, harassment, threats, or intimidation). Bullying at Martinsville High School is defined as overt, repeated acts or gestures, including verbal or written communications transmitted, physical act committed, or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. Refer to Section XI of this handbook for further clarification on the legal parameters for bullying as set forth by state law.
- K. Indecent exposure, or possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
- L. "Sexting" or using a cell phone or other personal communication device to possess or send messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities
- M. Leaving the school, class or class assignment without permission from authorized school authority
- N. Soliciting of funds for any purposes without approval from principal
- O. Mutilating, littering, defacing, or destruction of school property at any time
- P. Refusing to give identity, or giving false identification to any school employee
- Q. Lying to school personnel.
- R. Inappropriate use of/ or forging of hall passes
- S. Distribution of literature or materials that could disrupt the educational process
- T. Cheating on any test, quiz, homework assignment, or plagiarism on any project or research paper; or any other instance of dishonesty, as the same would apply to the student's academic pursuits; or assisting another cheat or plagiarize
- U. Displaying affection for another person in an inappropriate manner including, but not limited to engaging in sexual behavior on school property
- V. Engaging in sexual harassment of a student or staff member (refer to Section XI in this handbook for further information on harassment)
- W. Repeated instances of failure to minimally take part in the education process.
- X. Possessing or using a laser pointer or similar device in a manner that is disruptive or harmful
- Y. Willful absence or tardiness
- Z. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
- AA. 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 illustrative, but not limited, of the type of conduct prohibited by this subdivision:
 1. Occupying any school building, school grounds or part thereof with intent to deprive others of its use.
 2. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor or room,
 3. Setting fire to or substantially damaging any school building or property.
 4. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
 5. Intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision.
- BB. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law
- CC. Knowingly expressing via spoken or written communication to one or more individuals a message about another person that is deemed to be defamation of character knowing that the communication is false or making it with reckless disregard as to whether it is false or not. "Defamation" means a message that tends to injure the person's reputation or to diminish esteem,

respect, good will, or confidence in the person by others, or to excite derogatory feelings or opinions about the person

DD. Chronic or habitual disruptions to the learning environment

EE. In addition to the grounds for expulsion or suspension as set forth throughout Section IX Subsection D, a student may be expelled or suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions

- **Improper Use of Technology:**

- A. Violation of the school corporation's acceptable use of technology policy or rules
- B. Using on school grounds during school hours an electronic device, a cell phone, or any other telecommunication device, including a look-a-like device, in a situation not in accordance with the guidelines stipulated in Section VIII of this handbook regarding the use of personal electronic devices. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule

- **Safety/Violence:**

- A. Violation of the school corporation's administration of medication policy or rules
- B. Causing or attempting to cause damage to school or private property, stealing or attempting to steal school property.
- C. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
- D. Throwing or propelling any object which might harm another student or distract a class or school activity.
- E. Any act or communication which causes another person to engage in a fight, or which could reasonably cause another person to engage in a fight.
- F. Whether by alarm, telephone, written communication or any other form of communication, falsely reporting a fire, bomb threat or any other form of disaster.
- G. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
- H. No student shall possess, handle, or transmit any deadly weapon or destructive device or any other object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon
 - a. For the purposes of this rule, a deadly weapon is defined to be an object that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury
 - b. For the purposes of this rule, a destructive device is defined as:
 - i. an explosive, incendiary, or overpressure device that is configured as a bomb, grenade, a rocket with a propellant charge of more than 4 ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail, or a device that is substantially similar to an item described above
 - ii. a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of a more than one-half inch, or
 - iii. a combination of parts designed or intended for use in the conversion of a device into a destructive device
 - c. The penalty for possession of a deadly weapon or a destructive device: suspension up to ten (10) days and expulsion from school for at least one (1) calendar year with the return of the student to be at the beginning of the first semester after the one (1) year period. The Superintendent may reduce the length of the expulsion if the circumstances warrant such reduction. The Superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule (I.C. 35-41-1-8).
- I. Using or possessing gunpowder, ammunition, or an inflammable substance
- J. Threatening injury to persons or damage to property, engaging in intimidating behavior, or engaging in aggressive behavior that causes psychological harm to any student, staff member, or visitor for any reason, including but not limited to:
 - a. Coercion
 - b. Harassment

- c. Hazing, or
- d. Other comparable conduct

- **Administrative Discretion**

- A. Any student conduct rule the school building principal establishes and gives notice to students and parents

FIGHTING/PROVOKING A FIGHT

The school administration will determine the severity of the consequences for students who engage in a fight or provoke a fight which could include multiple days of out-of-school suspension or expulsion.

Consideration will be given to students who are involved in a fight when they are engaging in self-defense. The MSD of Martinsville considers self-defense as non-aggressive and unexcessive action taken in a physical altercation which is done in a manner that does not constitute unnecessary retaliation.

Tobacco/Nicotine/E-Cigarette:

Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form is prohibited. These products include e-cigarettes, any type of look-alike products or other related products associated with tobacco or nicotine use.

1. First offense - May include: in-school suspension and/or tobacco education lessons in addition to being ticketed by Martinsville Police Department
2. Second offense - 3 days in-school suspension, ticketed by Martinsville Police Department
3. All others - Consideration for additional days of ISS or out-of-school suspension, ticket, and possible recommendation for expulsion

_____ The school will confiscate all tobacco or nicotine related materials found to be in the possession of a student. Should a parent wish to retrieve the confiscated item(s), they will have 5 school days to do so or the item will be discarded as unclaimed property. It will be the responsibility of the student to notify the parents of the 5 day retrieval time window.

