

ELEMENTARY HANDBOOK



NOBLESVILLE SCHOOLS

ENGAGE | INSPIRE | EMPOWER

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Welcome

The Noblesville elementary schools care deeply about each child's social, emotional, and academic growth. It is our goal to know each child's strengths and growth areas so they can develop skills and strategies to use in school and throughout life. The faculty and staff are committed to creating daily situations that challenge each student to achieve, feel successful, and build confidence as a learner. Faculty and staff are active in learning about the most current research to best serve each child. It is our goal to be responsive to every child's needs while encouraging the love of learning.

Vision

We are:

- Engaged in intellectual pursuits
- Inspired to challenge the present
- Empowered to adapt, innovate, and succeed today and tomorrow

Mission

Noblesville Schools creates an inclusive, learner-centered culture that develops future-ready skills through relevant experiences supported by strong relationships that celebrate diversity and promote equity among students, staff, parents, and the community.

Noblesville Schools is Committed to:

- Teaching students to think critically, engage in dialogue, listen, consider multiple perspectives, use their voice, and value the humanity of others
- Promoting equity, access, participation, and honoring the rights of all students, staff and families through our policies, procedures, and practices
- Responding to and meeting the unique needs of students, staff and families
- Cultivating trust, valuing dignity, empathy, and respect for students, staff, and families through words and actions

- Engaging in ongoing, relevant, equity-centered professional development to create more equitable opportunities for all
- Recruiting, supporting, retaining, and continually developing a racially conscious and culturally competent staff

Please note: the use of the word “PARENT” throughout this handbook means PARENT and/or GUARDIAN.

School rules and guidelines may be changed at any time by the administration.

GENERAL INFORMATION

Nondiscrimination and Access to Equal Education Opportunity ([Policy A100](#))

The School Corporation does not discriminate on the basis of race, color, national origin, sex, disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the School Corporation, or social or economic background, to learn through the curriculum offered in this School Corporation. Educational programs shall be designed to meet the varying needs of all students.

Title VI, Title IX, Section 504, and Non-Discrimination – Student Complaints

Assistant Superintendent for Human Resources and Safety

Phone: 317-773-3171

18025 River Rd.

Noblesville, IN 46062

student_discrimination@nobl.k12.in.us

Section 504 Coordinator, Americans with Disabilities Act Coordinator

Executive Director of Student Services

Phone: 317-773-3171

18025 River Rd.

Noblesville, IN 46062

Nondiscrimination on the Basis of Sex in Education Programs or Activities

The School Corporation does not discriminate on the basis of sex in its education programs or activities and is required by Title IX of the Education Amendments of 1972 and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment.

The School Corporation is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The School Corporation prohibits Sexual Harassment that occurs within its education programs and activities. When the School Corporation has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the School Corporation is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Members of the School Corporation community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. Third Parties who engage in Sexual Harassment also are subject to the disciplinary sanctions listed in this policy. The School Corporation will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the School Corporation's education programs and activities.

The School Corporation designates and authorizes the following individual to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Title VI, Title IX, Section 504, and Non-Discrimination – Student Complaints

Assistant Superintendent for Human Resources and Safety

Phone: 317-773-3171

18025 River Rd.

Noblesville, IN 46062

student_discrimination@nobl.k12.in.us

Anti-Harassment

It is the policy of the School Corporation to maintain an education and work environment that is free from all forms of unlawful harassment, including, but not limited to, sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the School Corporation.

The School Corporation will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability or genetic information, that are protected by federal civil rights laws (hereinafter referred to as unlawful harassment) and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify such problems.

The following individual shall serve as Anti-Harassment Complaint Coordinator:

Assistant Superintendent for Human Resources and Safety

Phone: 317-773-3171

18025 River Rd.

Noblesville, IN 46062

student_discrimination@nobl.k12.in.us

Parents' and Students' Rights Concerning Educational Records ([Policy E175](#))

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (18 years of age or older), and those authorized by Federal law and School Corporation regulations.

A parent or adult student has the right to:

- Inspect and review the student's education records within 45 days after receipt of the request. The school has a form which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- Request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form which may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- Consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law. The school's administrative guideline describes those exceptions and is available upon request.
- Challenge School Corporation noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- File a complaint with the U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202.
- Obtain a copy of the School Corporation's [Policy E175](#) on student records.

Directory Information & Information Requested by Recruiters

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. The School Corporation has designated as student "directory information": a student's name; address; telephone number; photograph; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received. School assigned email accounts are designated as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that the student will utilize for educational purposes.

Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult any building principal or the Board's directory information listing ([Policy E175](#)).

In accordance with Federal and State law, the school shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request that the student's name, address, and telephone listing not be released without prior consent of the parent.

Parental Access to Informational Materials and Surveys ([Policy C225](#))

The School Corporation provides parental access to instructional materials and surveys in accordance with Indiana law and school board ([Policy C225](#)).

Instruction on Human Sexuality ([Policy C225](#))

The School Corporation provides instruction on human sexuality in accordance with Indiana law and school board ([Policy C225](#)).

ESSA/Parent's Right to Know

All parents may request, and Noblesville Schools will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including: (i) Whether the student's teacher— (i) has met State qualification and licensing criteria for the grade levels and subject

areas in which the teacher provides instruction; (II) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and (III) is teaching in the field of discipline of the certification of the teacher. (ii) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Determination of Legal Settlement and Eligibility of Enrollment of Students Without Legal Settlement in the School Corporation ([Policy C125](#))

Noblesville Schools will educate, tuition free, students who have legal settlement in the School Corporation, and students enrolled according to the requirements of [I.C. 20-26-11-2](#). The School Corporation is not accepting the transfer of any student who does not have legal settlement within the School Corporation. The School Corporation verifies Indiana residency and reports on student enrollment (Average Daily Membership) in accordance with applicable statute and Indiana Department of Education guidance.

Pursuant to [IC 20-26-11-6.5](#), and except as permitted by law for capacity, discipline, or attendance issues, the School Corporation shall accept a transferring student who does not have legal settlement in the school corporation and who has a parent who is a current employee of the transferee school corporation, a student who has moved once the school year has started, and a student who has *senior rights* [IC 20-26-11-2 Sec \(8\)](#)

McKinney-Vento Homeless Information ([I.C. 20-50](#))

The McKinney-Vento Homeless Assistance Act (reauthorized under Title X, Part C of the No Child Left Behind Act of 2001) ensures rights and services for children and youth experiencing unstable housing. This federal law removes barriers to education for students in need. According to the U.S. Department of Education, children and youth living in the following situations are considered homeless (this definition is unique to schools):

- Doubled up with family or friends due to economic hardship
- Living in motels or hotels for lack of other suitable housing

- Runaway children and youth
- Homes for unwed or expectant mothers for lack of a place to live
- Homeless and domestic violence shelters
- Transitional housing programs
- Abandoned buildings or on the street
- Public places not meant for housing
- Cars, trailers, and campgrounds
- Migratory children staying in housing not fit for habitation

Contact the [McKinney Vento Liaison](#) at your child's school for further information.

Indoor Air Quality ([I.C.41-37.5-2.5](#))

The Indoor Air Quality (IAQ) Coordinator shall serve as the lead contact person for matters related to indoor air quality in the facilities operated by the School Corporation. The following individual shall serve as Indoor Air Quality Coordinator: Director of Buildings and Grounds 317-773-3171

Notification of Asbestos Management Plan

This information is being published to comply with the [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 regard to the presence and control of asbestos containing materials in the buildings under the jurisdiction of the local agency. These include, but are not limited to:

- Developing an asbestos management plan, which is designated to outline procedures and guidelines for the inspection, re-inspection, and periodic surveillance of asbestos-containing materials that are present in the buildings.
- Providing awareness training and additional training to selected employees.
- Periodically notifying 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 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 located in the administration building which is located at 18025 River Road, Noblesville, IN 46062; telephone number (317)773-3171. Plans for individual schools and other buildings are located in the administration office of each building. Any person can view the plans 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 action, and post-response action activities, including periodic reinspection and surveillance activities that are planned or in progress. Any inquiries regarding any facet of the regulation or the management plans should be directed to Mr. David Hortemiller, Chief Financial Officer, at the above number during regular business hours.

Students/Parents Pesticide Application Notice ([Policy G250](#))

On occasion, the School Corporation may find it necessary to utilize pesticides in order to control a pest problem. When these occasions occur, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be sent to all individuals registered in the school corporation's Pesticide Notification Registry.

