



JOHN R. WOODEN MIDDLE SCHOOL

Student Handbook 2025-2026

**109 East Garfield Avenue
Martinsville, Indiana 46151
765-342-6628
msdofmartinsville.org**

**Fred Kutruff, Principal
Angie Dodson, Administrative Assistant**

**Adam Peterson, Assistant Principal
Veronica Thatcher, Administrative Assistant**

Kala Brittain & Mike Johnson, Athletic Directors

**Jayne Mertz and Lisa O'Neal, Guidance Counselors
Heather Bales, Administrative Assistant**

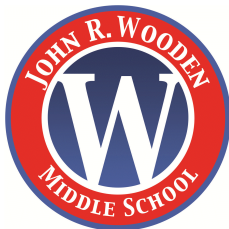


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Teachers

April Alvis	Special Education
Kim Andersen	Read 180/Alternative Education
Leah Armstrong	Language Arts
Josh Bain	US History
David Barrett	Science
Ashley Beltran	Science
Kala Brittain	Athletic Director/PLTW
Steve Bunton	PLTW
Erika Chapin	Art
Amanda Crismore	Mathematics
Jared Crismore	PE
Susie Dyer	Special Education
Danielle English	Mathematics
Janelle Floyd	Social Worker
Kevin Floyd	Social Studies
Kenja Fraley	Career Center
Katie Gilpin	Special Education
Tyann Gillum	Social Studies
Rick Hansen	US History
Katie Hobbs	Special Education
Mike Johnson	Athletic Director/Science
Landyn Kline	Technology
Whitney Ksenak	TV Production Yearbook
Fred Kutruff	Principal
Mike Lanam	Spanish
Rachael Lanigan	Orchestra
Christine Long	Choir
Alexis Martin	Language Arts
Christa Mathews	Science
Riley Maxwell	Special Education
Jayne Mertz	Counselor
Shawna Minnick	Mathematics
Lisa O'Neal	Counselor
Stephanie Perry	Nurse
Adam Peterson	Asst. Principal
Mackenzie Phelps	Language Arts
James Powell	Band
Amy Purkey	Math/Algebra
Brooke Robbins	Science
Susan Sawyers	Language Arts
Caitlyn Schoolcraft	Champs
Jesse Schoolcraft	US History
Melanie Sheets	Language Arts
Nannette Sheldson	Health
Molly Steele	Social Studies/Health
Julie Sullivan	ESL
Alan Trump	Weights
Corban Williams	College/Careers/Tech
Jim Whitney	PE

Office Staff

Heather Bales, Guidance Secretary
Angela Dodson, Principal's Secretary
Veronica Thatcher Ass't. Principal's/Athletic
Director Secretary

Support Staff

Lee Able, Special Ed Aide
Sarah Borovich, Special Ed Aide
Rachel Boyd, Special Ed Aide
Jason Carter, Alternative School Aide
Ginny Collins, Special Ed Aide
Marcy Contreras, Special Ed Aide
Cindy Cramer, Special Ed Aide
Mackenzi Dalton, Clinic Aide
Brandi Dean, E-Learning Aide
Cynthia Freed, Special Ed Aide
Jaime Heacock, Library Aide
Julie Hoppel, Resource
Ariel Hunt, Special Ed Aide
Seth Mackin, Special Ed Aide
Madison Payne, Special Ed Aide
Ashley Whitaker, ISS Aide

Custodians

Jeremy Coleman
Lee Danford
Nick Davis
Charles Nix
Sally Tharp
Julie Schoolcraft
Robert Schoolcraft
Bill Williams

Bus drivers can be contacted through the
Transportation Office at 765-342-5597.

SCHOOL BOARD MEMBERS

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

SUPERINTENDENT

Eric Bowlen 342-6641 Ext. 1008

ASSISTANT SUPERINTENDENT

Suzie Lipps 342-6641 Ext. 1052

Directors

Kyle Stout	Director of Operations	765-342-7896	Ext. 6101
Bradley Beaton & Lisa Callihan	Director of Transportation	765-342-5597	Ext. 5401 / 5406
Kurt Bodell	Director of Food Service	765-342-6641	Ext. 1007
Nate Dilley	Director of Special Education	765-342-6641	Ext. 1012
Will Miers	Director of Technology	765-342-6641	Ext. 1037
Jenny Oakley	Director of eLearning & Literacy	765-342-6641	Ext. 1066
Chris Wright	Chief of Police	765-342-6641	Ext. 1021

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

Courtney Vandeventer	Executive Assistant & Communications Coordinator	Ext. 1008
Whitney Kuszmaul	Treasurer	Ext. 1003
Risa Breeden	ECA Treasurer	Ext. 1010
Brittany Davis	Deputy Treasurer	Ext. 1004
Kim Applegate	Payroll	Ext. 1002

Metropolitan School District of Martinsville

School Calendar for 2025-2026

AUGUST	5,6	Teacher Work Days
	7	First Student Day
SEPTEMBER	1	Labor Day (No School)
OCTOBER	3	End of 1 st Nine Weeks
	8	eLearning Day
	9	Parent Teacher Conferences
	13-17	Fall Break
NOVEMBER	26-28	Thanksgiving Break
DECEMBER	19	End of 2 nd Nine Weeks
	23	Winter Break Begins
JANUARY	5	School Resumes for Students
	19	MLK Day (No School)
FEBRUARY	16	Presidents' Day-No School
MARCH	13	End of 3 rd Nine Weeks
	23-27	Spring Break
MAY	21	Last Day for Students; End of 4th Nine Weeks
	22	Teacher Work Day

MSD of Martinsville Bylaws & Policies

2330.01	<u>Homework Policy</u>
5136	<u>Personal Communication Devices</u>
5200	<u>Attendance</u>
5430	<u>Grading: Reporting Student Progress</u>
5500	<u>Student Conduct</u>
5513	<u>Care of School Property</u>
5600	<u>Student Discipline</u>
5517	<u>Anti-Harassment</u>
5517.01	<u>Bullying</u>
5610	<u>Suspension and Expulsion of Students</u>
5840	<u>Criminal Organization Activity</u>
7440	<u>Facility Security Program</u>
8330	<u>Student Records</u>
8432	<u>Pest Control And Use Of Pesticides</u>
8500.01	<u>Pre-Paid Meal Account Procedure</u>