In the event that the administration determines to (1) notify law enforcement authorities of the possession of illegal possession of tobacco products or nicotine related electronic cigarettes, and/or (2) proceed with expulsion of the student for repeated violations, the administration may keep any relevant product(s) still in its possession as evidence and dispose of such when no longer deemed necessary, unless the parent files a written claim for the parent to retrieve the item

- **Controlled Substance:**

Non-tobacco drug related offenses indicated below could result in in-school suspensions, out-of-school suspensions, a recommendation for expulsion, and a referral to law enforcement taking into consideration the severity of the offense.

- A. Knowingly possessing, using, transmitting, or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Furthermore, possessing, using, or transmitting any substance which is represented to be or looks like any of the prohibited substances listed above is also prohibited

-Exception: A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parents have filed a written authorization with the high school administration. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information.

1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
3. The student has been instructed in how to self-administer the prescribed medication.
4. The student is authorized to possess and self-administer the prescribed medication.

- B. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kinds, be they available with or without a prescription.
- C. Engaging in the unlawful selling, attempt to sell, or offering of a controlled substance or alcoholic beverages

Any violations of school rules may also result in extracurricular/co-curricular consequences per the guidelines detailed in the "Student Activities" section of this handbook, or per specific team/group rules.

E. COURSE REMOVAL

Recognizing that student misconduct in certain types of courses or classroom environments can present a greater danger or disruption to the educational setting than other traditional courses/classroom environments, the school reserves the right to remove a student from a course to maintain safety and a proper learning environment for all students. Students who are removed from a course will receive no academic consequence and will be placed in a new course/location for the remainder of the trimester. The school may continue to prohibit a student from taking certain courses if they have demonstrated unsafe or highly disruptive behavior in these special settings.

The following is a list of the types of courses which this policy can apply to. This list is not exhaustive and final discretion for the use of this policy will reside with MHS administration:

1. Vocational courses
2. Courses that include co-curricular activities
3. Any courses that utilize equipment or activities which, conducted with student negligence or delinquent behavior, create unsafe or disruptive environments for students

The administration will make a reasonable effort to offer the student's parent or guardian a conference before making the final decision on such a removal, but if circumstances in the opinion of the administration do not permit it, the conference needs to be offered within a reasonable time after the decision is made.

F. EXCLUSION

Grounds for exclusion of any student from school are:

- A. If they have a dangerous communicable disease that poses a substantial threat to the health and safety of the school.
- B. Where immediate removal is necessary to restore order or to protect personnel or school property. This includes conduct off school property at any school-sanctioned activity where on account of the student's presence in school would constitute an interference with school purposes.
- C. Where they are mentally or physically unfit for school purposes.

G. STUDY TABLES

1. Study tables are served after school in 45 and 90 minute blocks
2. The location of each day's study tables will be shared with students in an email each morning if they have been assigned to serve one
3. Students assigned to a study table may not enter late or leave early without permission from a school official or may risk further consequences.
4. Students are expected to bring school work to complete for the duration of their detention/study table; failure to do so will result in disciplinary consequences.
5. Food, drinks, sleeping, or any other unacceptable behavior will NOT be allowed.
6. A job, school activity, or other non-emergency event is not an excuse to miss study tables. (work permits could be revoked)
7. MHS does not provide alternatives for after-school study tables before or during school hours

H. IN-SCHOOL SUPERVISION

This program is for those students who violate school policies and need to be removed from normal activities to an area within the school where constant supervision is available. Thus, the student is removed from the daily routine to an atmosphere that promotes an intensity of self-learning.

The IN-SCHOOL SUPERVISION program will:

1. Help remove the negative attitude towards suspension as a punishment.
2. Help the student understand reasonable school authority.
3. Reinforce positive study habits by supervision and instruction.

4. Improve student achievement rather than hinder it.
5. Improve overall student attendance.
6. Keep the students in school and off the streets during school hours.

ISS POLICIES:

1. Administrative decision as to who is suspended and for how long.
2. Credit is given for work completed provided it meets the teacher's standards.
3. If a student misses any part of the allotted suspension time, a special assignment (including an additional day's supervision) could be made.
4. After 7:40 a.m. there will be no association with students in regular classes.
5. There will be no talking unless a student raises his/her hand and is given permission to speak.
6. Restroom breaks are given periodically throughout the day to all ISS students. Reasonable discretion by the ISS teacher is allowed in the case of unique circumstances.
7. All textbooks and materials to complete work for every class must be brought to class every morning. This includes bringing paper, pen, and pencil. Class work that teachers assign the day of a student's ISS will be sent to the ISS room by the teacher or sent directly to the student electronically
8. Lack of cooperation or causing disruptions in ISS will result in referral to an administrator and possibly removal from school with an out-of-school suspension.
9. All assignments from classroom teachers must be completed and returned to the ISS teacher before the end of the school day.
10. Students missing a day of school while assigned ISS will make up the day upon returning to school. This rule also applies to any student who has been dismissed from school early. Snow days or emergency days do not count as a day's supervision.
11. ISS meets from 7:40 a.m. to 2:40 p.m. with a 30 minute lunch period.
12. There will be no eating or drinking except during the designated lunch period or at the teacher's discretion.
13. Students will not be allowed to go to their lockers at any time after ISS begins.
14. No sleeping allowed.
15. Cell phone use is not allowed at any time in ISS except at the direction of the ISS teacher. All cell phones must be surrendered to the ISS teacher at the beginning of the school day.

