



**POSTON ROAD  
ELEMENTARY  
STUDENT HANDBOOK  
2024-2025**

139 E. Poston Road  
Martinsville, IN. 46143  
(765) 342-8408

<http://www.msdoformartinsville.org>

## Table of Contents

<a href="#">MSD of Martinsville Elementary School Contact Information</a>	3
<a href="#">School Board Members and Central Office Staff</a>	4
<a href="#">Administrative Guidelines: Bylaws and Policies</a>	5
<a href="#">2024-2025 School Calendar</a>	6
<a href="#">School Staff List</a>	7
<a href="#">Mission Statement</a>	8
<a href="#">Reporting Student Progress</a>	9
<a href="#">Student Schedule Information</a>	9-10
<a href="#">Safety &amp; Security</a>	11-13
<a href="#">Communication</a>	13-14
<a href="#">Special Services</a>	14-16
<a href="#">Student Attendance</a>	16-18
<a href="#">Student Wellness</a>	18-21
<a href="#">Policies &amp; Procedures</a>	21-25
<a href="#">Food Service &amp; Nutrition</a>	25
<a href="#">Technology</a>	25-36
<a href="#">MSD of Martinsville Pesticide Notification Registry</a>	37
<a href="#">MSD of Martinsville AHERA Annual Notice</a>	38
<a href="#">Title I</a>	39-47

## **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)

### **Centeron 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  
765-349-7428 (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-Rae Floyd**

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**

Matt Hankins - President of Board  
Heather Staggs - Vice President of Board  
Luke Jackson - Secretary of Board  
Jacque Deckard - Board Member  
Dan Conway - Board Member

## **SUPERINTENDENT**

Eric Bowlen 342-6641 Ext. 1008

## **ASSISTANT TO THE SUPERINTENDENT**

Suzie Lipps 342-6641 Ext. 1052

### **Directors**

<b>Kyle Stout</b>	Director of Operations	765-342-7896	Ext. 6101
<b>Dennis Mills</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>Will Miers</b>	Director of Technology	765-342-6641	Ext. 1037
<b>Jenny Oakley</b>	Director of eLearning & Literacy	765-342-6641	Ext. 1066
<b>Chris Wright</b>	Chief of Police	765-342-6641	Ext. 1021

### **Central Office Staff** (PHONE: 765-342-6641)

<b>Courtney Vandeventer</b>	Executive Assistant to Superintendent	Ext. 1008
<b>Nancy Brosman</b>	Administrative Assistant	Ext. 1011
<b>Whitney Kuszmaul</b>	Treasurer	Ext. 1003
<b>Amanda Linthicum</b>	ECA Treasurer	Ext. 1010
<b>Brittany Davis</b>	Deputy Treasurer	Ext. 1004
<b>Kim Applegate</b>	Payroll	Ext. 1002

## **MSD of Martinsville Bylaws & Policies**

A100	<a href="#"><u>Non-Discrimination &amp; Anti-Harassment</u></a>
C350	<a href="#"><u>Student Discipline</u></a>
G125	<a href="#"><u>Criminal Organization Activity</u></a>
G100	<a href="#"><u>Facility and Transportation Safety</u></a>
2330.01	<a href="#"><u>Homework Policy</u></a>
5136	<a href="#"><u>Personal Communication Devices</u></a>
5200	<a href="#"><u>Attendance</u></a>
5430	<a href="#"><u>Grading: Reporting Student Progress</u></a>
5513	<a href="#"><u>Care of School Property</u></a>
5610	<a href="#"><u>Suspension and Expulsion of Students</u></a>
5517	<a href="#"><u>Anti-Harassment</u></a>
5517.01	<a href="#"><u>Bullying</u></a>
8330	<a href="#"><u>Student Records</u></a>
8432	<a href="#"><u>Pest Control And Use Of Pesticides</u></a>
8500.01	<a href="#"><u>Pre-Paid Meal Account Procedure</u></a>
ag5500A	<a href="#"><u>Student Conduct in School</u></a>

**Metropolitan School District of Martinsville  
School Calendar for 2024-2025**

AUGUST	2,5	Teacher Work Days
	6	First Student Day
SEPTEMBER	2	Labor Day (No School)
OCTOBER	4	End of 1 <sup>st</sup> Nine Weeks
	9	eLearning Day
	10	Parent Teacher Conferences
	14-18	Fall Break
NOVEMBER	25-29	Thanksgiving Break
DECEMBER	20	End of 2 <sup>nd</sup> Nine Weeks
	23	Winter Break Begins
JANUARY	6	School Resumes for Students
	20	MLK Day (No School)
FEBRUARY	17	Presidents' Day-No School (snow make-up if needed)
MARCH	7	End of 3 <sup>rd</sup> Nine Weeks
	24-28	Spring Break
MAY	22	Last Day for Students; End of 4th Nine Weeks
	23	Teacher Work Day

**Poston Road Elementary Staff List**

**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.

### **POSTON ROAD ELEMENTARY MISSION STATEMENT**

Through a global lens, we provide rigorous academics with engaging cultural experiences that spark curiosity and create a love for learning.

