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

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

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

Noblesville Schools is committed to:
- Teaching students to think critically, engage in dialogue, listen, consider multiple perspectives, use their voice, and value the humanity of others
- Promoting equity, access, participation, and honoring the rights of all students, staff and families through our policies, procedures, and practices
- Responding to and meeting the unique needs of students, staff and families
- Cultivating trust, valuing dignity, empathy, and respect for students, staff, and families through words and actions
- Engaging in ongoing, relevant, equity-centered professional development to create more equitable opportunities for all
- Recruiting, supporting, retaining, and continually developing a racially conscious and culturally competent staff
- Eliminating systemic and interpersonal inequity

Handbook Notices
As conditions and needs change, school rules and guidelines may need to be adjusted. Administration has the right to make necessary changes without notice. When the term parent is used throughout this handbook it represents parent or guardian. Note that all expectations and procedures in this handbook will be applied in a way that accommodates health and safety considerations related to COVID-19.
Hours – Arrival and Dismissal

Monday, Tuesday, Thursday, Friday
Grades K–5: 7:50am–2:35pm

Wednesday – Delayed Start Schedule
Grades K–5 8:15am–2:35pm

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

Children should not arrive at school before drop off times unless they are in Miller Explorers or participating in a special club or program. Breakfast is served at 7:30AM.

Scheduled eLearning Days

eLearning days provide our educators time for academic planning and professional development, ensuring that our teachers remain highly skilled and able to provide the best classroom experiences for students. eLearning days also provide students with flexibility and ownership over their studies.

The 2021-2022 eLearning days will be:
- August 25, 2021
- September 22, 2021
- November 3, 2021
- February 9, 2022
- March 2, 2022

Emergency Closings and Notification of eLearning for Inclement Weather Days

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

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

All parents are advised to provide current contact information through the registration process and whenever changes occur since this messenger system will also be used in the case of emergency.
eLearning for Inclement Weather Days

eLearning for Inclement Weather allows students to continue learning so it is fluid and timely. It also helps reduce or avoid the need to make up days at the end of the school year because of school cancellations. Refer to the section above on Notification of eLearning for Inclement Weather Days.

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

Family Night Meetings

Each fall, all Noblesville elementary schools have meetings where parents/guardians are able to meet their child’s teacher. These meetings are held prior to Parent-Teacher Conferences, allowing the teacher to explain the curriculum and leaving more time at the Parent-Teacher Conference in October for discussion of the child’s progress.

Visitors and Volunteers

Reminder: All expectations and procedures in this handbook will be applied in a way that accommodates health and safety considerations related to COVID-19. This does affect the below procedures and will be fluid. Your school will communicate updates for visitors and volunteers throughout the year.

Parents are encouraged to be active participants in their child’s school community. All visitors, including parents and community members, must provide a photo ID before entering the school building and report directly to the 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.

All school visitors are required to have a comprehensive national background check on file that will include monitoring through our Arrest Alert system. This includes parents participating in field trips, volunteering in the classroom, attending classroom parties or joining their child for lunch.

Arrest Alert will continuously monitor for arrests anywhere within the United States so that we can better evaluate visitor safety in between background check periods. Because of this enhancement, visitors will now renew background checks every six years, rather than every two years.
As is current practice, pre-registration and background screening will be required for visitors to the school office and to select schoolwide programs that are held during the school day (ex. Veteran’s Day programs.) Schools will provide additional details on this as events occur.

Background checks cost $18.95 and need to be submitted at least two weeks prior to visiting the school/event.

If you currently have been approved for a Level 2 background check, you will receive an email with a link to complete an application for a Level 3 background check. This will be required if you want to volunteer or visit our schools for the 2021-22 school year. If you currently have an active Level 3 background check, you will not need to renew your application until you receive a message alerting you that your background check is going to expire.

We encourage all parents to actively participate in their child's school community. Any families needing financial assistance with background checks should contact our Director of Safety, Heather Hendrich at heather_hendrich@nobl.k12.in.us.

Please visit our website for more information on background checks or to submit your background check application.

**Attendance Policy and ACES (Attending Class Equals Success) Procedures**

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

Schools are granted, by the State of Indiana, broad authority to prescribe and enforce procedures relating to student attendance. Indiana attendance law mandates every student enrolled must be in attendance. Excessive absence, as determined by the school administration, is to be acted upon, utilizing due process and procedures which could result in consequences as described below.

**Indiana Standards and Requirements Provided by Statute**

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

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

Noblesville Schools considers a habitual truant to be someone who has accumulated three incidents of truancy per year.

I.C. 20-33-2-44 Penalties: Anyone knowingly violating this chapter commits a Class B misdemeanor which is punishable by imprisonment and/or a fine.

According to Noblesville School Board policy, certain absences are considered as excused. The list of excused absences is included in the ACES program below.

**BE PRESENT**

**ACES Elementary Attendance Program**

**Attending Class Equals Success**

In order for this to occur, we will collaborate closely with students, parents, and families to help remove barriers to regular attendance.

Absences that are excused include:

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

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

According to state guidelines, elementary attendance will be checked twice a day.

**According to School Board policy regarding extraordinary circumstances parents may, in rare instances, receive approval of the principal for a student to be absent and excused from school for reasons other than those specified by law and policy**
ACES Target Groups:
Students with excessive absences and students refusing to attend school.

Excessive Absences:

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

2. When a student misses 11 unexcused days of school, the parent may receive by mail or email an attendance letter from the school as well as a request for a physician’s certification of a child’s incapacity to attend school, or a letter requiring a doctor’s note to document the causes of further absences. In some cases, the School Resource Officer will be involved. In addition, the student’s counselor or social worker may refer to Noblesville Youth Assistance. An attendance contract may also be completed.

3. When a student misses 15 unexcused absences of school, the student and parent are referred to the Hamilton County Prosecutor’s Office. The Hamilton County Prosecutor’s Office will mail a letter to the parent stating any further absences will result in a required family meeting. If additional unexcused absences occur, a required meeting will occur with the deputy prosecutor, parent/guardian, student, and the school where the deputy prosecutor will present information to the parents and students on the following:

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

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

4. If the student continues to have further unexcused absences, the school may submit a truancy report to the Hamilton County Prosecutor’s Office for review and/or request that an investigation into educational neglect charges occur.

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

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

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

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

Responses to school refusal may include, but are not limited to: Youth Assistance referral, social worker support, school-based therapy referral, referral to Hamilton County prosecutor’s office, school resource officer partnership, and/or disciplinary action based on the discretion of the administration.

Recess

Each elementary school designates one recess for students in grades K-5. Supervision is always provided during the recess periods. Students should wear proper clothing and footwear for the prevailing weather conditions. All children will stay inside if the temperature or wind chill is 10⁰ or less. Recess is important for both physical activity and brain function. Therefore, teachers may also utilize recess at other points of the day in addition to the recess period. This is up to the teacher’s discretion based on the needs of the classroom.

Curriculum

Literacy

The overall literacy vision of elementary school educators is to foster a deep appreciation and understanding of reading, writing, and word study that encourage learners to be self-reflective and to positively impact their community through authentic transfer of reading and writing habits, knowledge, skills, and strategies.
Reading
The general aim of reading instruction in the Noblesville elementary schools is designed to meet the needs of each learner. The focus is for young readers to:

- Learn the foundational skills of reading
- Appreciate, value the importance of, and develop a passion for reading and the craft of writing across all genres and through multiple mediums;
- Think and respond critically to a multitude of texts as new information is sought through evaluation, analysis, and synthesis considering multiple viewpoints; and
- Engage in meaningful student-to-student discourse respecting a variety of diverse perspectives.

Writing
The general aim of instruction focuses on our young writers learning to:

- Communicate effectively through writing with the intended audience in mind;
- View one’s written craft as a means of continual revision and reflection; and
- Understand and apply words and language to effectively communicate in authentic contexts.
- Explore the craft moves of authors that are shared in mentor or read aloud text and apply in their own writing.

Word Study
The Noblesville Schools word study philosophy teaches young learners to appreciate the beauty of our language through both explicit and implicit instruction. Word study is an essential component of strong literacy instruction throughout the day. It is an instructional approach to spelling, vocabulary, phonics and word knowledge that provides students with opportunities to be curious about the various ways that words work by investigating and understanding the patterns in words.

