

**Central Noble Community School  
Corporation Elementary  
Parent and Student  
Handbook**



**2024-2025**

**Central Noble Community School Corporation  
200 East Main St  
Albion, Indiana 46701**

**Welcome back!**

Dear Parents and Students:

Welcome to Central Noble Community School Corporation. On behalf of the staff, we would like to extend a warm welcome to all of our parents and students. We will be working together to provide the best educational opportunities for our students.

Central Noble is committed to the principle that every student can learn. It is our goal that all students experience success and become responsible citizens in society. The elementary school setting will provide students with the opportunity to become life-long learners.

Parents are an integral part of each student's education. We encourage you to continue to be active in your child's education. Parent visits are encouraged. Experience tells us that when parents and schools work together as a team, students learn the true value of education and its need in our world today.

We are looking forward to working with you during the coming school year. If we can be of assistance to you, please do not hesitate to contact us.

We look forward to another successful school year.

Mr. Brad Targgart, Central Noble Primary Principal  
Dr. Barry Younghans, Central Noble Elementary Principal

## **School Information**

### ***Central Noble Primary School***

1283 South Main Street  
PO Box 67  
Wolf Lake, IN 46796  
Phone: 260-635-2432 Fax: 260-635-2372

Mr. Brad Targgart, Principal  
[targgartb@centralnoble.k12.in.us](mailto:targgartb@centralnoble.k12.in.us)

#### CNP Hours

Doors Open for Car Rider Drop-Off: 7:45a.m.  
School Start (Tardy if arriving after): 8:40 a.m.  
Shuttle Bus Student Dismissal 2:45 p.m.  
Car Rider Dismissal 2:55 p.m.  
School Office Hours: 7:00 a.m.– 4:00p.m

### ***Central Noble Elementary School***

202 Cougar Court  
Albion, IN 46701  
Phone: 260-636-7538 Fax: 260-636-7740

Dr. Barry Younghans, Principal  
[younghansb@centralnoble.k12.in.us](mailto:younghansb@centralnoble.k12.in.us)

#### CNE Hours

Doors Open for Shuttle Bus Riders: 7:45 a.m.  
Doors Open for All Other Students: 8:00 a.m.  
Tardy: 8:45 a.m.  
Dismissal: 3:17 p.m.  
School Office Hours: 7:00 a.m.– 4:00p.m



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## **Central Noble Community Schools Mission Statement**

Providing today's students opportunities to become tomorrow's leaders

## **Central Noble Community Schools Vision Statement**

Central Noble Community Schools are the school of choice in Noble County and northeast Indiana.

## **Central Noble Community Schools Core Values**

**Learning Centered Education-** Students deserve high quality learning experiences through instruction that meets their diverse needs.

**Value Stakeholders-** We believe in the limitless potential of all Central Noble students, staff, and community members. We appreciate diversity within our schools. We acknowledge and encourage professional and personal growth, creativity, and motivation.

**Social Responsibility-** Central Noble Community Schools will provide a safe and healthy environment where employees and students demonstrate ethical behavior, citizenship, and personal accountability.

**Continuous Improvement-** We believe it is our responsibility to make data-driven decisions for continuous improvement.

**High Expectations-** We are committed to all stakeholders holding one another accountable for maintaining high expectations.

**Visionary Leadership-** Central Noble Community School stakeholders will communicate and promote a common vision that is continuously evaluated and realigned with core values, goals, and mission.

## **Central Noble Elementary/Primary Belief Statements**

- Children learn to read and write by reading and writing for a meaningful purpose.
- Sustained time daily is needed for growth in reading and writing.
- The modeling of skills and strategies are important to the reading and writing process.
- Effective literacy involves students having choices in what they read and write using a variety of materials.
- Students, in order to be successful problem solvers, need to apply mathematics in everyday work and real-life situations
- Students value mathematics as an essential tool when they see it incorporated throughout the curriculum.
- A variety of assessment methods should be used with individual students, including written, oral, and demonstration formats to appropriately gauge student achievement.

## **Legal Compliance**

### **Nondiscrimination on Basis of Sex:**

Central Noble Community School Corporation does not discriminate on the basis of sex in the educational programs or activities, which it operates. The corporation is required by Title IX of the Education Amendments of 1972 and by the implementation of its regulations not to discriminate on the basis of sex. The requirement extends to the employment of personnel by the corporation.

## **Notification of Rights Under Family Educational Rights & Privacy Act (FERPA) For Elementary and Secondary Institutions**

The **(FERPA)** affords parents and eligible students (18 years old and older) certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the School Corporation receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Central Noble Community School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or another school official who is assisting in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School Corporation discloses educational records without consent to officials of another school corporation in which a student seeks or intends to enroll. (NOTE: FERPA requires a school corporation to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records upon request.)

4. The School is required to give recruiting representatives of the U.S. Armed Services and the Indiana Air, Army, and National Guard and the service academies of the armed forces of the United States or an institution of higher education access to the high school campus and student directory information (student's name, address, and listed or published telephone number) when requested to do so. A secondary school student or parent of the student may request that the student's name, address and telephone listing not be released without prior consent of the parent(s)/eligible student.

The School is required to notify the parent and student that either one may request that the information not be released by the School to the military recruiting representatives. The notification is to include the process necessary to complete this requirement.

