



**NOBLESVILLE WEST
MIDDLE SCHOOL**

ENGAGE | INSPIRE | EMPOWER

**STUDENT HANDBOOK
2018-19**

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THE MILLER WAY

The “Millers Are” table represents the cornerstone of our positive behavior interventions and supports systems. The table outlines and clearly defines student expectations for modeling behavior both in and out of the classroom setting. Our Miller Merits program helps reinforce these behavior expectations by rewarding students who demonstrate positive behavior. Student behavior, both positive and negative, will be documented and the data will be evaluated so teachers and administrators can collaborate to determine ways to improve and continue making our school an even better place for our students.

Millers Are . . .

	Classroom	Hallway	Cafeteria	Bus
Learning	<ul style="list-style-type: none"> • Set Goals • Do your best, be your best • Be productive - connect to the task • Listen actively • Cooperate with others • Ask questions 			
Responsible	<ul style="list-style-type: none"> • Be organized • Be on time • Be prepared • Use time productively • Stay on task • Complete all assignments accurately 	<ul style="list-style-type: none"> • Keep hallways passable • Move with purpose • Interact politely with peers and adults • Move quickly and quietly to your destination during class time • Dispose of your trash in proper manner 	<ul style="list-style-type: none"> • Make healthy choices • Be patient and wait your turn to be served • Clean your table • Throw away your own trash • Return your tray to the dish room 	<ul style="list-style-type: none"> • Keep the aisle clear and passable at all times • Stay seated while riding the bus • Follow the directions and procedures of your driver • Be a positive role model
Respectful	<ul style="list-style-type: none"> • Listen to others' ideas and opinions • Follow all expectations and rules • Be considerate • Cooperate with others • Treat others like you want to be treated • Be positive 	<ul style="list-style-type: none"> • Be polite • Show patience when the hall is crowded • Stay to the right on the stairs • Respect other's personal space 	<ul style="list-style-type: none"> • Use good manners • Use appropriate tone, volume, and words during conversations • Respect other's personal space • Be patient and wait your turn to be served • Follow the cafeteria supervisors' instructions 	<ul style="list-style-type: none"> • Be polite • Use appropriate tone, volume, and words during conversations • Listen carefully to all directions from the driver • Keep your hands and feet to yourself
Safe	<ul style="list-style-type: none"> • Stay in your personal space • Use materials and equipment appropriately • Follow emergency procedures 	<ul style="list-style-type: none"> • Walk • Respect others' personal space • Keep your hands and feet to yourself 	<ul style="list-style-type: none"> • Eat your own food • Stay seated until you are dismissed • Walk 	<ul style="list-style-type: none"> • Your back to the back, your seat to the seat • Feet on the floor • Stay in your personal place • Use appropriate volume • Follow all safety rules and directions given by the driver

VISION

Students are

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

MISSION STATEMENT

Students in Noblesville Schools engage in a learner-centered culture that seamlessly integrates future-ready skills through authentic, interdisciplinary experiences supported by strong relationships among students, staff, parents, and the community.

Frequently Asked Questions

This information is provided to help parents and students with answers to our frequently asked questions. These guidelines are used to keep classroom interruptions to a minimum.

Q. WHAT IF MY CHILD BRINGS HIS/HER CELLULAR PHONE TO SCHOOL?

A. **Communication/Electronic Devices:** Devices may, with teacher permission, be used in that teacher's class. Devices may not be used to communicate in any manner during class without the teacher's permission. Use of these devices outside of class is permitted provided that such use does not interfere with school operations or disrupt the learning environment. Please refer to [Personal Electronic Device](#) and the [Noblesville Schools policy](#).

Q. WHAT SHOULD I DO IF MY CHILD IS ABSENT?

A. Please call our [24-hour attendance line](#) before 9:00 a.m. on the day of the absence to report your child's absences. When leaving this message, please leave your name and relationship to the student, child's name, grade, and reason for absence. **If no reason is provided, the absence will be characterized as unexcused.**

Q. WHAT SHOULD I DO IF MY CHILD HAS AN APPOINTMENT DURING THE DAY AND I NEED TO PICK UP MY CHILD?

A. On the day of your child's appointment, write a note stating the time you would like to pick up your child from school and the reason. Your child should take this note to the Student Services Office between 7:20 and 7:35 a.m. to secure a pass to leave school. At the designated time, your child should show the pass to the teacher. Your child will be dismissed to meet you in the office. You must come in the building to sign your child out. When your child returns from the appointment, he or she must check back in at the office with a doctor's note, when possible, before returning to class. If your child does not return the same day, he/she should turn in the doctor/dental excuse to the school the following day, or the parent may request that the note is submitted to the school by the doctor/dental office via fax. **Parents should be prepared to present a photo ID when signing their child out of Student Services.**

Q. WHAT IF MY CHILD FORGETS SOMETHING AND I BRING IT TO SCHOOL?

A. Occasionally, a child will forget an item and need to have it delivered to him/her. If you bring in a forgotten item, you may leave it in the office. Your child should check in the office between classes or at

lunch. WE DO NOT CALL STUDENTS DOWN TO THE OFFICE TO PICK UP FORGOTTEN ITEMS. These measures are taken so class interruptions are kept to a minimum.

Q. WHAT IF MY CHILD FORGETS LUNCH MONEY OR DOES NOT HAVE MONEY IN THE CAFETERIA ACCOUNT?

A. When students do not have lunch money, they will be provided with a regular breakfast and/or lunch. The cost of these meals will be added to the student's account. Once an account reaches a negative balance equal to two meal charges (-\$4.00 paid lunch/-\$.80 reduced paid lunch) the student will be offered a light breakfast and/or light lunch. These light meals will be offered at no charge to the student.

Q. WHAT SHOULD I DO IF I MUST GET A MESSAGE TO MY CHILD DURING THE SCHOOL DAY?

A. In the event of an emergency, messages will be given to students. However, please make all necessary arrangements about picking up students after school, after detention, after games and practices, etc., before your child comes to school in the morning. ONLY EMERGENCY MESSAGES WILL BE TAKEN.

Q. HOW DO I GET HOMEWORK IF MY CHILD IS ABSENT?

A. Students are granted one day to make up missed work for each day they are absent. It is the responsibility of the student to obtain missed assignments due to absences from school via Canvas and/or emailing teachers and to turn in assignments due during the absence. Arrangements for making up missed tests must be made with the teacher. For absences of more than one day, parents may leave a request for books on the Attendance line. Please have this request before 9:00 AM on the day you plan to pick up the books. Books may be picked up in the front office before 3:15 PM.