ARTICLE IV - Discipline Procedure for Students with Disabilities*

Students with disabilities are subject to the discipline rules adopted by the Board of School Trustees and, therefore, may be suspended or expelled for any violation(s) of such rules. In accordance with I. C. 20-8.1-5.1 and 511 IAC 7-15, administrators may take the following discipline actions:

Suspension

A suspension is defined as a unilateral, temporary cessation of educational or related services. A short-term removal of a student pursuant to the student's individualized education program is not a suspension. Students with disabilities may be suspended up to ten (10) consecutive or cumulative school days when the student breaks school rules as long as the same discipline would apply to a student without a disability who broke the same rule.

Before a student with disabilities can be suspended, the student must be afforded a meeting with the principal or principal's designee, wherein the student is entitled to: (1) a written or oral statement of the charges against the student; (2) if the student denies the charge, a summary of the evidence against the student; and (3) an opportunity to explain the student's conduct.

This meeting shall precede the suspension of the student unless the nature of the misconduct requires immediate removal of the student. Notice of the suspension shall be given to the parent on the same day the decision to suspend is made.

Once a student is suspended for ten (10) consecutive or cumulative school days a manifestation determination will be conducted to determine if the student's behavior is a manifestation of the student's disability. A manifestation determination must be conducted prior to a change of placement conference or expulsion hearing is held.

The school must provide special education services to the student during any removals beginning on the 11th day of the removal during the school year.

Expulsion/Change of Placement

If the case conference committee decides that the behavior is not a manifestation of the student's disability, the student may be removed or otherwise disciplined in accordance with the school's disciplinary policies for nondisabled students including expulsion.

In the event of the expulsion of a student with disabilities, the student shall continue to receive a free appropriate public education. The case conference committee shall determine the educational services that will be provided during the expulsion period and where the services will be provided.

When a student has been removed for more than ten (10) cumulative school days in a school year, the school decides if the series of removals constitutes a disciplinary change of placement. A removal or series of removals from a student's current educational placement results in a change of placement in the following situations:

- The student's removal is for more than ten (10) consecutive school days.
- The student is subjected to a series of removals that constitute a pattern because: 1. The series of removals adds up to more than ten (10) school days in a school year; 2. The student's behavior is substantially similar to the student's behavior in previous incidents that resulted in the series of removals; and 3. Of such additional factors as length of each removal, the total time the student has been removed, and how close in time the removals are to one another.

These procedures are limited to students with disabilities as identified under 511 IAC 7-3.

Under Indiana law, a principal may require any student who is 16 years of age or older and seeks to enroll in school following an expulsion to enroll in an alternative school, an alternative educational program, or evening school.

X. RANDOM TESTING & EDUCATION POLICY FOR ALCOHOL, TOBACCO, AND OTHER DRUGS

*Please note the new board approved random drug testing policy below and effective August 2015 and beyond:

STATEMENT OF NEED AND PURPOSE

A. INTRODUCTION

The effective date of the random drug testing policy began with the 2015-16 school year. This program does not affect the current policies, practices, or rights of MSD of Martinsville with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. MSD of Martinsville reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

B. PURPOSES OF THE PROGRAM

1. All MSD of Martinsville students in grades 9-12 may participate in the random drug, tobacco and alcohol testing program. Specifically, students who park vehicles at school or drive on school property, those who plan to be involved in any co-curricular activities, as defined in the student handbook, and those involved in clubs or other student groups recognized by the school administration are required to participate in the random drug testing program in order to be eligible to participate in these activities.
2. A student who drives to school or who is a member of a Martinsville co-curricular group, or extracurricular group/team, in any capacity, must be willing to assume the responsibilities that go along with these special privileges. Co-curricular and extracurricular students are highly visible to a large segment of the school and the community. Thus, to participate in co-curricular/extracurricular groups or teams as representatives of the school, students should be held to high standards of conduct. Co-curricular/extracurricular students are considered role models within the school population and therefore are expected to be positive examples in school citizenship, scholastic effort, leadership, and personal appearance. Likewise, students who drive to school should exhibit a commitment to refrain from using substances that may interfere with their ability to drive safely so as not to endanger the health and lives of others including their peers. It is with this reasoning in mind that Martinsville High School will adhere to the policies outlined below.

3. Participation in co-curricular activities requires a student to commit time and effort to excel, to learn cooperation and team effort, and to exemplify good behavior both at school and away from school.
4. It is a privilege for students who meet both the scholastic and physical conditions of eligibility to participate in any of these activities. All of these activities require that students be at their best and chemical-free in order to provide a safe environment for themselves and other students who potentially could be affected.

MSD of Martinsville administrators have designed this program to promote education, safety, prevention, and also to:

1. Direct students away from substance abuse,
2. Protect students who park their vehicles at school or drive on school property, and those who participate in any co-curricular activities,
3. Educate participants and parents about the serious physical, mental, and emotional harm caused by substance abuse,
4. Assist participants, who might be tempted to use illegal substances,
5. Prevent injury, illness, and harm as a result of substance abuse,
6. Maintain co-curricular program environment free of drug, tobacco, alcohol, and intoxicants,
7. Expose and educate participants about a procedure frequently and increasingly used in society.