The parent or student must make the request in writing at the end of the student's sophomore year in high school. This is a one-time opt-out opportunity. If the student opts-out in his/her sophomore year and later changes his/her mind, a revocation may be made.

Parents and eligible students may refuse to allow the School to disclose any or all of such "directory information" upon written notification to the School within 30 days after receipt of the School's annual public notice.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, D.C. 20202-4605  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)  
[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

## **Section 504 of the Rehabilitation Act of 1973:**

Section 504 of the Rehabilitation Acts of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill this obligation under Section 504, the Central Noble Community School Corporation has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

Central Noble has the responsibilities under Section 504, which include the obligation to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

If there are any questions, please feel free to contact the Superintendent's office, 200 East Main Street, Albion, Indiana 46701 (260) 636-2175 or the 504 Coordinator for the Central Noble Community School Corporation.

## **STUDENTS AND THEIR TITLE I SUPPORT**

### **TITLE I SCHOOL-PARENT COMPACT FOR CENTRAL NOBLE SCHOOL CORPORATION ELEMENTARY SCHOOLS**

Families and schools must work together to help students achieve high academic standards. Through a process that included teachers, families, students and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life. This school-parent compact is in effect during the 2023-2024 school year.

#### **Staff Commitment and Responsibilities**

Central Noble School Corporation's Primary and Elementary School staff agree to carry out the following responsibilities to the best of our ability:

- Provide a safe and supportive learning environment
- Teach classes with an interesting and challenging curriculum that promotes student achievement.
- Motivate students to learn

- Set high expectations and help ALL students be successful in meeting the Indiana standards through a variety of interventions and supports
- Communicate frequently and meet annually with families about student progress and the school-parent compact
- Provide opportunities for parents to volunteer, participate, and observe in the classroom
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community
- Actively participate in collaborative decision making with other staff and parents to make our school accessible and welcoming for families
- Respect the school, staff members, students, and community

### **Student Commitment and Responsibilities**

I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard
- Bring necessary materials, completed assignments and homework
- Know and follow school and class rules
- Communicate regularly with my parents and teachers about my school experience so that they can help me be successful
- Limit my TV watching, video game playing, and internet usage
- Study or read every day after school
- Respect the school, classmates, staff and families

### **Family/Parent Commitment and Responsibilities**

I agree to carry out the following responsibilities to the best of my ability

- Provide a quiet time and place for homework and monitor TV viewing
- Read to my child or encourage my child to read every day (20 minutes K-3, and 30 minutes for grades 4-6)
- Ensure that my child attends school every day and gets adequate sleep, regular medical attention and proper nutrition
- Regularly monitor my child's progress in school
- Participate, as appropriate, in decisions about my child's education
- Attend parent-teacher conferences
- Communicate the importance of education and learning to my child
- Respect the school, staff, students, and families

# **Title I School Parent Involvement School Policy**

## **Central Noble School Corporation Elementary Schools**

Central Noble School Corporation intends to follow the parent policy guidelines in accordance with the Every Student Succeeds Act (ESSA) signed in 2015. Central Noble School Corporation will distribute this policy to parents of students participating in the Title I program.

### **Policy Guidelines**

- Involve parents in jointly developing our corporation's local plan
- Provide the coordination, technical assistance, and other support necessary to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement, growth, and school performance
- Build the schools' and parents' capacity for strong parental involvement by providing parents with –
  - A description and explanation of curriculum and resources to be used
  - Forms of academic assessment used to measure student progress
  - Proficiency levels that students are expected to meet
  - Opportunities for decision-making related to the education of their children
  - Materials and training on how parents can improve their child's achievement
  - Educating school staff on how to build ties between home and school
  - Coordinating and integrating, as appropriate, parent involvement with local preschool programs
  - Ensuring, to the extent possible, that information sent home is in a language and form parents can understand
  - Other reasonable support for parental involvement activities as parents may request
- Coordinate and integrate parental involvement strategies under Title I, Part A parental involvement strategies under other programs, such as Head Start, local preschool programs, and Title III language instructional programs
- Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served with Title I, Part A funds, including –
  - Identifying barriers to greater participation by parents in parental involvement activities, with particular attention to the parents who are economically

- o disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
- o Using the findings of the evaluation to design strategies for more effective parental involvement;
- o Revising, if necessary, the parental involvement policies
- Involve parents in the activities of schools served under Title I, Part A

## Expectations for Parent Involvement

Central Noble School Corporation intends that parents of participating students be provided with frequent and convenient opportunities for full and ongoing participation in the Title I program. This shall include opportunities to jointly develop the Title I program plan and suggest modifications in the process for school review and improvement. The Title I program must be designed to assist students to acquire the competencies and achieve the goals established by law, as well as the goals and standards established by the Central Noble School Board. These goals and standards must be shared with parents in a manner that will enable them to (1) participate in decisions concerning their child's education and (2) monitor and improve the educational achievement of their child.

Any comments indicating parents' dissatisfaction with the district Title I program must be collected and submitted along with the Title I Application for Grant to the Division of Compensatory Education.

If you have any questions regarding these guidelines, please contact your building principal or the corporation Title I coordinator, Brad Targgart, Central Noble Primary Principal.