Q. WHAT IF MY CHILD NEEDS TO RIDE A BUS OTHER THAN THE ONE TO WHICH HE OR SHE IS ASSIGNED?

A. This practice is not encouraged. Our bus routes are designed to carry a certain number of students. When added individuals or a group decides to go home with another child, our buses can reach or exceed capacity. If an emergency arises and no arrangements can be made other than for your child to ride a bus other than the one he or she is assigned, please write a note stating which bus your child is to ride. Have your child bring the note to Student Services before classes start in the morning. The office will then issue your child a bus pass.

Q. WHAT IF MY CHILD BECOMES SICK AT SCHOOL AND NEEDS TO GO HOME?

A. Students are sent to the Nurse's Office when they become ill in class. The nurse will notify parents when it is necessary for a child to go home. If your child calls you to report an illness, please be sure he/she is calling from the Nurse's Office. If he/she is not, please ask him/her to report to the nurse and then he/she will call you directly. It is very important that the school has current phone numbers to reach parents. Please contact the office if updates are necessary.

Q. WHAT IF I THINK MY CHILD SHOULD NOT PARTICIPATE IN PHYSICAL EDUCATION DUE TO ILLNESS?

A. A child may be excused from physical education for one day with a written parent request. Additional excused days require a doctor's note.

Q. HOW DO I SEND MEDICINE TO SCHOOL?

A. To safeguard the transportation of medication to and from school, all prescription and non-prescription medications must be brought into the Nurse's Office by a parent or guardian. Students are not permitted

to carry any medications or drugs. ([See Medication for Chronic Disease or Medical Condition.](#)) Any unused medication unclaimed by the parent on the last day of school will be destroyed.

Q. CAN I BRING IN A BIRTHDAY CAKE OR OTHER TREATS FOR MY CHILD AT LUNCH?

A. Homemade food or food from outside vendors is not allowed to be consumed in the cafeteria during the school day.

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. 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 the at-risk coordinator. The confidentiality of reports will be maintained as much as possible.

Knowingly submitting false or inaccurate information is harmful to the school climate and could result in disciplinary action.

A Confidential Way to Report Inappropriate Behavior

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

ACCREDITATION

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

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, handicapping condition, and national origin, including limited English proficiency. For further information, clarification, or complaint, please contact the following persons:

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.

SECTION I – GENERAL INFORMATION

ANNOUNCEMENTS

Announcements related to school and student affairs will be given daily. It is important that students listen carefully. Students who wish to have activities announced must have the information written and approved by the sponsor. Special announcements will be kept to a minimum so as not to disturb regular class procedure.

BOOK BAGS AND BACKPACKS

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

eLEARNING DAYS

Middle School students will participate in four eLearning days during the school year. They are scheduled on August 29, November 7, February 6, and March 13. Please note that middle school eLearning days are full days this school year. Students are not required to come to school these days. Teachers are available online from 1:00 PM to 3:00 PM to assist students with classwork.

Students who choose to attend school will be served lunch, and supervision will be provided while they complete their online work.

Buses will only run for middle school students signed up on the eLearning Transportation link on the NWMS website or by calling the appropriate main office. Students must be signed up by the Friday before the eLearning Day.

Life Skills classes will operate on their regular classroom and transportation schedule.

EMERGENCY SCHOOL CLOSINGS

Noblesville Schools makes every effort to notify school families in the event of school closings or a two-hour delay to the start of the school day. If school is canceled or delayed, we will utilize School Messenger, our phone and email notification system, and our school website, <http://www.noblesvilleschools.org> to notify families. In addition, information will be posted on our Facebook page (Noblesville Schools), and sent out through Twitter (NobSchools). Local television stations also will be notified.

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 of 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 and eligible students have the right to request the withholding of this "directory information." A form to withhold of this information is available on the school corporation website. This form must be received by your 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.

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.

FINANCIAL ASSISTANCE

There are programs available for students who require assistance to attend Noblesville Schools. The student or parent may request appropriate forms to reduce or pay the cost of book rental or the cost of lunch. Parents will be notified if their student qualifies for either program.

FIRE, TORNADO AND SAFETY DRILLS

The school complies with all fire safety laws and will conduct drills in accordance with state law.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the state. Safety drills will also be conducted. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

FOOD SERVICE

Noblesville Schools 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 food service staff is committed to the student's 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 our menus are created and analyzed by a registered dietitian. Visit our website at www.millerscafe.org for more information regarding menus, lunch prices, nutritional information, meal assistance, and much more. Please note that breakfast is served daily at all Noblesville Schools. 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.

Students bringing their own lunch from home may not bring carbonated beverages to consume during lunch. Also, meals from fast food restaurants may not 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.

Due to space limitations, we are not able to accommodate visitors in the cafeteria during lunch. However, we will happily find a separate location for parents to eat with their child if they wish. Parents may also

take their student out for lunch by signing them out in the office. Students should return to school in time for class or will be marked tardy.

Food, candy and other edible items are not permitted outside the cafeteria.

FORMS OF PAYMENT

All school cafeterias utilize a pre-pay system. Deposits can be made with cash or check at the school or by visiting www.paypams.com. Creating a PayPams account is **FREE OF CHARGE** and provides options such as viewing lunch account balances, lunch activity, and setting up customized low balance reminders. If you choose to make deposits on PayPams, there is a nominal fee charged per transaction/per student.

FREE OR 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 parents are otherwise notified that their student has been pre-approved through Direct Certification. Only one (1) Free or Reduced Meal Application is required per family.

If a family applies, parents may choose from two (2) options:

1. Complete an application online for quick processing. Please visit: <https://www.schoollunchapp.com>
2. Pick up a paper application at any school or at the Educational Services Center, 18025 River Road, Noblesville, IN 46062.

Completed paper applications can be returned to any school office or cafeteria, or mailed to the Education Services Center.

Parents will be notified by mail within 10 working days of students' status. Until this notification is received, students must bring a lunch or money to pay for their lunch.

Students who attended Noblesville Schools and participated in the free or reduced meal program will retain their free or reduced status from the prior year for the first 30 days of the school year or until a new application is approved.

USDA CHILD NUTRITION PROGRAMS FULL NONDISCRIMINATION 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](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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:

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

This institution is an equal opportunity provider.

LUNCH CHARGE POLICY

Noblesville Schools 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 recognize that there can be extenuating circumstances that may cause a student to not have money in his/her lunch account, so policy has been put into place 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 are set as to how much a student can charge:

When a student in grades 6-8 does not have funds for their meals, they will be provided with a regular breakfast and/or lunch. The cost of these meals will be added to the student's account. Once an account reaches a negative balance equal to two meal charges (-\$4.00 paid lunch/-\$.80 reduced paid lunch) the student will be offered a light breakfast consisting of fruit and milk and a light lunch consisting of a ham sandwich, fruit and milk. These light meals will be offered at no charge to the student. Students will not be allowed to charge a la carte items.

