

2016-2017 Student Handbook

Noblesville East Middle School

Updated May 2016

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INTRODUCTION

THE MILLER WAY

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

MILLERS ARE...

	Classroom	Hallway	Cafeteria	Bus	
L Learning	<ul style="list-style-type: none"> -Set goals. -Do your best, be your best. -Be productive- connect to the task. -Listen actively. -Cooperate with others. -Ask questions. 	N	E	M	S
R Responsible	<ul style="list-style-type: none"> - Be organized. - Be on time. - Be prepared. - Use time productively. - Stay on task. - Complete all assignments accurately. 	<ul style="list-style-type: none"> -Keep the hallways passable. - Move with purpose. -Interact politely with peers and adults. -Move quickly and quietly to your destination (with a signed pass during class time). -Dispose of your trash in proper manner. 	<ul style="list-style-type: none"> -Make healthy choices. -Be patient and wait your turn to be served. -Clean your table. -Throw away your own trash. - Return your tray to the dish room. 	<ul style="list-style-type: none"> -Keep the aisle clear and passable at all times. -Stay seated while riding the bus. -Follow the directions and procedures of your driver. -Be a positive role model. 	
R Respectful	<ul style="list-style-type: none"> -Listen to others' ideas and opinions. - Follow all expectations and rules. - Be considerate. - Cooperate with others. - Treat others like you want to be treated. - Be positive. 	<ul style="list-style-type: none"> -Be polite. -Show patience when the hall is crowded. -Stay to the right on the stairs. -Respect other's personal space. 	<ul style="list-style-type: none"> -Use good manners. -Use appropriate tone, volume, and words during conversations. -Respect other's personal space. -Be patient and wait your turn to be served. -Follow the cafeteria supervisors' instructions. 	<ul style="list-style-type: none"> -Be polite. -Use appropriate tone, volume, and words during conversations. -Listen carefully to all directions from the driver. -Keep your hands and feet to yourself. 	
S Safe	<ul style="list-style-type: none"> -Stay in your personal space. -Use materials and equipment appropriately. - Follow emergency procedures. 	<ul style="list-style-type: none"> -Walk. -Respect other's personal space. -Keep your hands and feet to yourself. 	<ul style="list-style-type: none"> -Eat your own food. - 6 in line at a time. -Stay seated until you are dismissed. -Walk. 	<ul style="list-style-type: none"> -Your back to the back, your seat to the seat. -Feet on the floor. -Stay in your personal place. - Use appropriate volume. -Follow all safety rules and directions given by the driver 	

VISION

Students are

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

MISSION STATEMENT

The staff of Noblesville East Middle School, partnered with parents and the community, encourages and challenges students to master academic skills, to become independent critical thinkers and problem solvers, and to prepare for success in high school. The Indiana Academic Standards drive the curriculum, and ongoing assessments monitor learning to ensure that all students reach their highest levels of academic achievement. Response to Intervention, assistance, and guidance are provided to assure this outcome.

FREQUENTLY ASKED QUESTIONS

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

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

A. **Communication/Electronic Devices:** All communication/electronic devices are permitted in classrooms under the direct supervision and permission of the classroom teacher in accordance with the Noblesville Schools personally owned device policy. Please refer to the Communication/Electronic Devices policy on page 7.

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

A. Please call our 24-hour attendance line at 776-6258 before 9:00 a.m. on the day of the absence to report your child's absences. When leaving this message, please leave your name and relationship to the student, child's name, grade, and reason for absence. **If no reason is provided, the absence will be characterized as unexcused.**

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

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

Parents should be prepared to present a photo ID when signing their child out of Student Services.

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

A. Occasionally, a child will forget an item and need to have it delivered to him/her. If you bring in a forgotten item, you may leave it in the office. Your child should check in the office between classes or at lunch. **WE DO NOT CALL STUDENTS DOWN TO THE OFFICE TO PICK UP FORGOTTEN ITEMS.** These measures are taken so class interruptions are kept to a minimum.

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

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

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

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

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

A. One option to get assignment information for your student is to check the **Classroom Pages on the Noblesville East Middle School webpage** (<http://nems.noblesvilleschools.org/>). You also have the option, on the third consecutive day of absence, to leave a request for homework on the Noblesville East Middle School Attendance line. Please leave this request before 9:00 a.m. on the day that you plan to stop by the school to pick up the homework. Homework will be available in the front office between 2:40 and 3:15. Books will not be included with the homework. If your student needs books, staff will provide you with the student's locker number and combination. Please remember to check in with the front office before you retrieve books from your student's locker.

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

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

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

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

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

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

Q. HOW DO I SEND MEDICINE TO SCHOOL?

A. To safeguard the transportation of medication to and from school, all prescription medications must be brought into the Nurse's Office by a parent or guardian. Students are not permitted to carry any medications or drugs. Any unused medication unclaimed by the parent on the last day of school will be destroyed.

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

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

DO THE RIGHT THING

A Confidential Way to Report Inappropriate Behavior

NEMS students may report dangerous or destructive behavior to a confidential e-mail account: dotherightthingnems@nobl.k12.in.us. Bullying, theft, and drug use/possession are examples of inappropriate behavior that should be reported. All serious behaviors will be referred to the NEMS administration. Students are encouraged to use DTRT to help keep NEMS a safe and productive school environment.

ACCREDITATION

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

EQUAL OPPORTUNITY STATEMENT

Noblesville Schools has a policy of providing equal opportunity. All courses are open to all students regardless of age, race, color, sex, handicapping condition, and national origin, including limited English proficiency. For further information, clarification, or complaint, please contact the following persons:

Title IX Coordinator (sex)

Mr. Mark Booth, Director of Student Services, 18025 River Road, Noblesville, IN 46062, 317-773-3171

Section 504 Coordinator (handicapped)

Mr. Mark Booth, Director of Student Services, 18025 River Road, Noblesville, IN 46062, 317-773-3171.

