



**Centerton**  
**ELEMENTARY**  
**STUDENT HANDBOOK**  
**2022-2023**

6075 High Street  
317-831-3410

<https://www.msdoofmartinsville.org/centerton-elementary/>

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## **MSD of Martinsville Elementary Schools**

### **Brooklyn STEM Academy: Principal-Jennifer Teare**

251 N. Church Street  
Brooklyn, IN 46111  
317-831-2150  
317-831-2226 (Fax)

### **Centerton Elementary: Principal-Stephanie Manley**

6075 High Street  
Martinsville, IN 46151  
317-831-3410  
317-831-3439 (Fax)

### **Green Township Elementary: Principal- Paul Spahr**

6275 Maple Grove Rd.  
Martinsville, IN 46151  
765-342-0505  
765-349-1173 (Fax)

### **Paragon Elementary: Principal- Ryan Cox**

520 W. Union St.  
Paragon, IN 46166  
765-537-2276  
765-537-2105 (Fax)

### **Poston Road Elementary: Principal-Jill Vican**

139 E. Poston Rd.  
Martinsville, IN 46151  
765-342-8408  
765-341-2402 (Fax)

### **Charles L. Smith Fine Arts Academy: Principal-Kyle Stout**

1359 E. Columbus St.  
Martinsville, IN 46151  
765-342-8488  
765-349-5255 (Fax)

### **South Elementary School of Communications: Principal-Melody Meyer**

500 Artesian Ave.  
Martinsville, IN 46151  
765-349-1486  
765-349-5247 (Fax)

## **SCHOOL BOARD MEMBERS**

Don Lipps - President of Board  
Heather Staggs - Vice President of Board  
Jacque Deckard - Secretary of Board  
Michelle Baugh - Board Member  
Matt Hankins - Board Member

## **SUPERINTENDENT**

Mr. Eric Bowlen

342-6641

Ext. 1008

## **ASSISTANT to the SUPERINTENDENT**

Mrs. Suzie Lipps

342-6641

Ext. 1052

## **DIRECTORS**

|                       |                                  |                        |
|-----------------------|----------------------------------|------------------------|
| <b>John Elliott</b>   | Director of Maintenance          | 765-342-7896 Ext. 6101 |
| <b>Phil Kirk</b>      | Director of Transportation       | 765-342-5597 Ext. 5401 |
| <b>Kurt Bodell</b>    | Director of Food Service         | 765-342-6641 Ext. 1007 |
| <b>Nate Dilley</b>    | Director of Special Education    | 765-342-6641 Ext. 1012 |
| <b>Julie Sullivan</b> | Co-Director of Title I           | 765-349-1486 Ext. 1628 |
| <b>Tiffany Grant</b>  | Co-Director of Title I           | 765-342-6641 Ext. 1068 |
| <b>Will Miers</b>     | Director of Technology           | 765-342-6641 Ext. 1068 |
| <b>Tiffany Oswalt</b> | Director of Student Services     | 765-342-6641 Ext. 1067 |
| <b>Jenny Oakley</b>   | Director of eLearning & Literacy | 765-342-6641 Ext. 1066 |

## **CENTRAL OFFICE STAFF** (PHONE: 765-342-6641)

|                            |                          |           |
|----------------------------|--------------------------|-----------|
| Courtney Vandeventer       | Supt. Admin. Asst.       | Ext. 1008 |
| Nancy Brosman              | Asst. Supt. Admin. Asst. | Ext. 1011 |
| Whitney Kuszmaul           | Treasurer                | Ext. 1003 |
| Amanda Linthicum           | ECA Treasurer            | Ext. 1010 |
| Brittany Davis             | Business Secretary       | Ext. 1004 |
| Kim Applegate/Sandra Pasch | Payroll                  | Ext. 1002 |

**Metropolitan School District of Martinsville  
School Calendar for 2022-2023**

|           |       |  |
|-----------|-------|--|
| AUGUST    | 8-10  | Teacher Work Days                                  |
|           | 11    | First Student Day                                  |
| SEPTEMBER | 5     | Labor Day (No School)                              |
| OCTOBER   | 7     | End of 1 <sup>st</sup> Nine Weeks                  |
|           | 10-14 | Fall Break   |
| NOVEMBER  | 23-25 | Thanksgiving Break                                 |
| DECEMBER  | 16    | End of 2 <sup>nd</sup> Nine Weeks                  |
|           | 21    | Winter Break Begins                                |
| JANUARY   | 4     | School Resumes for Students                        |
|           | 16    | MLK Day (No School)                                |
| FEBRUARY  | 20    | Presidents' Day-No School (snow make-up if needed) |
| MARCH     | 10    | End of 3 <sup>rd</sup> Nine Weeks                  |
|           | 20-24 | Spring Break                                       |
| MAY       | 25    | Last Day for Students                              |
|           |       | End of 4 <sup>th</sup> Nine Weeks                  |
|           | 26    | Teacher Work Day                                   |

## Centerton Staff

Principal: Mrs. Stephanie Manley  
Secretary: Mrs. Melissa Wood  
Clinic Aide: Mrs. Bethany Hubbard  
Kindergarten: Mrs. Mary Beth Ferguson  
First Grade: Miss Ally Jordan  
Second Grade: Mrs. Jessica Huff  
Third Grade: Ms. Kelsey Creighton  
Fourth Grade: Miss Katie Arthur  
Resource: Mrs. Kristi Hodges  
Art: Mrs. Hilda Trampke  
Music: Ms. Victoria Mahoney  
Physical Education: Ms. Reagan Riddle  
Librarian: Mrs. Kori Valbert  
Instructional Assistant: Mrs. Elizabeth Goodner  
Special Education Assistant: Unfilled  
Speech Pathologist: Mrs. Maureen MCGown  
Family Services Coordinator: Mrs. Patti Ostler  
ESL Aide: Unfilled  
Head Custodian: Mr. Jon Harper  
Night Custodian: Mr. Matt Anderson  
Cafeteria Manager: Mrs. Bobbie Padgett  
Cafeteria: Mrs. Paula Davis  
Cafeteria: Ms. Kayla Mock  
Cafeteria: Unfilled  
Nurse: Mrs. Lindsay Spina  
School Psychologist: Mrs. Monica Palmore  
School Counselor: Cassidy Alverson

## **MSD OF MARTINSVILLE MISSION STATEMENT**

Together we challenge and inspire our children through rich experiences, empowering them to achieve success while making positive contributions to our world.

## **CENTERTON ELEMENTARY MISSION STATEMENT**

Centerton Elementary School strives for excellence in curriculum, instruction, and assessment. Our positive learning environment allows us to consistently meet or exceed student achievement goals for all students. Our partnership with our families and community creates an educational experience that produces successful and competent citizens of the global community.

## **REPORTING STUDENT PROGRESS**

### **REPORT CARDS**

Report cards are issued every nine weeks. Midterm reports will be posted to Family Access every 4 1/2 weeks, except in kindergarten. Report cards will contain both academic and conduct grades. Attendance will be recorded on the report card. Report card envelopes must be signed and returned to the teacher.

#### **Midterm Dates**

September 14, 2022

November 16, 2022

February 8, 2023

April 26, 2023

#### **Report Card Dates**

October 19, 2022

January 5, 2023

March 15, 2023

May 25, 2023

## **STUDENT SCHEDULE INFORMATION**

### **Office Hours**

8:00 a.m.- 4:00 p.m.

### **Arrival Times and Procedures**

Doors open at 8:25 a.m.

School begins at 8:40 a.m.

### **Dismissal Times and Procedures**

3:40 p.m. Buses are loaded

3:45 p.m. Walkers dismissed & vehicles loaded

### **Lunch Schedule**

| <b>Grade Level</b> | <b>Lunch</b> |
|--------------------|--------------|
| Kindergarten       | 11:30-12:00  |
| Grade 1            | 11:45-12:15  |
| Grade 2            | 12:00-12:30  |
| Grade 3            | 12:15-12:45  |
| Grade 4            | 12:30-1:00   |

### **Special Schedules and Releases**

- **Early Release Days** Due to weather - automatically cancels all school sponsored after school activities
- **2 hour delay** Due to weather - no breakfast is served except for the YMCA program, students should arrive at 10:30 a.m., with a tardy bell at 10:40 a.m.

**WELL Wednesday Schedule** Students should arrive at 10:30 a.m., with a tardy bell at 10:40 a.m.

### **State Assessment Testing Windows**

WIDA ACCESS January 9, 2023-February 24, 2023

IREAD-3 March 6, 2023-March 17, 2023

IAM April 3, 2023-May 12, 2023



## **SAFETY & SECURITY**

### **Visiting the School**

For the safety and security of both staff and students, visitors will not be allowed during breakfast or lunch. Visitors are welcome for organized school events, scheduled conferences, field trips that require additional chaperones, class parties that require additional volunteers, or other principal approved activities. **ALL VISITORS MUST REPORT TO THE OFFICE TO CHECK IN AND OBTAIN A PASS BEFORE VISITING ANY PART OF THE SCHOOL.** Visitor name tags, provided at the office, are to be worn by all visitors in the building. As visitors leave the building, they must stop by the office and sign out. This is a required safety procedure.

1. Background checks must be completed **annually**.
2. Conferences should be arranged in advance, and at a time when the teacher does not have children in the classroom, or is not on duty elsewhere.
3. From time to time, your child may bring home notes or newsletters from school. All of these are important to the student as well as to parents. Please be sure to read the newsletter carefully. Information can also be gathered from visiting the school website.

### **AIPHONES Security System**

Any individual entering our school must enter through the main doors. There is a box mounted on the right brick wall near the front door of the main entrance. Please press the button and state your name and the nature of your business to gain entrance. Once inside, please follow the visitor procedure.

### **School Check In**

Schools use the School Check In system. You will be required to bring your state issued ID with you to enter the school. Thank you for your understanding in our efforts to keep our students safe.

### **Tip Line**

A tip line is now available for anyone to submit a safety concern. To submit a tip, activate the icon located on the upper right corner of any MSD of Martinsville web page. Submit a tip to help make your school safer!

### **Emergency Pick Up Procedures**

Students who are picked up during a crisis situation **must be signed out**. Only those persons authorized on the emergency card will be allowed to pick up your child and must have a state issued ID.

## **Drills**

In case an emergency weather situation occurs while the children are at school, each teacher will provide proper instruction for each classroom. Emergency procedures are posted in each room. Practice drills are conducted regularly so that students will be familiar with procedures if needed. Each student is expected to follow instructions without delay or interference.

## **Fire Drill**

Fire drills are necessary for the safety of the children, teachers, and school staff. Teachers will explain which exit to use from their rooms. Children are instructed to walk, NOT RUN, and go quietly to the area designated by the teacher.

## **Tornado**

A tornado alarm will be sounded when an alert is in effect. A plan for taking shelter has been developed for our school. The teachers will direct children to the designated shelter areas.

