



EST. 1987

# NOBLE ACADEMY

EXPLORE ♦ UNDERSTAND ♦ ACHIEVE

## PARENT AND STUDENT HANDBOOK LOWER DIVISION (K-6) 2011-12 SCHOOL YEAR

3310 Horse Pen Creek Road

Greensboro, NC 27410

Phone: 336.282.7044

Fax: 336.282.2048

[www.nobleknights.org](http://www.nobleknights.org)

*Noble Academy Lower Division Student and Parent Handbook 2011-2012*

**2011-2012 CALENDAR**

**AUGUST 2011**

17-23	Wed.-Tues.	Teacher Workdays
17	Wednesday	PFA Staff Breakfast- 8:00 am
22	Monday	New Student Orientation – 4:30 (New Students and New Parents) Meet Your Teachers Night – Drop in from 5:00-6:30 (Students and Parents) <i>PFA Innisbrook Fundraiser Begins</i>
24	Wednesday	SCHOOL BEGINS- 7-12; Early Dismissal – 11:30
25	Thursday	SCHOOL BEGINS – K-6; 2 <sup>ND</sup> Day For 7-12
31	Wednesday	K-11 Fall Pictures

**SEPTEMBER 2011**

5	Monday	Labor Day Holiday –School Closed
6	Tuesday	Board of Trustees Meeting- 6 pm
13	Tuesday	Parent Walk the Schedule Night K-6- 5:30-7:00 pm; The Noble Academy Way- K-6 7:00-7:30 pm
15	Thursday	Parent Walk the Schedule Night 7-12-5:30-7:00 pm
19	Monday	Teacher Workday – NO CLASSES – TKC CLOSED
22	Thursday	PFA Family Picnic-6:00 pm
30	Friday	1 <sup>st</sup> Quarter Interims Emailed

**OCTOBER 2011**

4	Tuesday	Make-up Picture Day K-11 Board of Trustees Meeting - 6 pm
6&7	Thur. & Fri.	Parent/Student/Teacher Conferences (No Classes/TKC OPEN for K-5 only during conference)
10	Monday	Teacher Workday – NO CLASSES – TKC CLOSED
11	Tuesday	PFA Board Meeting-6 pm
12	Wednesday	PSAT Testing 9-11
28& 29	Fri. & Sat.	NCTC High School Drama Competition
28	Friday	End of 1 <sup>st</sup> Quarter (45 Days)
29	Saturday	Walk 'n Wag

**NOVEMBER 2011**

1	Tuesday	Board of Trustees Meeting- 6 pm
3	Thursday	Senior Pictures
4	Friday	1 <sup>st</sup> Quarter Report Cards Emailed
8	Tuesday	PFA Board Meeting
11	Friday	Veterans Day – School Closed
18	Friday	Alumni Basketball Game-7 pm
23-25	Wed. – Fri.	THANKSGIVING VACATION – School Closed

**DECEMBER 2011**

1	Thursday	PFA Staff Holiday Party-4:30
6	Tuesday	Board of Trustees Meeting- 6 pm
9	Friday	2 <sup>nd</sup> Quarter Interims Emailed
14-20	Wed.-Tues.	Grades 9-12 Exams
20	Tuesday	Winter Break Begins; Early Dismissal 11:00 (K-3); 11:05 (4-6); 11:10 (7,8);11:15 (9-12)

## *Noble Academy Lower Division Student and Parent Handbook 2011-2012*

### **JANUARY 2012**

3	Tuesday	Teacher Workday - NO CLASSES – TKC CLOSED Board of Trustees Meeting-6 pm
4	Wednesday	Students Return
10	Tuesday	PFA Board Meeting-6pm
13	Friday	Homecoming-7pm
16	Monday	MARTIN LUTHER KING, JR. BIRTHDAY-School Closed
20	Friday	End of 2 <sup>nd</sup> Quarter (45 Days)
24	Tuesday	College Mini Fair
27	Friday	2 <sup>nd</sup> Quarter Report Cards Emailed
30-2/6	Mon-Mon	Book Fair

### **FEBRUARY 2012**

7	Tuesday	Board of Trustees Meeting-6 pm
12	Sunday	Open House 2-4 pm
14	Tuesday	PFA Board Meeting-6 pm
20	Monday	PRESIDENTS' DAY – School Closed
28	Tuesday	Spring Pictures; 3 <sup>rd</sup> Quarter Interims Emailed

### **MARCH 2012**

1&2	Thur&Fri	Parent/Student/Teacher Conferences- No Classes (TKC open for K-5 only during conference)
6	Tuesday	Board of Trustees Meeting-6 pm
7	Wednesday	PFA Staff Appreciation Luncheon-2pm
3/12-3/30	Mon.-Fri.	Senior Internships
16	Friday	Teacher Workday (No Classes/TKC CLOSED)
17	Saturday	NCTC Middle School Drama Competition
19-22	Mon.-Thurs.	Skills Week 9-11
23	Friday	End of 3 <sup>rd</sup> Quarter (41 days)
30	Friday	3 <sup>rd</sup> Quarter Report Cards Emailed

### **APRIL 2012**

3	Tuesday	Board of Trustees Meeting-6 pm
3-5	Tues – Thurs	Grades 11 and 12 Trip to Washington, DC
6-13	Fri.-Fri.	Spring Break
21	Saturday	Prom

### **MAY 2012**

1	Tuesday	Board of Trustees Meeting-6 pm
3	Thursday	PFA Spring Family Picnic
11	Friday	4 <sup>th</sup> Quarter Interims Emailed; K-6 Ice Cream Party (2 pm); Junior High Party (3:15-5:15 pm)
18	Friday	Special Person's Day (K-8); Athletic Awards (5-8)
23	Wednesday	Senior High School Awards -8:30 am
24	Thursday	Athletic Banquet-6:30 pm
25	Friday	Optional Conference with Advisor – No Classes – (TKC Open K-5 only conference time)
28	Monday	MEMORIAL DAY – School Closed

### **JUNE 2012**

7	Thurs.	Last Day of School (49 Days)-Early Dismissal 10:45 (1-6); 10:55 (7-10); 11:05 (10, 11) (TKC Closed ) Graduation-6:00 pm
8	Friday	**Teacher Workday (No Classes/TKC CLOSED) 4 <sup>th</sup> Quarter Report Cards and IEPS Mailed

## **TABLE OF CONTENTS**

Staff	7
Who Can Help with What?	8
Problem Solving Process	8
About Noble Academy	
Mission Statement, Beliefs, and Purpose	9
Organization	10
Admissions and Re-enrollment	11
Funding and Tuition Assistance	11
Giving Opportunities	12
Expansion Capital Campaign	12
Endowment Funds	12
Annual Giving	12
Planned Giving	12
Board of Trustees	13
Parent/Faculty Association Advisory Board	13
The Parent/School Partnership	15
The School Day	16
School Hours	16
Bell Schedule	16
Wednesday Dismissal	16
Early Dismissal Days	18
Inclement Weather Schedule	18
Transportation	20
Arrival Procedures	20
Lunch Procedures	21
Dismissal Procedures/After-school Supervision	21
Homework Policy and Assignment Book	22
Notebooks	23

*Noble Academy Lower Division Student and Parent Handbook 2011-2012*

Attendance		
Tardy Policy		23
Absences and Make-up Work		24
School Policies		25
School Rules		25
Student Dress Code		25
Hat Policy		25
Electronics and Toys Policy		26
Cell Phone Policy		26
Energy Drinks Policy		27
Media and Technology Acceptable Use Policy		27
Student Conduct		29
Expectations, Interventions, and Consequences		29
Cheating and Dishonesty Policy		30
Bullying and Harassment Policy		31
Bus Etiquette		32
Substance Abuse Policy		33
Field Trips		33
School Visitors		34
Lockers		34
Lost and Found		34
Lost Books and Equipment		34
Parties/Events Away from School		35
Curriculum		35
Grades K-6 Curriculum		35

*Noble Academy Lower Division Student and Parent Handbook 2011-2012*

Grade Reporting and Assessment		
Grading Scale		35
Primary School Grading Policy		36
Intermediate School Grading Policy		36
Haiku Online Class Communication		37
Report Cards/Interim Reports		37
Parent Teacher Conferences		37
Assessment		38
NWEA and MAP Testing		38
Psycho-educational Evaluations		38
Standardized Achievement Testing		38
Annual Writing Assessment		39
Academic Profile		39
Counseling and Student Services		40
Student Records Policy		40
Athletics		40
Community Programs		42
Medication and Health Room Policy		43
Forms Checklist		45
Notes		46

*Noble Academy Lower Division Student and Parent Handbook 2011-2012*

**NOBLE ACADEMY STAFF**

Head of School	Laura Blackburn
Assistant Head of School/ Director of Admissions	Tim Montgomery
Business Manager	Lisa Galvin
Directory of Technology	Brian Kusel
Receptionist	Janet Mackenzie
Athletic Director	Doug Long
Maintenance Supervisor	Theo Tisdale
Evening Custodian	Raymond Newton
<b>Upper Division Staff</b>	
Head of Upper Division	Clare Abel
Dean of Students	Matt Zigler
Counselor	JoAnn Caligiuri*
Adam Barrett	Sterling Miller
Eric Gal	Vicki Payne
Susan Hughes	Kathryn Spooner
Patty Kiley	Linda Stell
Sonja Kelley	Samantha Stichter
Marilyn Pelahach	
Paul Vernon	Doug Long
<b>Lower Division Staff</b>	
Head of Lower Division	Hallie Harding
Assistant Head of Lower Division/ Director of Communications	Jennifer Aceves
Counselor	Julie Bean*
Debbie Blackwood	Connie Mask*
Kim Burkhalter	Kay McMurphy
Erin Cawley	Debra Mitchell
Danielle Fitzgerald	Jen Nierle
Celeste Lackey	Aimee Picon
Jenn Romero	Samantha Price

Jon Wallace	
*indicates Admissions Committee	

## **Who Can Help With What?**

These people can help you with the following issues:

- Collecting homework before or after an absence – your child’s advisor (Grades 7-12 should also utilize Haiku)
- Procedural questions-Janet Mackenzie
- Medical concerns-Janet Mackenzie
- Billing-Lisa Galvin
- Donations-Laura Blackburn
- The Knight Club, Tutoring, IQ Testing, Summer Programs – Tim Montgomery
- Assessment- Julie Bean or JoAnn Caligiuri
- Curriculum – Hallie Harding (K-6) and Clare Abel (7-12)
- Your child’s Academic Profile- student’s advisor
- Personal information that will help serve your child-Julie Bean or JoAnn Caligiuri
- Classroom issue-see the Problem-Solving graphic on the following page

## **PROBLEM SOLVING PROCESS**

(Source: National Association of Independent Schools ([www.nais.org](http://www.nais.org)))

### Identify Concern

Contact classroom teacher to schedule appropriate time for discussion

Discuss concern with educator and child (when appropriate) to clarify issue and establish plan

Meet to follow-up and evaluate efficacy of plan: has the issue been resolved?