MISSION STATEMENT FOR THE MSD OF MARTINSVILLE

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

MISSION STATEMENT FOR JOHN R. WOODEN MS

Inspire
Collaborate
Engage

STUDENT SCHEDULE INFORMATION

John R. Wooden Middle School 2025-2026 Daily Schedule of Classes		
LUNCH A	LUNCH B	LUNCH C
SUCCESS 7:25 - 8:00 35 min	SUCCESS 7:25 - 8:00 35 min	SUCCESS 7:25 - 8:00 35 min
PERIOD 1 8:04 - 8:58 54 min	PERIOD 1 8:04 - 8:58 54 min	PERIOD 1 8:04 - 8:58 54 min
PERIOD 2 9:02 - 9:56 54 min	PERIOD 2 9:02 - 9:56 54 min	PERIOD 2 9:02 - 9:56 54 min
PERIOD 3 10:00 - 10:54 54 min	PERIOD 3 10:00 - 10:54 54 min	PERIOD 3 10:00 - 10:54 54 min
PERIOD 4 10:56 - 11:26 Lunch 11:29 -12:28 59 min	PERIOD 4 10:58 - 11:26 11:27 - 11:57 Lunch 12:00 - 12:28 56 min	PERIOD 4 10:58 - 11:56 11:58 - 12:28 Lunch 58 min
PERIOD 5 12:32 - 1:25 53 min	PERIOD 5 12:32 - 1:25 53 min	PERIOD 5 12:32 - 1:25 53 min
PERIOD 6 1:29 - 2:21 52 min	PERIOD 6 1:29 - 2:21 52 min	PERIOD 6 1:29 - 2:21 52 min
BUS BELL - 2:21	BUS BELL - 2:21	BUS BELL - 2:21
BUSES LEAVE - 2:30	BUSES LEAVE - 2:30	BUSES LEAVE - 2:30
WALKER BELL - 2:35	WALKER BELL - 2:35	WALKER BELL - 2:35

Office Hours

7:00 a.m.- 3:00 p.m.

Special Schedules and Releases

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

2 hour delay: Due to weather - Students will arrive at 9:10 a.m., and the tardy bell will ring at 9:25 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.

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:

REAL TIME Learning Class Schedule

8:00 - 8:30	30 Minutes	Period 1
9:00 - 9:30	30 Minutes	Period 2
10:00 - 10:30	30 Minutes	Period 3
11:00 - 11:30	30 Minutes	Period 4
12:00 - 12:30	30 Minutes	Lunch
12:40 - 1:10	30 Minutes	Period 5
1:40 - 2:10	30 Minutes	Period 6

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

Grade Eligibility

To keep the academic standards as high as possible without eliminating students from participating in extracurricular activities (i.e. athletics, cheerleading, academic teams, etc.), John R. Wooden Middle School has adopted a grade eligibility policy. Any student involved in any extra-curricular activity during the school year will not be allowed to participate in that activity if he or she has more than one (1) F on his/her report card. This includes term and mid-term grades. If a student is found to be ineligible due to grades, they have two (2) weeks from the date of the grade check before grades are checked again. He/she would be allowed to continue to practice but would be ineligible to compete or participate in any scheduled event related to that extra-curricular activity. After the two-week period, ALL grades will be checked again. If he/she has done sufficient work to raise his/her grades to passing (all grades but one must be passing), that student would be allowed to participate until the next grade check. If a student becomes ineligible, it will be his/her responsibility to get the necessary grade check sheet (available in the office) and have it completed by ALL teachers. If he/she continues to have two or more failing grades at three (3) weeks, the student may be removed from the team at the discretion of the principal, athletic director or coach.

Both boys and girls can participate in athletics and extracurricular activities at John R. Wooden Middle School as long as they meet the following requirements:

1. Grade eligibility requirements as stated in the above paragraph.
2. Must have a physical for athletics and parent's consent in order to participate.
3. Must obey all training rules. Use or possession of drugs or alcohol is a violation of the student conduct code and could be grounds for suspension from any athletic or extracurricular group, as well as possible suspension from school. The student shall, after confirmation of the **first violation**, lose eligibility for 33% of the contest season. After confirmation of a **second violation**, the student will lose eligibility to participate in co-curricular activities for one calendar year from the date of confirmation. Any penalty that

is not completed during the school year will carry over into the following year.

4. Cannot participate in athletic events or practice if ill, injured, or was absent a half-day or more from school. Students must sign in before 11:00 a.m. the day of an extracurricular event in order to participate. Also, if a student is sent home for an illness from school they will not practice or participate if an event takes place that day.
5. Participation in athletics and extra-curricular activities is a privilege. Misbehavior at school could result in suspension of extracurricular privileges* (See conduct code).

*NOTE: Suspension from school for grades or misbehavior prevents a student from participating in ALL extracurricular activities during the period of suspension.

Student Conduct Co-Curricular and Extracurricular Activities

Participation in co-curricular and extracurricular activities is considered a privilege and, therefore, students involved are expected to maintain high standards of behavior in order to maintain the ability to be included in these events.

Any student/athlete that misses four unexcused absences from practice may be removed from the team. Communication between students/athletes, parents, and coaches is vital in order to run a successful program.

Any student who chooses to participate in a co-curricular or extracurricular activity shall not be involved in any criminal offense. Should evidence surface that implicates a student, the student shall be suspended from all co-curricular or extracurricular activities immediately, pending a hearing.

A co-curricular or extracurricular activity is any school-sponsored activity such as: athletics; student council; class officers; clubs; or any other activity that would involve student participation outside of the regular school class time.

Criminal offenses (concerning adolescents) would indicate, but not be limited to, such actions as: illegal possession and/or consumption of alcohol; illegal possession and/or usage of drugs and other controlled substances; theft; criminal mischief; and battery.

Sportsmanship Statement

John R. Wooden Middle School is committed to the practice of sportsmanship in all athletic competitions.

Sportsmanship is positive behavior that stems from generosity and genuine respect for others.

Sportsmanship is graciously accepting victory or defeat and also the calls of contest officials. For spectators, sportsmanship includes cheering **FOR** the athletes, **NOT** booing or saying or doing things to put down athletes, coaches, or officials. The cooperation of athletes, coaches, officials, students, parents and all other spectators is needed. Please support our student-athletes by **BEING A GOOD SPORT**. Sportsmanship is a **TEAM** effort. **BE LOUD! BE PROUD! BE POSITIVE!**

Sports Available at John R. Wooden Middle School

Baseball	Golf	Track & Field
Basketball	Soccer	Volleyball
Cheerleading	Softball	Wrestling
Cross Country	Swimming and Diving	
Football	Tennis	

PARENTAL INVOLVEMENT

Parent Council

If you are looking for a way to get involved with your child's education now that he/she is in middle school, we have an organization just for you. Just by virtue of your child being a student here, you are a member of the Parent Council. The council conducts one annual meeting early in the fall of each school year. At that meeting, brief overviews of the coming year's events are highlighted and parents have the opportunity to ask questions or discuss

any general matters on their minds. An executive board actually conducts the business of the Parent Council through monthly meetings with the principal. The board consists of the president, vice-president, secretary, treasurer, and the chairmen of the standing committees, which are concessions, social and fundraising and teacher appreciation. The purpose of the Parent Council is to support and assist the professional staff at John R. Wooden in seeing that all students enrolled receive the maximum experience academically, emotionally and socially. To that end, the council either sponsors or aids in various programs at John R. Wooden.

JOHN R. WOODEN MIDDLE SCHOOL ATTENDANCE POLICY

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.