It is very important that students, parents and staff work together to ensure that students have money on account to purchase meals. Students will be verbally reminded by the cashier to bring money in for their lunch account. The cafeteria manager will send home a courtesy note to notify the parent/guardian that payment is due into their student's lunch account. Parents also have the option to sign up for low balance email reminders at www.paypams.com. **This service is provided at no cost to the parent.**

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

COUNSELING

The Counseling Department consists of one counselor per grade level; each counselor remains with their students from 6th grade through 8th grade, creating a sense of continuity throughout their middle school career. The nationally recommended developmental guidance structure is in place, which encourages many methods of interaction with the students, including guidance curriculum within the classrooms, small group and individual meetings for social, emotional, academic support, as well as systemic support for staff and families.

Both students and parents should feel free to consult with counselors about classroom concerns, plans and decisions, or personal problems. Students may sign up to see a counselor or be referred to a

counselor by parents, teachers, other students, or administrators. As advocates for their students, counselors assume no disciplinary role.

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 Mrs. Robin Phelps, Executive Director of Business, as the Indoor Air Quality Coordinator. She can be reached at (317)773-3171; 18025 River Road, Noblesville, IN 46062.

LOCKERS

Lockers are provided to students on a yearly basis, with the understanding that they will be used for storage of personal property and other items related to the educational program or activities of the school corporation. Students are not to store books and/or personal possessions in other students' lockers. Students are responsible for and will be held accountable for items contained in their locker. LOCKERS SHOULD BE LOCKED AND THE COMBINATION KEPT SECRET.

Lockers are assigned to students by the administration. Students who experience difficulty with lockers and need repairs should report the information to a teacher. The Wellness teachers assign PE lockers. Students are responsible for keeping PE equipment locked at all times. Lost PE locks are the responsibility of the student.

LOST AND FOUND

Students who find lost articles are asked to bring them to student services. Students missing items should check with Student Services. Students missing books may also check the media center and individual classrooms.

MULTI-TIERED SYSTEM OF SUPPORT (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. Noblesville Schools staff utilizes a variety of data in order to identify and assist students needing additional instruction and/or supports. These data include, but are not limited to, grades, NWEA assessments, attendance, standardized scores and discipline reports.

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

NEW STUDENT ENROLLMENT

The counseling department administers enrollment procedures. Students who intend to enroll in Noblesville Schools must be in good standing at the school from which they are transferring.

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

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 reoccurrence. Refer to Policy 5517 for more details. The Compliance Coordinator is Laura Denis, Director of Student Services.

NOTIFICATION OF ASBESTOS MANAGEMENT PLAN

This information is being published to comply with the 40 CFR 763 subpart E-asbestos containing materials in schools. This regulation, commonly known as the "AHERA" rule, requires local education agencies, such as this one, to perform certain tasks in regard to the presence and control of asbestos containing materials in the buildings under the jurisdiction of the local agency. These include, but are not limited to:

- 1) Developing an asbestos management plan, which is designated 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 the availability of asbestos management plans, the location of same, and the times that plans may be reviewed.

This notification is to advise all patrons, occupants, or their legal guardians, collective bargaining organizations, and parent-teacher organizations, that the asbestos management plans required under this act are available for review upon request. A copy of the plans for all buildings under the jurisdiction of this local education agency are located in the administration building which is located at 18025 River Road, Noblesville, IN 46062; telephone number 317-773-3171. Plans for individual schools and other buildings are located in the administration office of each building. Any person can view the plans during normal business hours of the particular school. Interested parties wishing to inquire about the hours and times that the plans are available should call the above number.

At this time, the management plans can provide information regarding inspections, response action, and post-response action activities, including periodic reinspection and surveillance activities that are planned or in progress. -Any inquiries regarding any facet of the regulation or the management plans should be directed to Mrs. Robin Phelps, Executive Director of Business, at the above number during regular business hours.

PERSONAL ELECTRONIC DEVICES

Noblesville Schools seeks to provide a productive learning environment. Electronic devices such as electronic listening devices, smartwatches, cell phones and other non-school issued communication devices may disrupt the learning environment. Therefore, the use of these devices is restricted.

Devices may, with teacher permission, be used in that teacher's class. Devices may not be used to communicate in any manner during class without the teacher's permission. Use of these devices outside

of class is permitted provided that such use does not interfere with school operations or disrupt the learning environment.

For more information, refer to the [Noblesville Schools policy](#). Students using a personally owned electronic device at school must adhere to the following guidelines:

- Internet access is filtered by the District on personal devices in the same manner as District-owned equipment. If internet access is needed, connection must be made to the filtered, wireless network provided by the District.
- Students are expected to follow the [Responsible Use Guidelines](#) available on the web at [NoblesvilleSchools.org](#)
- Personal devices are the sole responsibility of the student owner. The school or District assumes no responsibility for personal devices if they are lost, loaned, damaged or stolen, and only limited time or resources will be spent trying to locate stolen or lost items.
- These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on District property, including school buses.
- Each student is responsible for his/her own device: set-up, maintenance, and charging. Teachers will not store student devices at any time, nor will any District employee diagnose, repair, or work on a student's personal device.
- Electronic devices are to be used for educational purposes at the discretion of a teacher.
- Building administrators and teachers have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentation, theatrical performance, or guest speaker) that occur during the school day.
 - An appropriately-trained administrator may examine a student's personal device and search its contents, in accordance with the law, if the administrator has reasonable suspicion to believe that the device contains evidence of unlawful conduct or conduct that is in violation of school rules. The search, however, will be limited in scope based upon the limitations of the Fourth Amendment and any other applicable legal restriction.

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

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

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

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

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 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.

POLICY ON SEXUAL HARASSMENT

It is the policy of Noblesville Schools to maintain a learning environment that is free from sexual harassment. Therefore, it shall be a violation for any employee or student of Noblesville Schools to harass another employee or student through conduct or communications of a sexual nature as defined in School Board Policies 3362A, 4262A, and 5517.

Sexual harassment shall consist of: unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, nonverbal, or physical conduct of a sexual nature when made by an employee to a student, a student to an employee, or by a student to another student.

A substantiated charge against a student in the Corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Conduct Code. Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Conduct code.

Complete copies of the Corporation policy, including complaint forms, are available in the principal's office. Reports must be presented as soon as possible to the building principal where the alleged conduct took place. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated.