## Student Health and Well-being

Health, defined as a state of physical, mental and emotional well-being of the individual, is one of the principal components of education. It affects the learning process and impairs the student's school achievement. In the Central Noble School Corporation emphasis is placed on "keeping well" first and secondly on "getting well" as quickly as possible whenever illness occurs.

Medical problems of a student should be reported to the school to which your child attends, especially a child who has a permanent health condition that requires continued observation and medical treatment. Children can have a chronic health condition but do not have difficulty in school. Some children, however, will need supervision and various adjustments in order to continue school.

IC 20-34-3-9 –Students found to be ill; medical care; readmission; appeals  
Sec. 9.

(a) If a student is ill, has a communicable disease, or is infested with parasites, the school principal may send the student home with a note to the student's parent. The note must describe the nature of the illness or infestation and, if appropriate, recommend that the family physician be consulted.

(b) If the parent of a student who is sent home under this section is financially unable to provide the necessary medical care, the medical care shall be provided by a public health facility. If a public health facility is not available, the township trustee or an appropriate governmental agency shall provide the necessary care.

(c) A student who is sent home under this section may be readmitted to the school:

(1) when it is apparent to school officials that the student is no longer ill, no longer has a communicable disease, or is no longer infested with parasites;

(2) upon certification of a physician that the student is no longer ill, no longer has a communicable disease, or is no longer infested with parasites;

(3) upon certification of a physician that the student has a communicable disease, but the disease is not transmissible through normal school contacts; or

(4) upon certification of a Christian Science practitioner, who is listed in The Christian Science Journal, that based on the practitioner's observation the student apparently is no longer ill, no longer has a communicable disease, or is no longer infested with parasites.

If school personnel disagree with the certifying physician or Christian Science practitioner as to whether the student should be readmitted to school, the local health officer shall determine whether the student may be readmitted to school.

(d) An individual who objects to the determination made by the local health officer under this section may appeal to the commissioner of the state department of health, who is the ultimate authority. IC 4-21.5 applies to appeals under this subsection.

Legal: IC 20-34-3-9

## **Immunization**

Indiana law (I.C. 20-8.1-7-9.5) provides that every child residing in Indiana shall be immunized against communicable diseases. A religious objection (I.C. 20-8.1-7-2) and/or an exception for a child's health (I.C. 20-8.1-7-2.5) are the only conditions under which immunizations are not required. Each school is required to notify each parent of a child who enrolls in the school of the requirement that the child must be immunized and that immunizations are required for the child's continued enrollment and attendance at the school. Prior to enrollment each student must present a certificate or other appropriate documentation from the physician who administers the required vaccines. **Children who enter a school corporation with a history of receiving less than the minimum required immunizations have a period of thirty (30) days in which to begin or resume their series of immunizations. They may remain in school at the end of this thirty (30) day period by documenting that they have either:**

1. Completed all requirements or
2. Entered upon a specific schedule of immunizations approved by a physician or the local health department or
3. Qualified for exemption as indication by a physician's note or filing a religious exemption with the school, which must be updated annually.

**All students must be immunized according to the Indiana State Department of Health School Immunizations Requirements for the current year.**

## **Student Medication Guidelines**

Requirements for administration of medication to students at school-by-school employees have been developed for the Central Noble School Corporation in compliance with P.L. 264.2001, Sec. 2 (IC 20.8-1-5.1-7.5 and IC 20-8.1-5.1-7.5). School employees will not administer medication if these requirements have not been followed. All medication is stored in the nurse's office in a locked and secure location. Consent forms may be obtained from the school nurse for prescription medications.

*Any medication to be given three times a day should be given in the morning before school, after school, and at bedtime. Any exceptions must be requested by the physician as an order faxed to the school nurse.*

## **Administration of Medications**

1. When necessary, students under a physician's care may receive medications at school during the school day. A school corporation nurse or a member of the office staff may administer prescription medication, consistent with Indiana Code 34-30-14, and as follows:
  - A. The medication is delivered to school in the original pharmacy container with the original label which identifies the following:

- a. The name of the student;
    - b. The name of the medication, dosage, and time(s) to be given;
    - c. The prescribing physician; and
    - d. The date the medication was ordered.
  - B. Written permission from the student's parent or guardian which authorizes school staff to administer the medication. Additionally, the note includes the following information:
    - a. The student's name, age and grade;
    - b. The name of the medication, dosage, and time(s) to be administered; and
    - c. Instructions for administering the medication.
2. On a limited basis, nonprescription medications may be administered by school personnel under the following conditions:
- A. The medication is delivered to school in its original container;
  - B. Written permission from the student's parent or guardian which authorizes school staff to administer the medication accompanies the medication. The note is to include the following information:
    - a. The student's name, age, and grade;
    - b. The name of the medication, dosage, and time(s) to be administered; and
    - c. The reason for the medication.
3. A written order from the attending physician is required for the on-going administration of medication for chronic conditions such as asthma or epilepsy.
- A. Students who possess medications for self-administration (such as asthma inhalers and diabetes medication) must have written authorization of medical necessity from the prescribing doctor.
4. Parents or guardians who request that school staff administer medications to their children are responsible for:
- A. Providing the appropriate written permission notes and medication information;
  - B. Notifying school staff, in writing, of any changes in the student's health or medication regimen; and
  - C. Insuring delivery of the medication to the school office and retrieval of the medication which has expired or is no longer appropriate.
  - D. Any medication left in the office after the last day of school will be **destroyed**.