If your student is going to be absent from school, please telephone the office at 342-6628, option 1, on the day of the absence. If you are unable to make a phone call explaining the absence, you can send a note to the guidance office the following school day. The school district's automated phone system automatically calls parents/legal guardians, starting at 10:00 A.M. daily. The calls are made only for those students who have unexplained absences. Tardies are not included in this process. Unexplained absences are considered unexcused absences or trancies.

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 6 excused parent/legal guardian authorized absences each school year that do not require document for the absences. After these 6 excused absence have be utilized, all further absences will require propeer 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 JRW attendance fax # is 765-349-5232.

Attendance Letters

- Attendance letters are generated and sent via email on the 5th unexcused absence, 10th unexcused, and 18th unexcused absence. A letter will be sent via mail on the 10th unexcused absence and a certified letter will be mailed on the 18th unexcused absence.

Excused Absence

An excused absence is an absence for reasons acceptable to the school. The following are examples of excused absences:

- Personal illness or serious illness of the immediate family.
- Death of a member of the immediate family or relative living in the home.
- Court appointments
- Required religious observance.
- Absences which are pre-arranged and approved by the principal.

If it is necessary for students to leave during the school day, parents/legal guardians must contact the guidance office before the student leaves. Parents/Legal Guardians should sign their students out in the guidance office. Students returning from appointments must sign in at the guidance office.

Unexcused Absence

An unexcused absence is an absence for reasons not acceptable to school authorities. Such an absence may occur with or without the knowledge of the student's parent or guardian. The following are examples of unexcused absences:

- Oversleeping
- Skipping School or Class
- Missing the School Bus
- Babysitting
- Failure to Provide a Doctor's Note After Five (5) Days of Absence
- Family Vacations Taken Without the Approval of the Principal

Students who are truant from school will be referred for disciplinary action and may lose credit for any class activity that took place in their absence. Parents/Legal Guardians will be informed about unexcused absences via 5-day, 10-day, and 18-day unexcused attendance letters. Students considered with 18 or more unexcused absences are considered as chronically absent. A student with several unexcused absences may also be referred for disciplinary action.

Change of Address

It is the parent/guardian's responsibility to inform the guidance office if he/she has a change of address, phone number or email in order to assist in mailings and in case of emergency.

Custody Orders/No Contact Orders

It is your responsibility as a parent or guardian to provide the school with any updated information concerning the custody of your student. 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 student from an attorney or another party.

If a situation changes we must receive in writing an agreement by both parties. We can't accept that document unless it is in strict violation by the court order. Example: Father picks up the student 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 father cannot have contact with the student and the court order designates joint custody, then we are obligated to follow the court order. Both parents always have access to the student's teacher and any educational information unless the judge has stated otherwise. Our philosophy is to have both parents involved in their student'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 students. Please help us avoid a situation for your student. 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 current copy of a no contact order should also be on file in the school office.

Family Access/ParentSquare

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

ParentSquare is the MSD of Martinsville's tool to communicate with Artesian families. Families may register for an account and set their preferences for how they'd like to receive information from the district. Please send an email to community.relations@msdmartinsville.org with any questions.

Late Arrivals to School/Tardies

When a student arrives after the start of the school day, he/she must report to the Guidance office for a pass. Late arrivals will be considered excused or unexcused. Students with chronic late arrivals will be referred for disciplinary action.

Tardy (to School) Policy

4th tardy: After School Detention

8th tardy: After School Detention

9th + tardy: Discipline determined by Principal

Emergency School Closing

Every attempt will be made to keep school open in accordance with the adopted school corporation calendar. But due to weather, road conditions, power failures, etc., closing school may become necessary. In some cases, students may be sent home early after school has begun. It is very important that each student knows where he/she is to go and what he/she is to do. When available, a mass phone calling system is used to inform students, parents, and staff of school delays, closings, early releases, etc. The primary source of information is WCBK (radio station FM 102.3). The announcement of school closing will be made by 7:00 a.m. If you have not heard any announcement by 7:00 a.m., you can expect school to be open. You are requested not to call school, teachers, principals, bus drivers, etc. when weather becomes threatening but rely on the call system and WCBK for the necessary information. If you missed a school alert, you can call **765-343-7001** to hear the information again.

Withdrawal from School

On the morning that a student is withdrawing from school, he/she should report to the office and obtain a withdrawal form. This form will be taken to all teachers during the student's last full day of school. A parent or guardian MUST officially notify the school of the withdrawal and sign the withdrawal form.

Make-up Homework Policy

Parents can request homework after the student has been absent for at least two days. It is necessary that the office be contacted before 9:00 a.m. on the day the homework is needed to allow the guidance secretary and faculty adequate time to complete the request. Every attempt will be made to honor the request for homework, but students can also contact their teachers via Google Classroom/email to obtain and complete assignments.

During flu and cold season, homework requests made to the school may be suspended due to the large number of absences. The students will be allowed to make up homework in a reasonable amount of time when they return to

school. Reasonable time is defined as one day to make up work for each day of excused absence.

JOHN R. WOODEN MIDDLE SCHOOL GENERAL INFORMATION

Verkada Security System

For the safety of both students and staff, the Aiphone Security System is used in all schools of the MSD of Martinsville. Visitors to John R. Wooden Middle School are “buzzed in” by the secretaries and must check into the office upon arrival.

Grading System

Report cards are issued every nine weeks. Midterm report cards issued to every student with grades in every course after four and one half weeks, the middle of each grading period. If a midterm grade is low, there should still be time before the end of the grading period to bring up the grade. The system of grades is based upon both achievement and effort. The principals, counselors, and the entire faculty stand ready at all times to lend assistance to help prevent failure on the part of the student. However, effort on the part of the student is the main factor in learning and achieving success. The achievement marking is as follows:

A – Superior; B – Above Average; C – Satisfactory – Average; D – Unsatisfactory – Below Average; F - Failing

Plagiarism

Avoiding plagiarism is important. When you properly acknowledge the contributions made by other people, you are showing respect for their work, and you are giving credit where credit is due. You are not falsely misleading the reader to believe that the work you present is solely your own. Basically, your work needs to be your own. Using someone else’s ideas or words and representing those ideas or words as your own, either on purpose or through carelessness, is a serious offense known as plagiarism.

Plagiarism includes, but is not limited to, the following:

- quotes of another person’s actual words, either oral or written;
- paraphrases of another person’s words, either oral or written;
- another person’s ideas, opinions, or theories, borrowed facts, statistics, charts, graphs, tables, or other illustrative material, unless the information is common knowledge;
- part of all of a written or spoken assignment copied from another person’s work;
- part or all of an assignment copied or paraphrased from a source, such as a book, magazine, pamphlet, web site, or a “library” of already-written papers.