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 to from the parents 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
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-8520

SCHOOL DAY

Classes begin at 7:35am and end at 2:35pm. Students arriving in the building before 7:20 am are to report directly to the cafeteria. All students, unless under the supervision of a staff member, should leave the building by 3:00pm.

SCHOOL SAFETY

In Noblesville Schools, student and staff safety is an everyday concern. Each school has reviewed school safety and emergency plans, and our crisis intervention teams can provide parents with advice from experts to assist in talking with children about national events and public safety concerns. Parent information on dealing with children's concerns is available at each school office and through the counselor. If a local threat is perceived, the school district will work with state and local emergency response officials, per school emergency plans, to make sure students and staff are secure and safe.

SECLUSION/RESTRAINT POLICY

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 by clicking on the following link:

<https://drive.google.com/file/d/0B8XChazxCYhJWjZEOHFSM3hKSm8/view>

SPECIAL EDUCATION

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

Parents who believe their child may have a disability and may be in need of special education services should contact the school and request more information on special education.

STUDENT CHANGE OF ENROLLMENT INFORMATION

Whenever there is a change to a student's enrollment information, the parent or guardian must contact the school as soon as possible. Changes requiring the parent /guardian to contact the school include mailing address, phone numbers, email addresses and/or emergency contacts.

STUDENT VALUABLES

Students are encouraged not to bring valuable items to school. The School cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

TELEPHONES, MESSAGES, AND STUDENT DELIVERIES

Students may use a classroom telephone at the teacher's discretion. Students are not to use a telephone during class time except in emergencies. Messages will be delivered to students only in cases of emergencies or at the end of the school day. The school **will not** accept deliveries from floral or gift shops to be delivered to students. Also, from time to time, various companies send mail to students at our school address. This mail is typically from direct marketing solicitors who have obtained student names from the honor roll and athletic team lists that we publish in local newspapers. Mail such as this is discarded as it arrives.

TRANSFERRING SCHOOLS

Prior to transferring schools, the parent or guardian must contact the school registrar. Parents are expected to complete and sign the official transfer form before student records are sent to the forwarding school. The transferring student will take the form to all assigned teachers on his/her last day of attendance. The student will turn in all textbooks, library books, iPad, charging cord and brick, and will clean out his/her locker. All financial and rental obligations must be met at this time.

VISITORS and VOLUNTEERS

All visitors, including parents and community members, must report to the office and be prepared to provide a photo ID upon entering the school building. In order to ensure student safety, Noblesville Schools requires background checks for visitors/volunteers who will be working with students using the guidelines below. Background checks need to be submitted at least two weeks prior to the event.

Level 1 Visitor: Guests who are visiting office area and/or observing at a special event (No formal background check required). Examples: Guest Speakers, PTO Events during the school day

Level 2 Volunteer: Access to students during the school day under supervision of Noblesville Schools' staff (Required Limited Criminal History Background Check).

Level 3 Volunteer: This volunteer can possibly have direct and unsupervised interaction with children. (Requires National Volunteer Background Check – Fee Applies) Examples: Field Trips, such as Flat Rock and Washington D.C.

Background checks must be updated every two years.

Please visit the Corporation website for more information on guidelines for background checks at <http://www.noblesvilleschools.org//site/default.aspx?PageID=882>

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 by clicking on the following link: <http://www.neola.com/noblesville-in/search/policies/po8510.htm>

All food and beverage items given to or 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 as incentives and rewards for students should be infrequent and approved by the principal/designee. Student birthdays will not be celebrated with food items.

SECTION II – HEALTH SERVICES

COMMUNICABLE DISEASES

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

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

CONFIDENTIALITY

All health information will be treated as confidential, shared only with staff or EMS personnel on a need-to-know basis. Changes in the medical status or medications should be promptly reported to the school nurse throughout the school year. Parent/Guardian with additional concerns are encouraged to meet with the school principal and school nurse to assure 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 parent/guardian, 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.

HEALTH CLINIC AND PROCEDURES

To ensure students are healthy and safe, 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 and permission has been obtained for the student to leave or arrangements made. The student will sign out through the attendance office.

If a student is released from school due to health concerns, the nurse will contact the parent/guardian. It is a violation of the cell phone policy for a student to contact a parent by cell phone instead of reporting to

the nurse's office. 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/Guardians should plan to provide the school 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 cases through regular checks of their child's hair and starting immediate treatment when head lice are detected. If at all possible, students should not be excluded from school for having head lice. The management of head lice should not disrupt the educational process of the child. The need to exclude students from school will be determined on a case-by-case basis.

IMMUNIZATIONS

A complete immunization record or exemption must be on file by the first day of school. This requirement can be enforced by a request for expulsion.

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) drugs, preparations, and/or remedies.

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

Medication at school must include the following:

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

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

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

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

- A&D ointment
- Vaseline
- Mediquick first aid and antiseptic spray
- Buffered normal saline solution
- Dermal wound cleanser

All final decisions on the administration of medication will be made by 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. The student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 - b. The student has been instructed in how to self-administer the medication.
 - c. The nature of the disease or medical condition requires emergency administration of the medication.

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

VISION/HEARING SCREENINGS

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

SECTION III - ACADEMICS

GRADING STANDARDS

Noblesville Schools operates on a nine-week grading system. Teachers are required to use grading methods that reflect best or common practice in the field of education. Teachers who use a traditional one-hundred point grading system will use the scale found below. Teachers who use other grading methods (e.g. Standards Based Grading (SBG)) have been approved by administration.

All grading methods will be communicated to students and parents via classroom syllabi, PowerSchool descriptions, email, and/or teacher newsletters. Parents or students who have questions regarding any specific grading/assessment method should refer those directly to the teacher.

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

*A few 8th grade classes (i.e.-Algebra, Geometry, Spanish) may be taken for high school credit. These courses are NOT eligible to receive HS credit when taken Pass/Fail.

Grade cards are distributed via SchoolMessenger at the end of each grading period.

MID-TERM PROGRESS REPORTS

Mid-term progress reports are sent via SchoolMessenger if grades in any subjects are a D or F.

HONOR ROLL

An honor roll is compiled at the conclusion of each grading period. Distinguished honor roll consists of students earning all "A's" and "P's". Regular honor roll consists of students earning all "A's," "B's," and "P's". Students are not eligible for honor roll if they receive a C, D, F, or an incomplete grade.

ACCESS TO STUDENT GRADES FROM HOME

Parents and guardians have access to student grades and attendance online. They can also set up accounts to automatically e-mail pertinent student information such as grades, attendance, detailed reports showing scores, and school announcements. To gain access to a child's grades, parents may visit this web address: <https://powerschool.nobl.k12.in.us/public/home.html>.