Any other information concerning the above policies may be obtained by contacting: Noblesville Schools, Superintendent, 317-773-3171.

SECTION I – GENERAL INFORMATION

ANNOUNCEMENTS

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

BOOK BAGS AND BACKPACKS

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

eLEARNING DAYS

Students will participate in four eLearning days during the school year. On these days, students will attend school through the last lunch period, and then be dismissed at 12:25pm to go home to continue their learning by participating in learning activities electronically through their school device and Canvas. These eLearning days will allow teachers to participate in professional development focused on teaching and technology in the classroom.

A supervised study hall will be provided in the cafeteria for any student who needs to remain at school. Please note that buses will ONLY run at 12:25pm. There will be no bus runs at 2:35pm. Parents who opt for their child to remain at school from 12:25pm - 2:35pm must provide their own transportation when the regular 2:35pm dismissal time arrives.

EMERGENCY SCHOOL CLOSINGS

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

FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Federal Family Educational Rights and Privacy Act (FERPA) requires us to inform families each year of the types of information we consider to be "directory information" and give parents/guardians the opportunity to restrict the release of such information. Despite its name, directory information is not just information that will be used in a directory. It is information that we are allowed to release without specific parental permission to reliable third parties, such as military recruiters (high school students only) and the news media that cover our schools.

You have the right to request the withholding of any or all of this "directory information." Please review the list of items listed below. Please consider very carefully your decision to withhold any of the information listed. This information is typically used by military recruiters and in news stories about student achievements,

classroom activities, and honor roll lists. Should you deny permission for the release of any of the items, any future requests for that information will be refused.

Noblesville Schools consider the following to be Directory Information:

1. Student's name
2. Student's age
3. Student's address and phone number (high school students only)
4. Grade level and school
5. Earned awards (including Honor Roll)
6. Participation in officially recognized activities and sports, and weight and height of members of athletic teams
7. A school photograph
8. Student work for display at school at discretion of the teacher
9. Videotape of children participating in school activities
10. Photograph of student taken during school activities to be used on the school district's website www.noblesvilleschools.org and on school-related social media accounts. (Student photos on the website published online include no names unless special parental permission has been received.)

FINANCIAL ASSISTANCE

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

FIRE, TORNADO AND SAFETY DRILLS

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

Tornado drills will be conducted during the tornado season using the procedures prescribed by the state.

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

FOOD SERVICE

Noblesville Schools Food Service Department knows that good nutrition and learning go hand in hand. It is our goal to properly prepare and serve nutritious, appealing meals that meet federal dietary guidelines. Our food service staff is committed to the student's total educational experience by meeting their nutritional needs and reinforcing healthy eating habits in a sanitary and friendly environment. To assure we are providing the best meals possible, all our menus are created and analyzed by a registered dietitian. Visit our website at www.millerscafe.org for more information regarding menus, lunch prices, nutritional information, meal assistance, and much more. Please note that breakfast is served daily at all Noblesville Schools. Studies show that students who eat breakfast have improved classroom behavior, attendance and test scores. Students learn and perform best when they have eaten this important meal.

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

Due to space limitations, we are not able to accommodate visitors in the cafeteria during lunch. However, we will happily find a separate location for parents to eat with their child if they wish. Parents may also take their student out for lunch by signing them out in the office. Students should return to school in time for class or will be marked tardy.

Students should practice good table manners and clean up after themselves.

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

FORMS OF PAYMENT

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

FREE OR REDUCE PRICE MEALS

Free and reduced price meals are available to families who qualify. A new application must be completed every school year after July 1, unless parents are otherwise notified that their student has been pre-approved through Direct Certification. Only one (1) Free or Reduce Meal Application is required per family.

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

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

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

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

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

LUNCH CHARGE POLICY

Noblesville Schools Food Service Department wants to ensure that every student has access to meals daily. Per USDA guidelines, Noblesville Schools is not allowed to incur debt from unpaid meal charges. We recognize that there can be extenuating circumstances that may cause a student to not have money in his/her lunch account, so policy has been put into place to ensure students receive a courtesy light lunch in these circumstances. In the event that a student does not have money to pay for a meal, the following limits are set as to how much a student can charge: When students in grades 6-8 do not have lunch money, they will be provided with a regular breakfast and/or lunch. The cost of these meals will be added to the students' account. Once an account reaches a negative balance equal to two meal charges (-\$4.00 paid lunch/-.80 reduced paid lunch) the student will be offered a light breakfast consisting of fruit and milk and a light lunch consisting of a sandwich, fruit and milk. These light meals will be offered at no charge to the student. Students will not be allowed to charge a la carte items. It is very important that students, parents and staff work together to ensure that students have money in their accounts to purchase meals. Students will be verbally reminded by the cashier to bring money in for their lunch account. Parents also have the option to sign up for low balance email reminders by setting up an account at www.paypams.com. Account balances remaining at the end of the school year will carry over and be available for use the following year.

GUIDANCE COUNSELING

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

Both students and parents should feel free to consult with counselors about classroom concerns, plans and decisions or personal problems. Students may sign up to see a counselor, or be referred to a counselor by parents, teachers, other students, or administrators. As advocates for their students, counselors assume no disciplinary role.

LOCKERS

Lockers are provided to students on a yearly basis, with the understanding that they will be used for storage of personal property and other items related to the educational program or activities of the school

corporation. Students are not to store books and/or personal possessions in other students' lockers. Students are responsible for and will be held accountable for items contained in their locker. LOCKERS SHOULD BE LOCKED AND THE COMBINATION KEPT SECRET.