Inability to clarify issues and/or establish satisfactory plan

Schedule meeting with teacher and Division Head or Counselor or Administrator to establish plan

***MISSION STATEMENT, BELIEFS, AND PURPOSE***

Established in 1987 and accredited by the Southern Association of Colleges and Schools in 1998, Noble Academy serves students in grades one through twelve who can benefit from an alternative approach to conventional education. Concerned and caring parents, experienced instructors, low student-teacher ratio, and a positive, individualized approach create an environment that helps students maximize their learning potential, develop a positive self-esteem, and strengthen citizenship.

Noble Academy's program emphasizes reading, writing, mathematics, science, social studies, physical education, technology, study skills, learning strategies, and social and emotional development.

***Mission of Noble Academy***

We offer students with learning differences a comprehensive educational experience in a supportive environment where they can reach their highest potential.

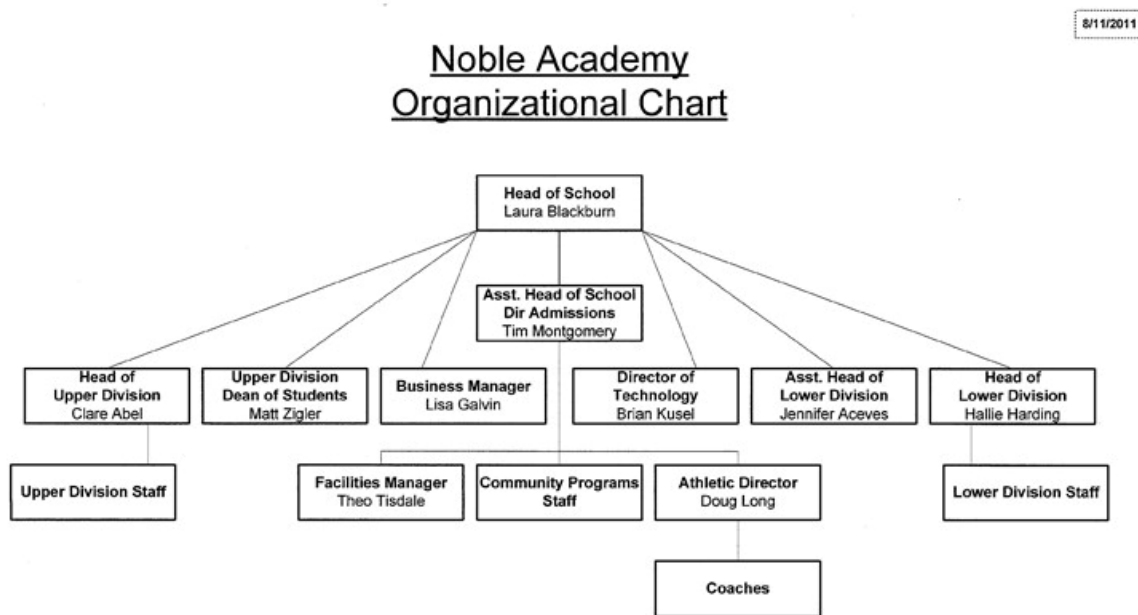
***At Noble Academy We Believe...***

1. The growth of the whole child is the shared responsibility of parents, teachers, staff, and administration.
2. Students thrive when taught in a nurturing and respectful environment where their diversity, dignity, and unique learning styles are valued.
3. Students learn best when actively involved in small classes taught by caring and well-trained professionals who use multi-sensory approaches to learning.
4. Students become self-confident and responsible when given opportunities to succeed in the classroom, the arts, and extra-curricular activities.
5. Students who are taught self-advocacy skills can become successful life-long learners.



**ORGANIZATION**

The Board of Trustees governs our school. The Board of Trustees is responsible for overseeing the Head of School, who is charged with supervising all personnel including the Assistant Head of School and Division Heads who assist her in overseeing the day-to-day operations. In addition, the Director of Admissions is responsible for recruiting new families and all school publicity. Our staff meet professional requirements as established by the Southern Association of Colleges and Schools. Noble Academy trains staff members in the specific needs of the population we serve. We rely on financial support/fundraising efforts for continuing evolution and development.



### ***ADMISSIONS AND RE-ENROLLMENT***

Noble Academy is an independent, non-profit, co-educational institution. Admission to Noble Academy is open to all eligible applicants regardless of culture, country of origin, gender, race, religion, sexual orientation, or disability (to the extent that reasonable accommodations are in the administration of its educational policies, admission policies, or any other programs administered by the school).

Decisions are made based on the following factors: documentation of a diagnosed learning disability or attention deficit disorder, documentation of average and above intelligence, an apparent absence of primary behavioral or emotional issues, goodness of academic and social fit, and parent willingness to support our program.

Determination regarding re-enrollment is made each winter based on school performance and continued appropriateness to Noble Academy's program. Dismissal or expulsion of a student would void that invitation to return.

### ***FUNDING AND TUITION ASSISTANCE***

Noble Academy is funded through student tuition and fees, endowment income, and annual giving. We receive no federal, state or local assistance. Because of our low student-teacher ratio, eighty-five percent (85%) of our operating budget is allocated to staff salaries. We provide all parents with information on various tuition-funding options.

In an effort to increase the accessibility of our program to families who could not otherwise afford it, a percent of our operating budget is allocated to tuition assistance. The Board of Trustees approves the total amount of money available for tuition assistance awards on a yearly basis. Awards are based on family need as assessed by Tuition Aid Data Services (TADS) in the spring for the next school year.

Tuition assistance comes from our annual operating budget and named endowment funds. Awards are based on need. Only candidates who have been accepted can be considered.

#### **The tuition assistance season begins each January for the upcoming school year. To apply for assistance, you will need to:**

- *Complete your tax return for the previous year.*
- *Use the information from your tax return to complete the online application at [www.tads.com](http://www.tads.com).*
- ***Applications must be completed by April 1 in order to be considered.***
- *The Noble Academy Financial Aid Committee will notify you of their decision before the end of April.*

*Noble Academy Lower Division Student and Parent Handbook 2011-2012*

Decisions are made in April and May. Funds are usually exhausted by June for the upcoming school year. For more information regarding tuition assistance, contact the Business Manager.

**GIVING OPPORTUNITIES**

**Annual Giving**

The Annual Fund is a yearly program to raise unrestricted money for the needs of the school. Gifts go directly into the school's operating budget. Every single dollar contributed to the annual fund makes a difference in the education of our children. Each family is expected to participate in the raising of annual funds.

**Expansion Capital Campaign**

In order to provide solid programs, a school needs facilities tailored to the goals of the programming. Noble Academy is in the mist of raising \$2.5 millions dollars to expand classrooms and programs that are essential to our unique educational model. We hope all families will participate in the parent participation campaign. If the school has 100% participation from the current parents, then the school will receive an additional \$100,000 from an anonymous donor.

**Endowment Funds**

Interested persons are encouraged to contribute to these funds at any time in order to facilitate attendance opportunities for qualified families who could not otherwise afford it. Gifts can be given in the form of memorial contributions, honorariums, or special gifts/recognitions.

Noble Academy - General Scholarship Endowment

Noble Academy - Edward M. Armfield, Sr. Scholarship Endowment

Noble Academy - Edward M. Armfield, Sr. Scholarship Endowment Match

Noble Academy - Kent Wilkins Memorial Scholarship Endowment

Noble Academy - Avis Weaver Pringle Scholarship Endowment

Noble Academy - Mike McDonald Scholarship Endowment

Noble Academy - Samuel Manning Farmer Scholarship Endowment

Noble Academy - Anonymous Scholarship Endowment

Noble Academy - Marian A. Smith Scholarship Endowment

Noble Academy - Clare R. Abel Scholarship Endowment

**Planned Giving**

Planned Giving opportunities orient donors to the tax benefits of gifts of cash, stock, real estate, life insurance, life income, bequests, and charitable lead trusts. Planned Giving is the path for the future of students at Noble Academy.

## **BOARD OF TRUSTEES**

The role of the Board of Trustees at Noble Academy is to supervise the Head of School and to support the person in that role, to make final decisions consistent with the goals of the school, and to provide operational oversight of the school. The Board of Trustees and the Head of School together establish the mission of the school and fulfill the goals through the work of the following committees: Finance, Committee on Trustees, Development, Audit, and Policy. The Board of Trustees also holds the largest share of responsibility for the school fundraising.