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. To receive notification, you must be placed on the notification registry. [The Form](#) is available in each school's office. Notification will be given at least two days before planned pesticide applications during the normal school year. In addition, for pesticides applied anytime during the year, emergency application notifications will be given as soon as possible. Notifications need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff. The School Corporation will keep records of pesticide applications and information about the pesticides used for two years. Anyone may

request to review these records by contacting the School Corporation's Director of Buildings and Grounds at 317-773-3171.

Animals on School Property ([Policy G275](#))

Noblesville Schools maintains a clear policy regarding animals on school property, emphasizing the inclusion of service animals for individuals with disabilities while restricting companion and emotional support animals. A service animal, defined as a dog or occasionally a miniature horse trained to assist those with disabilities through specific tasks, is permitted on school grounds, with students allowed to act as handlers for their service animals. The policy distinguishes between various roles animals can have, including therapy dogs, which provide mental health support and are approved by staff and the principal, and companion animals, which are not permitted on school property. The humane treatment of all animals on premises is mandated, ensuring they receive proper care and are not subjected to cruelty. The [Service Animal Application Form](#) is to be completed which addresses the use of service animals and animals used for curricular purposes including [therapy dogs](#).

Idling School Buses and Other Vehicles on School Property ([Policy G225](#))

The Noblesville School Board recognizes that although vehicle idling is necessary in certain circumstances, it poses health risks to the community and consumes financial resources of the School Corporation. The School Board therefore adopts the following policy to minimize unnecessary vehicle idling on school grounds:

1. Subject to the exceptions listed below, vehicles should not idle for more than five (5) minutes in areas where vehicle exhaust is likely to be drawn in school buildings ("Designated Area"). The Superintendent or a designee may appoint "Designated Areas" where vehicle exhaust is likely to be drawn into school buildings and post notices advising drivers of such areas.
2. Vehicles may idle for longer than five (5) minutes in Designated Areas in any of the following circumstances:
 - a. In temperatures below thirty-two (32) degrees (32°F) and above eighty-five (85) degrees (85°F), idling is permitted to maintain the vehicle's interior temperature for the comfort and safety of both driver and passengers.

- b. Idling is permitted to maintain safety or in an emergency, including but not limited to the following situations:
 - i. using equipment to load and unload special needs students.
 - ii. using a defroster on windows before departing.
 - iii. using headlights or other warning signals.
- c. Idling is permitted as part of pre-trip safety inspections or if necessary to make vehicle repairs.

Child Find - ([Policy C300](#))

The School Corporation will identify, locate, and evaluate students at least three (3) years of age but less than twenty-two (22) years of age who are in need of special education and related services, regardless of whether the student is enrolled in a school. This includes students who:

- A. have legal settlement within the School Corporation;
- B. attend a nonpublic school, are served by an agency, or live in an institution located within the School Corporation;
- C. are homeless students as defined at [511 IAC 7-32-46](#);
- D. are wards of the state;
- E. are highly mobile students, including migrant students; or
- F. are suspected of being students with disabilities in need of special education even though they are advancing from grade to grade.

To effectuate its affirmative, ongoing Child Find obligations under the Individuals with Disabilities Education Improvement Act (IDEA), [511 IAC 7-32](#) *et. seq* (Article 7), and Section 504 of the Rehabilitation Act, the School Corporation shall do the following:

1. Continuously post the notice of non-discrimination on the School Corporation website;
2. At least annually, publicize the notice of non-discrimination in student handbooks and parent handbooks;

3. When School Corporation staff deems appropriate, initiate a conversation with a student's parent(s) regarding the MTSS process and/or seeking parental consent for an initial evaluation for special education;
4. Encourage communication between the School Corporation McKinney-Vento Homeless Liaison and the School Corporation Special Education Department to identify students in need of special education and related services;
5. Encourage communication between the School Corporation Social Worker and the School Corporation Office of Special Education to identify students potentially in need of special education and related services;
6. Encourage communication between nonpublic schools located within the School Corporation and the School Corporation Special Education Department to identify students potentially in need of special education and related services;
7. Provide parents a copy of [Procedural Safeguard \(English\)](#), [Procedural Safeguard \(Spanish\)](#) upon the initial referral or parent's request for evaluation.
8. Conduct hearing screenings of all students in grades 1, 4, 7, and 10 to identify students potentially in need of special education and related services;
9. Provide public awareness to inform citizens of educational opportunities available to individuals with disabilities and maintaining documentation of such activities;

Accreditation

The faculty and community of Noblesville are proud of the high standards of excellence that the school has achieved and strives to maintain. Noblesville Schools have been granted Full Accreditation by the Indiana Department of Education.

STUDENT SERVICES

Multi-Tiered System of Supports

Noblesville Schools uses a tiered approach to academics and behavior called Multi-Tiered System of Supports to ensure all students achieve their highest potential. This structure provides the necessary instruction and support for all students to achieve their academic, social, emotional, and behavior goals. Noblesville Schools staff utilizes a variety of data in order to identify and assist students needing additional instruction and/or supports. This data includes but is not limited to, grades, NWEA assessments, attendance, standardized scores, and discipline reports.

Noblesville Schools believes that children do well when they can. If a student is having difficulty academically, socially, or behaviorally, school personnel work to assist the student with skills that will help him/her improve the skills not yet mastered.

As supplemental supports become more intense, results are used to make decisions about the need for further research-based instruction and possible educational evaluation for special education services. Noblesville Schools places an emphasis on early identification through universal screenings, supplemental supports and self-advocacy supports for student learning.

Special Education

The Noblesville Schools Special Education Department believes in providing learning experiences that align with the district's mission and vision. The department addresses academic standards and develops skills that are necessary in order for students to have the same opportunities as their general education peers. It is always assumed that a student can benefit from the general education curriculum, and evidence is required before a more restrictive placement is considered ([Article 7, 511 7-42-10](#)).

Parents who think their child may need special education services should contact the child's school. More information on Noblesville Schools Special Education programs and services is available on our website [here](#).

The Elementary FOCUS High Ability Program

Noblesville Schools defines a high ability student as one who "performs at, or shows the potential for performing at, an outstanding level of accomplishment in at least

one domain when compared to other students of the same age, experience, or environment; and is characterized by exceptional gifts, talents, motivation, or interests” ([I.C. 20-36-1-3](#)).

Noblesville Schools believes many students are capable of achieving at high levels in academics, aptitude, and/or through exceptional gifts, talents, motivation, or interests. Therefore, Noblesville Schools acts to identify and challenge students through enriched and accelerated curricula. Students may be identified as high ability in math, English/language arts, or both.

At the elementary level, identified students are served through in-class differentiation, flexible grouping practices, cluster grouping, or full-time, self-contained classrooms at each school. High ability students are challenged by rigorous curricula, while their affective needs are met in a stimulating and supportive environment.

Multilingual Learner (ML) Education

ML education in Noblesville Schools is designed to fit the diverse needs of our English Learners at each step of their academic journey. At each grade level, ML instruction is aligned with the students' academic English language development through listening, reading, writing, and speaking as well as the content area classes' standards.

Notice of Parental Rights/Section 504

This [Noblesville Procedural Safeguards Section 504](#) document is meant to inform parents of laws about the evaluation and/or special instruction that may be offered to their child. If parents have any questions, contact the Noblesville Executive Director of Student Services, Section 504 Coordinator at (317)773-3171. Parents also have the right to meet with the Superintendent or designee, the local School Board or the U.S. Department of Education's Office for Civil Rights to resolve objections to either evaluation or educational placement. The School Corporation will provide information about free or low-cost legal services that may be available to help you understand your rights upon request.

Compensatory Education Program

North, Promise Road, and White River Elementary Schools benefit from a Schoolwide Title I Program. Title I is a federal program that gives additional funding to schools with a higher percentage of students who qualify for free or reduced-price lunch. All children in a Title I school may be provided with services. The Noblesville Schools' Title I Program is diagnostic and prescriptive, and focuses on reading and mathematics.

Seclusion and Restraint ([Policy C400](#))

Noblesville Schools believes in maintaining an orderly and safe environment is conducive to a healthy learning environment, and is an appropriate expectation of all students and employees within the school corporation. The Board recognizes that there are times when it becomes necessary for employees to use reasonable physical restraint and/or isolated time out/seclusion to protect a student from causing harm to him/herself or to others. In accordance with the law, Noblesville Schools has adopted a Seclusion/Restraint Plan to establish guidelines for the use of seclusion/restraint. Noblesville Schools Seclusion/Restraint Plan can be found by clicking on the following link: [Seclusion and Restraint Procedures](#)

Counseling and Social Work Services

Noblesville Schools proudly offers school counseling and school social work services to students. School counselors, school social workers, and at-risk coordinators work diligently alongside students, parents, teachers, administrators, and community members to support the positive growth and development of the whole child. Both students and parents should feel free to consult with counselors about classroom concerns, plans, decisions, or personal problems.