You are an accomplice to plagiarism and are equally guilty if,

- you allow your paper, in outline or finished form, to be copied and submitted as the work of another student;
- you prepare a written assignment for another student and allow it to be submitted as the other student’s work;

The penalty for plagiarism will be determined by the teacher of the class involved. This could involve failure for the paper, failure for the entire class, or an office referral. Ignorance of the rules about plagiarism is no excuse, and carelessness is just as bad as purposeful violation. At the very least, however, students who plagiarize have cheated themselves out of the experience of being responsible members of the academic community and have cheated their classmates by pretending to contribute something original which is, in fact, a cheap copy.

Honor Roll

In determining which students will be on the honor roll, term grades in all subjects will be considered to determine a student’s status. A student must have all A’s to be classified as “A” Honor Roll and all A’s and B’s to be classified as “A/B” Honor Roll

General Fees

Gym Shirts (Boys & Girls)	\$8.00	Lost Library Book	Cost of Book
School Yearbook	Vary	School Mixers (Dances)	\$4
Athletic Events	\$6.00/Adult		
	\$3.00/student		

***Fees are subject to change**

Gym Shirts

All students must be in gym shirts & personal athletic shorts during physical education classes. Appropriate shirts can be purchased in physical education classes at prices that will be a savings to the students.

Honor Program

The 7th and 8th graders will be recognized in separate honors programs during the last week of school. Awards will be presented for the following accomplishments:

Accelerated Reader	John R. Wooden Principal’s Award*
Jerry Sighting Athletic Award*	Ryan Fritsche “Give It All” Award*
American Legion Award (Outstanding Boy and Girl)	Straight “A” Award (s)*
D.A.R. Citizenship Award*	Glenn Curtis Sportsmanship Award*
Music Awards	National Junior Honor Society *
Subject Awards	*8th Grade Only

Library

Students can check out two library books at a time and keep them for two weeks. Books can be renewed and kept for two more weeks. Teachers can reserve library time for class use by contacting the librarian ahead of time. Teachers can write passes for students to visit the library during study hall or lunch. The student must be working on a specific assignment for the teacher who writes the pass. (Special library passes can be obtained from the library.)

National Junior Honor Society

The National Junior Honor Society honors outstanding students and provides activities to continue developing leadership and character in the middle school grades. To become a member, one must exceed normal expectations in five areas: Scholarship, Leadership, Character, Citizenship, and Service. Membership is decided by a Faculty Council made up of teachers and is based upon the five areas mentioned above. Selection to NJHS is considered a privilege and not an inherent right of the students.

Seventh and eighth graders with a 3.8 or above cumulative GPA will receive an invitation and application to complete during 3rd term. The Faculty Council will review the applications to determine those who have demonstrated excellence in all five of the areas mentioned above.

NJHS members are required to complete at least three hours of community service each nine weeks. Members must also maintain their above average grades and clean discipline records.

Student Government

The Student Council is composed of 7th & 8th Graders. It meets regularly and serves as an active voice of the student body. Other functions are to promote positive student and faculty relationships and to sponsor special activities for the school. Officers are selected by the newly-chosen Student Council members.

Closed Campus and Closed Lunch Periods

According to the policy by the MSD of Martinsville Board of Education, students are required to remain on the school grounds from the time of their arrival until the time of their departure at the scheduled dismissal time. Parents can bring lunch for their student, however, no fast food or restaurant deliveries are allowed. Lunches cannot be delivered for groups of students. **Please Note:** To avoid classroom disruptions, deliveries of flowers, balloons, and birthday cakes/treats are prohibited at school.

Visitors

Any visitor to the school must report to the office to obtain a pass that will entitle him/her to visit any part of the school. Parents are always welcome at school. *Student visitors are discouraged.*

Drop/Add Policy for Band, Orchestra, and Choir

1. Specific deadlines for dropping/adding band, orchestra or choir are sent home with students at the beginning of each school year.
2. Up until the end of the first full week of school students can **add** or **drop** band, orchestra or choir with permission from the director and parents.
3. After the first full week of school, students can **drop** band, orchestra or choir ONLY at the end of the term with permission from the director and parents.
4. After the first full week of school, students can **add** band, orchestra or choir ONLY at the beginning of the next term with permission from the director. (Exceptions would be new students moving in with prior experience.)

Telephones

Students are allowed to use the office telephones to call home in case of an emergency or as determined by the office staff.

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.

Emergencies

For life and/or limb threatening emergencies and for any condition warranting EMA assistance, 911 will be called and parent(s)/guardian(s) will be notified. If a guardian declines EMA transport, this must be discussed and decided upon between the guardian and EMA services. Clinic staff will follow protocol regardless of parent request. In the event a guardian cannot be reached for immediate pick up for acute injury or illness necessitating prompt treatment, EMS may be called. Should Poison Control be notified, their guidelines will be followed by clinic staff. This includes the need for EMS transport.

Illness

The clinic staff may exclude from school a student who is suspected to have a communicable disease that is transmissible through casual contact and poses a threat to the health and safety of the student body. If excused from the clinic for a suspected or confirmed communicable illness or disease, students are allowed to return to school only after they have been evaluated by a physician or nurse practitioner and have a signed document stating that the student has been seen/treated and is safe to return. Communicable diseases are contagious and should be reported to the school office or clinic even if they are not cause for exclusion.

The Indiana Department of Health's Communicable Diseases Reference Guide for School provides the MSD of Martinsville with practice guidelines. The guidelines are as follows:

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 (i.e. acetaminophen and/or ibuprofen) before attending or returning to school.
2. Witnessed vomiting or diarrhea
Students should be free from vomiting or diarrhea for 24 hours before returning to school.
3. Suspicion of conjunctivitis or "pink eye"
If bacterial conjunctivitis is diagnosed, students must be on antibiotics for 24 hours before attending school.
4. Suspicious rashes
Students must see a provider to rule out contagious illness before they will be allowed to return.
5. Injury that may require further evaluation and treatment
Only minor first aid may be administered by clinic personnel.
6. Suspicion of an untreated contagious condition (bacterial)
If an infection has been diagnosed, students need to be on an antibiotic for 24 hours.
7. A condition or illness that is causing such severe symptoms that the student is unable to participate in class (i.e. uncontrolled Asthma exacerbation, cough that is not well controlled, severe migraine impacting ability to function at school, etc.).

Clinic Excusal Process

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 based on the above guidelines and professional clinical judgment. 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 not follow this protocol, the absence will be unexcused. If Family Member #1 listed in Skyward is unable to be reached, Family Member #2 will be contacted. School staff will next call the person(s) listed as Emergency Contacts and request the student be picked up if "Family Member #1" and "Family Member #2" are not able to be reached. Guardians are responsible for making sure contact information in Skyward is updated and correct.

Clinic Equipment

Clinics are supplied with limited equipment for emergencies to be used by school staff only. This equipment will not be provided to students for personal use. If ambulatory or assistive devices such as crutches, braces, splints or wheelchairs are necessary, these must be provided by a health care provider. A written order for use should be submitted to the clinic with restrictions and duration of use.