Serious attention is being given to substance-abuse problems in private business and industry, government, school, and colleges throughout the country. Results of studies throughout the United States reveal an increasing substance-abuse problem, and indicate that more than education alone is necessary to encourage students to choose a lifestyle free of substance abuse. This policy is consistent with MSD of Martinsville rules and regulations concerning the use and abuse of drugs, alcohol, and intoxicants. The MSD of Martinsville has a strong commitment to the health, safety, and welfare of its students.

C. CONSENT

Each student who participates in co-curricular activities, extracurricular activities, or drives to or from school are made aware at the beginning of the school year they are bound by this policy that is located in our student handbook. Failure to comply will result in non-participation from co-curricular activities and/or denial of a student driving permit to school and furthermore counts as an offense toward the co-curricular policy.

At the beginning of each selection date, school year, sport season, or when a student moves into the district and/or joins a co-curricular activity, all students wishing to participate in that school year's activities will be subject to random testing for illicit or banned substances. Any student who refuses to submit to random drug testing will not be allowed to practice or participate in designated MSD of Martinsville activities or have their parking pass revoked for 365 days from the date of the refusal.

Students who do not participate in co-curricular activities or drive to school can still be voluntarily enrolled in the random drug testing group by their legal guardian. These students and parents shall be provided with a consent form upon request which shall be dated and signed by the participant and by the parent/guardian. In doing so, the student is agreeing to participate in the random drug testing program at Martinsville High School.

Students who participate in this program voluntarily agree to be subject to its terms for their entire school career. Students who wish to be removed from the random drug testing pool can complete the appropriate form, also signed by the parent or legal guardian, to be removed. A student removed from the random drug testing pool will not be permitted to participate in any co-curricular activity, or drive on any school campus for 365 days from the date the removal form is submitted in its entirety. The form is to be submitted to the principal's office. A participant in the random drug testing pool can only be removed from the pool one (1) time during their high school career and will be automatically reinstated following their absence from the pool.

D. NON-PUNITIVE NATURE OF POLICY

No student, who is randomly drug tested, will be penalized academically for testing positive for illegal drugs or banned substances under this policy. The results of drug tests pursuant to this policy will not be placed in a student's permanent record. Information regarding the results of drug tests may be disclosed to legal authorities based upon their request.

E. COLLECTION OF SPECIMEN, CHAIN OF CUSTODY

The principal/designee will establish guidelines to set up the collection environment, guarantee the validity of samples, and supervise the chain of custody.

F. TESTING PROCEDURES

1. Names will be drawn from one large pool of those designated to be tested. Testing may occur on a different day, Monday through Friday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. The principal/designee will use an independent laboratory/agency to assure that students are selected in a random fashion. This system will utilize a computer-based system designed specifically for the purpose of randomly selecting individuals for drug testing.
2. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences. The collection of samples will be done in a non-offensive manner, which ensures the integrity of the sample.
3. Upon being selected for a drug screen under this policy, a student will be required to provide a fresh sample according to the quality control standards and policy of the laboratory conducting the analysis.
4. All students will remain under school supervision until they have produced an adequate sample. If the student is unable to produce a sample by the end of the school day, the student will be suspended from activities included in this policy.
5. All samples will meet the requirements set forth by the testing company. If the sample does not meet the required specifications the student will be required to produce another sample. If it is determined, by reasonable suspicion, that tampering or cheating has occurred during the collection, any students involved will become ineligible for all activities included in this policy for 365 days. This will be reported to the parent/guardian. Any attempt or effort by any student to alter a sample that has been submitted for drug testing, or that is being submitted for drug testing, will be considered a severe disruption. This includes possession of chemicals identified as agents known to invalidate such tests. The student who produces the sample and/or the person(s) who attempted to alter the sample will be subject to suspension and/or a recommendation for expulsion.
6. Immediately after the sample is taken, the student may return to class with an admittance slip or pass with the time he/she left the collection site. The principal/designee must time and sign the pass.
7. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and street drugs (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also, performance enhancing drugs such as steroids may be tested. If the test is determined invalid, after leaving the student's possession, the student will be tested again as soon as possible and will also remain eligible until further testing is completed.

G. REFUSING TO TAKE A DRUG SCREEN

If a student is randomly selected and refuses to take a drug screen, he/she will be ineligible to participate in all co-curricular activities, extracurricular activities, and/or possess a parking permit for 365 days. The refusal of a test also counts as an offense towards the co-curricular policy.

H. TEST RESULTS

1. This program seeks to provide needed help for students who have a verified positive test. The student's health, welfare, and safety will be the reason for preventing students from participation in extracurricular and co-curricular activities and/or restrict him/her from driving to or from school.
2. The principal/designee will be notified of a student testing positive (that is, if the test shows that drug residues are in the student's system a confirmation test will be utilized to verify a positive test). The principal/designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a positive test has been satisfactorily explained.
3. Drug testing results sheets will be returned to the principal/designee. Result sheets will be secured in a location determined by the principal/designee.
4. Initial positive drug testing results will be sent to the testing lab for further verification of the initial instant test results.

5. If the test is verified positive, the principal/designee will contact the student and his/her parent/guardian. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help.

A student involved in extra/co-curricular activities or who has a parking permit and tests positive will be subject to the disciplinary consequences outlined in the "Student Activities" section.

Students who are only drivers and do not participate in any extra- or co-curricular activities will not have their driving privileges suspended if testing positive for tobacco so long as they are of legal age to consume tobacco products. However the student will still be suspended from all other extra-curricular activities.

MSD of Martinsville reserves the right to continue testing at any time during the remaining school year any participating student who tested positive.