IC 20-28-10-17 protects the communications between a school counselor or social worker with a student. This means that students have a right to privacy with the information they share as defined by law, ethics, and school rules. School counselors and school social workers are obligated to breach confidentiality if a student poses an imminent danger to self or others or if information regarding child abuse or neglect is disclosed.

We encourage you to visit the [student services department's](#) website for more information.

Child Abuse Reporting

All employees are required to immediately report suspected child physical and/or sexual abuse to law enforcement or the Department of Child Services. ([I.C. 31-33-1 et. seq.](#)). Reports should be made to DCS through the reporting hotline: 1-800-800-5556.

HEALTH SERVICES

Medical Needs at School ([Policy C525](#))

To ensure students are healthy and safe a student who becomes ill or who needs medical attention during the school day must request a pass from the classroom teacher to see the nurse. Exceptions are made for emergencies.

Students will not be released from school for health reasons until a parent has been contacted and permission has been obtained for the student to leave or arrangements made. The student will sign out through the attendance office.

If a student contacts a parent/guardian regarding an illness and arranges to go home without first seeing a nurse, their absence will not be excused for health reasons. Further, a student who becomes ill and leaves the campus, without the school's permission and without signing out through the attendance office, will be considered truant.

Medications: Pickup/Drop Off

A nurse will meet a parent in the building's designated area to discuss and obtain the medication, review the physician's orders, and have the parent sign the permission form to administer the medications.

Consent/HIPAA Authorization for School Nurse to Treat

An electronically signed Consent To Treat must be on file prior to the start of each school year in order for a student to receive medical care by a Community Health Network school nurse. The Consent/HIPAA Authorization School Nurse Health Clinic Services form is located in the PowerSchool Parent Portal under the Forms link located in the left menu.

Communicable Diseases

If a student is ill, has a communicable disease that is transmissible through normal school contacts, or poses a substantial threat to the health and safety of the school community, the school nurse may send the student home. The nurse will communicate with the student's parent/guardian and describe the nature of the illness. The student may return to school when the following criteria are met:

- The student's return to school meets the guidelines in the current edition of the Indiana State Department of Health Communicable Disease Reference Guide for Schools; and, if recommended,
- The student or parent provides a letter from the student's medical provider stating it is safe for the student to be readmitted.

Confidentiality

All health information will be treated as confidential, shared only with staff or EMS personnel on a need-to-know basis. Changes in the medical status or medications should be promptly reported to the school nurse throughout the school year. Parents/guardians with additional concerns are encouraged to meet with the school principal and school nurse to ensure the medical and privacy needs of the student are addressed properly.

Emergency Medical Treatment

In accordance with School Board [Policy C525](#), if an accident or emergency occurs on school property; off school grounds at a school activity, function, or event; or traveling to or from school for a school activity, function, or event, School Corporation employees should take all necessary steps to render assistance to the student in good faith, which may include summoning medical assistance, administering first aid by persons trained to administer first aid, notifying administration, notifying the student's parent, and filing accident reports. Parents and eligible students have the right to deny emergency medical and dental services. A form to withhold these services is available at your child's school. Your child's school must receive this form within 20 business days of the start of school or within 20 business days of enrolling your student in order to deny emergency medical and dental services.

Fever/Illness

Students may be sent home for illness at the discretion of the school nurse. Reasons to be sent home include but are not limited to, a fever of 100.4 degrees or above, vomiting, and diarrhea. Any student with a fever should be kept home until the student is fever-free without the use of fever-reducing medication for 24 hours. Students should be kept home for vomiting more than twice. The student may return to school if vomiting has resolved overnight and the child can hold down food/liquids in the morning.

Health Conditions

Parents/guardians should plan to provide the school with any medical information including medical diagnoses, medications, unusual illnesses, accidents, and other information needed to best serve each child. If a medical condition requires a health plan, the nurse will meet with the parent/guardian to develop a plan of care and to obtain orders from the child's medical provider.

Latex

Latex balloons are not permitted at school buildings due to students and adults with latex allergies.

Head Lice Parents/guardians have the primary responsibility of assisting in the prevention and management of head lice cases through regular checks of their child's hair and starting immediate treatment when head lice are detected. If at all possible, students should not be excluded from school for having head lice. The management of head lice should not disrupt the educational process of the child. The need to exclude students from school will be determined on a case-by-case basis.

Immunizations

Indiana law, [IC 20-34-4-5](#), requires that each student have either a complete immunization record or a current medical or religious exemption on file in the school nurse's office by the district's deadline date. If beyond the deadline, the student will be excluded from attending Noblesville Schools until the student has met the requirements of Indiana law.

[**Meningococcal Disease:**](#) information located on Noblesville Schools Health Services Department website- Immunizations

[**Human Papillomavirus \(HPV\) Infection:**](#) information located on Noblesville Schools Health Services Department website - Immunizations

Medications at School

As per Board policy, Noblesville Schools defines medications as FDA-approved medicines, including those prescribed and non-prescribed (over the counter) medications. Non FDA approved products will not be given at school. This includes, but is not limited to, herbal supplements and other homeopathic products. Requests to administer research medication during school hours will be evaluated on an individual basis by the district administration in consultation with the partnering hospital's school nursing consultation team, the student's prescribing physician, and the parent/guardian..

To safeguard the transportation of medication to and from school, all prescription and over the counter medication should be brought into the health center by a parent or guardian. Students are not permitted to carry any medication without a physician's statement in writing. Any unused medication unclaimed by the parent by the last student day of school will be destroyed.

Medication at school must include the following:

- Over-the-counter medication must be in the original package with the dosing information present. The nurse can only give the medication as directed on the manufacturer's package label. If your medical provider has ordered your child to take the medication in a different manner than the label instructs, the school nurse will need a prescription order from your medical provider.

- Prescription medication must be in a prescription bottle with the most current dosing information and the student's name on the label along with a written order from your medical provider.

School-supplied stocked medication: School board policy allows students, with prior written permission from parents, to receive stocked medication. The school will provide up to four doses of specified medications if necessary for the child to remain at school. The stocked medication will be available from 9am-2pm for Elementary. Please supply medication to the nurse's health center if your child will use more than four doses during the school year.

The following products are available in the nurse's office. Parents/guardians should notify the school nurse if these products are not acceptable to use for their child.

- Vaseline
- Buffered normal saline solution
- Contact Lens Solution
- Calamine lotion

All final decisions on the administration of medication will be made by Noblesville Schools district administration.

Medication for Chronic Disease or Medical Condition

A student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition if the following conditions are met:

The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The written authorization must include a physician/healthcare provider stating in writing that:

- The student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
- The student has been instructed in how to self-administer the medication.

- The nature of the disease or medical condition requires emergency administration of the medication.

The parent's authorization and physician's order must be filed with the student's principal annually.

Vision/Hearing Screenings

Indiana Public Law requires an annual visual acuity screening of each student enrolled in or transferred to grades kindergarten or first, third, fifth, and eighth. Vision screenings are conducted by the school nurse staff, Lions Club volunteers, and local optometrists. The school nurse will notify a parent/guardian if more comprehensive testing is recommended.

Indiana Public Law requires an annual hearing screening test of each student enrolled in or transferred to grade first, fourth, seventh, and tenth. The hearing screenings are conducted by Noblesville Schools Speech Language Pathologists. The Speech Language Pathologist will notify a parent/guardian if more comprehensive testing is recommended.

Student Concussion & Cardiac Arrest ([Policy C525](#))

School Corporation employees shall abide by legal obligations regarding student athletes and avoiding injuries, including informing and educating coaches, student athletes, and parents of student athletes regarding the nature and risk of concussion, head injury, and sudden cardiac arrest to student athletes. The Board has determined that it may enhance school safety to have an automatic external defibrillator (AED) placed in building(s) within the School Corporation for use by employees with proper training.

Medical Insurance

Noblesville Schools does not carry insurance to cover student accidents or injuries.

WELLNESS AND NUTRITION

Wellness ([Policy A275](#))

Noblesville Schools promotes student wellness by supporting healthy choices, good nutrition, and physical activity as part of the total learning environment. This policy applies to all students, staff, and schools in the School Corporation.

