

MIDDLE SCHOOL HANDBOOK



NOBLESVILLE SCHOOLS

ENGAGE | INSPIRE | EMPOWER

Table of Contents

<u>Section I – General Information & Noblesville Schools Policies</u>	Page 3
<u>Section II – Health Services</u>	Page 20
<u>Section III – Academics</u>	Page 25
<u>Section IV – Student Activities</u>	Page 31
<u>Section V – Student Code of Conduct</u>	Page 33
<u>Section VI – Attendance</u>	Page 58

Noblesville Schools Vision

We are:

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

Noblesville Schools 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.

Section I – General Information & Noblesville Schools Policies

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 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 (FERPA) ([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.

Confidential Reporting Option

Students may report dangerous or destructive behavior to a confidential app called "Speak Up". Bullying, theft, drug use/possession, self-harm, or harm to others are examples of inappropriate behavior that should be reported. All serious behaviors will be referred to administration. Students are encouraged to use Speak Up to help maintain a safe and productive school environment.

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.

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.

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.

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 Special Education Department 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 Office of Special Education 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.

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

Noblesville Schools believes that 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](#)

Determination of Legal Settlement and Eligibility of Enrollment of Students Without Legal Settlement in the 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)**

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.

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.

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.

Audio, Video, and Digital Recording/Cameras ([Policy G350](#))

Everyone on School Corporation property may be subject to video recording by the School Corporation (surveillance) in areas where individuals do not have a reasonable expectation of privacy, including but not limited to: classrooms, office areas, break rooms, parking lots, hallways, eating areas, etc. Recording by others is generally prohibited on School Corporation property, as it frequently materially interferes with School Corporation's educational mission; however, exceptions exist as described elsewhere in board [Policy G350](#). The Superintendent or his or her designee shall have the ultimate authority to determine if recording should be permitted to support the School Corporation's educational mission.

The public is permitted to record public school board meetings in accordance with state law.

School Safety

In Noblesville Schools, student and staff safety is an everyday priority. Each school has reviewed school safety and emergency plans, and our crisis intervention teams can provide parents with advice from experts to assist in talking with

children about national events and public safety concerns. Parent information on dealing with children's concerns is available at each school office and through the counselor. If a local threat is perceived, the school district will work with state and local emergency response officials, per school emergency plans, to make sure students and staff are secure and safe.

Fire, Tornado And Safety Drills

The school complies with all fire safety laws and will conduct drills in accordance with state law. Tornado drills will be conducted once each semester as required by state law. Students will be required to participate in drills and other activities in order to practice procedures that could save lives in the case of an unfortunate incident. Please encourage your student to participate and to report any safety concerns he/she may encounter in our schools. During these drills, students will be shown how to activate the barricading devices in the classroom. If a student were to activate the device in a non-emergency situation, the student would be recommended for disciplinary consequences, which may include suspension or expulsion.

Law Enforcement

The Noblesville Police Department and Noblesville Schools have a shared mission to ensure the safety of students while they are at a Noblesville Middle School. School Resource officers employed by the Noblesville Police Department are assigned to a Noblesville Middle 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.

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.

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](#)

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 School Corporation's code of student conduct and policy.

Use of Tobacco or Electronic Smoking Devices ([Policy A250](#))

The Noblesville School Board prohibits the use of tobacco in any form and the use of e-cigarettes or "vaping" in any building owned or leased by the School Corporation, on Corporation property, or in Corporation owned or operated vehicles.

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

The 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 corporation provides instruction on human sexuality in accordance with Indiana law and school board policy C225.

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 corporation's Director of Buildings and Grounds at 317-773-3171.

Indoor Air Quality

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.

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 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.

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 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.

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. 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 protocols 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 dropped at the lunch payment lock box located in Student Services. 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:

- Online at [LinqConnect](#) for quick processing.
- Paper applications can be picked up and returned to 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.

Section II – Health Services

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

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 he/she 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 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 10am – 3pm. Please supply medication to the nurse's clinic 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.

Medical Insurance

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

Section III - Academics

Grading Standards

Noblesville Schools operates on a semester grading system. Grade cards are distributed via ParentSquare at the end of each semester. Teachers are required to use grading methods that reflect best or common practice in the field of education. Teachers who use a traditional one-hundred point grading system will use the scale found below.

All grading methods will be communicated to students and parents via classroom syllabi, PowerSchool descriptions, email, and/or teacher newsletters. Assignments that are not submitted will be coded as NHI (not handed in) in PowerSchool.