Managing Medical Conditions at School

Students who are diagnosed with chronic conditions which require emergency medications (diabetes, anaphylactic allergies, asthma, seizures, etc) must have physician documentation on file prior to starting school. Emergency action plans completed by the student's primary care physician and/or specialist must be

on file in the clinic and updated 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 emergency medications outside of the clinic must be signed by the physician and on file IN the school clinic each school year. Private Duty nurses must be written into the student's Individualized Education Plan (IEP). The MSD of Martinsville may require a Memorandum of Understanding to be signed.

Prescription Medication

Students are required to bring all medications to the clinic to be stored. No medication will be allowed to be carried by students unless it is an emergency medication, such as Albuterol or insulin AND the Self Carry Authorization is signed by the guardian/physician and on file in the clinic. Prescription medications must be sent in the original container with a legible, original prescription label (with the appropriate students' name) and be accompanied by a signed Prescription Medication form from the guardian. Guardians are responsible for supplying necessary medications and supplies (i.e. inhalers and spacers). Should guardians need assistance with supplies, clinic staff may be contacted.

Over-the-Counter (OTC) Medications

Common over the counter medications are stored in the school clinic. A limited supply of acetaminophen and ibuprofen products may be available to be given at the discretion of the school clinic staff to any student who has written guardian permission via an OTC Medication Administration Consent. 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 for provided medications, as well. All medication must be in the original unopened container and will be given according to the directions on the package/bottle. If the dosage needed for a student 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, and 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. Controlled substances will NOT be sent home with students.

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 from school 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 found on 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 student 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 student's healthcare provider about meningococcal disease and vaccination.

Hearing Screenings

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

Vision Screenings

Indiana Code 20-34-3-14 states that all school corporations shall conduct an annual screening test of the visual acuity of all students in grades K or 1, 3, 5, and 8. Other students 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 wish to have their student tested, a signed letter must be filed with the clinic declining the required service prior to the exam date.

Head Lice

Parents of students found with live lice will be notified and encouraged to pick up their student. Immediate pick up will be required if the student is itching badly enough to deter from learning. Students must then be treated. After treatment, the parent is to bring the student back into the clinic for revaluation before they will be allowed to return to the classroom. The parent/guardian shall remain with the student until the clinic staff has checked the students hair and the student is readmitted. The student may return to school if no live lice are identified. If live lice are still found to be present, the student will 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 of. Students will be allowed to change into clean clothing provided by the clinic. Student items may be bagged and returned to the student at the end of the school day. Parents of students with bed bugs will be notified. Students are not to be excluded due to the presence of bed bugs on their person or belongings.

Telehealth/Virtual Appointments with NursesDirectConnect

The MSD of Martinsville has partnered with NursesDirectConnect to provide in-school and/or at-home telehealth and virtual appointments for all students and their families. This service allows for parents and students to miss less time out of the classroom for mild illnesses and conditions, such as ear infections, sinus infections, and skin conditions. Clinic staff has the ability to swab students for illnesses such as Covid-19, Influenza A & B, and Strep. NursesDirectConnect accepts most insurances, including Medicaid. Permission

from guardians must be obtained prior to this service being accepted and utilized for any student. Guardians accept all responsibility for charges and services received.

Guidance and Counseling Program

Guidance services seek to help students and those who work with students in every possible way. Counselors are concerned with a student's present work and future life career plans. Counselors work individually with students regarding social, emotions and academic needs.

Any student recognizing a problem with which he/she needs to deal can see a counselor. Parents and teachers who are concerned about a student can also refer a student for counseling or request a conference by contacting the guidance office. Their offices are located in Room 1 (Guidance Office). Referrals can be made to Adult & Child Behavioral Services when therapy is needed.

Sexual Harassment

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

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

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

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

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

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

favoritism adversely affects other employees or otherwise creates a hostile work environment.

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

NOTE: Sexual conduct/relationships with students by a Corporation employee or any other adult member of the

School Corporation community is prohibited, and any teacher, administrator, coach or other school authority, or staff member who engages in certain sexual conduct with a student may be disciplined up to and including termination and may also be guilty of the criminal charge of "sexual battery" as set forth in Indiana Code 354248. In the case of a child under fourteen (14) years of age, the person may also be guilty of "child molesting" under Indiana Code 354243. In the case of a child between the ages of fourteen (14) and sixteen (16), the person may also be guilty of "sexual misconduct with a minor" under Indiana Code 354249. The issue of consent is irrelevant in regard to the latter two (2) criminal charges. Any employee accused of sexual relations with a student may be placed on leave until school administrative proceedings are completed. Proven sexual relationships with a student regardless of the age of the student will initiate the termination process for the employee.

Race/Color Harassment

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

FOOD SERVICE & NUTRITION

All students reporting at our normal start time will have the opportunity to participate in our free "Fuel up for Success" Grab N Go Breakfast before the start of the school day. 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 or by contacting the Food Service Office.

Please visit 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 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 student.

To maintain a positive safe environment for all students including those with food allergies, birthday parties or other large group activities are not permitted during the lunch hour nor may any food be catered into students. Including, but not limited to third party food delivery services.

AVAILABLE SPECIAL SERVICES

1. Learning disabilities program
2. Emotional disabilities program
3. Remedial reading program for students whose reading ability is below grade level
4. Speech and hearing program
5. Vision screening is done in grade 8 and in other grades as requested by a parent, teacher or student
6. Educational and psychological comprehensive testing
7. Hearing screening - In order to identify students with hearing losses, hearing tests will be given to all students in grade 7, but testing is available for any student upon request of teacher and/or parent

STUDENT BEHAVIOR AND DISCIPLINE POLICY

In order to provide a safe and orderly school so that students may learn, we have established the following code. The intent of this code is to fit the district discipline code, which is included in this section. **IT IS ESSENTIAL THAT YOU AND YOUR PARENTS READ AND UNDERSTAND THE CONDUCT CODE FOR THE MSD OF MARTINSVILLE.**

Our goal is to have a conduct code that rewards good behavior, provides consequences for poor behavior, and establishes equal justice for all of our students. We publish it so that parents, students, teachers, and administrators all understand clearly the benefits of correct behavior and the consequences of disruptive behavior. Those students who do not have office referrals will be allowed to be involved in extracurricular activities, such as sports, music performances, clubs, or other special activities arranged to reward good behavior and achievement. Student mixers are specifically provided to reward good behavior. Therefore, if a student gets an office or bus referral, he/she could be denied participation in school mixers, athletics, or other school activities. Continued poor behavior could result in detentions, suspensions (in-or-out of school), and in extreme cases, expulsion. In general, our discipline code calls for responsible behavior.

In general, the most important rule is to respect others and the property of others. Each student, staff, and faculty member has this right and responsibility.

