



BELL INTERMEDIATE ACADEMY

STUDENT HANDBOOK 2026-2027

1459 E. Columbus St.
Telephone: 765-342-6675
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www.msdoofmartinsville.org/bell-intermediate-academy

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Metropolitan School District of Martinsville
School Calendar for 2026-2027

AUGUST	3, 4, 5	Teacher Work Days
	6	First Student Day
SEPTEMBER	7	Labor Day (No School)
OCTOBER	2	End of 1 st Nine Weeks
	8	½ Day Instruction
	12-16	Fall Break
NOVEMBER	25-27	Thanksgiving Break
DECEMBER	18	End of 2 nd Nine Weeks
	21	Winter Break Begins
JANUARY	4	School Resumes for Students
	18	MLK Day (No School)
FEBRUARY	15	Presidents' Day-No School
MARCH	12	End of 3 rd Nine Weeks
	22-26	Spring Break
MAY	20	Last Day for Students; End of 4 th Nine Weeks
	21	Teacher Work Day

MSD OF MARTINSVILLE MISSION STATEMENT

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

Brooklyn Elementary 251 N. Church Street Brooklyn, IN 46111 317-831-2150 317-831-2226 (Fax)	Centerton Elementary 6075 High Street Martinsville, IN 46151 317-831-3410 317-831-3439 (Fax)
Green Township Elementary 6275 Maple Grove Road Martinsville, IN 46151 765-342-0505 765-349-1173 (Fax)	Paragon Elementary 520 W. Union Street Paragon, IN 46166 765-537-2276 765-343-7027 (Fax)
Poston Road Elementary 139 E. Poston Road Martinsville, IN 46151 765-342-8408 765-349-5240 (Fax)	Smith Elementary 1359 E. Columbus Street Martinsville, IN 46151 765-342-8488 765-349-5255 (Fax)
South Elementary 500 E. Mahalasville Road Martinsville, IN 46151 765-349-1486 765-349-5247 (Fax)	Bell Intermediate Academy 1459 E. Columbus Street Martinsville, IN 46151 765-342-6675 765-349-5236 (Fax)
John R. Wooden Middle 109 E. Garfield St. Martinsville, IN 46151 765-342-6628 765-349-5232 (Fax)	Martinsville High 1360 E. Gray St. Martinsville, IN 46151 765-342-5571 765-349-5256 (Fax)

SCHOOL BOARD MEMBERS

Luke Jackson - President of Board
Dan Conway - Vice President of Board
Matt Hankins - Secretary of Board
Jacque Deckard - Board Member
Heather Staggs - 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
Lisa Callihan	Director of Transportation	765-342-5597	Ext. 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
	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
Kim Applegate	Benefits Coordinator	Ext. 1002
Brittany Davis	Payroll Clerk	Ext. 1004
Risa Breeden	Deputy Treasurer	Ext. 1010

BELL INTERMEDIATE ACADEMY

“Respectful, Responsible, Ready to Learn”

Mission

Bell Intermediate Academy will develop students who.....

- BELIEVE...in themselves to
- EMPOWER...each other to be
- LIFE-LONG LEARNERS...and
- LEADERS...ready to make a positive impact on their community!

Vision

We believe that the most promising strategy for achieving the mission of our school is to develop our capacity as a professional learning community. We envision a school in which ALL

Staff

- Work together interdependently in collaborative teams
- Provide a guaranteed and viable curriculum, unit by unit
- Seek and implement best practices aimed at improving student learning
- Monitor all students' progress through common formative/summative assessments
- Seek continuous improvement and professional development
- Develop a partnership with parents to improve and support learning

DAILY SCHEDULE

OFFICE HOURS

7:00 A.M. - 3:15 P.M.

STUDENT ENTRY/ARRIVAL TIMES

Walkers/Car Riders may enter - 7:15 A.M.

Classes begin - 7:35 A.M. (last morning bell)

DISMISSAL TIMES

Bus students dismissed - 2:35 P.M.