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

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

HOMEWORK

The successful completion of homework provides essential practice of new skills, reinforces concepts, and promotes student responsibility and a productive work ethic. Students are responsible for completing homework according to the teacher's directions and for meeting set deadlines. Assignments left in the

locker may be turned in during the passing period before the start of the next period. Deadlines for long-term projects may be extended at the teacher's discretion based on individual extenuating circumstances.

MAKE-UP WORK

Students are granted one day to make up missed work for each day they are absent. It is the responsibility of the student to obtain missed assignments due to absences from school via Canvas and/or emailing teachers and to turn in assignments due during the absence. Arrangements for making up missed tests must be made with the teacher. For absences of more than one day, parents may leave a request for books on the Attendance line. Please have this request before 9:00 AM on the day you plan to pick up the books. Books may be picked up in the front office before 3:15 PM.

MEDIA CENTER

Students may use the media center during school as well as 15 minutes before school and 30 minutes after school. Students are expected to check in at the circulation desk-upon arrival and sign out when leaving. Students may use the media center during lunch with a pass from a lunchroom supervisor. Students may visit the media center during SLT with permission and a pass from their teacher. (Students at East must use the Google Form to sign up to visit the Media Center during SLT.) Books may be checked out for two weeks and may be renewed unless on hold for another student. Students should use their ID badge with barcode to check out library materials. Students are encouraged to check out eMagazines, eBooks and audiobooks using the Flipster app, Destiny Discover app, and Axis 360 app on the iPad. Materials checked out of the library media center are to be returned by the due date by placing them in the book return slot at the circulation desk or the book drop in the hallway between the office and cafeteria at West Middle School and in the Hanover hallway at East Middle School. Overdue notices will be sent electronically to the student and parent/guardian. Students who have overdue items should not expect to check out additional items until the overdue materials are resolved. Students who lose or damage materials will be expected to pay the replacement cost. Students are encouraged to use the Makerspace area in the library to create or collaborate with peers. The podcasting studios and green screens are also available for student use.

FIELD TRIPS

Each student must have a parent signed written permission slip and an emergency medical authorization form on file before being allowed to go on any field trip. Students are responsible for completing assignments missed because of a field trip.

SECTION IV – STUDENT ACTIVITIES

STUDENT ACTIVITIES

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

ATHLETICS

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

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

ATHLETIC ELIGIBILITY

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

To participate in athletics at Noblesville Schools, a student must have passed 70% of the classes that assign a letter grade the previous grading period. Students will become eligible/ineligible upon the issuance of grade cards.

When students enter middle school as 6th graders, their academic eligibility begins. Grades will continue from one season to the next and spring grades will be used to determine eligibility for fall sports the following year. In other words, a student who is not passing in the spring of the 6th grade year will not be able to participate in sports during the fall of the 7th grade year until becoming eligible at the next grading period. It should be noted that these are minimum standards. Coaches have the right to establish more stringent academic requirements if they choose.

Students moving to Noblesville Schools must meet the academic requirements noted above before they can participate as Noblesville athletes.

In order to participate in a practice or game, a student must be at school at least the second half of the day, which is generally considered to be 11am. Exceptions to this requirement would include absences due to an appointment and excused with a doctor's note.

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

If an athlete is required to serve an in-school suspension, he/she will not be allowed to practice or participate in an athletic contest after school on that particular day.

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

On the day of a game or late practice, students are to go home after school. Students are not allowed to visit nearby commercial establishments while waiting on game or practice time.

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

1. Physical Exam (completed after April 1)

2. Family History Page
3. ISA form (Information Signature Authorization page) containing signatures for the insurance form, athletic contract, travel form, Riverview Health HIPAA form, and photography waiver.
4. Concussion Acknowledgement and Signature Form.

ATHLETIC TEAM NUMBERS

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

ATHLETIC TRANSPORTATION FEE

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

ACCIDENT INSURANCE

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

EMERGENCY MEDICAL AUTHORIZATION

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

SECTION V – STUDENT CONDUCT

A Code of Student 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 an atmosphere of order and discipline.

Administrators have a right to provide consequences for a student's choices, to deny school privileges by removing or suspending a student from class, to enlist parental support, and to recommend expulsion. Administrators are responsible for maintaining discipline, for notifying parents of student behavior, and the resulting consequences.

Student Code of Conduct

I. Application

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.

II. 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.

I. Misconduct and Substantial Disobedience

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only 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.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, sexual harassment, bullying, cyberbullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violence or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit this act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property, when the student has information about such actions or plans.
10. 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, 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.
11. Using or possessing gunpowder, ammunition, or a flammable substance.
12. 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.
13. 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.
14. 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.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-based products of any kind. For the purposes of this policy, use of "tobacco" shall mean all uses of tobacco, including cigars, cigarettes, pipes, snuff, or any other matter or substance that contains tobacco, as well as any other nicotine-based product, including vaporizers (a.k.a vape pens) or other substitute forms of electronic cigarettes."
17. 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.
18. Directing toward any student or staff member language that is disrespectful, derogatory, or obscene.
19. 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.
20. Falsely accusing any person of sexual harassment, or violating a school rule, and/or a state or federal law.
21. Engaging in any activity forbidden by the laws of Indiana that may constitute an interference with school purposes or educational functions.
22. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
23. Engaging in academic dishonesty, including cheating, plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
24. 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.
25. Engaging in pranks, horseplay, or actions that could result in harm to another person.

26. Possessing or using 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 later in this handbook.
27. Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or another electronic device.
28. 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, jewelry or hairstyle, 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;
29. Habitually violating school rules or policy.
30. Any student conduct or rule the school building principal establishes and gives notice to students and parents.

II. Possessing a Firearm or a Destructive Device

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 of 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.

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

IV. Law Enforcement

A School Police Resource Officer is located in Student Services at both Noblesville East Middle School and Noblesville West Middle School. Noblesville Middle Schools employ officers who are in charge of security, traffic, and parking regulations and violations. A law enforcement officer may arrest a student and remove him/her from school if necessary.

V. 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 student's 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 of 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.

VI. Reasonable Suspicion

1. Drug Testing

- a. If reasonable suspicion exists that a student is under the influence of a substance as listed in the Student Code of Conduct, an administrator may conduct a search of the student's vehicle, book bag, purse, or other containers that are on school property. An administrator may search the student if there is suspicion a search will produce evidence

of a violation of law, a violation of a school rule, or a condition that endangers the safety or health of the student. The parent may be directed to take the student for a drug screen within a specified period of time. Failure to obtain a drug screen as directed or to cooperate with a search will lead to a request for expulsion.