### **POSTON ROAD ELEMENTARY VISION STATEMENT**

Creating Globally-Minded, Lifelong Learners



# **REPORTING STUDENT PROGRESS**

## **REPORT CARDS**

Report cards are issued every nine weeks. Midterm reports will be posted to Skyward 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 11, 2024

November 13, 2024

February 12, 2025

April 23, 2025

### **Report Card Dates**

October 9, 2024

January 10, 2025

March 12, 2025

May 22, 2025

# **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**

Preschool	10:55-11:25
Kindergarten	10:55-11:25
Grade 1	11:00-11:30
Grade 2	11:30-12:00
Grade 3	11:40-12:10
Grade 4	12:10-12:40

## **Special Schedules and Releases**

**Early Release Days:** Due to weather - automatically cancels all school sponsored after school activities.

**Late arrival/Early Release schedules to be determined and distributed upon approval.**

**2 hour delay:** Due to weather - Students will arrive at 10:25 a.m., and the tardy bell will ring at 10:40 a.m.

**REAL Time Learning:** If it is known IN ADVANCE that school will be closed for a day or multiple days, families will be notified in advance and students will learn from home. Real Time Learning involves lessons being presented live to students via Zoom. After the lesson, teachers will be available to help students through their work while also answering questions. There will be two sessions: a morning Zoom for reading and an afternoon Zoom for math and other subjects.

These days will count as a full day of learning with the State and do not need to be made up. The following schedule will be used during REAL Time Learning:

<b>ELEMENTARY</b>	
8:25-9:30	Supported Student Work Time
9:30-11:00	ELA (READING) Class Meeting & Supported work time: ZOOM
11:00-12:30	LUNCH & Supported work time
12:30-2:00	MATH/SOCIAL STUDIES/SCIENCE Class Meeting & Supported work time: ZOOM
2:00-3:30	Supported Student Work Time

## **State Assessment Testing Windows**

WIDA ACCESS	January 13, 2025-February 28, 2025
IREAD-3	Spring: March 3, 2025-March 14, 2025 Summer: May 12, 2025-June 27, 2025
IAM	March 31, 2025-May 9, 2025
ILEARN Checkpoint 1	September 16, 2024-November 15, 2024
ILEARN Checkpoint 2	November 18, 2024-February 7, 2025
ILEARN Checkpoint 3	February 10, 2025-April 11, 2025

# **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 for volunteers, an individual supervising students, must be completed **annually**.
  - a. A background check that produces a felony or misdemeanor conviction will be subject to review for non-admittance to school-day activities. Questionable results will be shared with the MSD of Martinsville Chief of Police, or designee, for review and will communicate the determination with the building principal if the findings prevent an individual from volunteering in the school building due to safety concerns.
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.

## **Safe Visitor**

Schools use the Safe Visitor 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.

## **STOPit**

STOPit is available for anyone to submit an anonymous concern. To submit a tip click on the STOPit icon located on the MSD of Martinsville webpage. 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/Skyward 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, 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 voicemail 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 username and password. This permission form may be obtained at the MSD of Martinsville Administrative Office located at 389 E. Jackson in Martinsville.

Once you have a username 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 username and password, you will be able to view your child's school information as it is contained in the corporation's database.

## **Automated Communications**

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. 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

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 he/she 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**

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

1. Home visits
2. Parent workshops
3. Help with school
4. Help with behavior problems
5. Referrals to community resources

## **Elementary Counselor / Social Worker**

The counselor / social worker helps to educate and support students socially, physically, and emotionally. This includes:

1. Student advocacy
2. Facilitation assessments
3. Scheduling guidance
4. 1-1 Student support
5. Small & whole groups
6. Family support
7. Classroom presentations & lessons
8. Knowledge of community resources
9. School-wide interventions

## **Title I (Centeron and Green Township Non-Title I Schools)**

Title I provides extra help and instruction to K-4 students to strengthen reading and math skills. Title I placement is determined by test scores and classroom progress. The Title I lessons coordinate with the classroom curriculum. Students are referred for placement based on Standardized Testing as well as teacher input.