Walkers dismissed - 2:45 P.M.

SPECIAL SCHEDULES AND RELEASES

Early Release Days - automatically cancels all school sponsored after school activities

2-Hour Delay Days - no breakfast; students enter at 9:15 A.M.; tardy bell rings at 9:35 A.M. DISMISSAL REMAINS THE SAME: 2:35 P.M.

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

REPORT CARDS

Report cards are issued every nine weeks. Progress reports will be posted at midterm on Skyward.

Midterm Dates

September 11, 2024

November 13, 2024

February 12, 2025

April 22, 2026

Report Card Dates

October 9, 2024

January 10, 2025

March 12, 2025

May 22, 2025

ATTENDANCE

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

Reporting Your Student's Absence

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

Reporting Your Student's Appointment or Absence Ahead of Time

- Call the school office or send a note on the day before or the day of the appointment. This helps teachers plan for tests, homework, etc. The note should contain the date, the time, and the reason for the appointment/absence.
- If your student has a slip from his or her dentist/doctor's office, please have your student drop it off at the office when your student returns to school.

- Please do not keep a student out of school for the entire day for a doctor or dental appointment. Please keep these appointments to a minimum. The best time to schedule appointments is toward the end of the day.

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
 - 5th tardy: After School Detention
 - 10th tardy: After School Detention
 - 13th + tardy: Discipline determined by Administration

Guidelines for Duty to Report Regarding Attendance (IDOE)

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

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

Do Report When...

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

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: 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 BIA attendance fax # is 765-349-5236.

Attendance Letters

- Attendance letters are generated and sent via email at 5th, 10th, and 18th unexcused absences.

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 6-day, 10-day, and 18-day unexcused attendance letters. A student with several unexcused absences may also be referred for disciplinary action.

ALTERNATE DISMISSAL PROCEDURES

- Please send a note with your child if there is a change in your child's normal dismissal routine.
- Students should turn in the note to the Front Office.
- If a student is riding an alternate bus, the bus driver requires a note from the parent to ride the bus.
- Do not leave a message for a teacher or the office for a dismissal change in case the message does not get checked in time for dismissal.
- All dismissal changes should be completed by 1:45 P.M.
- **All students will go home as normal unless the school staff is presented with a note or notified by a parent.** Students will not be allowed to use the office phone to make alternate dismissal arrangements. Plans should be made before coming to school.

Severe Weather and Cancellation of School

When severe weather closes school before the day begins, local radio stations are the first to be contacted and serve as the best source of information. When possible, announcements are made before 6:30 A.M., and the Superintendent or designee may make a mass call to parents' primary phone numbers to inform parents of a school closing. Tune your radio to WCBK (102.3). **Please do not call the school office for closing information.** It is important to keep your contact information current in our system. See School Reach for more information on this.

Real Time Learning

If it is known IN ADVANCE that school will be closed for a day or multiple days, families will be notified in advance and students will learn from home. Real Time Learning involves lessons being presented live to students via Zoom. After the lesson, teachers will be available to help students through their work while also answering questions. There will be two sessions: a morning Zoom for reading and an afternoon Zoom for math and other subjects. These days will count as a full day of learning with the state and do not need to be made up.

Drills

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

Fire Drill

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

Tornado

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

ALICE

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

BEHAVIOR EXPECTATIONS/DISCIPLINE POLICY/STUDENT CONDUCT

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. IT IS ESSENTIAL THAT YOU AND YOUR PARENTS READ AND UNDERSTAND THE CONDUCT CODE FOR THE MSD OF MARTINSVILLE (it is included in the by-law section at the end of the handbook).

Citizenship

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

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Bell Intermediate Academy utilizes a Positive Behavior Interventions and Supports program. The goal of this program is to create a safe and respectful learning environment, maximize instructional time to increase student learning, and guide and support expected behaviors for varying situations. Through positive behavior support, the staff will recognize the good behaviors the students display on a regular basis.

