



**Metropolitan School District
of
Washington Township**

K-8 Student/Parent Guide

2023-2024

AFTER-HOURS EMERGENCIES

For all emergencies please call (317) 205-3391 Central Security Company.

The MSDWT has an after-hours emergency telephone number to report the following situations: open windows, open doors, unusual smoke, unusual noise, vandalism, loitering, and the ringing of a school's security alarm.

This phone number is also a confidential means of reporting persons who have committed illegal activity on school grounds, including drug use, vandalism, violence, possession of a weapon, etc.

VECTOR SOLUTIONS ALERT SYSTEM - ANONYMOUS REPORTING

For emergencies, always call 911!

If you are in immediate danger or your tip is in regard to a life-threatening emergency, call 911!

BULLYING, HARASSMENT AND INTIMIDATION TIP



**Harassment,
Intimidation,
and Bullying**

Foreward

MSDWT recognizes the important and influential role that parents/guardians play in the education of their children. Parents/guardians are encouraged and welcomed as partners to work cooperatively with staff members to help students reach their full potential.

The District Handbook and Student/Parent Guide is designed to provide families of the MSDWT with information to assist them with their children's education.

This Handbook contains general information about the operation of the District's schools and its educational programs. In addition, this Handbook provides specific District policy and rule information on a variety of issues.

It is very important that you take time to become familiar with the information in this Handbook. Furthermore, it is strongly recommended that you and your child/children discuss the various topics covered in the document.

The Board of Education, administration, teachers and staff of the District want all students to have satisfying and successful educational experiences while attending school in the MSDWT. This Handbook serves as a valuable resource to assist you and us in achieving this goal.

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BOARD OF EDUCATION

The Board of Education serves as the governing system for providing a free, public education as required by state law for children in the Metropolitan School District of Washington Township (MSDWT). The Board meets monthly at the H. Dean Evans Community and Education Center (CEC), 8550 Woodfield Crossing Boulevard, Indianapolis, Indiana 46240. The meeting schedule, tentative agenda, and minutes of previous meetings are posted in each school, at the CEC, and on the District website. This Student/Parent Handbook is based on Board Policy. If there is language in this handbook that contradicts Board Policy, Board Policy prevails.

Access to the Board Policy is available on the District website: [MSDWT Board Policies](#)

MISSION STATEMENT

The mission of Washington Township Schools is to develop lifelong learners and globally-minded citizens by fostering the academic, creative, and social skills needed to achieve excellence in a multicultural environment.

DISTRICT GOALS

The graphic is a central poster for the WT Strategic Plan 2020-2027. At the top center is the Washington Township Schools logo, featuring a stylized 'W' with red and white stripes, and the motto 'EQUITABLE - AFFIRMING - RESPONSIVE'. Below the logo, the title 'WT Strategic Plan 2020-2027' is prominently displayed. The plan is organized into four main priority areas, each with a descriptive subtitle and a brief mission statement:

- Priority 1 — Equitable Achievement**: Provide an equitable educational environment that inspires and empowers all students to increase their academic success as well as their social and emotional learning skills.
- Priority 2 — Hiring and Retention of a High Quality & Diverse Staff**: Advance a District culture that values and affirms diversity.
- Priority 3 — Partnerships**: Strengthen our partnership with students, families, and community stakeholders to achieve our mission of academic success for all students and to demonstrate our District values.
- Priority 4 — Fiscal Responsibility**: Responsibly manage the monies invested in the District by the community.

At the bottom of the graphic is a circular diagram centered on the 'elevate' logo, which includes the tagline 'The Next Level of Teaching & Learning'. Surrounding this central logo are four interconnected pillars:

- LEARNING COMMUNITY**: Includes 'Collaborative and Creative' and 'Lifelong Learners'.
- TEACHER & STUDENT PARTNERSHIP**: Includes 'Well-Rounded' and 'Globally-Minded'.
- PROFESSIONAL LEARNING**: Includes 'Critical Thinkers, Problem Solvers, and Leaders'.
- RESPONSIVE INSTRUCTION**: Includes 'Reflective' and 'Problem Solvers'.

Additional elements include a QR code at the bottom center and several circular inset photos showing students and staff in various educational settings. The entire graphic is decorated with red and black circles of varying sizes.

STAY CONNECTED

WEBSITE & SOCIAL MEDIA

The MSDWT maintains a [website](#) with important information about our schools. Each individual school has a website that can be found by navigating through the District's page. The website has the functionality to translate into multiple languages by choosing the Google Translate (Select Language dropdown) button at the top left bar of the home page.



Family Communications – ParentSquare -

This application is multilingual and will communicate important information weekly regarding your student and MSDWT updates.

Download the App



Android - [Google Play Store](#)



iPhone- [Apple](#)

Social Media



[WT Schools Facebook](#)



[WT Schools Twitter](#)

Policy Statement – Equal Opportunity

MSDWT has a policy of providing equal opportunity. Education services, programs, instruction, and facilities will not be denied to anyone in the MSDWT as the result of their age, race, color, sex, disability or national origin, including limited English proficiency.

For additional information, clarification, or to express a complaint, please contact the following person:

Coordinator of Title IX and Civil Rights:

Dr. Erica Buchanan-Rivera, Director of Diversity, Equity and Inclusion
(317) 845-9400 Extension: 77291

Coordinator of American Disabilities Act:

Mr. Matthew Kaiser
(317) 845-9400 Extension: 77258

Administrator of Article VII / 504

Dr. Ghirmay Alazar, Director of Special Services
(317) 845-9400 Extension: 77230

Any other information concerning the above policies may be obtained by contacting the Assistant Superintendent of Washington Township Schools:

Dr. Sean Taylor, Assistant Superintendent
8550 Woodfield Crossing Boulevard
Indianapolis, IN 46240
(317) 845-9400

ATTENDING SCHOOL IN THE METROPOLITAN SCHOOL DISTRICT OF WASHINGTON TOWNSHIP

Criteria

To attend a school in the MSDWT, students must have residency or legal settlement within the District as defined by IC 20-26-11, or be approved through the MSDWT nonresident process. Students found to be attending school within the District without legal settlement will be candidates for expulsion.

Indiana statute requires all children to attend school each day school is in session. Students may be subject to disciplinary measures by the school if they have excessive absences [ten (10) or more absences]; are truant; or are chronically tardy. Parents/legal guardians are legally responsible for ensuring good student attendance. Contact your student's school for specific attendance guidelines.

Enrollment Requirements

To enroll a student in a MSDWT school, the following information and materials must be provided by the parents/legal guardians at the school in which the student is being enrolled. Proof of residency and documentation of completion of state required immunizations will be required prior to attending a MSDWT school. Additionally, the District may require updated proof of residency at any time.

The legal settlement of the student is in the attendance area of the school corporation where the student's parent(s)/legal guardian(s) reside (IC 20-26-11-2).

The residence of a child is determined by the residence of their parent(s) or legal guardian(s). This place of residence must be within the boundaries of the Washington Township School District in order for the child to attend a Washington Township school as a resident student.

These residency procedures do not apply to homeless families and their children, in accordance with the McKinney-Vento Homeless Assistance Act. No homeless child will be denied enrollment based on a lack of proof of residency.

Students who enroll in kindergarten must be five years of age on or before August 1. Students who enroll in first grade must be six years of age on or before August 1.

Proof of Residency Documents

A document from each section will be required to complete enrollment. Please see below for details.

Section A:

- Current Mortgage Payment Book/Statement
- Homeowner's Insurance Statement
- Current Property Tax Statement
- Warranty Deed
- Lease Agreement/Contract

Section B:

- Current Utility Bill
 - Current Paycheck Stub with Name and Address
 - Government Document
 - Current Bank Statement
 - Current Bill
 - Valid Indiana Driver's license or State ID card with Current Address
-

Items Required for Enrollment

1. Child's Birth Certificate: The student's original birth certificate or a state department's other verification of birth if the student is new to the District.
2. Child's Immunization Records: A medical/physician/practitioner statement or public Department of Health statement only. This must be provided at the time of enrollment but no later than the first date of attendance. If documentation is not provided within 20 days of the first date of attendance, student withdrawal proceedings may begin. See the state required immunizations section for the 2032-2024 school year.
3. Two Proofs of Residency: One document from Section A and one document from Section B are required.
4. Most Recent Report Card.
5. Standardized Test Results.

Additional Documentation

The parents/legal guardians should also provide the following information when enrolling students in MSDWT, if applicable:

- The student's transcript, report card, withdrawal papers, and when applicable, standardized test scores, including whether the student has passed the End of Course Assessments from the previous school that verifies the student's grade placement (relevant only if the student attended a school in another district). In addition, the parents/legal guardians of students who were enrolled in special education programs should provide a copy of the student's most recent Individualized Education Plan (IEP) and evaluation records.
- Written parental/legal guardian permission to request transfer of the student's records from the school previously attended.
- An additional Enrollment Conference may be required for students with an IEP.

In-District Limited Choice (IDLC) Status

When a change of residence is within the current elementary or middle school attendance area, the parent/legal guardian must provide proof of new residency in accordance with District policy. When a change in residence is outside the local elementary or middle school attendance area, the District may allow the student's attendance to continue at the current school until the end of the semester. If the District allows the student to continue attendance to the end of the semester, the parent/legal guardian will be required to provide transportation. Bus routes will not be changed to accommodate such cases.

If approved, for IDLC status, the student must remain in good standing, maintain regular attendance, arrive at school on time, and, if appropriate, be picked up on time. Requirements for these conditions can be found in the Student Code of Conduct. Failure of the parent/legal guardian or student to adhere to these conditions may result in the revocation of IDLC status. Principals are responsible for handling all communication with the parent/legal guardian in these matters.

If a parent/legal guardian wishes to continue the student's enrollment in the school beyond the current semester, the parent/legal guardian must complete an online In-District Limited Choice (IDLC) application to be reviewed by the Office of the Assistant Superintendent.

Nonresident Status

Students who live outside of MSDWT boundaries are eligible to apply for nonresident status by completing an online Nonresident Status Application (Policy 5111). Enrollment may be granted for a period of one school year (July 1 to June 30). All nonresident students, must complete a nonresident application annually prior to the published deadline of December 15.

MSDWT Nonresident Information

CITATION: IC 20-33-2, Policies: 5111, 5112, 5112.01, 5114, 5130, 5200 & 5223.