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

LOST AND FOUND

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

NEW STUDENT ENROLLMENT

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

NOTIFICATION OF ASBESTOS MANAGEMENT PLAN

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

- 1) Developing an asbestos management plan, which is designated to outline procedures and guidelines for the inspection, re-inspection, and periodic surveillance of asbestos containing materials that are present in the buildings.
- 2) Provide awareness training and additional training to selected employees.
- 3) Periodically notify all workers and occupants, or their local guardians, parent-teacher organizations, and collective bargaining organizations of the availability of asbestos management plans, the location of same, and the times that plans may be reviewed. This notification is to advise all patrons, occupants, or their legal guardians, collective bargaining organizations, and parent-teacher organizations, that the asbestos management plans required under this act are available for review upon request. A copy of the plans for all buildings under the jurisdiction of this local education agency are located in the administration building which is located at 18025 River Road, Noblesville, IN 46062; telephone number 317-773-3171. Plans for individual schools and other buildings are located in the administration office of each building. Any person can view the plans during normal business hours of the particular school. Interested parties wishing to inquire about the hours and times that the plans are available should call the above number. At this time, the management plans can provide information regarding inspections, response action, and post-response action activities, including periodic 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 the superintendent, at the above number during regular business hours. Update- Sept. 1994.

PERSONAL ELECTRONIC DEVICES

NEMS seeks to provide a productive learning environment. Electronic devices such as electronic listening devices and cell phones may disrupt the learning environment. Therefore, the use of these devices is restricted.

Devices may, with teacher permission, be used in that teacher's class. Devices may not be used to communicate in any manner during class without the teacher's permission. Use of these devices outside of class is permitted provided that such use does not interfere with school operations or disrupt the learning environment.

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

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

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

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

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

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

PEST CONTROL AND USE OF PESTICIDES

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

The Corporation will:

- A) annually inform parents and staff members of the Corporation's pest control policy at the time of student registration as a provision in the staff and/or student handbook;
- B) provide the name and phone number of the person to contact for information regarding pest control;
- C) establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice by September 1, 2001;
- D) provide notice of planned pesticide applications to parents and employees who have requested advance notice after September 1, 2001;
- E) maintain written record for ninety days of any pesticide applications.

The Corporation will provide notice to those in the registry at least two school days prior to the date and time the pesticide application is to occur unless an emergency is declared. The notice will include the date and

time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact for more information. In case of emergency pesticide applications, because of immediate threat to the public health, 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. The Superintendent shall prepare administrative guidelines for the implementation of this policy. ISBA, IAPSS, IASBO, Memorandum Dtd. 6/13/2000; Adopted 2/20/01

POLICY ON SEXUAL HARASSMENT

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

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

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

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

RESPONSE TO INSTRUCTION (RTI)

Response to Instruction (Article 7, IDEA) is a multistep approach to providing special services and interventions to students who struggle with learning and behavior. At each step, students are closely monitored to make certain that progress is being made. As interventions become more intense, results are used to make decisions about the need for further research-based instruction and possible evaluation for special education services. In the past, students were identified as having a learning disability if there was a discrepancy between their academic scores and their IQ. Now, Noblesville Schools is placing an emphasis on early identification, through universal screenings, interventions and self-advocacy to support student learning.

SCHOOL DAY

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

SCHOOL SAFETY

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

SECLUSION/RESTRAINT POLICY

Noblesville Schools believes that maintaining an orderly and safe environment is conducive to a healthy learning environment, and is an appropriate expectation of all students and employees within the school corporation. The Board recognizes that there are times when it becomes necessary for employees to use reasonable physical restraint and/or isolated time out/seclusion to protect a student from causing harm to him/herself or to others. In accordance with the law, Noblesville Schools has adopted a Seclusion/Restraint

Plan to establish guidelines for the use of seclusion/restraint. The Noblesville Schools Seclusion/Restraint Plan can be found by clicking on the following link:

<http://www.noblesvilleschools.org/cms/lib07/IN01906676/Centricity/Domain/222/NSSeclusionRestraintPlan201415.pdf>

STUDENT CHANGE OF ENROLLMENT INFORMATION

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

STUDENT VALUABLES

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

TELEPHONES, MESSAGES, AND STUDENT DELIVERIES

Students wishing to use a telephone during lunch must obtain permission from a supervisor. Students may use a classroom telephone at the teacher's discretion. At no time from 7:35am to dismissal is a student to receive or make/send telephone calls or text messages using a cell phone. Students are not to use a telephone during class time except in emergencies. Messages will be delivered to students only in cases of emergencies or at the end of the school day. The school **will not** accept deliveries from floral or gift shops to be delivered to students. Also, from time to time, various companies send mail to students at our school address. This mail is typically from direct marketing solicitors who have obtained student names from the honor roll and athletic team lists that we publish in local newspapers. Mail such as this is discarded as it arrives.

TRANSFERRING SCHOOLS

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

VISITORS/VOLUNTEERS

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

- Level 1 Visitor/Volunteer: Guests who are visiting office area and/or observing at a special event (No formal background check required). Examples: Guest Speakers, PTO events during the school day.
- Level 2 Visitor/Volunteer: Access to students during the school day under supervision of Noblesville Schools' staff (Required Limited Criminal History Background Check).
- Level 3 Visitor/Volunteer: This volunteer can possibly have direct and unsupervised interaction with children. (Requires National Volunteer Background Check – Fee Applies) Examples: Field Trips, such as Flat Rock and Washington D.C.

Background checks must be updated every two years. Please visit the district website for more information on guidelines for background checks.