### **Student Illness**

To prevent the spread of communicable diseases to other students and to protect the ill child himself, it is the policy of the Central Noble School Corporation to send students home from school for one or more of the following reasons:

- 1) Temperature of 100 degrees or above
- 2) Sore throat, hoarseness accompanied by a temperature of 100 degrees or above
- 3) Excessive coughing or sneezing
- 4) Red, watery eyes not associated with allergies
- 5) Headache, nausea, or vomiting

## 6) Skin sores, rash, or any skin condition resembling a communicable disease

A child must be fever-free (less than 100 degrees) for 24 hours without fever-reducing medication (such as acetaminophen or ibuprofen) before returning to school in order to keep illnesses from spreading.

**IMPORTANT:** Emergency care information must be on file for each student, giving home and work telephone numbers where parents may be reached. Please contact the school secretary for any changes in employment that result in a change of work telephone numbers. When illness occurs during the school day, parents will be notified and arrangements should be made for the parent or designated caregiver to come for the child.

Students are not to contact parents for pick-up during the school day without permission from the office staff.

In the event of a serious emergency and the parent or other designated emergency contact cannot be reached by telephone, a school nurse or other staff member may notify Emergency Medical Service and take the child to a hospital.

### **Incontinence/Accidents**

For occasional circumstances of incontinence or accidents, the school nurse usually has some clothes available for the student to use.

Some children have frequent incontinence or accidents.

This usually indicates a medical issue that needs to be addressed by a family physician. In the case of a student with frequent accidents, a change of clothes must be provided to the school nurse.

When the clothing is soiled and sent home, it will be the parents' responsibility to replace the clothing. If clothing is not provided, the parent will be asked to come to the school and provide clothing for their child.

### **Bed Bugs In The School Setting**

Bed bugs do not transmit disease but they can cause significant anxiety, itchiness, and sleeplessness.

Infestations often require multiple treatments by licensed pest control professionals and are quite costly.

**Bed bugs at School**

If a bed bug is found on a student or his/her belongings:

1. The student should be discreetly removed from the classroom so that the school nurse or qualified individual can examine the student's clothing and other belongings. Any bugs found should be removed and collected for identification. Put the bug in a jar with rubbing alcohol.

2. The school nurse will notify the nurses in the other school buildings where other siblings

attend.

3. As possible, the nurse should provide temporary clothing for the student. Place all of the clothes, including shoes, in the dryer on high for 60 minutes.

4. After clothing has been heat treated, have the student change back into their clothes and return to class.

5. The nurse will examine the student and any students who live in the same household for evidence of bug bites. First aid will be provided as needed.

6. If a confirmed bed bug is found on a student, then the school principal or nurse should contact the student's parents to inform them of the presence of such bug on their child. Parents will need to examine their home and contact professional pest management as needed. Educational materials should be provided to the family.

7. Provide instruction on actions parents can take to reduce the spread of bedbugs to the school environment including: laundering clothes, use of dryer to kill bugs, storing laundered items in sealed clear plastic bin or garbage bag, daily inspection of items which will leave the home, and routine cleaning of hard surfaces.

8. The student's belongings which go between school and home will be stored in plastic airtight bins or bags while the student is at school.

9. Students should not be excluded from school due to bed bugs unless repeated efforts have been made to remedy an infestation. Schools should not be closed due to bed bug presence; if pest management is necessary, it will usually target specific areas and treatment will occur outside school hours.

10. When students are not present, the student's classroom, locker, coat closet, etc. will be examined for bed bugs.

If bed bugs are found in the classroom or elsewhere in the building:

1. Bug should be collected for identification. Try to keep the specimen intact.

2. School administrator or custodian should contact a pest management company to identify specimen and determine whether a classroom inspection/treatment is needed.

3. If a bed bug infestation is confirmed in a classroom or in another area of the school, staff should prepare the classroom for treatment as instructed by the pest management professionals.

4. If a bed bug infestation is confirmed in a classroom or in another area of the school, send notification to all parents and staff in the classroom regarding the treatment plan and provide advance notice of pesticide application.

**Confirmed bed bug in a student's home but no bugs on the student:**

1. Student should be discreetly removed from the classroom so that the nurse can examine the student for evidence of bug bites.

2. If bites are found, the nurse will call the parent to ask whether infestation is present and whether treatment has been started.

3. Parents will be given information about actions to take to reduce the spread of bed bugs (washing clothes, use of dryer to kill bugs, storing laundered items in sealed clear plastic bin or garbage bag, daily inspection of items which will leave the home, routine cleaning of hard surfaces, etc.).

4. The student's belongings which go between school and home will be stored in plastic bins or bags while the student is at school.

### **Transportation:**

1. If two or more bed bugs are found on a student or on a student's materials, bus transportation to school will be denied to the student until the student is bug-free for 5 school days. The student and their materials will be checked for bugs when he/she arrives at school. After inspection they will attend class as usual. Inspected students will be allowed to ride home on their normal bus. If another bug is found at a later date, the transportation suspension would be reinstated until the student is bug-free for 5 days.
2. When bedbugs are found on a student or their materials, the bus which transported the children will be inspected. If any evidence of bedbugs is found the bus will be treated before it is returned to service.