For current MSDWT students moving out of District, parents/legal guardians must notify the school office personnel of an impending move. Withdrawal papers and necessary records will then be prepared and available within two (2) school days. Remaining records will be mailed upon request by the office personnel of the new school.

If the move takes place during the first semester, the District may allow the student's attendance at the current school until the end of the semester. The parent/legal guardian must assume responsibility for providing transportation.

If a parent/legal guardian lives outside of the MSDWT attendance boundaries and wishes to continue a student's enrollment in the District, an online application for nonresident status must be completed prior to the published deadline of December 15 annually.

If approved for nonresident status, the student must remain in good standing, maintain regular attendance, arrive at school on time, and, if appropriate, is picked up on time. Requirements for these conditions can be found in the Student Code of Conduct. Failure of the parent/legal guardian or student to adhere to these conditions may result in the revocation of Nonresident status. Principals are responsible for handling all communication with the parent/legal guardian in these matters.

CITATION: IC 20-33-2, Policies: 5111, 5112, 5112.01, 5114, 5130, 5200 & 5223.

Shared Residency:

If you are temporarily residing with a Washington Township resident, a Residency Verification Affidavit Form must be completed by all parties. This form is available through the school's Social Worker. The resident must provide one document from Section A and one document from Section B. Additionally, the parents/legal guardians will need to provide two pieces of mail from Section B.

Custodial Requirement for Enrollment

A noncustodial parent or legal guardian who is attempting to enroll a student must schedule an appointment with the school Social Worker and school administration for assistance to complete enrollment.

Guardians/Custodians:

A guardian or custodian who is enrolling a student must provide a copy of the court approved document substantiating guardianship or custody of the student.

Enrolling Foreign Students:

Federal and State law affords school-aged children the right to a free public education. This applies regardless of whether the children's parents/legal guardians have documented alien status or nondocumented alien status. This right has been upheld by the U.S. Supreme Court. Parents/legal guardians may volunteer citizenship verification (passport, green card, etc.) but documentation is not required for enrollment to be completed. (Policies: 5111 and 5114)

Code of Conduct

Discipline is the demonstration of responsible behavior academically, socially, physically and ethically. Students in Washington Township Schools are expected to follow the District Code of Conduct. For details regarding student conduct, discipline, due process, grounds for suspension or expulsion, please refer to the MSDWT Code of Conduct [here](#).

Communication

We value a strong home and school partnership for student success. Our primary communication tool is ParentSquare. Parents should download the free app through their device's app store. Two-way communication is important, so if any of your contact information changes (i.e., phone, email, address, etc.), please update this information in Skyward. If you are unable to update this information in Skyward, be sure to notify the school's office for assistance. If you wish to schedule a parent-teacher conference, please contact your child's teacher to request an appointment at any time. Your school's newsletter and PTO activities are excellent ways to stay informed about your child's school. Always attempt to read documents from the school and stay informed about the school's calendar of events.

[Skyward Family Access](#)
[ParentSquare – Apple Store](#)
[ParentSquare – Android](#)
[MSDWT District Website](#)

Dress Code

RESPONSIBILITY

Student dress is the responsibility of students and parents/legal guardians. However, the school shares this responsibility in areas of health, safety, cleanliness of person and apparel, and classroom deportment. Students are expected to observe standards of common decency in their dress.

Students and parents/legal guardians are expected to display good judgment in making sure students' clothing is neat, clean, and appropriate for the classroom. Students shall not wear shirts or apparel promoting or mentioning alcohol, sex, racism, hate, tobacco, drugs, Satanism, weapons, etc. Students shall not wear, display, or draw any symbols or paraphernalia which school personnel deem as gang related. No head coverings (hats, bandannas, etc.)

are to be worn in the building or in a classroom at any time, unless they are worn to reflect religious or cultural practices (exempt).

MSDWT Middle Schools follow the high school dress code policy. To review the North Central High School Dress Code visit [link](#).

DEPARTMENT POLICIES

Special areas of curricular offerings such as shops or laboratories will require certain safety measures which will be prescribed by the department. Clothing or ornamental-wear which damages the furniture is prohibited. The dress policy does not apply to extracurricular activities such as athletics, music, debate, etc.

Standards for conduct and grooming may be established by those responsible for supervising the extracurricular activities.

CONFISCATION

Students are to be clean in appearance and wear shoes or other similar footwear for reasons of health and safety. Nonexempt head coverings or sunglasses are not to be worn inside the school. They will be confiscated by school personnel. Parents/Legal guardians must pick up confiscated items. Unclaimed items will be sent to a charitable organization. The school is not responsible for the safety of confiscated items.

Attendance and Calendar Information

Students achieve at a higher level when they attend school regularly and punctually. This is an important responsibility for both the student and parents/guardians. When a student must be absent, parents/guardians are asked to contact the school office/attendance office on the morning of the absence. If a student arrives at school after the day has begun or must leave early for medical appointments or other reasons, they must be signed in and out by a parent/guardian.

Student attendance shall be in conformance with Indiana law, IC 20-33-2.

Be informed of how your child's school deals with excessive absences including consequences that may be applied according to District guidelines.

Check with the school to determine its policy on making up assignments that are missed due to absence.

You may access the 2023-2024 School Calendar at the links below:

[English](#)

[Spanish](#)

School Day

The following times constitute the school day for schools in the District:

School Level	Start Time	Dismissal
Elementary	7:40 a.m.	2:25 p.m.
Middle	9:30 a.m.	4:25 p.m.
High	8:35 a.m.	3:25 p.m.

Students should be at the bus stop ten (10) minutes prior to scheduled pick-up times. Parents/legal guardians should be at their pick-up location five (5) minutes before scheduled dismissal of their student.

Elementary Schools

If an elementary student is not accounted for by 10 a.m., the school will attempt to reach the parent/guardian using the student's emergency contact information (usually by an automated message). To avoid confusion, parents/guardians should report absences and tardies to their student's school by contacting the corresponding telephone number below:

Allisonville:	(317) 259-8864	Greenbriar:	(317) 259-5468
Clearwater:	(317) 259-5480	Nora:	(317) 259-8856
Crooked Creek:	(317) 259-5220	Spring Mill:	(317) 259-8850
Fox Hill:	(317) 259-5230	Willow Lake:	(317) 280-3702

Middle Schools

If a middle school student is not accounted for by 10 a.m., the school will attempt to reach the parent/guardian using the student's emergency contact information (usually by an automated message). To avoid confusion, parents/guardians should report absences and tardies to their student's school by contacting the corresponding telephone number below:

Eastwood:	(317) 259-5407
Northview:	(317) 259-5431
Westlane:	(317) 259-5412

MSDWT CURRICULUM



The curriculum includes the following:

- Clear curriculum goals and Indiana academic standards that specify what students should know and be able to do as a result of instruction at each grade level in each subject area;
- Instructional strategies aligned with curriculum goals and assessments that meet the learning needs and learning styles of students;
- Assessments that allow students to demonstrate that they have achieved the curriculum goals and met the academic standards in a variety of ways;
- Appropriate materials and Indiana Academic Standards resources, including adopted textbooks;
- Homework that is meaningful and challenging and that reinforces and extends learning;
- Eligibility requirements for students participating in extracurricular activities in grades 6-12.
- Academic opportunities for students to excel through curricular and competitive participation;
- Academic support for all students to achieve curriculum goals and meet academic standards; and
- Expectation that students will attend school on every scheduled school day so that they have the opportunity to achieve academic goals and meet academic standards.

Parents/legal guardians should be aware that the teaching of reproductive health, family planning, and the recognition, prevention and treatment of sexually transmitted diseases is an essential part of a comprehensive school health education curriculum (Policy: 2414). For more information, contact your student's principal.

Right to Inspect Instructional Materials

MSDWT shall make available for inspection by the parents or guardians of a student any instructional materials, including but not limited to, those which will be used in connection with personal analysis, evaluation, or survey not directly related to academic instruction and that reveal or attempt to affect the student's attitudes, habits, traits, opinions, beliefs, or feelings. Instructional materials include teachers' manuals, student texts, films or other video materials, tapes, and other materials (Policy 2418).

Any complaints arising under this process may be submitted in accordance with Policy 9130, Public Complaints and Concerns.

Textbook Rental Fees

The MSDWT purchases textbooks adopted by our District for each subject. A Textbook Rental fee and a supplemental materials fee are assessed for books and materials. Fee assessments and notification will be sent via Skyward with payment expected within net 30 days. For questions about payments, please contact your child's school. (IC 20-26-12-1)

Homework

Homework is an extension of daily classroom instruction. Homework is assigned to students for enriching skill development. Homework is included in the assessment of student learning progress. Students are expected to assume responsibility for completion of all homework assignments.

eLearning Days

eLearning days, also known as Virtual Learning days, will be used in the event of inclement weather or other special circumstances so that learning can continue without the need to be at school. These days will involve the student completing school work at home and could include the student using their school-issued device. While many of these activities may require a network connection, students will be given multiple days to complete their assignments. Classroom teachers will communicate expectations in advance.

2023-2024 Scheduled eLearning Days:

- *September 20, 2023*
- *November 7, 2023*
- *March 6, 2024*

School Cancellations/Delays & Dismissal Procedures

CANCELLATIONS

If MSDWT schools have to be cancelled and this is known before school begins in the morning, this information will be broadcast over several of the Indianapolis television and radio stations, as well as on the District website, Facebook, and Twitter. Notifications will be made via ParentSquare either through the app notification, email notification or phone call notification options. Decisions to cancel/delay school are usually made by 6 a.m.

DELAYS

There are occasions when the start of school may be delayed two (2) hours. On such days, parents are asked to monitor media sources and make the two-hour adjustment. If an elementary school student is normally picked up at 7:40 a.m., the two-hour delay would move that time to 9:40 a.m. If a middle school student is normally picked up at 9:30 a.m., the 2-hour delay would move that time to 11:30 a.m. **NO MORNING SPECIAL EDUCATION PRE-SCHOOL WILL BE HELD WHEN SCHOOL HAS BEEN DELAYED TWO (2) HOURS. WHEN DELAYS OCCUR, THE SCHOOL DAY DISMISSAL TIME WILL NOT CHANGE.** The AYS Program for registered participants will be held at the regular time unless parents/legal guardians are notified otherwise.

EARLY DISMISSAL

If school has to be dismissed early during the school day, the local media will be notified and parents/legal guardians of students without an emergency plan will be contacted. Please notify the school immediately if your home and/or emergency phone numbers on file are ever changed. Unless different information is on file at your child's school and signed by the parent, student(s) will be sent home by the usual way-either by bus, walking, or by car.