The School Corporation will teach, model, encourage, and support healthy eating by all students. The School Corporation will provide nutrition education and engage in nutrition promotion that is designed to provide students with the knowledge and skills necessary to promote their health. Nutrition topics shall be integrated within the comprehensive health education curriculum and other curricular offerings such as math, science, language arts, social sciences, and electives according to standards of the Indiana Department of Education and federal law. Schools will link nutrition education activities with existing coordinated school health programs or other comparable comprehensive school health promotion frameworks.

The School Board supports the health and well-being of students by promoting physical activity through physical education, recess and other physical activity breaks; before-and after-school activities; and walking and bicycling to school.

Additionally, the Board supports physical activity among elementary students by providing them with at least 30 of the recommended 60 minutes of physical activity per day.

Nutrition and Food Services

Noblesville Schools Nutrition and Food Service Department knows that good nutrition and learning go hand in hand. Our goal is to properly prepare and serve nutritious, appealing meals that meet Federal Dietary Guidelines. Our Nutrition and Food Service staff is committed to student's total educational experience by meeting their nutritional needs and reinforcing healthy eating habits in a sanitary and friendly environment. To ensure we provide the best meals possible, a Registered Dietitian creates and analyzes all our menus. All schools offer breakfast every day in their cafeteria, beginning when the school doors open. Breakfast will also be available when there is a 2-hour delay. Studies show that students who eat breakfast have improved classroom behavior, attendance, and test scores. Students learn and perform best when they have eaten this important meal.

Information regarding menus, lunch prices, nutritional information, meal assistance, and more is available [here](#).

Students can bring their own lunch from home and purchase a carton of milk and other food items in the school cafeteria. Students cannot bring caffeinated beverages to consume during lunch. Also, meals from fast food restaurants are not to be brought into the cafeteria. Students are expected to practice good table manners and be responsible for the cleanliness of their place at the table.

Food Allergies

Food allergies are presenting increasing challenges for schools. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

Meal accommodations are available to those with severe food allergies. To request an accommodation, contact your school cafeteria manager. A Registered Dietitian will follow up with the requested meal plan.

Noblesville Schools expects that specific building-based guidelines and/or activities will be established to ensure that the health needs of students will be met in the least restrictive environment. In order to assist students with developing the skills necessary to participate in all educational programs, building-based teams will communicate with parents and students to allow students to gradually assume more responsibility for maintaining their safety as they advance from elementary school to secondary school.

Forms of Payment

All school cafeterias utilize a pre-pay system, meaning money should be on account and available before purchases are made. Online meal payments can be made at [LinqConnect](#). An account is free of charge and provides additional options such as viewing lunch account balances and activity, setting up spending restrictions, and transferring funds between children. If parents choose to make deposits using [LinqConnect](#), a nominal fee is charged. Cash and checks are also accepted. Money should be in a sealed envelope with the child's first and last name.

Money can be given to the homeroom teacher. Students must have money in their accounts in order to purchase extras/snacks.

Free and Reduced Price Meals

Free and reduced-price meals are available to families who qualify, and eligibility must be determined each school year. Families with students who automatically qualify for assistance under Direct Certification will receive an email notification in mid-to-late July. Income based applications will also become available during that same timeframe. Only one (1) free or reduced-price meal application is required per family, but all children must be listed to be certified. Applicants will be emailed about a student's status within 10 working days. Until this notification is received, the child must bring home lunch or money to pay for lunch.

Applications can be completed:

1. Online at [LinqConnect](#) for quick processing.

2. By paper application. Applications can be picked up and returned to at any school building or at the Educational Services Center, 18025 River Rd, Noblesville, IN 46062.

Food Service Account Charges ([Policy F176](#))

Noblesville Schools Nutrition and Food Service Department wants to ensure that every student has access to meals daily. Per USDA guidelines, Noblesville Schools is not allowed to incur debt from unpaid meal charges. We do recognize that there can be extenuating circumstances that may cause a student to not have money in their lunch account. When money is not available on account, a school meal may be charged to the account. Food and beverages sold outside of the school meal will not be permitted to be charged to the account. When an account goes into the negative, the parent/guardian will receive an email notification. Courtesy calls will be made when accounts exceed \$25 in meal charges. Unpaid charges are subject to further collection efforts. Positive and negative account balances remaining at the end of the school year will carry over and be available for use the following year. Refunds may be requested when a child graduates from High School or withdraws from Noblesville Schools.

TECHNOLOGY

Student Education Technology Responsible Use and Safety

Using technology is a privilege, and with every privilege comes responsibility. The following expectations apply when students are using personal devices at school or school-provided devices at any time.

Being a Great Digital Citizen

Using your iPad is a privilege, and with that comes the responsibility to be a kind and honest digital citizen.

- **Digital Mindfulness:** Be aware that what you do online leaves a "digital footprint" that stays forever. Whenever possible, choose to talk to people face-to-face and use your own imagination instead of letting a computer do the thinking for you.
- **Kindness Counts:** Always treat others with dignity and kindness online. Do not use your device to tease, gossip, or say mean things that could hurt someone's feelings.
- **Be Honest:** Only post things that are true and never try to trick people by pretending to be someone else.
- **Fact-Check:** Before you share a video or information, double-check to make sure it is actually true.
- **Give Credit:** If you use an idea or a picture that isn't yours, always say where you found it. Using someone else's work as your own is called plagiarism and is a form of cheating.
- **Privacy:** Never share personal information—like your name, age, birthday, phone number, or home address—on the internet.

Learning and Curiosity

Your iPad and the school network are here to help you learn new things and explore your interests.

- **Explore:** Use your device to find answers to your questions and complete your school activities.
- **Check Your Work:** Use your device to verify that the information you find is accurate and correct.

Personal Responsibility and Safety

School-provided computers and communication tools must be used safely and responsibly.

- If inappropriate material is encountered online, students should immediately inform a teacher or trusted adult—especially when this occurs during an assignment.
- School equipment should be treated with care and respect.
- Students should not attempt to bypass or interfere with district security measures and should only access apps or content with appropriate permission.
- Only personal login credentials should be used to access school devices or networks.

Technology use is a privilege that is maintained through responsible behavior. Mistakes happen, and when they do, students should inform a trusted adult and seek help in making things right. Repeated failure to meet expectations may result in loss of privileges and additional consequences.

There is no expectation of privacy when using School Corporation technology or networks. The School Corporation reserves the right to monitor and review all content stored on or transmitted via school resources.

Using AI (Artificial Intelligence) Tools

AI can be a great "learning partner" or tutor to help you brainstorm ideas or understand a hard topic, but you must follow these rules:

- **Ask First:** You must have permission from your teacher before using any AI tool for schoolwork.
- **Your Own Work:** You cannot turn in work that AI wrote and say it is yours. Always check what the AI tells you because it can sometimes be wrong or biased.
- **AI Safety:** Never use AI to create fake pictures or voices (called "deepfakes") to tease or bully others. This is strictly prohibited and will result in school consequences.

School Issued Email

Students will be assigned a school email account that they must utilize for all school-related electronic communications, including those to staff members, individuals, and/or organizations outside the School Corporation with whom they communicate for school-related projects and assignments. As directed and authorized by their teachers, students shall use their school-assigned email account when signing up/registering for access to various online educational services, including mobile applications/apps that the student will utilize for educational purposes. Students shall not access social media for personal use from the School Corporation's network; they may be permitted to access social media for educational use per their teacher's approved plan for such use.

Technology Device Misuse

Students and employees shall not take any action that could cause damage to School Corporation Technology Resources, including knowingly transmitting a computer virus or other malware that has the capability to damage or impair the operation of electronic technologies, or the technology of another person, provider, or organization. Dedicated users of checked-out school technology equipment assume responsibility for returning the equipment on time and in the same condition as it was obtained, and failure to return the equipment on time and/or in the same condition may result in a requirement to compensate the School Corporation for the loss or poor condition of the device.

Use of School Corporation Technology Resources is at the individual's own risk. The system is provided on an "as is, as available" basis. The School Corporation is not responsible for any damage employees, students, guests, or third parties may suffer. The School Corporation is not responsible for the accuracy or quality of any advice or information obtained through or stored on School Corporation Technology Resources, nor is it responsible for damages or injuries from improper communications or damage to property used to access School Corporation Technology Resources and online resources. The School Corporation is not responsible for financial obligations arising through unauthorized use of School Corporation Technology Resources.