## **ALICE**

All MSD of Martinsville Schools use ALICE for student and staff safety regarding Violent Critical Incidents. ALICE is an acronym that stands for Alert, Lockdown, Inform, Counter, and Evacuate. Schools participate in monthly table top discussions and activities that align with student and staff ALICE training.

## **Severe Weather and Cancellation of School**

When severe weather closes school before the day begins, local radio stations are the first to be contacted and serve as the best source of information. When possible, announcements are made before 6:30 a.m. and the Superintendent of Schools or designee may make a mass call to parents' primary phone numbers to inform parents of a school closing. Tune your radio to WCBK (102.3). Please do not call the school office for closing information.

The School Messenger phone system depends on phone numbers in the school's database to deliver phone messages to your home and/or cell phone. Current emergency information is critical for the school office and database. We need to be able to contact you in the case of an emergency, injury, or sickness. Should you move during the school year or your telephone number changes, it is essential that you notify the school office **immediately**.

## **Custody Orders/No Contact Orders**

It is your responsibility as a parent or guardian to provide the school with any updated information concerning custody of your child. We must have the necessary information or changes signed by the judge. We will keep that information on file. We cannot use information that concerns custody of a child from an attorney or another party.

If a situation changes we must receive in writing an agreement by both parties. We can accept that document unless it is in strict violation of the court order. Example: Father picks the child up on Mondays from school but needs to change it to Tuesday. We do not need a judge's signature for change as long as both parties have agreed to the change in writing. For example, if the mother says the father cannot have contact with the child and the court order designates joint custody, then we are obligated to follow the court order.

Both parents always have access to the child's teacher and any educational information unless the judge has stated otherwise. Our philosophy is to have both parents involved in their child's education. If a parent does not live nearby, the parent can provide the school with self-addressed stamped envelopes and we will mail the specific information the parent would like to receive.

Custody situations can become uncomfortable for children. Please help us avoid a situation for your child. Just remember to provide us with the most current documents and we will follow them. If parents make an agreeable change, please do not call in but provide a note signed by both parties. If you have given us a copy of your order, we still have it on file. A copy of a no contact order should also be on file in the school office.

## **Surveillance Cameras**

Surveillance cameras are used on school buses and in and around school buildings.

It is the desire of the Board of School Trustees to provide a safe and secure environment for students on buses and in our schools. To this end, the Board of School Trustees authorizes the use of audio-video systems on buses and in schools.

All tapes created as a result of such monitoring are the property of the MSD of Martinsville and access is restricted. Tapes will be maintained for a reasonable period of time and then may be recorded over. Tapes may be viewed only at prescribed locations and upon authority granted by the Superintendent.

Information obtained as a result of such monitoring may be used to initiate and/or support disciplinary action and to improve safety.

## **COMMUNICATION**

Communication is an essential part of the education program. It is important that the teacher and parent be in close contact throughout the year. This is accomplished through the use of agenda books, Pillars of Character, notes, e-mails, phone calls, and newsletters.

Anytime there is a question or concern do not hesitate to call the school office or teacher's voice mail and he/she will get back to you as soon as possible. The staff makes every effort to return messages within 24 hours. If you do not receive communication back from a staff member within 48 hours, please contact the school principal.

### **Family Access**

Some questions and concerns may be handled through our Family Access Internet program, provided you have a computer with Internet capabilities. Parents must show their photo ID as proof of being the parent or guardian and complete a form to obtain a user-name and password. This permission form, for use, may be obtained at the MSD of Martinsville Administrative Office located at 389 E. Jackson in Martinsville.

Once you have a user-name and password, using your Internet browser, you will type in the MSD of Martinsville's web page. There is a link to Family Access. Once you have entered your user-name and password, you will be able to view your child's school information as it is contained in the corporation's database.

### **School Messenger/Skyward**

Now more than ever, it is critical that educators have a direct line to families, students, and staff, so that important information can be communicated quickly and reliably. Teachers, schools, and the school district can send timely voice messages to parents and/or guardians through an automated system called School Messenger. Messages are scheduled for delivery to alert parents and students to absences, events, emergencies and other important information. Again, the phone numbers called are from our school data system so it is critical that phone numbers are kept up to date in order to receive these timely messages.

### **Student Technology Acceptable Use Policy (A.U.P) and Safety**

All students enrolled in MSD of Martinsville will be issued and permitted to use the technology resources of MSD of Martinsville once the Student Technology Acceptable Use Policy and Standards for Proper Care of the Chromebook/iPad is signed by a parent/guardian. The Student Technology Acceptable Use Policy and the safety and care guidelines are included at the end of the handbook.

### **Telephone Policy**

Please do not ask your child to make a call or expect them to be able to use the phone. The office phone WILL NOT be used by students except in cases of emergencies, and then only with permission of a staff member. The following DO NOT constitute an emergency:

1. Forgetting assignments
2. Forgetting books
3. Forgetting permission slips
4. Calls concerning after school activities, such as scouts and staying over with a friend
5. Cell Phones and electronic devices are to be turned off during school time and kept in backpacks, not in pockets or desks. If a student has an emergency they will be allowed to go to the office for permission to make a call.

## **Dismissal Procedure**

Please send a note to your child's teacher if a parent or guardian changes the way their child is to leave school. Do not leave a message for a teacher or the office for a dismissal change in case the message does not get checked in time for dismissal. All dismissal changes should be completed by 3:00 p.m. All students will go home as normal unless the school staff is notified by a parent.

## **SPECIAL SERVICES**

If a student is having difficulty with schoolwork, being socially inappropriate, or has a disability, a RtI (response to Instruction) conference may be convened. This conference may be requested by a parent or staff member and includes staff, parents, and support personnel. There may be occasions when the RtI team recommends testing to determine possible learning disabilities. If warranted, our Resource Teacher and/or Speech and Language Teacher is assigned to support the student.

### **Resource Teacher**

The Metropolitan School District of Martinsville provides a teacher to support the educational requirements of students who have been identified as having special needs. These students are assigned to regular classrooms and participate actively in the life of the school. The Resource Teacher will meet each student's needs as determined by the student's individual education program. Parent consent is required for testing and participation.

### **Speech and Hearing/Language Development**

A licensed Speech and Hearing Therapist checks students for hearing and speech concerns. Speech classes conducted during the school day address articulation, delayed language, voice, stuttering, and hearing loss. Parent consent is required for testing and participation.

## **School Psychologist**

A licensed school psychologist is assigned to the building to provide psychological evaluations of the children who are referred because of possible learning and behavioral disabilities. This testing is done only with the consent of the parents or guardians. 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.

## **Family Services Coordinator/Elementary Counselor**

The Family Services Coordinator acts as a liaison between the home and the school in whatever capacity is needed to insure a child's maximum school success. This includes:

- 1) Home visits
- 2) Parent Workshops
- 3) Help with school problems
- 4) Help with behavior problems
- 5) Referrals to community resources

## **Enrichment for High Ability and High Achievement**

The Metropolitan School District of Martinsville Enrichment Program is geared at providing special curricular challenges and activities for the high ability and high achieving students at all of the district's elementary schools. Students are identified by using state mandated, standardized assessments. All students are provided individualized instruction to meet their specific needs.

## **YMCA Before and After School Child Care**

The YMCA offers child care for Brooklyn Stem, Centerton, Green Township, Paragon, Poston Road, Smith Fine Arts Academy and South Elementary students before and after school. Please contact the YMCA if you are interested in enrolling your child at 765-342-6688.

## **STUDENT WELLNESS & ATTENDANCE**

### **Reporting Your Child's Absence**

1. Call the school office as soon as possible in the morning on the day of your child's absence. If you do not call the school by 9:30 a.m. and report the absence, the School Messenger service, someone from the school, or the attendance officer may be calling your home.
2. If you find that your child is still ill the next day, another phone call from you to the school is necessary. At this time, arrangements may be made to send home make up work for your child so that he/she does not fall behind in the classroom. Schoolwork will be sent with a sibling, neighbor, or you may pick the work up at the end of the day.
3. Upon returning from home to school, a note should be sent to the teacher explaining the absence. A doctor visit should be documented with a statement from the doctor so that it can be entered in the school data system.
4. If a child is sent home with a fever of 100 degrees or over, they are not to return to school until fever free for 24 hours without fever medication.

### **Reporting Your Child's Appointment or Absence Ahead of Time**

1. Call the school office or send a note on the day before or the day of the appointment. This helps teachers plan for tests, homework, etc. The note should contain the date, the time, and the reason for the appointment/absence.
2. If your child has a slip from his or her dentist/doctor's office, please have your child drop it off at the office when you child returns to school.
3. We ask that you not keep a child out of school for the entire day for a doctor or dental appointment.
4. Please keep these appointments to a minimum. The best time to schedule appointments is toward the end of the day.

### **Tardies**

1. Call the school as soon as possible, informing us that your child is going to be late.
2. Bring your child in as soon as possible, as teachers start their lessons as early as 8:40 a.m.
3. Sign your child in at the office, with an explanation for the tardy.

\*\*A number of unexcused or questionable absences and tardies for any child are reported to our district attendance officer. Daily records are kept on all students and weekly reports are made.

### **Guidelines for Absences and Tardies**

#### **Morning Attendance**

Student attendance hours are 8:40 a.m. to 3:40 p.m. If a student arrives after 8:40 a.m., leaves early, or is signed out for a portion of the instructional day that is less than 1/2 day, a tardy will be marked. If a student arrives at 12:10 p.m. or leaves at 12:10 p.m., he/she will be marked with a 1/2 day absence.

#### **Afternoon Attendance**

Student attendance hours are 8:40 a.m. to 3:40 p.m. If a student arrives after 12:10 p.m., the student will be marked as a ½ day absence and an afternoon tardy. If a student arrives at 12:10 p.m. or leaves at 12:10 p.m., he/she will be marked with a 1/2 day absence. If a student leaves early (12:10 p.m.-3:40 p.m.), or is signed out for a portion of the instructional day that is less than 1/2 day, a tardy will be marked.

### **Attendance Letters**

Attendance letters are generated and sent home at **8 days absence and 12 days absence**. These letters are sent out regardless of whether the absences are excused or unexcused. The letters are based upon the number of absences for the student.

## **Guidelines for Duty to Report Regarding Attendance (IDOE)**

Under IC 20-33-2-25, the “Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40.”

Everyone should report abuse or neglect. The reporting and investigating of suspected child abuse and neglect are not discretionary matters. They have been required by law (IC 31-33-5-1) since 1979.

### **Do Report When...**

- Students have reached ten (10) or more unexcused absences.
- Educational neglect is suspected
- Students are missing and unaccounted for

### **Opportunities to Work With the Student and Family...**

- Lack of homework completion
- Skipping individual classes in a virtual setting
- Internet issues when the family has been in communication with the school

## **Age of Attendance**

Children who are five (5) years of age on or before October 1 are eligible for kindergarten. Children who are six (6) years of age on or before September 1 are eligible for first grade. Once enrolled, students are responsible for all compulsory attendance laws of the State of Indiana.