Field Trips

Field trips are academic activities that are held off school grounds. Attendance rules apply to all field trips and students who violate school rules may lose the privilege to go on field trips. While MSDWT encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.

Parents are often requested to volunteer on Field Trips, ALL parents/guardians are required to complete a Limited or Expanded Criminal Background Check (per MSDWT guidelines) and complete the Bullying Education and Training starting July 1st before the school year begins.

This information can be found at: [MSDWT Volunteer Requirements](#).

If a student requires health services on the field trip, such as diabetes management or implementation of an individualized health plan, a parent/guardian may attend the field trip to assist their student. If a parent/guardian is unavailable, MSDWT will provide properly trained personnel to attend the field trip with the student. At least two weeks' notice must be given to the building nurse by the field trip organizer to allow appropriate time for identifying and training necessary personnel.

Volunteer Requirements

MSDWT understands the necessity of a strong community and parent/guardian volunteer partnership with our schools. We also place student safety and security as the first priority in our responsibilities to our students.

All volunteers must, at minimum, complete the following prior to approval as a volunteer:

1. Complete a limited criminal history check, which may include a sex offender registry check; and
2. Complete the Vector Training Bully Prevention training.

Volunteers with an expanded role of student supervision must submit to additional background check requirements.

We encourage all who are interested in volunteering in a school or assisting on a Field trip to initiate the background check requirements starting July 1 for the upcoming school year.

For more information, please visit: www.msdt.k12.in.us/volunteer-requirements/

School Visits and Deliveries

The school office must know the identity and purpose of all visitors to the building. When entering the building, visitors **MUST** stop at the office, show proper identification, sign the register, and obtain a pass or an escort before proceeding to any area of the building. Visitors must also sign out upon leaving the building. Parents who would like to schedule a conference with their child's teacher or to visit the classroom may do so by contacting the teacher and requesting an appointment.

The middle schools and North Central High School will permit students to shadow at the schools when a family is considering a child's future enrollment. Each school has certain procedures that must be followed for this activity. Parents should contact the specific school for more information on this process.

Deliveries to staff or students will be kept in the office area until a time appropriate for pickup.

Before- and After-School Care (Grades K-5)

At-Your-School (AYS) before- and after-school care is provided at all elementary schools through a partnership with AYS. The AYS School-Age program is offered to all K-5 students for a fee. For more information, or to register your student, please visit the website at www.ayskids.org or call (317) 283-3817.

Extracurricular Activities (Secondary Grades)

A student must be in good standing and meet minimum academic requirements to participate in District-sponsored activities. To be granted initial eligibility for any athletic or extra-curricular activity, a student must have a passing grade in at least 70% of their enrolled classes in the qualifying grading period immediately preceding the first official day of practice or extra-curricular activity. Qualifying grading periods are the first nine weeks, end of first semester, third nine weeks, end of second semester. Mid-term grades are not criteria for eligibility.

An athlete, who becomes ineligible after the season begins, will practice with the team, will sit with the team on the bench, but will not wear the team uniform during the event, and will not participate in any games or matches during the period of ineligibility.

Summer Programs

In addition to summer school, the MSDWT offers a wide variety of summer opportunities for students. Parents/legal guardians will receive a listing all programs available. Parents/legal guardians can also log onto www.msdt.k12.in.us/category/summer-programs/ to look at a detailed listing of all summer opportunities offered. Listings of summer offerings are also available at each school and the Community Education Center.

Report Cards

Every nine (9) weeks a report card is sent electronically through Skyward and accessible through Skyward Family Access for each student detailing their academic success for the grading period. An interim progress report for each student is sent electronically and accessible through Skyward Family Access each quarter. Progress on Goals reports will be included with report cards for students with Individualized Education Plans (IEPs).

1-8 Grading Scale

93-100 = A
90-92 = A-
87-89 = B+
83-86 = B
80-82 = B-
77-79 = C+
73-76 = C
70-72 = C-
67-69 = D+
63-66 = D
60-62 = D-
59 and below = F

HUMAN RELATIONS

Character Development

The Board of Education believes that American schools in general, and the schools in this District in particular, have from their inception had a moral mandate to develop the education of the whole child: intellectually, personally, emotionally, and socially. Holistic development of every child is the hinge upon which academic excellence, personal achievement, and true citizenship depend. It calls forth the very best from our students, faculty, staff and parents.

General disrespect for authority and the rights of others, leading to increased societal violence, vandalism, drug and alcohol abuse and a host of like issues, now underscores the need for our schools to reassert their responsibility as educators of character. Schools cannot, however, assume this responsibility alone.

We strongly affirm parents as the primary moral educators of their children but believe schools should build a partnership with the home. Schools, as well as religious, youth-based, civic, and other human service organizations, must share in the obligation to produce an involved, caring citizenry with good moral character in order to assure the present and future well-being of our society.

Toward this end, the Board expects each MSDWT school to exemplify a community of virtue in which both academic and social emotional skills are regularly expected, modeled, taught and celebrated as an integral part of the curriculum and the daily operation of the school. -The Board further expects each school to work in partnership with families and other community organizations to improve student achievement, provide safe and orderly school environments, and produce citizens who are contributing members of society.

The Superintendent shall prepare appropriate guidelines for implementation of this policy consistent with the Board's belief that character development must be an integral part of the District's climate and operations.

Parental Involvement

MSDWT recognizes and respects the critical role all parents/legal guardians and families have in the education of their student(s) (Policy 9250). The District knows that the most accurate predictor of student achievement in school is the extent to which parents/legal guardians and families create home environments that encourage learning, express high expectations for their children, and become involved in their children's education at school and in the community.

The District believes that parents/legal guardians and families must feel welcomed and valued by their children's schools. Schools encourage parents/legal guardians to participate by providing helpful information and skills supporting parents and families in their children's educational process.

The District is committed to developing good working relationships with parents/legal guardians and families in order to improve student achievement, to strengthen school learning environments and to promote positive relationships within the community. The Superintendent, in collaboration with parent-based organizations, will make recommendations to the Board on the best way to implement this plan.

Parent Participation in Title I Programs (Elementary Schools)

The Board of Education recognizes that participation in Title I programs requires compliance with the *Every Student Succeeds Act of 2015* as listed below. The MSDWT Board directs the administration to provide procedures for involving parents in the programs served by Title I and to distribute this policy to parents of students participating in the Title I program.

Goals of Parental Involvement

1. Involve parents/legal guardians in jointly developing our District's local plan under section 1112 and in the process of school review and improvement under section 1116;
 2. Provide the coordination, technical assistance, and other support necessary to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance; such as family literacy and math events and Homework Hotline;
 3. Build the schools' and parents'/legal guardians' capacity for strong parental involvement by providing parents/guardians with:
 - a. Open invitation to come to the school and observe their child's engagement in Title I activities;
 - b. A description and explanation of the Indiana State Standards for the appropriate grade level and content area;
 - c. Forms of academic assessment used to measure student progress;
 - d. Quarterly monitoring of student academic achievement and performance through standards-based progress reports;
 - e. Proficiency levels that students are expected to meet;
 - f. Opportunities for decision-making related to the education of their children through parent/teacher conferences, phone calls, and invitations to Title I functions;
 - g. Materials and training on how parents can improve their child's achievement;
 - h. Access to resource books, materials and programs;
 - i. Educating school staff on how to build ties between home and school through monthly school level staff development meetings and sharing monthly Title I Family Newsletters;
 - j. Ensuring, to the extent possible, that information sent home is in a language and form parents can understand; and
 - k. Other reasonable support for parental involvement activities that parents may request.
 4. Coordinate and integrate parental involvement strategies under Title I, Part A with parental/legal guardian involvement strategies under other programs, State-run preschool programs, and Title III language instructional programs.
 5. Through parent/guardian surveys or parent focus groups, MSDWT Title I will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served with Title I, Part A funds including:
 - Identifying barriers to greater participation by parents/guardians in parental involvement activities, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are any racial or ethnic minority background.
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- Using the findings of the evaluation design strategies for more effective parental involvement; revising, if necessary, the LEA's parental involvement policies; and involving parents in the activities of schools served under Title I, Part A.

Expectations for Parental Involvement:

MSDWT Board intends that parents/legal guardians of participating students be provided with frequent and convenient opportunities for full and ongoing participation in the Title I program. This shall include opportunities to jointly develop the Title I program plan and suggest modifications in the process for school review and improvement.

Any comments indicating parents' dissatisfaction with the District Title I program will be collected and submitted along with the Title I Application for Grant to the Indiana Division of Compensatory Education.

The Title I program will be designed to assist students to acquire the competencies and achieve the goals established by law, as well as the goals and standards established by the MSDWT Board. These goals and standards will be shared with parents/legal guardians in a manner that will enable them to (1) participate in decisions concerning their child's education, and (2) monitor and improve the educational achievement of their child.

School Plan

Each school must submit its Title I school parent involvement plan, which must meet all legal requirements. This plan will be developed jointly with and distributed by the school to parents/legal guardians of participating students. The plan will be updated annually. A copy of the school's parent/legal guardian involvement plan shall be kept on file with the school's Title I program plan and at the H. Dean Evans Community and Education Center.

References: Section 1118 of Every Student Succeeds Act of 2015 (ESSA) <http://www.ed.gov/esea>

Parent-Teacher Organization (PTO) Activities

Each of our schools has a strong PTO that supports enriching and challenging opportunities for all students. You are encouraged to join the PTO and to volunteer your time and/or talents to support classroom instruction or extracurricular activities and help raise funds. For additional information on ways to get involved with your school PTO, contact the school office. Parents/legal guardians may also become involved in the MSDWT Parent Council Network. Information is available through your building PTO

The Washington Township School Community believes it is the duty of the school to provide and maintain an atmosphere of caring and support that will nurture talents, promote dignity, and give equal access to opportunities for all. It is expected that every member of this community, including the Board of Education, administrators, faculty, staff, students, parents, and patrons has the right to receive and the responsibility to treat others with courtesy, honesty, fairness, and respect (Policy 9210). Commitment and adherence to these ideals is the cornerstone of good human relations that will empower all to achieve their maximum potential as productive members of society.

Public Complaints and Concerns

To respect the interests of your child and that of the staff of the school, the following procedures are to be followed.

