



## **NOBLESVILLE SCHOOLS GUIDE FOR CERTIFIED EMPLOYEES**

**Updated 10/25/2018, 7/22/2019, 8/20/2019, 10/13/2019, 2/12/2020, 8/20/2021, 5/27/2022, 5/16/23**

### **Our Vision**

We are

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

### **Our Mission**

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

The Noblesville Schools Guide for Certified Employees is updated regularly to inform all certified staff members of guidelines, expectations and procedures. Staff are expected to be familiar with and follow all provisions of the Guide, as well as Board Policies and Guidelines, and the Student/Parent Handbook. These documents collectively establish the policies, rules, guidelines and procedures that govern the operations of our schools. Board Policies and Guidelines may be viewed at <https://go.boarddocs.com/in/noblesville/Board.nsf/Public?open&id=policies>, and Student/Parent handbooks are available on the district website: [www.noblesvilleschools.org](http://www.noblesvilleschools.org).

### **CIVIL RIGHTS COMPLIANCE STATEMENT**

Noblesville Schools has a policy of providing equal opportunity. All courses are open to all students regardless of age, race, color, sex, disability, national origin, or limited English proficiency.

Educational services, program, instruction, and facilities will not be denied to anyone in Noblesville Schools as the result of his or her race, color, ethnicity, national origin, sex, transgender status, sexual orientation, gender identity, gender expression, marital status, socio-economic status, disability, immutable physical appearance (weight, scars, deformity, etc.), age, religion, military status, ancestry, genetic information or limited English proficiency. For further information, clarification, or complaint, please contact Dr. Heather Hendrich, Assistant Superintendent of HR/Safety, 18205 River Road, Noblesville, IN 46062 (317) 773-3171.

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**Note:** Throughout this document the term *parent* refers to both parents and legal guardians.

## **ACCIDENTS**

Every precaution must be taken in every class to avoid accidents. At the beginning of the year or the start of a new term, each Staff should provide and teach safety instructions applicable to the nature of their teaching assignments and responsibilities. These instructions will be more extensive in certain areas or subjects, such as recess, wellness, and science. Documentation that instructions have been provided must be retained by the Staff.

If an injury does occur, the nurse should be notified immediately. The nurse will notify parents. When a serious accident occurs, the student should not be moved, and the nurse should be contacted immediately. A Student Accident Report Form will be completed by the nurse.

## **ADVERTISING and SOLICITING**

Staff members who operate or participate in the operation of any enterprise for private gain may not discuss or solicit business while acting within the scope of their school position. School Gmail does provide an area for advertising and is the only approved location for faculty and staff to conduct advertising and soliciting for personal business. Outside this resource, staff may not promote that business through email or in any other way that could be construed as a conflict of interest with school responsibilities.

## **ANNOUNCEMENTS**

Daily announcements will occur at designated times. Staff are responsible for showing video announcements at the designated time. Announcements of a personal nature will not be aired. Occasionally, emergency announcements will be given at the end of the day or at other times when necessary for the orderly function of the school.

## **ANNUAL MANDATORY TRAINING**

All new and existing employees must complete the annual Vector Solutions mandatory training. Notification will be sent by email to the employees' Noblesville Schools email account and is due by September 1st of each school year. Please know this is a condition of employment. Failure to comply may lead to disciplinary steps.

## **ARRIVAL AND DEPARTURE**

A staff workday is 7 hours and 45 minutes in length. Staff are required to be in the building by 7:20 a.m. in elementary schools and by 8:10 a.m. in secondary schools. Classrooms should be open, and staff must be in the hallways to supervise students from the sounding of the arrival bell to the sounding of the tardy bell. Staff may leave the building at 3:05 p.m. at elementary schools and at 3:55 p.m. at secondary schools on days with a regular schedule. Departure times on days with an irregular schedule will be communicated by building administrators.

Staff may leave the building without administrative permission during their designated lunch period. However, staff must check out in case an emergency arises. Staff may leave the building during their preparation period with administrative permission. Staff must follow procedures to check out before leaving the building and must check in upon their return.

## **ATTENDANCE PROCEDURE**

All staff are required to take attendance electronically through PowerTeacher according to building instructions.

### **BACKGROUND CHECKS**

Noblesville Schools reserves the right not to employ any applicant who does not meet the qualification standards for the position offered. To determine if the qualification standards are met, a comprehensive pre-employment background investigation will be conducted and reviewed.

Noblesville Schools is required by Indiana Code 20-26-2-1.3 to conduct an expanded child protection index check through the Division of Child Services on all new employees. The School Corporation may use information concerning an individual being the subject of a substantiated report of child abuse or neglect as grounds not to employ with the individual.

Further, Noblesville Schools is required by HEA 1079 to complete an expanded criminal history check and expanded child protection index check for current employees of the school corporation every five (5) years. **Noblesville Schools requires the employee to pay for the expanded criminal history check. Noblesville Schools will cover the cost of the expanded child protection index check.**

Effective July 1, 2023, Noblesville Schools is required by SB 342 (2023), codified at IC 20-26-5-11.2, to review and implement the following while hiring and continuing to employ each employee of the School Corporation:

1. The School Corporation will not employ or contract with, and will terminate the employment of or contract with, an individual who has been convicted of an offense listed in I.C. 20-26-5-11.2(b), unless such conviction has been reversed, vacated, or set aside.
2. The School Corporation will not employ or contract with an individual who meets one or more of the following criteria, unless a majority of members of the Board approves such employment or contract as a separate, special agenda item:
  1. Convicted of an offense listed in I.C. 20-26-5-11.2(c);
  2. Is required to wear an ankle monitor as the result of a criminal conviction;
  3. Entered into an agreement to settle an allegation of misconduct relating to the health, safety, or well-being of a student (as defined in I.C. 20-26-5-11.2(i)) at a school corporation, charter school, or state accredited nonpublic school, if the agreement included a nondisclosure agreement covering the alleged misconduct;
  4. Engaged in a course of conduct involving repeated or continuing contact with a child that is intended to prepare or condition the child for sexual activity in an academic environment (as defined in I.C. 35-42-4-13).

**Failure to disclose a prior arrest and/or conviction on the report may result in disciplinary action and/or dismissal.** Noblesville Schools reserves the right to obtain criminal record information on any employee at any time.

**Additionally, employees are required to report the following to the Superintendent or designee within (2) business days of the occurrence:**

- An arrest or filing of criminal charges;
- Any substantiated report of child abuse or neglect; and/or
- A conviction of criminal charges

The Superintendent or designee shall review each report and recommend appropriate action to the Board.

## **BENEFITS COMMITTEE**

- A committee of five (5) teachers appointed by the Forum president and five (5) administrators or classified staff specific to the content area appointed by the superintendent will meet to determine employee benefits provided.
- The Benefits Committee, as defined in the paragraph above, is required to continue meeting for the purpose of effectively managing the district's self-insurance plan, reviewing competitiveness of ancillary insurance product offerings and maximizing investment returns within the retirement plan.
- Regular meetings shall be scheduled outside of the contracted workday; however, should committee responsibilities overlap with the contracted workday certified members can elect to use Association leave time.
- The Benefits Committee, as a sub-committee to the bargaining teams, should be trained in the interest based bargaining process to continue the approach of solving issues through a collaborative and forward moving process.
- The committee will come to mutual agreement among its members to change, modify or alter any aspects of the insurance or retirement programs/plans contained in this agreement, including without limitation, carriers, eligibility requirements, access to services, plan design, premium and open enrollment.

## **CAFETERIA**

All staff may be assigned to supervise a lunch period. Staff assigned to lunch supervision are expected to follow the directions and guidelines established by the administration to support safe and efficient operations in the cafeteria.

## **CANCELLATION OF ACTIVITIES**

In the event that after the school day has begun a decision is made to close school early, the principal will determine after conferring with the affected director and/or sponsor whether after-school activities will be held. Every effort will be made to determine and announce cancellation of activities prior to the end of the school day.

## **CERTIFIED STAFF MEETINGS**

Staff meetings may be held before or after school. Appropriate notice of these meetings will be provided, especially if they fall outside of the staff workday. Staff meetings may be established for all certified staff, departments, and/or other groups within the school. Attendance at scheduled meetings is expected of all certified staff members. Coaches and sponsors should make every effort to schedule activities, practices, and/or game preparations so they can attend every scheduled staff meeting. Staff should report emergency situations to the building administrator prior to missing a scheduled meeting.

## **CLASS COVERAGE BY OTHER STAFF**

In the event of an emergency, staff may be asked to cover classes for others. Careful planning and consideration of others will limit the need for staff to cover classes for others.

- Personal appointments that conflict with teaching schedules should be avoided whenever possible.

- Staff who need to be away from the building for school-related business should submit the appropriate form, which will permit the employment of a substitute.
- Staff must obtain administrative approval for other staff to cover their classes in the event of an unavoidable conflict. Staff who obtain this approval will make their own arrangements for coverage of their classes, except in cases of emergency.

### **CLASSROOM PARTIES ([Policy A275](#))**

The use of food and/or beverages as incentives and rewards for students should be used sparingly and approved by the principal/designee. Classrooms may hold a maximum of two reward parties (e.g., pizza party, popcorn party) per semester. See Wellness Policy section.