## **Bus Regulations**

Students are assigned to ride school buses that will pick them up and drop them off in close proximity to their homes. Buses will not cross transportation zones. Students are not allowed to ride a bus other than their assigned bus unless a written request is received from the parent or guardian stating their permission to do so. The bus driver has guidelines and will review them with children. No live animals or glass containers are allowed on the bus. If a student is not



following the bus guidelines, the student will receive a bus referral that could result in a warning, discipline consequence, or suspension/removal from the bus.

## **Head Lice Policy**

It is the policy of the MSD of Martinsville Board of School Trustees that if a case of head lice is reported and found, that person will be excluded from school for treatment. That child's siblings and classmates will also be checked. If other persons are found to have lice, they will also be excluded from school for treatment and their sibling and classmates checked.

Full school screening will be conducted as felt necessary by the principal and school nurse. Spot screening will also be conducted as necessary.

Excluded students will be admitted after evidence of treatment. This evidence includes clean hair and scalp and removal of all live lice.

## **Bed Bug Policy**

It is the policy of the MSD of Martinsville Board of School Trustees that if a bed bug is found on a student's clothing or other belongings, the child's parent or guardian should be notified. The student will not be sent home. However, the child will be offered a fresh change of clothes, shoes, and backpack on a daily basis until the problem is resolved. The infested clothing, shoes, and backpack should be heat treated in the school's dryer and rotated to the student daily. The school health professional should manage the case including re-inspecting belongings, desk, classroom, etc. until the problem is resolved.

## **Immunizations**

It is mandatory that your child has an adequate certification of immunizations on file in the school office. Please keep your child's immunization record up-to-date. Failure to do so may lead to suspension or expulsion from school.

## **Insurance**

At the beginning of each school year an application for low-cost medical insurance will be provided for your student. The school does not carry medical insurance on the students. Hopefully, nothing will happen to your child that requires medical expenses, but we cannot guarantee this. If you do not have a family plan that covers medical expenses for your child, you may wish to consider this low-cost insurance or check with our Family Service Coordinator to see if you qualify for Hoosier Health Wise insurance, provided by the state.

## **Meningococcal Disease**

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations.

Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal disease are transmitted through air droplets and by direct contact with an

infected person. Fortunately, there is an immunization available and the U.S. Center for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman. Please talk with your child's healthcare provider about meningococcal disease and vaccination.

## **Medication**

All medications must be brought to the office as soon as the child arrives at school. All medications must be in the original container clearly identifying the medication and dosage instructions. All prescription medicine must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label. A note dated and signed by the parent, giving the child's name, dosage amounts, specific dosage times and other necessary information must accompany all medications. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. With written parental permission students may bring medication home. Students with chronic diseases or medical conditions that may require emergency administration of medication (epipens, inhalers) may have medications with them after meeting the following conditions:

- 1.) The student's parent has filed an authorization with the student's principal for the student to possess and self administer the medication.
- 2.) A physician states in writing that:
  - a. The student has an acute or chronic disease or medical condition for which the physician has prescribed the medication;
  - b. The student has been instructed on how to properly use the medication and
  - c. The nature of the disease or medical condition requires emergency administration of the medication.

*The authorization and statement described above must be filed each year with the student's principal.*

## **ELEMENTARY POLICIES AND PROCEDURES**

### **Physical Education**

Students must have proper footwear to participate in P.E. Students may wear their tennis shoes to school or bring them to school and change when they go to P.E. (socks must be worn). Platform and sandal type tennis shoes, dress shoes, baggy pants, and dresses are not appropriate items to wear for P.E. If, for any reason, it is necessary to restrict your child's participation in the P.E. program, you must send a written explanation to school stating the

specific health problem. This will enable the P.E. teacher to adapt activities to fit your child's needs and capabilities. If the health problem lasts more than one P.E. day, a physician's statement is required.

## **Dress to Learn**

It is the responsibility of the students to maintain a healthy and respectful-looking appearance while attending school and school activities. Specific regulations of the dress policy:

1. Clothing and/or accessories which are indecent or displaying/infering offensive or lewd words, sayings, and/or pictures is considered a violation. Clothing and/or accessories may not display any forms or references to alcohol, tobacco products, and/or illegal substances.
2. Short shorts, halter tops, net shirts, tank tops with spaghetti straps and midriff tops are not permissible.
3. Shoes should be appropriate for safety and comfort. Flip flops and shoes with wheels are not permitted at any time. Students must wear tennis shoes to Physical Education. High heels, and sandals without backs are not permitted.
4. Hats and sunglasses are not to be worn in the school building except on designated days.
5. The wearing or displaying of any gang related article of dress or adornment is not allowed at school or any school activity.
6. Any attire that disrupts the educational process or puts a student at risk, such as clothing that does not fit appropriately, or leaves underwear exposed, is not permitted.

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.

## **Book Rental Fees**

Book rental fees are due on the first day of school. The fee can be paid by check at the school office or through Family Access. Textbooks are issued to students on a rental basis. Children using rental books should exercise great care so the least possible damage and loss occurs. Your child is held responsible for unnecessary marking, damage, and loss of rental books. When a book becomes torn or is in need of repair, the teacher should be notified.

## **Valuables**

Students should not bring valuables or large sums of money to school. No toys, trading cards, or electronic devices should be brought to school unless specified by the teacher for a class assignment or project. When students bring items to school that are dangerous or disruptive they may be confiscated. Confiscated items will be disposed of after thirty days. It is the responsibility of the parent/guardian to claim the confiscated items.

## **Birthday Parties and Treats**

We enjoy celebrating birthdays at school. If you wish to celebrate your child's birthday at school, please contact your child's teacher and schedule a time. Birthday treats must be commercially prepared. The school prefers that you do not send in drinks. Party invitations should not be distributed at school unless all students in the class receive an invitation. The school is not permitted to disclose other student's addresses or phone numbers. **Balloons and flowers cannot be delivered to the schools.**

## **K-4 Homework Policy**

## **Policy 2330.01**

The responsibility of the school district to educate the student is carried out by the teachers through effective classroom instruction and the careful delegation of independent study. It is important for the student to practice and reinforce the concepts related to the subject area in school. In an effort to promote consistency in homework practices and time expectations at the K-4 grade levels across the MSD of Martinsville, the following recommendations for homework are:

- Grade K: generally about 15 minutes of homework practice an evening, this typically includes 10 minutes of reading daily (student reading, or parent reading to student) and 5 minutes of word or fact practice.
- Grade 1: generally about 20 minutes of homework practice an evening, this typically includes 15 minutes of independent reading daily (student reading, or parent reading to student) and 5 minutes of word or fact practice.
- Grade 2: generally about 25 minutes of homework practice an evening, this typically includes 15 minutes of independent reading daily, and 10 minutes of word or fact practice.
- Grade 3: generally about 30 minutes of homework practice an evening, this typically includes 20 minutes of independent reading daily, and 10 minutes of word or fact practice.
- Grade 4: generally about 35 minutes of homework practice an evening, this typically includes 25 minutes of independent reading daily, and 10 minutes of word or fact practice.

\*Homework will not be graded

## **Promotion and Retention**

Recommendation for promotion and retention of the student is the responsibility of the classroom teacher and the building principal. Communication about the student's progress should be communicated to the parents throughout the year. All retentions must be approved by the building principal.

## **Activities**

If your child is to participate in after school activities, and will not walk home or go on the bus as usual, please send a note to the teacher. The note should include where your child is going after school, so that your child knows what he/she is expected to do. If your child rides a bus, a note must be sent to the bus driver stating your child's expected plans. If the teacher does not receive a written note giving permission for a change of plans, your child will be sent home on the bus or walk as usual.

Field trips are designed to support the curriculum. Each child must have a signed permission slip from his/her parent or guardian. Children are expected to follow general rules as outlined by the teacher. Inappropriate behavior can result in exclusion from field trips.

## **Citizenship**

It is each student's responsibility to display qualities of good citizenship. Your best conduct is expected in the halls, in the cafeteria, on the playground, in the classroom, or outside school grounds. The M.S.D. of Martinsville Schools want students to become good citizens. Staff members will give special emphasis to honesty, morality, and courtesy. Obedience to law, respect of our country's flag, appreciation of the constitution of the United States, respect for parents and home, and recognition of the dignity and necessity of honest labor are characteristics desired and expected of all students. The United States flag shall be displayed in each classroom of every school in the district. Students will recite the pledge and there will be a moment of silence in each classroom each day.

## **Curriculum**

The MSD of Martinsville Elementary Schools' curriculum focuses on Indiana State Standards, benchmark, and grade level expectations. It is clearly defined what every student should know and should be able to do. The teachers incorporate different strategies and learning styles to enable our students to meet the minimum state standards. We go beyond the state requirements. Our goal is to produce bright, high-achieving students whose self-esteem and confidence are built upon authentic academic success. Our goal as a staff is to reach and exceed every student's potential. It is the responsibility of the student to take advantage of the learning opportunities provided to them. The extent to which our students succeed is directly related to the extent of their parent's support. The parent's active participation in the education of the child is welcomed and strongly encouraged.

MSD of Martinsville Curriculum Statement:  
MARTINSVILLE SCHOOLS

"A student shall not be required to participate in a personal analysis, an evaluation, or a survey that is not directly related to academic instruction and that reveals or attempts to affect the student's attitudes, habits, traits, opinions, beliefs, or feelings concerning:

- (1) political affiliations;
- (2) religious beliefs or practices;
- (3) mental or psychological conditions that may embarrass the student or the student's family;
- (4) sexual behavior or attitudes;
- (5) illegal, antisocial, self-incriminating, or demeaning behavior;
- (6) critical appraisals of other individuals with whom the student has a close family relationship;
- (7) legally recognized privileged or confidential relationships, including a relationship with a lawyer, minister, or physician; or..."

Reference: Indiana Code 20-30-5-17(b)

## **Discipline**

Some behavior is more serious than other behavior and requires a different approach. Severe discipline concerns such as those listed below will be handled on an individual basis.

- Repeated disruption of instruction
- Fighting
- Stealing
- Repeated disrespect for others and/or property
- Profanity
- Threatening comments or behavior
- Bullying
- Drugs

Bullying is not permitted. Bullying is defined as "overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the other student."

When students choose an inappropriate behavior we will remind them of the rules and discuss why their behavior is inappropriate. If the inappropriate behavior continues we may ask the student to complete a behavior plan.

Discipline procedures that may be used to improve discipline problems include but are not limited to:

- Parent involvement
- Withdrawing privileges
- Detention
- Behavior contracts

- Activity restriction
- Removal from Class
- In-school suspension
- Out of school suspension
- Expulsion

## **ZERO TOLERANCE**

The Metropolitan School District of Martinsville has a Zero Tolerance Policy concerning students bringing weapons of any kind to school. Weapons would include guns, knives, or other instruments used to inflict harm. Any student possessing a weapon may face the consequences of being excluded from school for the remainder of the school year.