PROCEDURES

1. If the concern is with the teacher or a classroom situation, the contact must be made directly with the teacher by calling the school's office and leaving word for the teacher to call. The school's administration will be able to arrange a conference with the teacher if the parent/legal guardian so desires.
2. If, after contact is made, the parent/legal guardian is still concerned, they are expected to contact the principal for further clarification.
3. If, after contacting the principal, the concern remains unresolved, an appeal can be made to the Assistant Superintendent by completing a Public Complaints and Concerns Form located [here](#).

Anti-Harassment

The Board of Education for MSDWT approved policies for all employees and students of the District to maintain a learning and working environment free of sexual harassment, race/color harassment, religious (creed) harassment, national origin harassment, and disability harassment. (Policies 1662, 3362, 4362 and 5517.) Students or parents who feel that they have been a victim of harassment are encouraged to report the incident by reporting anonymously through the [Vector Solutions online reporting](#); completing a Title IX form on the website; contacting the building principal or trusted WTS educator; or by contacting Dr. Erica Buchanan-Rivera – Title IX Coordinator.

Bullying Prevention

“Bullying” is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:

1. Places the targeted student in reasonable fear of harm to their person or property;
2. Has a substantially detrimental effect on the targeted student's physical or mental health;
3. Has the effect of substantially interfering with the targeted student's academic performance; or
4. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

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

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

Bullying is prohibited by the District. Students who commit any acts of bullying are subject to discipline, including, but not limited to, suspension, expulsion, arrest, and/or prosecution.

If you believe your child has been a target of bullying or if you are aware of possible bullying behaviors please contact your child's administration or guidance office. Contact can be made through phone, email, or in person. In addition, the District will maintain a system that allows for the anonymous reporting of potential or alleged bullying behavior. This anonymous reporting system is posted on each MSDWT school website or you may use [this link](#) to complete the form anonymously.

SAFETY AND SECURITY

Search and Seizure

The Board of Education recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, staff, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment (Policy 5771). The Board directs administrators, when there is reasonable suspicion that a violation of the District policy, school rules, the student Code of Conduct, or the laws of the State of Indiana has occurred, to conduct a search of a student and the student's belongings, including the student's vehicle.

Anything found in the course of a search pursuant to Policy 5771 which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence, if appropriate. If requested in writing within thirty (30) days of the confiscation of seized items, seized items of value shall be returned to the owner or parent/legal guardian of students if the items may be lawfully possessed by the owner and the item is not part of an ongoing investigation, required as evidence in legal proceedings or ordered by the court to be held in the possession of the MSDWT. Tobacco products and alcohol will not be returned and will be destroyed by authorized MSDWT personnel. Seized items will be held either in a secure location within a school or within a designated secure location designated by the MSDWT School Police Department. At the conclusion of each school year, all seized items will be disposed of in accordance with the law.

A parent/legal guardian seeking return of confiscated property involved in the discipline of a student will be required to:

- Provide picture identification such as a current Indiana driver's license, Indiana identification card, or the equivalent credential from another state, or passport; and
- Provide proof of ownership of the confiscated property.

Student Lockers, Desks and Storage Areas

A student who uses a locker, desk, and/or storage area that is the property of the MSDWT is presumed to have no expectation of privacy in that locker or the locker's contents.

A principal or principal's designee may, in accordance with the rules of the Board of Education, search a student's locker and the locker's contents at any time. In addition, any teacher or member of the administrative staff may search student desks and storage areas at any time.

A law enforcement agency (this includes School Police Officers of the MSDWT School Police Department) having jurisdiction over the geographic area in which the school is located may):

1. At the request of the school principal; and
2. In accordance with rules of the Board of Education of the Metropolitan School District of Washington Township, assist a school administrator in searching a student's locker and the locker's contents.

The Superintendent is authorized to install metal detectors and video and audio monitoring equipment on school property in order to protect the health, welfare, and safety of students, staff, visitors and Board property. The Superintendent is also authorized to deploy other security devices, including hand held metal detectors, that would assist in the detection of contraband such as weapons or drugs in school buildings; on Corporation property; and/or at school activities held off site. Free standing or hand-held metal detectors will be used in a manner consistent with Board Policy and Administrative Guideline 7440.

The MSDWT will provide each student and each student's parent/legal guardian a copy of the rules of the governing body on searches of students' lockers and locker contents upon request.

Safe and Drug-Free Schools

MSDWT participates in the Safe, Drug-Free School Zone sign program. It is the goal of the District to make our schools and community safe and completely drug and alcohol free. The District supports the parental compact of not providing alcohol to minors.

(Policies 5600 & 5530)

Student Drug and Alcohol Testing

The Board believes that maintaining an environment that is safe, free from substance use/ abuse, and conducive to learning is an important goal for the District and the community. The Board of Education recognizes its responsibility to address drug and alcohol problems in the schools (Policy 5532). The Board believes that the parents/legal guardians and the school must work together to educate, encourage, and support students in an attempt to prevent their illegal use of drugs and alcohol. The Board believes that parents/legal guardians want to know when their children are using drugs or alcohol.

As used in this policy, the terms "substance use/abuse," "drug or alcohol use or abuse," "drug or alcohol problems" or similar phrases include, without limitation, the following:

- Use or under the influence of any drug, intoxicant, controlled substance, or other substance made unlawful by law or regulation;
- Use or under the influence of any alcoholic beverage or similar intoxicant;
- Use of any prescription medication or legend drug not strictly in accordance with the direction of a licensed physician;
- Use of any non-prescription or over-the-counter medication or of any other substance, legal or illegal, in a way that noticeably impairs or alters mood, behaviors, motor skills or mental functions (except use of a substance strictly in accordance with the direction of a licensed physician).

The term "use" means consuming, ingesting, drinking, injecting, demonstrating, inhaling, or smoking drugs or alcohol.

The term "under the influence" means any positive test that was administered under this policy. Any confirmed evidential breath test with a value of .020 or greater is the definition of under the influence of alcohol.

The term "alcohol" means ethyl alcohol and includes all beverages, mixtures, medications, inhalants, or preparations which contain ethyl alcohol.

The term "drug" means any substance that has known mind or function altering effects upon the human body or that impairs one's ability to safely perform their work, and specifically includes, but is not limited to, all prescription and over-the-counter medications, all psychoactive substances, all controlled substances, all substances illegal under Federal or Indiana law, all synthetic, counterfeit or designer drugs, all "look alike" drugs, all drug paraphernalia and nicotine.

The Student Drug and Alcohol Testing policy and program in MSDWT for students is established for the following purposes:

- To ensure the safety and security of our schools;
- To discourage and reduce use of drugs and alcohol at school, at school-related events and activities, to and from school, and during non-school times;
- To provide students and parents/legal guardians with information on ways to prevent drug and/or alcohol use /abuse;
- To identify students who might have drug and/or alcohol problems;
- To assist students and parents/legal guardians in seeking assessment and treatment (if necessary) when a student has a drug and/or alcohol problem; and
- To allow for effective transition of students back into school after treatment.

Students who use or abuse drugs and/or alcohol often exhibit negative behaviors and other indicators of their problem. These indicators can include, but are not limited to the following:

- Mood swings;
- Aggressive (including fighting) or lethargic behavior;
- Smoking;
- Risk-taking behavior;
- Paranoia;
- Falling grades;
- Bragging or talking to other students about drug and/or alcohol use;
- Psychosis;
- Loss of interest in school and in favorite activities;
- Significant deterioration in grades or attendance;
- Significant deterioration in grooming;
- Truancy, excessive tardiness and/or excessive absence;
- Isolation from friends and family members; and
- Depression and/or entire withdrawal.

As used in this policy, "reasonable suspicion" includes observation of the negative behaviors and actions set out above as indicators of a problem; specific observations concerning the appearance, behavior, body odors, or speech of a student; information received by the principal or their designee from teachers, parents/legal guardians, students, employees, or detection devices; the past record of a student in connection with any of the above listed factors; an accident involving a motor vehicle (cars, motorcycles, motor bikes, etc.) before, during, or after school hours at school or in any other "School District location" defined as any school building and on any school premises; on any school-owned vehicle or in any other school approved vehicle used to transport students to and from school or school activities; on or off school property at any school sponsored or school approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the School District; or during any period of time students are under the supervision of employees who are working on behalf of the District or otherwise engaged in District business.

The District has the right to request an appropriate specimen such as urine, breath, saliva, sweat, or any other specimen deemed reasonable in conducting drug and alcohol tests. Students will be required to submit to a drug and alcohol test in accordance with rules and regulations to be developed by the Superintendent in the following circumstances:

1. The student violates the District policy and/or the school rules pertaining to use, possession, and/or being under the influence of drugs and/or alcohol.
2. If an administrator, teacher, or other staff member has reasonable suspicion that a student might be using drugs and/or alcohol.

The results of the drug and alcohol test will be provided to the Drug Education Coordinator who will share the results with the parent/legal guardian. If the results are positive, the Drug Education Coordinator will proceed as follows:

First Positive Test: The results of the test will be provided to both the parent/ legal guardian and the principal or principal's designee. If the parent/legal guardian wants a retest administered on the same sample, the full cost of the retest shall be borne by the parent/legal guardian. The Drug Education Coordinator will work with the parent/ legal guardian to provide guidance in seeking assessment and/or treatment as an alternative to expulsion. Students testing positive will be placed on probation. Failure to participate in any recommended program for assistance and treatment will result in a recommendation of expulsion.

Second Positive Test: When any student tests positive a second time (not including a prior retest that was paid by the parent/legal guardian), the student will be suspended, and the school will initiate a request for the student's expulsion. The cost for the second positive test shall be the responsibility of the parent/legal guardian. The results of the second positive test will be provided to both the parent/legal guardian and the principal or principal's designee. If the parent/legal guardian wants a retest administered on the sample, the full cost of the retest shall be borne by the parent/legal guardian.

A student's refusal to submit to a drug and alcohol test or to provide a valid specimen will be considered admission of a violation of the District policy and school rules pertaining to the use and possession of drugs or alcohol. If the laboratory reports the presence of an adulterant in the specimen provided, the District shall deem it a refusal to provide a valid specimen. A violation of this District policy or any school rule will be dealt with in accordance to the District's policy on student suspension and expulsion (Policy 5532).

The Board believes that students need encouragement and motivation to keep from illegally using drugs and alcohol. To provide students with positive reinforcement, the Board will institute a voluntary drug and alcohol testing program for students. Students who volunteer will be tested on an unannounced random basis throughout the school year. Students testing positive under the voluntary testing program will receive student assistance and shall be subject to the same discipline procedures as students testing positive under the "reasonable suspicion" program.