WELLNESS AND NUTRITION

Noblesville Schools recognizes that good nutrition and regular physical activity affect the health and well being of our students. In accordance with the law, Noblesville Schools has adopted a Wellness Policy to establish good health and nutrition habits in our students. The Wellness Policy (8510) can be found by clicking on the following link: <http://www.neola.com/noblesville-in/search/policies/po8510.htm>

SECTION II – HEALTH SERVICES

COMMUNICABLE DISEASES

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

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

EMERGENCY MEDICAL TREATMENT

In case of an accident or serious illness, the school will make every effort to contact the parent(s)/guardian. If the school is unable to reach parent(s)/guardian, the school will notify emergency personnel for treatment and/or transport.

Confidentiality:

All information will be treated as confidential, shared only with staff or EMS personnel on a need-to-know basis. Changes in medical status or medications should be promptly reported to the health center throughout the school year. Parents with additional concerns are encouraged to meet with the school principal and health center staff to assure the medical and privacy needs of the student are addressed properly.

FEVER/ILLNESS

Students may be sent home for illness at the discretion of the school nurse. Reasons to be sent home include, but are not limited to, fever of 100 degrees or above, vomiting and diarrhea. Any students with a fever should be kept home until they are fever-free without the use of fever-reducing medication for 24 hours. Students should also have no signs of vomiting or diarrhea for 24 hours prior to returning to school.

HEALTH SERVICES

A student who becomes ill during the day must request a pass to see the nurse. A student should not stop to see the nurse between classes unless he/she is very ill or injured. The student should report to his/her class and request a pass from the classroom teacher. A student who is ill must go to the nurse, and it is the nurse who will contact the parent. It is a violation of the cell phone policy for a student to contact a parent by cell phone instead of reporting to the nurse's office and having the nurse contact the parent/guardian.

IMMUNIZATION/HEALTH RECORDS

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

At the time of enrollment, a parent/guardian should be prepared to give the school a history of medical concerns, illnesses, accidents, and any other information that will help the school understand and serve the child. There are certain medical conditions that require a medical plan of care to be on file in the nurse's office. The nurse will notify the parent if a plan of care is a requirement for the student's medical condition.

MEDICATIONS AT SCHOOL

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

Medication at school must include:

- A labeled prescription container with child's name and instructions,
- A written order from the medical provider,
- A signed parent permission form on file, and
- Non-prescription medication in the original container.

Exceptions that require written parent permission only:

- Any non-prescription medications given less than ten consecutive school days do not require written permission from the child's medical provider.
- Any non-prescription medications purchased and administered by Noblesville Schools staff do not require written permission from the child's medical provider.

Any decision on the administration of medication will be made by Noblesville Schools Administration.

NON-PRESCRIPTION MEDICATIONS PURCHASED AND ADMINISTERED BY NOBLESVILLE SCHOOLS

The school board policy allows students with prior written permission from parents to receive stocked medication. The school will provide up to four doses of specified medications if necessary for the child to remain at school. The stocked medication will be available from 9am – 2pm. The school nurse will inform parents if four doses of stocked medication are given to a child.

The following products are available in the nurse's office. Parents should notify the school nurse if these products are not acceptable to use for their children:

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

MEDICATION FOR CHRONIC DISEASE OR MEDICAL CONDITION

(IC 20-8.1-5.1-7.5) A student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition if the following conditions are met:

- (1) The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the following doctor's statement:
- (2) A physician states in writing that:
 - A) The student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 - B) The student has been instructed in how to self-administer the medication.
 - C) The nature of the disease or medical condition requires emergency administration of the medication.

The parent's authorization and doctor's order must be filed with a student's principal annually. A school corporation may not send home with a student medication that is possessed by a school for administration during school hours or at school functions. Medication that is possessed by a school for administration during school hours or at school functions for a student in grades kindergarten through grade 8 may be released only to:

- (1) The student's parent; or
- (2) An individual who is at least eighteen years of age and designated in writing by the student's parent to receive the medication.

VISION/HEARING SCREENINGS

The school nurse is responsible for vision screening for students in grade eight. A Speech Language Pathologist is responsible for hearing tests for students in grade seven. These screenings are used to identify students who may have vision or hearing problems. The school nurse or Speech Language Pathologist will notify parents if more comprehensive testing by a physician is recommended.

SECTION III - ACADEMICS

Grading Standards

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

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

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

MID-TERM PROGRESS REPORTS

Mid-term progress reports are sent home with students if grades in any subjects are a D or F.

HONOR ROLL

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

ACCESS TO STUDENT GRADES FROM HOME

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

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

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

HOMEWORK

The successful completion of homework provides essential practice of new skills, reinforces concepts, and promotes student responsibility and a productive work ethic. Students are responsible for completing homework according to the teacher's directions and for meeting set deadlines. Assignments left in the locker may be turned in during the passing period before the start of the next period. Deadlines for long-term projects may be extended at the teacher's discretion based on individual extenuating circumstances.

MAKE-UP WORK

Students are granted one day to make up missed work for each day they are absent. It is the responsibility of the student to obtain missed assignments due to absences from school and to turn in assignments due

during the absence. Assignments may be picked up from the teacher when the student returns to school after an absence, and arrangements for making up missed tests must be made with the teacher.