I. STATISTICAL REPORTING AND CONFIDENTIALITY OF DRUG TEST RESULTS

The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of MSD of Martinsville Board of School Trustees. However, the lab will provide the building principal with a report showing the number of tests performed, the rate of positive and negative tests, and what substances were found in the positive random specimens.

Under this drug testing program, any staff coach or sponsor of MSD of Martinsville who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case as required by legal authorities. Once again, this will underscore MSD of Martinsville commitment to confidentiality with regards to this program.

J. FINANCIAL RESPONSIBILITY

1. Under this policy, MSD of Martinsville will pay for all initial random drug tests and all initial reasonable suspicion drug tests.
2. A mandatory drug test for a student who initially indicated they would not participate in any co-curricular activity for the remainder of the school year is the financial responsibility of the student or his/her parent/guardian.
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.
4. The parent/guardian will be responsible for the cost of any drug test given as the result of a parent/guardian request that a student be tested outside of the random testing pool.

XI. STUDENT ACTIVITIES AND ATHLETICS

A. Martinsville High School offers the following student activities:

Key Club

Student Council

Fellowship of Christian Athletes

breakingblue.org

The Current (Yearbook)

Marching band/Guard/Drumline

Performance Choir/Madrigals

Thespians

Robotics

Student Assistants

Academic Teams

Intramurals

Distributive Education Clubs of America

Business Professionals of America (BPA)

Drama Club

French Club

Future Farmers of America (FFA)

Interact

Beyond the Book Club

National Honor Society

Art/Photography Club

Science Club

Spanish Club

Gay Straight Alliance (GSA)

Red Blue Crew

MHS Dance Marathon

JAG Career Association
Anime Club
Movie Club
REWIND Video Productions
Leo Club
Artie Intel

Dance Team
Creative Writing Club
Future Educators of America (FEA)
P7 (Bible study club)
Chess Club

B. ATHLETICS

Martinsville High School has a rich tradition in athletics. We have 20 varsity sports that are divided into three sports seasons; fall, winter, and spring. Student-athletes are considered part of a team and are therefore included in the previously mentioned random drug testing program. The following is a list of sports offered by season:

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Boys' Tennis	Gymnastics	Baseball
Football	Boys' Basketball	Softball
Girls' Golf	Girls' Basketball	Boys' Track
Boys' Cross Country	Wrestling	Girls' Track
Girls' Cross Country	Boys' Swimming	Girls' Tennis
Volleyball	Girls' Swimming	Boys' Golf
Boys' Soccer	Cheerleading	
Girls' Soccer		
Cheerleading		
Unified Sports-Flag Football		

C. AGE

A student whose 20th birthday occurs on or prior to the scheduled date of the IHSAA State Finals in a sport shall be **ineligible** for inter-school athletic competition in that sport.

D. ALL SPORTS TICKETS

A student may purchase an All-Sports Ticket. This is good for all regular season Martinsville High School athletic events during the school year. Family passes are also available which includes two adults and one or more school-age children (not good for IHSAA and tournament events).

E. EXTRACURRICULAR/CO-CURRICULAR CONDUCT

All students who are, or have been, involved in an extracurricular activity (athletics, clubs, fine arts, etc) are expected to conduct themselves at all times in a manner which positively reflects their character and representation of Martinsville High School. Participation in student activities is considered a **privilege** and, therefore, students involved are expected to maintain high standards of behavior in order to maintain the ability to be included in these activities. Misconduct will result in disciplinary action in accordance with the student conduct guidelines detailed below.

An extracurricular activity is any school-sponsored activity such as athletics, music performances, student council, clubs, student assistants, or any other activity that would involve student participation outside of the regular class time and is not required by the school for normal academic purposes. All students in student activities must:

- Participate in the random drug testing program through signed consent form or prior notice of inclusion in the random drug testing pool by way of the student handbook policy
- Be in good standing in regard to attendance

In addition to these requirements, the IHSAA sets the following additional requirements for students involved in athletic groups:

- Have passed four full credit classes or the equivalent during the past grading period with trimester grades taking precedence
- Be and remain enrolled in four full credit classes or the equivalent

Any conduct, behavior, or activity that is deemed by school administration to be detrimental, demeaning, or derogatory to the extracurricular activities which the student participates in will be subject to disciplinary action including suspension and/or removal from

the activities which the student is currently participating in or will be participating in (for students not currently participating in an extracurricular/co-curricular activity, the consequence will be applied to the next extracurricular/co-curricular activity they participate in which they have previously participated in). In the event a student fails to, or is unable to complete a penalty imposed under this policy they will remain ineligible until the full penalty has been served in the next season of the activity in which that student has a history of participation. Freshmen will serve the penalty in the season of the next chosen activity should the penalty extend beyond the current season.

Conduct for which a student may be found in violation of this policy includes, but is not limited to:

- Illegal activity including illicit drug use/possession
- Use or possession of nicotine/tobacco substances or products (cigarettes, chewing tobacco, vapes, etc) regardless of the student's age or legal right to use/possess these substances/products
- Inappropriate speech or expression

This student conduct policy is in effect 365 days per year, 24 hours per day, and applies to all forms of student conduct (verbal, physical, digital, etc). Furthermore, penalties shall be imposed without regard to whether the violation was related to a school event and regardless of the day of the week or the time in which violation occurred.

F. PROCEDURES

It shall be the primary responsibility of the school administration to implement and follow the provisions of this policy.