Each elementary building may celebrate three parties during the school year—one fall, one winter, and one spring. No outside food or beverages will be allowed for these parties. Food and beverages will be purchased through the Food Services Department and funded by PTO or another group designated by the building principal. The food supplied by the Food Services Department for these parties does not need to meet the USDA's "Smart Snack" standards. Student allergies should be taken into consideration when the PTO or designated group plans classroom parties. No soft drinks or other carbonated drinks are allowed. Crafts, games, and socialization should be the focus of the parties.

### **COMMITTEES**

Committees give staff members the opportunity to affect the educational program. Staff members are encouraged to actively participate in building and district committees.

### **COMMUNICATION CHAIN**

The official channel of responsibility and communication regarding matters at Noblesville Schools is from staff to principal to the superintendent designee/ESC Department head to the superintendent.

### **CONCERN OR COMPLAINT PROCEDURE**

#### **DISCRIMINATION AND HARASSMENT COMPLAINT FORM**

Staff and/or the Forum who have a concern or complaint regarding a situation within the school building or district shall follow the procedure below. However, there shall be no stoppage or suspension of work because of the concern or complaint. At each step of the process, the timeline starts over.

- Step One
  - Within ten (10) working days of the time the employee(s) knew or should have known of the act or condition upon which the concern or complaint is based, the employee(s) should schedule a conference with the building administrator to discuss the concern and resolve it, if appropriate. A representative from the Forum may accompany the staff member to the conference.
  - If the staff member or the Forum believes that the concern is not resolved, s/he must submit a written and signed "statement of concern or complaint" to the building administrator and to the assistant superintendent of HR/Safety.
- Step Two
  - The assistant superintendent of HR/Safety, building administrator, and the employee shall meet to discuss the concern or complaint within a reasonable time. A representative from the Forum may accompany the staff member to the conference.
  - The assistant superintendent of HR/Safety or building administrator shall respond to the concern or complaint, in writing, within five (5) working days after the aforementioned

meeting. If a concern or complaint is an issue with staff from more than one (1) building, Step One may be bypassed. In such cases, the staff should schedule an appointment with the assistant superintendent of HR/Safety to discuss the concern or complaint. Group concerns or complaints shall be filed within ten (10) working days of when the employees knew or should have known of the act or condition upon which the concern or complaint is based. The concerned staff members shall have the option to submit the concern or complaint in writing, but the names of each staff member shall be listed on the complaint form to affirm his/her concern. Concerns involving more than one building may be addressed through a group meeting with all staff members in attendance.

- Step Three
  - If a satisfactory disposition of the concern or complaint is not made as a result of the meeting provided for in Step Two, the concerned staff member(s) should request a meeting with the superintendent. A representative from the Forum may accompany the staff member(s) to the conference.
  - The superintendent may invite the assistant superintendent of HR/Safety and building administrator to attend the meeting.
  - All parties will discuss the concern and seek to resolve the issue.
  - The superintendent will notify, in writing, those parties involved, and the decision of the superintendent shall be final.

## **CONFERENCE REQUEST PROCEDURE**

Conference requests require the approval of the principal and superintendent of schools or designee. Requests must be filed with the principal no later than the deadline for the next board meeting, which is usually eight days prior to the meeting. A request that cannot obtain approval of the superintendent or designee prior to the conference may be denied.

The school district pays the conference registration fees at the time of registration unless other arrangements have been approved by ESC personnel. Other costs paid by the district include lodging and some transportation costs. Meals are paid for only if they are part of the registration fee. See the guidance document on the district website for a complete list of expenses paid by the district. Receipts for expenditures must be attached to the claim for reimbursement. Claims for reimbursement of mileage are submitted on a separate form. All claim forms are submitted to the principal for approval and submission to the ESC.

## **DAYS AND HOURS**

- The school year consists of one hundred eighty (180) student days, and one hundred eighty-four (184) staff days for returning staff. Staff new to Noblesville Schools will work one hundred eighty-six (186) staff days.
- The staff day consists of seven (7) hours and forty-five (45) minutes, including lunch. Duties such as attendance at faculty, administrative, in-service and committee meetings (if such meetings must be scheduled outside the regular staff day), and other duties traditionally performed outside of school hours continue to be performed by staff beyond the seven (7) hours and forty-five (45) minutes stipulated in this paragraph.
- On days when the starting time of the school is delayed for two hours due to inclement weather or other unforeseen circumstances, staff should arrive at school two hours later than they would otherwise have arrived.

- School activities that involve an entire faculty, such as Open House, will be scheduled by the building administrator after discussing with representatives of the faculty.
- The hours for staff who work part time will be calculated based on the total staff day. For instance, a staff who is considered a .5 FTE shall work 50% of the contracted 7 hours and 45 minutes workday. Lunch time and prep time are not considered as part of the .5 workdays. Part-time staff are expected to attend all faculty and administrative meetings as well as the school's professional development activities. Exceptions may be approved by the building principal
- Staff will be required to attend no more than three evening or weekend activities in any school year. Building administrators will discuss the activities with the building discussion team in advance and then provide 48 hours' notice of any activity or meeting that the staff is expected to attend that occurs outside of the staff day.
- In the event staff has an unavoidable conflict with a scheduled meeting or activity, s/he may be excused with the consent of the building principal. The staff should notify the principal 24 hours in advance of the meeting or activity
- The corporation provides professional development opportunities to assist staff in appropriately educating students. Staff are expected to participate in professional development opportunities during the school year that are related to their job responsibilities. PGP credits will be issued according to the guidelines under Professional Growth Points later in this guide.
- Staff participation in extracurricular activities, paid or unpaid, is voluntary.
- The superintendent, in conjunction with the building administrators and district discussion team, shall set reporting and dismissal times for staff. A staff member may leave before the designated dismissal time with the permission of the building principal or his/her designee. Principals may assign staff to supervisory duties during the staff workday.
- All staff shall have thirty (30) consecutive minutes of duty-free lunchtime between the hours of 10:00 a.m. and 2:00 p.m. daily.
- If needed, the district may provide aides to assume elementary playground and lunchroom duty during the lunch period and recess. These aides will be assigned by the building principal and will supervise the playground, the lunchroom, and any other areas to which they are assigned. Elementary staff may be relieved of supervisory duties in areas and at times where aides are assigned but shall continue to escort students to and from the lunchroom. Following recess, staff will escort their students back to class. When an assigned aide is unavailable and another staff does not volunteer, the building principal shall assign a staff to supervisory duty, or the grade level will establish a rotating schedule as approved by the building administrator.
- Staff shall be assigned an average of at least 250 minutes per week for preparation except for the middle school, which will have an average of at least 200 minutes per week when the daily student instructional schedule provides for individual and team preparation. Such average shall be calculated on a biweekly basis, excluding weeks with four (4) or fewer days. Any period of time of at least 20 minutes without responsibilities for students can be counted as preparation time. At the elementary level, most of the preparation time will be provided when the staff is relieved from classroom duties and the class is under the supervision of an art, music, physical education staff or another staff member. Preparation time will be provided within the staff workday.
  - This section does not apply to part-time staff, staff who teach less than a full school day, or to staff who serve as counselors, social workers, speech therapists, instructional coaches, or other support staff.
- Staff who are required to travel from one building to another during a school day because of their teaching assignments will be allowed sufficient travel time from the end of one scheduled class to the beginning of the next class in another building. Each situation will be analyzed on



an individual basis. This time shall not be considered as preparation or lunchtime. These staff members shall be compensated at the IRS rate per mile for required travel between buildings during the student day. Reimbursement for all other mileage authorized by Noblesville Schools will be compensated at 50% of the IRS rate per mile.

- Assigned planning periods shall be devoted primarily to instructional duties, such as but not limited to working on instructional programs; conferring with parents, students, administrators, or supervisors; study; maintaining records; and any other duties related to sound educational practices. Staff with outside business interests shall not conduct such business during school hours except during their 30-minute duty-free lunch. In the case of an emergency, a staff member may be expected to assist with a situation even if it continues through a planning period.
- Staff may be required to participate in case conferences when Individual Educational Programs (IEPs) are being developed for special needs students who are in their classrooms.
- Except for lunch, staff who wish to leave the building during the workday must have the permission of the building administrator or designee in advance. Staff are required to sign out of the building whenever they leave the premises. Each school will establish a sign out procedure.
- According to Noblesville Schools Board policy, job share opportunities for certified employees will be considered by the building administrators as well as the superintendent or designee. The staff schedules must be in the best interest of the students and approved by the building administrator.
- If the Forum president and the superintendent mutually agree, the Forum President will be granted a part-time release to conduct Forum business or for meetings with the Superintendent and/or designee and other purposes that will enhance the working relationship between the school corporation and the Forum.

## **DISCIPLINE/STUDENT BEHAVIOR**

### Core Belief Statement

In order to achieve the creation of a physically and emotionally safe environment for learning, Noblesville Schools endorses the following beliefs.

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

### Theory of Action

If educators develop a positive relationship with learners, then all learners will feel valued.

### Positive Behavior Support

Noblesville Schools takes a proactive stance towards student engagement and behavior through its Multi-Tiered System of Supports (MTSS). These supports can be categorized by those available to students, staff, and families. The goal of providing these supports is to ensure we foster a community of respect and empathy to positively impact student behavior, self-management, and engagement in learning.