Linda Hale (Chair)  
Michell Kirkpatrick (Vice Chair) (Ana and Paula, 8<sup>th</sup>)  
David Shives (Secretary)  
Kim Forman (Treasurer) (Tony, 9<sup>th</sup>)  
Laura Blackburn, Head of School  
Missy Akin, 2011-12 PFA President (Briggs, 4<sup>th</sup>)  
Lynn Black  
Susan Boyd  
Leo Bontempo  
Tom Campbell  
Billy Carr  
Rob Deutsch  
Gwen Dunn  
Liza Lee  
Terry McDaid  
Donna Medlin  
Larry Moore  
Michele Shutter (Chris, 7<sup>th</sup>; Maddie, 8<sup>th</sup>)  
Angie Stratton

Meetings are held on the first Tuesday of every other month (unless the first Tuesday is a holiday, in which case the meetings would be held on the 2<sup>nd</sup> Tuesday). All of these meetings are open and begin at 6:00 p.m.

## **PARENT/FACULTY ASSOCIATION**

Noble Academy is fortunate to have an active Parent/Faculty Association to foster a close relationship between school and home through educational and service opportunities. The PFA also fundraises to help provide our children and teachers with extras the operating budget could not otherwise afford. Each family's membership, participation in PFA events, and support through service is critical to the PFA's success. Parent/Faculty Association Board meetings are scheduled for the second Tuesday of

each month. All meetings are open and are at 6:00 PM. Interested parents and staff members are welcome to attend.

**Noble Academy  
2011-2012 PFA Advisory Board  
Contact List**

<b>Name</b>	<b>Position</b>	<b>Contact Numbers</b>	<b>Email</b>
Missy Akin	President	(h) 373-8450	<a href="mailto:makin@triad.rr.com">makin@triad.rr.com</a>
Traci Oliver	Vice-president	(h) 288-5346 (c) 402-1657	<a href="mailto:tsd1265@aol.com">tsd1265@aol.com</a>
Lisa Merritt	Treasurer	(h) 294-4894	ltmerr@aol.com
Kelly LaMachio	Ways & Means	(h) 644-1330	
Tanya Hand	Membership/Volunteers	(h) 286-2942	thand@triad.rr.com
Nancy Spruill	Secretary	282-6550	<a href="mailto:nspruill@triad.rr.com">nspruill@triad.rr.com</a>
Tara Sherrill	Educational Excellence	(h) 373-6199	tara.sherrill@advancedbionics.com
Bathany Carter	Hospitality	(h) 852-3312	bethany@cartersonline.com
Clare Abel - Upper Division  Hallie Harding - Lower Division	Teacher Rep.	282-7044	<a href="mailto:cabel@nobleknights.org">cabel@nobleknights.org</a> <a href="mailto:hharding@nobleknights.org">hharding@nobleknights.org</a>

## **THE PARENT/SCHOOL PARTNERSHIP**

It is our expectation that parents will work together with the school to establish and maintain an effective partnership. This will be accomplished through:

- Recognition that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
- Recognition that in selecting an independent school, parents seek an optimal match for the needs of the student, their own expectations, and the philosophy and programs of the school.
- Parents familiarizing themselves with and supporting the school's policies and procedures. (i.e. not allowing students to bring prohibited items to school, not scheduling vacations during parent/student conference days, etc.)
- Parents providing a home environment that supports the development of positive learning attitudes and habits.
- Parents involving themselves in the life of the school (i.e. joining/helping/participating in your PFA events, attending/supporting athletic events/teams).
- Parents seeking and valuing the school's perspective on the student.
- Parents seeking information directly from the school when concerns arise, consulting with those best able to address the concerns.
- Parents sharing with school any religious, cultural, medical, or personal information that the school may need to serve the student best.

**THE SCHOOL DAY**

Grades K-3: 8:20-2:55

Grades 4-6: 8:20-3:00

Grades 7-9: 8:20-3:04

Grades 10-12: 8:20-3:07

- Before-school supervision is provided beginning at 7:45 at no charge. Students should not arrive before this time. We **encourage** students to be in the building no later than 8:10. **Students are tardy at 8:20.**
- After-school supervision is available for grades K-9 until 6:00. Contact the Front Office for Knight Club rates.

**GRADES K-6 MONDAY, TUESDAY, THURSDAY, FRIDAY**

<u>Period</u>	<u>Start Time</u>	<u>End Time</u>	<u>Length</u>	<u>Purpose</u>
Arrive at School	8:10			
<b>Tardy</b>	<b>8:20</b>			
Advisee Time	8:20	8:30	10 min	Advisee Time
1 <sup>st</sup> Period	8:32	9:36	64 min	Reading or Math
2 <sup>nd</sup> Period	9:38	10:38	60 min	Reading or Math
3 <sup>rd</sup> Period	10:40	11:20	40 min	Academic Subject
4 <sup>th</sup> Period	11:22	12:16	54 min	Lunch/Recess
5 <sup>th</sup> Period	12:18	1:12	54 min	Academic Subject
6 <sup>th</sup> Period	1:14	2:03	49 min	Academic Subject
7 <sup>th</sup> Period	2:05	2:54	49 min	Academic Subject
Checkpoint				

**WEDNESDAY BELL SCHEDULE – Grades K-6**

<u>Period</u>	<u>Start Time</u>	<u>End Time</u>	<u>Length</u>	<u>Purpose</u>
Arrive at School	8:10			
Tardy	8:20			
Advisor/attendance	8:20	8:23	3 min	
1 <sup>st</sup> Period	8:20	9:03	38 min	Academic Subject
2 <sup>nd</sup> Period	9:05	9:43	38 min	Academic Subject
3 <sup>rd</sup> Period	9:45	10:23	38 min	Academic Subject
6 <sup>th</sup> Period	10:25	11:03	38 min	Academic Subject
Lunch/Recess	11:05	11:32	27 min	Lunch/Recess
	11:33	12:00	27 min	Recess/Lunch
Advisee Time	12:01	12:15	14 min	Advisee Time
5 <sup>th</sup> Period	12:17	12:57	40 min	Academic Subject
7 <sup>th</sup> Period	12:59	1:37	38 min	Academic Subject
Checkpoint				

**GRADES 7-12 MONDAY, TUESDAY, THURSDAY, FRIDAY**

<b>Period</b>	<b>Start Time</b>	<b>End Time</b>	<b>Length</b>	<b>Purpose</b>
Arrive at School	8:10			
<b>Tardy</b>	<b>8:20</b>			
Skill Building	8:20	8:47	22 min	Skill Building
1 <sup>st</sup> Period	8:49	9:38	49 min	Academic Subject
2 <sup>nd</sup> Period	9:40	10:29	49 min	Academic Subject
3 <sup>rd</sup> Period	10:31	11:20	49 min	Academic Subject
4 <sup>th</sup> Period	11:22	12:16	54 min	Academic Subject
5 <sup>th</sup> Period	12:18	1:12	54 min	Lunch/Recess /Activities
6 <sup>th</sup> Period	1:14	2:03	49 min	Academic Subject
7 <sup>th</sup> Period	2:05	2:54	49 min	Academic Subject
Checkpoint	2:56	3:04 (7-9)		
	2:56	3:07 (10-12)		

**WEDNESDAY BELL SCHEDULE – Grades 7-12**

<b>Period</b>	<b>Start Time</b>	<b>End Time</b>	<b>Length</b>	<b>Purpose</b>
Arrive at School	8:10			
Tardy	8:20			
<i>No Skill Building on Wednesdays</i>				
Advisor/attendance	8:20	8:24	4 min	
1 <sup>st</sup> Period	8:25	9:03	38 min	Academic Subject
2 <sup>nd</sup> Period	9:05	9:43	38 min	Academic Subject
3 <sup>rd</sup> Period	9:45	10:23	38 min	Academic Subject
6 <sup>th</sup> Period	10:25	11:03	38 min	Academic Subject
4 <sup>th</sup> Period	11:05	11:45	40 min	Academic Subject
Advisee Time	11:47	12:00	13 min	Advisee Time
Lunch/Recess	12:01	12:28	27 min	Lunch/Recess
Recess/Lunch	12:29	12:57	27 min	Recess/Lunch
7 <sup>th</sup> Period	12:59	1:37	38 min	Academic Subject
Checkpoint	1:39	1:50 (7-9)		
	1:39	1:55 (10-12)		

**Monday, Tuesday, Thursday, Friday Dismissal and Lunch Times**

<b>Dismissal Times</b>	<b>2:55 (K-3)</b>	<b>Lunches</b>	<b>11:22-11:49 (K-4)</b>
	<b>3:00 (4-6)</b>		<b>11:50-12:16 (5 -6)</b>
	<b>3:04 (7-9)</b>		<b>12:18-12: 45 (7-9)</b>
	<b>3:07 (10-12)</b>		<b>12:46-1:12 (9-12)</b>

**Wednesday Dismissal and Lunch Times**

<b>Dismissal Times</b>	<b>1:40 (K-6)</b>	<b>Lunches</b>	<b>11:05-11:32 (K-4)</b>
	<b>1:45 (4-6)</b>		<b>11:33-12:00 (5-6)</b>
	<b>1:50 (7-9)</b>		<b>12:01-12:28 (7-9)</b>
	<b>1:55 (10-12)</b>		<b>12:29-12:57 (9-12)</b>

School will be dismissed early every Wednesday for Staff Meetings.