## **SEXUAL AND RACIAL HARASSMENT POLICY**

The MSD of Martinsville has adopted a sexual harassment policy and a racial harassment policy. It is the policy of the M.S.D. of Martinsville Schools to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee of M.S.D. of Martinsville to harass any student, teacher, other school employee or visitor through conduct or communication of a sexual nature. It shall also be a violation of this policy for a student to harass any student, teacher, other school employee or visitor through conduct or communication of a sexual nature. The use of the term “employee” also includes non-employees and volunteers who work subject to the control of school authorities. A complete copy of the sexual harassment and racial harassment policies are located in each school office.

## **IDEAS FOR HELPING YOUR CHILD**

Parents can do their part to improve homework when they:

1. Cooperate with the school to make homework effective.
2. Provide your children with suitable study conditions (desk or table, lights, books and supplies).
3. Reserve a time for homework and turn off the television.
4. Encourage your children but avoid undue pressure.
5. Show interest in what your children are doing but do not do the work for them.
6. Understand the school expects homework to be completed and returned.

Children will improve their study habits by observing the following:

1. Be sure you understand each assignment.
2. Form the habit of using a certain time and place for study.
3. Study conditions should include good lighting, ventilation, and quiet.
4. Have necessary materials at hand.
5. Try to develop the skill of working independently.
6. Spend enough, but not too much time on each subject.

## **FOOD SERVICE & NUTRITION**

We are proud to have a self-operated school kitchen in all of our elementary schools that offer breakfast and lunch as part of the USDA National School Lunch Program. All students reporting at our normal start time will have the opportunity to participate in free breakfast. Students will be assigned a lunchroom time where they will have the option to purchase lunch from our school kitchen or carry lunch in from home. Our current meal prices are as follows:

|  | Breakfast                               | Lunch                                |
|--|---|--------------------------------------|
| All Elementary Schools   | Paid – No Charge<br>Reduced – No Charge | Paid – \$2.60<br>Reduced – No Charge |
| Ala Carte items including milk, chips and whole grain cookies - \$.65 each |   |                                      |

Each student will be assigned an individual PIN or given a lunch ID card to access their meal account when they proceed through the line. Parents are encouraged to deposit funds in their student's individual meal account in advance. These funds can be sent to school in an envelope with the student name and the amount of the deposit written on the outside of the envelope. In addition, payment can be made using Skyward Family Access. Funds are kept in individual meal accounts for each student and only accessible by that student they are deposited for. Also, all payments and purchases can be monitored by logging on to Family Access. Parents will be notified when the account becomes low via School Messenger.

We understand that unforeseen circumstances may cause an account to go temporarily in the "red". Should this occur, a student will be allowed to charge five complete lunches before they are given an alternate meal. Students will not be allowed to charge ala carte items including milk. Our full Pre-Paid Meal Account Procedure/Charge Policy can be found at [www.artiescafe.org](http://www.artiescafe.org) or by contacting the Food Service Office.

If you feel your **family will qualify for free/reduced priced meal benefits** you are **encouraged to complete a meal/textbook assistance** form. Meal/Textbook Assistance forms can be completed during back to school registration in Family Access (Returning Student Verification Packet-RSVP) and paper forms are available throughout the school year in the office. Should



you have any questions regarding your application, or your meal account, you may reach the Food Service Department at [765-349-4452](tel:765-349-4452).

Menus are available on the Food Service website at [artiescafe.org](http://artiescafe.org) at the beginning of each month. Students may bring their lunch but we discourage “fast foods” and soda.

The Food Service Department also has packages for classroom birthday celebrations. Contact your school’s cafeteria manager or check the website for details.

## **TECHNOLOGY**

The **NEW 2022-2023** 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 – Up to \$30.00 of the total cost of the repair or replacement
- Second Breakage – Up to \$75.00 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.

### **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY (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 the Technology Department Leadership Team 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 identifiable information regarding minors
- 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 the Technology Department Leadership Team 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" online 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 simulated 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 students will be charged the 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. File Sharing programs and protocols 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 the 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.

I have read the Chromebook/iPAD Use Agreement, Acceptable Use Policy, and the Standards for Proper Chromebook/iPAD Care Addendum (available online) and agree with their stated conditions.

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines located in the Student Handbook, and I have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the MSD of Martinsville has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. While the MSD of Martinsville employs filtering and other safety mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet. Additionally, I accept the responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet. All student enrolled in the MSD of Martinsville will be permitted to use the technology resources of the MSD of Martinsville. If a parent/guardian does not want their student to have access to any or all of these resources they must notify the building principal in writing. The parent/guardian and student signed AUP is filed for each student prior to accessing the Internet.

### **Acceptable Use Policy Addendum**

Taking effect starting July 1<sup>st</sup> 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 2022-2023** 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 – Up to \$30.00 of the total cost of the repair or replacement
- Second Breakage – Up to \$75.00 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.

## **MSD Martinsville**

### **STANDARDS FOR PROPER DEVICE CARE**

This document is an important addendum to the Student Device 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 Device. 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 Device 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.
- Keep the Device in your classroom or with you-at all times.
- Avoid use in situations that are conducive to loss or damage. Do not let anyone use the Device other than your teacher or MSD of Martinsville personnel.
- Adhere to MSD Martinsville's Device 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 your current teacher so a technical damage report can be made.
- Do not force anything that does not fit (e.g., connections, popped-off keys,). Seek help instead.
- When in doubt, ask for help.

## **General Care**

- Do not attempt to remove or change the physical structure of the Device including the keys, screen, or plastic casing. Doing so will void the warranty and result in loss of privilege of using a school issued Device.
- Do not remove or interfere with the serial number or any identification label placed on the Device.
- Do not do anything to the Device 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 Device so as not to damage the screen or other components.

## **Screen Care**

- The Device 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 Device 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**

- Make sure your Device is attached to its designated charger in your team time room each day before you leave school.
- When not in use, place the Device in sleep mode in order to save battery life.

## **Personal Health and Safety**

- Avoid extended use of the Device resting directly on your lap. The bottom of the Device 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 Device user guide posted online.

## **MSD of Martinsville**

### **Google Suite for Education Online Resource Opt Out Form**

Dear Parents/Guardians,

In order for schools within the MSD of Martinsville School District to continue to be able to provide your student(s) with the most effective web-based tools and applications for learning, our district utilizes several computer software applications and web-based services, operated not by this district, but by third parties that use information from Google Suite for Education and related apps. As with any educational undertaking, a strong partnership with families is essential to a successful experience. In order for our students to use these programs and services, certain personal identifying information -- generally the student's name and email address -- must be provided to the web site operator.

Under federal law entitled the Children's Online Privacy Protection Act (COPPA) these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits school districts such as ours to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator.

Using these online tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

Below are some links to the sites that govern the districts privacy measures as they pertain to your child's information:

#### **Child Internet Protection Act (CIPA)**

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic.

CIPA <http://fcc.gov/cgb/consumerfacts/cipa.html>

#### **Children's Online Privacy Protection Act (COPPA)**

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for MSD of Martinsville School District's presence in Google Suite for Education. No personal student information is collected for commercial purposes. The school's use of student information is solely for education purposes. --COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtm>

#### **Family Educational Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's Enrollment Form.

--FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

#### **Guidelines for the responsible use of Google Suite for Education and other online resources by students:**

1. **Prohibited Conduct:** Please refer to the MSD of Martinsville Acceptable Use Policy for your Student/s
2. **Access Restriction:** Access to and use of student email is considered a privilege accorded at the discretion of the MSD of Martinsville School District. The District maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or District policies have occurred. In such cases, the

alleged violation will be referred to a building or District Administrator for further investigation and disciplinary action.

3. **Security:** The School District cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information.

4. **Privacy:** The general right of privacy will be extended to the extent possible in the electronic environment. MSD of Martinsville School District and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

I confirm that I have read and understand the following: If you DO NOT want your student to access Google Suite or any other third party online resources that utilize information from Google Suite for Education (name and email address), please complete, sign, and return this form to your child's school. If, at any time during the school year, you would like to rescind your decision and change your permission, you must let the school know in writing.

I DO NOT want my student to be allowed access to apps that use information provided from Google Suite for Education.

Student Name: (Print) \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please complete ONE form for EACH student in K- 12th grade you would like to OPT OUT of Google Apps or other online resource. Please return to your children(s) school with all other registration material.

## **MSD of Martinsville Administrative Guidelines**

### **Metropolitan School District of Martinsville**

### **Bylaws & Policies**

#### **5136 – PERSONAL COMMUNICATION DEVICES**

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extracurricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

For purposes of this policy, “personal communication device” includes computers, tablets (e.g., iPads and similar devices), electronic readers (“e-readers”; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD “On” with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

The use of PCDs in gymnasiums, locker rooms, shower facilities, rest/bathrooms and/or swimming pool is prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2)



engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

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

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in Corporation custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs 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.

## **Metropolitan School District of Martinsville Bylaws & Policies**

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**C350**

### **STUDENT DISCIPLINE**

The School Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board requires each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules.

The Superintendent will designate sanctions for the infractions of rules, excluding corporal punishment, which:

- A. relate in kind and degree to the infraction;
- B. help the student learn to take responsibility for his/her actions;
- C. are directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

The Superintendent shall publish to all students and their parents the rules of this District regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due-process procedures that will be followed in administering the Code of Conduct. Teachers and other employees of this Board having authority over students shall have the authority to take any action that is reasonably necessary to carry out or prevent.

No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained or other suitable transportation arrangements have been made.

All discipline imposed shall be in accordance with federal and Indiana statute and regulations.

MSD of Martinsville

I.C. 20-33-8-1 et seq.

Adopted: 3/18/2021

**C375**

## **SUSPENSION AND EXPULSION OF STUDENTS**

For purposes of this policy, “suspension” and “expulsion” shall be defined by Indiana law.

The School Board will ensure a child is afforded due process before suspension or expulsion. A student may be suspended and/or expelled from an activity, program, or a school if his/her behavior represents misconduct or substantial disobedience while the student is on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function, or event.

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

Furthermore, a student may be suspended or expelled for bullying, regardless of the physical location in which the bullying occurred in accordance with Indiana law and Board Anti-Bullying Policy. A Student Code of Conduct, approved by the Board, shall specify the procedures to be followed by school officials when administering this policy.

Students with disabilities shall be afforded procedural safeguards as required by state and federal law.

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

The Superintendent shall develop a Student Code of Conduct providing appropriate procedures for implementing this policy and complying with applicable law.

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

I.C. 20-33-8-14 et seq., 35-47-1-5, 35-47.5-2-4

20 U.S.C. 3551, 20 U.S.C. 8922, 20 U.S.C. 7151

MSD of Martinsville Adopted: 3/18/2021

## **Metropolitan School District of Martinsville Bylaws & Policies**

**A100**

### **NON-DISCRIMINATION & ANTI-HARASSMENT**

MSD of Martinsville does not discriminate or tolerate harassment on the basis of a protected class including but not limited to race, color, national origin, sex, gender identity, transgender status, gender nonconformity, age, religion, genetic information or disability in the programs or activities which it operates or the employment therein or admission thereto. This commitment applies to all School District 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 grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at other off-campus locations, such as at school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school's computer network.