Assignments that are submitted but have a low score will be coded as LS in PowerSchool. Parents or students who have questions regarding any specific grading/assessment method should refer those directly to the teacher.

A	93-100	High Achievement
A-	90-92	High Achievement
B+	87-89	Above Average Achievement
B	83-86	Above Average Achievement
B-	80-82	Above Average Achievement
C+	77-79	Average Achievement
C	73-76	Average Achievement
C-	70-72	Average Achievement
D+	67-69	Below Average Achievement
D	63-66	Below Average Achievement
D-	60-62	Below Average Achievement
F	0-59	Failing Work
P*	Passing	Mark Used in Wellness
I	Incomplete	Work Incomplete or Missing

Credit and Transcribing for High School Math Courses Completed in Middle School (Algebra and Geometry)

Beginning with the 23-24 school year, high school math courses that are taken at the middle school level (Algebra and Geometry) will be taken for high school credit. If students who take these courses at the middle school level receive lower than a B- as their end of semester grade, they are placed into the same course for the following year. They will be given an R on their transcript for the retake and the new grade will be what counts in their GPA.

Mid-Term Progress Reports

Quarterly mid-term progress reports are sent via SchoolMessenger if grades in any subjects are a D or F. Diversified Arts course grades are available at the end of each quarter.

Access To Student Grades From Home

Parents and guardians have access to student grades and attendance online. They can also set up accounts to automatically email pertinent student information such as grades, attendance, detailed reports showing scores, and school announcements. To gain access to a child's grades, parents may visit this web address: <https://noblesville.powerschool.com/public>.

To create a new parent account, parents must use the Access ID and password provided by the school for each child. Usernames and passwords ARE case sensitive, so capital letters are important. The child's first and last name are entered when prompted on the new account screen.

Parents without an Access ID and password should contact the school office.

Homework

The successful completion of homework provides essential practice of new skills, reinforces concepts, and promotes student responsibility and a productive work ethic. Students are responsible for completing homework according to the teacher's directions and for meeting set deadlines. Deadlines for long-term projects may be extended at the teacher's discretion based on individual extenuating circumstances.

Make-Up Work

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 for work to be completed will be established.

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 staff 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.

Work completed by students during out-of-school suspension will receive full credit.

Media Center

The Library Program develops a collection of materials that reflects the diversity of its learners as well as the diversity in the world around us. The Library program also provides a wide range of developmentally appropriate titles. This being said, NS encourages students to adhere to their own family's standards when choosing materials. Students may use the media center during school as well as 15 minutes before school and 10 minutes after school. Students are expected to check in at the circulation desk upon arrival and sign out when leaving. Students may use the media center during lunch.

Students may visit the media center during Student Learning Time with permission from their teacher. Students should always bring their iPad when visiting the media center. Books may be checked out for two weeks and may be renewed unless on hold for another student. Students should use their ID badge or iPad with a barcode to check out library materials. Materials checked out of the library media center are to be returned by the due date by placing them in the book return slot at the circulation desk or the book drop in the hallway. Overdue notices will be sent

electronically to the student and parent/guardian. Students who have overdue items should not expect to check out additional items until the overdue materials are resolved. Students who lose or damage materials will be expected to pay the replacement cost. Students are encouraged to check out eMagazines, eBooks and audiobooks using the Flipster app, Destiny Discover app, Axis 360 app, Libby app, and Hoopla app on the iPad. Students are encouraged to use databases and online resources available through the Clever app to support classroom research and individual curiosity.

Field Trips

Each student must have a parent signed written permission slip and an emergency medical authorization form on file before being allowed to go on any field trip. Students are responsible for completing assignments missed because of a field trip. Administrators reserve the right to place students on probation, or give warning that students are in jeopardy of being removed from school field trips for repeated behavior or academic concerns.

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 criminal 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. Attire must be appropriate for the occasion.
2. Parent chaperones will be asked to supervise students. For this reason, we are not able to allow younger siblings to attend.
3. 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 teacher.
4. 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.

5. Transportation to the field trip may not be provided for parent chaperones. This will depend on the availability of space on the buses taken.
6. 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.
7. 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.

Section IV – Student Activities

Student Activities

There is a strong indication that students who involve themselves in school-related activities outside the regular classroom enjoy school more, have better attendance records, and generally perform better in the classroom. During the year, students are offered the opportunity to participate in the Academic Extracurricular Program and various clubs. A complete list of activities is available through the office because changes are made yearly. All students are encouraged to participate in extracurricular activities.