- Dismissal at 1:40 for grades K-3
- Dismissal at 1:45 for grades 4-6
- Dismissal at 1:50 for grades 7-9
- Dismissal at 1:55 for grades 10-12
- Students have the following options on Wednesdays
  - Students may leave for the day.
  - Students (grades K-9) may go to The Knight Club and parents will be billed for supervision beginning at 3:00 pm.
  - Students (grades 4-12) may sign up to go to the Spears YMCA for 1 hour of supervised activities. This will be a free service, provided by the YMCA for our students. These students will return for parent pick-up or after-school activities at 3:00 p.m.\*\*
    - PARENTS WILL NOT BE PERMITTED TO PICK UP THEIR CHILDREN AT THE YMCA.
    - Students who need to be picked up before 3:00 p.m. will not have the option of going to the YMCA.
    - While membership at the Spears YMCA is a student-benefit, NO STUDENT WILL BE PERMITTED TO WALK THERE AFTER SCHOOL.
    - Students who are not signed up for the YMCA activity period will be required to stay at Noble Academy and parents will be billed for supervision through the Knight Club beginning at 3:00.
    - Students who are old enough to attend the YMCA on the terms of their membership will be permitted to stay at the YMCA after the Wednesday activity period.

**EARLY DISMISSAL DAYS**

- On early dismissal days, students will be dismissed at 11:00 (K-6), 11:10 (7-9), 11:15 (10-12).
- All students (grades K-9) who have not been picked up by 10 minutes after dismissal time will attend The Knight Club and begin homework assignments. No student will be permitted to wait, unsupervised, outside or inside. The Knight Club is open on most Early Dismissal Days until 6:00 p.m.

**INCLEMENT WEATHER SCHEDULE**

When a 2-hour delay is announced, students should arrive by 10:15 a.m. In the event weather conditions cause a delay in school opening or a cancellation, announcements will be made at 11:00 p.m. or by 7:30 a.m. on WFMY Channel 2, Fox 8, or WXII Channel 12. As soon as a decision regarding closure or delay is made, a message to that effect will be available by calling 282-7044 or by checking our website. **NOBLE**

**ACADEMY'S DECISIONS ARE NOT ALWAYS THE SAME AS GUILFORD COUNTY OR OTHER PRIVATE SCHOOLS. PLEASE WATCH FOR NOBLE ACADEMY'S ANNOUNCEMENT.**

Early school closures will be announced in the same manner. If you hear or see the announcement, do not wait for your child to call you to pick him or her up. *You can pick your child up at any time* as long as it is prior to closing time. *Please do not call the school* before you come, so we can leave the phone lines open.

If there are severe weather conditions in your area but Noble Academy is open, use your best judgment in deciding whether or not your or your child should travel. Notify the school if you plan for your child to *not* attend that day. Your child will not be penalized if he/she does not attend school because you feel it is unsafe for you to drive him/her to school.

If your child drives to school and you want him or her to leave early if inclement weather begins during the school day, fill out the *Vehicle Registration/Inclement Weather Direction form with your back to school forms*, so we will have your instructions on file. Students will still follow normal dismissal procedures (collect work and sign out). If you are involved in a carpool, van service, or have a caretaker who picks up your child, *make arrangements at the beginning of the year* for transportation in the event that snow, ice, or other severe weather closes school. Put your instructions in writing and send them to us at school as soon as you confirm your arrangements. Planning ahead is important. Giving the school written direction now will alleviate the need to call Noble

*Noble Academy Lower Division Student and Parent Handbook 2011-2012*

Academy on days of inclement weather, thus leaving the phone lines open for emergencies. Thank you for your cooperation.

**TRANSPORTATION**

Noble Academy does not provide daily transportation to or from school. Noble Academy runs a bus route to and from Winston-Salem for a fee. This bus will make one stop in western Forsyth County and one stop in eastern Forsyth County. Please contact the front office for rates and other details. Also, Greensboro Day School runs a selective bus route that is available to our families for a fee. Please contact Greensboro Day School if you are interested in pursuing this option. Noble Academy has school buses that are available for field trip transportation. Students who drive to and from school daily are not permitted to drive themselves (or others) on field trips or to athletic events without prior permission from the administration and their parents.

For bus etiquette and discipline concerns refer to student conduct on page .....

**ARRIVAL PROCEDURES**

- Noble Academy does not provide supervision to students earlier than 7:45 am. No student should arrive before this time.
- Students who drive should park their cars in lined spaces. They should not park in the grass, handicapped, visitor, corner spaces, or at the log cabin. Student cars and license plate numbers must be registered with the front office.
- **There will be single lane drop off only in the mornings.**
- Students who drive should immediately enter the building after arriving at school and not remain in their cars.
- Students will not be in or in the vicinity of cars during school time, unless specific permission is granted.
- Parents should unload their riders at the main entrance of the main building.
- Students who are practicing driving with their parents should park in a parking space before switching drivers.
- All students should report to their advisor's classroom upon arrival in the mornings, unless they arrive prior to 8:10 a.m.
- Students in grades K-9 who arrive earlier than 8:10 should report to the following locations for supervision.
  - Grades K-3 report to primary hallway
  - Grades 4-6 report to the media center
  - Grades 7-9 report to the multi-purpose room
  - Students in grades 10-12 who arrive earlier than 8:15 should report to the assigned classroom (classroom will rotate).
- Students who arrive late (tardy occurs at 8:20) must get a tardy pass from the front office.

**LUNCH PROCEDURES**

- Students may bring their lunch or pre-order a hot lunch. Vending machines and microwaves are available. Refrigerators are not available.
- Energy drinks are prohibited at Noble Academy including during the lunch period.
- Parents may occasionally bring food (only for their child) at the beginning of their child's lunch period. Parents are discouraged from bringing their child lunch on a daily basis. Lunches brought during the morning must be clearly marked with the student's name and will be left in a designated space in the front hallway. Noble Academy does not assume responsibility for those lunches.
- Seniors may not bring back food back to school for other students.
- Students will eat during designated lunch times. Students' lunch time will not be extended.
- Students may not sell their lunches.
- Parents should make birthday celebration arrangements ahead of time with the student's advisor.
- Students will be responsible for following all school rules and for cleaning up their lunch area.
- **Students may use vending machines during their lunch period only.**
- Students may bring a nutritious, non-messy snack to be eaten during the designated period.
- All students will eat lunch on campus with the exception of seniors.

**DISMISSAL PROCEDURES/AFTER-SCHOOL SUPERVISION**

- All students will be dismissed through the front doors. Parents should form a double line of cars beginning at the front door.
- Mixed carpools – follow the instructions for the youngest in your group. When the youngest has loaded, drive your car to the back of the line.
- PLEASE DRIVE YOUR CAR FORWARD AS OTHERS DEPART. IF YOUR CHILD DOES NOT ARRIVE “WITH THE GROUP”, PLEASE DRIVE YOUR CAR AROUND TO THE END OF THE LINE.
- Please, DO NOT BLOCK either carpool lane.
- Do not park and leave your car unattended in the carpool lane.
- Do not park to the side of the driveway and wait. If parking, PLEASE pull into a regular parking space.
- If an arriving parent wants to give driving practice to his/her child, please park in a parking space before changing drivers.

**Spears YMCA: NO STUDENTS WILL BE DISMISSED FROM THE YMCA UNLESS AGE PERMITS; ALL STUDENTS WILL RETURN TO NOBLE ACADEMY FOR DISMISSAL.**

- While membership at the Spears YMCA is a student-benefit, **NO STUDENT WILL BE PERMITTED TO WALK THERE AFTER SCHOOL.**
- *All students (grades K-9) not involved with after-school sports/clubs or extra help with a teacher (previously arranged), who have not been picked up by 10 minutes after dismissal time, will attend The Knight Club and begin homework assignments for a fee of \$16.00/day. No student will be permitted to wait, unsupervised, outside or inside. Students are not allowed to report to teachers rather than Knight Club if they are waiting to be picked-up. Parents are required to come inside to sign their children out.*
- *Students in grades 10-12 may work with a teacher after school on an individual basis if arrangements have been made among the teacher, parent, and student. Students should be picked up by 3:45.*

### ***HOMEWORK POLICY/ASSIGNMENT BOOK***

All Noble Academy students are required to keep an assignment book which is issued at the onset of each quarter. We encourage parents to review the homework guidelines provided by your child's teaching team as well as establish a homework schedule and a place at home where students can work without interference or distraction. Parents are to notify the child's teacher in the event students are struggling with assignments or the amount of homework needs adjustment. In addition, if students are unable to complete homework due to extenuating circumstances, parents should contact the teacher via a note in the planner or an email.

#### **Grades K-6:**

- Parents are expected to check their children's homework assignments for completion and then sign off in the assignment book to indicate that assignments have been completed and placed in the homework folder in the notebook.
- The Knight Club is open for homework supervision daily.

#### **Grades 4-6**

- In the event assignments are:
  - incomplete
  - not completed on time
  - not completed to the best of the child's abilitythe student will make up the assignments in after school detention from 3:00-3:20.
- Not being signed off by a parent in the planner, missing pencils and/or highlighters will result in a 2 in class preparation but no after-school time in detention served.

## **NOTEBOOKS**

Each team establishes rules for setting up and keeping notebooks organized. Students are expected to follow procedures and maintain notebooks. In grades K-3, students are expected to maintain their notebook as set out by teacher expectations. In grades 4-6, the Perfect Notebook is required and is checked frequently.

## **ATTENDANCE**

**Note:** Any planned absences require a written request in advance to the Head of Lower Division. If the request is approved, the Head of Lower Division will notify the parents so they may begin the process of making preparations for the student's absence. In the event of an illness or appointments, parents should send in a note to the front office.