The School District has designated several staff members as coordinators of non-discrimination and anti-harassment. The identity and contact information for these staff members are listed below. The coordinators are responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassment law. The coordinators shall document all reports of discrimination or harassment and establish a protocol for recordkeeping. Nothing in this procedure shall supersede or substitute an employee's other mandatory reporting obligations including, but not limited to, reporting suspected child abuse and neglect and bullying.

**Title VI Coordinator**

(Race, color, national origin)

Suzie Lipps, Assistant to the Superintendent

765-342-6641

[suzie.lipps@msdmartinsville.org](mailto:suzie.lipps@msdmartinsville.org)

389 E Jackson Street

Martinsville, IN 46151

**Title IX Coordinator**

(Sex, including sexual harassment/sexual assault, gender discrimination)

Suzie Lipps, Assistant to the Superintendent

765-342-6641

[suzie.lipps@msdmartinsville.org](mailto:suzie.lipps@msdmartinsville.org)

389 E Jackson Street

Martinsville, IN 46151

**Non-discrimination Coordinator**

(All other forms)

Suzie Lipps, Assistant to the Superintendent

765-342-6641

[suzie.lipps@msdmartinsville.org](mailto:suzie.lipps@msdmartinsville.org)

389 E Jackson Street

Martinsville, IN 46151

**Section 504 Coordinator**

(Disability)

Nate Dilley, Asst. Dir. of Special Services

765-342-6641

[Nate.dilley@msdmartinsville.org](mailto:Nate.dilley@msdmartinsville.org)

389 E Jackson Street

Martinsville, IN 46151

In addition, each school building shall have a designated building-level coordinator who will work in conjunction with the appropriate coordinator listed above to respond to allegations of discrimination.

### **NON-DISCRIMINATION/ANTI-HARASSMENT PROCEDURES**

#### **(for reports/complaints other than student sexual harassment-see below for procedure for student sexual harassment reports/complaints)**

Harassment or discrimination of students, staff members, and guests is prohibited at all academic, extra-curricular, and school-sponsored activities. The School prohibits discrimination and harassment through a computer, computer system, or computer network. Notwithstanding any other prohibition, the District will not take action to regulate expression protected by the United States and Indiana Constitutions.

Harassment, hazing and discrimination may take many forms, including: verbal acts and name-calling; graphic and written statements; sexual violence or unwanted sexual contact; or other conduct that may be harmful, humiliating, or physically threatening. Harassment and discrimination do not have to include intent to harm, be directed at a specific target, or involve repeated incidents, but may be present in peer-to-peer, staff-to-staff, staff-to-student, or student-to-staff interactions. Harassment and discrimination may be any act, speech, or gesture sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability to participate in or benefit from the services, activities, or opportunities provided by the District. These procedures will be used to investigate and address complaints of discrimination and harassment alleging discrimination by students, employees, or third parties. "Hazing" as used in this Policy means causing a person to perform or submit to an act of initiation or rite of passage into a class, group, team, or organization if the act or series of acts is demeaning, or results in a risk of mental, emotional, or physical harm. Consent, or assumption of risk

by a target, shall not be considered in determining if hazing has occurred. See also I.C. 35-42-2-2.5.

The goal of these procedures is to ensure they adequately address and provide sufficient options for prompt and effective responses to incidents of discrimination and harassment. The District's response will be reasonably calculated to end harassment and discrimination, eliminate hostile environments, prevent recurrence, and provide for a free appropriate public education ("FAPE"). The District will ensure that its policy and procedures against discrimination and harassment are widely distributed and readily available to students, parents of students, and employees. The District will take appropriate steps to educate employees, students, and parents regarding its non-discrimination and anti-harassment policies and reporting procedures. This may include: presentations during employee training; seminars, workshops, or speakers; or signs, posters, or demonstrations emphasizing important parts of the policy. Policies and reporting procedures will be made available to the school community through hardcopy and via the District's website.

Anyone who believes that a student, staff member or member of a school community has possibly been the target of discrimination or harassment is encouraged to immediately report the situation to an appropriate staff member such as a teacher, counselor, administrator, or coordinator based on the form of harassment or discrimination. Any employee who observes, suspects, or is notified of discrimination, hazing or harassment must report the behavior to his/her building level leader. The reporter need not be the target of the discrimination or harassment. Complaints against a staff member should not be reported to the accused staff. Instead, complaints against a staff member should be reported to that staff member's supervisor or appropriate coordinator based on the form of harassment or discrimination. For example, harassment based upon disability should be reported to the Section 504 Coordinator.

Sexual conduct/relationships with students by District employees or any other adult member of the District community is prohibited, and any adult who engages in certain sexual conduct with a student may be disciplined up to and including termination and may also be in violation of crimes. Any employee accused of sexual relations with a student will be prohibited from communicating with students until at least the District's investigation is completed. Proven sexual relationships with a student regardless of the age of the student will lead to a recommendation of employment termination.

If a report of discrimination or harassment is received by the District, the District will inform the reporter or target on whose behalf the report was made (and family members if appropriate) of the options for formal and informal complaint processes and the District's responsibility to investigate the harassment or discrimination. Upon notice of alleged harassment or discrimination, both building and district level coordinators will provide appropriate interim measures, including but not limited to counseling, academic services, and limiting contact between the parties. All investigations into harassment and discrimination complaints will be prompt, thorough, and impartial, and conducted by an employee or agent free of any conflicts of interest.

The District will take all reasonable steps to investigate and respond to the complaint in a manner consistent with a request for confidentiality from the alleged target of the harassment or discrimination. If the alleged target insists that his or her name not be disclosed to the harasser or discriminator, the District's ability to respond may be limited. The District, however, will endeavor to provide a safe, nondiscriminatory, and harassment-free environment for students and staff.

The District will address both formal and informal complaints of discrimination and harassment. Complaints of discrimination and harassment should be received within 30 days of discovering the alleged discrimination or harassment.

#### Informal Process

Complaints need not be in formal written format. Reporters may informally and verbally report discrimination and harassment to an appropriate staff member. The appropriate coordinators shall be included in the informal complaint to ensure compliance. Resolution of an informal complaint may include: an opportunity for the complainant to explain to the alleged offender that his or her conduct is unwelcome or offensive, either in writing or face-to-face; a warning to the alleged offender that the alleged conduct is not appropriate and could lead to discipline; mediation with individuals involved in the complaint; or any of the responses available in a formal complaint. Mediation will not be permitted for complaints of sexual violence. All complaints involving a District employee or any other adult member of the District community harassing or discriminating against a student will be formally investigated. At any time during the informal process any of the parties may end the informal process and initiate the formal process.

#### Formal Process



The formal complaint form is found here. The formal complaint form should be filed with the appropriate non-discrimination or anti-harassment coordinator. The coordinators shall receive and process formal complaints of discrimination or harassment based on the protected class. All investigations into formal harassment or discrimination complaints will be prompt, thorough, and impartial. Investigations will be completed within 60 days from the date the coordinator receives the complaint unless there is good cause for a longer timeline. The means of investigating harassment include: target, witness, and accused interviews; opportunity for the parties to present evidence and witnesses; requests for written witness statements from the parties; assessment of whether harassment or discrimination occurred pursuant to the preponderance of the evidence. If appropriate, the District will make alternative arrangements to avoid targets being in the same room as the accused during formal proceedings. The District will inform all parties at regular intervals of the status of the investigation.

Written notice of the outcome of the investigation will be provided to parties involved in the complaint to the extent permitted by law. A formal investigation outcome may be appealed by any party in writing to the district coordinator within ten (10) days receipt of the outcome of the formal investigation. The written appeal should identify the reasons why the coordinator should reconsider the outcome of the investigation. The coordinator should respond to the appealing party within ten (10) days of receipt of the written appeal indicating any reconsideration of the investigation outcome based on the appeal. A reconsideration of the formal investigation outcome may be appealed by any party in writing to the District's governing body within ten (10) days of receipt of the coordinator's reconsideration. The governing body or their designee should respond to the appealing party within forty-five (45) days of receipt of the written appeal indicating the final outcome of the investigation. Written notice of the final outcome of the investigation will be provided to parties involved in the complaint to the extent permitted by law.

#### Responses to Substantiated Harassment or Discrimination

In response to a complaint investigation, if the District determines that harassment or discrimination has occurred, the District will take prompt and effective steps reasonably calculated to stop the harassment or discrimination, remedy the harassment or discrimination, and prevent the harassment or discrimination from recurring. Steps may include: separating the harasser/discriminator and the target, providing

counseling for the target and/or harasser/discriminator, taking prompt disciplinary action against the harasser/discriminator, or identifying the discriminatory or harassing incident and reaffirming the school's non-discrimination and anti-harassment policy. These steps should not penalize the target of the harassment or discrimination.

Disciplinary actions against the harasser/discriminator may include but are not limited to: suspension and expulsion for students; discharge for employees; exclusion for parents, guests, volunteers, and contractors.

Following a substantiated discrimination or harassment incident, the District will communicate with the target and all participants of the investigation regarding how to report subsequent problems. The District shall follow-up to ensure that there have not been continuing or new incidents of discrimination or harassment.

Incidents of harassment or discrimination may be referred to appropriate law enforcement officials. If an incident is referred to law enforcement or another outside agency, including the Department of Child Services, the District will proceed with an internal investigation of discrimination or harassment simultaneously designed not to interfere with the law enforcement investigation.

In the course of discrimination and harassment investigations, the District will assess whether the nature of the conduct has civil rights implications. If the harassing or discriminatory behavior is on the basis of a protected class, the District will respond in accordance with the applicable federal civil rights statutes and regulations. The District shall follow the then-current legal standards for non-discrimination and anti-harassment including the standard of whether a hostile environment or disparate treatment exists.

Overall, the District's process will provide for prompt and equitable resolution of complaints of discrimination and harassment.

## **TITLE IX (STUDENT) SEXUAL HARASSMENT PROCEDURE**

### General Policy Statement and Scope

Complaints that fall under this section are sexual harassment complaints in which a student is either the Complainant (alleged victim) or Respondent (alleged harasser).

The term "sexual harassment" as used in this procedure shall mean conduct on the basis of sex, failure to conform to stereotypical notions of masculine or feminine traits, sexual orientation, or gender identity including:

1. A District employee conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo sexual harassment);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking as defined by Federal law.

The term "consent" as applicable to this procedure shall mean an individual voluntarily agreeing, by words or actions, to the proposal of another individual. An individual may be incapable of consent due to mental or physical incapacitation. The vast majority of District students are incapable of giving consent to sexual contact, because Indiana law generally establishes the age of consent as 16.

The District designates the following staff member as the District's Title IX Coordinator and authorizes this individual to coordinate the District's Title IX compliance. Inquiries about the application of Title IX and its regulations may be referred to the Title IX Coordinator.

