



NOBLESVILLE SCHOOLS

"BE PRESENT"

ACES Attendance Program

Attending Class Equals Success

Classroom attendance, even when grades are not assigned for the day's activities, provides valuable learning through direct instruction, discussion, group activities, and student interaction. When students are absent, they deprive their classmates of their contributions to the learning process, and they do not derive any benefits themselves from the classroom discussions and interactions among teachers and fellow students. The primary goal of the Noblesville Schools' attendance policy is to encourage maximum student attendance so that students have every available opportunity to succeed.

Absences that are excused include:

- Personal illness or injury
- Verified car accident
- Court appearances, incarceration, jury duty, service on election day
- Serving as a page for the state legislature
- Medical appointments (documentation preferred)
- Death or serious illness in the family
- College/School visits
- Career job shadowing
- Religious observations
- School sponsored field trips
- Driver's license examination
- Military Service and Commencement
- Participation in the Indiana State Fair for educational purposes

"Unexcused Absence" means an absence from school that is not authorized by the local school administrator or local school corporation rule.

**According to School Board policy regarding extraordinary circumstances parents may, in rare instances, receive approval of the principal for a student to be absent and excused from school for reasons other than those specified by law and policy.*



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ACES Target Groups:

Students with excessive excused or unexcused absences

Students refusing to attend school

****The following guidelines will be enforced at the administrator's professional discretion.**

Excessive Absences:

1. When a student misses 7 unexcused absences from school, an administrator will review the student's attendance. The parent, student, administrator, counselor/social worker and/or nurse (if requested) may be included in the review process. In some cases, the School Resource Officer will be involved. The review team will determine the causes of the student's absences and the student will be encouraged to improve his/her attendance. A letter from the school may be given to the parent indicating an immediate need to improve attendance. Documentation of all communication will be kept on file. In addition, the student's counselor may refer the family to Noblesville Youth Assistance.

*If at any point the school determines a consequence is necessary, then the school may assign a Friday School, In-school suspension, or Saturday out of school suspension.

2. When a student misses 11 unexcused absences from school, the parent may receive by mail or email an attendance letter from the school as well as a request for a physician's certification of the student's incapacity to attend school, or a letter requiring a doctor's note to document the causes of further absences. In some cases, the School Resource Officer will be involved. In addition, the student's counselor may refer to Noblesville Youth Assistance. An attendance contract may also be completed.
3. When a student misses 15 unexcused absences, the student and parent are referred to the Hamilton County Prosecutor's Office. The Hamilton County Prosecutor's Office will mail a letter to the parent stating any further absences will result in a required family meeting.

If additional unexcused absences occur, a required meeting will occur with the deputy prosecutor, parent/guardian, student, and the school where the deputy prosecutor will present information to the parents and students on the following:

- Indiana school law on attendance and educational neglect;
- The definition of excused and unexcused absences;
- Truancy, delinquency, and increasing the chances for becoming a dropout; &
- The consequences of further absences from school.

Any further unexcused absences may result in additional involvement with local authorities and school administration. A warning of further actions will be communicated if attendance does not improve.

4. If the student continues to have any further unexcused absences, the school may submit a



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truancy report to the Hamilton County Prosecutor's Office for review and/or request that an investigation into educational neglect charges occur.

****If your student has been referred to ACES in a previous school year, your case may be expedited with the Juvenile Prosecutor's Office.**

School Refusal:

Noblesville Schools defines "school refusal" as refusal to attend school and/or remain in classes for an entire day. Students may avoid school to cope with stress or fear for a vast number of reasons.

Absences as a result of school refusal are considered unexcused and/or truanancies.

Research on school refusal indicates that the underlying cause could be fueled by a variety of factors and it is important the school and family work together to develop a plan in order to get the student attending school regularly. Due to the nature of school refusal, collaboration between the school, family, and medical and mental health professionals is strongly encouraged. Additionally, the student's school counselor, social worker and grade-level administrator should be informed, so they can begin working with the student on coping skills and strategies to continue attending class and considering whether more formal accommodations need to be put in place to help support the student.

Responses to school refusal may include, but are not limited to: Youth Assistance referral, social worker support, school-based therapy referral, referral to Hamilton County prosecutor's office, school resource officer partnership, disciplinary action based on the discretion of the administration, and/or the school may withdraw the student with a failing grade (WF) in regard to the course/courses in question.