Athletics

Noblesville Schools is proud of its athletic program, which offers many different opportunities for student involvement. Information about participation in each sport is made available to students at appropriate times during the school year. All students must have passed a physical examination and have other signed documents on file in the athletic office before they will be allowed to participate.

Whenever applicable, Noblesville Middle Schools will follow IHSA rules. Final decisions will be made by the athletic director or administrators.

Athletic Eligibility

Students in grades seven and eight are eligible to try out in all athletic offerings. Sixth grade students are eligible to tryout for limited athletic offerings. Students participating in athletics will be held to a higher standard concerning their academic performance, citizenship, and leadership. Students must also understand that their first responsibility is to their academics.

To participate in athletics, a student must have passed 70% of the classes that assign a letter grade. When a student enters middle school as a 6th grade student, their academic eligibility begins.

Each student is eligible at the start of the school year. If the student isn't passing 70% of their classes at any of the above certification dates, they will be able to remain on the team, but will not be able to participate until the next certification date.

Eligibility for the January certification date will be determined by the semester 1 grade.

Students moving to our schools must meet the academic requirements noted above before they can participate as a Noblesville athlete.

In order to participate in a practice or game, a student must be at school at least the second half of the day, which is generally considered to be noon. Exceptions to this requirement would include absences due to an appointment and excused with a doctor's note.

Disciplinary action taken by the coach or the school may also determine whether a student is eligible to participate in athletic practices and/or interscholastic competition. All athletes and their parents or guardians are required to have on file a signed athletic contract prior to participation in any sport.

If an athlete is suspended, they will not be allowed to practice or participate in an athletic contest after school on that particular day.

If an athlete violates the [Noblesville Student Code of Conduct](#), they may be suspended from competition for a portion or all of the athletic season at the discretion of the coach, athletic director, and/or administration.

The following must be on file in the athletic office before a student may try out:

1. Physical Exam (completed after April 1)
2. Family History Page
3. ISA form (Information Signature Authorization page) containing signatures for the insurance form, athletic contract, travel form, Community Health HIPAA form, and photography waiver.
4. Concussion and Head Injury Acknowledgement and Signature Form.
5. Sudden Cardiac Arrest Acknowledgement and Signature Form.

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

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 Corporation for use by employees with proper training. See the policy for further information.

Athletic Team Numbers

In the event we do not have enough student-athletes to fill a sports team, we will first open tryouts for the grade below. If that solution still does not allow us to field a sports team, then we will combine into one middle school team. This is only for the following sports: Volleyball, Boys Basketball, Girls Basketball, Baseball and Softball.

Athletic Transportation Fee

Each student on a school athletic team will be charged \$25 per sport to offset the cost of transportation.

Accident Insurance

Noblesville Schools makes available a student accident insurance policy which is distributed at the beginning of school. The school will not act as an agent between the insured and the insurance company. The school does not carry insurance for student injuries or loss of personal property.

Emergency Medical Authorization

Noblesville Schools requires that each year every student who participates in any school-sponsored activity that is held off school grounds have a current emergency medical authorization on file. This form requires the signature of the parent or guardian and gives consent for the child to receive medical treatment that may be deemed advisable in the event of injury, accident, or illness that may occur during participation.

Section V – STUDENT CODE OF CONDUCT ([Policy C350](#))

Rights, Responsibilities, & Regulations Concerning School Behavior for Students

This handbook presents a student code of Conduct, as required by Indiana Law and the Board of School Trustees of Noblesville Schools. This information is provided to students, parents, teachers, and administrators so they may fully understand their responsibilities.

Students are expected to conduct themselves at all times in a manner that will contribute to the school's best interest and not infringe upon the rights of others. Education cannot occur without a culture of respect and inclusion.

Administrators are responsible for creating a safe environment for all students by providing a range of opportunities to demonstrate safe choices. This may include restorative conferences/circles, removal of privileges, suspension, and, in extreme cases, expulsion. Parents are key partners in maintaining a safe school environment and will be informed of and collaborated with regarding student behavior.

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 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.

Indiana Legal Standards and Requirements

[I.C.20-33-8-8](#) Duty and Powers To Supervise and Discipline Students: Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of a school corporation; and the students of a school corporation. In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents to the students of the school corporation; and have the right to take any disciplinary action necessary to

promote student conduct that conforms with an orderly and effective educational system.