**Title IX Coordinator**

Mrs. Suzie Lipps, Assistant to the Superintendent  
389 E Jackson Street

Martinsville, IN. 46151

765-342-6641

suzie.lipps@msdmartinsville.org

The District is committed to promptly responding to reports of sexual harassment. All reference to "days" within these procedures shall mean instructional days. The procedures described below may be subject to temporary delays based on good cause (e.g., law enforcement involvement, absence of a party, witness, or advisor, translation or accommodation needs) with written notice to both parties explaining the reason for the delay.

### Reporting Sexual Harassment

Anyone who believes that a student or staff member has possibly been the target of sexual harassment should immediately report the situation to an appropriate staff member such as a teacher, counselor, administrator, or the Title IX Coordinator. Any person may report sexual harassment in person, by mail, by telephone, or email using the contact information for the Title IX Coordinator.

**Any employee who has reason to believe that a student or staff member has been the target of sexual harassment must report the behavior to his/her building level leader, such as a principal.**

The "Complainant" is a person alleged to be the victim of sexual harassment and the "Respondent" means any individual who is reported to be the perpetrator of sexual harassment.

The District accepts anonymous reports. However, anonymous reports may hamper the District's ability to respond to allegations of sexual harassment.

### Emergency Removal

In situations where a Respondent poses an immediate threat to the physical health and safety of any individual (including self) **before or at any time during** the proceedings described herein, the District may remove Respondent from all programs and activities. In order to do so, the District must i) undertake an individualized safety and risk analysis, ii) determine that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and iii) provide the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

An emergency removal does not affect or modify any rights a student receiving special education may have under the IDEA, Section 504, or the ADA.

#### Response to a Report and Supportive Measures

Upon receipt of a report, the Title IX Coordinator must promptly, usually within two (2) days, contact the Complainant to discuss the availability of supportive measures.

Supportive measures are non-disciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services,

mutual restrictions on contact between the parties, leaves of absence in the case of employees, increased security and monitoring of certain areas of the campus, and other similar measures.

In addition to discussing the availability of supportive measures, the Title IX Coordinator will also consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. The Title IX Coordinator will make contact with the Complainant in person, via phone, or via virtual meeting in order for the Complainant to ask questions. If the Complainant is a student under the age of eighteen, the student's parent will be contacted simultaneously.

A "formal complaint" is a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting the District investigate the allegation(s) of sexual harassment.

Even in instances where a Complainant chooses not to file a formal complaint, supportive measures may continue at the discretion of the Title IX Coordinator.

The Title IX Coordinator may decide to sign a formal complaint to investigate the allegation(s) of sexual harassment against the wishes of the Complainant where moving forward without an investigation would be unreasonable. Such circumstances may include, but are not limited to, reports that indicate multiple Respondents, the involvement of a District employee, and/or continued sexual harassment of the Complainant and others.

While there is no deadline by which a Complainant must file a formal complaint, the District encourages Complainants to submit a formal complaint within ten (10) days of meeting with the Title IX Coordinator. In instances where enough time has passed that the District cannot gather evidence, the District may not be able to investigate.

The District will offer supportive measures to a Complainant who is the subject of an anonymous report. However, should a Complainant desire to initiate the grievance process, the Complainant cannot remain anonymous or prevent the Complainant's identity from being disclosed to the Respondent.

### Dismissal and Consolidation

In certain instances, the District may dismiss or consolidate formal complaints. Such instances of dismissal include, but are not limited to, when the alleged conduct, even if true, would not constitute sexual harassment, when the Respondent is a non-student or non-employee of the District, or when a Complainant notifies the Title IX Coordinator they would like to withdraw the formal complaint. A dismissal does not preclude the District from taking action under another provision of the student code of conduct. If a formal complaint is dismissed, the District will promptly inform the parties of the reason for dismissal and the right to appeal.

Further, the District may consolidate formal complaints where the allegations of sexual harassment arise out of the same facts or circumstances.

### Grievance Procedures

The District will treat Complainants and Respondents equitably throughout this process. As such, the District will only impose disciplinary sanctions following the completion of the informal process or investigation and determination process. All Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution will receive training regarding topics related to this procedure, including: the definition of sexual harassment, the scope of the District's education program and activity, and how to conduct these grievance procedures.

All Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution will objectively evaluate all relevant evidence – both inculpatory and exculpatory. Further, no credibility determinations will be based on a person's status as a Complainant, Respondent, or witness.

Consistent with the law, the District will presume the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. **The**

**District will utilize the preponderance of the evidence standard when determining responsibility.** The District will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. Further, questions or evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions or evidence are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant or to prove consent.

### Notice

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice to the parties (to the extent known) containing the following information:

- a. Notice of the District's grievance process, including the informal resolution process;
- b. Notice of the allegations of sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include: the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
- c. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- d. The parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
- e. The District's code of conduct for students prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, additional allegations are uncovered and therefore investigated, the District will provide a supplemental notice of the additional allegations to the parties whose identities are known.



### Informal Process

Upon receipt of a formal complaint and after providing sufficient notice to the parties, the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication of the allegations. The District may not require the parties to participate in the informal process, but instead must obtain the parties' voluntary, written consent to participate.

The informal process is not available to resolve allegations that an employee sexually harassed a student. Further, at any time during the informal process any of the parties may end the informal process and initiate the investigation and determination process.

### Investigation and Determination

Unless the District dismisses a formal complaint or the parties resolve a formal complaint through the informal process, the District will investigate the allegations of sexual harassment and make a determination regarding responsibility.

The burden of proof and collection of evidence rests with the District. To that end, the Title IX Coordinator in conjunction with a designated building-level leader will conduct an investigation. The means of investigating a formal complaint include, but are not limited to Complainant, Respondent, and witness interviews and review of documentation. The parties shall have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The District will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. Evidence or information related to the allegations under investigation may not be discussed by the parties, except with their chosen advisors. The parties may not substantially disrupt the educational environment. Absent extenuating circumstances, the collection of evidence for an investigation should conclude within thirty (30) days.

The parties may be accompanied to any meeting or proceeding related to the investigation by an advisor of their choice, who may be, but is not required to be an attorney. Apart from a union representative accompanying an employee who is a party, employees are discouraged from serving as advisors to students.

Advisors may not present on behalf of the party they accompany and should request or wait for a break in the meeting if they wish to interact with the Title IX Coordinator or building level leader. Advisors may confer quietly with Parties as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the party and their advisors should ask for a break or step out of the meeting. An advisor who disrupts the process will receive one warning, after which if continued disruption occurs the advisor will be removed from the meeting/proceeding. In such an event, the parties will be given the opportunity to reschedule and be accompanied by another advisor.

When the Title IX Coordinator and building level leader have completed their collection of evidence, they will provide both parties with an equal opportunity to inspect and review the evidence obtained that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

The parties and any advisors must execute the provided non-disclosure agreement before they may receive the evidence for review. Following execution of the non-disclosure agreement, the Title IX Coordinator and/or building level leader will send to each party and the party's advisor, if applicable, the evidence subject to inspection and review in an electronic format or hard copy, and parties will have ten (10) days to submit a written response, which the Title IX Coordinator will consider prior to completion of the investigative report.

Following the period for the parties' review and inspection of the evidence, the Title IX Coordinator and building level leader will create an investigative report that fairly summarizes relevant evidence. At least ten (10) days prior to the time of determination, the Title IX Coordinator and building level leader will send to each party and the party's advisor, if

applicable, the investigative report in an electronic or a hard copy, for their review and written response.

The Superintendent will act as the decision-maker. After the investigative report has been sent to the parties and before a determination regarding responsibility, each party will be afforded the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

The Superintendent may exclude questions as not relevant, including questions that seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. Further, questions about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant or to prove consent. Any decision to exclude a question as not relevant will be explained to the party proposing the question. The process of written questions and follow up questions should take thirty (30) days or less.

Within a reasonable time period following the written questions, the Superintendent, acting as the decision-maker, will issue a written determination regarding responsibility applying the preponderance of the evidence standard. The written determination must include:

- a. Identification of the allegations potentially constituting sexual harassment;
- b. A description of the procedural steps taken;
- c. Findings of fact supporting the determination;
- d. Conclusions regarding the application of the recipient's code of conduct to the facts;
- e. A statement of, and rationale for, the result as to each allegation;
- f. The recipient's procedures and permissible bases for the Complainant and Respondent to appeal.

The Superintendent will provide the written determination to the parties simultaneously. The Title IX Coordinator is responsible for effective implementation of any remedies.

### Remedies

Where, following the formal or informal process, the District determines a Respondent responsible for sexual harassment, the District shall provide remedies designed to restore or preserve equal access to the recipient's education program or activity. Such remedies may include supportive measures and/or discipline up to and including expulsion.

### Appeals

Following the Superintendent's determination regarding responsibility, either party may appeal to the designated governing body representative. An appeal should be submitted in writing within ten (10) days of the party's receipt of the Superintendent's determination. Note, appeals will only be considered if based on one of the following:

- A. There was a procedural irregularity that affected the outcome of the matter;
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
- C. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

Both parties shall have five (5) days after the submission of an appeal to submit a written statement in support of, or challenging the Superintendent's determination. The governing body representative will issue a written decision describing the result of the appeal and the rationale for the result within forty-five (45) days. The governing body representative's decision will be provided simultaneously to the parties.

### Retaliation

The District prohibits retaliation against persons who report, testify, assist, or participate or refuse to participate in any manner in an investigation, proceeding, or hearing. Retaliation includes intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX.

### Recordkeeping

The District will maintain records from the investigation, determination, appeal, and informal resolution for seven (7) years.

### Reports otherwise required by Law

These procedures do not affect or alleviate mandatory reporting required by state or federal law, for example, reporting of suspected child abuse or neglect to law enforcement or Department of Child Services.

### PROHIBITION AGAINST RETALIATION

The District prohibits retaliation against persons who report discrimination or harassment or participate in related proceedings. The District will notify the person reporting the discrimination or harassment and all individuals participating in the investigation of the District's policy prohibiting retaliation. The District will make all possible efforts to prevent retaliation against individuals reporting discrimination or harassment or participating in related proceedings. The District will respond promptly and appropriately to address continuing or new problems. Any person may report suspected retaliation to the appropriate coordinator for a protected class. Intentionally making false accusations about discrimination or harassment is also prohibited and should be reported in the same manner as suspected discrimination or harassment behavior.