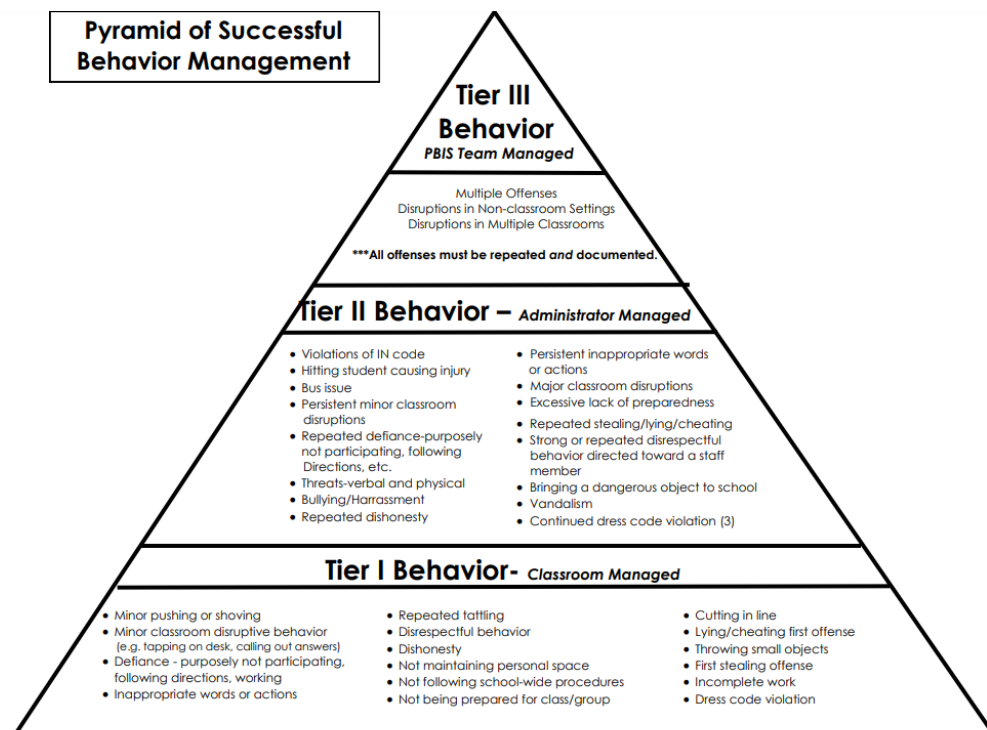
Student Behavior Management

Tier I Behavior - Classroom Managed

Bell teachers will use a classroom management plan to enhance and bring awareness to student behavior. Our goal for the classroom management plans is to effectively teach appropriate behavior to all children and intervene early before unwanted behaviors escalate and/or become repetitive. Classroom management plans will allow staff to monitor student progress and will provide data for decision making.

Tier II Behavior - Administrator Managed

Students will receive an automatic office referral for Tier II behaviors. Intervention strategies will be determined by the Admin team.



Student Conduct:

1. Be respectful, responsible, & ready to learn - disruption of the educational process will not be tolerated, this includes being disrespectful to teachers and peers anywhere on school grounds or at a school function. Consequences for this will be tiered. (verbal warning, phone call home, written warning, lunch detention, ISS, OSS)
2. Hands off - Bell Intermediate Academy has a hands off policy, students who purposefully physically harm another person while at school will receive discipline up to and including suspension from school. Fighting at school will automatically result in a suspension, other offenses will have tiered consequences.
3. 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.” We take every report of bullying very seriously, and we investigate each and every one. Due to privacy laws, we do not tell the students or parents what disciplinary action was taken against another student. If you have questions regarding what discipline was issued, please call and we can explain the process.
4. Chewing gum is not allowed.
5. Energy drinks are not allowed at school at any time. Only water is allowed in the classrooms, and the water must be clear.
6. Students are not allowed to share food, touch the food of others, play with or throw food and are responsible for cleaning up any mess they make. Fast food is not allowed to be brought in by parents/guardians for lunch.
7. Blankets, toys, and stuffed animals are NOT ALLOWED to be carried/worn in the hallway and/or classrooms throughout the day. Personal playground equipment cannot be brought from home.
8. 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.
9. Students are expected to arrive on time to class with all necessary materials. Students will be marked tardy to class if not in the classroom before the bell rings.