MEDIA CENTER

Students may use the media center 15 minutes before school and 30 minutes after school. Students who leave class to go to the media center are expected to sign in upon arrival using the Pass Whiz app, and sign out when leaving. Students need to use the Pass Whiz app to use the media center during SLT. Students may use the media center during lunch if they sign up on the electronic database with the lunchroom supervisor. Books may be checked out for two weeks and may be renewed. Students will need their barcode to check out materials. Students are encouraged to check out eBooks and audiobooks using the Magic Wall and Axis 360 app on the iPad. Materials checked out of the library media center are to be returned by the due date by placing them in the book return slot on the circulation desk. Overdue notices will be sent electronically to the parent/guardian or student. Students who have overdue items should not expect to check out additional items until the overdue materials are resolved. Students who lose or damage materials will be expected to pay the replacement cost. Students are expected to return materials to their proper places. Students are encouraged to use the Makerspace area in the library to create or collaborate with peers.

FIELD TRIPS

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

SECTION IV – STUDENT ACTIVITIES

STUDENT ACTIVITIES

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

ATHLETICS

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

ATHLETIC ELIGIBILITY

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

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

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

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

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

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

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

An athlete may be dismissed from a current athletic team or prevented from participation on future athletic teams at the discretion of the coach and/or athletic director due to out-of-school suspension.

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

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

1. Physical Exam (completed after April 1)
2. Family History Page
3. ISA form (Information Signature Authorization page) containing signatures for the insurance form, athletic contract, travel form, Riverview Health HIPAA form, and photography waiver.
4. Concussion Acknowledgement and Signature Form.

ATHLETIC TRANSPORTATION FEE

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

STUDENT INSURANCE

Noblesville Schools will offer the opportunity for parents to insure their students with group accident or pupil protection plans. However, the school will not act as an agent for an insurance company. Students who participate in the interschool athletic program will be required to have some form of accident insurance. All NEMS athletic information is available on the NEMS website.

EMERGENCY MEDICAL AUTHORIZATION

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

SECTION V – STUDENT CONDUCT

RULES OF CONDUCT

Each member of the faculty has the responsibility to conduct class in an orderly manner. Teachers have the authority to administer appropriate consequences to correct student misconduct. Student discipline may take one or a combination of the following forms including, but not limited to, reprimand, special tasks, apology, probation, parent conference, restitution, detention, special seating, loss of privileges, isolation, suspension from class, required attendance at prevention programs, and/or detention. Serious misconduct or repeated violations will be disciplined with firmer consequences. Examples of these disciplinary actions include Friday School, in-school suspension, suspension from school, and recommendation for expulsion.

The Noblesville Board of Trustees has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off school property if the activity interferes with school purposes or the educational functions of the school. This authority applies to unlawful activity that may occur on weekends, holidays, and other school breaks, including summer vacation. (IC 20-33-8-15)

It is important to note that under Indiana Code 20-8.1-5.1 the superintendent, principal, any administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with

student behavior, in addition to the actions specifically provided in this chapter, reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference therewith; such action may include:

- (1) Counseling with a student or group of students;
- (2) Conferences with a parent or group;
- (3) Assigning students additional work;
- (4) Rearranging class schedules;
- (5) Requiring a student to remain in school after regular school hours to do additional school work or for counseling;
- (6) Restriction of extracurricular activities.

Telephone calls will be made to parents/guardian in cases of continued or serious student misconduct.

CODE OF CONDUCT

The following categories constitute misconduct for which a student will be disciplined. These categories apply to misconduct that occurs during the school day, immediately before or after school, or at any school activity. **Violation of Indiana or Federal law is not permitted. All laws and city ordinances are rules of the school.** Any violation could result in consequences up to and including suspension, expulsion and referral for prosecution. Compliance with these standards of conduct is mandatory.

Academic Dishonesty includes but is not limited to cheating, intentionally plagiarizing, wrongfully giving or receiving help during an assessment, and wrongfully obtaining test copies or scores.

Aggressive Behavior: Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, cyber bullying, hazing, or other comparable conduct.

Alcohol, Controlled Substances, Counterfeit Substances: Possession, usage, transmission of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or look-a-like of any kind. Also, synthetic drugs which include but are not limited to what would be sold as synthetic cannabinoids, aka K2 and spice, as well as synthetic stimulants, aka bath salts. **(Possession of Alcohol – IC 7.1-5-7 et. seq.)** Engagement in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function. **(IC 35-48-4 et. seq.)** Possession of, giving/sharing of, alcohol or drug paraphernalia such as rolling papers, clips or scales, or displaying materials that promote or encourage alcohol or drug use. **(IC 7.1-5-7-8, IC 35-46-1-8)** Intent to sell or purchase any of the above mentioned items.

Alcohol, Controlled Substances, Counterfeit Substances: Possession, usage, transmission of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or look-a-like of any kind. **(Possession of Alcohol – IC 7.1-5-7-7)** Engagement in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function. **(IC 35-48-4-4.6), (IC 35-48-4-4.5)** Possession of, giving/sharing of, alcohol or drug paraphernalia such as rolling papers or clips, or displaying materials that promote or encourage alcohol or drug use. **(IC 7.1-5-7-8)**

Audio/Video: It is a violation of NEMS rules for students to use audio or video to record teachers or others without permission of the NEMS administration. This includes a video or photo from a cell phone.

Bullying & Cyber bullying: Overt, unwanted, repeated acts or gestures, including verbal or written communications transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that: places the targeted student in reasonable fear of harm to his/her 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, or privileges provided by the school. These guidelines apply regardless of the physical location in which the bullying behavior occurred (including comments made or items created at home and/or

off school grounds), whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending Noblesville Schools and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. Noblesville Schools prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network. (IC 20-33-8-0.2)

Disrespect: Insults, derogatory names, dishonor, or any other manner of abuse, verbal or written, toward any member of the school staff or student body.