## Questions

Individuals with questions regarding non-discrimination laws may contact the appropriate coordinator listed above or the United States Department of Education, Office for Civil Rights' Chicago Office, which serves Indiana, as follows:

Office for Civil Rights, Chicago Office

U.S. Department of Education

Citigroup Center

500 W. Madison Street, Suite 1475

Chicago, IL 60661-4544

Telephone: 312-730-1560

Fax: 312-730-1576; TDD: 800-877-8339

Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

I.C. 35-42-4-3, 35-42-4-8, 35-42-4-9

20 U.S.C. 1400 et seq., the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)

20 U.S.C. 1681 et seq., Title IX of the Education Amendments Act of 1972

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 794, Rehabilitation Act of 1973, as amended

29 U.S.C. 6101, The Age Discrimination Act of 1975

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

42 U.S.C. 2000d et seq., Titles VI and VII of the Civil Rights Act of 1964

42 U.S.C. 2000e et seq.

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 1983

29 C.F.R. Part 1635

34 CFR Part 106

20 USC § 1092, Clery Act

34 USC § 12291, Violence Against Women Act (VAWA)

Adopted 9/14/20

## Metropolitan School District of Martinsville Bylaws & Policies

C200

### ANTI-BULLYING

Bullying is **prohibited** by MSD of Martinsville (“District”). Students who commit any acts of bullying are subject to discipline, including but not limited to suspension, expulsion, arrest, and/or prosecution.

#### Definition:

“Bullying” is defined as 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 committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to his or her 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, or privileges provided by the District.

Bullying does **not** include, and should not be interpreted to impose any burden or sanction on, the following:

- a. participating in a religious event;
- b. acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;

- c. participating in an activity consisting of the exercise of a student's freedom of speech rights;
- d. 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;
- e. participating in an activity undertaken at the prior written direction of the student's parent; or
- f. engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

"Bullying," as defined by this policy and state law, does **not** include actions involving employees. Any behaviors committed by, towards, or amongst District employees should be reported to the employee's supervisor, building principal, or Superintendent.

Applicability:

The District prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, **whenever** the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the District and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. The District prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

Bullying behaviors based on the targeted individual's race, color, national origin, sex, gender, religion, or disability may be investigated and processed according to the Nondiscrimination/Anti-Harassment Policy.

Education:

The District will provide training and/or instruction on anti-bullying prevention and policy to all students in grades 1 through 12, as well as employees, in accordance with Indiana law.

Reporting:

Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to **immediately** report the situation to an appropriate employee such as a teacher, school counselor, or administrator (including the Superintendent). All employees, volunteers, and contracted service providers who observe or receive a



report of suspected bullying shall notify a designated school administrator in charge of receiving reports of suspected bullying within the same day. If an employee does not know who to make a report to, he or she should report directly to the building principal or Superintendent. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law, such as when an employee believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law. The District will act appropriately to discipline employees, volunteers, or contracted service providers who receive a report of bullying and fail to initiate or conduct an investigation of a bullying incident, and for persons who falsely report an incident of bullying. The District will act appropriately to discipline students, employees, visitors, or volunteers who make false reports of bullying.

#### Investigation:

Once a report of suspected bullying is received by the designated school administrator, an expedited investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school employees. Information relating to the investigation will be gathered using means including, but not limited to: witness interviews, request for written witness statements, record identification and review, and an assessment of whether bullying occurred. The investigation will be initiated within one (1) school day of the report to the designated school administrator and will ordinarily be completed within ten (10) school days.

#### Intervention/Responses:

If a report of suspected bullying is substantiated through an investigation, then The District shall take appropriate intervention and responses as consistent with policy and procedure. The District will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to: suspension and expulsion for students; discharge for employees; exclusion for parents, guests, volunteers, and contractors; and removal from any office for governing body members. Also, if the acts of bullying rise to the level of serious criminal offense the matter may be referred to law enforcement. The District shall inform the parents of all

students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

Parental Involvement:

Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication. Parent notifications will occur in an expedited manner within two (2) school days after the designated school administrator receives the report of suspected bullying. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and District policy.

Reporting to IDOE:

Each school within the District will record and report to the Superintendent or his or her designee the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying, and electronic/written communication bullying (or a combination of two or more of the above categories). The Superintendent or his or her designee shall report the number of bullying incidents by category for each school and the entire District for each school term to the Indiana Department of Education by July 1.

I.C. 20-33-8-13.5

MSD of Martinsville

Adoption Date: 12/17/20

**Metropolitan School District of Martinsville  
Bylaws & Policies**

**G125**

## CRIMINAL ORGANIZATION ACTIVITY

### Prohibited Conduct

MSD of Martinsville prohibits criminal organization activity and similar destructive or illegal group behavior on school property, or school buses, or at school-sponsored functions.

The District prohibits reprisal or retaliation against individuals who report suspected criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about criminal organization activity and similar destructive or illegal group behavior.

### Definitions

**“Criminal Organization”**: a formal or informal group with at least three members that specifically either:

- (1) promotes, sponsors, or assists in; or participates in;
- (2) requires as a condition of membership or continued membership; or
- (3) has as one of its goals;

the commission of a felony or an act that would be a felony if committed by an adult or a battery offense included in IC 35-42-2.

**“Criminal Organization activity”**: a student who knowingly or intentionally actively participates in a criminal organization, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal organization.

### Procedures for Reporting and Investigating

District employees are required by law to report any incidence of suspected criminal organization activity, criminal organization intimidation, or criminal organization recruitment to the principal and school safety specialist.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected criminal organization activity.

Each school within the District shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the Superintendent or his or her designee, who shall submit a written report to the Indiana Department of Education by June 1 of each year.

### Consequences

A confirmed dent of criminal organization activity is a violation of the District's code of conduct. The principal or the principal's designee shall respond to criminal organization activity, according to the parameters described in the District's code of student conduct and policy.

### **Intervention Services**

The principal may provide intervention or relevant support services to a student involved in, or suspected of being involved, in criminal organization activity. The following types of services, including family support services, are available: counseling, establishing training programs to reduce criminal organization activity and enhance school climate, enlist parent cooperation and involvement, community and faith-based organizations and civic groups, after-school programs developed in collaboration with other stakeholders, school sanctioned/facilitated extra-curricular activities, or other appropriate action.

### **Criminal Organization Prevention and Education**

The District shall establish an evidence-based educational criminal organization awareness program for students, school employees, and parents. The District shall implement school employee development program to provide training to school employees in the implementation of its criminal organization policy.

The Superintendent or his or her designee shall ensure that notice of this policy appears in the student handbooks and on the District's website.

I.C. § 20-19-3-12

I.C. § 20-26-18 et. seq.

I.C. § 20-33-9-10.5

I.C. § 35-45-9-1

MSD of Martinsville

Adopted: 4/15/2021

## **Metropolitan School District of Martinsville Bylaws & Policies**

### **8330 - STUDENT RECORDS**

In order to provide appropriate educational services and programming, the School Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person whom the School District reasonably believes knows the identity of the student to whom the education record relates.

A social security number of a student contained in the records of the District may be disclosed if the record is specifically required by a State or a Federal Statute or is ordered by a court under the rules of discovery.

PII concerning students shall be protected against theft, unauthorized access, alteration, disclosure, misuse, or invasion of privacy. Unless specifically authorized by the Superintendent or produced pursuant to a request under the Indiana Access to Public Records Act, PII concerning students shall not be left unprotected, shared or transferred from District records to any place not within the control of the District. This includes any laptop computer or portable storage medium.

The Board is responsible for maintaining records of all students attending schools in this District. In addition to records mandated by the Federal Government, the State of Indiana requires that the District record or include in the official high school transcript for each high school student the following information:

- A. attendance records
- B. the students' latest ISTEP/GQE test results
- C. any secondary level and postsecondary level certificates of achievement earned by the student
- D. immunization information from the student's immunization record
- E. any dual credit courses taken that are included in the core transfer library under I.C. 21-42-5-4
- F. a functional and practicable workplace Spanish designation on the student's transcript if the student has taken Spanish language courses that meet the requirements of I.C. 20-32-4-12(b)

The Board also authorizes the collection of other student information including, but not limited to:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency;
- B. samples of student work;
- C. information obtained from professionally acceptable standard instruments of measurement such as:
  - 1. interest inventories and aptitude tests,

- 2. vocational preference inventories,
- 3. achievement tests,
- 4. standardized intelligence tests.
- D. verified reports of serious or recurrent behavior patterns;
- E. rank in class and academic honors earned;
- F. psychological tests;
- G. custodial arrangements.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" includes any student who is eighteen (18) years of age or older, or who is enrolled in a postsecondary institution regardless of his/her age.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stated otherwise by court order. In the case of an eligible student, that is a student who is eighteen (18) years of age or older, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under Section 152 of the Internal Revenue Code.

A "school official" is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), school psychologist, therapist, or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for purposes of FERPA:

- A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant);
- B. school psychologists, whether employed by a special education cooperative, interlocal, joint services organization, or an outside contractor, for purposes of the referral, evaluation and identification of students suspected to have a disability;
- C. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers).

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the

use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties. "Designated school personnel" may include but is not limited to employees or agents of an insurance carrier providing a defense to the District or its employees or agents.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the designated school personnel official to perform an administrative, supervisory or instructional task for the District or to perform a service or benefit for the student or the student's family or to provide a defense to the District with respect to any of these tasks. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have a legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records including disciplinary records with respect to suspensions and expulsions upon request to a private or public school or school District in which a student of this District seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
  - 1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification – Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
  - 2. the parent or eligible student, upon request, receives a copy of the record; and
  - 3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;
- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school corporation in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school's request.

- C. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- D. request each person or party requesting access to a student's record to abide by the Federal and State regulations concerning the disclosure of information to a third party;
- E. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- F. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative(s) of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14) Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member's social security number(s); religion; political party affiliation; voting history; or biometric information.

While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.



- G. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as state and local educational authorities. The disclosed records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with federal requirements related to those education programs. A written agreement between the parties is required under this exception (see [Form 8330 F16](#)).

The District will verify that the authorized representative complies with FERPA regulations.

- H. disclose or report educational records to a State or local juvenile agency when the disclosure or reporting relates to the ability of the juvenile justice system to serve, before adjudication, the student whose records are being released; and the juvenile justice agency receiving the information certifies, in writing, that the agency or individual receiving the information has agreed not to disclose it to a third party, other than other juvenile justice agency, without the consent of the child's parent, guardian, or custodian.

A disclosure or reporting of educational records concerning a child who has been adjudicated as a delinquent child shall be treated as related to the ability of the juvenile justice system to serve the child before adjudication if the agency provides documentation to the District that the agency seeks the information in order to identify and intervene with the child as a juvenile at risk of delinquency rather than to obtain information solely related to the supervision of the child as an adjudicated delinquent child.

The juvenile court may grant a school access to all or a portion of the juvenile court records of a child who is a student at the school if the Superintendent submits a written request establishing that the juvenile court records are necessary for the school to serve the educational needs of the child whose records are requested or to protect the safety or health of a student, an employee, or a volunteer at the school.

The school shall keep the records confidential. However, the confidentiality order does not prohibit the school from forwarding the juvenile records to another school or a person if a parent, guardian, or custodian of the child consents to the release of the juvenile court records to the person.

The District will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The District shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student,

the written consent of the student, except those persons or parties stipulated by the District's policy and administrative guidelines and/or those specified in the law.

## DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; e-mail address; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

The Board designates school-assigned email accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes. School assigned email accounts shall not be released as directory information beyond this limited purpose and to any person or entity but the specific online educational service provider.