### Supports Available to Students and Families

-Explicit teaching, modeling, and reinforcement of appropriate behaviors

- In school counseling and social work services and support groups
- Mentor relationships with staff and Community Members through Compass Mentoring
- District Student Services Department
- Awareness of educational neuroscience, including brain intervals, focused attention practices, and the parts/function of the brain
- Opportunity to voice needs
- Early Childhood Assessment Team (ECAT)
- Title One services (eligible schools)
- Community nursing staff (in schools)
- Community Health Behavioral Health Services
- Community Health Athletic Training Services
- Big Brothers/Big Sisters Program
- Noblesville Trustees (<http://noblesvilletownshiptrustee.com>)
- Hamilton County Health Department (<http://www.hamiltoncounty.in.gov>)
- Head Start (<http://www.fds.org>)
- First Steps (<http://www.cibaby.com/old%20site%20folders/LPCC/hamilton.htm>)
- Boys & Girls Club (<https://bgcni.org>)
- Noblesville Youth Assistance Program (<http://youthassistance.org/noblesville2>)
- Prevail of Hamilton County (<https://prevailinc.com>)
- Good Samaritan Network (<http://www.gsnlive.org>)
- Children's Bureau (<http://www.childrensbureau.org/locations/city/noblesville>)
- Noblesville Library (<http://hepl.lib.in.us>)
- Noblesville Parks (<https://www.cityofnoblesville.org/parks>)
- Noble Act (<https://www.cityofnoblesville.org/departments/division.php?structureid=302>)

#### Supports available to Staff

\*All supports listed above also apply to staff

- Employee Assistance Program services
- Community Health Health Clinic
- Mentor relationships with staff
- Professional learning opportunities from the school counselors and school social workers
- Training in de-escalation techniques and other evidence-based practices
- Opportunities for wellness and stress management
- Professional development and support for classroom management
- Instructional coaches
- Observation opportunities among colleagues

#### Rules, Responsibilities, and Expectations

In an effort to sustain an environment conducive to attaining Noblesville Schools' mission and vision, all members of the school community are responsible for following through with rules, responsibilities, and expectations. When there is a violation of a rule, responsibility, or expectation, the actions and response by the school will be addressed based on the level of severity.

***The examples below are meant to be a guide for administrative staff and are by no means definitive disciplinary decisions. School administrator discretion will be utilized in gaining understanding of context and determining disciplinary and follow-up actions that support the behavioral core belief statement above.***

#### Level 1 Violations (typically managed within the classroom)

Whenever a student is behaving in a manner that results in a Level 1 violation, potential actions may include:

- Communicate to student that their behavior is inappropriate
- Request that the student cease the inappropriate behavior
- Inform the student of consequences of their behavior if it continues
- Select appropriate disciplinary action
- Review 5 core competencies of social/emotional learning-systematic support/instruction (self-awareness, management, responsible decision making, relationship skills, social awareness)

Examples of Level 1 Violations:

- Disrespectful language or conduct
- Off-task behavior/classroom disruption
- Inappropriate technology use
- Public display of affection

Examples of Level 1 Disciplinary/Follow-up Actions:

- Verbal/written warning
- Loss of privilege
- Restorative Chat
- Staffing at the school
- Parent phone call
- Referral to counselor/social worker
- Visual reminders
- Positive reinforcements
- Teach/Reteach appropriate and desired behaviors
- Model appropriate behaviors

Level 2 Violation (typically managed within the classroom and by school administrators)

Whenever a student is behaving in a manner that results in a Level 2 violation, potential actions may include:

- Communicate to student that their behavior is inappropriate
- Request that the student cease the inappropriate behavior
- Inform the student of consequences of their behavior if it continues
- Select appropriate disciplinary action
- Review 5 core competencies of social/emotional learning-systematic support/instruction (self-awareness, management, responsible decision making, relationship skills, social awareness)

Examples of Level 2 Violations:

- Repetitive Level 1 Violation
- Disrespecting school property
- Showing lack of respect for school property shall include but not be limited to the following: scratching, marking, kicking, or otherwise defacing or damaging walls, restrooms, or other school facilities.
- Physical abuse and/or rowdiness (fighting) - Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
- Threats and intimidation - Threatening or intimidating any student.

#### Examples of Level 2 Disciplinary/Follow-up Actions:

- Parent conference
- Detention
- Referral to counselor/social worker
- In-school suspension
- Consideration for developing an MTSS plan, 504 plan, or looking at child find stipulations
- If the students has an IEP or 504 plan, hold a meeting/case conference
- Restorative conference
- Re-teach skills
- Create or revise an intervention or monitoring plan
- Create or revise safety plan

#### Level 3 Violations (typically managed by school and district administrators )

Whenever a student is behaving in a manner that results in a Level 3 violation, potential actions may include:

- Communicate to student that their behavior is inappropriate
- Request that the student cease the inappropriate behavior
- Inform the student of consequences of their behavior if it continues
- Select appropriate disciplinary action
- Review 5 core competencies of social/emotional learning-systematic support/instruction (self-awareness, management, responsible decision making, relationship skills, social awareness)

#### Examples of Level 3 Violations:

- Repetitive Level 1 and/or 2 violations
- Vandalism and theft of school property - Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeated damage or theft involving school property of small value.
- Disorderly Conduct - Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct, constituting an interference with school purposes, or urging other students to engage in such conduct.
- Bullying - Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.
- Weapons/Firearms - Knowingly possessing, handling, or transmitting any object that can reasonably be considered a weapon or firearm. Indiana State Statute specifies that explosives such as firecrackers are illegal and can result in suspension or expulsion.
- Possession of drugs, narcotics, or alcoholic beverages

#### Examples of Level 3 Disciplinary/Follow-up Actions:

- Parent Meeting
- If the students has an IEP or 504 plan, hold a meeting/case conference
- Threat Assessment (if applicable)
- Safety Plan (if applicable)
- Restorative Conference or Re-entry meeting upon return to school
- Out-of-school suspension
- Law enforcement referral

- Referral to counselor/social worker
- Expulsion

Establishing a culture of appropriate student conduct starts with the staff who is well planned and prepared for instruction. Effective classroom management reflects classroom procedures that are well communicated to students.

Contacting parents is necessary when dealing with inappropriate student behavior and/or academic concerns.

Staff are responsible for addressing student behavior that interferes with the educational environment. The guidelines below should be followed when dealing with classroom behavior prior to the student being referred to the office:

- Verbal reprimand
- Parent contact (Log Entry in PowerSchool)
- Classroom interventions/consequences as outlined in the classroom management plan (Log Entry in PowerSchool)
- Restorative Chat

Staff should immediately send or take students to the office in cases of

- Fighting
- Disruptive behavior requiring immediate removal, such as an imminent fight
- Alcohol/drug/weapon possession
- Any threatening behavior
- Any behavior that substantially disrupts the educational environment

All searches must be conducted by an administrator and/or law enforcement, including accessing information from electronic devices. Staff are never permitted to search student possessions, lockers, or personal electronic devices without prior approval of the administration.

When students are referred to the office, an administrator will meet with the student, and consequences will be assigned as deemed appropriate by the administrator.

## **DISCIPLINARY REFERRAL PROCESS**

The disciplinary referral process aligns with the responsive practices embedded in MTSS. PowerSchool is used to track behavior data. It is important for staff to understand the difference between a log entry and a discipline referral. A *log entry* is made to document an incident that was dealt with entirely by the staff member. A *referral* is made when an administrator is needed to review the situation and determine an appropriate course of action. When the behavior is so severe that a student needs to be removed from the educational environment, the student should be sent or escorted to the office. When this is not possible, the staff member may call the office to request an administrator.

Staff should follow building procedures for making discipline referrals. Discipline referrals will be acted upon according to the judgment of the person who is addressing the situation.

Staff need to be familiar with procedures for creating log entries. An overview is provided below. A screencast has also been created to help staff with these procedures.

## Steps to Make a Log Entry and Referral in PowerSchool

For students in the staff's class:

- Log in to PowerSchool
- Select the student.
- Click on Select Screens and select "submit log entry" from the drop-down menu.
- Subject: Enter a brief description of the violation, such as disruption, non-compliance, etc.
- Author: The staff's name should appear.
- Log Type: Enter "discipline" on the Log Type line.
- Subtype: Click and make a selection from the dropdown menu
- Location of Incident: Select the correct incident location from the dropdown menu.
- Incident Date: Enter the date of the incident, which may be different from the time the entry is made.
- Log Entry: Add comments describing the incident.
- Administrator: If the log entry is a referral (the student should be seen by an administrator), select the appropriate administrator. Otherwise, choose "No Admin Needed-Log Entry Only."
- Click Submit.

## DUTY TO REPORT CHILD ABUSE AND NEGLECT - (Policy [A225](#) A.G. [A225](#), IC 31-33-5)

Any staff member who suspects that a child has been abused or neglected shall **immediately** report suspected child abuse or neglect to the Department of Child Services (DCS) or to a local law enforcement agency (including a School Resource Officer), and then notify a building administrator and/or school counselor face-to-face. Notification via phone is acceptable during a school break or after school hours. The DCS's Indiana Child Abuse and Neglect Hotline is 1-800-800-5556. Staff members are expected to accurately and confidentially document all suspicions of child abuse or neglect. All confidential records should be kept in either a school administrator's, school social worker or school counselor's office.