Classroom/Hallway/Cafeteria Behavior

1. Students are provided with a school issued ID card. They are required to have it on their person at all times.
2. Student behavior must conform to teacher rules. Disruption of the educational process will not be tolerated. Disrespect for teachers will not be tolerated.
3. Students are expected to enter the classroom quietly, take their seats, and be ready to begin work when the bell rings.
4. **Blankets and stuffed animals are NOT ALLOWED** to be carried/worn in the hallway and/or classrooms throughout the day.
5. **CHEWING GUM IS NOT ALLOWED.** Eating of candy or other snacks outside the cafeteria is not allowed. Snack and soft drink machines are available to students AFTER SCHOOL ONLY. Food or drink in the classrooms and hallways is prohibited during school hours.
6. Running, pushing, or loud boisterous behavior is not acceptable in the hallways. No throwing of objects, food, etc. will be tolerated in the classroom, hallway, or cafeteria. **ANY TEACHER OR STAFF MEMBER CAN**

CORRECT BEHAVIOR OF ANY STUDENT WHETHER OR NOT HE/SHE HAS THAT STUDENT IN CLASS.

7. **NO BULLYING:** Bullying is defined by Senate Enrolled Act 285 as “overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the **intent** to harass, ridicule, humiliate, intimidate, or harm the other student.”

Lockers and Backpacks

Each student is assigned his/her own private locker for storage of books and other personal items. If there are mechanical problems, the office should be notified, and a custodian will repair it. General locker rules would include:

1. **DO NOT SHARE LOCKERS OR GIVE OUT COMBINATIONS!**
2. **DO NOT IN ANY WAY TAMPER WITH OR BOTHER ANY LOCKER!**
3. **DO NOT STORE OPEN DRINKS IN LOCKERS!**

Breaking any of these rules is a violation of the student conduct code and may cause you to lose the privilege of having a locker. Replacement Locks cost \$6.00 if your lock is missing. Locks **MUST** be locked at all times.

Backpacks, bags, purses, clutches, makeup bags, wristlets, belt bags, fanny packs, ect. are NOT allowed in the hallways or classroom. They are to be kept in student lockers. Zip up binders with straps are not allowed unless approved by the administration. Any bag deemed necessary by a student will need approval by the administration.

Random K-9 Facility Search

K-9 searches may take place randomly throughout the school year.

School Mixers

The school will sponsor mixers (when possible) to which all members of the student body are invited. Those students who have office referrals may not be allowed to come to the mixer. School issued identification cards will be **REQUIRED** to purchase tickets for school mixers. These will be used to verify that you are a John R. Wooden Middle School student. Entrance into mixers will **NOT** be allowed without proper identification. **STUDENTS CANNOT LEAVE THE BUILDING AND RETURN TO THE MIXER.** If the mixer is scheduled for an evening time, students can, of course, leave after school and return for the mixer.

Internet Use and Picture Release Forms

Students and their parents must read, agree to, and sign a school corporation acceptable use policy before students can access the Internet at school. The signed form is kept on file in the library. Rules have been established for the students' safety and to assure that students access only sites that contain appropriate content. Violations of the agreement may result in students' Internet access being revoked. Every student who attends John R. Wooden Middle School is required to have a signed form in the Media Center (Library) regarding proper computer and Internet usage.

Our web pages are about our schools, students and staff. Students/parents should get the appropriate form from the guidance office if they do not want the student's photo images (including group photos) displayed on our website. Student's names will not be used to identify photos. You are encouraged to visit our web sites or school to view any of our web site contents.

TECHNOLOGY

The 2025-2026 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.

Chromebook Discipline Procedure

1st Violation:	Warning
2nd Violation:	Referral/Call home by teacher
3rd Violation:	Lunch Detention
4th Violation:	Lunch Detention
5th Violation:	After School Detention
6th Violation:	After School Detention
7th Violation:	Friday School
8th + Violation:	TBD By Principal

Staying at School after Dismissal Time

Students are allowed to remain at school, in the building or on the grounds, after 2:30 P.M. **ONLY** if a teacher, coach, or club sponsor supervises them. Students are not permitted to stay at school "on their own" because an unsupervised environment is not appropriate for the well-being of our students. If a student has a problem related to going home before an evening athletic contest, music performance, etc., please go home with a friend or to a relative's house while waiting to go to the event. Students who **MUST** stay after school due to transportation problems **MUST** have a note signed by a parent or guardian stating the problem. Those students who remain under the supervision of a coach or teacher are expected to conduct themselves properly. Failure to do so may result in suspension from after- school activities.

Dress Code

We expect all students to come to school clean and dressed in a manner that will promote their learning and the learning of others. Staff will send students to the office if their clothing violates dress code in any way. Inappropriate clothing will be held in the clinic and a change of clothes will be provided. Students may be given the opportunity to contact their parents for a change of clothes. Repeated violations of the dress code could result in after-school detention or ISS and eventually suspension from school. In particular, we establish the following:

1. No clothing can be worn which promotes or advertises drugs, alcohol, or tobacco or is in any way suggestive of gang- related clothing.
2. No clothing can be worn which has profane or indecent language or suggestive pictures.
3. No short shorts, short skirts or indecent clothing can be worn. "SHORT" usually means not extending below finger tips with arms loosely at their side but inappropriate length is also at the discretion of the administrator.
4. All shirts, tops, or dresses **MUST** have sleeves and cover midriff at ALL times. No spaghetti straps (tank top straps must be at least 2 inches or 3 fingers wide), strapless tops, net tops, or bare midriff tops.
5. No sunglasses, bandanas, distractive headbands, hoodies or hats can be worn inside the building.
6. Coats/jackets and blankets are not permitted in classes and must be placed in lockers.
7. All pants and slacks must be worn at the waist. No undone belts will be allowed or undergarments revealed (while standing or sitting).
8. Torn/Tattered Jeans are permitted with the following exceptions: All distressing/holes must be below where fingertips meet the leg.
9. Shoes must be worn at all times.
10. For reasons of safety, students are not to wear jewelry in physical education class or while participating in athletic activities.
11. Attire that may damage school property or cause personal injury to others (such as chains or studded items) is not to be worn.
12. Any other attire or mode of dress that is determined to be a distraction or disruption to the school process is prohibited. Examples might be some forms of body piercings, writing or drawing on parts of the body, swastika, sexual orientation/description etc.
13. No pajama pants or house slippers.
14. No undergarments should be visible at any time for any reason.
15. Displaying of gang paraphernalia (symbols, types of clothing, signs, colors, etc.).

School dress code will be interpreted, enforced, and is at the final discretion of the school administration. The school reserves the right to determine appropriate dress for school purposes. The school dress code is to be followed at all school and school-related functions unless special permission is granted by the principal.

Cell Phone/Personal Electronic Devices

Policy is subject to change

For purposes of this policy, “personal electronic device” means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to cellular phones, smart phones, headphones, earbuds, airpods, music and media players, gaming devices, tablet, personal laptop computers, unless approved by school administration.

The MSD of Martinsville along with John R. Wooden Middle School shall not be responsible for the theft, loss or damage to personal electronic devices brought to school by a student.