## **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 all elementary school students before and after school. Please contact the YMCA if you are interested in enrolling your child at 765-342-6688.

## **STUDENT ATTENDANCE**

Regular attendance is essential for children to be successful in their educational endeavors. Students are bound by the requirements of the Indiana Compulsory Attendance Laws. Students are expected to attend school regularly and be on time for classes in order to benefit from instructional programs and develop responsible personal habits that are respected in society and therefore a part of the educational process.

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

- 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 messaging system, someone from the school, or the attendance officer may be calling your home.
- 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.
- 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.
- If a child is sent home with a fever of 100.4 degrees or over, he/she is not to return to school until fever free for 24 hours without fever medication.

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

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

- 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.
- If your child has a slip from the dentist/doctor's office, please have your child drop it off at the office when your child returns to school.
- We ask that you not keep a child out of school for the entire day for a doctor or dental appointment.
- 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., the student 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., the student 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 Procedures**

#### **General Responsibilities of Parents or Legal Guardians**

- Parents/Legal Guardians are responsible for the attendance of their students in school.
- The Principal/Counselor will be informed of irregular attendance patterns and unexcused absences, and will help students with attendance problems. The Principal/Counselor shall make recommendations to the teacher and/or the attendance officer which she/he believes will aid the student.
- Referral of a student with an attendance problem may be made by a teacher to the Principal and/or attendance secretary.
- Correction of absenteeism and/or tardiness to the school is the responsibility of the parents/legal guardians. The school will assist in all ways possible.
- Parents/legal guardians are requested to notify the school office each day to report extended illnesses of their student.
- Parents/Legal Guardians are requested to notify the school office to report family travel at least 3 days prior to travel date. All make-up work (including tests) must be completed to the teacher's satisfaction within five (5) days of the student's return to school.

### **Attendance Guidelines**

- **AUTHORIZED ABSENCES:** The MSD of Martinsville allows students to have 5 excused parent/legal guardian authorized absences each school year that do not require documentation for the absences. After these 5 excused absences have been utilized, all further absences will require proper documentation to be recorded as an excused absence. If documentation is not provided, these absences will be recorded as unexcused absences.
- **DOCUMENTATION:** All legal or medical documentation must be submitted within 5 days for the absence to be recorded as excused. The school's fax # is 765-352-4152.

### **Attendance Letters**

- Attendance letters are generated and sent via email on the 5th day unexcused absence, the 10th day unexcused absence, and the 18th unexcused absence.

### **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

## **Age of Attendance**

According to Indiana Code, children who are five (5) years of age on or before August 1 are eligible for kindergarten. The MSD of Martinsville extends that deadline to October 1st for early entrance. 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.

## **STUDENT WELLNESS**

The school clinic is available for students who become ill or injured during the school day during normal student class hours. Only minor first aid is available in the clinic. For life threatening emergencies, 911 will be called and parent(s)/guardian(s) will be notified.

### **Illness**

The clinic staff may exclude from school a student who is believed to have a communicable disease that is transmissible through casual contact and poses a threat to the health and safety of the student body. The Indiana Department of Health's Communicable Diseases Reference Guide for School provides the MSD of Martinsville with practice guidelines.

Students are allowed to return to class after he/she has been evaluated by a physician or nurse practitioner and with a document stating that the student has been seen/treated and is safe to return.

The following guidelines will be used in determining when to send a child home:

- 1) Fever of 100.4F or greater. Students who are ill should be fever-free for 24 hours without the use of fever reducing medication before attending or returning to school.
- 2) Witnessed vomiting or diarrhea. Students should be free from vomiting or diarrhea for 24 hours before attending school.
- 3) Suspicion of conjunctivitis or "pink eye." If bacterial conjunctivitis is diagnosed, prescriptions need to be used for 24 hours before attending school or providers note must explicitly detail when a student is safe to return to class.
- 4) Suspicious rashes that may be contagious. Provider note must detail when the student is safe to return to class.
- 5) Injury that may require further evaluation and treatment.
- 6) Suspicion of an untreated contagious condition. If an infection has been diagnosed, children need to be on an antibiotic for 24 hours before attending school.
- 7) A condition or illness that is causing such severe symptoms that the student is unable to function in class.
  - All students leaving school during the day due to illness must do so through the school clinic.

- The clinic staff will determine whether the student should remain in school or go home.
- No student will be released from school without proper parental permission.
- Students may not contact parents and ask to be picked up without clinic staff permission.
- If the student does contact his/her parents and ask to be picked up without approval, the absence will be unexcused.
- If family #1 is unable to be reached, family #2 will be contacted. School staff will call the person listed as emergency contacts and request the child be picked up if “family #1” and “family #2” are not able to be contacted.