Knowledge of these patterns means that students do not need to learn to spell one word at a time. While correct spelling is a goal, it is not the only goal. The ultimate goal is to develop deep, internalized understandings that allow students to apply their knowledge of words without conscious effort to read, write, and spell. Transfer of word knowledge and learning is key. Though explicit instruction is necessary, word learning occurs throughout the entire day across multiple content areas.
Mathematics
The general aim of mathematics instruction in all elementary grades is to develop the ability to perform number operations with skill and understanding. The program recognizes the individual differences in children. Learning situations to meet these individual differences are provided.

Emphasis in the mathematics program is placed on problem solving, reasoning skills, geometry, probability, and statistics, as well as the use of calculators and computers. Computational skills are important at all levels. Manipulatives are used to build basic (foundational) understandings that are vital to concept development.

Science
Through inquiry in science, the elementary schools seek to create an appreciation of the wonders of the world in which we live and an understanding of the methods and importance of science and the scientist in our culture. Science instruction should enable learners to apply what they learn. Science instruction should allow students to participate in hands-on and inquiry-based learning that supports what they learn in the content area.

Social Studies
Through inquiry in social studies, the elementary schools strive for learners to be involved in meaningful experiences that they will retain and apply throughout life to be a contributing member of society. Learners will acquire the necessary knowledge, skills, and mindset to make informed decisions in a global environment while understanding others’ perspectives.

In social studies, learners inquire into topics and intentionally use 21st century skills such as critical thinking, collaboration, creativity, and communication. Learners make connections to their learning in relation to self, world and their ability to make an impact. Learners also use technology as a tool to access information and support their inquiries about past, present and future.

Music
All K-5 students participate in music, which involves playing instruments, learning to appreciate music from the past and present, interpreting written music, moving to music, creating new music, and improvising on the spot. All of these elements appear in Indiana State Standards. Music experiences foster an environment for making music tuneful, beautiful, enjoyable, and artful for all students, as well as providing experiences that develop an appreciation for music.
**Art**
The art program in Noblesville Elementary Schools balances both creating art and responding to art. Noblesville Schools understands that art is important to each child's development because it provides students with the ability to think, feel, and understand the world around them in different ways. It helps develop creative problem solving, inquiry, and communication by allowing students to express themselves and share different points of view. Through art, Noblesville elementary students will value visual arts, become more confident in and develop their own artistic ability, communicate in and through art, become creative problem solvers, understand and appreciate the history and culture of art, be able to critique art, and develop aesthetic awareness in the arts.

**Physical Education**
The physical education program is an integral part of the curriculum for elementary students. It is a definite and functional medium of education that aims to develop the students' physical, social, emotional and mental capacities to the optimum.

Classes are taught to all students in grades K-5. Well-planned programs by the physical education teachers provide instruction in activities and skills that develop coordination and enhance students' self-confidence and security while they develop a joy for lifetime fitness and an understanding of the health benefits of being physically active.

**Kindergarten**
Noblesville Schools is committed to providing high-quality early learning opportunities for all students through its full-day kindergarten program.

Kindergarten offers developmentally appropriate learning experiences that students need in order to develop the key concepts and skills necessary for future success. It is based on Indiana Academic Standards for kindergarten and incorporates a variety of developmentally appropriate instructional approaches. A full-day kindergarten schedule provides teachers and students with time to devote to small-group and individual activities focusing on academic and social-emotional skill development.

**The Elementary FOCUS High Ability Program**
Noblesville Schools defines a high ability student as one who “performs at, or shows the potential for performing at, an outstanding level of accomplishment in at least one domain when compared to other students of the same age, experience, or environment; and is characterized by exceptional gifts, talents, motivation, or interests” (Indiana Code 20-36-1-3).
Noblesville Schools believes many students are capable of achieving academically at high levels. Therefore, Noblesville Schools acts to identify and challenge all capable students through enriched and accelerated curricula. Students may be identified as having high ability in math, English/language arts, or both.

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

**Compensatory Education Program**

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

**Multi-Tiered System of Supports (MTSS)**

Noblesville Schools uses a tiered approach to academics and behavior called Multi-Tiered System of Supports (Article 7, IDEA) to ensure all students achieve their highest potential. This structure provides the necessary instruction and support for all students to achieve their academic, social, emotional and behavior goals. The Noblesville Schools staff utilizes a variety of data sources in order to identify and assist students needing additional instruction and/or supports. These data sources include, but are not limited to, grades, NWEA and other standardized scores, attendance, and discipline reports.

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

As supplemental supports become more intense, results are used to make decisions about the need for further research-based instruction and possible educational evaluation for special education services. Noblesville Schools places an emphasis on early identification through universal screenings, supplemental support, and self-advocacy support for student learning.
Special Education
The Noblesville Schools Special Education Department believes in providing learning experiences that align with the district’s mission and vision. The department addresses academic standards and develops skills that are necessary in order for students to have the same opportunities as their general education peers. It is always the goal of the district to have students with disabilities participate in the general education curriculum with their peers as much as possible, however, there will be times when data supports a more restrictive placement for some students. (Article 7, 511 7–42–10).

Parents who think their child may need special education services should contact the child’s school. More information on Noblesville Schools Special Education programs and services is available here.

Counseling and Social Work Services
Noblesville Schools proudly offers school counseling and school social work services to students. School counselors and school social workers support students by providing support for positive growth and development of the whole child. The American School Counselor Association (ASCA) National Model and Indiana Department of Education Social Emotional Learning Competencies are in place which encourage many methods of interacting with students.

These interactions include classroom lessons, small group, or individual meetings to support the academic, social, and emotional needs of all students. Students are referred to the counselor or social worker through self-referral, teacher referral, parent referral, or administrative referral. Counselors and social workers are also available for supporting the needs of families, staff, the school and the community. School counselors and social workers are dedicated to promoting equity and inclusion so all student and family voices can be heard and represented.

School counselors and school social workers are bound by the laws of confidentiality. 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.

Media Services
The School Library Program is an integral part of our elementary curriculum. School library media specialists collaborate with classroom and related arts teachers, instructional coaches, and administrators to design instruction that meets the emotional, social, and academic needs of learners. Teachers and learners make use
of the school library space as needed to borrow materials, research topics of interest, meet in collaborative groups, and build projects.

**In-Kind Donations**

Noblesville School Libraries welcome in-kind donations to enhance school library collections and to replenish MakerSpaces. School library media specialists reserve the right to manage book donations as they see fit. If books are not needed as part of the school library collection, they may be distributed to classroom libraries, Little Free Libraries, or to the Hamilton East Public Library book sale.

**Collection Development**

It is a goal of the NS School Library Program to develop a diverse collection of materials that reflects the diversity of its K-5 learners as well as the diversity in the world around us. In agreement with the American Library Association Bill of Rights, NS believes that “materials should not be excluded because of the origin, background, or views of those contributing to their creation.” It is the responsibility of NS to provide a wide range of developmentally appropriate titles. This being said, NS encourages students to adhere to their own family’s standards when choosing materials.

**Curricular Fees**

Curricular fees are assessed yearly to provide students with a variety of learning resources, including educational magazines, books, and workbooks. A statement of applicable fees is available to be viewed and paid on Noblesville Fast Pay, which can be accessed through PowerSchool. In the fall an email will be sent with an attached statement and the due date. Payment plans with multiple installments are available for families who prefer this payment option. If a resource is lost, misused, or damaged beyond reasonable wear, a replacement fee will be collected from the parents/guardians. Should the fees not be paid in full, an additional $6 will be assessed and the account will be turned over to a collection agency.

**Progress Reports**

Each semester is divided into two nine-week grading periods. Progress reports are sent home with students following the end of each quarter. If a child is struggling, mid-term Progress Reports are also provided in grades 2-5 to help keep parents informed of their child’s progress throughout the school year.

Noblesville Schools uses electronic standards-based report cards for grades K-5. Standards-based report cards allow teachers to report detailed student progress toward mastery of the Indiana Academic Standards. This information allows parents and teachers to clearly communicate about a child’s specific academic and behavioral progress.
Grades K-5 score each standard on the report card with a rating of 1-4:

1 - EMERGING: This means that a child is in the beginning stages of learning the skill or concept. Having a 1 does not mean the child is doing poorly. It means that the child has been introduced to that skill and is working on it.