Upon receipt of credible information (primarily from police report, school employee, parent/student self-reporting, and/or scope of the investigation) which would lead one to believe that a violation had occurred, the following action shall take place:

1. Inform the student of the allegations constituting the grounds for invoking this policy.
2. Provide the student with an informal opportunity to explain his/her conduct.
3. Upon the school administrator determining that the evidence does confirm that a violation has occurred, inform the student of the facts relevant to such finding and further inform the student of the penalty.
4. Provide the student's parent(s)/guardian(s) a written statement setting forth the facts constituting a violation of this policy and informing them of the penalty imposed.

G. PENALTIES

First Violation

The student shall, after confirmation of the first violation, lose eligibility for one third (1/3) of the contest season and/or activity. Students participating in multiple activities are subject to loss of eligibility in all respective activities at the time of the offense. If a student is not involved in activities at the time of the offense, he/she would be penalized per the guidelines previously mentioned in Section E.

In the event that the violation is due to possession or use of a tobacco/nicotine based product or substance, the student will be given the option to attend and complete the Tobacco Education Class (TEC) offered at no cost by Martinsville High School after school, or an approved tobacco counseling program at the expense of the student. In the event that the student elects to complete the class, or provides proof of registration in an approved alternative outside school program, the student will not be required to serve a suspension for this particular violation so long as the chosen program is completed in full. Failure to complete the TEC, or to provide proof of enrollment and completion in the approved alternative counseling program within reasonable time set by the school will result in the original consequence being reinstated. This alternative program is only offered for first-time violators of the student athletic/activity conduct policy regarding tobacco/nicotine substances or products.

Second Violation

After confirmation of a second violation of the student athletic/activity conduct policy, the student will lose eligibility to participate in all student activities for one calendar year from the date of confirmation.

Third Violation

After confirmation of a third violation of the student athletic/activity conduct policy, the student will lose eligibility to participate in all student activities for the remainder of the student's high school career.

***All violations will be accumulative for the entirety of the student's enrollment at Martinsville High School**

H. SELF-REPORT CLAUSE

It is the intent of Martinsville High School to assist students with developing responsibility for their actions and to encourage honesty. Therefore, any student who voluntarily reports his or her own violation before being reported by some other means or within 2 week days (Monday-Friday) will be permitted leniency. The student will serve a lesser penalty for the infraction than stated; he/she will not be permitted to participate in a number of contests equal to one-half of the previously stated penalties. This self-report clause can be used only on a first violation of any rule and can be used only once.

I. NON-COOPERATION CLAUSE

Any student failing to cooperate in a case against himself/herself by withholding information or by being dishonest in the investigation by school officials or police in a matter dealing with a violation of student conduct guidelines will be penalized on the first violation with an increased suspension from 33% of the season to 50%.

J. OTHER RULES

The MSD of Martinsville staff/sponsor of each sport/activity may have their own rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules but it must be communicated near the beginning of the school year/season. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

K. BREATHALYZER TESTING AND WANDING

All students participating in student activities or attending school events (such as prom) may be required to submit to a breathalyzer test or metal detector wanding per the MSD of Martinsville school board policy and state code. Students who are found to be in violation of a school rule during these searches may be removed from the activity/event and may face both school and criminal consequences.

L. RESPONSIBILITY AT SOCIAL EVENTS

Attendance at off campus social events (parties, dances, etc.) is up to the student and his/her parents. However, students are expected to leave social events immediately where there is illegal use of chemical substances, tobacco, alcohol, and/or other drugs. All students must understand that failure to leave such events could result in a suspension of 20% of the co/extracurricular activity's events or dismissal from a group or team as determined by the high school administration.

M. CHANGING A SPORT

If an athlete goes through tryouts and does not make the team, he/she may join another team during that sport season. However, if an athlete is dismissed from the team or quits the team after the first contest date, he/she is not eligible to transfer to another sport **OR** participate with another team until his/her original team is no longer competing. The student athlete may be granted permission to join another team early after quitting a sport if agreed upon by previous coach and/or athletic director. Team activities include but are not limited to conditioning, open gym, weight lifting, etc.

N. ATHLETIC ELIGIBILITY

According to IHSAA rules, to be eligible for athletics (including cheerleading) a student must:

- Have received four full credits or the equivalent during the past grading period with trimester grades taking precedence.
- All online classes must be completed prior to the completion of a trimester to be counted towards athletic/academic eligibility
- Be and remain enrolled in four full credit classes or the equivalent.
- All freshmen are eligible until the first trimester grading period is over. Their trimester grades will then determine eligibility.
- Must remain as amateur status according to IHSAA rules.
- Meet homeschool participation guidelines as set by the IHSAA and the MSD of Martinsville.
- Meet school transfer and foreign exchange transfer policies.
- All guidelines not explicitly listed herein.

O. INSURANCE

Neither Martinsville High School nor the IHSAA carries any kind of medical insurance for athletic injuries. Parents and/or guardian carry

the responsibility for providing medical care and/or insurance coverage for their son or daughter. Parents are encouraged to have an insurance policy to cover athletic injuries and the cost of treatment. Applications for the purchase of such insurance are given to all students at the beginning of the school year. If you have any questions concerning insurance, contact the Athletic Office.

P. LETTER JACKETS

A student must have one varsity letter from Martinsville High School to qualify for a school letter jacket. He/She must pick up a verification form from the Athletic Office or their music director. The student is responsible for the purchase of the jacket.