**Communicable Diseases are contagious and should be reported to the school office or clinic even if they are not caused for exclusion.** The student may return to school after receiving proper treatment and clearance by a medical doctor or nurse practitioner.

## **Managing Medical Conditions at School**

Students who are diagnosed with chronic conditions which require emergency medications (Diabetes, anaphylaxis, asthma, seizures, etc) must have physician documentation on file prior to starting class. Action Plans completed by the student’s primary care physician must be on file in the clinic every school year. Each student with an action plan will also have an Individualized Healthcare Plan completed by a registered nurse per Indiana state law. Permission to carry must be signed by the physician and on file with the Registered Nurse each school year. Private Duty nurses must be written into the students IHP. The MSD of Martinsville may require a Memorandum of Understanding to be signed.

## **Prescription Medication**

Students are required to bring all medications to clinic staff at the start of the school day, the parent is responsible for transportation of medication. Only those medications that are medically necessary during school hours or written in an IEP will be administered during the school day. Prescription medications must be sent in the original container with the original prescription label intact and be accompanied by a complete Prescription Medication form.

## **Over the counter medications**

Common over the counter medications are also stored in the school clinic. A limited supply of acetaminophen and ibuprofen products may be available in Bell, Wooden, and MHS clinics. These can be given at the discretion of the school clinic staff to any student who has parent/guardian permission. Any additional over-the-counter medications (including cough drops) will be kept in the clinic and must be supplied by the parent. An over-the-counter medication administration consent form must be completed and signed by the parent/guardian. All medication must be in the original unopened container and will be given according to the directions on the bottle and dosages that are appropriate for the age and weight of the student. **FAILURE TO COMPLY WITH THIS RULE CONSTITUTES A VIOLATION OF THE DRUG AND ALCOHOL ABUSE POLICY.**

If the dosage exceeds label directions, a written order from the student’s medical provider is required. All medications administered at school must be approved by the FDA, no homeopathic or herbal medications will be administered. Over-the-counter medications sent into school will be kept until the end of the school year unless directed otherwise.

## **Transporting Medications**

Parents are responsible for any medications brought into the clinic. Clinic staff will count controlled medications and maintain a log. Parents are encouraged to transport controlled medications (most commonly ADHD medications) to the clinic and verify clinic staff count. Parents are to make arrangements for medications to be picked up prior to the last staff day of school.

## **Immunizations**

Student immunization records must be on file and compliant with the State of Indiana immunization requirements prior to the first day of school. Students with incomplete immunization records are subject to exclusion 20 days from the start of school pursuant to Indiana Code 20-34-4-5. Any student filing Medical Exemption or Religious Exemption must have signed documentation filed each school year and prior to the first day of school. Exemption paperwork may be picked up at the school or printed off of the school website under student services.

## **Human Papillomavirus**

HPV is a common virus that can lead to certain types of cancer later in life. Getting your 11-12 year-old child two doses of the HPV vaccine can prevent these cancers. To learn more, please visit:

<https://www.cdc.gov/hpv/index.html>

## **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.

## **Hearing Screenings**

Hearing Screening: Indiana Code 20-34-3-14 states that all school corporations shall conduct annually hearing tests on all students in grades 1, 4, 7, and 10. Any student, upon request by parents and/or school staff, will be tested. If a parent does not wish to have his/her/they child tested, the parent must decline in writing and submit to the Speech Department or Front Office. If a problem is identified, parents will be notified of the test results and recommendations.

## **Vision Screenings**

Vision Screening: Indiana Code 20-34-3-14 states that all school corporations shall conduct an annual screening test of the visual acuity of all children in grades K or 1, 3, 5, and 8. Other Children suspected of having a visual impairment will also be screened upon request of parent or school staff. Local eye care professionals, school nurses, and Clubs may screen students. If a problem is identified, parents will be notified of the test results and recommendations. If a parent or guardian does not want his/her/they child tested, a signed letter must be filed with the clinic declining the required service.

## **Head Lice**

Parents of students found with live lice will be notified. After treatment, the parent is to bring the student back into the clinic for reevaluation. The student may return to school if no live lice are identified. The parent/guardian shall remain with the student until the clinic staff has checked the student's hair and the student is readmitted into the classroom. If at that time, live lice are found, the student is to be sent home. Whole classroom lice checks will not be performed.

## **Bed Bugs**

In the event a bug is found on a student or on their belongings, the bug is to be removed, contained, and disposed. Students will be allowed to change into clean clothing; student items may be bagged and returned to the student at the end of the school day. Parents of students found with bed bugs will be notified.