## **TARDY POLICY**

- Our school values being on time.
- Students are tardy if they enter the building at or after 8:20. Students should be in class ready to begin instruction promptly at 8:20.
- We encourage students to arrive by 8:10 each morning to allow time for locker visits, bathroom breaks, getting ready for the day, and socialization. Students who have not entered the building by 8:20 will be marked tardy.
- Students' tardies to school (8:20) will be recorded in the front office and reported on each nine week report card. If tardies become excessive, the student will be referred to the administration for action. When a student misses over one half of a class, this becomes an absence.
- Students arriving late must report in at the office *and* receive a tardy slip before reporting to class.
- Students are responsible for seeing teachers to collect any missed work and to turn in work on the day of the tardy.

### **Grades 4-6:**

**1<sup>st</sup> – 3<sup>rd</sup> offenses**— the student will receive a warning and will be informed of consequences of additional tardies.

**4<sup>th</sup>– 5<sup>th</sup> offenses**— the student will be required to serve a twenty minute after school detention on the day the tardy is received—Wednesday tardies will be served on Thursday.

**6<sup>th</sup> offense**— the student will serve detention, a letter will be sent home to the parents, and the Head of the Lower Division will telephone or e-mail the parents when the student incurs the 6<sup>th</sup> offense.

**Additional offenses**—the student will be required to report to school at 7:30am every morning that a tardy is received the previous day.

\*The tardy policy starts over each nine weeks.

Tardies fall into one of two categories:

**Excused:** Excused tardies include doctors' visits with written verification from doctor's office and illness with a parent's note, etc.

*Noble Academy Lower Division Student and Parent Handbook 2011-2012*

**Unexcused:** Unexcused tardies include oversleeping, car trouble, traffic, missing ride, etc.

***ABSENCES AND MAKE-UP WORK***

Student absences will be recorded in the front office and reported on each nine week report card.

Students must be present at school for a least half the day to be counted as present for the day.

Students leaving campus during regular school hours *must* be signed out and back in by a parent or designated individual.

Students are not penalized academically for absences or tardies unless they do not make up the work within 3 days. These absences and tardies are monitored by the office.

***Make-up Work***

Students have three days to make up missed work, including tests. Teachers will make the work available to the student and will help schedule a time to make up tests.

However, the student holds responsibility for turning in the work within the allotted time.

- Any work or tests should be made up within 3 days;
- Students who are absent for one day only, it is the student's responsibility to collect missed work from the teachers when they return. Primary teachers will assist in this process as needed.
- For absences exceeding one day, make up work may be requested when making the required office contact by 9:00am.

**SCHOOL POLICIES      SCHOOL RULES      STUDENT DRESS CODE**

Students are expected to follow standards of dress and appearance that are compatible with an effective learning environment when attending school or field trips. Students are encouraged to wear shoes that are comfortable and that allow for children to play at recess. On PE days, students need tennis shoes.

**Examples of prohibited dress or appearance include:**

- Clothing that contains obscene, potentially offensive or disruptive language and/or pictures
- Spaghetti straps (all straps for females must be **at least 2 inches in width**)
- Strapless tops, tube tops, halter tops, camisoles, backless dresses, and bare midriffs
- Males may not wear sleeveless shirts or tank tops (unless participating in an athletic activity at the time)
- Bare feet
- Shirts worn with leggings/jeggings must fully cover the bottom
- Short shorts or skirts that allow undergarments to be visible while the student is sitting, standing, or bending **(In grades 4-6, SHORTS, SKORTS, AND SKIRTS CANNOT BE ANY SHORTER THAN 6 INCHES FROM THE CREASE IN THE BACK OF THE KNEE)**
- Pants or shorts that sag below the waist
- Clothing with visible tears or holes
- Sleep or pajama type clothing
- Bandannas
- Heelies
- Sunglasses or hoods worn in the building
- Distracting clothing, jewelry, or hair may be addressed by the school administration

Violations of the dress code will result in the following:

**1<sup>st</sup> & 2<sup>nd</sup> offense**—Teacher will discuss the situation with the student and write a note in the planner about the specific item that violates dress code.

**3<sup>rd</sup> offense**-- Teacher will discuss the situation with the student and write a note in the planner about the specific item that violates dress code. Student will receive a 2 for meeting expectations.

**HAT POLICY**

- Students may wear regular baseball caps (with a bill) only as long as they comply with the following rules:
  - Hats must be worn with the bill facing forward.
  - Hats may not interfere with a student's ability to learn.
  - Hats may not have distracting additions such as hair extensions, animal ears, etc.
  - Teachers have the right to ask a student to remove the hat at any time.
  - Hats worn on field trips will be at the discretion of the teacher.
  - Students who choose not to comply with these rules may lose the privilege to wear a hat.

ELECTRONICS AND TOYS POLICY

Students should only bring to school those materials that are necessary for learning. The items listed below are prohibited in school buildings, on school grounds, on adjacent school properties, and at any school-related function, activity, or event during the school day unless specifically approved in advance by the administration. Use during after-school and extra-curricular activities will be individually governed by the administration or advisor of that activity. Electronic devices are used for educational purposes only during school hours.

- headphones/MP3 players/iPods
- cameras, laser pens, etc.
- toy knives or guns
- any toy, stuffed animal, or trading card that causes a distraction at school

CELL PHONE POLICY

- Students in grades K-6 are not allowed to carry a cell phone during the school day.
  - If a parent requests a student to have a cell phone for use to and from school, student must turn in the cell phone to the Front Office upon arrival to school in the morning, and retrieve it before leaving school in the afternoon.

Violations of the electronics, toys, or cell phones policies will result in the following:

**1<sup>st</sup> & 2<sup>nd</sup> offense**—Electronic item is confiscated and turned in to the administration. The student can pick it up after school. Problematic toys or stuffed animals will be taken by the teacher and placed in the student's locker or kept with the teacher until the end of the school day. A note may be written in the planner to the parents.

**3<sup>rd</sup> offense**—Item is confiscated and turned in to the administration for one week. A parent will be notified.

**Additional offenses** will result in confiscation of item for an indefinite period of time (usually until last day of the school year).

## ENERGY DRINKS

**All energy drinks are banned from Noble Academy**, including: during the school day, at lunch, after school, and during any school-sponsored activity (field trips, athletic events, etc). We also discourage students from drinking them before coming to school. The decision to ban energy drinks at Noble Academy stems not only from the health risks, but also from the fact that the side effects (jolt and crash) are incompatible with a productive learning environment. A new brand of energy drink comes on the market every day, so there is no way to list all of them here, but some of the more popular brands are: Red Bull, Amp, Monster, RockStar, Jolt, No Fear, Full Throttle, Vault, and Burn.

## MEDIA AND TECHNOLOGY ACCEPTABLE USE POLICY

Noble Academy's students are fortunate to have access to two computer labs and one mobile computer lab. Each lab has 10 user stations and Internet access. All students will be responsible for mastering the use of and properly caring for the computers and for following acceptable use guidelines. Students may carry their own personal laptops with approval of administration unless they become disruptive. Students may not connect their personal electronic devices to the school's network.

The Noble Academy Computer Network is established for the educational and professional use of the Noble Academy students and staff. The network includes PC computers located in computer labs, classrooms, offices, the media center, and on a laptop cart connected to each other and the Internet. Access to the Internet enables students and staff to explore thousands of libraries, museums, and databases and communicate with others worldwide.

Noble Academy reserves the right to access any files stored on any computer owned by the school and to remove any material deemed inappropriate.

### **Email/School Recommended/Sponsored Websites**

Email accounts set up for/with students are for Noble Academy school and academic business only. Students should NOT use any such email accounts organized by Noble Academy staff for any other purpose other than that related to school and communication with teachers and fellow students and only in conjunction with school assignments, classes, projects and other such Noble Academy related work. No personal use of such email accounts is authorized. It is the responsibility of each user to ensure appropriate sharing controls are used in order to protect Noble Academy, as well as to prevent accidental or undesirable file sharing or emails.

Access to any websites by students as required by Noble Academy teachers falls under the Noble Academy Acceptable Use Policies (in addition to the websites' policies) and students are NOT to use such websites for any other purpose other than that related communication with teachers and fellow students and only in conjunction with school assignments, classes, projects and other such Noble Academy related work.

**Disclaimer**

While Noble Academy provides students with on-campus Internet access and Internet classrooms via Online Course Management per the policies outlined herein and while the Noble Academy staff makes every effort to ensure student compliance with the terms of this Acceptable Use Policy, the school does not assume any responsibility for the consequences of a student's actions outside of the policies outlined in this document.

The appearance of any hyperlink to an external website or the recommendation by Noble Academy staff that students access such links indicates that Noble Academy has identified that website as having educational value and evaluated for its relevant content value. Unfortunately, websites change frequently and we are unable to guarantee any offsite link regarding current content, quality, or subsequent links. These links are inspected on a regular basis and every attempt is made to remove inappropriate or inactive links as soon as they are identified. Noble Academy does not control or guarantee the content of these sites and asks that if you encounter an inappropriate or dead link that you inform the Division Head.

Although this policy has been carefully prepared and reviewed, Noble Academy assumes no liability for any errors, omissions, or misinformation. Use of any information obtained via the Internet is at the user's own risk. Noble Academy is not responsible for any damage suffered by a user. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, or service interruptions.

**Grades K-6 Acceptable Use**

Students in grades K-6 will have access to the network under the direct supervision of a member of the staff. Students will be educated on the safe use of the Internet.