If a child has injuries, a building administrator, social worker, and/or counselor will contact the school nurse. The school nurse will assess their severity, determine whether medical attention is necessary, and will report to a building administrator, social worker, and/or counselor. A witness must be present at all times while the nurse is assessing the student's injuries. At no time should a student be asked to remove their clothing (unless it is an outer covering, such as a coat/sweatshirt). A student may be asked to roll up the sleeves of a shirt and/or a pant leg. If a suspected injury is not able to be seen without removing clothing, then include this in your report to DCS or local law enforcement.

Any personal student interview should be conducted in an objective manner. The nurse, building administrator, social worker, and/or counselor shall keep a record of what is observed and what the student has said. If additional information is needed from the student(s) after the initial report to a building administrator, social worker, and/or counselor, then a building administrator, social worker, and/or counselor may ask open-ended questions such as Tell me what happened; Tell me more about \_\_\_\_\_. When did this happen; Where did this happen. Open-ended questions may not include words that describe actions, feelings or persons' names or relationships to the child. Other than the open-ended initial questions, no staff member should investigate suspected child abuse or neglect.

Based on these records, a building administrator, social worker, and/or counselor should compile a summary of the facts and make an additional oral report to the Indiana Child Abuse and Neglect Hotline and/or relevant law enforcement agencies. The oral report should include

A. Information directly concerning the suspected abuse or neglect;

- B. Name and address of the child and his/her parents or guardian;
- C. Age of the child;
- D. Nature and extent of the injury including any knowledge of previous injuries;
- E. Identity of the reporter.

All oral reports shall be made immediately. The oral report shall be followed by a written report (Form titled "Preliminary Report of Alleged Child Abuse or Neglect" located on the Student Services website under Staff Forms). The form should be completed whether informing DCS or law enforcement. The reporting staff member and the school nurse shall assist a building administrator, social worker, and/or counselor in completing the written report, a copy of which should be sent to Noblesville Schools' District Student Services Department.

A building administrator, social worker, and/or counselor may, at his/her discretion, inform the parents of the child that the school has filed an oral report with the Department of Child Services and/or law enforcement. If the alleged perpetrator lives in the home, the parent/guardian should not be informed of the report. If unsure whether the parent/guardian should be notified, contact Noblesville Schools' District Student Services Department.

Building administrators, social workers, and/or counselors will receive follow-up reports from the Department of Child Services. If a report is not received, then a building administrator, social worker, and/or counselor is encouraged to follow-up with the Department of Child Services. School personnel shall be encouraged to collaborate with caseworkers from the Child Protection Service.

Under the Indiana Code, any person who reports suspected child abuse and/or neglect in good faith is immune from civil liability or criminal penalty.

When certified staff members are accused of child abuse, administrators' responses are severely restricted by legal requirements and investigative protocols. Administrators in Noblesville Schools will follow these steps:

- Consult with an SRO.
- Inform the staff that a report has been made, either in person or by phone during school breaks or after school hours.
- Inform the Noblesville Teachers Forum that a report to DCS has occurred.
- Keep confidential any information or explanation of the circumstances that prompted the report to DCS.
- Place the staff on paid administrative leave until the DCS declines to investigate or completes its report.
- After the DCS investigation and report are complete, the administration can discuss the situation with the staff.
- Appropriate disciplinary action will be taken by the administration as indicated by the findings of the DCS report and any related NPD investigation.

A student who makes a false accusation against a certified staff member is subject to Policy 3362, which says, in part:

The Corporation also will take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts. Filing a malicious or knowingly false report or complaint of unlawful harassment.

## **DUTY TO REPORT WEAPONS OR CONTROLLED SUBSTANCE**

Employees who have reason to suspect possession of firearms and/or other weapons should report their suspicions to either an administrator or school resource officer.

Non-administrators who personally observe a controlled substance offense in, on, or within one thousand (1,000) feet of school property are required to immediately report the violation verbally and then in writing to an administrator.

The administrator who receives the written report or who personally observes such violation must immediately provide the building principal and school resource officer the following information:

- A general description of the violation
- The name or a general description of each known violation
- The date and location of the violation
- The name or a general description of each person who is known to have witnessed any part of the violation
- A general description and the location of any property that was involved in the violation

## **LATE ARRIVAL AND eLEARNING DAYS**

A schedule of Late Arrival and planned eLearning Days will be published at the start of each school year. This section does not apply to eLearning Days for Inclement Weather. Staff will be expected to arrive at their normally scheduled time, with students arriving 40 minutes later than their normal arrival time.

Late Arrival and eLearning Days have been established to provide additional time for professional development activities. These activities will be communicated to staff prior to each Late Arrival and eLearning Day.

### Late Arrival Schedule

#### Elementary

7:20 a.m. Contract start for elementary staff

8:15 a.m. Elementary student arrival

2:35 p.m. Elementary student dismissal

3:05 p.m. Contract day end for elementary staff

#### Secondary

8:10 a.m. Contract start for secondary staff

9:05 a.m. Secondary student arrival

9:20 a.m. First period begins

3:40 p.m. Secondary student dismissal

3:55 p.m. Contract day end for secondary staff

\* Occasional circumstances may cause a staff member to need to arrive late; staff should communicate with building administrators in these cases. Stated times for Late Arrival Day activities are for general guidance, and staff and PLCs may have considerable flexibility to schedule their work and work times.



## EMERGENCY NOTIFICATIONS

Emergency situations may require that faculty members be notified through an automated calling system. School closings and delays due to inclement weather will be sent through the calling system, and posted on local television, Noblesville Schools website and social media sites by ESC staff shortly after the superintendent delays or cancels school.

## ENERGY CONSERVATION

Staff are expected to follow all pertinent energy management protocols, including

### Daytime

Lights and projectors off whenever the room is unoccupied  
Door(s) closed at all times

### End of the day

All computers off  
All printers off  
Document camera off  
Projector off  
DVD/VCR off  
Blinds closed  
Lights off  
Door(s) closed

Additional energy management procedures are required during extended school breaks and will be communicated before these breaks.

Staff should not bring refrigerators, microwaves, coffee pots, space heaters and coolers, or similar appliances into the classroom. Classroom size and number of available electrical outlets make these devices a safety hazard in classrooms, and they violate energy savings guidelines. Wax warmers, faux candles, plug-in air fresheners, and similar devices are also not permitted in accordance with air quality standards and fire regulations. Refrigerators and microwaves have been provided in various locations around the school for staff use.

## EVACUATION PROCEDURES

Faculty and staff are responsible for familiarizing themselves with the procedures for the areas that they utilize during the school year. Evacuation routes must be posted in all rooms in the building. Missing evacuation route signs should be reported immediately to office personnel.

Fire drills are scheduled monthly. Tornado drills are scheduled in the fall and spring to comply with established state and federal standards. Safety drills are conducted at the building level four times a year. Other emergency drills will also be conducted as required or deemed appropriate.

Staff attitude and actions will determine how students perform in these drills. Whenever the alarm/code is given, everyone will quietly and quickly follow the appropriate procedures for maximum safety. Accounting for students is the responsibility of the staff. Refer to the Emergency Preparedness Plan for more details.

## EXPECTATIONS FOR COMMUNICATIONS WITH STUDENTS

Noblesville Schools recognizes that communications between school personnel and students have been affected by the prevalence of digital tools. However, expectations for appropriate content, tone, and conventions remain unchanged.

Policy [3213](#), Student Supervision and Welfare, and [3210](#), Staff Ethics, describe expectations for Noblesville Schools personnel and apply to communications with students, whether in person, by

phone, or through any digital methods. All school employees must know and comply with provisions of these policies.

## **FIELD TRIP PROCEDURES**

A great deal of educational value may be derived from visiting resources in the area and performing for community groups. Staff and sponsors of organizations are allowed to take well-planned field trips which are an extension of classroom activities.

- The staff sponsoring a field trip must submit the digital Field Trip Request form.
- The list of students going on a field trip must be submitted as required by the building administration.
- Parent permission forms must be on file with the sponsor.
- Overnight trips and those involving out-of-state travel require the approval of the School Board. See required forms on the district website.
- Expenses for field trips may be paid by the school district, students, PTO, or other group. The district pays only for trips that are integrally related to course standards (e.g. community-based instruction for Life Skills students) or required by the nature of the group (e.g. speech competitions). Trips for enrichment are paid through other sources.
- Staff must follow procedures to ensure that all volunteers have a Level 3 volunteer clearance.
- Field trip sponsor must notify the school nurse at least two weeks prior to the field trip

## **FIRE HAZARD**

All staff members must avoid fire hazards in areas for which they are responsible. Violations noted by local fire marshal in recent inspections include

- Open flames: Candles are not permitted, and devices with open flames are permitted only with proper supervision and equipment, including emergency equipment.
- Candle warmers are not permitted.
- Flammable materials (cloth, fabric, boxes, paper, cardboard sculptures) are not permitted within two feet of dropped ceilings. This includes any items stored on the tops of cabinets.
- The interior side of a classroom door must be free of decorations, excessive paper, and mirrors so that it is clearly seen as a door. In an emergency, it is extremely important to be able to identify a clear path of egress.
- Artwork and other paper hung on the wall (either in a classroom or hallway corridor) must be limited to 20% of the wall space.
- Extension cords are only allowable for temporary use. Power strips with long cords are an excellent alternative. Power strips must be plugged directly into an electrical outlet.