Personal Communication Devices (A300)

Noblesville Schools seeks to provide a productive learning environment. In accordance with Indiana statute, students are prohibited from using a “wireless communication device” during the school day. A wireless communication device means any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, including a: cellular telephone; tablet computer; laptop computer; internet-connected smartwatch or gaming device. Students may use a wireless communication device: in the event of an emergency, to manage the student's health care, if the device is included in the student's individualized education program or plan developed under Section 504 of the federal Rehabilitation Act of 1973.

- Devices must be kept out of sight and silenced (stored in lockers or designated areas).
- Exceptions are made for documented health reasons (e.g., blood sugar monitoring) or specific accommodations in an IEP or 504 plan.

Social Media

Students are not allowed to use social media on school devices.

TRANSPORTATION

Students who walk or ride bicycles to school should observe good safety habits and complete the E-Bike & E-Scooter Rider Registration Form.

Parents/Guardians who wish to drive their children to school should deliver them to the area designated by the school.

The bus driver has the same relationship with the child as the teacher. The bus driver must maintain order on the bus at all times. Safety tips for students who ride school buses include:

- Obey the driver promptly and respectfully. The bus driver is working for students' safety and is a friend. The driver has a big responsibility, and it is the students' job to help.

- Be careful in approaching bus stops, walking on the left and facing oncoming traffic where there is no sidewalk. Never run after the school bus.
- Avoid standing or playing on the road while waiting for the bus.
- Treat the property surrounding the bus stop with respect and care.
- Help keep the bus on schedule by being on time. Students should be waiting at the bus stop when the bus arrives. The bus may arrive 5 minutes before or 5 minutes after the posted pick-up time.
- For safety, students will remain seated on the bus until it has come to a full stop and the driver has opened the door.

Students may only ride a bus different from their own when there is an emergency. To make these changes, the school must receive a signed note from their parent/guardian. This arrangement must also be approved by school officials and communicated to the transportation department. Family members are not allowed on the bus unless specifically authorized by school staff.

Bus Conduct and Safety

Students will ride the bus to which they have been assigned unless the parent and an administrator have made other arrangements. School bus transportation is a privilege, and if this privilege is revoked, parents/guardians are responsible for transporting the child to and from school. At the bus stop, students are to:

- a. Be on time and board the bus only at the regularly assigned stop.
- b. Stay out of the street and away from the road.
- c. Enter the bus when the bus comes to a full stop and the door has been opened by the driver.
- d. Students crossing the street to board the bus should wait for the driver to signal (thumbs up) that it is clear to cross.
- e. Wait their turn and keep hands to themselves when entering the bus.
- f. Refrain from behaviors that are a violation of the school's Student Code of Conduct.

The [Noblesville Student Code of Conduct](#) applies while students are on the bus. Additionally, on the bus students are to:

- a. Always obey the driver promptly and respectfully.
- b. Be seated promptly and stay in their assigned seat.
- c. Keep all books on their lap or contained in a pack or bag.
- d. Be courteous and do not use inappropriate language.
- e. Speak in low tones.
- f. Keep hands to themselves at all times.
- g. Keep all belongings including head, hair, hands and feet inside the bus.
- h. Objects must remain in their appropriate location throughout the entire ride.
- i. Treat bus seats and equipment with care and respect.
- j. Keep the bus clean and orderly.

Inappropriate and/or unsafe conduct on the bus may result in temporary removal from the bus and may result in indefinite removal. Violations of the [Noblesville Student Code of Conduct](#) while on the bus may also result in additional discipline that follows the handbook.

An administrator may, at any time, permanently remove a student's privilege to ride the bus if student behavior warrants such action.

Videotapes On School Buses

The School Board has authorized the installation of video cameras on school buses to monitor student behavior.

If a student is reported to have misbehaved on a bus and their actions were recorded on videotape, the tape will be submitted to the principal. It may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with federal law.

DAILY OPERATIONS

Arrival and Dismissal

Monday, Tuesday, Thursday, Friday

Grades K-5:

Arrival: 7:35 a.m.

Tardy Bell 7:50 a.m.

Dismissal: 2:35 p.m.

Wednesday - Delayed Start Schedule

Grades K-5

Arrival: 8:15 a.m.

Tardy Bell 8:30 a.m.

Dismissal: 2:35 p.m.

* Each elementary school will communicate designated drop-off times for students.

Children should not arrive at school before drop off times unless they are in Miller Explorers or participating in a special club or program. Breakfast is served at 7:35AM.

Student Dress Code

Students are expected to maintain an appearance that is conducive to the educational atmosphere, which is safe and focused on high academic achievement. Whenever a school official considers a student's appearance to be inappropriate or distracting to the learning environment, the student will be expected to make the necessary changes. A student dress code is one aspect which supports the educational program. The School Corporation is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase

marginalization or oppression of any group based on race, sex, ethnicity, religion, cultural observance, household income, or body type/size.

Therefore, the dress code will seek to accomplish the following:

- Maintain a safe and secure environment
- Focus students on their academic achievement
- Help students develop appropriate social and occupational dress and appearance skills
- Help students develop a positive and healthy self-esteem
- Create school pride

The school principal will make decisions concerning the appropriateness of any new styles in dress.

Parent/Family Engagement ([Policy H100](#))

Noblesville Schools will involve parents and families in jointly developing, and agreeing on, the School Corporation's policy and local plan in accordance with the guidelines below. Each Title I school will create a building-specific parental and family engagement plan in accordance with the guidelines and each of the students participating in Title I program will receive a copy of the parental and family engagement policy and plan guidelines.

School Visitors and Volunteers

Parents/guardians are encouraged to be active participants in their child's school community. All visitors, including parents/guardians and community members, must report to the office and provide a photo ID both prior to entering the school building and upon entering the front office. School administration reserves the right to deny access based on certain circumstances such as lockdowns and other safety concerns. In order to ensure student safety, using the guidelines below, Noblesville Schools requires background checks for visitors and volunteers. Background checks need to be submitted at least two weeks prior to an event.

- No extended background check is required for guests who are visiting the office area and/or observing at a special event. Examples of special events: specific schoolwide programs or celebrations (ex: Veterans Day programs). For large events held during the school day, pre-registration to attend the event is required. The links to pre-register will be found on the school's website, as well as be sent out prior to an event occurring. Guests need to check in at the front office and provide a state-issued identification card at the time of the event.
- For all other visitors/volunteers that will have possible interaction with children in our schools, a national background check will be required. Examples: field trips, classroom volunteers, classroom parties. If an individual is arrested during the time frame of their application, the arrest charges will be evaluated and cross-examined with our background check determination list to determine if they are still eligible to visit/volunteer within our schools.

[Information about background checks can be found on our district's website](#)

Lunch Visitors

- Guests with a background check on file are welcome to sit with their child at a separate table during their lunch after Labor Day. The first few weeks of school are for establishing lunchroom routines and expectations.
- Visitors cannot go to recess with your child before or after lunch.
- Soda or restaurant purchased foods are not allowed to be brought in for student consumption.

Recess

Each elementary school designates one recess for students in grades K-5. Supervision is always provided during the recess periods. Students should wear proper clothing and footwear for the prevailing weather conditions. All children will stay inside if the temperature or wind chill is 10° or less. Recess is important for both physical activity and brain function.

Field Trips

Field trips may be provided as an extension of the teaching and learning process. Many times, teachers will provide a study guide or important information to be gained from the experience. Chaperones are often an important part of our field trips, and their attention must be focused on the group of students to whom they are assigned and the task at hand. All volunteers, including field trip chaperones, must complete a limited background check. All overnight field trips require volunteers to complete an extended background check. Due to the importance that we place on the experience and our desire to make any field trip the most positive experience possible for the students, here are the guidelines for our parent chaperones:

1. To participate in the field trip, a permission form signed by the parent/guardian must have been returned to the teacher before the trip.
2. Attire must be appropriate for the occasion.
3. Parent chaperones will be asked to supervise students. For this reason, we are not able to allow younger siblings to attend.
4. Chaperones are limited to parents and guardians unless there are not enough available to provide the minimum number required for the trip. In that case, the opportunity to chaperone may be extended to other family members with approved background checks (i.e. grandparents); discretion will lie with the administrator.
5. Administrators reserve the right to prohibit students from attending field trips because of behavior concerns or other concerns about student safety.
6. Sometimes, the trip destination determines the number of chaperones needed; otherwise, teachers will decide how many are needed. Overnight trips also have additional chaperone requirements.
7. Transportation to the field trip may not be provided for parent chaperones. This will depend on the availability of space on the buses taken.
8. Parents attending a field trip as a chaperone may not take their students home with them unless special circumstances arise. In such cases, the principal must grant express permission in writing in order to make an exception to this rule.
10. Field trips are not a time for impromptu parent-teacher conferences, but parents/guardians may call or email at any time to schedule a meeting with a teacher.
11. All field trip chaperones must follow all school rules while students are under

their care. For example, some field trips involve concession stands that serve alcoholic beverages. Consuming such beverages while chaperoning is not allowed.