Student Appearance:

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

Expectations for Student Dress:

- Maintains safety of students and property in all learning environment
- Shoes must be worn at all time
- Face and head should be visible (except where accommodations are needed for religious beliefs or when health and safety necessitate use)

- Clothing worn is free of advertisements for or promotion of the use of alcohol, drugs, tobacco, or other substances that, if used by a minor, would be illegal
- Costumes and costume accessories will remain at home except for special spirit days
- Clothing worn is free of lewd, vulgar, indecent, or violent language/images, hate speech, or gang affiliation
- Jackets and coats intended for outdoor use, sleepwear, slippers, and blankets should not be worn in school
- Clothing worn with normal movements should cover private areas, underwear/undergarments, torso, and upper/lower back. Top clothing and bottom clothing should meet. All clothing should preserve modesty.

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

Personal Communication Devices:

Personal Communication Devices are allowed to be carried to and from school, but they **MUST** be kept in the lockers and turned off during the school day. The consequences are tiered as such:

- **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. Students can pick-up 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.

Any further incidents will result in the student not being allowed to have a personal communication device at school in the building. Further disciplinary action will also occur, up to and including suspension.

Social Media:

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

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

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

Video/Audio Recordings and Photography:

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

Search and Seizure:

In accordance with state law, school board policy, and applicable case law, a search/seizure of a student's personal belongings may be conducted based upon the administrator's reasonable suspicion that such a search could produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student.

Suspension/Expulsion (IC 20-33-8)

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

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

If the nature of the student's misconduct requires the student to be removed immediately, the statutory due process procedures described above may be provided to the student after the suspension period and will be done so as soon as reasonably possible after the student returns to school. In the event of a typographical error or omission, Indiana Code always supersedes this handbook. Indiana law specifically lists the following types of misconduct for which a student may be suspended, expelled, or excluded:

- A. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- B. Using obscene, profane, indecent, or other inappropriate modes of expression.
- C. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
- D. Loitering on school grounds without permission or not being part of an authorized group at school.
- E. Causing trouble at any educational function or school sponsored event.
- F. Violating any school rules while traveling to and from school.
- G. Extortion.
- H. Gambling or Illegally obtaining money or any item of value.
- I. Stealing.

- J. Bullying (hazing, harmful pranks, harassment, threats, or intimidation). Bullying at Bell Intermediate Academy is defined as overt, repeated acts or gestures, including verbal or written communications transmitted, physical act committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. Refer to Section XI of this handbook for further clarification on the legal parameters for bullying as set forth by state law.
- K. Indecent exposure, or possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
- L. "Sexting" or using a cell phone or other personal communication device to possess or send messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
- M. Leaving the school, class or class assignment without permission from authorized school authority.
- N. Soliciting of funds for any purposes without approval from the Principal.
- O. Mutilating, littering, defacing, or destruction of school property at any time.
- P. Refusing to give identity, or giving false identification to any school employee.
- Q. Lying to school personnel.
- R. Inappropriate use of/ or forging of hall passes.
- S. Distribution of literature or materials that could disrupt the educational process.
- T. Cheating on any test, quiz, homework assignment, or plagiarism on any project or research paper; or any other instance of dishonesty, as the same would apply to the student's academic pursuits; or assisting another cheat or plagiarize.
- U. Displaying affection for another person in an inappropriate manner including, but not limited to engaging in sexual behavior on school property.
- V. Engaging in sexual harassment of a student or staff member (refer to Section XI in this handbook for further information on harassment).
- W. Repeated instances of failure to minimally take part in the education process.
- X. Possessing or using a laser pointer or similar device in a manner that is disruptive or harmful.
- Y. Willful absence or tardiness.
- Z. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
- AA. Possession of Weapons - We have a Zero Tolerance Policy concerning students bringing weapons of any kind to school. Weapons would include guns, knives, or other instruments used to inflict harm. Any student possessing a weapon may face the consequences of being expelled from school for the remainder of the school year.
- BB. Possession of Drugs, Alcohol, Nicotine or Other Illegal Substances - Possession, using, distributing, purchasing or selling of drugs, alcohol, 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 illegal substances.