Any student who has a drug and/or alcohol related problem may request assistance through the principal or the Drug Education Coordinator. A student who makes a self-referral or requests assistance prior to a first positive drug test will be assigned to the Student Assistance Program. This provision does not apply to students who make such requests after they have been notified of the requirement to submit to a drug and alcohol test or to provide a specimen under this policy. Self-referrals after a positive drug test may be assigned to the Student Assistance Program and shall be subject to the same discipline procedures as students testing positive under the "reasonable suspicion" program.

As part of the District's Drug Education Curriculum, students in grades 8-12 are expected to periodically participate in the Alcohol, Tobacco, and Other Drugs Survey distributed by the Indiana Prevention Resource Center. Parents not wanting their child to participate should contact the school office by January 31st of each year.

Tobacco use Prohibited

The use of tobacco presents a health hazard that can have serious consequences both for the user and nonusers and is, therefore, of concern to the Board.

For purposes of this policy, use of tobacco shall mean all uses and possession of tobacco, including cigar, cigarette, pipe, snuff, chewing tobacco, any other matter or substance that contains tobacco, as well as electronic, "vapor," any substance designed to be dispensed by an electronic vapor device (including but not limited to nicotine), possession of a vapor device, or other substitute forms of cigarettes.

In order to protect students, staff and others who choose not to use tobacco from an environment that might be harmful to them, the Board prohibits the use and/or possession of tobacco at all times within any facility owned, leased, or contracted by the Board. The Board also prohibits students' use and/or possession of tobacco anywhere on the campus of any facility owned, leased, or contracted by the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, and all open areas. This will remain in effect at all times. Furthermore, the Board prohibits the use and/or possession of tobacco in all vehicles owned or operated by the Board, including, but not limited to, school buses, special purpose buses, vans, trucks, and cars.

The administration of each school building will take appropriate action, in accordance with the student code of conduct, student handbook, state and federal laws, District policy and administrative guidelines, in cases involving individuals found in violation of this policy.

I.C. 16-41-3720 U.S.C. 6081 et seq., 20 U.S.C. 7182

Video Surveillance

For the safety and protection of our people, property, equipment, and other valuables, video surveillance is being used in many parking lots, buses, and buildings in the MSDWT.

Crisis Intervention and Emergency Management

MSDWT has established a District Emergency Plan. This plan provides procedures and contingencies to be followed in the event of a crisis and/or emergency situation. Officers of the MSDWT School Police Department will assist with implementing these contingencies during an emergency situation. In addition, each school has established a similar plan for its specific need and purpose consistent with that of the District. Included but not limited to these plans are sections on:

FIRE DRILLS

All schools in Indiana are required to have periodic fire drills (I.C. 20-34-3-20). MSDWT follows the recommendations of the Indianapolis Fire Department Fire Marshall and conducts monthly fire drills. Posted in each classroom is a diagram showing the nearest exit and route from the room to a safe location outside of the building.

TORNADO DRILLS

All schools have tornado drills once during each semester. Students and faculty should move to areas free of exterior doors and windows.

MAN-MADE OCCURRENCE DRILLS

Man-made occurrence disaster drills are held once each semester. There could be an incident, such as an intruder or potential intruder that will warrant an emergency response for the entire school. An emergency response will be the judgment call of the principal or their designee.

HOMELAND SECURITY ALERTS

The National Terrorism Advisory System (NTAS) has replaced the color-coded system used by the Department of Homeland Security. An “Imminent Threat Alert” warns of a credible, specific and impending terrorist threat against the United States. When a threat is verified, the Superintendent will modify operations accordingly in these cases.

SCHOOL EMERGENCIES

Should an emergency arise requiring any or all MSDWT schools to implement protocols, including: Hold and Secure, Lockdown, Evacuation, Shelter-in-Place, or Severe Weather Shelter, it is imperative that schools have up-to-date parent/legal guardian contact information. Please make sure that Student Emergency Contact Information is updated on a regular basis. To update any or all of your emergency contact information, please access [Skyward](#). If you require assistance, please contact the office of your children’s school. The District will also communicate with parents/legal guardians in an emergency via the following methods:

- ParentSquare options – email, app messaging or phone call
- The District’s Website: www.msdt.k12.in.us
- Social Media: Twitter (@MSDWT or @MSDWTsafety) and Facebook; Local television and by text if you have enabled that function in the Skyward Informational Platform.
- MSDWT School Police Department: msdwtpolice@msdt.k12.in.us or by calling (317) 850-5568 (Central Security Company)

ELEMENTARY WINTER RECESS GUIDELINES

Recess may be held outside unless wind chill or temperature is 20 degrees Fahrenheit or below.

Criminal Gang Activity

The Board of Education (Policy 5840) prohibits criminal gang activity and similar destructive or illegal group behavior on school property, or school buses, or at school-sponsored functions. The Board prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about criminal gang activity and similar destructive or illegal group behavior.

A confirmed incident of criminal gang activity is a violation of the District’s code of conduct. The principal or the principal’s designee shall respond to criminal gang activity, according to the parameters described in the school’s code of conduct, and report such activity to law enforcement.

STUDENT SERVICES

Records of Children with Special Needs

The MSDWT is seeking assistance in collecting selected information on children with disabilities, birth through 22 years of age, for the purpose of determining program placement needs, and for statistical reporting. Information will be sought from other agencies serving children with disabilities as well as the general public.

Information which is collected will be maintained in a confidential manner. Information will not be shared beyond the local level unless prior parental written consent is obtained.

Parents, custodians and guardians may inspect any and all information which is collected and can appeal its accuracy. The access of an unauthorized person to a student's information without written parental consent is forbidden. If an educational record is developed and maintained for a student with disabilities, it is the practice of the MSDWT to forward the record upon request, to any school in which the student seeks to or intends to enroll, without prior written parental consent for release.

If you wish to have additional information on the process of locating, identifying and evaluating children with disabilities, please contact:

Department of Student Services
MSD of Washington Township
8550 Woodfield Crossing Boulevard
Indianapolis, Indiana 46240
(317) 845-9400

Citation: 34 CFRM, 300.128, 511 IAC, ARTICLE 7-25-2

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth their view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Consultants or other individuals who are providing a service to the school for purposes of observing a program and/or evaluating or programming for a student.
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

The District forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. The District will include information regarding students' suspensions and expulsions to these agencies and institutions.

School officials, as defined by FERPA may access students' Personally Identifiable Information (PII) without student or parent consent. For this purpose, school officials includes but is not limited to a teacher, school administrator, district administrator, board member, registrar, counselor, admissions officer, attorney, human resources personnel, information systems specialist, support staff, clerical staff, School Resource Officer, or School Police Officer. In some instances, contractors, consultants, volunteers, or other third parties to whom the District has outsourced certain functions to perform a function for which the District would otherwise use employees, and of whom are under the direct control of the District with respect to student records, may access students' PII.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. If a parent does not wish for information to be disclosed, please go to [MSDWT Refusal of Consent](#) and print off form 8310B - Refusal of Consent for Use of Student Information. Then turn it into their child's school within 14 days of the start of school.

The MSDWT attempts to fully comply with FERPA and to assure the community that we intend to keep only those records of individual students which are necessary and/or required by law and to maintain them in the best interests of parents and students.

Student Surveys

No student shall be required, without prior written consent of the student's parents or guardians, or prior consent of a student, if the student is an adult or is emancipated, to participate in a personal analysis, evaluation, or survey not directly related to academic instruction and that reveals or attempts to affect the student's attitudes, habits, traits, opinions, beliefs, or feelings concerning:

- Political affiliations;
 - Religious beliefs or practices;
 - Mental or psychological conditions that may embarrass the student or their family;
 - Sexual behavior and attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of other individuals with whom the student has a close family relationship;
 - Legally recognized privileged or confidential relationships, including a relationship with a lawyer, physician, or minister; or
-

- Income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program).

Parents and students will be given notice of their rights under this section. Any consent form used in compliance with this policy must accurately reflect the contents and nature of the personal analysis, evaluation, or survey.

Citation: Policy 2416

Health Services

Students finding it necessary to go to the Health Center MUST secure a pass from a teacher to be admitted to the Health Center. The student must be signed in upon arrival at the Health Center. Clinic personnel provide first-aid for minor illnesses and injuries. They monitor medication administration and maintain documentation. They are not qualified to diagnose or prescribe. They do not act in the place of your physician or clinic.

Students should practice proper hand hygiene. At a minimum, wash hands using soap and water for at least 20 seconds after restroom use, before eating, and after blowing nose, covering cough, and covering sneeze.

Please keep the school updated with a phone number where the parent/legal guardian or some responsible person can be reached in case of emergency or sudden illness. All emergency contact information should be updated by parents/legal guardians in Skyward at the beginning of each school year and at the time of any change in contact information. If you are unable to access Skyward, please contact the front office of your school with updated emergency contact information.

Any illness or absence must be reported to the school office. Communicable diseases must be reported immediately. It is important that you keep children home if their temperature is at or above 100.4°. Written excuses and/or telephone messages must be brought to the teacher for all absences.

If your child suffers from any chronic or recurrent illness or physical defect of any kind, please report it to the office or the health center staff as well as the teacher. This reporting is helpful as it gives us information needed to help your student as much as possible.

Parents are encouraged to discuss with their child/children the importance of taking care of their health; that good health means healthy eating, exercise, and plenty of sleep. Discussion should include protecting oneself from blood-borne pathogens – to not touch blood, open sores, or any other bodily fluids or infectious material.

Some students have the right to carry medications; therefore, please discuss the importance of never taking another student's medication or using their equipment.

Medication at School

In order to protect the health and welfare of students, Indiana law (IC 34-30-14-1 et. seq.) and 511 IAC 7-21-8 requires that schools observe certain safeguards in the administration of medication. As a general matter, the school is not responsible for the diagnosis and treatment of student illness. If medication is to be administered to a student at school, the following procedures must be observed.

Prescription Medication

A prescribing physician or practitioner must provide a written order stating the name of the student, the amount of medication to be administered, identification of the medicine, directions for proper administration of the medication and the signature of the physician or practitioner.

Written consent of the parent/legal guardian for the school to administer a prescribed medication must be on file with the physician's or practitioner's written order.

The procedures for the transportation of medication to and from school for grades K-8 are found on the required medication forms, 5330 F/B and 5330 A/Y. Forms can be found on the Health Services webpage: www.msdt.k12.in.us/health-services.