I.C.20-33-8-10 Disciplinary Powers of Principals: A principal may take action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes. (b) Subsection (a) allows a principal to write regulations that govern student conduct.

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.

Grounds for Suspension or Expulsion (Policy C375)

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; and
- 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**.

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](#)

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). Fighting includes physical contact or violence by gesture or words will not be tolerated. The penalty for fighting or contributing to a fight will be severe. Fighting, including spitting, is considered battery.
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 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 hair style, 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 device 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 device will be returned to the parent.
30. Any student conduct rule the school building principal establishes and gives notice of to students and parents.
31. Engaging in any language, writings, posts or actions that dehumanize individuals in any way.
32. Directing toward any student or staff member language or action that is disrespectful, derogatory, or obscene.

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 Board reserves the right to file a civil action in a court of competent authority against parents of a student who willfully destroys 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.

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 Corporation may take any necessary steps to exclude the person from school property or events for safety concerns. 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. [I.C. 20-33-8-16](#)

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule:
 - a. A weapon, Taser device, or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
 - b. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
 - c. A biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent or designee shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

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 disrupt the school climate will be handled according to the discipline section of this handbook.

A confidential bullying/threat reporting tool is available to all students on their district-issued iPads.

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. The 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. 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.

Definition of "in possession" for purposes of the Student Code of Conduct

Students are required before coming on school property to inspect their possessions 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. More than one student may have "constructive possession" of a single item and be responsible for possession of the item.

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, and 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.

1. Drug Testing ([Policy C450](#))

If reasonable suspicion exists that a student is under the influence of a substance as listed in the Noblesville 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. 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. The administration may, if it has adequate individualized suspicion, have a qualified individual test any student for drugs and alcohol. Also, an administrator/designee may call the student's parent 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 school consequence.

In all cases, Noblesville Schools is committed to supporting the students' needs. As part of the response, the school counselor and/or social worker will be engaged to provide support and help connect the student and family with appropriate services. This corrective response goal ensures safety and accountability, provides care, promotes well-being, and supports the student's educational success. A breathalyzer may be used with reasonable suspicion if a student is suspected of being under the influence of alcohol.

2. Use of Canines

The Noblesville Schools' safety dogs will conduct random searches of student lockers. If a canine indicates on a 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, a nurse evaluation of substance-induced symptoms present and a drug screen. Administration will meet with the student in question to more fully investigate the situation. Parents will be notified in a timely manner when the investigation is underway. Any search conducted by administration shall be conducted in accordance with Board policy, this Student Handbook, and applicable law.

3. 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.

Consequences for Violating the Student Code of Conduct

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to provide consequences or to remove a student from school. In this event and in accordance with Indiana Law, the Superintendent authorizes the following actions and procedures

1. **Restorative Conference or Circle**– A teacher, administrator, counselor, social worker, or student may request a restorative conference to address behavioral concerns. Members of the school community may participate in restorative conferences to address and solve interpersonal issues that occur during the school day. Restorative practices involve repairing harm done to relationships and enhance the responsibility for actions of all members involved. Use of restorative conferences and circles could take the place of, or in addition to, a traditional punitive consequence.
2. **Removal from class** – A teacher may remove a student from class for a period of time or remainder of class. The administration may permanently

withdraw a student from a class as a disciplinary action if circumstances indicate such an action.

3. **Detention** – Students may be detained before and/or after school for up to one hour under the supervision of the teacher assigning the detention. The administration may also assign detentions to be served in the designated detention room. The student will report for detention promptly at the designated time and place. Failure to serve a detention may result in a suspension.
4. **Friday Detention** – Friday detentions are assigned to students who have violated school rules. The following rules and procedures apply:
 - a. Friday detentions occur on most Fridays during the school year from 3:45pm to 5:45pm. The student may be required to show a school ID to the detention supervisor.
 - b. Students are notified in person and in writing of their assignment to Friday detention. Also, administrators will inform parents of this assignment.
 - c. Unavoidable conflicts with the Friday detention assignment must be communicated to an assistant principal PRIOR to the Friday the detention is to be served. Failure to do so may result in the student being suspended.
 - d. Students are expected to provide enough homework and/or appropriate reading material to work on for the entire length of the detention.
 - e. Sleeping, laying one's head on the desk, visiting, eating and drinking, and other unacceptable behavior will not be tolerated. This type of behavior may lead to a suspension.
5. **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 suspended to in-school suspension (ISS) or to out- of-school suspension(OSS). 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 outside of school, the following procedures will be followed:

- a. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - i. A written or oral statement of the behavior of concern;
 - ii. If the student denies the behavior of concern, a summary of the information about the incident(s) will be presented; and
 - iii. The student will be provided an opportunity to explain their conduct.
 - b. The meeting shall precede the suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
 - c. Following the suspension, the principal shall send a written statement to the parent of the suspended student describing the student's misconduct and the action taken by the principal.
 - d. The parent will be called and the suspension may begin as early as the day of the incident or the morning of the next school day.
 - e. On each day of suspension, the parent may also be responsible for transportation to the school or assigned location if the student is not permitted on the school bus on the day(s) of suspension.
 - f. Upon return to school, the student will have the opportunity to participate in a restorative meeting where they will be able to repair any relationships that were harmed allowing for closure and a positive re-entry.
 - g. Students are not permitted to attend extra curricular activities or functions on the day(s) of suspension.
 - h. Continued violation of school rules could result in expulsion of the student.
6. **Expulsion (Policy C375)**– Expulsion is disciplinary action whereby a student is separated from school attendance for a period in excess of 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:

- a. When a request for expulsion is made, the student will be suspended from school for a period of ten days pending a request for an expulsion meeting.
- b. 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.
- c. Failure by a student or a student's parent to request and appear at an expulsion meeting after receipt of notice of the right to appear forfeits all rights to contest the expulsion.
- d. 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.
- e. 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 school record, unless the parties have agreed to a probationary agreement otherwise.

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 may also 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 corporation website.

A confidential bullying/threat reporting tool is available to all students on district-issued iPads.

"Bullying" may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:

- i. Participating in a religious event.
- ii. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- iii. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- iv. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
- v. Participating in an activity undertaken at the prior written direction of the student's parent.
- vi. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Bullying and Cyberbullying are defined as:

- Overt, unwanted, repeated acts or gestures, including verbal or written communications transmitted in any manner (including digitally or electronically).
- Physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment.
- Acts that place the targeted student in reasonable fear or harm to his/her person or property.
- Acts having a substantially detrimental effect on the targeted student's physical or mental health.
- Acts having the effect of substantially interfering with the targeted student's academic performance.
- Acts having the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

These rules against bullying apply regardless of the physical location in which the bullying behavior occurred (including comments made or items created at home and/or off school grounds), whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending Noblesville Schools and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Noblesville Schools Policy C200 Anti-Bullying includes provisions concerning education, parental involvement, and intervention; a detailed procedure for the expedited investigation of incidents of bullying; and a detailed procedure outlining the use of follow-up services.

Noblesville Schools prohibits bullying through the use of data or computer software that is accessed through any computer, computer system or computer network.

Reports Of Bullying Incidents

Students reporting alleged incidents of bullying may do so to a teacher, administrator, counselor, or school social worker. The confidentiality of reports will be maintained as much as possible. Reports can also be made via email or via the Speak Up app.

Any threats or intimidation will be reported to local law enforcement.

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 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.

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 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](#).

School Bus Conduct & Safety Rules

Students riding to and from school on transportation provided by the school must follow some basic safety rules. This applies to school-owned buses and any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. The driver will not drop off students at places other than their assigned bus stop or at school unless they have proper authorization from school officials.

Students will ride the bus to which they have been assigned unless the parent and an administrator have made other arrangements.

Riding E-Bike or Scooter to School

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

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.

Penalties For Infractions

A student with a behavior concern on the bus shall be disciplined per the Student Code of Conduct and may be deprived of the privilege of riding on the bus.

Restroom Occupancy

All single-occupant restrooms and restroom stalls are to contain only one student at a time. Multiple students found in a restroom stall or single-occupant restroom may be subject to disciplinary consequences ranging from suspension for the first infraction to expulsion for multiple infractions. No videotaping or taking photos are permitted in a restroom at any time.

Dress Code

Noblesville East/West Middle School expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. 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.

Guidelines The following dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom.

1. Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, and chests are fully covered with opaque fabric.
2. Students Must Wear, while following the basic principle of Section 1 above: A shirt (with shoulder straps and fabric in the front, back and on the sides under the arms extending to at least the navel), pants, jeans, skirt, dress or the equivalent (e.g. sweatpants, leggings or shorts) AND shoes (Activity-specific shoes may be required for some classes e.g. athletic shoes for PE and closed-toe shoes for Construction Trades)
3. Students Cannot Wear:
 - Clothing that reveals visible undergarments;
 - Any item that obscures the student's face is expressly prohibited. Head coverings (hats, hoods, caps, beanies) are permitted as long as the student's face is not obscured. A student who obscures his/her face

may be permanently prohibited from wearing head coverings while at school. Rolled up ski masks (worn as hats) are expressly prohibited, regardless of how they are worn. Novelty head coverings or any head covering that is distracting to the learning environment is prohibited. Teachers are permitted to require students to remove a hat or hood for the purposes of taking an assessment, to eliminate obstructions of the view of others, or if the removal of the hat or hood is needed to properly wear safety equipment;

- Coats and blankets are not to be worn in the building except during arrival and dismissal times.
- Swimwear (except as required in class or athletic practice);
- Clothing or cosmetics displaying/promoting profanity, violence, or gang affiliation messages/symbols;
- Clothing possessing pornography or sexually offensive/suggestive messages/symbols or references to other inappropriate topics;
- Clothing that advertises, promotes, or depicts alcohol, tobacco, drugs or other illegal item or activity;
- Clothing possessing images, symbols or language that creates a hostile or intimidating environment based on any protected class or frequently marginalized groups, e.g. hate speech or the Confederate flag;
- Clothing or bags that are manufactured by or affiliated with companies that are known to be related to illegal substances or activities;
- Clothing or bags that have purpose made concealed compartments.

NOTE: Restrictions to student attire imposed by the school are necessary to support student safety and security, and the overall educational goals of the school. As a result of a dress code violation, students will be provided three options for complying with the dress code during the school day:

1. Students will be asked to put on their own alternative clothing, if already available at school, for the remainder of the day.
2. Students will be provided with temporary school clothing, if available for the remainder of the day.
3. Students' parents may be called to bring alternative clothing for the student to wear for the remainder of the day. If none of those options are available, a student may be required to remain in Student Services for the remainder of the day.

Book Bags And Backpacks

The use of book bags and backpacks to carry books and supplies to and from school is certainly acceptable and, in some cases, strongly encouraged to facilitate organization. However, to help ensure safety in our hallways and classrooms, book bags and backpacks must remain in the student's locker during the school day (not carried throughout the building and/or to and from classrooms).

Technology: Student Education Technology Responsible Use and Safety

Using your device is a privilege, and any privilege comes with responsibility. Here are the expectations for using your personal devices at school or anytime you are using school-provided devices.

Social Media

On Campus:

Electronic communication using district technology is governed by Noblesville Schools [Responsible Use Agreement](#), which will be enforced accordingly. Students should not expect privacy in the contents of their files on the district's internet system or other district technology, including email. District technology is intended for educational purposes.

Off-Campus:

Use of district or personal technology off-campus may violate the Student Code of Conduct if the school reasonably believes the conduct or speech will cause actual, material disruption of school activities. Off-campus internet usage is largely unrelated to school; however, in certain circumstances, off-campus online communications may be connected enough to the on-campus learning environment to result in student discipline.

Personal Communication Devices ([PolicyA300](#))

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 to students 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.

Personal devices are the sole responsibility of the student owner. The school or District assumes no responsibility for personal devices if they are lost, loaned, damaged, or stolen, and only limited time or resources will be spent trying to locate stolen or lost items. Each student is responsible for his/her own device: set-up, maintenance, and charging. District employees will not diagnose, repair, or work on a student's personal device.

An appropriately-trained administrator may examine a student's personal device and search its contents, in accordance with the law, if the administrator has reasonable suspicion to believe that the device contains evidence of unlawful conduct or conduct that is in violation of school rules. The search, however, will be limited in scope based upon the limitations of the Fourth Amendment and any other applicable legal restriction.

Using electronic devices, such as cell phones or cameras, to take pictures and record audio or video without permission will result in additional disciplinary action.

The guidelines for cheating and plagiarism may be applied when a cell phone or other electronic device is used during class.

School personnel may take electronic devices from students who violate these guidelines and deliver them to Student Services.

- 1st violation -- Teacher warning
- 2nd violation -- Confiscated by teacher, and student may pick up from Student Services at the end of the day
- 3rd violation -- Device shall be picked up by the parent, and consequences assigned by the administration

When a student is in ISS the expectation is that students will either not bring their phone to school or they will store it in the Student Services phone lockers.