CC. Using violence, force, noise coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative, but not limited, of the type of conduct prohibited by this subdivision:

1. Occupying any school building, school grounds or part thereof with intent to deprive others of its use.
2. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor or room.
3. Setting fire to or substantially damaging any school building or property.
4. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
5. Intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision.

DD. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.

EE. Knowingly expressing via spoken or written communication to one or more individuals a message about another person that is deemed to be defamation of character knowing that the communication is false or making it with reckless disregard as to whether it is false or not. "Defamation" means a message that tends to injure the person's reputation or to diminish esteem, respect, good will, or confidence in the person by others, or to excite derogatory feelings or opinions about the person.

FF. Chronic or habitual disruptions to the learning environment.

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

HH. Administration reserves the right to use their discretion on handling these items and improvise as needed.

Fighting/Provoking A Fight

The school administration will determine the severity of the consequences for students who engage in a fight or provoke a fight which could include multiple days of out-of-school suspension or expulsion. Consideration will be given to students who are involved in a fight when they are engaging in self-defense. The M.S.D. of Martinsville considers self-defense as non-aggressive and unexcessive action taken in a physical altercation which is done in a manner that does not constitute unnecessary retaliation.

BUS INFORMATION

Students are assigned to ride school buses that will pick them up and drop them off in close proximity to their homes. Buses will not cross transportation zones. Students are not allowed to ride a bus other than their assigned bus unless a written request is received from the parent or guardian stating their permission to do so. The bus driver has guidelines and will review them with children. No live animals or glass containers are allowed on the bus. If a student is not following the bus guidelines, the student will receive a bus referral that could result in a warning, discipline consequence, or suspension/removal from the bus. If you have questions about bus issues or routes, please call transportation at 765-342-5597.

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 child.

CURRICULUM/GRADING

Homework Policy Grades 5/6

K-6 HOMEWORK POLICY Policy 2330.01 The responsibility of the school district to educate the student is carried out by the teachers through effective classroom instruction and the careful delegation of independent study. It is important for the student to practice and reinforce the concepts related to the subject area in school.

In an effort to promote consistency in homework practices and time expectations at the K-6 grade levels across the MSD of Martinsville, the following recommendations for homework are:

Grade 5: generally about 40 minutes of homework practice an evening, this typically includes 25 minutes of reading work, and 15 minutes of curricular practice.

Grade 6: generally about 45 minutes of homework practice an evening, this typically includes 25 minutes of reading work and 20 minutes of curricular practice.

Enrichment for High Ability and High Achievement

The Metropolitan School District of Martinsville High Ability Program is an enrichment program for Grades 3-8, geared at providing special curricular challenges and activities for the high ability and high achieving students at all of the district's elementary, intermediate, and middle schools. Students are identified by using standardized assessments. All students are provided individualized instruction to meet their specific needs. State mandated assessments are given to determine eligibility.

Curriculum

The MSD of Martinsville elementary schools' curriculum focuses on Indiana State Standards, benchmark, and grade level expectations. Each group of teachers have worked with the instructional coaches and created a pacing guide for the year to ensure that all of the critical grade level material is mastered. It is clearly defined what every student should know and should be able to do. The teachers incorporate different strategies and learning styles to enable our students to meet the minimum state standards. Our goal is to produce bright, high-achieving students whose self-esteem and confidence are built upon authentic academic success. Our goal as a staff is to reach and exceed every student's potential. It is the responsibility of the student to take advantage of the learning opportunities provided to them. The extent to which our students succeed is directly related to the extent of their parent's support. The parent's active participation in the education of the child is welcomed and strongly encouraged.