## **Attendance**

### **Indiana Code 20-8.1-3-34 Compulsory Attendance**

The Indiana compulsory school attendance law compels all children of legal school age to attend public school or its equivalent every day during the school year that school is in session. It is unlawful for a parent to fail, neglect, or refuse to send his child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public schools.

### **Attendance Policy**

In order to support our belief in the importance of acceptable student attendance, Central Noble Elementary schools will utilize the following attendance guidelines:

- **Level 1** After five absences (documented or undocumented), a letter will be sent home to notify parents/guardians that the first attendance level has been reached. Each absence without a doctor's note after the level 1 attendance letter is sent will be considered an **absence of concern**. All arranged absences with prior communication to the school would be considered acceptable and exempt from continuing to level 2.
- **Level 2** Any absence past level 1 without a doctor's note will be considered an absence of concern. After three absences of concern (8 unexcused) a meeting may be scheduled with the student's parents/guardians, student, school principal, school counselor, and school resource officer's attendance.
- **Level 3** An absence that takes place after the student attendance meeting will require a doctor's note or a visit to the school to be checked by the school nurse on the morning of the absence to verify a student's inability to attend school. Any absence without a doctor's note or visit to the school nurse on the morning of the absence will result in communication from the school to the county prosecutor in order to report excessive student absences.

## **Procedure for Reporting Absences and Types of Absences**

For an absence to be considered excused, the following procedure must take place:

1. On the morning of the absence, the parent must call the school office at 260-636-7538 (Central Noble Elementary) or 260-635-2432 (Central Noble Primary) before 8:30 a.m.
2. If you call prior to 7:00 a.m., you will be asked to leave your name, the child's name, your relationship to the child, and the reason for the absence on our voicemail.
3. If we do not get a call prior to 8:30 a.m., the office staff will be calling you to verify that your child is not attending school. If a parent/ guardian cannot be reached, emergency contact numbers may be utilized to verify student well being.

### **Documented Absence**

Student absences will be documented for the following reasons:

1. student illness
2. medical and dental appointments
3. death in the family
4. other absences with prior approval from the principal

### **Undocumented Absence**

An absence for any reason other than previously stated is considered undocumented. Undocumented absences are not acceptable and will be dealt with through a variety of actions. Undocumented absences carry the penalty of the child not being allowed to make up work, or tests, given during the period of the absence. NO credit will be allowed for schoolwork missed during the period of an undocumented absence. A failing grade will be recorded for the work missed.

### **Absences of Concern**

Any absence after five documented absences will be considered an absence of concern unless a doctor's note is provided to the school.

## **Tardy/Late Arrival**

It is expected that students will arrive on time for school. If students arrive late, they need to report to the office with a guardian and sign in before proceeding to the classroom.

## Truancy

Truancy is defined as the willful absence of a student without consent or knowledge by a parent/guardian or school, or absent from school when there is an attempt to evade the School Attendance Law or in violation of School Attendance Policy. The policy of the Central Noble School Corporation regarding truanies is as follows:

1. **First Confirmed Truancy:** The school informs the student's parents about the attendance problem with a letter, attempts to contact the parents personally and invites the parent to confer with the administrator and counselor.
2. **Second Confirmed Truancy:** The school informs the parents with a second letter via certified mail. Parents are required to return the child to school within 24 hours of the notice, and meet with the building administrator and school resource officer.
3. **Third Confirmed Truancy:** The school informs the parents with a third letter via certified mail with a notation that the matter is being referred to the Noble County Prosecutor's Office for further action.

## Make-Up Work

It is the responsibility of the student to obtain the assignments missed due to any absences from school. The number of days allowed to make up the work will be equal to the number of days missed. Long-term illnesses will be dealt with on an individual basis. If the student is to be absent for several days of school, the parents should request assignments in advance for the student.

## Release of Students during the School Day

If a student needs to leave school early he/she must present a parental note to the classroom teacher in the morning. The student must come to the office and sign out. If a parent is picking up his/her child, the parent must come to the office to sign out their child. ANY TIME A STUDENT LEAVES DURING THE SCHOOL DAY OR COMES TO SCHOOL AFTER 8:45 A.M. HE/SHE MUST SIGN IN THE OFFICE OR THE ABSENCE WILL BE CONSIDERED TRUANT.

## Discipline Policy

Central Noble Community School Corporation is dedicated to providing your child with the best education possible. The philosophy of the school is that all students can behave at school. Students have a responsibility to behave in a manner that allows teachers to teach and students to learn.

The purpose of discipline is to create an environment conducive to learning through the development of self-discipline, the promotion of expectations for responsible behavior, and consideration for the rights of others.

Teachers will emphasize that students will be held accountable for their actions. The role of the teacher is to help students develop self-discipline, to prevent or stop any non-acceptable behavior, and to present clear expectations for appropriate student conduct.

Central Noble Schools have developed the following rules for general student behavior because we believe that no student can be allowed to interfere with a teacher's right to teach, and that no student can be allowed to interfere with another student's right to learn.