## **FORUM RIGHTS**

- The Forum shall be permitted to use the facilities of the interschool mail system provided, however, that such use shall not interfere with normal school operations.
- With prior permission of the building principal, the Forum may hold a meeting of staff immediately following the completion of the staff workday, provided such meetings do not conflict with previously scheduled staff meetings or with the normal operation of the school.
- The Forum may, upon request made to the building principal, use any school building during non-school hours for a meeting on the same basis as any other organization, with payment for use of the building being based on the established rental fee schedule.
- The Forum shall have the use of one bulletin board and other reasonable space in the staff dining or workroom of each school building for the posting of Forum notices and

communications from the Indiana State Teachers Association and the National Education Association.

- Building principals may allow designated Forum members to use building supplies for Forum purposes if such use will not interfere with the efficient provision of services to students.
- A staff member who is a member of the Forum has the right to the presence of a Forum representative at any conference with a department chairperson or any administrator if the staff member has reason to believe that the conference may result in an unsatisfactory evaluation, reprimand filed in the staff's personnel file, or other disciplinary action.
- Upon request, a staff member shall be given access to the contents of the staff member's personnel file, including evaluations, and may also receive a copy of the contents of the file. The staff member's "personnel file" is defined as the file containing information about the staff member. A staff member shall have the right to see any letter of reprimand and shall acknowledge the staff member's review of the letter by signing and dating the letter prior to its being placed in the personnel file. The staff member's signature indicates that the staff member has read the letter but does not necessarily indicate agreement with its contents. A staff member may attach a response to any material in the file which the staff member believes is of a derogatory nature.

## FUNDRAISING

All fundraising efforts are subject to school board policy [6605](#) , as well as administrative guidelines [6605](#) established by the district. The Director of Marketing and Communications publishes guidelines and procedures. Questions regarding fundraisers should be addressed to a building administrator or the Director of Marketing and Communications

## GRADES

Staff will assign and record all student grades. Staff will be notified at the beginning of the school year of the dates by which all grades must be entered so that report cards can be processed and distributed efficiently.

Grades should be posted in PowerSchool in a timely manner relative to the nature of the assignment. Missing or to-be-graded assignments in PowerSchool must also be regularly updated to avoid misrepresenting or miscommunicating grades to parents.

Grades for K-5 students are issued at the end of each quarter grading period. Grades for students in grades 6-12 will be issued each semester and are to be current as directed by the school administration. Grades for all students should represent a variety of skills, learning experiences, and assessment measures. Attitudes and discipline should not be reflected in grades for academic subjects; these should be communicated separately to parents.

### Academic Standard Based Grades

4	Applying	Student can do it independently and transfer knowledge to new situations
3	Demonstrating grade-level expectations	Student can do it independently
2	Approaching	Student can do it with help

1	Emerging	Student is in the beginning stages of the skill or concept
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Incomplete Grades - Students who receive incomplete grades will generally be given one day for each day absent to make up work. The maximum limit for erasing incomplete grades will be ten school days. This guideline may be adjusted by the principal if the absenteeism is excessive to the point that it would be unreasonable for the student to have that amount of time to complete assignments.

The privacy of student educational records must be maintained. Posted grades must not reveal individual student identities.

Board Policy [5420](#), "Reporting Student Progress," addresses staff responsibility for informing students and parents of failures or potential failures.

## **HOUSEKEEPING**

Each staff member shares equally in the care and maintenance of the building and equipment. Staff should always assist the custodial staff by encouraging students to be neat and responsible with respect to the cleanliness of the school. In some classes special reasons for trash and dirt exist; staff of these classes should be even more diligent in directing cleanup activities.

Students should be required to respect property. They should be discouraged from misuse such as putting their feet on furniture, sitting on desktops, leaning back in chairs etc. At the end of each day, classrooms should be ready for cleaning. Students should pick up wastepaper, straighten desks, place chairs on desks, etc.

When a custodial service is required, including temperature adjustments, staff should contact the building supervisor via email. The custodial staff is not numerous, and the top priorities of the total school might determine that a special request cannot be met immediately.

## **HUMAN DIGNITY**

Noblesville Schools has a diverse school community, a fact that the School Board considers an asset and a source of pride and enrichment. This diversity, however, underscores the importance of sensitivity to the backgrounds, feelings, and concerns of students and community members and of meeting the moral imperative of an equal opportunity society free of prejudice and discrimination.

The corporation believes it is part of our mission to provide a positive, orderly, and harmonious environment in which respect for the dignity and worth of every member of the school community is recognized and promoted. The corporation believes that all employees, parents/guardians, and students are entitled to be treated and are obligated to treat others with courtesy, fairness, and decency. Only through the commitment and ongoing attention of each of us to a safe, caring, and supportive environment can we expect to achieve our objective of enabling all of our students to achieve their maximum potential as students, citizens, and productive members of society.

Accordingly, in this school district, statements or behavior by any member of the school community which insult, degrade, exclude, harass, or stereotype any other person on the basis of race, color, ethnicity, national origin, sex, transgender status, sexual orientation, gender identity, gender expression, marital status, socioeconomic status, disability, physical appearance, age, religion,

military status, ancestry, or genetic information are unacceptable, even if the statements or behavior is not intended to insult, degrade, exclude, harass, or stereotype based on these traits.

## **ID EXPECTATIONS**

Faculty and staff, including substitute teachers, are required to wear ID badges during school hours. Please keep in mind that the employee issued badge will be used for MULTIPLE years. The FIRST replacement badge will be at no cost to the employee but additional replacement badges will incur a \$5 fee to be paid in cash before a new badge will be issued. Faculty and staff are expected to offer help to any adult in the building without a school-issued ID and escort the individual to the main office. It is expected that ALL employees present a valid state driver's license or photo ID as they enter any building where they do not physically work.

Visitors are required to sign in at the main desk before being permitted to proceed further into the building. Office staff will request official identification (i.e. driver's license) for any visitor entering the building, and will provide approved visitors a school-issued visitor ID badge.

## **INSTRUCTIONAL TIME**

Staff are to plan and execute valuable educational activities aligned with locally developed curriculum maps and pertinent to the subject assigned for each block of instruction. Effective use of all available instructional time is an expectation of all staff at all times, including days prior to vacations and exams.

## **KEYS**

All staff are responsible for issued key(s)/fob and should never allow them to be used by anyone other than employees of Noblesville Schools. Staff are not permitted to allow students to use school key(s)/fobs, except in normal procedures for students in activities such as wellness classes and practices of extracurricular groups.

## **LESSON PLANS**

Lesson plans and classroom management plans must be available in electronic or paper form as directed by an administrator. Lesson plans must be produced by all staff upon request by an administrator.

## **LETTERHEAD**

Staff may use school letterhead with permission from the building principal. Such use is limited to official school business.

## **LICENSES/DEGREES**

All certified personnel are expected to maintain a current professional license. Any staff member who has renewed an expired license must present a current professional license to the Human Resources Department or proof that s/he has completed the requirements and has applied for the license before the first staff work day. Professional staff who cannot provide a license or proof of application for the license on the first work day will receive substitute teacher pay until the new license is provided.

All certified staff members who anticipate earning a degree or additional credit which would qualify them for a salary increase prior to the start of the next semester should note the following: Fall Semester - Notify the central office in writing by June 30. If the coursework or degree is completed by September 1 and verification is received by the central office by September 30, the staff's salary will be adjusted accordingly. Spring Semester - Notify the central office in writing by June 30. If the

coursework or degree is completed by January 1 and verification is received by the central office by January 31, the staff's salary will be adjusted accordingly.

### **LUNCH, RECESS, AND OTHER DUTY ASSIGNMENTS**

Staff members may be assigned supervision of various areas or activities. Specific guidelines are provided by each building administration.

### **MAILBOXES AND EMAIL**

Staff should check their mailboxes at least once per day. Materials should not be allowed to accumulate in the mailbox.

Since email is the primary means of communication within the school, staff must check their email daily and reply to all email from colleagues and/or parents in a timely fashion. Staff are expected to check email during the summer months as well.

### **MAKE-UP WORK AND STUDENT ABSENCES**

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

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

All work missed for any reason is expected to be completed, and students will receive full credit for completing the work. Assignments missed because of unexcused absences or trancies are to be completed for full credit.

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

### **MEDICATION IN SCHOOL**

No employee, volunteer, or any member of the school faculty and staff, while acting in the scope of his/her duties, is permitted to prescribe, dispense, administer or recommend any type of medication, drugs or any substance of a medicinal nature for internal consumption by any individual. Only the school nurse or designee is allowed to administer medication.

Staff cannot administer medication to a student unless the staff person has been trained by the school nurse specific to the medication and when to administer. This volunteer staff person is identified as the UAP (unlicensed assistive personnel) or designee. Documentation of training is required by IC 20-34-5-14.

A medical provider's written statement indicating that the medication is to be taken must be on file with the school nurse.

A student with a chronic disease or medical condition may possess and self-administer medication with a medical provider's written permission. The nurse will notify staff about students who fall within this category. When in doubt, staff should call the nurse for verification.