Disruptive Behavior: Engaging in horseplay and/or violent, abusive, indecent, profane, boisterous, unreasonably loud, or other conduct that tends to cause or provoke a disturbance. Any negative behavior that tends to disturb or endanger the educational process and/or the people involved. This includes behavior in places including, but not limited to, hallways, cafeteria, media center, and school grounds during the regularly scheduled day and at school events. (IC 35-45-1-3)

Dress Code: See section on Dress and Grooming for NEMS expectations.

Failing to Report: The actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.

False Alarms: The act of initiating a false fire alarm or initiating a false report warning of a fire or an impending bombing or other catastrophe. (IC 35-45-2-1)

False Reports: The act of falsely reporting incidents or making false accusations or giving false information to school personnel that would affect the welfare of others. (IC 35-44-2-2)

Forgery: The act of falsely using in writing the name of another person or falsifying time, dates, grades, addresses, or other data on school forms (including bus passes) and the misrepresentation of Parent/Guardian when calling the school. (IC 35-43-5-2)

Gang Related Activity or Apparel: The act of belonging to secret societies or groups, wearing of specific gang colors, hats, bandannas, shoes, uniform style shirts, blouses, pants and other paraphernalia is not allowed in school. Any form of related graffiti is equally unacceptable.

Habitual Offender Policy: Any combination of incidents resulting in the following consequences: Friday Schools, Saturday Schools, In-School Suspensions and/or Out-of-School Suspensions, totaling 5 in one semester, may result in a student being recommended for expulsion from school.

Hazing: Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to any action, activity, or attitude directed toward a student because of his/her relationship with a student organization with or without the student's consent which ridicules, humiliates, embarrasses, confuses, frustrates or causes undue stress as well as any action that may cause physical or mental discomfort and has the potential to cause bodily or psychological damage. (IC 35-42-2-2)

Injury or the Risk of Injury: Causing or attempting to cause physical injury or behaving in such a way, as could reasonably cause physical injury to any person. (IC 35-42-2-1)

Inappropriate Display of Affection: The engagement in acts including, but not limited to, holding hands, kissing, and hugging.

Inappropriate Language: Sexually explicit materials or illustration on notebooks, handbooks or papers and/or use of profanity, obscenity, or other inappropriate language or gestures.

Insubordination: The failure to comply with or carry out a reasonable directive by authorized school

personnel, refusal to identify one's self, sleeping in class, disrespectful language, challenging authority, running from an adult in authority or lying to an adult in authority.

Interference with The Educational Process: Conduct, behavior, and/or attire, which disrupts the educational process including any activity that interferes with school purposes or educational functions. Assisting or conspiring with another person to interfere with school purposes or educational functions is also a violation of this rule.

Personal Electronic Devices: All personal electronic devices are permitted in classrooms under the direct supervision of the classroom teacher in accordance with the Noblesville Schools personally owned device policy.

Possession of Non-Educational Items: Possession and/or use of any non-educational item. These items include, but are not limited to, hats, laser pointers, skateboards and sunglasses.

Possession of Stolen Property: Having possession of items that belong to another person, organization, or school system without the consent of the rightful owner. Possession may be on the person or in his/her locker.

Sexting: The act of sending, sharing, viewing, or possessing sexually explicit messages or photographs electronically.

Sexual Assault: Intentional touching of clothed or unclothed intimate part(s) of another person with any part(s) of the body or with any object or device thereby causing offense or alarm.

Sexual Harassment: Unwelcome sexual advances, request for sexual favors, and other verbal, written or physical conduct or communication.

Tardiness: The unexcused lateness to school, class or any other part of the student's schedule.

Technological Equipment Abuse: The misuse of technological hardware and software including, but not limited to, visiting non-educational and/or social networking sites, accessing a school-blocked website, checking email, and tampering with another student's server accounts.

Theft: Stealing or attempting to steal school or private property. (IC 35-43-4-2)

Threatening or Intimidating Acts: The act of verbally, or by gesture, threatening the well-being, health, or safety of any person on school property, or en route to or from school or any school-related activity. This includes threatening or intimidating any person for the purpose of obtaining money or any personal possession. In addition, planning or conspiring with others to engage in a violent activity constitutes a violation of this rule. (IC 35-45-2-1)

Tobacco (Use or Possession): Cigarettes, smokeless tobacco, electronic cigarettes or other tobacco products, matches or a device such as a lighter designed for use in consuming tobacco products. (IC 35-46-1-10.5)

Trespassing: Being present on school property before or after school hours without teacher supervision or adult authority. (IC 35-43-2-2)

Truancy: An unauthorized absence for any portion of the school day.

Unprepared for Class: Coming to class without necessary materials including but not limited to a charged iPad, textbooks, paper, and writing utensils.

Vandalism: The intentional destruction of property belonging to others. This shall also include tampering with or causing the discharge of any apparatus installed in/on school property for the prevention of fire or for the safety of the school population or school property. (IC 35-43-1-2) This includes setting fire to any school building or property.

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

DETENTIONS

Students may be detained (under the direct supervision of a teacher) for disciplinary or other reasons. Repeated detentions may be assigned as deemed appropriate/necessary to improve student behavior. Arrangements for transportation and supervision from school to home are the responsibility of the student and parent/guardian. When a student has been assigned an after school detention, the parents will be contacted by the person assigning the detention as to the reason for the detention. Any student failing to attend an assigned detention can be assigned an additional consequence.

FRIDAY SCHOOL

Friday School is an intermediate disciplinary step between detention and In-School Suspension held on Fridays from 2:45pm to 5:45pm. Friday School provides consequences designed to change student behavior while allowing for academic study and individual self-reflection. Repeated Friday Schools may be assigned as deemed appropriate/necessary to improve student behavior. Arrangements for transportation to and from school are the responsibility of the student and parent/guardian. When a student has been assigned Friday School, the person assigning the Friday School will contact the parents/guardian as to the reason for the Friday School. Any student failing to attend an assigned Friday School may be assigned one day of in-school suspension, and the Friday School may be reassigned. A second offense for failing to attend an assigned Friday School may result in the student being suspended 3 days out of school, and the Friday School may be reassigned.