In accordance with this philosophy, the following discipline plan has been established and will be implemented to govern behavior at school.

### **School Wide Rules**

1. Follow procedures, respect public and private property and actively promote the general welfare of the school environment.
2. Maintain courteous relations with teachers, fellow students, and other school personnel.
3. Display the common courtesies of behavior, attitude and the respect which promote the positive image of the school and its educational function. Respect of all school employees is required at all times.
4. Leave valuable and personal property at home unless it is needed for class use.
5. Strive to make the best of yourself while in school.

There are certain behaviors, which will require immediate office interventions. Some of the behaviors include fighting, vandalism of both school and personal property, use of drugs on school grounds, possession of weapons, or abusive language or behavior.

In the event of inappropriate behavior, we are responsible to present the student with consequences that are consistent with the behavior. The administrator will handle the discipline in a manner that is fair, firm, and consistent to all students. The goal should always be to help each student assume responsibility for his or her actions and make appropriate adjustments in behavior as warranted.

### **Student Behavior Rules**

Rules for appropriate student conduct are essential to the successful operation of any school. In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents and guardians to the student of the school corporation. Therefore, school corporation personnel have the right, subject to the provisions of Indiana Code 20-8.1-5.1, to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system.

Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment.

### **Consequences of Inappropriate Behavior**

The following is a listing of some of the actions that may be employed in the event of inappropriate behavior:

- ◆ Staff conference
- ◆ Counselor/student conference
- ◆ Teacher/student conference
- ◆ Teacher/parent conference
- ◆ Teacher/student/parent conference
- ◆ Counselor/student/parent conference
- ◆ Administrator/student conference
- ◆ Administrator/student/parent conference
- ◆ Isolation by teacher
- ◆ Student program adjustment
- ◆ Temporary removal from class
- ◆ Financial Restitution
- ◆ Loss of privileges including, but not limited to, recesses, non credit school activities, and school provided transportation
- ◆ In-School Suspension: Administrative placement of a student away from regular activities
- ◆ Out-of-School Suspension: Any disciplinary action whereby a student is separated from school for a period of 10 days or less.
- ◆ Expulsion: Due process procedures must be followed.

### **Student Cell Phone Policy and Acceptable Use and Safety (IC 20-26-5-40-7)**

Cell phones/electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other 21st century devices to supplement instruction and learning. In order to preserve the teaching and learning environment, this document is to clarify the cell phone/electronic devices policy for Central Noble Jr/Sr High School.

The policy is:

- Cell phones/electronic devices may only be used for educational purposes in the classroom setting. If a student wishes to use their device for non-educational purposes they may do so before the

morning bell rings, during passing period, lunch, and after school.

- Cell phones/electronic devices must be turned OFF or silenced before you enter any classroom, office, library, locker room, lab and/or theater. Students may power their phones at the request of the classroom teacher.
- If a cell phone/electronic device rings, vibrates, or is used for any reason without teacher permission, or is visible anytime during class time or if you are caught using it on campus during class time, a staff member may confiscate the device and store it in the office until the end of the day.
- Refusal to surrender your phone when asked is considered insubordination. This will result in a disciplinary consequence.

FIRST OFFENSE: - The device will be held in the main office until the end of the school day. Students may pick up their phone at the end of the day.

SECOND OFFENSE: - The device will be held in the main office until the end of the school day. Students may pick

up their phone at the end of the day. Category 1 Discipline Chart will be enforced.

THIRD-SIXTH OFFENSE: - The device will be held in the main office until the end of the school day. Students may pick up their phone at the end of the day. Category 1 AND 2

**Discipline Chart will be enforced.**

ADDITIONAL OFFENSES: - The device will be held in the main office until the end of the school.

## **Bullying**

Bullying is about power. A single instance of name-calling or roughhousing is not acceptable, but it may not necessarily be bullying. Bullying happens when one person uses strength, popularity or another form of power to control or hurt others. It is a targeted action that happens repeatedly.

Bullying can come in many forms. It can range from hitting to spreading hurtful rumors, in person or online. It can involve teasing, threatening or intentionally excluding a child. Both girls and boys bully.

Bullying includes actions that:

- Physically harm a student or damage the student's property
- Substantially interfere with a student's education
- Are so severe, persistent or pervasive that they create an intimidating or threatening educational environment
- Substantially disrupt the orderly operation of the school

There may be many reasons for bullying. Among other things, it may be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, physical appearance, clothing, socioeconomic status or weight.

## **REPORTING AND INVESTIGATION**

The principal/designee shall be responsible for receiving complaints alleging violations of this policy. The principal is responsible for determining whether an alleged act constitutes a violation of this policy. In doing so, a prompt, thorough and complete investigation of each alleged incident shall be conducted. Parents of all involved parties will be contacted to discuss the findings. All parent contact will be logged into Powerschool.

## **PREVENTION AND INTERVENTION RESPONSE**

Consequences and appropriate remedial actions for bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion.

School administrators shall consider the nature and circumstances of the incident, age and maturity, degree of harm, previous incidents or patterns of behavior, and other factors as appropriate to properly respond to each situation. Consequences for a student who commits such acts shall be unique to the individual incident and will vary in method and severity according to the age of the student, nature of the behavior and must be consistent with the approved code of student conduct.