Both the physician's or practitioner's order and the written parent/legal guardian consent will be maintained on file at the school and will be valid for CURRENT academic year only.

Any withdrawal of consent to administer medication must be made in writing by the parent/legal guardian to the building principal.

Authorization to carry and/or self-administration of medication for acute and chronic diseases requires authorization on file. The authorization must include a physician's statement that the student has an acute and/or chronic disease or medical condition for which the physician has prescribed medication; and the student has been instructed in how to self-administer the medication; and the nature of the disease or medical condition requires emergency administration of the medication.

The statement must be filed for the current school year.

All medication must be given by school employees or persons designated by the school administrator, unless a completed Authorization to Carry and/or Self-Administer Form is on file for the current school year, all medications must be administered by properly trained personnel designated by the school.

It is the responsibility of the parent/legal guardian to see that the student's prescription is filled and brought to the office on a regular schedule so that their medical and educational needs are not disrupted. Both the physician's or practitioner's order and the written parent consent will be maintained on file at the school and will be valid for the current academic year.

All medications held by the school must be picked up by the last day of school or they will be destroyed.

Non-Prescription Medication

Written consent of the parent/legal guardian must be on file and shall contain the name of the student, identification of the medication to be administered, directions for administration of the medication, and the signature of the parent/legal guardian. Medicines must be in the original container.

Parental consent must be kept on file at the school and is valid for CURRENT academic year.

Any withdrawal of consent to administer medication must be made in writing by the parent/legal guardian to the building principal.

All procedures pertaining to the administration of prescription medication shall apply to non-prescription medication.

For special education preschool and grades K-8, all medication held by the school must be picked up by the last day of school or it will be destroyed.

An accurate log of all medications administered to students must be maintained by school employees or designated persons responsible for administering medications.

Students with Chronic Health Conditions

It is the parent's/legal guardian's responsibility to provide necessary supplies for their student with a chronic health condition such as, doctor's notes, medications, permission forms or medical equipment and/or supplies. If parent/legal guardian does not provide the necessary items, the school will implement procedures (Administrative Guideline 5335) up to and including: investigation by social worker, report to the Department of Child Services (DCS), and the student's exclusion from school.

Mandated Health Screenings

Vision Screening - Grades 1, 3, 5 and 8.

Hearing Screening - Grades 1, 4 and 7.

Parents of those children who do not pass the screening will be notified by letter.

Any questions regarding school health services should be directed to the MSDWT Supervisor of Health Services, at (317) 259-5265 ext. 44017.

Immunization Requirements

Indiana law (IC 20-34-4 et seq., Policies 5320, 5330, 5340 & 5341) requires that whenever a student enrolls in school, the parent/guardian must furnish a written statement of the student's immunization unless such a statement is already on file at the school. The statement must be accompanied by a physician's certification of the immunization history. The parent/guardian must furnish this statement upon enrollment.

When a parent/guardian objects to immunization on religious grounds, the objection does not exempt a child from any testing, examination, immunization, or treatment unless the objection is: (1) made in writing; (2) signed by the child's parent/guardian; and (3) delivered to the child's teacher or to the individual who might order a test, an exam, an immunization or a treatment absent the objection.

Religious objection and medical exemption must be resubmitted annually, by first date of attendance.

The lists of Immunization Requirements below were accurate at the time of publishing. For the most up-to-date requirements please go to: [MSDWT Health Services](#)

If the student does not meet the immunization requirement pursuant to I.C.20-23-4-2, the student will be removed from school until the parent/guardian can provide proof of immunization unless:

1. There is a valid religious objection under I.C.20-34-3-2 (Link below);
2. An exception as provided for the child's health under I.C.20-34-3-3; or
3. For chicken pox, the parent provides a signed written statement that the student has indicated a history of chicken pox.

The Religious Objection and Vaccine Medical Exemption Forms may be found on our website at www.msdtw.k12.in.us/health-services/.

IMMUNIZATION REQUIREMENTS (Continued)

Indiana 2023-2024 Required and Recommended School Immunizations

Grade	Required	Recommended
Pre-K	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella) 2 Hepatitis A
K-5 th grade	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A
6 th -11 th grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)
12 th grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap

HepB: The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

DTaP: 4 doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after child's 4th birthday.

Polio*: 3 doses of Polio are acceptable for all grade levels if the 3rd dose was given on or after the 4th birthday and at least 6 months after the previous dose.

*For students in grades K-12, the final dose must be administered on or after the 4th birthday and be administered at least 6 months after the previous dose.

Varicella: Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12th grade. Parent report of disease history is not acceptable.

Tdap: There is no minimum interval from the last Td dose.

MCV4: Individuals who receive dose 1 on or after the 16th birthday only need 1 dose of MCV4.

Hepatitis A: The minimum interval between 1st and 2nd dose is 6 calendar months. 2 doses are required for all grades Pre-K through 12.

COVID-19: COVID-19 vaccine is recommended for all students five years of age and older per CDC and FDA's Emergency Use Authorization. **Review required after FDA full approval.**

Indiana Department of Health
Immunization Division

(800) 701-0704

July 2022

Vacunas escolares requeridas y recomendadas en Indiana 2023-2024

Grado	Vacunas obligatorias	Vacunas recomendadas
Preescolar	3 Hepatitis B 4 DTaP (Difteria, Tétanos y tos ferina) 3 Polio	1 Varicela 1 MMR (Sarampión, paperas y Rubéola) 2 Hepatitis A
De preescolar al quinto grado	3 Hepatitis B 5 DTaP (Difteria, Tétanos y tos ferina) 4 Polio	2 Varicela 2 MMR (Sarampión, paperas y Rubéola) 2 Hepatitis A
De sexto al onceavo grado	3 Hepatitis B 5 DTaP (Difteria, Tétanos y tos ferina) 4 Polio 2 Varicela	2 MMR (Sarampión, paperas y Rubéola) 2 Hepatitis A 1 MCV4 (Meningocócica) 1 Tdap (Tétanos, difteria y Tos ferina)
Doceavo grado	3 Hepatitis B 5 DTaP (Difteria, Tétanos y tos ferina) 4 Polio 2 Varicella	2 MMR (Sarampión, paperas y Rubéola) 2 Hepatitis A 2 MCV4 (Meningocócica) 1 Tdap (Tétanos, difteria y Tos ferina)

Hepatitis B: La edad mínima para la tercera dosis de hepatitis B es de 24 semanas de edad.

DTaP: se aceptan 4 dosis de DTaP, DTP y DT si la cuarta dosis se administró al cumplir 4 años o después de haberlo cumplido.

Polio*: Se aceptan 3 dosis de Polio si la tercera dosis se administró al cumplir 4 años o después y al menos 6 meses después de la dosis anterior. *Para los estudiantes de kínder al doceavo grado, la dosis final debe administrarse al cumplir 4 años o después y al menos 6 meses después de la dosis anterior.

Varicela: La documentación médica sobre el historial de la enfermedad, incluido el mes y el año, es una prueba de inmunidad para los niños desde el preescolar hasta el doceavo grado. El informe de los padres sobre el historial de la enfermedad no es aceptable.

Tdap: No hay un intervalo mínimo desde la última dosis de Td.

MCV4: Las personas que reciben la primera dosis al cumplir 16 años o después solo necesitan 1 dosis de MCV4.

Hepatitis A: El intervalo mínimo entre la primera y la segunda dosis es de 6 meses naturales. Se requieren 2 dosis para todos los niños desde el preescolar al doceavo grado.

Departamento de Salud de Indiana
División de Inmunización
(800) 701-0704

November 2022

OPERATIONS

Child Nutrition

Washington Township participates in the USDA School Breakfast, Lunch, Snack and Summer Feeding programs. These programs play a critical role in supporting academic achievement & combating childhood hunger and obesity. OUR MISSION is to provide nutritious, high-quality cost-effective meals that provide students with healthy choices for developing positive life-style decision making. For valuable information about our programs please visit the [MSDWT Child Nutrition webpage](http://cafe.msdt.k12.in.us). On this webpage, you will find menus, meal prices, nutritional information, and applications with instructions regarding applying for meal and textbook assistance. A meal and textbook assistance application must be completed every school year and the quickest and easiest way is on-line at <http://cafe.msdt.k12.in.us>.

SCHOOL MEAL REQUIREMENTS

A basic meal provides the following items:

BREAKFAST

1 breakfast entrée (includes the required protein and 100% whole grain servings)
1-2 servings of fruit, 1 may be 100% fruit juice
1 Low-fat milk

LUNCH

1 lunch entrée (includes the required protein and 100% whole grain servings)
1-2 servings of fruit 1-2 servings of vegetables
1 Low-fat milk

Breakfast is designed to supply approximately ¼ of the vitamins, minerals, protein, carbohydrates and fat needed daily by the body. Lunch is designed to supply approximately 1/3 of the same nutrients. The nutritional value of the meals is evaluated over a period of days rather than calculated on a single meal or food item. Children are required to take a fruit or vegetable as part of the meal. This is required by USDA as part of the Healthy, Hunger-Free Kids act of 2010.

The sale of Foods of Minimal Nutritional Value (FMNV) is prohibited in the entire school during the school day per federal regulations. Foods sold must meet Smart Snack Compliance rules.

SPECIAL MEAL ACCOMMODATIONS

Washington Township Schools adheres to specific USDA guidelines in providing special diet accommodations for students. In accordance with the criteria set forth in USDA Regulation 7 CFR Part 15b, those students who are unable to eat the school meal due to a disability, medical need, or impairment are accommodated. Dietary needs due to lifestyle and religious reasons are important to our school but not a requirement by USDA to make accommodations. Our school will try to accommodate lifestyle and religious needs through our current menu options.

Point-of-sale alerts are used to monitor students with medically documented life-threatening allergies. A signed medical statement must be provided to the school nurse for these alerts to be set in the cafeteria. Please refer to the [MSDWT Child Nutrition](http://cafe.msdt.k12.in.us) webpage for more detailed information on medical statements for children with special dietary needs and milk substitutions.

Student Meal Payment Procedures and Accounts

The cafeteria uses a pre-pay system for meal payments called My Payments Plus. Money should be deposited on each student's account in order to purchase meals and snacks/a la carte items/extras. In addition, cash or check payments can also be sent to school with the student or dropped off at the school by the parent. Please place the money in an envelope marked clearly with your student's name, their ID#, \$ amount and the check number. Elementary students can turn the envelope into their cafeteria or their classroom teacher. Middle School and High School students can place the completed envelope in the Meal Payment Drop boxes located in each school. Payments received before 10 a.m. will be on the student's account before lunch.