Q. PHYSICAL EXAMS AND HEALTH DOCUMENTS

Students desiring to participate in athletics must undergo a physical examination by a licensed medical provider prior to summer participation. All physicals dated April 1 or later are valid for summer workouts and the upcoming school year. Physical forms may be picked up in the Athletic Office. The forms must be signed by the medical provider, a parent or guardian, and the student. Additional medical/health documents that must be completed through Final Forms by a parent and the student athlete include, but are not limited to:

- Random drug testing
- Concussion
- Sudden cardiac arrest
- Cautionary statements

R. NCAA AND NAIA CLEARINGHOUSE

Any student athlete planning on participating in college athletics should contact their counselor and head coach to meet necessary guidelines along with online application processes for the NCAA and NAIA Clearinghouse.

S. SPORTSMANSHIP GUIDELINES

1. All students are expected to conduct themselves properly during the playing of the National Anthem.
2. All students are expected to act courteously and respectfully toward schools engaged in athletic competition with Martinsville High School.
3. Taunting in any form by the student body or student athletes is strictly prohibited.
4. The decision of officials is considered final. Booing and loud criticism is not acceptable.
5. Throwing of any articles at any time is prohibited.
6. Students should remain in their designated section throughout the athletic contest. No student should enter the playing floor or field at any time.
7. Noisemakers must meet the standards set forth by the IHSAA and school administration.
8. Banners, signs, posters, balloons, confetti, etc. are not allowed unless pre-approved by the administration.
9. Students are reminded that all school rules apply at sporting events.
10. Student fans or student athletes that are removed and/or ejected from a contest are subject to the guidelines set forth by the IHSAA which includes but not limited to suspension from attending or participating in upcoming contests.

T. SPORTSMANSHIP STATEMENT

Martinsville High School is committed to the practice of sportsmanship in all athletic competitions. Sportsmanship is positive behavior that stems from generosity and genuine respect for others. Sportsmanship is graciously accepting victory or defeat and also the calls of contest officials. For spectators, sportsmanship includes cheering **FOR** the athletes, **NOT** booing or saying or doing things to put down athletes, coaches, or officials. The cooperation of athletes, coaches, officials, students, parents and all other spectators is needed. Please support our student-athletes by **BEING A GOOD SPORT**.

Sportsmanship is a **TEAM** effort.

XII. ANTI-HARASSMENT

A. General Policy Statement

It is the policy of the Board of School Trustees to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex (including sexual orientation and/or transgender identity), race, color, national origin, religion, disability, or genetic information that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment) and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify such problems. All Corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged harassment that the employee observes or which is reported to the employee. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action, up to and including termination of employment or expulsion from school. Corporation employees who fail to report any incident of alleged harassment that the employee observes or which is reported to the employee also are subject to appropriate disciplinary action, up to and including termination of employment.

For purposes of this policy, "School Corporation community" means students, administrators, teachers, and staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School Corporation community at school-related events/activities (whether on or off School Corporation property).

B. Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties

C. Definitions

Bullying - IC 20-33-8-0.2

"Bullying" Sec. 0.2. (a) As used in this chapter, "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:

1. places the targeted student in reasonable fear of harm to the targeted student's person or property;
2. has a substantially detrimental effect on the targeted student's physical or mental health;
3. has the effect of substantially interfering with the targeted student's academic performance; or
4. 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.

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

1. Participating in a religious event.

2. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
3. 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.
4. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
5. Participating in an activity undertaken at the prior written direction of the student's parent.
6. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. physical and/or sexual assault;
- C. threats or insinuations that a person's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or
- D. extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances;
- E. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;
- F. sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals;
- G. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- H. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- I. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- J. inappropriate boundary invasions by a Corporation employee or other adult member of the School Corporation community into a student's personal space and personal life;
- K. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature;

- L. in the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Sexual conduct/relationships with students by a Corporation employee or any other adult member of the School Corporation community is prohibited, and any teacher, administrator, coach or other school authority, or staff member who engages in certain sexual conduct with a student may be disciplined up to and including termination and may also be guilty of the criminal charge of "sexual battery" as set forth in Indiana Code 35-42-4-8. In the case of a child under fourteen (14) years of age, the person may also be guilty of "child molesting" under Indiana Code 35-42-4-3. In the case of a child between the ages of fourteen (14) and sixteen (16), the person may also be guilty of "sexual misconduct with a minor" under Indiana Code 35-42-4-9. The issue of consent is irrelevant in regard to the latter two (2) criminal charges. Any employee accused of sexual relations with a student may be placed on leave until school administrative proceedings are completed. Proven sexual relationships with a student regardless of the age of the student will initiate the termination process for the employee.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the

characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

Students, members of the School Corporation community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. All Corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged harassment that the employee observes or which is reported to the employee. Any administrator, supervisor, or other School Corporation official who receives such a complaint shall file it with the Corporation's Anti-Harassment Compliance Officer at his/her first convenience. Corporation employees who fail to comply with the reporting responsibility shall be subject to discipline, up to and including termination.

Members of the School Corporation community or third parties who believe they have been unlawfully harassed by another member of the School Corporation community or a third party are entitled to utilize the Board's complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false. Individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of a reported act of bullying and/or harassment in accordance with Policy 5517.01 – Bullying, the principal or his/her designee believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the principal or his/her designee will report the act of bullying and/or harassment to one (1) of the Compliance Officers who shall investigate the allegation in accordance with this policy.

D. Anti-Harassment Compliance Officers

The following individuals serve as "Anti-Harassment Compliance Officers" for the Corporation. They are hereinafter referred to as the "Compliance Officers".