Students will observe the following rules while using the computer:

- Respect other people while using the computer.
- Respect programs that people have on the computer.
- Respect copyright laws.
- Do not intentionally visit sites or download material considered inappropriate.
- Do not tell your home address or phone number over the Internet.
- Ask a teacher when in doubt about uses of e-mail or other Internet tools.

**Noble Academy Media Center**

Noble Academy has one full-time media specialist serving all students. The media specialist helps students find reading material that is interesting while also appropriate for their reading level. The media specialist is also a wonderful resource for teachers. She often instructs students on how to do research. Parents can request the “Noble Academy Statement of Concern about Educational Materials” from the media specialist. Noble Academy hosts a Book Fair each spring.

## **STUDENT CONDUCT**

The Noble Academy policy for behavior stems directly from our belief that respect is key to a positive, safe, and productive learning environment. All students, parents, and staff are responsible for facilitating Noble Academy's mission to provide a safe, supportive, and positive educational setting. In order to encourage and ensure respect for self, others, and property, the staff and administration have established the following behavior intervention policy and procedure.

The staff will make clear to all students what the school policies, classroom rules, and behavioral expectations are in their classrooms and at Noble Academy.

Parents are seen as an integral part of behavior improvement process and will be expected to be involved with and supportive of addressing and solving problems.

## ***EXPECTATIONS, INTERVENTIONS, AND CONSEQUENCES***

### **School-Wide Expectations**

1. **Respect people, property, yourself, and learning.**
2. **Follow directions when given.**
3. **Speak at appropriate times using an appropriate voice.**
4. **Be prepared and on time for class.**
5. **Follow all school and classroom rules**

Positive behavior is necessary in order for students to be successful. We utilize various strategies in an effort to teach students positive behavior necessary for success. Prior to referring students to an administrator for disciplinary action, teachers will attempt a number of interventions. Serious infractions will be immediately referred for discipline. Typically, teachers use the following interventions but are not limited to them:

- Ignore
- Make eye contact
- Increase physical activity
- Touch and/or cue
- Redirect
- Involve student in academic response
- Provide opportunity for physical movement
- Move student's seat
- Remind student of rule/expectation
- Request or insist on appropriate behavior
- Talk to student about behavior in private
- Refer to school counselor
- Communicate with parents

Students will be seen by an administrator for disciplinary actions or consequences if classroom interventions are unsuccessful, or if infractions are more serious.

## **CHEATING AND PLAGIARISM**

Grades K – 3: Cheating and plagiarism are handled on an individual basis.

Grades 4 - 6: Noble Academy teachers begin to work with students in understanding cheating, plagiarism, and how to research and properly cite sources appropriately. Noble Academy expects students to do their own reading, writing, test taking, research and assignments. It is against the culture of Noble Academy to cheat or plagiarize in any academic endeavor. Cheating and plagiarism undermine the growth in maturity, responsibility and integrity needed to be successful in academics.

### **PLAGIARISM**

Plagiarism is the act of using another person's ideas or expressions in your writing without acknowledging the source. (MLA Handbook for Writers of Research Papers. Third Edition.)

Plagiarism includes:

- taking someone else's assignment or portion of assignment and submitting it as one's own
- submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source
- presenting the work of tutors, parents, siblings, or friends as one's own
- submitting purchased papers as one's own
- submitting papers from the Internet written by someone else as one's own
- supporting plagiarism by providing work to others, whether it is believed it will be copied or not
- changing a grade on a paper, a quiz, or a test
- forging a parent's signature on any school related paperwork

### **CHEATING & DISHONESTY-**

To deceive or defraud. To take someone else's property by false pretenses or trick. To deliberately take unfair advantage of someone. The act of receiving or giving information for a dishonest purpose.

Cheating includes:

- copying, faxing, emailing, or in any way duplicating assignments that are turned in as original work
- exchanging assignments with other students, either handwritten or computer generated, whether it is believed they will be copied or not
- giving or receiving answers during tests or quizzes.
- It is the student's responsibility to secure his or her papers so other students will not have the opportunity or the temptation to copy
- accessing a test or quiz for the purpose of determining the questions in advance of it administration
- using summaries (Cliffs Notes, Spark Notes, etc.) in lieu of reading the assigned materials

## *Noble Academy Lower Division Student and Parent Handbook 2011-2012*

### Alternative to Cheating or Plagiarism:

No student needs to cheat or plagiarize. Noble Academy provides strategies and support for students to help them achieve academic success. Students who advocate for themselves and seek appropriate help when they need it will not need to cheat or plagiarize. Students should be proactive and discuss problems with their teachers or counselor when they start to have a problem with an assignment.

### Response to Cheating or Plagiarism:

1<sup>st</sup> offense in a given class – The issue is brought by the teacher to the appropriate administrator to consult on whether cheating or plagiarism did occur. If it is determined that there has been cheating or plagiarism, the student will be asked to redo the assignment on their own accord with the guidance of the teacher to ensure that the student understands how to avoid falsification.

2<sup>nd</sup> & 3<sup>rd</sup> offense in a given class – The student may receive a zero on the assignment, will meet with the administrator to discuss the issue, and notification will be sent to the parents.

### BULLYING AND HARASSMENT POLICY

The School Violence Prevention Act (SB 526) defines bullying and harassing behaviors as any pattern of gestures or written, electronic, or verbal communications or any physical act or any threatening communication that takes place on school property, at any school-sponsored function, or on a school bus and that:

1. Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
2. Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. "Hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Demeaning or derogatory remarks or other harassing behavior regarding or related to, but not limited to, real or perceived gender, race, color, ethnicity, religion, or sexual orientation, gender identity, physical characteristics, socioeconomic status, academic status, or mental, physical, developmental or sensory disabilities are strictly prohibited and should be reported immediately to any administrator, counselor, or teacher. This applies to comments or behavior directed at students, school employees, or other third parties having business with the school.

Sexual harassment of students, school employees, or third parties having any business with the school is strictly prohibited and should be reported immediately to any administrator, counselor, or teacher. Sexual harassment is defined as, but not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct which is in any way intimidating, offensive, or non-tolerant.

### CYBER-BULLYING

“Cyber bullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others” (from [www.cyberbullying.org](http://www.cyberbullying.org)). Cyber bullying is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

- Deliberately threatens, harasses, intimidates and individual or group of individuals;
- Places an individual in reasonable fear of harm or in fear of damage to the individual’s property;
- Has the effect of substantially disrupting the orderly operation of the school.

Any student or staff member who believes that he/she has or is being subject to cyber bullying shall immediately make a report to the appropriate school counselor or to an administrator. All reports of such conduct will be investigated. If the investigation results indicate cyber bullying was committed parents will be informed and the student will be subjected to appropriate discipline.

### COMMUNICATING THREATS

Communicating threats is defined as the communication of a serious, believable intent to physically injure another person or a person’s property.

### ASSAULT POLICY

Assault is defined as the unlawful touching or use of force with the intent to harm or do injury to others. Students, staff, and visitors of Noble Academy deserve the right to feel safe and free from harm. Incidences of assault will be dealt with seriously and repeat offenders will face dismissal.

Sexual assault is defined as, but is not limited to, unwelcome sexual contact, touching others in an inappropriate place, or any other sexual contact which is in any way intimidating, offensive, or non-tolerant.

### BUS ETIQUETTE

For the purpose of providing safe transportation for all students the following guidelines must be observed by all students riding a Noble Academy bus for any reason:

- Obey the bus driver at all times.
- Act appropriately while waiting for the bus.
- Remain seated at all times while the bus is moving.
- Refrain from using profane language, inappropriate gestures, or name calling.
- Refrain from using a loud voice or making loud noises.
- Refrain from throwing objects at all times.
- All Noble Academy rules and policies for student conduct apply while riding the bus.

*Noble Academy Lower Division Student and Parent Handbook 2011-2012*

Repeat offenses while riding the bus may result in the loss of privilege to ride the bus. No refunds will be given.

**SUBSTANCE ABUSE POLICY**

If school personnel suspect that a student is using drugs or alcohol based on the student's changed behavior or changed academic performance, the student's parent will be notified to pick up the student and take him or her for testing, at an approved facility, on the day the suspicion occurs. Failure to comply with request for testing will result in suspension or dismissal.

- Negative results will lead to a discussion regarding the cause of the suspicion and whether or not counseling would be appropriate.
- Positive results will lead to a discussion regarding the appropriateness of continued enrollment at Noble Academy. If continued enrollment is appropriate, counseling will be required, and on-going drug screening will be required. Failure to comply with recommended counseling or random drug screening will likely result in dismissal.
- A second positive drug test will result in dismissal.

**Banned Substances**

The following substances are not allowed on person at school, in cars, at the Y, or at school functions or events.

- All tobacco products (use of tobacco products is not allowed at school, on any property adjacent to school, or at any school event)
- Prescription Drugs (see Medication Administration Policy on page >>>)
- Any illegal drug
- Over the counter medications

With probable cause, Noble Academy reserves the right to search lockers, cars, book bags, purses, and students. If a student is found to be in possession of any of the above substances, the substance will be confiscated, the parents will be contacted, and appropriate action will be taken using the consequences listed below.

Aggressive/dangerous/criminal behavior will be handled using the following consequences:

- Immediate in-school suspension
- Immediate parent conference
- The school reserves the right to contact Law Enforcement authorities when deemed appropriate.

**FIELD TRIPS**

Field trips are scheduled periodically by teachers as educational experiences for their students. In order for students to participate in field trips, parents must submit the "Field Trip Authorization" form for the year and other permission forms when applicable.

## *Noble Academy Lower Division Student and Parent Handbook 2011-2012*

Notification of field trips will be sent home prior to each trip, and parents will be informed if there are costs associated with the trips. Every student is responsible for following Noble Academy's rules and expectations as well as any other rules specific to each trip.