## **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 Healthwise insurance, provided by the state.

# **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**

Our school philosophy emphasizes that education is to help students develop to their potential in an atmosphere of mutual respect, self-discipline, and student agency. Student dress is intended to encourage students to "dress for success" and to come to school prepared to participate in the educational process. We value the desire of students for self-expression, so students may choose their own dress as long as it meets the expectations below and contributes to good health, safety, positive school culture, and is non-disruptive to the learning environment of all students.

Expectations for Student Dress:

- Maintains safety of students and property in all learning environment
- Shoes must be worn at all times
- Face and head should be visible (except where accommodations are needed for religious beliefs or when health and safety necessitate use)
- Clothing worn is free of advertisements for or promotion of the use of alcohol, drugs, tobacco, or other substances that, if used by a minor, would be illegal
- Clothing worn is free of lewd, vulgar, indecent, or violent language/images, hate speech, or gang affiliation

- Jackets and coats intended for outdoor use, sleepwear, slippers, and blankets should not be worn in school
- Clothing worn with normal movements should cover private areas, underwear/undergarments, torso, and upper/lower back. Top clothing and bottom clothing should meet.

If a school designee determines an item of clothing to not meet this standard, a private conversation will take place between the student and the school designee. The goal is to address the concern and for the student to return to class as soon as possible. If there is a pattern of student dress concerns, and after parent communication, a school consequence may be given.

## 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.**

## 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. Provide study conditions including good lighting, ventilation, and little noise.
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.

## 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 and 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 for every student to reach and exceed their 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:**

"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.

## **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.

All student purchases and deposits are recorded individually and can be monitored by parents via Family Access. Parents are encouraged to prepay for purchases by sending funds to school in an envelope with the student’s name and the amount of the deposit written on the outside of the envelope or by using our secure parent portal. Each student will be assigned an individual PIN or use a lunch ID card to access their meal account when they proceed through the line. Funds are kept in individual meal accounts for each student and only accessible by the student they are deposited for. 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, the district policy 8500 will be followed. 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.

Please visit [www.artiescafe.org](http://www.artiescafe.org) for updated meal pricing. Additionally, ala carte purchasing restrictions can be placed on your students account by contacting Food Services.

If you feel your **family will qualify for free/reduced priced meal benefits** you are **encouraged to complete an Assistance Application** form. Meal Assistance forms can be completed in Skyward Family Access or 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 food” and soda. In order to provide a safe learning environment, we do not allow visitors and guests to eat lunch with their child.

## **TECHNOLOGY**

The pricing structure for all repairs and replacements is located on the District’s website.

\*All unpaid device breakage 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

Disabling such resources 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 the 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 or accidental damage.

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 the 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 ensure 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 or 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 students 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.



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

## **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, etc.). 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.

## **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.

**OPT OUT FORM**

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 resources. Please return to your children(s) school with all other registration material.

# **MSD of MARTINSVILLE PESTICIDE NOTIFICATION REGISTRY**

To: Parents, Guardians, and School Staff  
From: MSD of Martinsville  
Subject: Pesticide Application Registry Notice  
Date: 2024-2025 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: \_\_\_\_\_

## **AHERA ANNUAL NOTICE**

### **M.S.D. of MARTINSVILLE**

January 2024

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 the 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. Kyle Stout 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 (AHERA) regulations include:

- Bell Intermediate Academy
- Brooklyn STEM Academy
- Centerton Elementary School
- Central Education Center
- Charles L. Smith Fine Arts Academy
- Cross School
- Green Township Elementary School
- John R. Wooden Middle School
- Maintenance Building
- Martinsville High School
- Paragon Elementary School
- Poston Road Elementary School
- Transportation Facility

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 2024/2025 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 2026
- The required six-month periodic surveillance was conducted in December 2023.
- The required six-month periodic surveillances are scheduled for June and December each year.

# **TITLE I SERVICES**

Revised February 2024

## **MSD of Martinsville Title I Parent Involvement Policy\***

The Title I Programs of the MSD of Martinsville are committed to building a strong parent-school partnership by following parental policy guidelines in accordance with the *Elementary and Secondary Education Act* as listed below:

### **Parent Involvement Policy Requirements**

Through the use of written correspondence, conferences, surveys, meetings, and/or phone calls, each MSD of Martinsville Title I school pledges to:

- A) Invite all parents to an annual meeting held at a convenient time, normally at each school's beginning of year Open House. The purpose of this meeting is to inform parents of the school's participation in Title I, Part A, and to explain the requirements of the program and the rights of parents. Title I parent policies, the Parent's Right-to-Know letter, and the School-Parent Compact will be distributed at the annual meeting, along with information about Indiana Academic Standards and the school's curriculum and assessments in use. Parents who cannot attend the annual meeting will receive the above information through classroom and/or digital distribution. The information is also available on each school's website.
- B) Involve parents in the joint development of its district-wide parental involvement policy and the process of school review and improvement.
- C) Employ a Title I K-6 Coordinator to provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities in order to improve student academic achievement and school performance.
- D) Build the school and parents' capacity for strong parental involvement through:
  1. Parent-teacher conferences and periodic written reports, which provide assistance to parents of children in understanding such topics as student academic achievement standards, how to monitor a child's progress, and how to work with educators to improve the achievement of their children.
  2. Assistance from the Title I K-6 Coordinator, parents (as appropriate), and/or Family Service Coordinators to provide families with materials and training as they work with their children to improve their children's achievement. Such materials and training may include workshops on literacy development, use of technology in education, etc.
  3. In-services, book studies, surveys, and workshops to educate educators with the assistance of parents, in the value and utility of contributions of parents. This includes:
    - How to reach out to, communicate with, and work with parents as equal partners
    - How to implement and coordinate parent programs
    - How to build ties between parents and the school.
- E) Coordinate and integrate parental involvement strategies under Title I with strategies under other programs such as Headstart PreK.
- F) Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under this part. This includes identifying barriers to parental participation in activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) and use the findings of such evaluation to revise parental involvement policies and design strategies for more effective parental involvement.

- G) Invite parents to be involved in the activities of Title I schools.
- H) Provide opportunities for flexible meeting times (mornings, afternoons, and/or evenings) in order to allow parents the opportunity to attend meetings/conferences, formulate suggestions, review and distribute parent policies and the School-Parent Compact, share experiences with other parents, and participate in decisions relating to the education of their children.
- I) Provide full opportunities (to the extent practical) and other reasonable support for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. This may include providing information and school reports required by the *Elementary and Secondary Education Act (ESEA)* in an understandable and uniform format with alternative formats in a language parents understand upon request.

If the Metropolitan School District of Martinsville's Title I Parent Involvement Policy is not satisfactory to the parents of participating children, the school district will submit parent comments with the plan when it submits the plan to the Indiana Department of Education.

\*If the above information is needed in another language, please contact the classroom teacher or the school for assistance.

**MSD of Martinsville Title I**

Central Education Center  
Lisa Sonnega: District Title I Coordinator  
389 E. Jackson St.  
Martinsville, IN 46151  
Phone: 765-349-1486 ext. 1019  
Fax: 765-341-2075

August 2024

**Title I Complaint Policy & Procedures**

**Background**

The Metropolitan School District of Martinsville recognizes that from time to time individuals may question the operation of supplemental programs and welcomes constructive suggestions for improvement. The Title I program functions at the elementary schools where there is a sufficient population of students to warrant services as established by guidelines from the Indiana Department of Education.

Individuals who wish to raise questions or concerns regarding the MSD of Martinsville Title I program may do so by contacting the building principal and following the procedural steps detailed below for filing a formal complaint.

**Complaint Procedures**

A Title I Conference procedure has been established in order to develop lines of communication for the Title I programs within the MSD of Martinsville at all grade levels when a Title I grievance occurs. This process is similar to the Program Change Process Outline in the Organizing for Instruction model since all instructional programs have been adapted to this process.

A Title I Conference shall be requested by either the parent/guardian, Title I staff, classroom teacher, and/or building principal. The currently established format of the Program Deficiency Conference shall be utilized for documentation at the building level. Any unresolved issue or issues which could affect or impact the entire school corporation, or be in violation of the Title I program as stated in the application of the current year, will be referred to the MSD of Martinsville Administration for further deliberation and/or action.



As indicated on the application and regulations open for public inspection, those students who display the most severe deficiencies will receive priority services from Title I staff; however, other corporation staff may, if time allows, provide remedial instruction and/or instructional services to recommended students.

A resolution will be made in writing within twenty (20) school days to all persons in attendance at a Title I Conference after a grievance has been submitted.

The following complaint form must be submitted at the Title I Conference:

**Title I Complaint Form**

Name of Student \_\_\_\_\_

School \_\_\_\_\_

Grade \_\_\_\_\_

Person Filing Complaint \_\_\_\_\_

Relationship to Student \_\_\_\_\_

**Comments** (fill in as applicable)

**Parent or Guardian Statement:**

\_\_\_\_\_  
\_\_\_\_\_

**Title I Staff and/or Classroom Teacher Statement:**

\_\_\_\_\_  
\_\_\_\_\_

**Principal Statement:**

\_\_\_\_\_  
\_\_\_\_\_

**Results:**

\_\_\_\_ This complaint was resolved as a result of the Title I Conference.