Directory information shall not be provided to any organization for profit-making purposes. The Superintendent may allow access to a school campus or give students' directory information to organizations that make students aware of educational or occupational options.

In accordance with Federal law, the Board shall comply with FERPA when releasing students' information to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information.

Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the Superintendent's annual public notice.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of directory information, either parent may provide such consent unless specifically stated otherwise by court order.

The District may disclose "directory information" on former students without consent of the parent(s)/eligible student, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

### Disclosure of Lists of Students for Political or Commercial Purposes

It is the policy of the Board not to release the lists of students for commercial or political purposes. This policy shall be equally applied to similarly situated organizations and persons. (I.C. 5-14-3-3(f))

### Inspection of Information Collection Instrument

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least ten (10) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within ten (10) business days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazine, and programs providing access to low-cost literary products
- C. curriculum and instructional materials used by elementary and secondary schools
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school-related or education-related activities
- F. student recognition programs

The Superintendent shall prepare procedures to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except disclosures allowed without parental consent;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint of District noncompliance with the United States Department of Education;
- F. obtain a copy of the District's policy and administrative guidelines on student records.

The Superintendent also shall develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing District employees of the Federal and State laws concerning

student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this District specifically as a consequence of permitting access or furnishing students' records in accordance with this policy and administrative guidelines.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation, or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the time frame for the activity has ended, as specified in its written agreement with the Board. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

#### Address Confidentiality Program

If a parent (or adult student) presents information to the District certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Address Confidentiality Program administered by the State Attorney General, the District shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. Because student records are available to non-custodial parents, designated school officials who have a legitimate educational interest in the information, and other individuals or organizations as permitted by law (including the public in some situations), the District shall list only the address designated by the Attorney General's Office to serve as the student's address in any student records or files, including electronic records and files. Further, the District shall use the student's designated address for any and all communications and correspondence between the Board or District employees and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose.

The intentional disclosure of the student's actual/confidential residential address is prohibited. Any violations could result in disciplinary action.

#### Violation of this Policy

As provided for by State law, an employee or agent of the Board who intentionally, knowingly, or recklessly discloses or fails to protect information classified as confidential by this policy may be disciplined or terminated.

Additionally, State law provides that a person who recklessly, knowingly, or intentionally destroys or damages any public record commits a Level 6 felony unless the destruction is pursuant to a record retention schedule adopted by the County Public Records Commission.

I.C. 5-14-3-3(f)

I.C. 5-14-3-4(a)(3) and (12)

I.C. 5-14-3-4(c)

I.C. 5-14-3-10

I.C. 5-15-6-8

I.C. 20-32-4-12

I.C. 20-33-2-13

I.C. 20-33-7-1 et seq.

I.C. 31-39-2-13.8

511 I.A.C. 7-38-1 et seq.

26 U.S.C. 152

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g

Individuals with Disabilities Education Act of 2004, 20 U.S.C. 1400 et seq.

20 U.S.C. 7165(b)

20 U.S.C. 7908

34 C.F.R. Part 99

34 C.F.R. Part 300

Revised 1/18/18

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## **Metropolitan School District of Martinsville Bylaws & Policies**

### **8432 - PEST CONTROL AND USE OF PESTICIDES**

The Corporation is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure.

The Corporation will:

- A. annually inform parents and staff members of the Corporation's pest control policy at the time of student registration by a separate memorandum or as a provision in the staff and/or student handbook;
- B. provide the name and phone number of the person to contact for information regarding pest control;
- C. maintain a registry of parents, guardians, and staff members who want to receive advance notice of all pesticide use, and, provide such notice at the start of each school year and during the school year when a student enrolls in or transfers into a school;

The Corporation's notice at the start of each school year shall invite parents, guardians, and staff members to be added to the pesticide

notification list, and the Corporation shall permit a person to be added to the registry at any time upon their request.

- D. provide notice of planned pesticide applications to parents and employees who have requested advance notice;
- E. maintain written/printed/electronic records for two (2) years of any pesticide applications, and make these records available to anyone for inspection and copying upon request.

The Corporation will provide notice to those in the registry at least forty-eight (48) hours prior to the date and time the pesticide application is to occur unless an emergency is declared. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact for more information.

In case of emergency pesticide applications, because of immediate threat to the public health, the school shall give written notice as soon as possible.

The Corporation may provide for training of school employees to become certified pest control applicators. Financial support for such training may be provided by the Corporation subject to budgetary constraints of the Corporation.

The Superintendent shall prepare administrative guidelines for the implementation of this policy.

I.C. 15-16-5

357 IAC 1-16

ISBA, IAPSS, IASBO, Memorandum Dtd. 6/13/2000

Revised 10/23/14

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## **MSD of MARTINSVILLE PESTICIDE NOTIFICATION REGISTRY**

To: Parents, guardians and School Staff

From: MSD of Martinsville

Subject: Pesticide Application Registry Notice

Date: 2022-2023 School Year

The MSD of Martinsville School Corporation practices integrated pest management, a program which combines preventive techniques, non-chemical pest control methods and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. Applications of pesticides are made only when deemed necessary to control a pest problem and after trying other means to control the problem. The term "pesticide" includes insecticides, herbicides, rodenticides and fungicides.

We are establishing a registry of persons who wish to be notified 48 hours prior to pesticide applications. To be included in this registry, please complete the attached form and return it to your child's school.

Please include me in the notification registry. I understand that if there is an immediate threat to health or property that requires treatment before notification can be sent out, I will receive notification as soon as it is practical.

Parent/Guardian/Staff

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's  
name: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

April 2022

AHERA ANNUAL NOTICE  
M.S.D. of MARTINSVILLE

This information is being published to comply with the requirements of 40 CFR 763 Subpart E Asbestos

Containing Materials in Schools. This regulation, commonly known as the "AHERA" rule, requires local

education agencies, such as this one, to perform certain tasks regarding the presence and control of

asbestos containing materials in the buildings under the jurisdiction of the local education agency.

These include but are not limited to:

1. Developing an asbestos management plan which is designed to outline procedures and guidelines for

the initial inspection, triennial re-inspection, and 6-month Periodic Surveillance of asbestos-containing

materials that are present in the buildings.

2. Provide awareness training and additional training to selected school employees.

3. Periodically notify all workers and occupants, or their local guardians, parent teacher organizations, and

collective bargaining organizations of the availability of asbestos management plans, the location of

same and the times that the plans may be reviewed.

This notification is to advise all patrons, occupants, or their legal guardians, collective bargaining

organizations, and parent-teacher organizations, that the asbestos management plans required under this

act are available for review upon request. The plans can be viewed by any person during normal business

hours of the school. Interested parties wishing to inquire about the plans should contact the individual

school office. Master copies of the plans for all buildings under the jurisdiction of this local education

agency are available in the Maintenance Building, which is located at 840 South Ohio Street, Martinsville,



Indiana 46151; telephone number (765) 342-7896. Inquiries regarding any facet of the regulation or the

management plans should be directed to Mr. John Elliott at the above telephone number during regular

business hours.

The M.S.D. of Martinsville school facilities and buildings which contain asbestos-containing materials

(ACMs) and must comply with the 40 CFR 763 Subpart E (ASHERA) regulations include:

Martinsville High School; John R. Wooden Middle School, Bell Intermediate Academy; Poston

Road, Centerton, Central Education Center, Brooklyn STEM Academy, Paragon, and Green

Township Elementary Schools; Smith Fine Arts Academy; Cross School; Transportation Facility;

Maintenance Building

Listed is a brief description of asbestos projects currently ongoing and completed at our facilities this past

school year, as well as activities currently scheduled for the 2021/2022 school year.

Detailed reports of

each activity will become a part of each school's asbestos management plan and may be reviewed online.

\* The next required triennial re-inspection will be completed in June 2023

\* The required six-month periodic surveillance was conducted in July 2020.

\* The required six-month periodic surveillances are scheduled for June and December each year.

\* Projects in 2021 included: N/A

Buildings that are asbestos free and require no surveillance or re-inspections:

South Elementary School, the dugouts, concession stands, outbuildings, press boxes, and ticket

booths.

Buildings that are no longer owned by M.S.D of Martinsville:

Hammons Alternative School, North Elementary School and the Administration Building

## EXHIBIT A

We would suggest that you consider printing the following:

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the M.S.D. of Martinsville is available for review and copying by students, staff and guardians during normal business hours.

## Policy 8500.01

### Pre-Paid Meal Account Procedure

The MSD of Martinsville Food Service Department is a self-supported entity operating under USDA regulations to provide daily cost-effective meals to students and staff. Students and adults are expected to pay cash daily or in advance for all food purchases. It is the responsibility of the family to keep their family meal account up to date. The Food Service Department recognizes that occasionally students may forget their lunch money. Since the District is dedicated to providing students with a positive learning environment, we have developed the following procedures to accommodate students who forget their lunch money, but also promote responsible student behavior and minimize the fiscal burden to all families. We understand that charging can be embarrassing and encourage parents/guardians to use Family Access or contact Food Services to monitor meal account activities.

#### **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](http://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.

#### **Emergency Lunch Charge**

Pre-K – 4th Grade Students:

- Each student will be allowed to accumulate up to five lunch charges
- After four lunch charges, the school principal and family service coordinator may be contacted After a student has accumulated five charges an alternate lunch will be offered
- After a student has received two consecutive alternate lunches Family Services will contact parent/guardian
- Students with unpaid lunch charges will not be allowed to purchase ala carte

All Students:

- No charging allowed for breakfast
- No charging allowed for ala carte items
- No charging allowed for adult meals or ala carte items
- No student will be allowed to purchase ala carte and proceed to charge a meal
- The Food Service Department will communicate account balances using automated calls and paper notices as determined by the Food Service Director.

## **Metropolitan School District of Martinsville Bylaws & Policies**

### **G100 - Facility and Transportation Safety**

#### **G100-R - Metal Detector Wands**

For information on facility transportation safety and the use of metal detectors, please see the board policy G100 and the coordinating administrative guidelines.

### **5360 - RECESS GUIDELINE FOR HARSH WEATHER**

Each principal, in collaboration with staff, is to establish the criteria (weather conditions) for determining, on a day-by-day basis, when recess will be held. The decision may vary from grade to grade.

Conditions that should be considered are:

- A. temperature
- B. wind chill (see next page)
- C. humidity
- D. age
- E. length of time outdoors
- F. adequacy of clothing of the children
- G. condition of the playground

Exercise outdoors is healthy and is strongly encouraged. If conditions preclude the full recess time, even a five (5) minute break can revitalize children and prepare them for more sitting and academic learning.

The school's recess guidelines should be placed in the student/parent handbook and/or included in parent orientation meetings.

**IMPORTANT** - Children with special health conditions, in particular, asthmatic children, may need special accommodation of their needs during cold weather or periods of high pollen or inversion. The parents of these children are to be consulted in creating a workable system for determining when other arrangements are necessary and for the child's supervision.

\*The MSD of Martinsville elementary schools try to follow the general guideline of not going outside when the temperature is 25 degrees or below including windchill.