On field trip days in grades K-3, when students arrive to school, they will be asked to put on a special t-shirt which will be handed out by the teachers to wear on the trip. Students will return the shirt to the teacher once back on campus.

In grades 4-6, students are expected to wear their designated Noble Academy field trip shirt to school the morning of the trip. Teachers will write in the planners to remind the student and family when there is a need to wear the field trip shirt. In instances where the shirt is not worn, parents might be asked to return to school with the shirt as necessary. It is the family's responsibility to purchase the shirt at the onset of the year. Additional shirts may be purchased if lost or damaged.

All students going on any school related event or trip will travel in vehicles designated or provided by the school, remain with the group and return to school unless, under very special circumstances, their parents have made a request in writing to the school for other arrangements to be made. **If students are driving, with parental permission, to the field trip destination, they will be provided with detailed directions to the destination and the cellular phone number of the staff member in charge.**

### SCHOOL VISITORS

- All visitors on campus are required to sign in at the main office.
- Student lunch guests are welcome on campus with prior approval from the child's advisor.

### LOCKERS

- Lockers are the property of Noble Academy and the school administration reserves the right to search lockers at any time.
- Permanent decorations (stickers, tape, etc) or defacing lockers inside or out is prohibited.
- Locks on lockers are prohibited.

### LOST AND FOUND

A tub for lost and found items is located in the multi-purpose room. Please check there regularly for items that are missing. It is very helpful to have names on coats, jackets, sweatshirts, book bags, lunch bags, etc. Lost and found items are placed on the ledge in the main hallway several times per year for students and parents to claim. Unclaimed items are then donated to charity.

### LOST BOOKS AND EQUIPMENT

Students are responsible for returning all Noble Academy textbooks, library books, materials and athletic uniforms and equipment. At the end of the year students will be given written notice of missing books or equipment and the replacement cost. It is the

*Noble Academy Lower Division Student and Parent Handbook 2011-2012*

student's responsibility to share that information with the parent. Please be aware that the end-of-year report card or transcript will not be mailed until either the books or equipment have been returned or payment has been made for the missing or damaged items. No bill will be sent for this. If you have not received your report card two weeks after the last day of school, call the school to see if your student owes books or equipment or has an outstanding debt.

**PARTIES/EVENTS AWAY FROM SCHOOL**

Invitations to private parties should not be brought to school for distribution. A school directory is provided to each family with contact information each year. Those attending a private party or event should be picked up away from Noble Academy. Please be aware of the feelings of students who are not included when making plans for a special occasion.

**CURRICULUM**

Noble Academy consists of grades K through 12. The curriculum is based on the North Carolina Standard Course of Study, with a strong emphasis on mastery of skills at each level. In grades K – 6 students are scheduled according to achievement level in that subject and are often in mixed grade level classes. A focus is on remediation and closing gaps for those students who require that while challenging students in areas where they need to be challenged.

***Students in grades K-3 take the following classes:***

Reading	Science/Social Studies	Language Arts
English	Art/PE	
Mathematics		

***Students in grades 4-6 take the following classes:***

Reading	Mathematics	Social Studies
English	Science	
Art/Drama/PE/Healthy Living	Enhancement (grades 4 and 5)	

**GRADES/REPORTING/ASSESSMENT**

**GRADING SCALE**

The following numerical grading system is used to evaluate student's work:

90 – 100	EXCELLENT (A)
80 – 89	ABOVE AVERAGE (B)
70 – 79	AVERAGE (C)
60 – 69	BELOW AVERAGE (D)
0- 59	UNSATISFACTORY (F)

## **PRIMARY (GRADES K – 3)**

Grades on class work are frequently:

- check+ No errors
- check A few errors
- check- Too many errors

Assessments are given a number / letter grade using the school Grading Scale above.

Grades on interims and report cards:

- S = 80 – 100
- S- = 70 – 79
- N = 60 – 69
- U = 59 and below

## **INTERMEDIATE (GRADES 4-6)**

Intermediate grades will be divided into three categories. Category 1 grades include weekly class participation, homework and classwork. Category 2 grades include quizzes, short papers and small projects or project checkpoints. Category 3 grades include tests, projects, presentations and papers.

Grades will be weighted for the overall quarter average by the following percentages:

- Category 1: 40%
- Category 2 30%
- Category 3 30%

### **Intermediate Homework/Classwork Grading**

Two types of homework/classwork will be given by teachers. The first are assignments graded for completion/effort and the second are assignments graded for accuracy. The amount of assignments graded for accuracy for all academic core classes per week will be scaffold by grade level.

- 4<sup>th</sup> grade – 1-2 assignments graded for accuracy per week
- 5<sup>th</sup> grade – 1-2 assignments graded for accuracy per week
- 6<sup>th</sup> grade – 2-3 assignments graded for accuracy per week

Assignments graded for completion/effort will be used for goals such as proof of study, practice with a new topic/concept, testing a student's ability to complete work independently, etc. They will be graded by the following marks:  
(formatting below - the bullets should be in the form of checks)

- + 100% (Full effort and/or completion)
- 85% (Average effort and/or mostly complete)
- - 70% (Below average effort and/or more than half complete)

## *Noble Academy Lower Division Student and Parent Handbook 2011-2012*

- X Homework detention (incomplete and/or no effort)
- Homework detention will be assigned for an assignment that receives an X or is not done at all. The student will have the opportunity to redo the assignment during homework detention to receive credit.

Assignments graded for accuracy will be given a percentage or corresponding letter grade based on the number correct in the assignment, or the number of points earned out of the number available. They will be entered in the grade book as a percentage.

- Homework detention will be assigned for homework that is not done or receives less than a 60% (passing). The student will have the opportunity to redo the assignment during homework detention for full credit.

Quizzes may be announced or unannounced and are for the purpose of checking how well students understand the homework or are mastering the current unit. Quizzes will not be as comprehensive as a unit test, however.

Students may not be given more than two tests in one day.

### **Haiku ONLINE Class Communication**

Each teacher will maintain an online web-page as a source of communication with the families and students of Noble Academy. Teacher Web-Pages will be updated at least monthly and will contain information about curriculum and projects, upcoming events, and suggestions for at home activities. Families and students are expected to view these pages regularly to stay up to date on classroom activities. At times teachers may write in the student planner to view the Teacher Web-Page for additional information on assignments.

### **REPORT CARDS/INTERIM REPORTS**

Report cards are e-mailed after each nine weeks of instruction. Between formal report cards, interim progress reports are mailed. Parents should review the report cards and interim progress reports with their children and let their child's advisor or teacher know if they have any comments or concerns.

### **PARENT/TEACHER CONFERENCES**

Formal conferences are held in the fall and in the spring to review the student's Academic Profile, MAP assessments, and student progress. Additional conferences are scheduled as needed. Students in grades K-6 may have the opportunity to participate in their conferences upon request by the student, parents, and/or teachers. Conferences are led by each student's advisor with input from other members of the teaching team. Refer to the school calendar for these dates. Please do not schedule vacations during this time.

## **ASSESSMENT**

Assessment is a dynamic and continuous process aimed at understanding and improving student learning. It involves making our expectations visible and public, measuring student learning against our expectations, and using the resulting information to guide our instructional practices in order to improve student performance.

A variety of assessment tools provide information and documentation to students, parents, and teachers by helping them understand “where we are.” Informal methods of assessment include, but are not limited to, quizzes, portfolios, graded exercises, class discussion, class work, projects, cooperative groups, and teacher observations. Formal assessment tools include, but are not limited to, MAP testing and Woodcock Johnson Tests of Achievement.

### **NWEA and MAP testing**

Students at Noble Academy will be formally assessed three times a year in order to assist with placement and planning, measuring progress, and assessing academic readiness. Northwest Evaluation Association (NWEA) is a not-for-profit organization committed to helping schools throughout the nation improve learning for all students. As a result of NWEA tests, educators can make informed decisions to promote your child’s academic growth.

MAP— NWEA’s computerized adaptive tests are called Measure of Academic Progress, or MAP. Noble Academy uses the MAP tests in the area of mathematics, reading, and language. Although the tests are not timed, it usually takes students about one hour to complete each test. Families will be notified on testing days so students can be well-rested and fed a balanced breakfast. Students do not need to study or prepare for the MAP testing and no pressure should be placed on them by the school or families.

## **PSYCHO-EDUCATIONAL EVALUATIONS**

After admittance to Noble Academy, formal psycho-educational evaluations are required only as needed. If there are concerns about student’s progress, Noble Academy will notify parents/guardians that an evaluation is required. Parent/guardians are responsible for any evaluation costs. Evaluations may be available free of charge through the public school. Please see your child’s counselor to discuss testing options. Noble Academy encourages each child to be reevaluated to determine continued eligibility every three years.

## **STANDARDIZED ACHIEVEMENT TESTS**

The Department of Nonpublic Instruction requires standardized achievement tests to be administered to all students in grades 3, 6, 9 and 11. At Noble Academy, students in grades 3 and 6 will have individual testing for reading and math using the *Woodcock Johnson III Tests of Achievement*. The counselors will notify parents of their child’s testing date. In addition, if your child recently had educational testing or you plan to

## *Noble Academy Lower Division Student and Parent Handbook 2011-2012*

have your child tested somewhere other than Noble Academy, please notify your child's counselor.

### ***ANNUAL WRITING ASSESSMENT***

Noble Academy administers the Writing Assessment each spring in order to gain a better understanding of each individual student's independent writing level. Students in grades 5 and 6 participate in the writing assessment. Writing assessments are scored by an outside agency.

