



NOBLESVILLE
SCHOOLS

"BE PRESENT"

ACES Secondary (6-12) Attendance Program

Attending Class Equals Success

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

Absences that are excused include:

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

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

Absences that are exempt in the ACES Program are:

- Absences with medical documentation
- Religious observations
- Death in the family



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Court appearances, incarceration, jury duty, service on election day

Serving as a page for the state legislature

College/School visitation

Career job shadowing

School sponsored field trips

Driver license examination

Military Service and Commencement- National Guard/Civil Air Patrol (subject to limits)

Mandated Absences – Suspension/Expulsion/Exclusions

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

ACES Target Groups:

Students with excessive excused or unexcused absences

Students refusing to attend school

**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.

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

2. When a student misses 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



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the parent stating any further absences will result in a required family meeting.

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

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

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

4. If the student continues to have 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.

School Refusal:

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

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