Students are allowed to carry phones/electronic devices to and from school, but they MUST be turned off or on silent in their locker from 7:25 a.m. until 2:25 p.m. Cell phones/devices are banned at ALL times from use in classrooms, restrooms, locker rooms, cafeteria, and during passing periods.

Cell Phone/PED Discipline Policy

- 1st violation:** Warning and turn the phone/device into the office. Students can pick-up phone/device at the end of the day.
- 2nd violation:** Lunch Detention and turn phone/device into the office. Parent/Guardian can pick-up the phone/device at the end of the day.
- 3rd + violation:** After School Detention and turn phone/device into the office. Parent/Guardian can pick-up phone/device at the end of the day.
- 4th + violation:** ISS/OSS and turn phone/device into the office. Parents can pick-up phone/device at the end of the day.

Social Media

Using social networking sites can be an important part of a young person’s life and education; however, students need to make good choices and take precautions when using social network sites. Any posting or communication via social networking websites and/or technology that disrupts either the education or athletic environments or which advocates the violation of any school or team policy is unacceptable. Inappropriate postings include but are not limited to:

- The possession/consumption of alcohol, tobacco, or drugs
- inappropriate sexually explicit material
- activities involving bullying, hazing, or harassment
- inappropriate negative criticism of coach, teammate, or school officials

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

Tobacco

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

- a) First offense - 1-3 days ISS and ticket or acceptance of SAVE (Student Anti-Vaping Education) Program
- b) Second offense - 2-5 days ISS and ticket
- c) All others - Recommendation for expulsion

Notes on Discipline Procedures

Privileges: Participation in athletics, after-school music, school mixers, and other activities is a privilege which may be taken away for a short period of time (one week to one month) or a longer period of time for repeated or flagrant misbehavior (one month to a school year).

Detentions: Detentions will be given sparingly and only when other forms of intervention have failed. After-school detentions will be served in an area supervised by a school employee, where students will be expected to study quietly. Parents will be given one-day advance notice so that they can plan appropriate transportation. If you miss your scheduled detention, you will be assigned additional consequences.

In-School or Out-of-School Suspension

Students may be suspended **in school (ISS)** from one to five days. This type of suspension has the advantage of keeping the child in school and keeping his/her assignments up to date. A child may also be suspended **out of school (OSS)** from one to ten days. In either case, parents will be notified and may be asked to come in for a conference in accordance with the district policy. The student has the right to hear all the charges against him/her and has the right to respond to those charges prior to the suspension.

Expulsion

Expulsion is used only in extreme cases. If the principal asks for expulsion, the student and parents will be given the opportunity to have a hearing according to district policy. They will be notified of these rights in all cases.

DISCIPLINE GUIDELINES

<u>VIOLATION</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>
Obscene/profane/inappropriate or derogatory remarks/gestures toward student, staff, the school, or flag	OSS (1-3 days)	OSS (5 days)	Rec. Expulsion	
Dress Code Violation	Warning	Lunch Detention(s)	Detention(s)	ISS/OSS
Tardy to Class (after 3rd tardy)	Lunch Det. (4th/5th)	After School Det. (6th/7th)	Friday School (8th/9th)	ISS (10th)
Loud talking, arguing, profanity, obscenity, insubordination, cheating, failure to follow instructions, defiant attitude, disrupting class.	Detention(s) ISS	Detention(s) ISS (1-3 days)	OSS (3-5 days)	Rec. Expulsion
Scuffling, pushing, kicking, bullying, throwing or shooting objects, or harassment (verbal, written, or electronic) of a student	Detention(s) ISS (1-3 days) Severe-OSS (3-5 days)	ISS (1-3 days) OSS (1-3 days)	OSS (2-5 days)	Rec. Expulsion
Fighting/provocation to fight, hitting, striking, inappropriate touching, racial/sexual harassment	OSS (1-5 days)	OSS (5 days) Possible Rec. Expulsion	Rec. Expulsion	
Student's failure to serve detention or to complete an alternative	Reassign/OSS	ISS	OSS (3-5 days)	Rec. Expulsion
Truancy - an absence from school or class without the knowledge and/or permission of the parent or the school	ISS 1 day No make-up work allowed	ISS 2 days No make-up work allowed Court contacted	OSS (1-3 days) Court referral	Rec. Expulsion
Possession or use of Tobacco. (include e-cigarettes and accessories) ** (Every tobacco incident receives police fine)	ISS (3 days) & Tobacco Class	OSS (5 days) & Ticket	OSS (5 days) & Ticket	Rec. Expulsion

Possession, threat, hit list, or use of a weapon or explosive	Rec. Expulsion			
Vandalism - Law enforcement may be notified	Restitution & OSS (3-5 days) Severe: Rec. Exp	Restitution & Recommend Expulsion		
Theft (Law enforcement may be notified)	ISS/OSS	OSS/Rec. Expulsion	OSS/Rec.Expulsion	Rec. Expulsion
Horseplay – goofing around, messing about	Principal's Discretion	Principal's Discretion	Principal's Discretion	Principal's Discretion
Alcohol/Drugs/Paraphernalia use, possession, under the influence (Law enforcement will be notified)	Rec. Expulsion			
Disruption on the bus	Warning/Bus Removal	Bus Removal (1-5 Days)	Suspension (1 Day Bus Removal-Permanent Removal)	Permanent Bus Removal
Cell Phone/Electronic Device	Warning	Lunch Detention	After School Detention	ISS/OSS
Clinic Violation	ISS/OSS	OSS	Rec. Expulsion	

M.S.D. OF MARTINSVILLE - STUDENT CONDUCT CODE

File: 5114
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STUDENT CONDUCT CODE

ARTICLE I - Philosophy:

The entire foundation and success of public school education depends on the basic concepts of self-discipline, a self-discipline that will allow all individuals to exist in a world of change and with the individual rights afforded them by our Federal and State Constitution. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not at the same time infringe upon the rights of others. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators, and community.

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

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

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

Some behavior is much more serious than other behavior and requires different approaches and clearly defined

actions. Reprimand, probation, referral to special personnel in the schools (counselor, assistant principal, principal), parent conference, suspension, referral to special central office personnel (pupil personnel or psychological) and expulsion, are devices available to school personnel in dealing with pupils involved in school discipline problems. Any or all of the techniques will be used; however, certain acts of misconduct will subject the students to suspension or expulsion from school.

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

ARTICLE II - When Applicable:

Pursuant to Indiana Code, all rules of conduct shall be applicable when a student is:

1. on school grounds immediately before, during and immediately after school hours, and at any other time when the school is being used by a school group; or
2. off school grounds at a school activity, function or event; or
3. traveling to or from school or a school activity, function or event; or
4. during summer school.

ARTICLE III – Student Conduct Rules:

Pursuant to the appropriate sections of the laws of the State of Indiana, the Board of School Trustees hereby prohibits the following conduct when that conduct interferes with a legitimate school purpose or impedes an education function, and directs that such conduct can result in the suspension or expulsion of a student. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subdivision:
 - a. Occupying any school building, school grounds or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor or room.
 - c. Setting fire to or substantially damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.