## **Student Rights and Responsibilities**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purpose or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of IC 20-8.1-5.1, administrators and staff members may take the following actions:

1. **Removal from class or activity- Teacher:** An elementary teacher may have the right to remove a student from his/her classroom or activity for a period of up to (1) school day and the student is assigned regular or additional work to be completed in another school setting.
2. **Suspension from school- Principal:** A school principal may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
3. **Expulsion:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of

the current semester plus the following semester, with the exception of a violation of rule 13 listed under the Grounds for Suspension and Expulsion in this policy.

## **Grounds for Suspension and Expulsion**

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. The use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct, constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative of and not limited to the type of conduct prohibited by this subdivision:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room;
  - c. Setting fire to or damaging any school building or property;
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property;
  - e. Continuously and intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any use of the other school personnel to conduct the educational function under this supervision;
  - f. Engaging in criminal gang activity;
  - g. Engaging in physical and/or verbal abuse or intimidation of students and/or staff members. Verbal abuse will include but will not be limited to profane, vulgar, or otherwise inappropriate language.
2. Causing or attempting to cause damage to school or private property, stealing or attempting to steal school or private property;
3. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision;
4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student;
5. Knowingly possessing, handling, or transmitting a knife, or any object that can be reasonably considered a weapon;
6. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this rule;

7. Engaging 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;
8. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes and educational function;
9. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function;
10. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to: engaging in sexual behavior on school property; disobedience of administrative authority; willful absence or tardiness of students; knowingly possessing, using or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind; possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription;
11. Knowingly possessing or using on school grounds during school hours an electronic communication device or cell phone in a situation not related to a school purpose or function;
12. Possessing, handling or transmitting any firearm on school property. Possession of a handgun or firearm on school property, or on a school bus is a felony (as well as possession of a handgun within 1000 feet of school property); a violation of this law will be reported to law enforcement officers;
13. Willfully absent or truant from school without the knowledge or consent of the parent or school, or absent from school when there is an attempt to evade the School Attendance Law; or
14. Leaving school grounds without permission.

In the broadest sense, a student may be suspended or expelled for misconduct or substantial disobedience. The grounds for suspension or expulsion apply when a student is:

- ◆ On school grounds immediately before or during school hours or immediately after school hours, or at any other time when the school is being used by a school group;
- ◆ Off school grounds at a school activity, function or event;
- ◆ Traveling to or from school or a school activity, function or event.

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may

reasonably be considered to be an interference with school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

## **Dress Code**

The elementary staff feels that the attitude and behavior of the members of the student body are influenced by dress and grooming. With the cooperation of the parents, the school will continue to encourage all students to dress in a fashion that the staff and parents judge to reflect good taste and a style appropriate for a school day. If a style of dress or grooming appears to be disruptive to the educational process or could constitute a threat to the safety or health of students it will not be permitted in school and teachers should report these students to the office for appropriate action.

Students are not to wear hats, handkerchiefs, headbands, bandannas, or sunglasses in the building. Students may not wear revealing (bare midriffs, revealing tank tops or oversized jerseys without a t-shirt) or suggestive clothing, but not limited to anything that is lewd, indecent, or offensive to school purposes.

Students found to be in violation of the dress requirement will be warned and change of clothing arranged on the first occurrence.

## **Delivered Gifts and Classroom Treats**

Central Noble Schools would like to maintain a safe and educational environment for all students. While flowers and balloons are a thoughtful gesture, we do not allow them or other delivered gifts in the classrooms, as they are an educational distraction. Also with the number of students who have latex allergies, we do not allow any latex balloons in our building. These items are not permitted on the school buses as they are a safety hazard. Any treats provided from home for a classroom must be prepackaged. Homemade treats cannot be shared with students. Thank you for helping us to ensure our school is safe and healthy for everyone.

## **Progress Reports**

Report cards are issued in grades K-5 every nine weeks. Student progress towards mastery is available any time using your parent Powerschool login information. Progress reports may be sent home at any time throughout the reporting period if and when a parent requests this from their child's teacher. Parents are encouraged at all times to contact the school if there are questions or concerns about your child's content mastery or academic progress. Central Noble Elementary and Central Noble Primary use a standards based report card. Both schools will use the following scale when assessing and reporting student content mastery.

Central Noble Elementary and Central Noble Primary  
Standards Based Learning Progression

<p><u>3+</u> Exceptional Mastery</p>		<p>You add your own ideas, perspective, and style into what you do. You are confident and are reaching for the next level of mastery.</p>
<p><u>3</u> Mastery</p>		<p>You consistently meet the target mastery level, and you are ready to move on.</p>
<p><u>2</u> Developing Mastery</p>		<p>You can meet the target mastery level in familiar situations. You know what to do to meet the target mastery level, but you need extra help.</p>
<p><u>1</u> Intervention Needed</p>		<p>You know what the target mastery level is, but you are confused or frustrated. You need some help to get started. You miss opportunities to demonstrate what you can do because you are distracted, not participating, or absent.</p>

## Recess

Recess is an opportunity for students to socialize with their peers and to get some fresh air. All recesses will be outside weather permitting. During the winter months, we encourage parents to dress their children properly with gloves, hats, and a warm coat. Boots and snow pants are needed to be able to play in the snow. If the wind chill is 0 or below, students will stay inside for recess. Our policy for notes requesting to stay in is that they need to be provided by a doctor.