\_\_\_\_ This complaint was not resolved as a result of the Title I Conference and the following action(s) will occur:

\*Complaints unresolved at the building level will be reviewed by the Title I Coordinator and/or Assistant Superintendent of Instruction. If still unresolved, a meeting with the Superintendent of Schools may be necessary.

**Signatures:**

Parent/Guardian(s) \_\_\_\_\_ Date: \_\_\_\_\_

Classroom Teacher \_\_\_\_\_ Date: \_\_\_\_\_

Title I Staff \_\_\_\_\_ Date: \_\_\_\_\_

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

## **2024- 2025 Curriculum in use at MSD of Martinsville**

### **Pre-K**

**Frog Street:** Early Learning Foundations

### **Kindergarten**

**Math:** McGraw Hill Reveal series

**Reading/Language Arts:** McGraw Hill “Wonders” and Lexia Learning

### **1st Grade**

**Math:** McGraw Hill Reveal series

**Reading/Language Arts:** McGraw Hill “Wonders” and Lexia Learning

**Science:** Project Lead the Way

**Social Studies:** Social Studies Weekly

### **2nd Grade**

**Math:** McGraw Hill Reveal series

**Reading/Language:** McGraw Hill “Wonders” and Lexia Learning

**Science:** Project Lead the Way

**Social Studies:** Social Studies Weekly

### **3rd Grade**

**Math:**McGraw Hill Reveal series

**Reading/Language Arts:** McGraw Hill “Wonders” and Lexia Learning

**Science:** Project Lead the Way

**Social Studies:** Social Studies Weekly

### **4th Grade**

**Math:** McGraw Hill Reveal series

**Reading/Language Arts:** McGraw Hill and Lexia Learning

**Science:** Project Lead the Way

**Social Studies:** Social Studies Weekly

### **Steps to locating Indiana Academic “College and Career Readiness” Standards on the web:**

- 1) Go to [www.doe.in.gov](http://www.doe.in.gov)
- 2) Click on “academic standards”
- 3) Scroll down and click on the specific subject you would like standards for (English, Math, Science, Social Studies, etc.) underneath the heading “Indiana Academic Standards and Resources”

4) Scroll down, underneath the heading “\_\_(subject)\_\_\_ Standards” find the correct grade level, and click in the corresponding pdf. This will open a pdf document for the Indiana Academic Standards of the subject and grade level you selected.

\*To search for a different grade level/subject: hit the back button once to select a different grade level or twice to select a different subject area.

### **2024- 2025 Standardized Assessments in use at MSD of Martinsville**

Kindergarten - ESGI, NWEA MAP & Reading Fluency

1st Grade - NWEA MAP & Reading Fluency

2nd Grade - NWEA MAP & Reading Fluency, IRead

3rd Grade - IRead, ILearn

4th Grade - ILearn

5th Grade - ILearn, IReady diagnostic for Math

6th Grade - ILearn, IReady diagnostic for Math

## **Poston Road Elementary School's Parent Involvement Policy & Compact\***

Updated February 2024

### **Policy Involvement Components**

Poston Road Elementary pledges to do the following:

#### **A. Convene an Annual Meeting**

1. An invitation will be sent to all parents regarding the annual meeting through newsletters, social media, and email. The purpose of this meeting is to inform parents of the school's participation in Title I Part A, and to explain the requirements and the right of parents to be involved in these activities. The Parent Policy and Compact, assessments, curriculum, and state standards will be distributed during this meeting as well. Parents not in attendance will receive the above information via website and newsletter.
2. Parents will be involved in an organized, ongoing, and timely way to plan, review and improve the parent involvement policy and school compact through surveys, PTO meetings, and conferences.
3. Meetings will be scheduled at flexible times, such as mornings, afternoons, and evenings. Transportation, child care, home visits, and such services that relate to parental involvement will be provided as needed.

#### **B. Provide information**

Newsletters, written communication, Class Dojo, phone calls, and/or conferences will be used to provide parents:

1. Timely information about all school programs and Title I programs.
2. School performance profiles: ILEARN and IREAD 3 results and individual performance profiles, report cards, ESGI reports, NWEA results along with an interpretation of the results, iSTEEP scores, and PreK Progress Monitoring/Parent Reports.
3. Descriptions and explanations of the curriculum in use, assessments used to measure student progress (such as iSTEEP data), and the proficiency levels students are expected to meet will be available at parent conferences, annual meetings, and through classroom letters.
4. If requested by parents, opportunities for regular meetings, such as annual meetings, parent conferences, PTO meetings, and parent involvement workshops will be provided in order for parents to formulate suggestions, share experiences with their child and other parents, and participate in decisions relating to the education of their children.
5. If the schoolwide program plan under section 1114(b)(2) is not satisfactory to the parents of participating children, parents may submit any parent comments on the plan when the school makes the plan available to the LEA.