To safeguard the transportation of medication to and from school, all medication must be brought into the nurse's office by a parent or guardian. Except as noted above, all medication is administered by the nurse. If accompanied by written parental consent and supplied from home, over-the-counter medication in the original container may be stored in the nurse's office and made available to the student with the nurse's consent. Any unused medication that is not claimed by the parent by the last student day of the school year will be destroyed.

### **MONEY DEPOSIT PROCEDURES**

Any money that staff collects (e.g. for fundraisers, field trips, or special events) must be deposited each day with the building treasurer. No funds may remain in the staff member's possession or in classrooms or offices overnight. Before any money is collected, staff should consult with the building treasurer to plan for the deposit of money in the office. A deposit slip should accompany the money when it is deposited in the safe, and the money should be clearly marked with the staff member's name and the event for which the money was collected. No money should be collected without prior approval of the principal.

### **PARENT COMMUNICATION**

Active communication with parents is vital to the success of students and promotes positive relationships with school stakeholders. Staff are encouraged to proactively contact parents to share positive news and information regarding their child's performance in school. Staff are expected to contact parents when academic and/or behavior concerns such as missing or late work, absenteeism, poor grades, and/or sudden changes in behavior arise. Staff are also expected to respond to parent communication in a timely manner relative to the nature and method of contact (email or voicemail), and no later than 48 hours after receiving the contact. Staff are encouraged to discuss possible parent communication needs with counselors, social workers and/or administrators to implement a parent communication plan that is best suited for each specific situation.

### **PARENT TEACHER ORGANIZATION (PTO)**

The purpose of the PTO is to promote the exchange of ideas, information, and other matters of mutual interest among students, parents, faculty, and administration. Any staff member may submit an item for discussion at the PTO meetings by contacting the principal or faculty representative to the PTO at least 48 hours prior to scheduled meetings. Requests for funding for projects, materials, and/or enrichment should first be approved by the building principal.

### **PAYROLL**

- At the staff's request, an optional payroll deduction may be made for hospitalization insurance from the company selected by the Noblesville School Board. Optional payroll deductions may also be made, at the staff's request, for items and services provided through the school district such as income protection, tax-sheltered annuity, personal accident expense, cancer insurance, and credit union.
  - All staff shall be paid through electronic direct deposit.
  - Staff shall have the option of contributing, by payroll deduction, a percentage greater than the corporation-paid three (3%) of their salary to the Indiana State Teachers Retirement Fund, per ISTRF regulations.

## **PERSONAL VALUABLES**

Personal valuables of school personnel should not be left in the building overnight and are the responsibility of the employee for safekeeping. Purses and other valuables should be kept in a locked cabinet or desk. During the day, classroom doors should remain locked at all times for security purposes.

## **PHONES - PERSONAL BUSINESS**

Personal business should not be conducted during the school day. Classroom telephones are for school-related business. Personal communication (cell phone calls, texting, social media, shopping) during instructional time should not occur. The district assumes no responsibility for personal devices if they are lost, loaned, damaged, or stolen. According to law, personal devices may be subject to investigation and accessible as a public record if they are being used for anything school related. This includes any email, text, or picture that may involve a student.

## **POSTERS, BULLETIN BOARDS, AND DISPLAY CASES**

All staff are encouraged to use bulletin boards and display cases to enhance the educational program, promote educational concepts, disseminate information, and promote student work. Staff must ensure that adhesives and other materials used in these displays do not damage walls or other surfaces. Questions regarding approved adhesives should be directed to building administration.

## **PRAYER IN SCHOOL**

Employees may not orchestrate prayer at the beginning of the day, in classes or within the curriculum, during practices or athletic events, or at graduation ceremonies. This prohibition includes joining hands in a prayer circle or otherwise manifesting approval and solidarity with student religious exercise as they are acting in the official capacity of employment.

## **PREGNANCY and NURSING**

Additional information regarding accommodations required for employees and applicants who are pregnant and/or pumping can be found [here](#).

### **Accommodations:**

Employees are entitled to accommodations for a condition related to or affected by pregnancy, childbirth, or a related medical condition (physical or mental). Employees are entitled to accommodations even if they can't perform their essential job functions on a temporary basis.

Employers don't have to provide an accommodation if doing so would cause an undue hardship. Undue hardship is defined as "an action requiring significant difficulty or expense". *This is a high standard for employers to meet.* If you believe an accommodation will cause undue hardship, please report and speak with Human Resources before moving forward.

### **Nursing Accommodations:**

We are required to provide a reasonable amount of break time and a space to express milk as frequently as needed by the nursing employee for up to one year following the birth of the child.



The frequency and duration of breaks for the employee to pump breast milk at work can and will vary as the employee and child needs can vary.

The space should be shielded from view, free from intrusion, available each time it is needed, not a bathroom, and have a place for the employee to sit and a flat surface other than the floor.

#### **Designated Room Locations with a Locked Mini-Fridge:**

- Noblesville High School: Room 4006B
- East Middle School: Room #1118
- West Middle School: Room 500C
- Hazel Dell: Office Conference Room
- Hinkle Creek: Room 121
- Noble Crossing: Storage C2
- North Elementary: Room 137
- Promise Road: Room 325A
- Stony Creek: Upstairs Library Loft
- White River: Room Adjacent to the Staff Lounge
- Community Center: Conference Room
- Educational Services Center: Conference Room 143

#### **PROFESSIONAL GROWTH POINTS**

The corporation provides professional development opportunities to assist staff in appropriately educating students. Staff are expected to participate in professional development opportunities during the school year that are related to their job responsibilities. PGP credits will be issued according to the following guidelines

- Professional Growth Points (PGPs) will be issued for professional development (PD) presented or arranged by school personnel that promotes effective conduct of educators' duties to instruct, manage, and supervise students.
- One PGP will be awarded for one hour of PD; one half PGP may be awarded for thirty minutes of PD.
- PD that will earn PGPs includes school or district training sessions, required or voluntary, whether during the staff work day, after hours, on weekends, or during school breaks, including summer.
- PGPs are generally not awarded for faculty meetings, PLC meetings, collaboration sessions, business meetings, and departmental meetings unless the primary purpose and content of these meetings is to introduce new learning about professional practice.
- The administrator conducting or arranging the PD is responsible for providing or obtaining and distributing PGP certificates.
- Participants are expected to obtain PGP certificates at the PD event or sign in as requested so that certificates may be emailed or delivered. Participants who do not take certificates or sign in may request certificates within ten days of the event.

#### **PROFESSIONAL LEARNING COMMUNITIES**

The purpose of Professional Learning Communities is to continuously improve curriculum and instruction within each grade level and ~~or~~ discipline to improve student learning. PLCs will meet as collaborative teams during designated collaboration time unless otherwise approved by the building

principal. Staff are expected to actively participate in Professional Learning Community discussions and activities.

## **PURCHASE REQUESTS**

All purchase requests must be approved by the principal or director and submitted through the school treasurer. Please see building-level guidance for further details about procedures.

## **REDUCTIONS IN FORCE**

- As the school employer, the Noblesville School Board shall have the responsibility and authority to manage and direct the operations and activities of Noblesville Schools to the full extent authorized by law. This responsibility and authority includes
  - Directing the work of its employees;
  - Establishing policy;
  - Hiring, promoting, transferring, assigning, reducing, and retaining employees;
  - Suspending or discharging employees in accordance with applicable law;
  - Maintaining the efficiency of school operations; and
  - Relieving employees from all or part of their duties because of lack of work, changes in the number of students served, changes in curriculum or course offerings, reduction in revenue, or other legitimate reason.
- If it is necessary to implement a Reduction in Force (RIF), the Noblesville School Board Policy [3131](#) will be followed.

## **SECURITY**

All staff are expected to assist in maintaining building security. Classroom doors must be locked at all times, and windows should be closed and latched. Staff located near restrooms and/or exterior doors should routinely check these areas during supervision time such as passing periods to insure they are secure.

If an individual is on the school premises without proper school identification, the front office should be contacted immediately. The individual will be escorted to the front office.

Students who are dropped off before school begins are to wait at a designated location until the start of the school day. Students are not to be in the building before or after school unless supervised by a staff member or group sponsor.

The maintenance staff maintains a schedule for unlocking and locking doors at specifically designated times to maximize building security.

For additional security guidelines, see ID Expectations.

## **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.

## **SPORTS EVENT PASS**

Employees may use their current school identification badge, including a guest, to gain access to Noblesville Schools athletic events free of charge. This does not include special events, such as sectional games and tournaments.

## **SUBSTITUTE TEACHERS**

- It is the responsibility of the administration or designee to contact substitutes when a staff member must be absent. A substitute will be made available for an absent staff whenever possible.
- If a substitute teacher is not available, a staff member may be assigned to cover a class or portion of a class other than his /her own up to two times per semester. Volunteers will be accepted first; a staff member may volunteer for such an assignment as often as they wish. A staff member may have the right of refusal for covering a class if there exists a reason that would prohibit the staff member availability to cover. In an emergent situation, the administrator or designee may overrule the refusal.