## School Closing and Delays

All school cancellation announcements will be made over the radio stations WBCL, WOWO, WMEE, and K105. These announcements will also be on WANE-TV 15, WISE-TV 33, and WPTA-TV 21. There may also be times when it is necessary to close school early because of deteriorating road conditions due to bad weather. It is suggested that parents make standing arrangements should the children have to come home when parents are not there.

It is extremely important that all parents develop a plan in case school is closed or students are sent home early. We feel that it is imperative that students be able to get in the house if sent home early, and hopefully they will be under someone's supervision if possible. If parents set up an on-going plan from the beginning, it will prevent a good deal of confusion and concern. Please be sure that the school is aware of what your child is to do if school is dismissed early.

## **Text Message Service for Delay and Closing Information**

If you did not enroll for text messaging services at the time of enrollment, please call the school office to sign up for text messaging from the school. This service will be for school delay and closing information along with other important information that you may need to know during the school year.

## **eLearning/Virtual Learning Days**

eLearning days may be used when school is canceled. Specific eLearning guidelines will be assessed on an annual basis and will be made available in corporation-wide communications. Virtual Learning days will be utilized in the event of weather related closing. Students and teachers will meet virtually throughout the day to access learning.

## **School Bus Information**

**REMEMBER, RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT! STUDENTS WHO DO NOT BEHAVE APPROPRIATELY WILL NOT BE ALLOWED TO RIDE.**

All students in our school corporation who ride a bus are subject to regulations until they get off at their school or the bus stop near their home. Any misbehavior which distracts the driver is a VERY SERIOUS HAZARD to the safe operation of the vehicle, and as such, jeopardizes the safety of all passengers.

Every school bus and driver has been supplied with a 'School Bus Incident Reporting System', which reflects the rules of student conduct.

Students will be cited for the following activities:

1. Failure to remain seated
2. Refusing to obey driver
3. Hanging out of window
4. Throwing objects out of bus
5. Throwing objects on bus
6. Bothering others
7. Chewing tobacco/using snuff
8. Smoking on bus
9. Fighting
10. Profanity
11. Vandalism
12. Spitting
13. Eating/Drinking
14. Lighting matches

Other instances that are disruptive, dangerous, and inappropriate are unacceptable.

**REMINDER:** Students, who ride a bus that is not their assigned bus must have a parental note to give to the bus driver.

The school bus expectations are as follows:

1. Each pupil shall take a seat immediately upon entering the bus.
2. No pupils shall stand or move from place to place during the trip
3. Loud, boisterous, or profane language or indecent conduct will not be tolerated.
4. Pupils will not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any objectionable manner.
5. Windows or doors will not be opened or closed except with permission of the driver.
6. The child should be waiting at his/her boarding station when the school bus arrives. In case of an emergency causing the late arrival by the pupil at his/her station, the bus driver will be required to wait no longer than three minutes after the usual arrival time at the pupil boarding station. IF the driver is already there minutes late, he/she need not wait at all.
7. Upon recommendation of the bus driver, school authorities may deny the privilege of riding the school bus to any pupil who refuses to conduct himself/herself in an acceptable manner on the bus.
8. No balloons or flowers are permitted on the bus.

The following actions will be taken by the school principal after it has been established that a student has created problems while riding a Central Noble bus. The following consequences have been established by the Central Noble Board of Trustees.

1. **First Offense-** A warning to the student with a report to the parents. It is hoped that the parents will help to prevent a recurrence.
2. **Second Offense-** Possible short-term suspension of riding privileges and a parent conference.
3. **Third Offense-** Suspension of riding privileges- the length of time depends on the seriousness of the infraction- and a report to parents.

***Reminder: Please do not make any changes to your child's transportation after 2:00 p.m. Please keep transportation as consistent as possible for your child.***

## **Student Accident Insurance**

An insurance plan for the care of in-school injuries is made available to students at minimal cost. Twenty-four hour coverage is also available at a greater cost. If you are interested, contact the office during the first two weeks of school.

## **Visitor Policy**

Parents and other members of the Central Noble community are welcome and encouraged to visit the elementary school at any time. However, since schools are a place of work and learning, certain limits must be established. We must ask that we be given a day's notice to ensure uninterrupted class time. Parents may make arrangements by calling the office or sending a note stating their request. Please do

not bring younger children.

Parent volunteers are an important part of our school program and are welcomed and appreciated. Being involved in a child's education is an integral part of the learning process. If any parent is interested in volunteering, it is important to contact the principal's office.

The administration is responsible for all people in the school building and on school grounds. For these reasons, the following guidelines apply to visitors to the school:

1. Anyone who is not a regular staff member or student of the school will be termed a visitor and will need to complete a background check at central office prior to their school day visit. This background check is free of charge and only takes a few minutes to complete.
2. Any visitor to the school must report to the school office when entering the school and receive authorization to visit elsewhere in the building. All visitors must wear a badge while in the school building.
3. Central Noble Community School Corporation does not permit school age or younger children who are not our students to visit during the school day.
4. School and district administration has the right to ask visitors to leave the building if they become a distraction to the educational process.