5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
7. Knowingly possessing, handling or transmitting a knife or any other object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
8. Knowingly possessing, using, transmitting, or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
 - a. Exception to Rule 8: A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parents have filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 3. The student has been instructed in how to self-administer the prescribed medication.
 4. The student is authorized to possess and self-administer the prescribed medication.
9. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
10. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kinds, be they available with or without a prescription.
11. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.

Regarding Items 8, 9, 10 and 11, any student found to have violated the provisions of this article by delivering or selling a substance to another person shall be expelled from school for a period of one year unless extenuating circumstances are found. Any student engaged in the delivery, sale or possession of a prohibited substance should be reported to law enforcement officials. A student expelled for this infraction will be notified of the trespass laws of the State of Indiana and informed that they will be prosecuted in the event they enter school grounds before, during or after school hours for the full period of the expulsion. 'School ground' is defined as property belonging to the School District. If extreme extenuating circumstances are shown, then the student may request the drug abuse class set forth below. Any student who is found to have violated this article by being in possession of or under the influence, or having recently consumed a prohibited substance shall be expelled for a period of one (1) year, unless extenuating circumstances are presented. The student may request to enroll in a special drug abuse course of study or student assistance program (if available), as an alternative to expulsion. This course will be provided as an alternative to expulsion only in the event the student is a first offender with regard to a drug and/or alcohol offense. In order to qualify for the drug abuse course of study, the student must also exhibit a sincere desire for help, and must be recommended by his counselor, assistant principal or principal for that course of study.

12. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an

interference with school purposes or an educational function.

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

14. Engaging in an activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function. Falsely, and knowing the accusation is false, accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.

15. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted under the appropriate sections of the Indiana Code.

16. Possession or use of any electronic cigarette (vape), tobacco or tobacco product by a student.

17. Whether by alarm, telephone, written communication or any other form of communication, falsely reporting a fire, bomb threat or any other form of disaster.

18. Willfully absent or truant from school without the knowledge or consent of the parent or school, or absence from school when there is an attempt to evade the School Attendance Law.

19. Violation of students driving and riding policy as established by the Board of School Trustees.

20. Engaging in any activity on a school bus that endangers the safety and well-being of others.

21. Using obscene, profane, indecent, racial, sexual (orientation) or other inappropriate modes of expression.

22. Cheating on any test, quiz, homework assignment, or plagiarism on any project or research paper; or any other instance of dishonesty, as the same would apply to the student's academic pursuits; or assisting another to cheat or plagiarize.

23. Displaying affection for another person in an inappropriate manner.

24. Violation of a student dress code, which has been duly adopted by the principal of a school and published to the student body.

25. Repeated instances of being tardy to school or to any class, or the failure to report to any class or any other place as scheduled or as directed by a teacher, aide or administrator.

26. Repeated instances of belligerence and/or disrespectful behavior directed at an employee of this Corporation, including contract bus drivers serving this Corporation.

27. Repeated instances of failure to minimally take part in the education process. By way of example, and not by way of limitation:

- a. sleeping in class;
- b. failure to complete assignments; or
- c. failure to do homework.

28. Any act or communication which causes another person to engage in a fight, or which could reasonably cause another person to engage in a fight.

29. Knowingly or intentionally touching another person in a rude, insolent or angry manner.

30. No student shall possess, handle or transmit any firearm or a destructible device on school property. The following devices are considered to be a firearm under this rule:

- a. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of any explosive.
- b. The frame or receiver of any weapon described above.
- c. Any firearm muffler or firearm silencer.
- d. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
- e. Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
- f. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
- g. An antique firearm.
- h. A rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.

For the purposes of this rule, a destructive device is:

- 1) An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
 - 2) A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
- 3) A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is not a device that although originally designed for use as a weapon is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or a similar device. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

31. No student shall possess, handle or transmit any deadly weapon on school property. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8.

- a. Weapon, laser, or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
- b. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year. The Superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

32. Distribution of literature or materials that could disrupt the educational process is prohibited.

ARTICLE IV – Discipline Procedure for Students with Disabilities*

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

Suspension

A suspension is defined as a unilateral, temporary cessation of educational or related services. A short-term removal of a student pursuant to the student's individualized education program is not a suspension. Students with disabilities may be suspended up to five (5) consecutive school days, but no more than (10) cumulative school days in a school year.

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

This meeting shall precede the suspension of the student unless the nature of the misconduct requires immediate removal of the student.

Notice of the suspension shall be given to the parent on the same day the decision to suspend is made.

Expulsion

An expulsion is defined as separation from school attendance or a related service for more than five (5) consecutive school days.

Before a student with disabilities can be expelled from school, the case conference committee must meet to: (1) conduct a functional behavioral assessment and develop a behavioral intervention plan (or review the plan if already in place and modify if necessary to address the behavior problem) and (2) review the student's behavior and determine whether the behavior is caused by, or is a manifestation of, the student's disability. If the committee determines there is such a causal relationship between the student's behavior and the student's disability, the student may not be expelled. If, however, the committee determines there is no causal relationship between the student's behavior and the student's disability, the parent may: (1) request the appointment of an independent hearing officer to contest the committee's determination; (2) request an expulsion meeting; or (3) waive the right to an expulsion meeting.

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

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

SOURCE: Indiana Code 20 U.S.C. 1415, I.C. 20-33-8-12, 511 IAC 7-15-1, 511 IAC 7-15-2

DATE: Approved April 1989 - Effective August 1989, Revised July 1991, Revised February 1997, Revised Fall, 2000, Revised September, 2002

METROPOLITAN SCHOOL DISTRICT OF MARTINSVILLE, Martinsville, Indiana

MSD of MARTINSVILLE PESTICIDE NOTIFICATION REGISTRY

To: Parents, Guardians, and School Staff

From: MSD of Martinsville

Subject: Pesticide Application Registry Notice

Date: 2025-2026 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: _____

February 2025

AHERA ANNUAL NOTICE

M.S.D. of MARTINSVILLE

This information is being published to comply with the requirements of 40 CFR 763 Subpart E Asbestos Containing Materials in Schools. This regulation, commonly known as the "AHERA" rule, requires local education agencies, such as this one, to perform certain tasks regarding the presence and control of asbestos containing materials in the buildings under the jurisdiction of the local education agency.

These include but are not limited to:

1. Developing an asbestos management plan which is designed to outline procedures and guidelines for the initial inspection, triennial re-inspection, and 6-month periodic surveillance of asbestos-containing materials that are present in the buildings.
2. Provide awareness training and additional training to selected school employees.

3. Periodically notify all workers and occupants, or their local guardians, parent-teacher organizations, and collective bargaining organizations of the availability of asbestos management plans, the location of 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 2025/2026 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 January 2025.
- The required six-month periodic surveillances are scheduled for June and December each year.