Emergency Closings and Notification of Unplanned eLearning Days

Notifications regarding weather delays and closings for Noblesville Schools will be communicated through the following means:

- Parent/staff email through address on file with district
- Parent/staff phone call through number on file with district
- Parent/staff text through cell phone number on file with district
- Noblesville Schools Facebook page
- Noblesville Schools Twitter page
- Local TV media outlets

All parents are advised to provide current contact information through the registration process and whenever changes occur since this messenger system will also be used in the case of emergency. These changes can be made through PowerSchool.

eLearning for unexpected closures that may occur (such as for inclement weather) allows students to continue learning so it is fluid and timely. It also helps reduce or avoid the need to make up days at the end of the school year because of school cancellations. Refer to the section above on Notification of Unplanned eLearning Days.

Classroom teachers will communicate eLearning expectations through the Canvas learning management system. Students without access to a device or internet at home will have additional days to complete eLearning work.

ParentSquare Family Engagement Platform

Noblesville Schools uses ParentSquare for building and district communication with families. Following enrollment, parents and guardians should receive an invitation via email to login and set up their account. Parents and guardians with an existing account may login at <https://www.parentsquare.com/signin>.

To update your contact information through the ParentSquare website:

1. Sign into [ParentSquare](#)
2. Click on your name then My Account in the upper right.
3. Click on Edit Account in the left menu.
4. Add email and phone numbers.
5. Click Save.

To update your contact information through the ParentSquare mobile app:

1. Open the app and choose the 3 lines in the upper left.
2. Choose Account from the left menu then My Account
3. Choose Edit in the upper right.
4. Edit or add phone numbers and emails.
5. Choose Save in the upper right when finished.

STUDENT CODE OF CONDUCT

Discipline Rules ([Policy C350](#))

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the School Corporation, in accordance with the provisions of [IC 20-33-8-8](#).

The student code of conduct rules listed below apply to all student conduct in the following settings:

- On school property at any time, including immediately before school, during school, or after school hours;
- During school activities, functions, or events whether on or off school property;
- While traveling to or from school or a school activity, function, or event;
- During eLearning, virtual instruction, and remote learning.

In addition, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds. This includes unlawful activity during weekends, holidays, other school breaks, and summer if:

- A. The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
- B. The student's removal is necessary to restore order or protect persons on school property.

Grounds for Suspension or Expulsion

Students may be suspended or expelled under the following situations:

- A. Misconduct or substantial disobedience as defined by this [Noblesville Student Code of Conduct](#)
- B. Engaging in unlawful activity, as described above
- C. Possession of a firearm, destructive device, or deadly weapon at school, on school property, or at a school activity/event
- D. If the student does not have legal settlement within the district

- E. For committing acts of bullying against other student(s) in the school corporation by conduct, action, or use of electronic devices at any time

In addition, any student may be removed from school:

- A. If the student has a dangerous communicable disease transmissible through normal school contacts that poses a substantial threat to the health or safety of the school community, pursuant to [I.C. 16-41-9-3](#).
- B. For non-compliance with immunization requirements, pursuant to [I.C. 20-34-4-5](#).
- C. If the student has been deemed mentally or physically unfit for school attendance pursuant to [I.C. 20-33-2-46](#).

Misconduct and Substantial Disobedience

The following includes examples of student misconduct or substantial disobedience, but are not limited to:

- 1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrances or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or any meeting or assembly on school property.

- e. Intentionally making noise or acting in any manner to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, sexual harassment, bullying, cyberbullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. (This section includes physical aggression, fighting, and spitting).
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person(s) or property damage, when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, THC extract, alcoholic beverage,

intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances.

12. Possessing, using, transmitting, or being affected by any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products, or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverage.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function (as defined by unlawful activity).
20. Aiding, assisting, agreeing, or conspiring with another person to violate these student conduct rules or state or federal law.

21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying, and/or distributing pictures (digital or otherwise), video, or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing, sending, sharing, and/or viewing sexually related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones may be confiscated and any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function, including but not limited to:
 - a. engaging in sexual behavior on school property
 - b. engaging in sexual harassment of a student or staff member
 - c. disobedience of administrative authority
 - d. willful absence or tardiness of students
 - e. engaging in speech or conduct, including clothing, jewelry or hairstyle, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity
 - f. violation of the school corporation's acceptable use of technology policy or rules
 - g. violation of the school corporation's administration of medication policy or rules

- h. possessing or using a laser pointer or similar device.
28. Accessing an electronic device (e.g. cellular phone, tablet computer, laptop computer, internet-connected smartwatch, gaming device or smartwatch that is connected to a cellular phone, cell tower or the Internet during the school day in violation of IC 20-26-5-40.7, possessing or using an electronic device in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such devices will be returned to the parent.
29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in any manner which is inconsistent with this rule may have the device confiscated by school administration. Such devices will be returned to the parent.
30. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

Law Enforcement

The Noblesville Police Department and Noblesville Schools have a shared mission to ensure the safety of students while they are at the Elementary School. School Resource officers employed by the Noblesville Police Department are assigned to an Elementary School and their offices are located throughout the building. The officers interact with students, staff, and administration on a daily basis to build relationships that help further the safety mission. In the event a student needs to be questioned by a school resource officer as a suspect in a potential criminal act, the student's parents will be notified and given the opportunity to be present for any

questioning as required by law. Our SROs have full police authority while inside our buildings.

Reasonable Suspicion

Reasonable suspicion is knowledge based on observation or information from a credible witness that a student possesses an item forbidden by school rules. When reasonable suspicion exists, an administrator may search the student and their belongings (items with them, locker, desk area). If there is suspicion, a search will produce evidence of a violation of law, a violation of a school rule, or a condition that endangers the safety or health of a student.

Vehicles on school grounds can be searched without suspicion as a condition for entry. Law enforcement may assist in searches under specific guidelines, and specially-trained dogs can be used for drug or bomb detection. Items found in violation of laws or school rules will be seized.

Metal Detectors

If a school official has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and belongings.

Drug Testing ([Policy C450](#))

If reasonable suspicion exists that a student is under the influence of a substance as listed in the Student Code of Conduct, an administrator may conduct a search of the student, student's vehicle, book bag, purse, or other containers that are on school property. Noblesville Schools may, if it has adequate individualized suspicion, test any student for drugs and alcohol. A nurse evaluation of substance-induced symptoms may occur. Administration may also request an SRO to evaluate if a student may be under the influence. Administrators may have a qualified individual conduct a saliva swab drug test. Also, an administrator/designee may call the student's parent/guardian and suggest that the student be tested for such use. Failure to cooperate with a search, sobriety check, or drug test may lead to a request for expulsion.

Use of Canines

The School may ask Noblesville Police Department's canines, other law enforcement agency canines, or use NSC canines to conduct random searches of both student lockers and the school parking lot. If a canine indicates on a car, locker, or student article, the school administration will follow through on the basis of reasonable suspicion. This may include but is not limited to a more thorough search of the student's person or belongings.

Breathalyzer

May be used with reasonable suspicion if a student is suspected of being under the influence of alcohol.

Search and Seizure ([Policy C550](#))

The Noblesville School Board's search and seizure policy is designed to balance student privacy with maintaining a safe and substance-free learning environment. Principal or designee may conduct searches based on individualized reasonable suspicion of violations of law or school rules or to ensure safety.

According to Board Policy and Indiana law, a student shall have no expectation of privacy in school facilities such as lockers and desks that are school property provided for student use. A principal/designee may search a student's locker, locker's content, or desk at any time. Searches of a student's outer clothing and possessions require reasonable suspicion. Student vehicles and personal communication devices may be searched with reasonable suspicion. Searches can occur on school premises, during school activities, or in transit to or from school-related events.

Parent/Guardian will be contacted when a search occurs, and any search conducted by the administration shall be in accordance with Board policy, this Student Handbook, and applicable law.

Definition of "In Possession" for Purposes of the Student Code of Conduct

Students are required before coming on school property to inspect their possessions and vehicle for the presence of items that may not be possessed on school property. Students are "in possession" of an item for the purposes of these

rules when the item is on their person; in their immediate possession such as in their hand, pocket, purse, or backpack; is in a place under their exclusive control; or the student is aware the item is in a place to which the student has access such as a shared locker or vehicle. More than one student may have “constructive possession” of a single item and be responsible for possession of the item.