2 - APPROACHING: This means that a child is able to show understanding of the skill when prompted or done with help.

3 - DEMONSTRATED: This means that a child has met the GRADE LEVEL expectations and can accomplish the skill independently with no prompting.

4 - APPLIED: This means that not only does a child demonstrate the skill or concept, they transfer that knowledge to a new situation.

Retention Philosophy & Guidance (Being “Held Back” or “Repeating a Grade”)
When a child is not demonstrating adequate progress in meeting grade-level academic, social, behavioral or emotional benchmarks, the school will provide support to address this. Noblesville Schools generally does NOT support retaining students (also known as being “held back” or “repeating a grade”) at any grade level, including preschool and kindergarten. This is because the negative consequences of retention often outweigh any positive outcomes. Research has shown that retaining students does not lead to long-term academic success and can have lasting negative consequences including:

- Lower self-esteem
- Negative attitude towards school
- Decreased likelihood of high school graduation

There are several alternatives to retention that DO lead to positive, long-term outcomes for students.

If a child is not meeting grade-level expectations, an educational support team will be formed. This team will review options with the family and work together to create an action plan to meet the child’s unique needs. Based on the nature of the situation, and in some select circumstances, the school may recommend retaining a child in the same grade.
**Student Dress**

Students along with their parents hold the primary responsibility in determining the personal attire, hairstyle, jewelry, and personal items of a student. Schools are responsible for ensuring all student attire, hairstyle, jewelry, and personal items do not interfere with the health or safety of any student or create a hostile environment.

Students are able to dress in a way that expresses their individuality and leads to feelings of acceptance, inclusion, and equitable treatment. In order to ensure the school environment remains safe and inclusive students may not wear clothing, jewelry or personal items that:

- Contains threats, promotes illegal conduct, or depicts guns, weapons, alcohol, drugs, tobacco, etc.
- Demonstrates hate group association or uses hate speech/writing
- Intentionally shows private body parts. Clothing must cover these areas and must not be opaque.
- Covers the face in an unidentifiable manner. Attire that is worn in observance of a student’s religion is exempt from this.

If a student's attire is deemed to be concerning or disruptive to the educational environment, the parent will be contacted to discuss this further. Student’s attire will not be questioned or discussed in front of other students or labeled as distracting.

**After School Care**

Before- and after-school programs are offered at each elementary school for children of parents who work or have other obligations. More information about before- and after-school programs is available at www.noblesvilleschools.org/millerexplorers.

**School Grounds**

All outdoor facilities on school grounds are reserved for school programming and closed to the general public until 6PM on school days. Groups and teams seeking to reserve outdoor spaces for teams or other groups should contact our Facilities Coordinator, Joan Lawrence, at joan_lawrence@nobl.k12.in.us. Outdoor spaces, such as the playground, are open to the public after 6PM on school days. Pets/animals are not allowed on school grounds without prior permission from the building principal.

Additionally, outdoor facilities are reserved for school programs during breaks in the school year and over the summer. For the safety and security of our students, outdoor facilities on school grounds are closed to the public anytime a school program is utilizing the outdoor space.
**Transportation**

Students who walk or ride bicycles to school should observe good safety habits.

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

The bus driver has the same relationship with the child as does the teacher. It is his or her duty to maintain order on the bus at all times. Safety tips for students who ride school buses include:

- Obey the driver promptly and respectfully. He/she is working for students’ safety and is a friend. The driver has a big responsibility, and it is the students’ job to help.
- Be careful in approaching bus stops, walking on the left and facing oncoming traffic where there is no sidewalk.
- Avoid standing or playing on the road while waiting for the bus.
- Treat the property surrounding the bus stop with respect and care.
- Help keep the bus on schedule by being on time. Students should be waiting at the bus stop when the bus arrives. The bus may arrive 5 minutes before or 5 minutes after the posted pick up time.
- For safety, students will remain seated on the bus until it has come to a full stop and the door has been opened by the driver.

Students who wish to ride a bus different from their assigned bus must have a signed note from their parent. This arrangement must also be approved by school officials. Parents and family members are not allowed on the bus unless specifically authorized by school staff.

**Bus Conduct and Safety**

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

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

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

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

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

**Field Trips**

Field trips of educational value may be taken throughout the school year. Students must have a permission slip signed by a parent before they will be permitted to go on a field trip. Parental permission shall be obtained separately for each trip.

**Health Services**

**Consent/HIPAA Authorization for 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 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 medical status or medications should be promptly reported to the school nurse throughout the school year. A parent with additional concerns is 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 case of an accident or serious illness, the school will make every effort to contact the parent/guardian. If the school is unable to reach a parent the school will notify emergency personnel for treatment and/or transport.

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, fever of 100 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 also have no signs of vomiting or diarrhea for 24 hours prior to returning to school.

COVID-19 Signs and Symptoms
• With signs and symptoms of COVID-19 without alternate explanation or diagnosis, a student must remain home for at least 10 days from the first day symptoms appear AND be fever-free for 24 hours without fever-reducing medicine and improvement of all other symptoms.
• With signs and symptoms of COVID-19 and a negative PCR test, a student may return to school after he/she is fever-free without the use of fever-reducing medication for 24 hours as long as the student is not a known close contact to a COVID-19 positive.
• With signs and symptoms of COVID-19 and an alternate diagnosis such as strep throat, influenza, ear infection, seasonal allergies, a student with a fever should be kept home until he/she is fever-free without the use of fever-reducing medication for 24 hours and a medical note stating the alternate diagnosis.
**Return to School Parent Screening Guidance** COVID-19 may require a child to remain at home for a specified number of consecutive days. If this situation occurs, your child’s school and the health department will be in contact.

*Please contact the school nurse with concerns or questions about your student’s current health symptoms.*

**Health Clinic and Procedures**

To ensure students are healthy and safe, with exceptions made for emergencies, a student who becomes ill or who needs medical attention during the school day must request a pass from the classroom teacher to see the nurse. Students will not be released from school for health reasons until a parent has been contacted, permission has been obtained, and arrangements made for the student to leave. The student will sign out through the attendance office.

If a student is released from school due to health concerns, the nurse will contact the parent. Further, a student who becomes ill and leaves the campus without the school’s permission and without signing out through the attendance office will be considered truant.

**Health Conditions**

Parents 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.

**Head Lice**

Parents have the prime responsibility of assisting in the prevention and management of head lice 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 date, the student will be excluded from attending Noblesville Schools until the student has met the requirements of the Indiana code.

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

Per policy 5330, 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 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 to 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.

Pickup/Drop off

- Medication dropoff window is 7:30am-2:30pm for elementary schools
- A nurse will meet a parent in the building’s designated area to discuss and obtain the medication, review the physician orders, and have the parent sign the permission form to administer the medications.

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 a medical provider has ordered a child to take the medication in a different manner than the label instructs, the school nurse will need a prescription order from the 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 a medical provider.
• Nebulizer Treatments: Until further notice, NS will suspend nebulizer treatments at school. If your child receives a prescription for a nebulizer treatment, please contact your child’s school nurse.
• School-supplied stocked medication: The school board policy allows students, with prior written permission from parents, to receive stocked medication. A parent may submit electronic approval through the PowerSchool parent portal. The school will provide up to four doses of stocked medications for the school year if necessary for the child to remain at school. The stocked medication will be available from 9am – 2pm. Please supply to the nurse’s health center your student’s personal over the counter medication, if your child will use more than four doses during the school year.

The following products are available in the nurse’s office and do not require a parent signature. The parent/guardian 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 the Noblesville Schools ESC 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:
1. 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 the following:
   a. A physician/healthcare provider states in writing:
      i. The student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
      ii. The student has been instructed in how to self-administer the medication.
      iii. 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 annually with the student’s principal.

**Vision and Hearing Screenings**

Indiana Public Law requires annual visual acuity screening of each student enrolled in or transferred to kindergarten or first, third, fifth, and eighth grades. Vision screenings are conducted by the school nurse staff, the Lions Club 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.

**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.

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

The Food Allergies Policy is available at the Noblesville Schools website at www.noblesvilleschools.org. Select School Board Policies; 8000 Operations; then 8500.01 Food Allergies. Information about cafeteria menus and food substitutions can be found [here](#).