## **SUMMER SCHOOL - Contract Agreement Article VII**

- All openings for summer school staff shall be posted in each school building no later than May 1. Postings will indicate the due date for application, not to exceed 45 days from the date of the posting. Staff for summer school shall be notified as soon as assignments are known. Additional openings may become available based on late enrollments after the May Board meeting.
- Staff who teach summer school shall be paid during the summer session on the same pay dates as staff who receive twenty-six (26) pays. However, at least two (2) weeks of summer school must elapse before the first summer school paycheck will be issued.
- Summer school staff shall have two (2) hours prior to the summer school session of paid preparation time for each summer school class taught.
- Positions in summer school shall be filled first by staff regularly employed in the school corporation during the normal school year and who possess a regular teaching certificate.

## **SUPERVISION OF STUDENTS**

Staff are responsible for the direct supervision of all students in their classes and may not leave any student(s) unsupervised for any reason at any time.

Staff are expected to supervise the hallway directly outside their classroom before school and during secondary passing periods. Elementary staff are expected to escort students to special area classes, lunch, and the bus at the end of each school day. Assignments for supervising the student pick-up and drop-off area, bus zone, restrooms, common areas, etc., will be determined at the beginning of each year by the administration and assigned to staff.

## **CERTIFIED EDUCATOR ABSENCE**

The administrative office is required to complete a bi-weekly payroll report, and it is the school's responsibility to account for each day that employees do not perform their regularly assigned duties and the reason for their absences.

Personal leave (except emergencies), court leave, field trips, and some medical appointments are generally known well in advance of the days missed. Staff should fill out the appropriate leave form and request a substitute teacher as soon as they are aware of the upcoming absence.

#### School hours:

##### Elementary

Employee half day hours 7:20 a.m. - 11:20 a.m.  
11:21 a.m. - 3:05 p.m.

##### Middle School

Employee half day hours 8:10 a.m. - 11:50 a.m.  
11:51 a.m. - 3:55 p.m.

##### High School

Employee half day hours 8:10 a.m. - 11:47 a.m.  
11:48 a.m. - 3:55 p.m.

#### Additional expectations for staff:

- Lesson plans for substitute teachers must be easy to find, identify, understand, and carry out, and they must provide for bell-to-bell instruction.
- Daily lesson plans, accurate seating charts, attendance information, behavior plans, emergency health information, technology information, accommodations, and other pertinent information is necessary. Substitute teachers should be directed to record tardies for the staff member.
- Substitute teachers should receive special instructions regarding items such as placing chairs on desks, picking up trash, turning off lights, straightening work areas, turning off computers, allowing sufficient cleanup time required for specific areas, restricting use of staff member's computer, responding to problems (preferred consequences such as sending to a nearby classroom or the office).
- Tests, handouts, and any other data required should be clearly identified by class and left on the staff member's desk.
- All materials to be utilized by a substitute teacher such as hall, restroom, and office passes must be accessible.

Noblesville Schools uses an automated service for securing substitute teachers. The service is available twenty-four hours a day, seven days a week. An identification number and PIN provided by the ESC is used to access the service. When staff take any kind of leave, they will enter the needed information into the automated service for obtaining a substitute teacher.

Notice of an absence must be entered into the system no later than 6:00 am on the day that a guest teacher is needed.

### **CERTIFIED EDUCATOR EXPECTATIONS**

The Noblesville Schools Professional Growth and Evaluation Program establishes expectations for all certified staff. This includes Standards of Professional Practice, a Developmental Scale, and descriptions of performance at the highly effective, effective, improvement necessary, and ineffective levels. Each certified staff member is responsible for knowing this program and adhering to its requirements.

Certain behaviors, including those listed below, are minimal expectations for staff in Noblesville Schools along with the provisions of the Staff Effectiveness Rubrics.

#### Staff as an instructional leader

- Builds positive relationships with students, staff, and parents
- Teaches the established curriculum for grade level/subject
- Is committed to improving instruction
- Sets goals
- Is responsible for care of materials and equipment
- Is punctual and dependable in attendance to class, required meetings, and assignments
- Monitors student performance
- Is available to students before, after, and during school
- Creates a classroom environment where learning can occur
- Utilizes a variety of teaching/assessment techniques to meet different learning styles
- Demonstrates daily planning consistent with long-term district goals
- Provides appropriate instructional feedback
- Manages student behavior

#### Staff as a professional

- Communicates frequently with parents
- Demonstrates mastery of subject areas
- Complies with policies of school and school system
- Maintains complete and accurate records
- Cooperates with requests made by administration
- Demonstrates professional growth
- Demonstrates appropriate personal conduct during school day and school activities
- Fulfills duty assignments conscientiously
- Is neat and well groomed
- Collaborates with colleagues

### **STAFF WORKROOMS**

All members of the staff share responsibility for the cleanliness and neatness of staff workrooms. If staff workroom equipment is not operating correctly, the library media center staff or school office should be notified. Students are not permitted in staff workrooms unless supervised by a staff and are never permitted to operate equipment such as printers, copiers, or phones, with the exception of trained high school student assistants. Staff members should turn off the lights upon leaving the staff workroom. Workroom equipment must be shut off at the end of each day, over the weekend, and during extended breaks.

### **TECHNOLOGY PROCEDURES**

For equipment and technical issues, staff should create and submit a ticket through the NS HelpDesk (<https://www.noblesvilleschools.org/Page/5174>).

Staff should schedule any needed equipment requests through the media center or according to other building procedures.

Staff Expectations for Communicating Electronically can be found [here](#).

Staff members are expected to bring home their corporation-issued laptop/iPad or be able to access appropriate technology via their home in the event that an unplanned eLearning day is called.

## **TEXTBOOKS/iPADS**

Procedures for the storage, distribution, and collection of books and technology devices are established in each building.

A process to distribute and return books and technology devices will be communicated to staff at the beginning and end of each school year. Staff must assist with this process.

Damaged and lost books or technology devices should be reported according to building procedures. Any student intentionally damaging or defacing books and technology devices should be referred to the appropriate administrator. The appropriate use and care of books and technology devices will be communicated to the students by staff.

## **TUTORING STUDENTS**

As stated in Noblesville School Board Policy [3231](#), Section B, “Staff members should not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.”

- Policy-[3231](#) states that staff members may not accept fees for remedial tutoring of students currently enrolled in one (1) or more of their classes. Exceptions may be made with permission of the school administration on Form [3231 F1](#).
- The Noblesville School Board encourages and supports staff to work with students before and after school.
- The Noblesville School Board will allow a certified staff member of Noblesville Schools to use school facilities to tutor a student of Noblesville Schools given proper administrative approval and meeting the established requirements. Form [3231 F1](#), which can be obtained from the school principal or designee, should be completed when a staff member wishes to use the school facility to tutor individual students.

## **USE OF FACILITY**

Any requests for use of school facilities for school-related purposes (committee meetings, student clubs, etc.) must be submitted to the principal for prior approval. Staff should follow building procedures to ensure that these events are posted on the appropriate school calendar(s). Facility requests that are not for school-related purposes (sports teams, Scouts, personal use) should be submitted to Joan Lawrence in the Operations Department following the district's facility use policy and guidelines. The request for use of facilities must include

- Type of event
- Date of the event
- Approximate number of people
- Preferred location

## **VACANCIES AND TRANSFERS**

### Posting of Vacancies in Teaching Positions

- The Human Resources Department will post a list of all certified staff positions, including extracurricular positions, as it determines that the position is or will become vacant.
- Posting of vacancies shall include the title of the vacant position and the deadline for submitting a letter to request a transfer to this vacancy.
- Postings shall be placed on the Noblesville Schools website, for at least 10 days prior to the deadline for filing an application.

### Voluntary Transfers

For the purposes of this section, a ***transfer, voluntary or involuntary***, is defined as the movement of a staff member to another building within the district. An ***assignment*** is defined as the specific grade level(s) and/or subject area(s) within the building that are specified to be that staff member's job/position, etc.

- Staff who desire a transfer must either:
  - Respond to a posted vacancy for which the staff member is interested within the ten (10) day posting period by submitting in writing or email a statement of such desire to the contact person on the posting as well as the superintendent or designee, or
  - Place on file with the superintendent or designee a standing written request submitted in writing or by email a request for transfer specifying school(s) to which the staff member would consider being transferred.
- The staff member shall provide a copy of his/her request to transfer with the principal of his/her school at the same time the request is filed with the superintendent or designee.
- Staff who have requested a transfer shall receive notice in writing or by email from the Human Resources Department or his/her designee as to the receipt of the request.
- All requests for transfer to a specific school or in response to a posted vacancy shall be considered before a newly hired staff member is assigned to that position.
- Staff who have requested transfers shall be notified in writing or by email by the superintendent or his/her designee of the disposition of the request including the reason(s) for not granting the transfer if denied.
- Any staff member whose transfer request is denied will receive consideration for future vacancies only after filing another request.
- All requests for change of assignment within a school will be handled by the building principal, subject to review by the superintendent or his/her designee.