2. Use of Canines

- a. The School may ask Noblesville Police Department canine division to conduct random searches of both student lockers and the school parking lot. If a canine indicates on a car, locker or student article, the school administration will follow through on the basis of reasonable suspicion. This may include but is not limited to a more thorough search of the student's person or belongings, a nurse evaluation of substance-induced symptoms present and a drug screen. Administration will meet with the implicated student to more fully investigate the situation. Parents will be notified in a timely manner when the investigation is underway. Any search conducted by administration shall be conducted in accordance with Board policy, this Student Handbook, and applicable law.

VII. 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.

1. **Removal from class** - A teacher may remove a student from class for a period of up to one class meeting. The administration may permanently withdraw a student from a class as a disciplinary action if circumstances indicate such an action.
2. **Detention** - Students may be detained before and/or after school for up to one hour under the supervision of the teacher assigning the detention. The administration may also assign detentions to be served in the designated detention room. The student will report for detention promptly at the designated time and place. Failure to serve a detention may result in a suspension.
3. **Friday Detention** - Friday detentions are assigned to students who have violated school rules. The following rules and procedures apply:
 - a. Friday detentions occur on most Fridays during the school year from 2:45pm to 5:45pm. The student may be required to show a school ID to the detention supervisor. □
 - b. Students are notified in person and in writing of their assignment to Friday detention, and they have the responsibility to inform their parents of this assignment. □
 - c. Unavoidable conflicts with the Friday detention assignment must be communicated to an assistant principal PRIOR to the Friday the detention is to be served. Failure to do so may result in the student being suspended. □
 - d. Students are expected to provide enough homework and/or appropriate reading material to work on for the entire length of the detention. □
 - e. Sleeping, laying one's head on the desk, visiting, eating and drinking, and other unacceptable behavior will not be tolerated. This type of behavior may lead to a suspension. □
4. **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, at home, or at the OSS center 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 center, the following procedures will be followed:
 - a. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - i. A written or oral statement of the charges;
 - ii. If the student denies the charges, a summary of the evidence against the student will be presented; and

- iii. The student will be provided an opportunity to explain his or her conduct.
 - b. 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.
 - c. Following the suspension, the principal shall send a written statement to the parent of the suspended student describing the student's misconduct and the action taken by the principal.
 - d. The parent will be called and the suspension may begin the morning of the next school day. Unless directed otherwise, the parent will take the student to Hamilton County Circuit Court by 8:00 am on the first day of the suspension. ☐
 - e. On each day of the suspension, the parent or guardian will deliver the student to a designated location where suspension time will be spent. The parent will also be expected to pick up the student at a predetermined time in the afternoon. Exceptions to these procedures are made for students over 18 years of age. ☐
 - f. Failure to comply with the suspension policy will be referred to the court and/or the Prosecutor's Office. ☐
 - g. Students are to serve all suspension days before returning to school. If a student is absent for a portion of the suspension time, the student must complete the suspension before returning to regular school. ☐
 - h. Continued violation of school rules could result in expulsion of the student. ☐
5. **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:
- a. When a request for expulsion is made, the student will be suspended from school for a period of ten days pending a request for an expulsion meeting. ☐
 - b. The student and student's parent will be given notice of their right to appear at an expulsion meeting with the superintendent or designee. The notice of the right to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, contain the reasons for the expulsion, the date, time, place, and purpose of the meeting, and the procedure for requesting an expulsion meeting. ☐
 - c. Failure by a student or a student's parent to request and appear at an expulsion meeting after receipt of notice of the right to appear forfeits all rights to contest the expulsion and appeal it to the School Board. ☐
 - d. At the expulsion meeting, the principal or designee will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting. ☐
 - e. The person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action the individual finds appropriate, and give written notice of the action to the student and the student's parents within ten days.
 - f. 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.

VIII. Other Disciplinary Rules and Guidelines

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

"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.

Bullying and Cyberbullying are defined as:

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

These guidelines rules against bullying apply regardless of the physical location in which the bullying behavior occurred (including comments made or items created at home and/or off school grounds), whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending Noblesville Schools and disciplinary action is reasonably necessary to

avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. *Noblesville Schools Policy 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.

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

Reporting of Bullying Incidents

Students reporting alleged incidents of bullying may do so to a teacher, administrator or counselor, or the at-risk coordinator. The confidentiality of reports will be maintained as much as possible. Reports can also be made via email at speak up app.

2. **Threats** - Threat means an expression by words or actions of an intent to:
 - a. unlawfully injure another person or damage property belonging to another;
 - b. unlawfully confine or restrain another person;
 - c. commit a crime;
 - d. unlawfully withhold official action or cause such withholding;
 - e. unlawfully withhold information or testimony;
 - f. expose the person threatened to hatred, contempt, disgrace, or ridicule;
 - g. falsely harm the credit or business reputation of the person threatened;
 - h. cause the evacuation of a dwelling, a building, another structure, or vehicle;

The following threats/intimidation are classified as **Class A** misdemeanors and will immediately be reported to local law enforcement. Intimidation occurs when a person communicates a threat to another person with the intent:

- that the other person engage in conduct against his will.
- that the other person be placed in fear of retaliation.
- of causing a dwelling, a building, another structure, or a vehicle to be evacuated.

Class D felony threats include the following and will immediately be reported to law enforcement.

- Threats to commit a forcible felony
- Threats communicated to a law enforcement officer, court judge or bailiff, a witness (or the spouse or child of a witness) in any pending criminal proceeding against the person making the threat, or an employee of a school corporation
- Threats made by a person with a prior conviction concerning the victim
- Threats communicated by using property, including electronic equipment or systems, of a school corporation or other governmental entity

Threats made while drawing or using a deadly weapon are **Class C** felonies, and law enforcement will immediately be called.

3. **Hazing** - Hazing activities are prohibited at all times.
 - a. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.
 - b. The term hazing includes, but is not limited to any action, activity, or attitude directed toward a student because of his/her relationship with a student organization with or without the student's consent which ridicules, humiliates, embarrasses, confuses, frustrates or causes undue stress as well as any action that may cause physical or mental discomfort and has the potential to cause bodily or psychological damage.

Noblesville Schools Policy 5516 –HAZING PROHIBITION includes a detailed procedure for reporting and investigating of incidents of hazing, and school responses to substantiated hazing.

IX. 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:

- Be on time and board the bus only at the regularly assigned stop. □
- Stay out of the street and away from the road. □
- Enter the bus when the bus comes to a full stop and the door has been opened by the driver.
- Wait their turn and not push when entering the bus. □
- 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 not use inappropriate language.□
- Speak in low tones.□
- Never push, shove, scuffle, or engage in horseplay.□
- Keep all belongings including head, hair, hands and feet inside the bus.
- Never smoke or fight.□
- Never throw objects inside or outside the bus.□
- Have skateboards off the bus.□
- Treat bus seats and equipment with care and respect.□
- Keep the bus clean and orderly. □

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

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

DRESS CODE

We expect our students' appearance to reflect both a positive attitude and respect for one's self. The following are guidelines for school-appropriate dress and personal appearance. Students are expected to wear their clothing and to manage their appearance in such a manner that they do not disrupt the educational setting, interfere with health or safety, or promote vulgarity or discriminatory messages.