#### **C. Build School and Parent Capacity for Strong Parental Involvement**

Poston Road Elementary staff will strive to build strong parent teacher relations by:

1. Assisting the parent in monitoring a child's progress and working with educators to improve the performance of the child through family access, written communications, Class Dojo, parent

conference, phone calls, etc.

2. Assisting the parent in understanding academic content standards and student academic achievement standards and Indiana Early Learning Foundations, by providing parents with copies of the standards at our annual meeting, parent-teacher conferences and upon parent request.
3. Providing digital materials upon request from the Title I department.
4. Integrating and coordinating parent involvement programs and activities with other resources, such as Family Service Coordinators, Head Start, and public preschool, as needed, in order to encourage and support parents in more fully participating in the education of their children.
5. Educate educators with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school via staff meetings, in-services, professional development training, teacher surveys and PTO meetings.
6. Other reasonable support for parental involvement activities under section 1116, as parents may request.
7. Communicating with Head Start and Pre K teachers (public preschools as they become available) on incoming students to share student and parent needs. (The Title I Coordinators and/or Kindergarten teachers will meet with or share written communication with Head Start and Pre K teachers about the incoming students.)
8. Developing appropriate roles for community based organizations and businesses to support parent involvement through activities, such as field trips and guest speakers.
9. Ensuring information related to the school and parent programs, meetings, and other activities are sent home in the language spoken at home, and/or a translator provided at meetings. (Home language information will be gathered from parent surveys and enrollment forms.)

#### **D. Accessibility**

1. In carrying out the parental involvement requirements, to the extent practical, the school will provide: Full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request, and to the extent practical in a language parents understand.

**\*If the following information is needed in another language, please contact your teacher and/or school secretary.**

## **Poston Road Elementary School-Parent Compact\***

### **Poston Road's Staff Responsibilities**

- The staff of Poston Road Elementary will provide high quality curriculum and instruction in a supportive and effective learning environment.
- Staff will incorporate learning styles, differentiated instruction, and small group instruction to assure all students meet the Indiana student academic achievement standards.
- Poston Road staff will be available to parents on a daily basis through phone calls, emails, and/or Dojo reports. In addition Poston Road staff will welcome parents into their classroom to volunteer and/or observe classroom activities when appropriate.

### **Poston Road's Parent Responsibilities**

- The parents of Poston Road Elementary students will encourage their children to maintain a positive attitude about school and put forth their best effort at school in academics as well as citizenship.
- Parents will ensure regular attendance (including arriving on time), checking homework, expecting good study habits, and encouraging positive use of extracurricular time such as monitoring the time spent watching television.
- Parents will have reasonable access to staff and keep the lines of communication open, volunteer in classroom opportunities as appropriate, attend school functions and participate in decision-making ideas related to their child's education.

### **Communication**

- Poston Road Elementary staff and parents will communicate regularly about children's progress through:
  - Annual parent-teacher conferences (during which the compact will be discussed as the compact relates to the individual child's achievement)
  - Mid-term and nine week grading reports
  - Class Dojo reports
  - Phone calls and emails
  - Personal notes and face-to-face communication
  - Monthly newsletters

Poston Road Elementary staff and parents agree to keep the lines of communication open, reading and responding to all requests in a timely manner, attending conferences, and following through with decisions concerning the best interest of the students at Poston Road Elementary.

**\*If the following information is needed in another language, please contact your teacher and/or school secretary.**

**MSD of Martinsville Title I**

389 E. Jackson Street  
Martinsville, IN 46151

2024-2025 School Year

Dear Parents/Guardians:

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) PARENTS' RIGHT-TO -KNOW, this is a notification from the MSD of Martinsville to every parent of a student in a Title I School that you have the right to request information regarding the professional qualifications of your student's classroom teachers and paraprofessionals and receive such information in a timely manner.

Information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualifications and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.
- If at any time a teacher that is not highly qualified has taught your student for 4 or more consecutive weeks, you will be notified by the school of this information

If you have questions or concerns, please feel free to call your school principal, Jill Vlcan, at 765-342-8408.

Sincerely,

Lisa Sonnega  
Title I Director MSD of Martinsville