



NOBLESVILLE
SCHOOLS

“BE PRESENT”
ACES Elementary Attendance Program
Attending Class Equals Success



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

Absences that are excused include:

- Personal illness or injury
- Verified car accident
- Court appearances or incarceration
- Medical appointments (documentation preferred)
- Death or serious illness in the family
- Religious observations
- School sponsored field trips
- Military Special Events

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

Absences not referred to in the ACES Program are:

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



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Military Special Events
Court Appearances
Mandated Absences – Suspension/Expulsion/Exclusions

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

****According to School Board policy regarding extraordinary circumstances parents may, in rare instances, receive approval of the principal for a student to be absent and excused from school for reasons other than those specified by law and policy.**

ACES Target Group: Students with Excessive Absences

**The following guidelines will be enforced at the administrator's professional discretion.

Excessive Absences:

1. When a student misses 7 unexcused absences from school, an administrator will review the student's attendance. The parent, student, administrator, counselor/social worker and/or nurse (if requested) may be included in the review process. In some cases, the School Resource Officer will be involved. The review team will determine the causes of the student's absences and the student will be encouraged to improve his/her attendance. A letter from the school may be given to the parent indicating an immediate need to improve attendance. Documentation of all communication will be kept on file. In addition, the student's counselor may refer the family to Noblesville Youth Assistance.
2. When a student misses 11 unexcused absences from school, the parent may receive by mail or email an attendance letter from the school as well as a request for a physician's certification of the student's incapacity to attend school, or a letter requiring a doctor's note to document the causes of further absences. In some cases, the School Resource Officer will be involved. In addition, the student's counselor may refer to Noblesville Youth Assistance. An attendance contract may also be completed.
3. When a student misses 15 unexcused absences, the student and parent are referred to the Hamilton County Prosecutor's Office. The Hamilton County Prosecutor's Office will mail a letter to the parent stating any further absences will result in a required family meeting.

If additional unexcused absences occur, a required meeting will occur with the deputy prosecutor, parent/guardian, student, and the school where the deputy prosecutor will present information to the parents and students on the following:

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

Any further unexcused absences may result in additional involvement with local authorities and



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school administration. A warning of further actions will be communicated if attendance does not improve.

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

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