### ***ACADEMIC PROFILE***

Academic Profile: Every student at Noble Academy has a written document of the education plan necessary designed specifically to meet a child's individual needs. This plan is called an Academic Profile. The general purpose of an AP is to state the specific accommodations and study skills/ strategies needed to maximize the student's performance, provide the child's current performance and readiness in reading, English, math, and discuss the plan for the year.

### Accommodations and Modifications

Grades K – 6 are provided with standard Noble Academy accommodations as needed. Grades 7 – 12 begin to work toward using only those accommodations that the student's psychologist and academic team have determined are needed based on the student's specific testing and diagnosed disabilities. As students progress into high school, through high school and to college, they will be required to provide documentation of needed accommodations for testing such PSAT, SAT and ACT. Colleges only provide those accommodations that are documented. Educating the student on their specific diagnosis and teaching them to self-advocate for their accommodations is an important piece of the program.

## **COUNSELING AND STUDENT SERVICES**

The purpose of Noble Academy's comprehensive school counseling program is to help all students achieve academic and personal success. In order to meet the academic, career, and social/emotional needs of students, we offer individual and group counseling, classroom guidance, consultation and collaboration, academic advising, career development, and student assessment

Information shared by students with counselors is confidential to the extent permitted by legal and ethical standards. Because Noble Academy utilizes a "team" approach to working with students, the counselors work closely with the teaching teams and administrators concerning student issues. Counselors may share student information when it is a necessity to consult with others and when there are legal and ethical limits to confidentiality. Counselors cannot guarantee confidentiality when:

- A student is participating in group counseling.
- A student is at risk of harm to self or others.
- A court orders release of student information.
- A student is a minor.

### ***STUDENT RECORDS POLICY***

Upon receipt of an official transcript, Noble Academy will accept and classify transfer credits from schools that are accredited by a regional or state-accrediting agency or a registered home school.

Noble Academy will provide prompt and accurate transcription services for students entering and leaving the school providing all obligations and debts to the school have been satisfied. A profile sheet which describes Noble Academy and its program is sent with transcripts.

All student cumulative files are destroyed 10 years after the last date of attendance. If you have any questions or concerns regarding student records, please contact your child's counselor.

### ***ATHLETICS***

Our program is designed to provide an athletic opportunity for students in grades 5-12. We offer our students a sense of friendly competition with students from other regional public and private schools. The objective is to give our students a chance to enjoy athletic participation in the afternoons following school and to help them learn what it means to be part of a team.

Participation in athletics does not lessen an individual's academic responsibility. In the event that a student misses any classes because of an athletic event, he or she is responsible for meeting with his or her teachers prior to the absence and securing the necessary items required to complete any assignments. Participation in athletic events is a privilege and not an excuse for late homework or missed tests. Each participant

*Noble Academy Lower Division Student and Parent Handbook 2011-2012*

should understand the importance of proper time management and should realize the time commitment required to participate in athletics. All student-athletes must attend school for at least 3 periods of the day (not counting lunch) in order to be eligible for participation in games. Athletes are responsible for their own uniform. If it is not returned the family is responsible for the cost of the uniform.

According to the North Carolina High School Athletic Association, a temperature of 92°F or higher combined with humidity of 90% or higher constitutes an unsafe environment for practice or games. Games or practices will be delayed or cancelled if these conditions exist. Parents should call **235-4651** for all updated athletic information.

Noble Academy athletics are co-educational programs. Any student in grades 5 and 6 may participate in athletics as long as they show satisfactory school attendance, academic progress, appropriate behavior and a positive attitude. Students will not be excused from homework detention; however, they will still be allowed to attend practice and/or participate in the game. On days an athlete serves detention, transportation must be supplied by the parent if the game/practice is away or at the YMCA. **Students may not walk to the YMCA.** Playing time will be up to the discretion of the coach. A meeting with the student, coach, parents, and administration will be held to lay out the specific expectations or consequences if student behavior or academic progress is in question.

**JV Athletics**

Sports for 6th grade include:

- soccer (early fall)
- flag football (mid-fall)
- volleyball (winter)
- basketball (late winter)
- cross country (spring)

Sports for 5th grade include:

- basketball (late winter)
- cross country (spring)

**Health Physical Form:** All students participating in athletics must provide the Athletic Director with a Health Physical Form completed by a physician prior to attending practices and games.

## **COMMUNITY PROGRAMS**

Noble Academy Community Programs has provided educational services to individuals from the greater Greensboro area since 1982. Trained staff is available to conduct comprehensive educational evaluations and/or consultations as well as a range of instructional programs that are outside the scope of services provided by the day school.

Available services include:

- The Knight Club (Homework/After School Program)
- Tutoring and Remedial Instruction
- Summer Programs
- Educational Testing
- College Coaching/Mentoring
- Professional Development

**Please contact the Assistant Head of School for availability, scheduling and fees.**

## **MEDICATION ADMINISTRATION AND HEALTH ROOM POLICY**

During school hours, some students require the administration of prescribed medication either on a regular basis or temporary basis. In order to deal with the concerns regarding the legal consequences in administering medication and the manner in which the medicine is sent to the school by parents/guardians, the following medication policy will be followed at Noble Academy:

### ***Medication Administration Policy:***

Medication will be administered during school hours by a designated person when needed and will be defined as those prescribed medications needed by the student to keep him/her in optimum health and to help maintain maximum school performance. The parent and the child must retain primary responsibility for managing the child's medical care and for cooperating with the school in the administration of the medication. The school will assume no responsibility for students that self-medicate. This is the responsibility of the students' parents.

Because many children have a variety of health issues, such as an allergy to bee stings, or asthma etc., it is the parent/guardian's responsibility to ensure that the school is aware of the situation and to provide all preferred emergency information by completing a Medical Record for the child's Health Room File. Please supply any appropriate medication.

All non-prescription (over-the-counter) medications available to students through the Noble Academy Health Room will be administered with parental permission only. The portion of the Health Room Information Form concerning non-prescription medications must be filled out and updated annually. All over-the-counter medications shall be administered only "as needed." The date and time, along with the name of such medicine and the reason it was given, will be recorded on the Over-the-Counter Medication Log.

Parents will be contacted and students will be sent home if they have a temperature of 100° F or higher or have any obvious illnesses. When a student complains of not feeling well, but shows no clear signs of illness, the administration and counselors will care for the child in the manner that seems best. Counselors will communicate with parents if the child complains frequently.

Parents must notify the school immediately any time a student contracts any infectious disease. This information should be given directly to the administration. All individual or special health problems/needs should be explained to the administration and counselors. Students may need a doctor's note upon returning to school.

### ***Procedure for Handling Over the Counter Medication***

Students may occasionally need over the counter medication during school hours. These medications must be turned in to the Health Office with parental written instructions concerning time to administer medication and dosage. Students may not

carry medication on their person or keep medication in their lockers. Students must report to the Health Office to receive over the counter medications.

***Procedure for Handling Prescribed Medication***

Once a child is identified by the parent and the school as having a need for medication to be given during school hours, the parent or guardian will be given a form that must be completed by the attending physician. The *Physician's Authorization of Medication for a Student at School* form also includes a Parent's Permission section, which parents must complete as well. Prescribed medications administered by designated school personnel during school hours will not be given unless this form is completed, returned by the parent/guardian, and placed in the appropriate student Health Room folder.

Students may occasionally need prescribed medications on a short term basis. These medications must also be turned in at the Health Office along with a parent note giving instructions for time and dosage. Students may not carry medication on their person or keep medication in their lockers. Students must report to the Health Office to receive the prescribed medication.

***Parent/Guardian Responsibilities Regarding Student Medicine***

1. Provide to the school the medication in an appropriately labeled pharmacy container that includes the child's name, name of medication, unit dosage, time to be given and how it is to be administered.
2. Provide to the school a written, physician's prescription for the medication and for each change in medication or dosage. This may be personally delivered or faxed by the child's doctor to Noble Academy at 282-2048.
3. See that the pharmacist labels two (2) containers, one for home use and one for school use if the child is to receive the medication at both sites.
4. Provide new containers with appropriate labeling when medication changes are made and to remove the medication from school when they are discontinued or when school is out.
5. Ensure that the child does not keep any medication on their person or in their locker at any time. Exceptions require a doctor's note on file in the Health Office and / or administrative approval.
6. Inform the school of other medication changes even if the school does not administer that medication during school hours. In case of a health issue requiring medical attention it is imperative that the school know about all medications that a student is taking.

***School's Responsibilities Regarding Student Medication***

*Noble Academy Lower Division Student and Parent Handbook 2011-2012*

1. See that the prescribed medications are kept locked; in a secure place (exceptions may be made for prescriptions requiring refrigeration).
2. See that one or more persons shall be designated for securing and/or administration of the medication. A backup person may be needed should the primary be absent from work.
3. Maintain records of the administration of the prescribed medication to each student as directed. Each dose, the time, date, and the name of the drug will be documented on the Prescription Medication Log each time the prescribed medication is given. When appropriate, the date the medication is discontinued will also be recorded.

**FORMS CHECKLIST**

Please make sure that the following forms have been reviewed, filled out, signed and returned to the front office of the school. Extra forms may be found on the website or picked up at the front office.

1. Student Data Sheet
2. Counselor's Release of Information
3. Photo Release
4. Field Trip Authorization
5. Health Room Information
6. Physician's Rx Authorization
7. Inclement Weather
8. Virtual Thursday Envelope
9. PFA Membership
10. Knight Club (return even if your child is not attending)
11. Grades 4 – 6: Wednesdays at the YMCA
12. Grades 5 – 6: Athletes- Sports History completed by physician

**NOTES**