**Wellness Policy**

Noblesville Schools recognizes that good nutrition and regular physical activity affect the health and well-being of our students. In accordance with the law, Noblesville Schools has adopted a Wellness Policy to establish good health and nutrition habits in our students. The Wellness Policy (8510) can be found [here](#).
All food and beverage items available for sale at school or on school grounds during the school day must meet USDA’s “Smart Snack” standards. The use of food and/or beverages should not be used as incentives and rewards for students. Student birthdays will not be celebrated with food items.

Each building may celebrate three parties during the school year to be determined by the school. No outside food or beverages will be allowed for these parties. Food and beverages will be purchased through the Food Services Department and funded by the PTO or other group designated by the building principal. The food supplied by the Food Services Department for these parties does not need to meet the USDA’s “Smart Snack” standards. Student allergies should be taken into consideration when the PTO or designated group plans classroom parties. No soft drinks or other carbonated drinks will be allowed. Crafts, games, and socialization should be the focus of the parties. Balloon bouquets and flowers should not be delivered to school at any time, as these will not be given to students.

**Accident Insurance**

Noblesville Schools makes available a student accident insurance policy for which information is distributed at the beginning of the school year. 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.

**Nutrition and Food Services**

Noblesville Schools Nutrition and Food Service Department knows that good nutrition and learning go hand in hand. It is our goal to properly prepare and serve nutritious, appealing meals that meet Federal Dietary Guidelines. Our Nutrition and Food Service staff is committed to students’ total educational experience by meeting their nutritional needs and reinforcing healthy eating habits in a sanitary and friendly environment. To assure we are providing the best meals possible, all of our menus are created and analyzed by a Registered Dietitian. All schools offer breakfast every day in their cafeteria beginning approximately 15 minutes before the first bell. 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. More information regarding menus, lunch prices, nutritional information, meal assistance, and much more is available [here](#).

When COVID restrictions are lifted, parents are always welcome to have lunch with their child, provided the parents have an approved limited criminal background check (Level 2/3 Visitor/Volunteer) on file. Visitors should call the school the morning of the visit so that the proper amount of food can be prepared.
Students have the option of bringing their own lunch from home and purchasing a carton of milk and other food items in the school cafeteria. Students are not allowed to bring carbonated beverages to consume during lunch. Also, meals from fast food restaurants are not to be brought into the cafeteria. Students are expected to practice good table manners and be responsible for the cleanliness of their place at the table.

**Forms of Payment**

All school cafeterias utilize a pre-pay system. Deposits can be made at the school with cash or check in a sealed envelope with the student’s first and last name or by visiting [https://www.k12paymentcenter.com/](https://www.k12paymentcenter.com/). Creating a PaymentCenter account is free of charge and provides options such as viewing lunch account balances and activity, setting up customized low balance reminders and transferring funds between children. If parents choose to make deposits using the PaymentCenter, a nominal fee is charged.

**Free and Reduced Price Meals**

Free and reduced-price meals are available to families who qualify. A new application must be completed every school year after July 1 unless the parent/guardian is notified that a student has been pre-approved through Direct Certification. Direct Certification notifications are sent to households by email. Only one (1) free or reduced-price meal application is required per family.

A family who chooses to apply has two ways to do so:

1. Complete an application online for quick processing [here](https://www.k12paymentcenter.com/).

2. Pick up a paper application at any school or at the Educational Services Center, 18025 River Rd, Noblesville, IN 46062

All completed paper applications can be submitted to any school office, cafeteria or at the Educational Services Center. Applicants will be notified by email of a student’s status within 10 working days. Until this notification is received, the child must bring a home lunch or money to pay for lunch. Students who attended Noblesville Schools and participated in the free or reduced-price meal program will retain the prior year’s free or reduced status for the first 30 days of the school year or until a new application is approved.
Lunch Charge Policy
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, so policy exists to ensure students receive a courtesy light lunch in these circumstances. In the event that a student does not have money to pay for a meal, the following limits govern how much a student can charge:

Students in grades K-5 will be allowed to charge three meals. After three charges, students will be offered a light lunch consisting of a deli sandwich, fruit and milk. A light breakfast will consist of cereal or a granola bar and milk. These light meals will be offered at no charge to the student. Students will not be allowed to charge additional snack or beverage items.

It is very important that students, parents, and staff work together to ensure that students have money in their account to purchase meals. Students will be verbally reminded by the cashier to bring money for their lunch account. Emails will be sent regularly when a student’s account goes negative. Parents also have the option to sign up at https://www.kl2paymentcenter.com/ to receive customizable low balance alerts. This service is free of charge.

Account balances remaining at the end of the school year will carry over and be available for use the following year.

Non-Discrimination Statement
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all
of the information requested in the form. To request a copy of the complaint form, call (866) 632–9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250–9410;
2. fax: (202) 690–7442; or
3. email: program.intake@usda.gov.

Technology Use

Student Technology Handbook
Students in grades K–5 have regular access to a school-issued iPad. The Student Technology Handbook describes the policies and procedures for student use of school-issued devices. The current version of the Student Technology Handbook may be reviewed on the district website.

Responsible Use Agreement

Introduction
Noblesville Schools (NS) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop progressive technology and communication skills. To that end, we provide the privilege of access to technologies for student and staff use.

NS is committed to providing educational opportunities for all students, and it maintains compliance with the state and federal nondiscrimination laws in its provision of technology.

This Responsible Use Agreement outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally owned devices on the school campus, including:

- The Noblesville Schools network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored, documented, and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
• Misuse of school resources can result in disciplinary action.
• Using an internet filter and other technologies, Noblesville Schools makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from the use of school technologies.
• Users of the district network or other technologies are expected to alert technology (IT) staff immediately of any concerns for safety or security.

Technologies Covered
NS may provide the privilege of internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

This Responsible Use Agreement applies to any school-owned technology equipment including school-owned devices utilizing the NS network or internet connection and school-owned devices utilizing private networks/internet connections. This Responsible Use Agreement also applies to privately owned devices accessing the NS network, the NS internet connection, and/or private networks/internet connections while on school property. As relevant new technologies emerge, NS will seek to provide access to them. The policies outlined in this agreement cover all technologies provided by NS or used on NS property or network, not just those specifically listed or currently available.

Usage Policies
All technologies provided by the district are intended for education purposes. All users are expected to use good judgment by following this agreement, the NS student code of conduct and social media policy, and all other NS policies. The use of technology is a privilege, not a right. Use of technology may be prohibited during certain times or activities. Users should be safe, appropriate, careful and kind; not try to circumvent technological protection measures; use good common sense; and ask if they don’t know.

Pursuant to Federal law, students shall receive education about the following:
• Safety and security while using email, chat rooms, social media, and other forms of direct electronic communications;
• The dangers inherent with the online disclosure of personally identifiable information; and
• Unauthorized disclosure, use, and dissemination of personal information regarding minors.
• Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while in school.
Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

**Web Access**
NS provides its users the privilege of access to the internet, including web sites, resources, content, and online tools. Access to the internet will be restricted as required to comply with the Children’s Internet Protection Act (CIPA) regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely.

Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review through the NS Technology Service Ticket Help Desk or restricted access screen.

**Email**
NS may provide users with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

All students are provided with email accounts and should use them with care. Users should not send personal information and should not attempt to open files or follow links from unknown or untrusted origins. Users should use appropriate language and should only communicate with other people as allowed by district policies or teachers. Students cannot send or receive emails to non-Noblesville Schools email accounts.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

**Mobile Devices Policy**
NS may provide users with mobile computers or other devices owned by NS to promote learning outside of the classroom or efficient performance of job functions. Users should abide by the same Responsible Use Agreement and policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to users’ care. Users should
immediately report any loss, damage, or malfunction to technology staff. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored in appropriate situations. Users should have no expectation of privacy in these NS-owned devices.

**Personally-Owned Devices Policy**

NS offers a filtered public Wifi on all campuses. Students in grades K–12 may bring a personal device to school and use it for educational purposes. Students are expected to connect to the filtered public Wifi.