SATURDAY SUSPENSION

Saturday Suspension may be assigned at the discretion of an administrator. This consequence allows students to continue their attendance at school while attending Saturday Suspension. Students assigned to Saturday Suspension must first appear in Hamilton County Circuit Court. Similar procedures are used for the out-of-school suspension program. Students are prohibited from participation in any extracurricular activity on the day(s) they are assigned to Saturday Suspension.

IN-SCHOOL SUSPENSION (ISS)

In-School Suspension is a disciplinary step between Friday School and Out-of-School Suspension. The length of the day in ISS will be from 7:35am to 2:35pm. When a student has been assigned an In-School Suspension, the parent/guardian will be contacted as to the reason for the In-School Suspension. Any student failing to serve an In-school Suspension will be suspended out of school and expected to complete the out of school suspension program. Students are prohibited from participation in any extracurricular activity on the day(s) they are assigned to In-School Suspension.

OUT-OF-SCHOOL SUSPENSION (OSS)

An administrator may deny a student the right to attend school or take part in any school function for misconduct or substantial disobedience. A program has been cooperatively developed between Noblesville Schools and the Hamilton County Prosecutor's Office. When an administrator determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At the meeting the student will be entitled to the following:
 - A. A written or oral statement of the charges;
 - B. If the student denies the charges, a summary of the evidence against the student will be presented; and,
 - C. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

3. Following the suspension, the parents or guardians of suspended student will be called and notified in writing. The notification will include: the dates of suspension, describe the student's misconduct, and the action taken by the administrator.
4. When a student's behavior warrants out-of-school suspension, the parent will be called, and the suspension period will begin the morning of the next school day. The parent(s), guardian(s), and/or custodian(s) and the student are to first appear at Hamilton County Circuit Court at 8:00am. The Court will then sign an order authorizing the Out-of-School Suspension supervisor to accept the student on an out-of-school suspension basis. The person responsible for the child must then deliver the student to the OSS site no later than 7:45am. on each day of the suspension.
5. A student will be expected to complete all assignments missed during the suspension period. The student will be entitled to receive full credit for the assignments completed.
6. The person responsible for the student must then pick the child up from the OSS site no later than 2:45pm on each day of the suspension.
7. Should the student or responsible adult fail to comply with these provisions for out-of-school suspension, further Court action may be initiated by the prosecutor's office in appropriate cases.
8. The student is not permitted to participate in any extracurricular activities on the day(s) of suspension.

DRESS CODE

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

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

1. Tank tops, halter-tops, and sleeveless tops are unacceptable. Sheer or see-through clothing which shows an undergarment or the lack thereof is inappropriate. Any see-through garments must have a garment underneath that meets dress guidelines. Bare midriff apparel or extremely tight clothing is not to be worn.
2. Short shorts, short dresses, and short skirts are unacceptable. Skirts and dresses that are shorter than the tips of the fingers when the student is standing with arms hanging down the sides and shorts that are shorter than the tips of the thumbs when the student is standing with arms hanging down the sides, are unacceptable.
3. All pants and slacks must be worn at or above the waist. Undergarments that are visible because pants are hanging too low are unacceptable. Pajamas are not permitted to be worn during the school day.
4. Coats are not permitted in classes and should stay in lockers.
5. Gloves, hats, caps, or any head attire are not to be worn in the building during the school day. These items are to be stored in the student's locker during school hours.
6. Shoes must be worn at all times.
7. Attire that may damage school property or cause personal injury to others (such as chains) is not to be worn.
8. Clothing that advertises, promotes, or glorifies the use of alcohol, tobacco, drugs, or other substances is unacceptable.

9. Clothing that is suggestive, has a double meaning or innuendo, or suggests an inappropriate idea, is unacceptable.
10. Any apparel, jewelry, cosmetic, make-up, accessory, manner of grooming which, by virtue of its color arrangement, trademark or any other attribute denoting membership in a gang or advocating drug/alcohol use, violence or disruptive behavior is prohibited.
11. Body-piercing accessories that are unsafe during certain activities or that are disruptive to the educational environment are prohibited.

DUE PROCESS RIGHTS

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

1. That rules and regulations of schools are published and distributed;
2. That students know and understand these rules and regulations; that when a student is believed to have violated a rule or regulation, he or she is confronted with this belief and given the opportunity to respond to the accusation;
3. That when rules or regulations are violated, certain consequences will occur;
4. And that if expulsion from school is a recommended consequence and if the student or the student's parent wishes, an expulsion meeting must be held. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting. Appeals to the School Board and to the civil courts may follow in sequence.

LAW ENFORCEMENT OFFICIALS

If necessary, law enforcement officers may be used at NEMS. A law enforcement officer may confer with a student on school premises at any time. A law enforcement officer may arrest a student and remove him/her from school.

SEARCH AND SEIZURE

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of School Trustees if there is reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated.

REASONABLE SUSPICION

If reasonable suspicion exists that a student is under the influence of a substance as listed in the Student Code of Conduct, the parent/guardian will be directed to take the student for a drug screen within a specified period of time. An administrator may conduct a search of the student's locker, book bag, purse, or other containers that are on school property. An administrator may search the student if there is suspicion a search will produce evidence of a violation of law, a violation of a school rule, or a condition that endangers the safety or health of the student.

Failure to obtain a drug screen as directed or to cooperate with a search will lead to a request for expulsion.