Students who violate the dress code will be subject to disciplinary action and will be required to change the non-compliant article of clothing. Simple guidelines for school-appropriate dress and personal appearance are as follows:

1. Spaghetti-straps, backless shirts, strapless shirts, and other revealing clothes as well as tops with plunging or revealing necklines are not appropriate. Sheer or see-through clothing which shows an undergarment or the lack thereof is inappropriate. Any see-through garments must have a garment underneath that meets dress guidelines. Bare midriff apparel or extremely tight clothing is not to be worn.
2. Short shorts, short dresses, and short skirts are unacceptable. Skirts and dresses that are shorter than the tips of the fingers when the student is standing with arms hanging down at the sides and shorts that are shorter than the tips of the thumbs when the student is standing with arms hanging down the sides, are unacceptable.
3. All pants and slacks must be worn at or above the waist. Any rips or tears in pants must also be below the tips of the fingers when the student is standing with arms hanging down at the sides. Undergarments that are visible because pants are hanging too low are unacceptable. Pajamas are not permitted to be worn during the school day.
4. Coats are not permitted in classes and should stay in lockers.
5. Gloves, hats, caps, or any head attire are not to be worn in the building during the school day. These items are to be stored in the student's locker during school hours.
6. Shoes must be worn at all times.
7. Attire that may damage school property or cause personal injury to others (such as chains) is not to be worn.
8. Clothing that advertises, promotes, or glorifies the use of alcohol, tobacco, drugs, or other substances is unacceptable.
9. Clothing that is suggestive, has a double meaning or innuendo, or suggests an inappropriate idea, is unacceptable.
10. Any apparel, jewelry, cosmetic, make-up, accessory, manner of grooming which, by virtue of its color arrangement, trademark or any other attribute denoting membership in a gang or advocating drug/alcohol use, violence or disruptive behavior is prohibited.
11. Body-piercing accessories that are unsafe during certain activities or that are disruptive to the educational environment are prohibited.

DUE PROCESS RIGHTS

The Fourteenth Amendment to the Constitution guarantees Due Process to individuals. Due Process in education implies the following:

1. That rules and regulations of schools are published and distributed;
2. That students know and understand these rules and regulations; that when a student is believed to have violated a rule or regulation, he or she is confronted with this belief and given the opportunity to respond to the accusation;

3. That when rules or regulations are violated, certain consequences will occur;
4. And that if expulsion from school is a recommended consequence and if the student or the student's parent wishes, an expulsion meeting must be held. 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. Appeals to the School Board and to the civil courts may follow in sequence.

INDIANA LEGAL STANDARDS AND REQUIREMENTS

I.C.20-8.1-5-2 Delegation of Authority: Each principal may take action concerning his school or any school activity within his or her jurisdiction which is necessary to carry out or prevent interference with an educational function or school purpose. Such action includes establishing written rules and standards to govern student conduct.

I.C. 20-8.1-3-34 Compulsory Attendance/Duty of Parents: It is unlawful for a parent to fail, neglect, or refuse to send his child to a public school for the full term as required under this chapter unless the child is being provided with equivalent instruction as the public school provides.

I.C. 20-8.1-5-31.1 Habitual Truants: The superintendent or the superintendent's designee may report a student who *is habitually* absent from school in violation of this chapter to an intake officer of the juvenile court.

I.C. 20-8.1-1-3-37 Penalties: Anyone knowingly violating this chapter commits a Class B misdemeanor that is punishable by imprisonment (up to 180 days) and/or a fine up to \$1,000.

According to state law, certain absences are recorded as if the student were present in school and are not counted as absences. These absences include:

1. Service as a page in the Indiana General Assembly.
2. Military service.
3. Incarceration.
4. School-sanctioned field trips.

ATTENDANCE POLICY and ACES PROCEDURES

Schools are granted, by the State of Indiana, with 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 attendance officer may report a student who habitually is absent from school in violation of this chapter to an intake officer of the juvenile court.

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 SECONDARY (6-12) ATTENDANCE PROGRAM Attending Class Equals Success

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

Absences that are excused include

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

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

Absences not referred to in the ACES Program are

- Absences with medical documentation
- Religious observations
- Death in the family
- School Sponsored Field Trips
- Military Special Events

Court Appearances
Mandated Absences – Suspension/Expulsion/Exclusions
School sponsored field trips

Elementary attendance will be checked four times per day. Attendance will be checked at the following times- 8:40am, 9:30am, 12:00pm and 2:40pm; the school day ends at 3:25pm.

**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 Group: 1. Students with Excessive Absences 2. Students refusing to attend school.

Excessive Absences:

1. When a student misses 7 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. An attendance contract may also be completed. In addition, the student's counselor may refer the family to Noblesville Youth Assistance.

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

2. When a student misses 9 days of school, the family will be referred to Noblesville Youth Assistance by the school counselor. If the family denies services and/or a consultation with Noblesville Youth Assistance, then the school may choose to mail or email a Letter of Incapacity and a physician's certificate to be completed by a medical provider.
3. When a student misses 11 days of school, the parent may receive by mail or email an attendance letter from the Corporation student services office 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 and Noblesville Youth Assistance will continue to be involved.
4. When a student misses a combination of excused and unexcused absences totaling 13 days of school the student and parent are referred to the Noblesville Community Prosecutor and the Noblesville Schools' Director of Student Services. The Community Prosecutor will also contact the parents to inform the parent and child of a required family meeting.

At the meeting 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 absences may result in a meeting between the deputy prosecutor, school administration, probation officer, parent and child. A warning of further actions will be communicated if attendance does not improve.

5. If students continue to miss school, a truancy report may be filed along with educational neglect charges and the Community Prosecutor may issue a pickup order.

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

School Refusal:

Noblesville Schools defines "school refusal" as a student who is truant from school or any part of the school day. School refusal is when neither the parent/guardian nor school officials know the reason for a student's absence at the time of the absence or the "**willful refusal to attend school in defiance of parental/ guardian authority**".

1. When a student misses 1 day due to school refusal, the school will give the student a warning, talk with the parent and student, as well as make a NYAP referral/consultation.
2. Upon the 2nd day the student refuses to attend school, the School Resource Officer (SRO) will become involved and the student will be assigned an out of school suspension on a Saturday or during the week. The out of school suspension will not be served at home.
3. When a student refuses to attend school for the 3rd time, a referral to the prosecutor's office will occur.