- The technology devices students bring to school are their sole responsibility.
- The campus 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.
- Personal devices may be subject to investigation in accordance with Corporation Policy.
- Students are to keep their devices secure at all times and not loan to others.
- Students must keep devices on silent or vibrate mode.
- Users of the NS Public Wifi network have filtered internet access just as they would on district-owned devices.
- Students in grades K–12 may bring their own technology devices (laptop, netbook, cell phone, tablet, etc.) to NS campuses and can use them at the discretion of the school and classroom teacher.
- By connecting to the NS Public Wifi, users accept the terms of the Noblesville Schools Responsible Use Agreement, located on the Noblesville Schools website.

**Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. This also includes using a passcode or password on all devices and not sharing that password with anyone. Users should never share personal information.

Users should immediately report any suspicious information or activity to a teacher or an appropriate administrator.

A user shall never use another user’s password or account, even with the permission from the user. Any need to have access to another user’s account should be addressed to IT services staff or a designee.

If users believe a computer or mobile device they are using might be infected with a virus, they should alert IT. Users should not attempt to remove the virus themselves or
download any programs to help remove the virus.

Search of Technology or Devices
By entering into this agreement, the user agrees that any device subject to the agreement, including school-owned devices used anywhere and personally-owned devices used on the school network or on school property, is subject to search by an appropriate school staff member. See Board Policy 7540.03 – Technology Privacy. Users shall have no expectation of privacy in the use of Corporation-owned technology subject to this agreement.

If a user creates a password or code to restrict access to email, files, a device or other technology subject to this agreement, the user will provide access to that information when requested to do so only by the user's supervisor, teacher, or IT Services Staff. Students shall not be required to divulge personal information for access to a non-District managed technology.

An appropriately trained staff member may examine a device and search its contents 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 restrictions. NS staff members may also use software or other techniques to search for the location of a device subject to this policy if the device is reported missing or stolen.

Responsible Use
Users should always use the internet, network resources, and online sites in a courteous and respectful manner.

Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should use only known or trusted sources when conducting research via the internet.

Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

Plagiarism and Copyright
Users are not to plagiarize (or use as their own, without citing the original creator) content, including words or images from the internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Information obtained via the internet should be appropriately cited, giving credit to the original author.
Users will respect the rights of copyright owners, including in their use of materials found on, disseminated through, or posted to the internet. Copyright infringement occurs when a work that is protected by a copyright is reproduced without explicit permission from the copyright holder or outside the limitations of copyright law.

**Personal Safety**
Users should never share personal information, including phone number, address, social security number, birthday, or financial information over the internet without adult permission. Users should recognize that communicating over the internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in person someone they meet online without parental permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety, they should immediately bring it to the attention of an adult or supervisor. All students and those staff members who work directly with students shall receive annual training on social media safety, cyberbullying, and appropriate responses.

**Cyberbullying**
Cyberbullying, including but not limited to harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking, will not be tolerated. Users should not be mean or send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted person and create for the targeted person an objectively hostile school or work environment.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Users should remember that online activities may be monitored and retained.

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. NS uses an anonymous reporting tool for students to report bullying to appropriate staff members.

**Email, Social Media, Collaborative Content**
Recognizing the benefits collaboration brings to education, NS may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful,
courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online.

Please refer to the Noblesville Schools Social Media Policy for additional information on social communication.

**Social Media Policy**

- Users should be aware of what they post online. Social media venues, including wikis, blogs, photo and video sharing sites, are very public. Users should not post anything they wouldn’t want friends, enemies, parents, teachers, or a future employer to see.
- Students must follow the school’s code of conduct when writing online. It is acceptable to disagree with someone else’s opinions; however, it should be done in a respectful way. Criticism should be constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Users should be safe online. They should never give out personal information, including, but not limited to, last names, phone numbers, addresses, birth dates, and pictures. They should not share passwords with anyone besides teachers and parents.
- Linking to other websites to support thoughts and ideas is recommended. However, users should be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- Students must do their own work and not use other people’s intellectual property without their permission. It is a violation of copyright law to copy and paste others’ thoughts without giving credit. When paraphrasing another’s idea(s), students should be sure to cite your source with the URL. It is good practice to hyperlink to sources.
- Pictures may be protected under copyright laws. Users must verify they have permission to use the image or that it is under Creative Commons attribution.
- How students represent themselves online is an extension of themselves. They should not misrepresent themselves by using someone else’s identity.
- Blog and wiki posts should be well written. Writers should follow writing conventions including proper grammar, capitalization, and punctuation. Edits of someone else’s work should be done in the spirit of improving the writing.
- If students run across inappropriate material that makes them feel uncomfortable or is not respectful, they should tell their teacher right away.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in school work and/or access to future use of online tools.

- Students shall not access social media for personal use from the district
network, but shall be permitted to access social media for educational use in accordance with their teacher’s approved plan for such use.

Limitation of Liability
NS will not be responsible for damage or harm to personal, files, data, or hardware. While NS employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. NS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this policy may have disciplinary consequences, including:

- Installation of a restricted iPad profile, or removal of apps;
- Suspension of network, technology, or computer privileges;
- Notification of parents;
- Detention or suspension from school and school-related activities;
- Employment disciplinary action, up to and including termination of employment;
- Legal action and/or prosecution.

Confidential Information Communicated or Stored on NS Technology
Users of the District’s technology are expected to protect the integrity of data, comply with data-privacy regulations, and protect the personal privacy of other people when using NS technology.

Users should not access confidential information in the presence of others who do not have authorization to have access to the information and should not leave confidential information visible when a user is away from a screen.

School staff also should not provide any student education records (covered by FERPA) to any third-party service or app unless NS has a contract with the vendor for the third-party tool that is approved by administration.

Staff, students, and parents shall be required to sign the Noblesville Schools’ Responsible Use Agreement annually before internet or network access shall be allowed

iPad Policy

AppleID and eMail Account Creation
Noblesville Schools, as part of our iPad Initiative, requires the consent of Parents/Guardians to create the necessary online accounts in order for our iPads to function properly and to be used most effectively in a classroom setting.
This form gives consent to Noblesville Schools to create on behalf of the parents/guardians and their students, online accounts that enable our iPad Initiative to function most efficiently and optimally in a classroom setting in a digital world.

These accounts include, but are not limited to, an Apple free iTunes Account, an Apple managed iCloud Account, and a Google Apps for Education Email Account to be used for school and educational purposes only. The completion and signature on this form gives the consent of the parents/guardians of the students listed to authorize Noblesville Schools to create the aforementioned accounts and any online account necessary for the iPad Initiative to be successful on behalf of the parents/guardians.

Terms
Users will comply at all times with the NS Student Technology Handbook policies. Any failure to comply may terminate user rights of possession effective immediately and the district may repossess the iPad. Any lost, stolen and damaged iPads must be reported to school authorities immediately.

Title
Noblesville Schools has legal title to the property at all times. The user’s right of possession and use is limited to and conditioned upon full and complete compliance with this agreement and the NS Student Technology Handbook policies.

Loss, Theft or Damage
Should an iPad be damaged, lost, or stolen the student or parent/guardian should immediately notify the school administration. If an iPad is stolen the student/guardian should file a police report as soon as possible. If the iPad is lost, stolen, or totally damaged as a result of irresponsible behavior, the parent may be responsible for the full replacement cost.

In the event of a lost or stolen iPad, the Noblesville School Corporation will deploy location software which may aid the police in recovering the iPad.

Students who cease to be enrolled in Noblesville Schools must return the iPad, along with any other accessories, at the time they leave the corporation. The iPad and all accessories should be returned to the teacher supervising the iPad Student Support Room. Any fees collected as a part of this initiative will not be refunded.

Repossession
If the user does not fully comply with all of the terms of this Agreement and the NS Student Technology Handbook, including the timely return of the property, NS shall be entitled to declare the use in default and come to the user’s place of residence, or other location of the property, to take possession of the property.
Terms of Agreement
The user’s right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by NS or upon withdrawal from NS.

Unlawful Appropriation/Theft
Failure to timely return the property or the continued use of it for non-school purposes without the District’s consent is considered unlawful appropriation of the District’s property. This may constitute theft, a felony, or conversion, for which parents and students could be liable for three times the cost of the property plus attorney’s fees.

Financial Terms of Mobile Technology Use

Use and Maintenance Fees
Parents of students in grades 4-12 that are assigned a take-home iPad Air or newer, will pay a non-refundable $45 fee each semester through the textbook rental system.