MARTINSVILLE SCHOOLS

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

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

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

VISITING THE SCHOOL

Entering the Building/AIPHONES Security System

Any individual entering our school must enter through the main doors. There is a box mounted on the left brick wall near the front door (Door #1) of the main entrance. Please press the button and state your name and the nature of your business to gain entrance. Once inside, please follow the visitor procedure.

Visitor Procedures

Parents/Guardians are always welcome. Parents/Guardians are encouraged to attend special assemblies and activities. **ALL VISITORS MUST REPORT TO THE OFFICE TO CHECK IN AND OBTAIN A PASS BEFORE VISITING ANY PART OF THE SCHOOL.** Visitor name tags, provided at the office, are to be worn by all visitors in the building. As visitors leave the building, they must stop by the office and sign out. This is a required safety procedure.

1. Background checks must be completed annually for each building you plan on visiting. These are required to attend or help at parties, classroom visits, field trips, lunch visits, and/or any activity at school during the school day.
2. Conferences should be arranged in advance and at a time when the teacher does not have a child or children in the classroom or is not on duty elsewhere.

SAFETY & SECURITY

Custody Orders/No Contact Orders

It is your responsibility as a parent or guardian to provide the school with any updated information concerning custody of your child. We must have the necessary information or changes signed by the judge. We will keep that information securely on file. We cannot use information that concerns custody of a child from an attorney or another party. Please contact the office or set up an appointment if this situation applies to you. We can walk you through the process and give you the information on the proper paperwork needed. No information can be released to anyone not listed on the child's skyward account.

Surveillance Cameras

Surveillance cameras are used on school buses and in and around school buildings. It is the desire of the Board of School Trustees to provide a safe and secure environment for students on buses and in our schools. To this end, the Board of School Trustees authorizes the use of audio-video systems on buses and in schools. All tapes created as a result of such monitoring are the property of the MSD of Martinsville and access is restricted. Tapes will be maintained for a reasonable period of time and then may be recorded over. Tapes may be viewed only at prescribed locations and upon authority granted by the Superintendent. Information obtained as a result of such monitoring may be used to initiate and/or support disciplinary action and to improve safety.

STOPit

STOP it is available for anyone to submit an anonymous concern. To submit a tip click on the STOPit icon located on the MSD of Martinsville webpage. Submit a tip to help make your school safer.

RESOURCES/SPECIAL SERVICES

Resource Teacher

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

Speech and Hearing/Language Development

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

School Psychologist

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

School Guidance Counselor

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

1. Home visits
2. Parent Workshops
3. Transportation to conferences and medical appointments
4. Help with school problems
5. Help with behavior problems
6. Referrals to community resources

Adult & Child

Adult and Child is a community partnership that supports the learning process and works to enhance student behavior within the school environment. Some of the services they provide are: Initial assessments, Individualized treatment plan, Psychiatric consultation, Classroom based interventions, Coordination between school and home, Parental engagement, Behavior modification plan, and Linkages to community supports. Please call the office to find out if your child would qualify for these services.

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.

Pick-Up Timeframe

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. Students should be picked up within 1 hour of the initial call. After 1 hour, school police may be contacted. 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.

Please note that once the standard school day ends, the responsibility for student medical care transitions from the school clinic staff to the specific teacher or employee supervising the extracurricular activity. During these hours, the designated staff member serves as the delegated caregiver, responsible for following established emergency care plans and administering necessary medications for your child.

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 reevaluation 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.