Being a Great Digital Citizen

- Think Before You Post (Digital Mindfulness): Your "digital footprint" is permanent, so make sure it's a positive one. Remember to talk to your friends in person and use your own creativity instead of just letting a computer create things for you.
- Be Kind Online: Always treat others with dignity and kindness in every message or post. Avoid gossiping, teasing, or saying anything that could make someone feel uncomfortable about who they are.
- Check the Facts: Don't believe or share everything you see immediately. Always double-check information to make sure it's true before you send it to others.
- Protect Your Privacy: Never share your password, home address, or phone number online. Use "multi-factor authentication" (like extra login codes) whenever it's available to keep your accounts safe.

Learning and Curiosity

School technology and networks are primarily provided to help support your learning and curiosity.

- Use technology to learn new things.
- Use technology to complete school activities or assignments.
- Use your device to check information and verify its accuracy.
- Give credit to the creators of any content you use that is not your own.

Personal Responsibility and Safety

School computers and internet communication tools must be used properly and responsibly.

- If you find content inappropriate on the internet, notify a teacher or a trusted adult, especially if you find inappropriate material while completing an assignment.
- Take care of computers and all technology equipment from the school as if it belonged to you.
- Respect the district network's security measures and only download apps or content you have permission to access.

- Only log in to the computer or network with your own username and password.

Understand that using any school technology, networks or personal devices at school is a privilege you must earn through responsible use; but we all make mistakes.

When you do something with your device that is not in line with this agreement, you will let a trusted adult know and ask them to help you make it right. If you can't consistently keep your part of this agreement, understand that privileges may be removed for a time and that you may face additional consequences.

Using AI (Artificial Intelligence) Wisely

- **Your AI Study Buddy:** You can use district-approved AI tools as a "learning partner" to help you brainstorm ideas or explain a topic you don't understand.
- **Do Your Own Work:** You must be the one doing the learning. Turning in work that was written by AI and claiming it's yours is considered cheating (plagiarism).
- **Ask Your Teacher First:** Always talk to your teacher before using AI to help with an assignment or project.
- **AI Safety:** Never use AI to create fake images or voices (deepfakes) to tease, bully, or trick people. Doing this will result in immediate school consequences.
- **Data Privacy:** Protect your personal data by never entering sensitive information—like your name, address, or student ID—into an AI prompt. Understand that information shared with AI tools is often saved and may no longer be private.

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 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 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 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 Corporation for the loss or poor condition of the device.

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

SECTION VI – 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 equivalent instruction as the public school provides.

I.C. 20-33-2-25 Habitual Truants: The superintendent or the superintendent's designee may report a student who is habitually 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) days in a school year
- Participation as a 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

Noblesville Schools defines “school refusal” as refusing to attend school and/or remain in classes for an entire day. Parents are held legally responsible for their children’s attendance at school. Absences as a result of school refusal are considered truanies.

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 or designee. 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.

Elite Athlete/Performer Course Schedule Guidance

Noblesville East/West Middle Schools recognizes that many student athletes/ performance artists have goals and aspirations to continue their craft into and after high school.

For the purpose of this guideline, an elite athlete or performer is defined as the following:

Students who are at least one of the following:

1. Athlete member of a U.S. National Team,
2. Athlete member of a professional or semi-professional team/ competition schedule,
3. Performer who is invited to participate with a national organization/ production for the arts.

Students who meet one of these criteria may work with their counselor to review scheduling options that may support participation in these areas. As student athletes/ performance artists, academics will remain the top priority of students enrolled at Noblesville East Middle School or Noblesville West Middle School. Any schedule changes or modifications are subject to school approval. Noblesville Schools does not offer online courses.

Parents and students should take into consideration that students excelling in these areas may no longer be able to attend school regularly due to a rehearsal/practice or competition schedule. In cases like this, the student and family may have to consider withdrawing from Noblesville Schools and pursuing other educational options.

Students and families who qualify for an adjusted schedule under this guideline understand that missing school compromises the student's ability to learn.

This guideline DOES NOT apply to the following:

1. AAU or Club sports competitions
2. College showcase
3. State/Local performance group affiliations

Students in these categories are required to follow the current attendance policy and procedure for pre-arranged absences which may be considered unexcused.

Emergency Closing or Delay of School

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.

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

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