In addition to the use and maintenance fees, parents of students in grade 4 and 9 will pay a $5 consumable fee for their iPad charging cable. Students will only receive a charging cable in grades 4 and 9 or the first time they are issued a take home iPad. It is the sole responsibility of the student to replace lost, stolen or damaged cables.

iPad Costs – for Lost, Stolen or Full-Cost Damage
If the district issued iPad or power adapter is lost, stolen, or totally damaged as a result of irresponsible behavior, the parent may be responsible for the full replacement cost. Cost to the district:

- iPad (2017-19 edition, 32GB) - $299.00
- iPad Air 2 (32GB) - $199.00
- iPad 4 (16GB) - $49.00
- Power adapters - $15.00
- K-3 Case - $35.00
- 4-12 Case - $49.00
- 4-12 Keyboard - $59.00

Damaged iPads
Any damage must be reported to school authorities immediately. At that time school authorities will determine if damage is accidental or due to irresponsible behavior.

All students will be enrolled in our protection plan, MillerCare+. Go here to learn more.
The deductibles below apply:

- First accidental damage occurrence: fees included in the protection plan that all students are enrolled in, MillerCare+.
- Second accidental damage occurrence: ($50.00): Student will get a replacement iPad.
- Third accidental damage occurrence: Cost to repair the iPad or fair market value, possible loss of iPad take-home privileges. The replacement iPad will be checked in and out daily during the school day.

### Table of Estimated Repair Pricing for Deductibles

<table>
<thead>
<tr>
<th>Loss, Deliberate Damage or Neglect</th>
<th>Estimated Repair/Replacement Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broken Screen or LCD</td>
<td>$100.00</td>
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<tr>
<td>Broken Screen and LCD</td>
<td>$150.00</td>
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<tr>
<td>Power Adapter</td>
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<tr>
<td>District Assigned iPad Case</td>
<td>$35.00</td>
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<tr>
<td>4th &amp; 5th, NHS, NWMS, NEMS iPad Case</td>
<td>$45.00</td>
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<tr>
<td>4th &amp; 5th, NHS, NWMS, NEMS keyboard</td>
<td>$45.00</td>
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</tbody>
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### Mobile Technology Precautions

**Handling and Care of the iPad**

- Keep the iPad in the district-issued or approved case. The keyboard is a component of the case and functions as a protective cover for the iPad. It must be kept on the iPad at all times.
- Keep iPads and cases free of any writing, drawing, stickers, or labels that are not applied by NS.
- Use the iPad on a flat, stable surface.
- Do not set books on the iPad.
- Do not have food or drinks around the iPad.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave the iPad exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

**Power Management**

- It is the user’s responsibility to recharge the iPad’s battery so it is fully charged by the start of the next school day.
- iPads with no battery life may be charged in the Student Support Office. The student forfeits use of the iPad for the entire time it takes to charge the iPad.
(No passes from class will be issued to pick up an iPad; the iPad may only be picked up during passing periods).

- All class work missed because of uncharged batteries must be made up on students’ own time.
- The iPad must remain on (awake or sleep mode) at school at all times, with no exceptions.
- Replacement of lost, stolen or damaged power cord and/or brick are at student’s expense.

Transport
- Transport iPad in its protective case.
- Do not leave the iPad in a vehicle for extended periods of time or overnight.
- Do not leave the iPad in visible sight when left in a vehicle.

Monitoring and Supervision
- Do not leave the iPad unattended in an unlocked classroom or during an extracurricular activity.
- Do not lend the iPad to a classmate, friend, or family member.
- Any attempt to “jailbreak” or remove the NS profile could result in suspension.
- Students are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter.
- Students are responsible for the safety and security of the iPad and any activity on the device.
- District may disable the iPad remotely to protect the device and/or data on the device.

NOTE: Failure to follow these precautions could result in a student being charged full replacement cost in the event of a lost, stolen or damaged iPad.

MillerCare+ iPad Protection Plan
For the 19/20 School Year, all students in grades 4-12 will be enrolled in the MillerCare+ device protection program.

MillerCare+ covers “accidental damage” to the device and is designed to limit a family’s financial responsibilities for most damages. With MillerCare+ the deductibles below apply:

- First accidental damage occurrence: fees included in the protection plan.
- Second accidental damage occurrence: ($100.00): Student will get a replacement iPad upon payment of the deductible.
• Third accidental damage occurrence: Cost to repair the iPad or fair market value, possible loss of iPad take-home privileges. The replacement iPad will be checked in and out daily during the school day.

PowerSchool
PowerSchool is the student information system for Noblesville Schools. It provides the student data that permits access to many of our favorite resources. While teachers may use Canvas to communicate progress on assignments and projects, PowerSchool is where parents will find final grades. Noblesville Schools recommends that parents access PowerSchool via the web instead of through the app. It is important for parents of K-5 learners to talk to the classroom teacher for details on how grades are calculated.

Canvas
Canvas is our Learning Management System. Teachers use Canvas in a number of ways. Some may use it to post a daily agenda. Some may use more of its advanced features associated with blended and online learning. Parents can access Canvas through either the Canvas Parent App, available for both iOS and Android devices, or through the web. Each option provides a slightly different view of course information.

Notification of Rights Under FERPA
The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days after Noblesville Schools receives a request for access.

   Parents or eligible students who wish to inspect and review education records should write the school principal, clearly identifying the records they want to inspect and review. Noblesville Schools will contact the parent or eligible student when the education records are ready for inspection and review, pursuant to FERPA and special education regulations.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

   Parents or eligible students who wish to ask Noblesville Schools to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional
information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without prior consent.
   a. FERPA authorizes disclosure without consent if the disclosure is to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as a technology service provider, attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.
   b. Upon request, Noblesville Schools discloses education records without consent to officials of another school corporation in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
   c. FERPA authorizes disclosure without consent if the information is designated as “directory information.” “Directory information” is information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information shall not be provided to any organization for political or profit-making purposes. Noblesville Schools has designated these types of PII as “directory information”:
      i. Student's name
      ii. Student's age
      iii. Student's address and phone number
      iv. Student's date and place of birth
      v. Major field of study
      vi. Grade level, school, class assignment, and teacher
      vii. Earned or received awards (including Honor Roll)
      viii. Participation in officially recognized activities and sports, and weight and height of members of athletic teams
      ix. Dates of attendance and date of graduation
      x. A school photograph
xi. Student work for display at school at discretion of the teacher
xii. Videotape of children participating in school activities
xiii. Photograph of student taken during school activities to be used on Noblesville Schools’ or Noblesville School PTO website(s) or social media accounts, publications (such as newsletter or brochures), or media coverage of school day activities (such as newspapers or television).
xiv. Student ID number if the ID number cannot be used to gain access to educational records except when used in conjunction with one or more factors that authenticate the user’s identity

Parents/guardians and eligible students have the right to request the withholding of this “directory information.” A form to withhold this information is available on the school corporation website. This form must be received by the child’s school within 20 business days of the start of school or within 20 business days of enrolling your student in order to withhold information.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Noblesville Schools to comply with the requirements of FERPA.

Pupil Protection Rights Amendment
The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents/guardians to a student who is 18 years old or an emancipated minor under State law.

Noblesville Schools has adopted Policy 9131 – Right to Inspect Certain Instructional Materials, in consultation with parents regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Noblesville Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Noblesville Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Noblesville Schools will make this notification to parents at the beginning of the school year if the Corporation has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with
Discipline Core Belief Statement
In order to create a physically and emotionally safe environment for learning,

- Students, staff, and families are responsible for cultivating a climate that is conducive to academic excellence and civic awareness.
- Behavior expectations and consequences must be explicitly taught, modeled, and reinforced.
- Creation of an engaging and learner centered environment will highlight behavior as a form of communication and interruptions will be minimized.
- Proactive strategies will be implemented based on levels of support needed by each child.

Our core belief statement for discipline guides the decisions made at each building. Playground and cafeteria rules and regulations vary from school to school. Each school is responsible to follow the elementary behavior guidance provided by the district as well as distribute the school’s discipline guidelines at the beginning of the year.

Student Code of Conduct
A Student Code of Conduct, as required by Indiana Law and the Board of School Trustees of Noblesville Schools, is presented in this handbook. 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 best interest of the school and not infringe upon the rights of others. Education cannot take place unless there is a culture of respect and inclusion.