AFTER SCHOOL OPPORTUNITIES

Middle School Sports Available at Bell Intermediate Academy - 6th Graders ONLY

Fall Sports - Cross-country, Boys' Tennis, Girls' Golf, & Boys and Girls Soccer

Winter - Wrestling, Swimming & Diving

Spring - Track and Field, Boys' Golf, & Girls' Tennis

Intramurals and Clubs

To supplement the extracurricular program, there is a place in the intramural program for students who wish to explore new activities. This program is varied to include the interests of students. In addition, Bell Intermediate Academy will offer a variety of clubs for students to try out different activities to find their interests. Information will be provided during the year to inform students of these activities. Programs are offered based upon student interest. These will be held outside of school hours.

YMCA 2-1 Program

Project 2-1 is an After-School Outreach Program that Bell Intermediate Academy, in collaboration with our local YMCA, facilitates Monday through Thursday after school until 6:00 P.M. The program is free of charge and offers homework help, healthy snacks, activities, transportation, and technology to our students. Additional information is available in the front office.

MISCELLANEOUS

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 Guidance 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. Backpacks are NOT allowed in the classroom. They are to be kept in student lockers.

Birthday Parties and Treats

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

MSD of Martinsville Bylaws & Policies

2330.01	Homework Policy
5136	Personal Communication Devices
5200	Attendance
5430	Grading: Reporting Student Progress
5500	Student Conduct
5513	Care of School Property
5600	Student Discipline
5517	Anti-Harassment
5517.01	Bullying
5610	Suspension and Expulsion of Students
5840	Criminal Organization Activity
7440	Facility Security Program
7540.03	Student Technology Acceptable Use and Safety

8330	Student Records
8432	Pest Control And Use Of Pesticides
8500.01	Pre-Paid Meal Account Procedure

8432 - PEST CONTROL AND USE OF PESTICIDES

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

The Corporation will:

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

The Corporation's notice at the start of each school year shall invite parents, guardians, and staff members to be added to the pesticide notification list; and the Corporation shall permit a person to be added to the registry at any time upon their request.

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

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

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

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

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

I.C. 15-16-5

357 IAC 1-16

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

Revised 10/23/14

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MSD of MARTINSVILLE PESTICIDE NOTIFICATION REGISTRY

To: Parents, Guardians, and School Staff

From: MSD of Martinsville

Subject: Pesticide Application Registry Notice

Date: 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: _____

AHERA ANNUAL NOTICE

M.S.D. of MARTINSVILLE

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

These include but are not limited to:

1. Developing an asbestos management plan which is designed to outline procedures and guidelines for the initial inspection, triennial re-inspection, and 6-month Periodic Surveillance of asbestos-containing materials that are present in the buildings.
2. Provide awareness training and additional training to selected school employees.
3. Periodically notify all workers and occupants, or their local guardians, parent teacher organizations, and collective bargaining organizations of the availability of asbestos management plans, the location of same and the times that the plans may be reviewed.

This notification is to advise all patrons, occupants, or their legal guardians, collective bargaining organizations, and parent-teacher organizations, that the asbestos management plans required under this act are available for review upon request. The plans can be viewed by any person during normal business hours of the school. Interested parties wishing to inquire about the plans should contact the individual school office. Master copies of the plans for all buildings under the jurisdiction of this local education agency are available in the Maintenance Building, which is located at 840 South Ohio Street, Martinsville, Indiana 46151; telephone number (765) 342-7896. Inquiries regarding any facet of the regulation or the management plans should be directed to Mr. 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:

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

Listed is a brief description of asbestos projects currently ongoing and completed at our facilities this past school year, as well as activities currently scheduled for the 2026/2027 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 June 2026.
- * The required six-month periodic surveillances are scheduled for June and December each year.
- * Projects scheduled for 2026/2027:

School facilities and buildings that are asbestos free and require no AHERA surveillance or re-inspections are listed below. NESHAP asbestos inspections may be necessary prior to renovation or demolition in these buildings: **South Elementary School, the dugouts, concession stands, outbuildings, press boxes, and ticket booths.**

Buildings that are no longer owned by M.S.D of Martinsville: **Hammons Alternative School, North Elementary School and the Administration Building**

TECHNOLOGY

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.shtml>

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.