Due Process

Due process is guaranteed to individuals by the Fourteenth Amendment to the Constitution. Due process in education implies that rules and regulations of schools are published and distributed; that students know and understand these rules and regulations; that when a student is believed to have violated a rule or regulation, the student is confronted with this belief and given the opportunity to respond to the accusation; that when rules or regulations are violated, certain consequences may occur.

The [Student Due Process Code](#), enacted and amended by the General Assembly of Indiana, outlines in detail the procedures to be followed when a student is disciplined by expulsion or suspension.

Students with Disabilities

All students, including students with disabilities, are expected to follow the rules, policies, and procedures contained in this handbook. The School Corporation will engage in the interactive process with students and families to provide reasonable accommodations where appropriate and students with disabilities will be provided with a free, appropriate public education.

Care of the Building

Students who cause damage to school property shall be subject to disciplinary measures and restitution for damages and will be responsible for reimbursing any reward offered for the resolution of the issue. The School Board reserves the right to file a civil action in a court of competent authority against parents of a student who willfully destroys School Corporation property.

Vandalism

Acts of vandalism are punishable by state law. Any student who destroys school property will be turned over to the proper law enforcement officials.

Sexual Misconduct

If a student engages in inappropriate verbal (oral or written), physical, or sexual contact toward another student or adult, even if consensual, at school, at a school-sponsored activity, during a school-related activity, and/or when the School Corporation has disciplinary authority, the student may be subject to disciplinary action(s) at the discretion of the administrator. Sexual harassment is strictly prohibited, and sexual harassment complaints will be promptly and thoroughly investigated under [Policy A100](#).

Unlawful Activity

Indiana law also allows for the expulsion of a student who engages in unlawful activity on or off school property if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function or the student's removal is necessary to restore order or protect persons on school property. The unlawful activity may occur during weekends, holidays, school breaks, and the summer period when school is not in session and still be considered an expellable offense. ([I.C. 20-33-8-15](#))

Threats

A threat consists of spoken or written words (including social media), the meaning of which a reasonable person would conclude carries the threat of imminent bodily harm to oneself or to another or to property, and the means to inflict it. When a threat is given, it will be assessed for its seriousness. This assessment may involve law enforcement if the threat is considered serious enough by school administration. Threats that are found to be a disruption to the school climate will be handled according to the discipline section of this handbook.

A confidential [bullying/threat reporting form](#) is available on the School Corporation website.

Fighting

Fighting includes physical contact or violence by gesture or words and will not be tolerated. The penalty for fighting or contributing to a fight will be severe. Fighting, including spitting, is considered battery.

Criminal Organizations (Gangs) in School ([Policy G125](#))

Noblesville Schools prohibits criminal organization activity and similar destructive or illegal group behavior on school property, on school buses, or at school-sponsored functions.

The School Corporation prohibits reprisal or retaliation against individuals who report suspected criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about criminal organization activity and similar destructive or illegal group behavior.

A confirmed incident of criminal organization activity is a violation of the School Corporation's code of conduct. The principal or the principal's designee shall respond to criminal organization activity according to the parameters described in the [Noblesville Student Code of Conduct](#) and policy.

Anti-Bullying ([Policy C200](#))

Bullying as defined in State law means 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 other student and create for the targeted student an objectively hostile school environment that:

- A. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
- B. Has a substantially detrimental effect on the targeted student's physical or mental health;
- C. Has the effect of substantially interfering with the targeted student's academic performance;
- D. Or has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal, assistant principal, or other building administrator.. The student also may report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. This report may be made confidentially. A confidential [bullying/threat reporting form](#) is available on the School Corporation's website.

Hazing

Hazing activities of any type are inconsistent with the educational process and are prohibited in all activities (during or after school) at any time in school facilities, on school property, and at any School Corporation-sponsored event. Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen these prohibitions. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

Accessory

Any student who acts as a "lookout" or otherwise aids in or accompanies those participating in violation of school rules, will be viewed as a violator.

Weapons ([Policy A200](#))

Indiana law prohibits individuals from possessing, storing, making, or using certain dangerous weapons in or on school property. Indiana law states that no person may possess a firearm or imitation firearm in or on school property or on a school bus, unless specific exceptions apply. Indiana law states that no person may possess a knife intended to be used as a weapon in or on school property or on a school bus.

A student or employee who has reason to believe that a person is violating the law or this Policy shall immediately report the alleged violation to an administrator or law enforcement officer. Noblesville Schools will immediately report any suspected violation of this law to law enforcement, as a violation of this law constitutes a criminal offense for adults and an act of delinquency for juveniles. The School Corporation may take any necessary steps to exclude the person from school property or events for safety concerns. [I.C. 20-33-8-16](#)

No student may possess, store, make, or use a weapon, in or on property that is being used by a school for a school function, or on a school bus.

Students who violate this policy may be subject to disciplinary action, up to and including expulsion.

Consequences for Violating the Student Code of Conduct

Removal from Class

A teacher/Administrator may remove a student from class.

Detention

Students may be detained before and/or after school for up to one hour under the supervision of the teacher assigning the detention. Failure to serve a detention may result in a suspension.

Lunch Detention/Lunch Detail

Students may be assigned to lunch detention as a disciplinary consequence. Lunch detention requires students to eat their lunch in an assigned location separate from the cafeteria.

In-School Intervention (ISI)

A school principal or designee may assign a student to In-School Intervention (ISI). Work completed by students during ISI will receive full credit based upon the teacher's evaluation criteria. When a principal or designee assigns a student to ISI the following procedures will be followed.

1. A meeting with the student will be held prior to the ISI of any student. At this meeting the student will be entitled to:
 - a. A written or oral statement of the charges;
 - b. If the student denies the charges, a summary of the evidence against the student will be presented.
 - c. The student will be provided an opportunity to explain his or her conduct.
2. Following the ISI meeting, the principal or designee shall send a written statement to the parent of the suspended student describing the student's misconduct and the action taken by the principal.
3. A parent or legal guardian will be notified of the ISI.
4. The student will still be expected to follow all compulsory attendance requirements throughout the ISI.
5. If a student is absent for all or part of a school day in which ISI was to be served, the student will make up the time needed to fulfill the ISI assignment upon their return to school.
6. The student's phone will be held in Student Services during the school day on ISI days.
7. Misbehavior during or failure to complete an ISI assignment may result in further disciplinary action up to and including suspension or expulsion from school.

Suspension ([Policy C375](#))

A school principal or designee may deny a student the right to attend school or take part in any school function for a period of up to 10 consecutive school days. Students may be assigned an in-school suspension (ISS), or an out of school suspension to home. Work completed by students during suspension, whether in

school or at home, will receive full credit based upon the teacher's evaluation criteria. When a principal or designee determines that a student should be suspended the following procedures will be followed:

1. A meeting with the student will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a. A written or oral statement of the charges;
 - b. If the student denies the charges, a summary of the evidence against the student will be presented; and
 - c. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student, except when the nature of the misconduct requires immediate removal and/or when the student is unavailable. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the principal or designee shall send a written statement to the parent of the suspended student describing the student's misconduct and the action taken by the principal.
4. A parent will be called and notified of the suspension.
5. The student may be required to attend a re-entry meeting with an administrator, counselor, or social worker upon returning to school. Continued violation of school rules could result in expulsion of the student.

Expulsion ([Policy C375](#))

Expulsion is disciplinary action whereby a student is separated from school attendance for a period more than 10 school days. In accordance with the due process procedures defined in this handbook, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of the rule on firearms or destructive devices listed under the Student Code of Conduct. When a principal or designee recommends to the superintendent that a student be expelled from school, the following procedures will be followed:

1. When a request for expulsion is made, the student will be suspended from school for a period of ten school days pending a request for an expulsion meeting.
2. The student and student's parent will be given notice of their right to appear at an expulsion meeting with the superintendent or designee. The notice of the right to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, containing the reasons for the expulsion, the date, time, place, and purpose of the meeting, and the procedure for requesting an expulsion meeting.
3. Failure by a student or a student's parent to appear at this expulsion meeting after receipt of notice of the right to appear forfeits all rights to contest the expulsion.
4. At the expulsion meeting, the principal or designee will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.
5. The person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action the individual finds appropriate, and give written notice of the action to the student and the student's parents within ten days.