#### Involuntary Transfers/Reassignments

- The Noblesville School Board reserves the right to transfer, assign, and reassign staff when it determines the action to be in the best interest of Noblesville Schools
  - The Forum President will be notified of the need for the pending transfers of staff in the bargaining unit, and discussion will be held, if requested, by the Forum President.
  - All involuntary transfers/assignments within or outside of a school will be preceded by a consultation with the staff affected.
  - If possible, any involuntary transfer will be resolved with a voluntary transfer or reassignment.
- In the event of a need for an involuntary transfer, the following criteria shall be considered:
  - Licensure from the Indiana Department of Education Office of Licensing
  - Instructional leadership, academic needs of students, and needs of the school corporation
  - Successful teaching performance in the same or similar position as determined by the staff member's most recent Annual Effectiveness Rating (AER): Highly Effective, Effective, Improvement Necessary, or Ineffective.
    - A staff member who received a lower AER on their most recent evaluation will be transferred before staff who received higher ratings
    - If staffs' most recent AERs are equal, the staff member with a lower rating on the next most recent evaluation will be transferred. This comparison will be made for the five most recent AERs until a lower-rated staff member is identified or a staff member no longer has an AER to compare, in which cases that staff member will be transferred.

- If AER comparisons do not determine the staff member to be transferred, the administration will consider instructional leadership, academic needs of students, and needs of the school corporation.
    - Types of teaching experience in Noblesville Schools and in other school districts.
- If a staff member who is qualified under all of the factors listed above is designated for involuntary transfer and is certified for more than one (1) vacancy available, the staff member will receive consideration for placement in each available position.
- If possible, no staff member shall be involuntarily transferred to a different position more than once every two school years.
- When it becomes necessary for a staff member to be involuntarily transferred, the staff member who is transferred will be given priority to return to his/her most recent assignment if such assignment becomes available and the staff member has made a written request to the Superintendent or his/her designee and the building principal requesting to return to his/her prior assignment.

#### Transfer of Program to Another Site

- In the event that a program or grade level is transferred to another site, staff assigned to that program at the time that the transfer takes place shall be transferred to the other site, if the same number of positions are available within the grade level(s) or program at the new site.
- In special circumstances that may involve the movement of twenty- five per cent or more of a building's faculty or grade level, a committee of staff (proportionate to Forum membership) who will be affected by the move and three administrators may collaboratively agree on a transfer procedure.
- In application of this Section, a transfer of a program is defined as movement of an entire grade level or group of grade levels to another site within Noblesville Schools. Examples include Early Childhood, FAP, LifeSkills, and Mosaics.
- Individual staff who are assigned to the program being transferred and who prefer not to move to the other site shall have the option to seek voluntary transfer to another grade level or position in which the staff member is certified. (Transfers based on a change of program site shall be subject to the voluntary transfer provision in this section.)

#### **VACATIONS**

Staff members will not extend vacations by requesting that staff cover classes so that they may leave early. Policy and guidelines for personal leave will be strictly followed for all vacation or leave requests.

#### **ANNUAL NOTIFICATIONS**

#### **ANTI-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:

- Participating in a religious event.
- Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- 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.
- 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.
- Participating in an activity undertaken at the prior written direction of the student's parent.
- 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 the school environment or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. *Noblesville Schools Policy C200* Anti-Bullying includes provisions concerning education, parental involvement, and intervention; a detailed procedure for the expedited investigation of incidents of bullying; and a detailed procedure outlining the use of follow-up services.

### Reporting Bullying Incidents

Students reporting alleged incidents of bullying may do so to a staff member, administrator, counselor, social worker, or the at-risk coordinator. The confidentiality of reports will be maintained as much as possible. Reports can also be made via the SPEAK UP app located on the student iPads for grades 4-12. Students in grades PK-3 are encouraged to tell a trusted adult. It is the responsibility of each staff member to address bullying by talking with the student, calling the parent, and/or notifying an administrator.

### **ASBESTOS MANAGEMENT PLAN**

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

- Developing an asbestos management plan, which is designated to outline procedures and guidelines for the inspection, reinspection, and periodic surveillance of asbestos-containing materials that are present in the buildings.

- Provide awareness training and additional training to selected employees.
- Periodically notifying all workers and occupants, or their local guardians, parent-teacher organizations, and collective bargaining organizations of the availability of asbestos management plans, the location of same, and the times that plans may be reviewed.

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

At this time, the management plans can provide information regarding inspections, response action, and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress. Any inquiries regarding any facet of the regulation or the management plans should be directed to Mr. David Hortemiller, CFO, at the above number during regular business hours.

### **EQUAL OPPORTUNITY STATEMENT**

Noblesville Schools has a policy of providing equal opportunity. All courses are open to all students regardless of age, race, color, sex, disability, national origin, or limited English proficiency.

Educational services, programs, instruction, and facilities will not be denied to anyone in Noblesville Schools as a result of his or her age, race, color, sex, disability, national origin, or limited English proficiency. For further information, clarification, or complaint please contact the following persons:

Complaint Coordinator (student)

Shelley Bethel, Director of Equity and Inclusion, 18025 River Road, Noblesville, IN 46062, (317)773-3171.

Complaint Coordinator (staff)

Heather Hendrich, Assistant Superintendent of HR and Safety, 18025 River Road, Noblesville, IN 46062, (317)773-3171. [heather\\_hendrich@nobl.k12.in.us](mailto:heather_hendrich@nobl.k12.in.us)

### **MULTI-TIERED SYSTEM OF SUPPORTS**

Noblesville Schools uses a tiered approach to academics and behavior called Multi-Tiered System of Supports to ensure all students achieve their highest potential. This structure provides the necessary instruction and support for all students to achieve their academic, social, emotional and behavior goals. Noblesville Schools staff utilizes a variety of data in order to identify and assist students needing additional instruction and/or supports. 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.

### **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.

### **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

- 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.
- 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.
- 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.
  - FERPA authorizes disclosure without consent if the disclosure is to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as a technology service provider, attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.
  - 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.
  - 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”:

- Student’s name
- Student’s age
- Student’s address and phone number
- Student’s date and place of birth
- Major field of study
- Grade level, school, class assignment, and teacher
- Earned or received awards (including Honor Roll)
- Participation in officially recognized activities and sports, and weight and height of members of athletic teams
- Dates of attendance and date of graduation
- A school photograph
- Student work for display at school at discretion of the staff member
- Videotape of children participating in school activities
- 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).
- 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 any or all of this “directory information.” A form to withhold any or all 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.

### **INDOOR AIR QUALITY COORDINATOR**

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

### **NON-DISCRIMINATION AND ANTI-HARASSMENT**

Any form of discrimination or harassment can be devastating to an individual’s academic or employment success, social relationships, and/or personal sense of self-worth. The School Corporation does not discriminate on the basis of race, color, ethnicity, national origin, sex, transgender status, sexual orientation, gender identity, gender expression, marital status, socio-economic status, disability, physical appearance (weight, burns, deformity, etc.), age, religion, military status, ancestry, or genetic information. The School Corporation does not discriminate nor

tolerate any discriminatory actions against members of these groups in Corporation educational and/or employment opportunities, programs, or activities; or in situations affecting the Corporation environment even if they initially occur off Corporation grounds or outside the Corporation's educational and/or employment opportunities, programs, or activities.

#### DISCRIMINATION AND HARASSMENT COMPLAINT FORM

### 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

- 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;
- Contact the Operations Department at (317)773-3171 for information regarding pest control;
- 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;
- provide notice of planned pesticide applications to parents and employees who have requested advance notice;
- 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.

### 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):
  - Political affiliations or beliefs of the student or student's parent;
  - Mental or psychological problems of the student or student's family;
  - Sex behavior or attitudes;
  - Illegal, anti-social, self-incriminating, or demeaning behavior;
  - Critical appraisals of others with whom respondents have close family relationships;
  - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - Religious practices, affiliations, or beliefs of the student or parents; or

- Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of
  - Any other protected information survey, regardless of funding;
  - Any nonemergency, 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
  - 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
  - Protected information surveys of students;
  - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - Instructional material used as part of the educational curriculum.

These rights transfer 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 nonemergency, 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

## **SECLUSION AND RESTRAINT (Policy [5630.01](#))**

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 the following link: [Noblesville Schools Seclusion and Restraint Plan](#)

## **VISITORS AND VOLUNTEERS**

All visitors, including parents and community members, must be prepared to provide a photo ID before 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.

No formal background check is required for guests who are visiting the office area and/or observing at a special event. Examples: specific schoolwide programs or celebrations, guest speakers, Veterans' Day programs. For large events held during the school day, pre-registration to attend the event is required. Guests need to check in at the front office and provide a state-issued identification card at the time of the event.

For all other visitors/volunteers that will have possible interaction with children in our schools, a national background check will be required. Examples: field trips, classroom volunteers, classroom parties, attending lunch with your child. All individuals are monitored under our Arrest Alert system. If an individual is arrested during the time frame of their application, the arrest charges will be evaluated and cross-examined with our background check determination list to determine if they are still eligible to visit/volunteer within our schools. Background checks must be renewed every six years. The cost of the background check is \$18.95.

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 (Policy [8510](#))**

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.

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.

Each building may celebrate three parties during the school year: one fall, one winter, and one spring. No outside food or beverages will be allowed for these parties. Food and beverages will be purchased through the Food Services Department and funded by PTO or a group designated by the building principal. The food supplied by the Food Services Department for these parties does not need to meet the USDA's "smart snack" standards. Student allergies should be taken into consideration when the PTO or designed group plans classroom parties. No soft drinks or other carbonated drinks will be allowed. Crafts, games, and socialization should be the focus of the parties.

Board Policies are currently being updated; new policies will be linked in as they are approved.