Superintendent
389 East Jackson Street
Martinsville, IN 46151
765-342-6641

Or

Assistant Superintendent

389 East Jackson Street.

Martinsville, IN 46151

765-342-6641

The names, titles, and contact information for the Compliance Officers will be published annually in the parent and staff handbooks and on the School Corporation's web site.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the Corporation community and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any Corporation employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one (1) of the Compliance Officers within two (2) business days. Thereafter, the Compliance Officer or designee must contact the student if age eighteen (18) or older, or the student's parents if under the age of eighteen (18) within two (2) business

days to advise him/her/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined in this policy for a formal complaint. Additionally, if the alleged harasser is a student, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age of eighteen (18), within two (2) business days to advise him/her/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint. However, all complaints of harassment involving a Corporation employee or any other adult member of the School Corporation community against a student will be formally investigated.

The Compliance Officers are assigned to accept complaints of unlawful harassment directly from any member of the School Corporation community or a visitor to the Corporation, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the member of the School Corporation community alleging harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School Corporation community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

E. Investigation and Complaint Procedure (see [Form 5517 F1](#))

Any employee or other member of the School Corporation community or third party (e.g., visitor to the Corporation) who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of legally prohibited harassment was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights (OCR), the Indiana Civil Rights Commission (ICRC) or Equal Employment Opportunity Commission (EEOC).

F. Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint and will only be utilized where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in such process.

Employees, other members of the Corporation community, or third parties who believe that they have been unlawfully harassed or retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the information procedure may request that the informal process be terminated at any time to move to the formal complaint procedure.

However, all complaints of harassment involving a Corporation employee, any adult member of the School Corporation community, or a third party against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if an individual feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officer(s) is/are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

An individual who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: 1) to a teacher, other employee, or building administrator; 2) directly to one (1) of the Compliance Officers; and/or 3) to the Superintendent or other Corporation-level employee.

All informal complaints must be reported to one (1) of the Compliance Officers who will either facilitate an information resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The Corporation's informal complaint procedure is designed to provide employees, other members of the School Corporation community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officers may arrange and facilitate a meeting between the individual claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence

While there are no set time limits within which an informal complaint must be resolved, one (1) of the Compliance Officers or a designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

One of the Compliance Officers or a designee will retain all materials generated as part of the informal complaint process in accordance with the Board's records retention policy (see Policy [8310](#), Policy 8320 and Policy [8330](#)).

G. Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one (1) of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, the formal complaint process as described below shall be implemented.

The formal complaint process is not intended to interfere with the rights of an employee, other member of the School Corporation community, or third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights (OCR).

An individual who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing with a teacher, principal, the Compliance Officer, Superintendent, or other Corporation employee. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, Superintendent, or other Corporation employee, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process as described herein, the Compliance Officer should keep the parties informed of the status of the investigation and the decision making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule

for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to any action deemed appropriate. If the Complainant is unwilling to consent any change that is deemed appropriate by the Compliance Officer, the Compliance Officer may still take whatever actions s/he deems appropriate in consultation with the Superintendent and/or Board Attorney.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation.

Contemporaneously, one of the Compliance Officers or a designee will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of the Board's anti-harassment policy shall be provided to the Respondent. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, one (1) of the Compliance Officers or a designee will attempt to complete an investigation into the allegations of harassment or retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations; and
- D. consideration of any documentation or other information, presented by the Complainant, Respondent, or any other witnesses that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subject to unlawful harassment or retaliation. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Board's legal counsel.

Absent extenuating circumstances, within five (5) business days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

A Complainant or respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board of School Trustees within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

If either the Complainant or the Respondent is not satisfied with the Board's decision, either party will have an additional sixty (60) days to appeal the decision to the United States Department of Education Office of Civil Rights (OCR) or the Indiana Civil Rights Commission (ICRC).

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the member of the School Corporation community or third party alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

H. Privacy/Confidentiality

The School Corporation will respect the privacy of the Complainant, the Respondent (that is the individual(s) against whom the complaint is filed), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take

appropriate action, and to conform with any discovery or disclosure obligations. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School Corporation community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

The Compliance Officer shall maintain all public records created as a part of an investigation of a complaint of harassment in accordance with the Board's records retention policy. Any records that are considered student records in accordance with the *Family Educational Rights and Privacy Act* will be maintained in a manner consistent with the provisions of Federal law.

I. Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior sanction has been imposed against a member of the Corporation community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

J. Remediation

In cases where the complaint investigation results in a finding that the allegation of harassment is substantiated, action must be taken by the Compliance Officer to remedy the past effects of such harassment. This may include but is not limited to providing a contact person to monitor the harassed student, providing tutoring to the student, allowing the student to retake tests or assignments, and counseling. Counseling shall be offered to all students who have been subjected to harassment.

K. Retaliation

Any act of retaliation against a person who has made a report, filed a complaint alleging unlawful harassment, or participated as a witness in a harassment investigation is prohibited. Individuals found to have engaged in retaliation shall be subject to disciplinary action, up to and including termination of employment or expulsion from school.

L. Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to immediately report that knowledge or suspicion to the Department of Children and Family services. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant or the alleged victim, a report of such knowledge must be made in accordance with State law and Board Policy.

If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined under State law, such knowledge should be reported to local law enforcement.

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

M. Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to all members of the School Corporation community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment in general will be age and content appropriate.

XIII. Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Martinsville High School receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))