INDIANA LEGAL STANDARDS AND REQUIREMENTS

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

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

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

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

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

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

ATTENDANCE POLICY

Indiana Public Law 221 now measures each school's attendance average against all other schools and places schools in performance categories using attendance as one of the criteria for placement. Accordingly, NEMS can perform well in academic terms but be placed in a lower achievement category due to insufficient attendance rates. Indiana also created an attendance standard with the requirement that students who do not pass the ISTEP+ graduation exam must establish a 95% attendance rate and meet certain academic standards in order to receive a diploma. It is critical that we help students establish positive school attendance habits that will allow this to be possible when they reach the high school.

Schools are granted, by the State of Indiana, broad authority to prescribe and enforce standards relating to student attendance. Indiana attendance law mandates that every student enrolled must be in attendance unless she/he is ill or there is a death in the immediate family. Excessive absence, as determined by the school administration, is to be acted upon, utilizing due process procedures that could result in suspension or expulsion from school.

"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.

Target Group: Students with excessive excused or unexcused absences.

Absences that are exempt in the ACES Program are:

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

- Court appearances, incarceration, jury duty, service on Election Day
- Serving as a page for the state legislature
- College/School visitation
- School sponsored field trips
- Driver license examination
- Military Service- 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 a student to be absent and excused from school for reasons other than those specified by law and policy.

Students with Excessive Absences:

1. When a student misses 6 days of school an administrator will review the student’s attendance. The parent, student, administrator, counselor/social worker and/or nurse (if requested) may be included in the review process. In some cases, the School Resource Officer will be involved. Also, a referral may be made to the Youth Assistance Program. The review team will determine the causes of the student’s absences and the student will be encouraged to improve his/her attendance. Documentation of the communication will be kept on file. Those in attendance at the attendance conference may complete an attendance contract.
2. When a student misses 8 days of school, the parent will receive by mail or email an attendance letter and a request for a physician's certification of a child's incapacity to attend school, or a letter requiring a doctor's note to document the causes of further absences.
3. When a student misses a combination of excused and unexcused absences totaling 12 days of school the student and parent are referred to the Community Prosecutor and the Noblesville Schools’ Director of Student Services. The Student Services Department will send an attendance letter to the parents. The Community Prosecutor will also contact the parents to inform the parent and child of a required meeting. At the meeting the community 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 12
4. Any further absences will result in a meeting between the community prosecutor, school administration, probation officer, parent, and child. A warning of further actions will be communicated if attendance does not improve.
5. If students continue to miss school, a truancy report will be filed and the Community Prosecutor may issue a pickup order.

Students with Unexcused Absences:

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

1. When a student misses 1 unexcused day of school, the parent and student will be contacted. The student may be assigned to a Friday School.
2. When a student misses 2 unexcused days of school, a Friday School will be assigned to the student.
3. Further unexcused absences will result in school assigned discipline and a possible referral to the Prosecutor’s Office.

Request for Excused Absence:

“Excused Absence” means an absence from school that is authorized by the local school administrator or local school corporation rule. Parents may, in rare instances, receive approval of the principal for students to be absent and excused from school for reasons other than those specified by law and policy. A parent must

seek the principal's approval by completing the *Request for Excused Absence Form* and submitting it to the principal at least 5-days prior to the date of absence. The *Request for Excused Absence Form* can be obtained from Student Services.

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

Approved by Attendance Review Committee 4/8/14_NM.

ATTENDANCE PROCEDURES

Reporting a Student Absence

Parents must call 317-776-6258 by 9:00am on the day a student is absent. If there is no phone in the home, a note must accompany the student upon his/her return to school. The note must state the reason for the absence and be signed by the parent.

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

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

Leaving School Because of Illness

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

Leaving School for Medical Appointments

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

Truancy

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

Tardy Policy

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

- Students arriving to first period later than 7:45 will be referred to the office to sign in and obtain a tardy pass. Student will be counted tardy to class.
- Reasons such as, but not limited to, car trouble, traffic, oversleeping, missing the bus, school-closing assumptions, or parent taking responsibility will result in the tardy and/or absence being unexcused.

Unexcused tardies per semester, to periods 1-7, will be handled in the following manner:

- 1st and 2nd - verbal warning from the teacher
- 3rd - Teacher assigned detention and parent contacted
- 4th - Student referred to the office, after-school detention of 1 hour assigned and parent contacted
- 5th - Student referred to the office, after-school detention of 2 hours assigned and parent contacted
- 6th - Student referred to the office and a Friday School assigned and parent contacted
- 7th – In-School Suspension
- 8th – Out-of-School Suspension

Excused from Participation

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

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

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

SECTION VI - TRANSPORTATION

BUS CONDUCT

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

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

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

Videotapes on School Buses

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

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

Penalties for Infractions

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

BUS PASSES

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

TO AND FROM SCHOOL

1. BICYCLE RIDERS are expected to have their bicycles registered and LOCKED. There is a designated area for parking bicycles. Recreational riding is not permitted at any time.
2. Students who WALK to and from school are requested to walk on the sidewalks and to cross the streets at marked crosswalks.
3. School rules and policies will be in effect for all students en route to and from school.
4. Students who COME TO SCHOOL BY AUTOMOBILE are to be dropped off and picked up at the north entrance of the building in the designated drop off/pick up area. Doors open at 7am.
5. The south entrance is the bus-loading zone and is closed to any other traffic including walkers from 7:15am-7:45am and 2:15pm-3:00pm.
6. Students are not permitted to visit any commercial establishments after school, without adult supervision, and return to a school function.
7. Students are not to visit elementary buildings or grounds prior to the end of the elementary school day.