MyPaymentsPlus provides spending history and allows you to set up low balance alerts free of charge. Online payments are simple, safe and a secure way to make payments to your students account 24 hours a day at your convenience. An automatic payment feature can be set up to make payments to your child's account automatically. Please note that your credit card WILL be charged if automatic repayment is NOT disabled.

Visit www.mypaymentsplus.com to register for a Free Account and begin making payments. We highly encourage families to use this feature to track their child's spending.

The State Board of Accounts requires the school district not to incur debt from student meal charges. We ask that you maintain a positive account balance if your child will be making purchases. If a student account has a zero balance, the student will still be provided a school meal and the cost of the meal will be charged to their account resulting in a negative balance. Beyond the school meal, additional **snacks/ala carte items/extras are not available to purchase for anyone with a negative balance on their account.** Friendly reminders and courtesy calls will be made notifying the parent that payment is due and families will be required to pay back any charges owed in a timely manner. **All negative balances not paid are subject to collections.** We encourage all families who qualify to complete the application for federal support for free or reduced lunch funding.

Lunch account balances follow each student to their next grade level. Students leaving the district or graduating seniors who have a balance on their school meal account may request a refund, transfer money to a sibling or donate to the Lunch Donation Fund by completing the Refund Request Form. Once the form is received and processed by the Child Nutrition office, a check will be mailed to the name and address provided on the form. Refunds may take up to four (4) weeks to process.

Student ID Cards serve as a debit card in the cafeteria line and are necessary to quickly access the student's personal meal account to make purchases for breakfast, lunch and extras. The use of the student ID card is critical to providing a safe and efficient service for our students by providing the following:

- Moving students through the line so they have more time to eat and interact with friends.
- Alerts staff of any known allergies the student may have.
- Ensures a student with diabetes or other health needs gets their tray evaluated prior to eating.
- Keeps the student's eligibility status private.
- Documents student's meal and a la carte purchases.

SEND CHECK or CASH

Our lunch lines are now cashless, but you can always bring money personally or send it with your student. Please place the money in an envelope marked clearly with your student's name, their ID#, \$ amount and the check number. Elementary students can turn the envelope into cafeteria or their classroom teacher. Middle School and High School students can place the completed envelope in the Meal Payment Drop boxes located in each school. Payments received before 10 a.m. will be on the student's account before lunch. If cash is received at checkout change will not

be given but deposited into the student's meal account. If a check is returned for Insufficient Funds, the school district will assess a \$25.00 fee per check fee.

REFUNDS or FUND TRANSFER REQUEST

Students leaving the district who have a balance on their school meal account may request a refund, transfer money to a sibling or donate to the Lunch Donation Fund by completing the [Refund Request Form](#). **IMPORTANT:** Before requesting a refund log on to www.mypaymentsplus.com, and disable any automatic repayment feature you may have set up on the account. Your credit card **WILL** be charged if automatic repayment is **NOT** disabled.

FREE AND REDUCED MEAL APPLICATIONS

Free and Reduced-Price meals are available to families who qualify. A new application must be completed every school year beginning July 21, 2023 unless you are otherwise notified that your student has been pre-approved through Direct Certification. Only one (1) Free and Reduced Meal application is required per family. Incomplete applications cannot be approved, so please fill out all required information. If your family chooses to apply, there are four ways to do so:

1. Complete an application online for quick processing. Go to <http://cafe.msdt.k12.in.us> Results within 48 hours.
2. Print a paper application – Go online to [MSDWT Child Nutrition Services](#), choose tab “Meal Information and Guidelines”, then select the “Download Meal Application Form” link to print and complete application.
3. Pick up a paper application at any school or the H. Dean Evans Community and Education Center.
4. Call the Child Nutrition office at (317) 205-3332 Extension 77211 and ask for an application to be mailed to you.

All completed applications can be returned to any school office, cafeteria or mailed to:

H. Dean Evans CEC
Attention: Child Nutrition, Free and Reduced
8550 Woodfield Crossing Blvd.
Indianapolis, IN 46240.

Applications can be faxed to (317) 205-3385. You will be notified by email, phone or mail of your student's status within ten (10) working days. Until notification, you MUST provide your child with a lunch from home or money to pay for their lunch.

Factors considered in the application process are household size and total household gross income. HOUSEHOLD SIZE is considered all persons, related or unrelated: Including parents, children, grandparents who live in your home and share living expenses. THE TOTAL HOUSEHOLD GROSS INCOME is the income each household member received last month before taxes. This includes wages, social security, pension, unemployment, welfare, child support, alimony, and any other cash income. Other determining factors include being a recipient of: SNAP (Food Stamps), TANF and/or FDPIR. Foster children are eligible for free meals regardless of household income.

Indoor Air Quality

The Director of Operations serves as the District's Coordinator of Indoor Air Quality. Any questions concerning air quality should be directed to the Director of Operations, located at the Community Education Center or by phone at (317) 845-9400.

(I.C. 16-41-37.5)

Pest Control and Use of 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 nonchemical methods that are designed to control pests effectively while minimizing potential exposure.

The above statement is to serve as the District's annual notice to parents and staff members of the District's pest control policy.

The District will maintain a registry of parents and staff members who have requested to receive advance notice of pesticide applications. All parties on this registry will receive advance notice of application of pesticides. The District will maintain a written record of pesticide applications for ninety-days (90) after the date of application. When possible, pesticide applications will be done during non-instructional time or during vacation periods.

If you want to receive notice in advance of all pesticide use, or you have questions, or a request for information about the District's pest control policy, please contact the Director of Operations, located at the Community Education Center or by phone at (317) 845-9400.

Pesticides will be applied by certified pest control personnel.

AHERA Annual Notice

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 in regards to 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:

- Developing an asbestos management plan which is designed to outline procedures and guidelines for the inspection, re-inspection and periodic surveillance of asbestos containing materials that are present in the buildings.
- Provide awareness training and additional training to selected school employees.
- 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. A copy of the plans for all buildings under the jurisdiction of this local education agency are available in the H. Dean Evans Community & Education Center, which is located

at 8550 Woodfield Crossing Boulevard, Indianapolis, Indiana 46240; telephone number (317) 845-9400. Plans for individual schools and other buildings are located in the administration office of each building. The plans can be viewed by any person during normal business hours of the particular school. Interested parties wishing to inquire about the hours and times that the plans are available should call the above number.

At this time, the management plans can provide information regarding inspections, response actions and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress. Inquiries regarding any facet of the regulation or the management plans should be directed to the Director of Operations at the above telephone number during regular business hours.

Copies of the response action reports documenting the asbestos abatement activities conducted in the District buildings are on file with the building owner per AHERA requirements. Detailed reports are available in the Operations Division Office located in the district administration office.

Scheduled activities for the required six-month periodic surveillance will be conducted on a rotating basis.

System-Wide Drinking Water Management Protocol

As part of its system-wide improvements to the school district's buildings, MSDWT has implemented a drinking water management protocol. In consultation with environmental professionals, we have implemented the following steps to ensure the safety of our drinking water supply for all users. In order to avoid any erroneous assumptions, the District is providing this public notice that the use of lab, classroom or other sinks for drinking water purposes is prohibited. These sinks may come in contact with chemicals, paint or other disposable matters which may be of the nature that should not be ingested. Limiting drinking water use to fountains, which are available in all school buildings, will allow the District to best manage and maintain the safety of its drinking water supply. Use of outdoor drinking water spigots will be limited to designated sources, which will be identified by appropriate signage.

Summary of Drinking Water Supply Sampling Program

The issue of potential lead in school drinking water supplies has become a national concern. To address this concern, Washington Township Schools voluntarily embarked on a program to sample its drinking water sources district-wide for lead, and take corrective actions as necessary. From October 2016 through November 2017, interior and exterior drinking water sources were sampled for lead in comparison with the United States Environmental Protection Agency ("EPA") Action Level ("AL") for schools. While amounts above the AL were detected, the majority of such detections were associated with science lab and art room sinks. Corrective action measures were implemented for all drinking water sources above the AL. These measures included: the installation of filters to remove lead from water; the installation of new fixtures and/or plumbing; and, taking certain locations out of service. In addition, a new policy was established prohibiting the use of some water sources, such as science lab and art room sinks, for drinking water purposes. Finally, a new policy was established for designated exterior sources used for drinking water requiring water to run for approximately thirty seconds prior to use, and appropriate placards were placed at each location. Confirmatory sampling conducted after the implementation of the corrective action measures confirmed that all designated drinking water sources are compliant with the EPA standard. The combination of the corrective action measures and the implementation of the drinking water policies have addressed all issues identified through the sampling program. Washington Township Schools will continue to periodically monitor its designated drinking water sources, and take all actions necessary to maintain compliance with federal standards for lead in drinking water.

Debt Collection

The District has a process of collecting outstanding debt which is owed by parents, patrons, businesses, and others. This includes but is not limited to: technology fees, textbook rental fees, educational fees, cafeteria fees, and returned checks (NSF).

The District uses the services of a private collection agency to assist in the recovery of monies owed. In the case of textbook rental, the cost of collection is added to the debt as allowed by State law. When an account is submitted to the agency, the debtor is notified and requested to settle the account. Failure to make a satisfactory response will result in the person being reported to the three (3) credit bureaus and in some cases, legal action will be taken.

State law allows school districts to assess a fee for bad checks. Any payment which is dishonored by a depository institution will result in the assessment of a twenty-five-dollar (\$25.00) charge in addition to the amount of the dishonored check.

TECHNOLOGY

School-Issued Devices

For the purpose of improving 21st Century Skills in and out of the classroom, students will be issued a technology device. The grade level of the student will determine the type of device as well as whether it stays primarily at school or remains with the student. (e.g., elementary devices may be sent home with students in special circumstances such as an eLearning day). Chromebooks are the property of MSDWT and all users will follow these guidelines in accordance with the district's Acceptable Use Policy (AUP) as stated in Board Policy 7540 and in the Student Handbook. The district reserves the right to inspect student devices at any time during the school year; there should be no assumption of privacy.

Technology, on or off-campus, must be used in accordance with the mission and philosophy of M.S.D. Washington Township as well as the Acceptable Use Policy for Technology as stated in the Student Handbook. Teachers may set additional requirements for use in their respective classes. Misuse of the device may result in disciplinary action.