Note: Expulsion and suspensions shall be noted on the student's permanent record, unless the parties have agreed to a probationary agreement otherwise.

ATTENDANCE

Attendance ([Policy C175](#))

The Noblesville School Board maintains a firm stance on the importance of classroom attendance, recognizing it as a cornerstone for active participation in instruction, class discussions, and related educational activities. Regular attendance and classroom engagement are essential for fostering an environment

where students are motivated to achieve excellence. Students and families are bound by Indiana's commitment to education through compulsory attendance laws, ensuring every child has access to learning opportunities.

Indiana Standards and Requirements Provided by Statute

I.C. 20-33-2-28 Compulsory Attendance/Duty of Parents: It is unlawful for a parent to fail, neglect, or refuse to send his child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in public schools.

I.C. 20-33-2-25 Habitual Truants: The superintendent or attendance officer may report a student who habitually is absent from school in violation of this chapter to an intake officer of the juvenile court.

Absences that are considered **exempt and require documentation** (not recorded as an absence):

- Service as a page for or as an honoree of the general assembly
- Serve on a precinct election board or as a helper to a political candidate or to a political party on the date of each general, city, or town, special, and primary election at which the student works
- Subpoena to appear in court as a witness in a judicial proceeding
- Ordered to active duty with the Indiana National Guard for not more than fifteen (15) in a school year (although the School Corporation may authorize additional excused absences in this circumstance)
- Member of the Indiana wing of the Civil Air Patrol who is participating in a civil air patrol international air cadet exchange program for the length of the program or emergency service operation for not more than five (5) days in a school year
- "Educationally related non-classroom activity" organized or facilitated by the school, so long as the parent of the student receives a written notification at least one day in advance that includes a description of the activity and the anticipated date and time when the activity is scheduled to occur, but only if the student is in good academic standing, as determined by the school corporation.

- Student participates or exhibits in the Indiana State Fair for educational purposes, for not more than five (5) days in a school year, if a student is in good academic standing, as determined by the school corporation

Absences that are considered **excused** include the following:

(However, these are recorded as an absence by the school and count toward a student's total days absent):

- Illness verified by a note from the parent
- Recovery from accident
- Illness verified by a note from a physician
- Professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- Death in the immediate family or of a relative
- Observation or celebration of a bona fide religious holiday
- Military connected families' absences related to deployment and return
- School-sponsored field trips
- Such other good cause as may be acceptable to the Superintendent or his or her designee or permitted by law

Parents may verify up to **5 excused** absences per semester with a written note or a phone call.

Indiana Department of Education defines **chronic absenteeism** as absent (excused or unexcused) for 10% or more of the school year. For the current school year, the metric is reflective of the number of days absent compared to the dates expected.

Unexcused Absence means an absence from school not authorized by the local school administrator or local school corporation rule. An out of school suspension is not an unexcused absence.

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student. Parents will be notified of unexcused absences by letter.

Habitual Truancy is defined as the accumulation of 10 unexcused absences from school during one school year. If a student of at least 13 years of age is a habitual truant, the student's name will be reported to the Bureau of Motor Vehicles in accordance with state law ([I.C. 20-33-2-11](#)) in addition to the penalties set out in this policy.

School Refusal/Truancy

The Indiana Department of Education defines **truancy** as willful refusal to attend school as required by the compulsory attendance law.

Parents are held legally responsible for their children's attendance at school. Absences as a result of school refusal are considered truantries.

Research on school refusal indicates that various factors could fuel the underlying cause, and the school and family must work together to develop an individual attendance plan to support the student in 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 to begin working with the student on coping skills and strategies to continue attending class and consider whether more formal accommodations must be implemented to help support the student.

Project ACES – Attending Class Equals Success

Project ACES is designed to assist students with Excessive Excused Absences and Unexcused Absences. The goal of Project ACES is to ensure that every child attends school as required by Indiana Law so that each child will receive the necessary guidance and knowledge to become a productive member of the community.

Full information concerning Project ACES can be found on the [Noblesville Schools website](#)

1. Per Indiana Code 20-33-2.5, when a student misses 5 unexcused days of school within a ten-week period the school will provide written notification to the

parent/guardian that the student is violating school policy, that the parent is responsible for monitoring school attendance in compliance with compulsory school attendance laws and that the parent is required to attend a meeting. If the student continues to have unexcused absences, the school is required to report the student to the Juvenile Court.

2. Per Indiana Code **20-33-2.5**, the parent, student, school representative, and teacher must schedule a conference to discuss the student's attendance at school. In some cases, the School Resource Officer will attend the meeting. The meeting will attempt to discern what the issues are for the student missing school and devise a plan to assist the student in improving their attendance.

3. The school shall establish an attendance plan that may include

- o Wraparound services to ensure school attendance for the student.
- o A description of the behavior required and/or prohibited for the student.
- o The effective time period for the plan, but not to exceed 45 instructional days.
- o Disciplinary actions the school will take if the student does not comply with the plan.
- o A referral to counseling, mentoring or other services for the student as appropriate.
- o Whether the parent is required or expected to attend the services assigned to the student.
- o The signature of the student and the parent agreeing to the plan.

4. Documentation of the meeting must be kept in the student file.

5. Indiana Code mandates that when a student misses 10 unexcused days of school, the student and parent must be referred to the local prosecutor's office. Therefore, school administration will submit an ACES Referral Form to the Hamilton County Prosecutor's Office. The Prosecutor's Office will then contact the parents to determine possible consequences, including court action for truancy or educational neglect.

Absences not included in the ACES Program include:

- Religious Holidays
- Death in the immediate family
- Court Appearances, Jury Duty
- Serving as a page for the State Legislature
- College Visitation – High School
- Driver License Examination – High School
- Immigration, passports
- Medical, with doctor's note

Tardy to Class

Students are expected to be in their assigned classrooms with the necessary materials when the bell rings to begin class. Repeated tardiness will be monitored and addressed on a case-by-case basis. Appropriate intervention or corrective measures may be implemented to support student learning.

Vacations

Students are discouraged from taking vacation during the school year. Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence. If a student is absent for any type of vacation, the absence will be unexcused because attendance and educational engagement are very important. If extended travels or other factors prevent your child's attendance and engagement from being as strong as if your child were enrolled elsewhere, Noblesville Schools encourages you to withdraw your student and enroll them at a school more accessible in light of your family's circumstances. A student may be given assignments and materials to complete during absences. Work completed during or after an unexcused absence for vacation and submitted to a teacher will be counted.

Make-up Work Due to Student Absences

The general rule is that a student has one day for each day's absence to complete makeup work. When students obtain makeup work, staff should communicate due dates for that work. To ensure fairness to all students, however, staff may require the submission of major assignments on the published due date. Students absent on the due date may be instructed to make arrangements to have the assigned work delivered to the staff. However, continuing absenteeism will be reviewed and definite dates established for work to be completed.

Students who are not in attendance the day before a scheduled test/quiz will take the test/quiz the first day they return to class unless otherwise arranged with the staff. If absences are due to extraordinary circumstances, students will discuss the absence with their teacher and complete makeup work as directed by the staff. Certain circumstances may discourage or prevent staff from providing class work prior to a scheduled student absence; if questions arise, staff should follow the direction of the building administration.

All work missed for any reason is expected to be completed, and students will receive full credit for completing the work. Assignments missed because of unexcused absences or truancies are to be completed for full credit. Teachers are not required to provide virtual options for work missed. Work completed by students during out-of-school suspension will receive full credit.

Reporting Absences

ELEMENTARY SCHOOLS:

- Notify school by 9:00am
- Call or email the main office/attendance secretary

Early Pick-up

We are dedicated to providing a safe, nurturing, and uninterrupted learning environment for all students. We understand that there may be occasions when parents or guardians need to pick up their children before the end of the school day. To ensure that these early dismissals are managed effectively and do not disrupt the educational process.

Notification: Parents or guardians are requested to notify the school in advance, using School Dismissal Manager, whenever possible if they need to pick up their child early. This can be done through Valid Reasons: We recognize that emergencies, medical appointments, and other unavoidable circumstances may necessitate early pickup. We ask families to ensure that such pickups are reserved for these instances.

Release of Students to Parents or Guardians

If one parent has been awarded custody of the student by the courts, the parent of custody must provide the school with a copy of the custody order and inform the school in writing of any limitations on the rights of the noncustodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent. No student will be released to anyone or excused from school unless the parental authorization is on file in the building. Parents must register their student and list all people who the student may be released to in PowerSchool. It is imperative that each student's PowerSchool account is up-to-date and contact information is current.