Administrators are responsible for creating a safe environment for all students through 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 a key partner in maintaining a safe school environment and will be informed of and collaborated with regarding student behavior.

Application of Code of Conduct
The student conduct rules listed below apply to student conduct:

a. On school property at any time, including immediately before school, during school, or after school hours;
b. Whenever the school is being used by a school group;
c. During school activities, functions, or events whether on or off school property;
d. While traveling to or from school or a school activity, function, or event; and
e. While exercising Honor Code privileges.

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

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

Grounds for Suspension or Expulsion

Students may be suspended or expelled under any of the following situations:

a. Misconduct or substantial disobedience as defined by this Student Code of Conduct;
b. Engaging in unlawful activity as described in Section I;
c. Possession of a firearm, destructive device, or deadly weapon at school or on school property;
d. If the student does not have legal settlement; and
e. For committing acts of bullying against other students in the school corporation by conduct, action, or use of electronic devices at any time.

Misconduct and Substantial Disobedience

Student misconduct or substantial disobedience include 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 illustration 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 entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
   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 of any meeting or assembly on school property.

e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.

f. 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.

g. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violence or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.

2. Causing or attempting to cause damage to school or personal property, stealing or attempting to steal school or personal property.

3. 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 or persons or damage property, when the student has information about such actions or plans.

4. Possessing, handling, or transmitting a dangerous device, knife, firearm or any object that can reasonably be considered a weapon, is represented to be a weapon or looks like a weapon. A dangerous device includes but is not limited to fireworks, ammunition, handgun, rifle, shotgun, stun gun, paintball gun, Taser, knife, mace, pepper spray, BB or pellet gun, explosive, and all other weapons and personal protection devices capable of causing injury or discomfort to a person.

5. Using or possessing gunpowder, ammunition, or a flammable substance.

6. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any substance which is represented to be or looks like the above, or any paraphernalia, including scales, used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

7. Possessing, using, or transmitting 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.

8. 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, or any substance which is represented to be or looks like the above.

9. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.

10. Possessing, using, distributing, purchasing, or selling tobacco products of any kind, including electronic cigarettes or any other device used to consume tobacco.

11. 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.

12. Directing toward any student or staff member language that is derogatory or obscene, including hate speech.

13. 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.

14. Falsely accusing any person of sexual harassment, or violating a school rule, and/or a state or federal law.

15. Engaging in any activity forbidden by the laws of Indiana that may constitute an interference with school purposes or educational functions.

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

17. Engaging in academic dishonesty, including cheating, plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

18. Taking or displaying pictures, audio, or video (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.

19. Engaging in pranks, horseplay, or actions that could result in harm to another person.

20. Possessing on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function, or not allowed by the electronic device rules stated in this handbook.

21. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or another electronic device.

22. Violating any 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. engaging in immoderate or repeated public displays of affection;
e. engaging in speech or conduct, including clothing or jewelry that is profane, indecent, lewd, vulgar, or refers to drugs, alcohol, tobacco, sex, or illegal activity;
f. violation of the School’s acceptable use of technology policy or rules;
g. violation of the School’s administration of medication policy or rules;
h. willful absence or tardiness of students;
i. possessing or using a laser pointer or similar device;
j. taking pictures or video while in a locker room or restroom;

23. Habitually violating school rules or policy.
24. Any student conduct or rule the school building principal establishes and gives notice to students and parents.

Bullying Prevention
Noblesville Schools prohibits bullying, including cyberbullying through the use of data or computer software that is accessed through any computer, computer system, or computer network. We work to foster empathy and respect in all of our students and bullying behaviors are counterproductive to this ideal. Bullying can create emotional distress and feelings of being unsafe on victims, witnesses, and the individual engaging in bullying behaviors.

Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution. Bullying is defined as “overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

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

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

1. Participating in a religious event.
2. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.

3. Participating in an activity consisting of the exercise of a student’s 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.

4. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.

5. Participating in an activity undertaken at the prior written direction of the student’s parent.

6. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Rules against bullying may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within 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 5517.01 – BULLYING PREVENTION* 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.

**Reporting of Bullying Incidents**

Students reporting alleged incidents of bullying may do so to a teacher, administrator, counselor, or social worker. The confidentiality of reports will be maintained as much as possible.

**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 Board of School Trustees authorizes the following actions and policies.

**Removal From Class**

A teacher may remove a student from class for a period of time. The administration may permanently withdraw a student from a class as a disciplinary action if circumstances indicate such an action.
Suspension
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), to home, or to an out-of-school suspension center (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 to OSS, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
   a. A written or oral statement of the behavior of concern
   b. If the student denies the behavior of concern, a summary of the evidence against the student will be presented; and
   c. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except 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.
3. Following the suspension, the principal shall send a written statement to the parent of the suspended student describing the student’s behavior of concern misconduct and the action taken by the principal.
4. The suspension may begin the morning of the next school day.
5. 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.
6. Continued violation of school rules could result in expulsion of the student.

Expulsion
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 policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of the rule on firearms or destructive devices listed under the Student Code of Conduct. When a principal or designee recommends to the superintendent that a student be expelled from school, the following procedures will be followed:

1. When a request for expulsion is made, the student will be suspended from school pending a request for an expulsion meeting.
2. The student and student’s parent will be given notice of their right to appear at an expulsion meeting with the superintendent or designee. The notice of the right to appear at the expulsion meeting will be in writing, delivered by certified
mail or by personal delivery, contain the reasons for the expulsion, the date, time, place, and purpose of the meeting, and the procedure for requesting an expulsion meeting.

3. Failure by a student or a student’s parent to request and appear at an expulsion meeting after receipt of notice of the right to appear forfeits all rights to contest the expulsion and appeal it to the School Board.

4. At the expulsion meeting, the principal or designee will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student’s position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.

5. The person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action the individual finds appropriate, and give written notice of the action to the student and the student’s parents within ten days.

6. Within ten days of receipt of a notice of action taken by the individual conducting the expulsion meeting, the student or the student’s parent may make a written appeal to the School Board. The School Board will hold a meeting to consider the written summary of evidence and the arguments of the principal and the student or the student’s parent, and may take action the School Board finds appropriate. The School’s Board decision may be appealed only under I.C. § 20-33-8-21.

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

**Anti-Harassment**

It is the objective of the Board of School Trustees of Noblesville Schools to provide members of its school community with an atmosphere conducive to the achievement of their objectives in work and in learning in the activities within its jurisdiction. Harassment of any member of the school community is inconsistent with the objective and will be prevented where possible and sanctioned as necessary to prevent its recurrence.

**Complaint Procedures**

The person experiencing harassment may advise the harasser that the conduct constituting the harassment is unwelcome and must stop. Where the victim is unwilling to address the harassment with the harasser or the harassment continues after the victim addresses it with the harasser, the victim may follow the procedure outlined below:
A victim of harassment should report harassment to his/her building principal, assistant principal, a counselor, social worker, or the School Corporation’s Complaint Coordinator.

No person filing a complaint alleging harassment will be penalized in any way unless an investigation of the complaint determines that the person knowingly stated material facts in the complaint that are untrue.

A person filing a complaint alleging harassment may not file an anonymous complaint but will be protected from further harassment or retaliation by the School Corporation. The Complaint Coordinator is authorized to request any action necessary to ensure that a complainant is protected from further harassment or retaliation for filing a complaint.

A complaint alleging harassment shall:

- Be in writing on forms provided by an administrator;
- Name the complainant and the harasser and describe the harassment in as much detail as possible;
- Be presented to any administrator for transmittal to the Compliance Coordinator, Director of Student Services, who shall determine how the complaint will be investigated and by whom;
- Be promptly and thoroughly investigated and the results of the investigation shall be reported in writing to the Director of Student Services.

The Director of Student Services shall receive and review all completed investigations of harassment involving a student as the alleged harasser or victim and recommend a disposition to the Superintendent.

The results of an investigation shall be made available to each principal or director with responsibility for the area in which the complaint took place unless the investigation identifies them as a harasser.

**False Reporting**

A person who knowingly makes a false material statement in a complaint of harassment shall be subject to disciplinary action which may include termination for an employee or expulsion for a student.