Proper Care

Students are responsible for the general care of the Chromebook, charger, and stylus issued to them. They are also responsible for anything done using their assigned Chromebook or their login. Chromebooks that are broken or fail to work properly must be returned to the media center or tech office immediately (within 24 hours) for an evaluation of the equipment. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. If the computer is stolen or vandalized while not at school or at a school sponsored event, the parent/guardian shall file a police report. Non-compliance with any of these guidelines may prevent accurate reporting, ordering, funding, and timely repair or replacement of Chromebooks.

General Guidelines & Precautions

Chromebooks are intended for use at school each day. In addition to teacher expectations for use, Chromebooks are also essential to access school messages, announcements, calendars, and schedules. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher. Additionally:

- A charger is issued to students so that Chromebooks are charged at home and returned to school in a **fully charged** condition. We do not have secure charging or storage available for every secondary student to leave or charge devices at school. Students are accountable for being prepared with their Chromebooks and other class materials such as textbooks.
 - Chromebooks are assigned to individual students and the responsibility for the care of the device solely rests with that individual. Students should not lend their Chromebooks or chargers to other students.
 - Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the district. Avoid using any sharp object(s) on the Chromebook.
 - Chromebooks have a unique identification and at no time should the numbers or labels be modified/removed (anything applied by the district or manufacturer should not be removed).
 - Chromebooks should be used for educational purposes only. Students using their devices inappropriately at school or home are subject to disciplinary consequences. The district filters objectionable content both at school and outside of school (no filter will perfectly block all objectionable content). Families should monitor use at home to ensure district devices are not used for other purposes such as (but not limited to) the following:
 - Chromebooks can be remotely located; any attempt to modify/disable the locator is a violation of the AUP and grounds for disciplinary action.
 - Use/possession of hacking software or "jailbreaking" the device is strictly prohibited (violators are subject to disciplinary action or criminal prosecution if applicable state or federal laws are violated).
 - Students are permitted to use their device camera (pictures, videos, or audio) for instructional use only.
 - Students should never throw, slide, or hit with their Chromebook.
-

- Chromebooks do not respond well to liquids. Avoid applying liquids directly to the screen; instead, use a soft, dry microfiber or anti-static cloth (never use window/household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives). Clorox or Lysol brand disinfecting wipes (yellow container) may be used to clean the keyboard and case. In general, keep drinks (and food) away from the device.
- Special care must be taken to protect the screen and hinges. Before closing the screen, make sure there is nothing on the keyboard to prevent the full closure of the device. Obstacles on the keyboard could cause broken screens or damaged hinges. Never lift a Chromebook by the screen.
- Heavy objects (such as textbooks) should not be placed on top of Chromebooks as this added pressure may damage the device.
- Chromebooks should reside in a temperature-controlled location at home or school. Devices should not be left in a vehicle, exposed to direct sunlight, or placed near any heat or moisture sources for an extended period of time.
- Avoid leaving the device unattended in an unlocked, unsupervised area or during an extracurricular activity.
- Cords, cables, and removable storage devices (“thumb” drives) must be carefully inserted into and removed from Chromebooks to prevent damage.

Chromebooks Left at Home

If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if it is present. If a student repeatedly leaves the device at home, schools may restrict access to loaner devices and take-home privileges.

Repairing or Replacing a Chromebook

Students are responsible for maintaining a 100% working Chromebook at all times; they shall use reasonable care to ensure that the device is not damaged. If a student’s Chromebook needs repair, **it is the student’s responsibility** to bring it to the Media Center/Tech Office immediately (within 24 hours). The Chromebook must be handed to a staff member along with a brief explanation of the problem(s). It cannot be dropped off on the counter.

Responsibility for Loss or Damage

The student is responsible for maintaining a 100% working computer at all times. The student shall use reasonable care to ensure that the computer is not damaged. The student and parent will be billed a fee for damages and/or repair according to the following schedule:

<u>Damage</u>	<u>Cost of Repair / Replacement</u>
Damaged Screen	\$80.00
Damaged Keyboard	\$40.00
Damaged Trackpad	\$20.00
Lost / Damaged Battery Charger	\$50.00
Damaged Hinges	\$25.00
Irreparable Damage	Replacement Cost of Device

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

- Leaving equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured laptop 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; and
- Malicious damage to another student's device, full repair or replacement cost (including chargers).

Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired. **A limited number of "loaner" Chromebooks are available; a "loaner" is not guaranteed.** Intentional, knowing, or reckless/negligent violations of this policy may result in denial to further access of technology and/or suspension/expulsion.

Internet and Other Online Access

It is the objective of the Board of Education to provide electronic and communication resources to its school community for the purpose of promoting student achievement and the efficient operation of the District (Policies 7540 and 7540.01). To promote this objective and prevent the exposure of students to harmful or inappropriate influences, the Board expects school community members to use the electronic and communication resources provided in a manner consistent with this objective.

Students will be permitted access to the Internet through District electronic and communication resources UNLESS a parent/guardian signs and returns the "*Denial of Internet Access Form*" to the student's building principal. This form can be found in each principal's office and on the "For Families", then "For Parents- Resources" section of the MSDWT website.

The following shall not be accessed, created, transmitted, or stored on the District's electronic and communication resources:

1. Obscene, pornographic, or sexually explicit materials;
 2. Information that enables or supports the commission of a crime or an act that would endanger the user or others or damage property;
 3. Unsolicited offers to buy or sell goods or services from an individual or private business or entity;
 4. Jokes, comments, or messages that contain content that is demeaning, defamatory, harassing, threatening, objectively offensive, or disruptive to the intended recipient. Examples of information that violate this provision include, but are not limited to, harassment in violation of Board Policies 1662, 3362, 4362, and 5517, sexual comments or images, pornography, and racial, ethnic, disability, or religious slurs;
 5. Information that hides or attempts to hide the identity of the sender, or represents the sender as someone else or from another user;
 6. Information that would enable a user to obtain access to the files or email of others without authorization;
 7. A computer virus or other message that is known by the sender to have the capability to damage or impair the operation of a District electronic resource or another person or organization's electronic resource.
-

A user shall not attempt to obtain or use another user's password, sign-on, or account without written permission from the user and a System Administrator. An unauthorized attempt to log onto any electronic resource as a System Administrator or violation of any of the above guidelines, will result in disciplinary action, including termination for employees or expulsion for students.

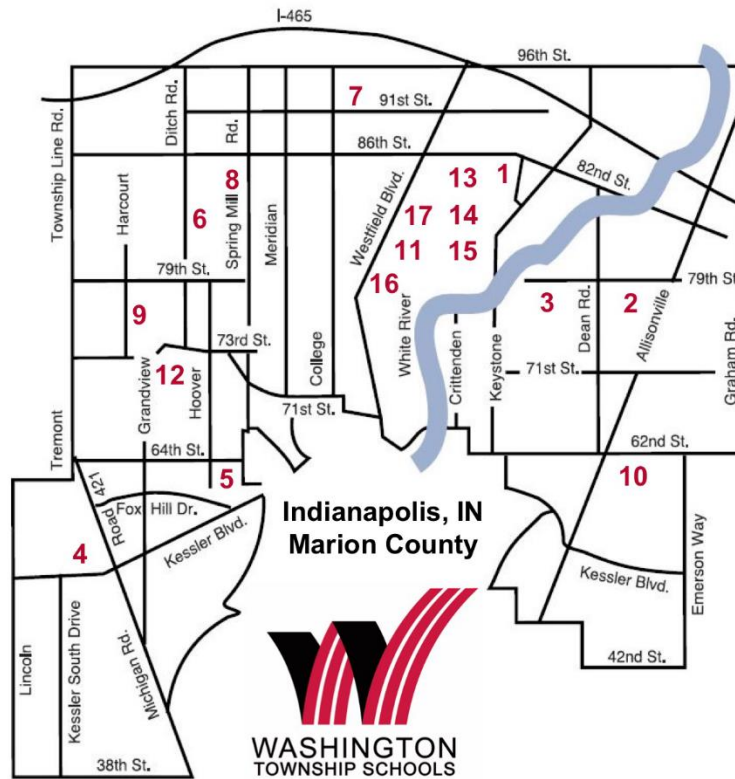
A user identified as a security risk based upon one or more violations of this policy may be denied access to all District electronic and communication resources and be subject to Title IX investigations and discipline consequences as well as potential criminal charges.

Cell Phone Usage in Schools

All student cell phones should be in student lockers or backpacks during the instructional day. If an adult sees a cell phone, the phone will be taken and held in the office where the parent can pick it up. Refusal to hand over a cell phone to an adult will result in assignment to Saturday School for secondary students. Additional consequences following the Corrective Response Matrix from the Student Code of Conduct will be given if the problem persists.

Cell phones and accessories (i.e., headphones, AirPods, earbuds, etc.) are not allowed to be worn in classrooms or during instruction.

MAP OF WASHINGTON TOWNSHIP SCHOOLS



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|--|---|--|
| 1 Community and Education Center
8550 Woodfield Crossing Blvd., 46240
317-845-9400 | 7 Nora Elementary School
1000 East 91st St., 46240
317-844-5436 | 13 North Central High School
1801 East 86th St., 46240
317-259-5301 |
| 2 Allisonville Elementary School
4900 East 79th St., 46250
317-845-9441 | 8 Spring Mill Elementary School
8250 Spring Mill Road, 46260
317-259-5462 | 14 J. Everett Light Career Center
1901 East 86th St., 46240
317-259-5265 |
| 3 Clearwater Elementary School
3575 East 79th St., 46240
317-259-5465 | 9 Willow Lake Elementary School
7535 Harcourt Rd., 46260
317-280-3701 | 15 Hilltop Developmental Preschool
1915 East 86th St., 46240
317-259-5458 |
| 4 Crooked Creek Elementary School
2150 Kessler Blvd. W. Dr., 46228
317-259-5478 | 10 Eastwood Middle School
4401 East 62nd St., 46220
317-259-5401 | 16 True North Academy
8401 Westfield Blvd., 46240
317-259-5213 |
| 5 Fox Hill Elementary School
802 Fox Hill Dr., 46228
317-259-5371 | 11 Northview Middle School
8401 Westfield Blvd., 46240
317-259-5421 | 17 Community & Continuing Education
8401 Westfield Blvd., 46240
317-259-5275 |
| 6 Greenbriar Elementary School
8201 North Ditch Rd., 46260
317-259-5445 | 12 Westlane Middle School
1301 West 73rd St., 46260
317-259-5412 | |