Request for Excused Absence:

"Excused Absence" means an absence from school that is authorized by the local school administrator or local school corporation rule.

Parents may, in rare instances, receive approval of the principal for students to be absent and excused from school for reasons other than those specified by law and policy. A **parent must seek the principal's approval** by completing the [Request for Excused Absence Form](#) and submitting it to the principal at least 5-days prior to the date of absence. The *Request for Excused Absence Form* may also be obtained from Student Services.

Student absences during semester exams, or immediately before or after school vacations require a doctor or parent's certification of a medical treatment in order to be excused when requested by school officials. The parent must call to report the absence on the day it occurs and send written verification of the student's illness when the student returns to school.

ATTENDANCE PROCEDURES

Reporting a Student Absence

Parents must call the [24-hour attendance line](#) by 9:00am on the day a student is absent. If there is no phone in the home, a note must accompany the student upon his/her return to school. The note must state the reason for the absence and be signed by the parent.

If the student has received medical attention, a doctor's note should be submitted to student services upon his/her return to school. According to state law, parents may be required by the school to provide documentation from a medical provider for any student absence. Absences that are not verified by parents **within two days** shall be classified as unexcused or truant.

If the attendance office does not receive a phone call or a note as outlined above, the student's absence will be considered unexcused. Unexcused absences and/or excessive excused absences may be reported to the Hamilton County Prosecutor's Office.

Leaving School Because of Illness

1. Students must report to the school nurse.
2. The nurse will contact a parent.
3. Students must be signed out of school **by the custodial parent or parent's designee** in the office before leaving.
4. Students who leave school without following these procedures are truant. Students may not contact a parent on his or her own; permission must be given by the nurse's office.
5. It is a violation of the cell phone policy for a student to contact a parent/guardian by cell phone instead of reporting to the nurse's office and having the nurse contact the parent/guardian.

Leaving School for Medical Appointments

1. Parents are encouraged to schedule appointments **outside of school hours**, and they should inform or remind students of their appointments beforehand. Parents are strongly encouraged to refrain from scheduling appointments during ISTEP testing.
2. The student should attend school before and after appointments.
3. A parent should send a note on the day of the appointment and give the student's name and grade level, the doctor's name, and the date and time of the appointment.
4. The student can obtain a pass at student services before school or at lunch to leave class for the Appointment.
5. The student must be signed-out of school **by the custodial parent or parent's designee** in the office before leaving. Parents will be required to provide a photo ID.
6. Upon returning to school, students must sign-in and provide the office with the doctor's verification of the appointment.

Truancy

Truancy to school occurs when a student is absent from school without an excused absence reported by a parent and approved by the school. Students who are truant will be assigned a disciplinary consequence. Habitual truants may have a Juvenile Truancy Report filed on them through the Hamilton County Juvenile Prosecutor's Office.

Tardy Policy

Teachers will use the following guidelines when students arrive tardy to:

For the first period of the day:

- Students arriving late to school between 7:35-7:45 report to class and will be counted tardy by their teacher. (See “For tardies to ALL classes” below.)
- Students arriving late to school after 7:45 must sign in at the front desk in the office to obtain a late pass to class. Students will be counted tardy to school. Teachers should submit a log entry for any student arriving to first period after 7:45 without a pass.
- Reasons such as, but not limited to, car trouble, traffic, oversleeping, missing the bus, school-closing assumptions, or parent taking responsibility will result in the tardy and/or absence being unexcused.
- Unexcused tardies to school per semester, will be handled in the following manner:
 - 1st and 2nd - Office verbal warning & parent contacted
 - 3rd - 5th- Office assigned detention and parent contacted
 - 6th - Friday School assigned and parent contacted
 - 7th – In-School Suspension or additional Friday School assignments
 - 8th – In-School, Out-of-School Suspension, or additional Friday School consequence may be assigned & parent contacted.

For tardies to ALL classes:

- Unexcused tardies per semester, (Period 1 tardies before 7:45 & all tardies for remaining periods) will be handled in the following manner:
 - 1st and 2nd - Verbal warning from the teacher
 - 3rd - Teacher assigned detention and parent contacted
 - 4th and 5th - Student referred to the office, office assigned detention of 1 hour assigned and parent contacted
 - 6th - Student referred to the office and a Friday School assigned and parent contacted
 - 7th – In-School Suspension or additional Friday School assigned and parent contacted
 - 8th – In-School Suspension, Out-of-School Suspension, or additional Friday School may be assigned & parent contacted.

Excused from Participation

If it is necessary for a student to be excused for one day from a classroom activity for medical reasons, the student should have a parent-signed request to give to the school nurse, who will pass it along to the teacher(s). If the request is for an extended period of time, the student will be requested to obtain a physician's statement.

Occasionally, parents call the office and make verbal requests for students to be excused from participation due to illness. The nurse will issue an excuse for that day and request that a written statement is brought for additional days of non-participation.

Students who are unable to participate in the regular activities may be required to complete another reasonable alternative educational assignment, not as a penalty, but to gain credit in place of the classroom activity missed.

SECTION VI - TRANSPORTATION

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The driver will not drop off students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

Videotapes on School Buses

The School Board has authorized the installation of video cameras on school buses for purposes of monitoring student behavior.

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

Penalties for Infractions

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

BUS PASSES

If a student wishes to ride an alternate bus, his/her parent must give written permission with the bus number and parent phone number. The student will receive a stamp on the note from Student Services. Bus passes must be brought to Student Services before 1st period to be honored. Any note brought after 1st period will be verified with parent before pass is issued.

TO AND FROM SCHOOL

1. Students may walk or ride bicycles to school using the east side of the road. Students are discouraged from crossing Hague Road other than at a crosswalk. Bikes must be parked in the bike racks. Students are encouraged to lock them. Noblesville Schools accepts no responsibility for lost or stolen bicycles.
2. Students from who COME TO SCHOOL BY AUTOMOBILE are to be dropped off and picked up from the northeast entrances of the building (Gates 2 & 3). Doors open at 7AM.
3. School rules and policies will be in effect for all students en route to and from school.
4. The south entrance is the bus-loading zone and is closed to any traffic from 30 minutes before school to 30 minutes after school.

5. Students are not permitted to visit any commercial establishments after school, without adult supervision, and return to a school function.
6. Students are not to visit elementary buildings or grounds prior to the end of the elementary school day.
7. For any questions or concern regarding bus transportation, contact Noblesville Schools Transportation at (317)773-7203.