**Equal Opportunity Statement**

Noblesville Schools has a policy of providing equal opportunity. All courses are open to all students regardless of age, race, color, sex, disability, national origin or limited English proficiency.
Educational services, programs, instruction, and facilities will not be denied to anyone in Noblesville Schools as a result of his or her age, race, color, sex, disability, national origin, or limited English proficiency. For further information, clarification, or complaint please contact the following persons:

Title IX Coordinator (sex)
Laura Denis, Director of Student Services, 18025 River Road, Noblesville, IN 46062, (317)773-3171.

Section 504 Coordinator (disability)
Laura Denis, Director of Student Services, 18025 River Road, Noblesville, IN 46062, (317)773-3171.

**A Confidential Way to Report Concerning Behavior**
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 unsafe behavior that should be reported. All serious behaviors will be referred to administration. Students are encouraged to use the app or tell a trusted Noblesville Schools staff member to help maintain a safe and productive school environment.

**School Safety**
Noblesville Schools believes that it takes an entire community to keep our students and staff safe on a daily basis. We ask that students, parents, staff members and other community members adhere to all safety procedures and report any safety concerns to the school office. This includes suspicious student behaviors, behaviors that are witnessed in the community that could have an effect on the school environment or any student in our schools.

**Campus Visitors**
All school campus visitors should immediately report to the school office to be checked in by a school staff member. No visitor will be allowed to go beyond the school office without the appropriate background check.

**School Safety Specialists**
Noblesville Schools takes the safety of our students, staff and community members very seriously. We collaborate with city, county, state and national safety officials on national best practices, as well as exemplary resources for school safety, security, intervention/prevention, deterrence and emergency preparedness planning. Noblesville Schools has Indiana School Safety Specialists in each of our schools that are trained to lead the development and implementation of school safety practices which will provide a safe educational environment for each of our students.
Law Enforcement
Noblesville Schools collaborates with the Noblesville Police Department to provide resource officers that are available at each school. School Resource Officers (SROs) are school partners in keeping our schools safe. All students, family members and community members should respect and follow directions given by SROs.

Safety Dogs
Noblesville Schools has implemented the use of safety dogs as another layer of prevention and detection in our overall safety plan. We have three dogs and their handlers that are utilized across all schools and at specific events in collaboration with our school resource officers. These friendly dogs are ideal for use around children as they are trained to detect the scent of firearms and related products in the air around them, and are not used for direct physical inspection of individuals.

Safety Drills
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.

Possessing a Firearm or a Destructive Device (Indiana Code 35-47-1-5)
1. No student shall possess, handle, or transmit any firearm or a destructive device on school property.
2. A firearm is any weapon that is capable or expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
3. For purpose of this rule, a destructive device is:
   a. An explosive, incendiary, or overpressure device that is configured as a bomb, grenade, a rocket with a propellant charge or more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or device that is substantially similar to an item described above;
   b. A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch; or
   c. A combination of parts designed for use in the conversion of a device into a destructive device.

A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reductions.

5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

Possessing a Deadly Weapon

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 shall immediately notify appropriate law enforcement agency when a student engages in behavior described in this rule.

Search and Seizure

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 may search a student’s locker or the locker’s content at any time.

Searches of students’ person, or personal items should be done with consent. However, if the student does not consent, such a search may be permitted based upon the administrator’s reasonable suspicion that such a search could produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student.

Anything found in the course of a search pursuant to this Handbook and/or Noblesville Schools Policy 5771 – SEARCH AND SEIZURE that constitutes evidence of a violation or law or school rule may be the basis for discipline as described in this Handbook.
Definition of “in possession” for purposes of the Student Code of Conduct

Students are required before coming on school property to inspect their possessions and vehicle for the presence of items that may not be possessed on school property. Students are “in possession” of an item for the purposes of these rules when the item is on their person; in their immediate possession such as in their hand, pocket, purse, or backpack; is in a place under their exclusive control; or the student is aware the item is in a place to which the student has access such as a shared locker or vehicle. More than one student may have “constructive possession” of a single item and be responsible for possession of the item.

Seclusion and Restraint

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. The Noblesville Schools Seclusion/Restraint Plan can be found here.

Indoor Air Quality Coordinator

The Indoor Air Quality (IAQ) Coordinator is a person designated by the school to serve as a lead contact person for issues relating to indoor air quality for students, staff, parents, visitors and the state department. The Corporation is responsible for maintaining good indoor air quality. In order to maintain this, the state inspector investigates any condition contributing or that could contribute to poor indoor air quality, including, but not limited to, carbon dioxide levels, humidity, evidence of mold or water damage, and excess dust. Noblesville Schools has designated Mr. David Hortemiller, Chief Financial Officer, as the Indoor Air Quality Coordinator. She can be reached at (317)773-3171; 18025 River Road, Noblesville, IN 46062.

Notification of Asbestos Management Plan

This information is being published to comply with the requirements of 40 CFR 763 subpart E-asbestos containing materials in schools. This regulation, commonly known as the “AHERA” rule, requires local education agencies, such as this one, to perform certain tasks in regard to the presence and control of asbestos containing materials in the buildings under the jurisdiction of the local education agency. These include, but are not limited to:
1. Developing an asbestos management plan which is designed to outline procedures and guidelines for the inspection, reinspection, and periodic surveillance of asbestos-containing materials that are present in the buildings.
2. Provide awareness training and additional training to selected employees.
3. Periodically notify all workers and occupants, or their local guardians, parent-teacher organizations, and collective bargaining organizations of their 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-teachers 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, Indiana 46062; telephone number (317) 773-3171. Plans for individual schools and other buildings are located in the administrative 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 re-inspection 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.

**Pest Control and Use of Pesticides**

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

The Corporation will:

A. Annually inform parents and staff members of the Corporation’s pest control policy at the time of student registration as a provision in the staff and/or student handbook;
B. Provide the name and phone number of the person to contact for information regarding pest control;
C. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice at the time of enrollment;
D. Provide notice of planned pesticide applications to parents and employees who have requested advance notice;
E. Maintain a written record for ninety days of any pesticide applications.

The Corporation will provide notice to those in the registry at least two school days prior to the date and time the pesticide application is to occur unless an emergency is declared. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied, the principal target pest and the telephone number to contact for more information. In case of emergency, the school shall give written notice as soon as possible. The Corporation may provide for training of school employees to become certified pest control applicators. Financial support for such training may be provided by the Corporation subject to budgetary constraints of the Corporation.

**Elementary Schools**

**HAZEL DELL**
3025 Westfield Road
Karen Carter - Principal
(317) 773-2914

**HINKLE CREEK**
595 South Harbour Drive
Jack Lawrence - Principal
(317) 776-0840

**NOBLE CROSSING**
5670 Noble Crossing Parkway
Pat Haney - Principal
(317) 817-0808

**NORTH**
440 North 10th Street
Robert Lugo - Principal
(317) 773-0482

**PROMISE ROAD**
14975 Promise Road
Kelly Treinen - Principal
(317) 773-7060
STONY CREEK
1350 Greenfield Drive
Heidi Karst - Principal
(317) 773-0582

WHITE RIVER
19000 Cumberland Road
Calie VanDermark - Principal
(317) 770-2080

*Attendance area information may be viewed at
https://www.noblesvilleschools.org/domain/51

District Leadership

Dr. Beth Niedermeyer, Superintendent
Dr. David Mundy, Associate Superintendent
Mr. David Hortemiller, Chief Financial Advisor
Dr. Jennifer Wheat Townsend, Executive Director of Learning - Elementary
Mr. Ryan Rich, Executive Director of Learning - Secondary
Mrs. Shelley Bethel, Equity and Inclusion Integration Coach
Mrs. Erin Rood, Director of Elementary Special Education
Mrs. Amy Roberts, Director of Secondary Special Education
Mrs. Laura Denis, Director of Student Services
Mrs. Dana Nelson, Counseling Coordinator
Ms. Michele Whaley, Mental Health Coordinator
Mr. Andrew Swickheimer, Director of Technology
Dr. Heather Hendrich, Director of Safety and Security
Mrs. Marnie Cooke, Director of Marketing and Communications
Mrs. Erin Brittain, Nutrition and Food Services Coordinator
Mr. Brian Zachery, Director of Transportation

Noblesville Schools Educational Services Center
18025 River Road, Noblesville, Indiana 46062
Phone (317) 773-3171
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