



Parent/Student Handbook



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Dear Parents:

Welcome to The Noble School. As the school year begins, it is a good time to think about the reasons in choosing The Noble School for your child. These reasons are many and varied, but we hope that your choice was made to ensure a positive and disciplined academic environment. Our academic program is designed to meet the needs of each student and our faculty is dedicated to helping each student succeed.

We look forward to a rewarding school year.

Sincerely,

Mrs. Pardee

Mrs. Grondin

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PHILOSOPHY

Our belief is that all children can learn. Our goals are to foster and build on our students' strengths to help create life long learning strategies and instill the value of perseverance in overcoming challenges.

We strive to view each child as an individual and develop his/her social and emotional skills through positive guidance.

We believe that the only way children can reach their full potential is with dedicated support from both parents and teachers.

MISSION STATEMENT OF THE NOBLE SCHOOL

We at The Noble School recognize that the educational success of our students is not measured by academic development alone, but in their social and emotional development as well. Through the efforts of teachers, students, and parents joining together we can prepare our students for the future.

ADMISSION POLICY

The Noble School is open to all children, regardless of race, national origin, or religion. The Admission process at The Noble School is designed to enable prospective families and the school to base decisions on the best information possible. A careful review of all testing, psychological, medical, and school records is necessary as a starting point. Once these documents have been submitted parents should schedule a family meeting and student trial day. After completion of the interview process, our directors will evaluate all information and parents will be notified in a timely fashion if the student has been accepted into the program. If the student is accepted, a completed application and fee should be submitted and placement testing scheduled. Students are accepted on a trial basis of at least nine weeks, but may extend over an entire school year. All new students will be evaluated during the each nine weeks and parent meeting may be required at 3, 6, and 9 week periods as necessary.

BEHAVIORAL CHARACTERISTICS

The Noble School does accept students whose school experience has included mild behavioral issues that are the direct result of the frustration caused by failure to progress academically or by the social challenges that often accompany academic distress. We cannot accommodate students with persistent or severe behavior problems stemming from primary neurological, psychological, or emotional problems. We cannot accept students who have been arrested or have a criminal record.

STUDENT MOTIVATION

Remediation of skills and academic progress requires a high level of commitment and hard work from both students and parents. As a result, the school will enroll only students who are willing to make a commitment to their own education. Parental involvement is also a necessary requirement for student success.

CONDITIONAL ENROLLMENT

Occasionally, a student may be admitted under special circumstances in which a conditional contract will be offered. Such a contract will outline behavioral or performance expectations which the student must meet within a specified time frame. Progress will be continuously evaluated and, if the conditions are met, the contract can be extended. Full disclosure of all student psychological testing, school records, are required prior to admission.

The school will decline to accept or retain students who, in the school's judgment, have learning needs that will not be met by its methodology. The decision of the directors is final in this matter.

CURRICULUM

Textbooks and programs are chosen which will meet the students' needs as set forth by the directors. These guides are updated and revised in accordance with sound educational and developmental research.

GRADUATION POLICY

Students will receive either a standard diploma or a special diploma dependant upon their particular curriculum. Those receiving a standard diploma must have 24 credits to be eligible for graduation. These credits include the following:

4 English	4 Math	20hrs. Community Service per year (9-12 grade)
3 Science	9 Electives	
3 Social Studies	1 Life Management/Personal Fitness	

2.0 Cumulative GPA

GRADES

Courses are designed and methodologies utilized to meet the individual needs of students. All students are expected to put forth their best efforts in every class. Any student receiving less than a "C" 2.0 in more than 1 class or having less than a 2.0 GPA will be put on academic probation and a parent meeting will be required. If grades are not brought up in the allotted time the student will be dismissed from The Noble School.

SCHOOL RECORDS

Parents have the right to view the cumulative records of their children with a person designated by the directors. Records cannot be released until accounts are paid in full.

FINANCIAL POLICES

Registration Fee/ Supply Fee: \$100 per student. This fee is nonrefundable and due when registration forms are submitted.

This annual fee is nonrefundable and holds a students seat at the school as well as covering consumable supplies such as notebooks, pens, pencils, markers, glue, folders, planners etc... This fee must be paid by Feb 15th to guarantee a space for your child.

TUITION POLICY

10 monthly payments due on the 1st of each month from Aug-May.

All tuition payments are due on the 1st of each month. A late fee of \$35 will be assessed to all payments made after the 10th of each month. A \$35 fee will be assessed on any returned checks. For accounts that are not current, report cards and student records will be held, and students will not be permitted to register for the next school year. If your account is more than \$100 in arrears your student will not be permitted to attend classes until your account is caught up, after 10 days student will be automatically withdrawn

All tuition and fees are nonrefundable regardless of withdraw date.

MEETINGS

Occasionally we hold whole school parent meetings. This is designed to keep you informed of important aspects of your child's education and events at the school. We understand that we all have busy schedules and important commitments. An email will be send out to inform parents of these meetings. Please put this date on your calendar so that you don't miss this important meeting.

SCHOOL HOURS

The school day is from 8:25am to 2:25 pm Monday thru Friday. Students can be dropped off beginning at 7:45. The school day ends at 2:25pm. Students should be picked up promptly and by 2:35pm. At this time we are unable to provide before school or after school care. Any student arriving earlier than 7:45 or staying later than 2:35 will be assessed a \$5 a day fee.

SCHOOL CLOSING

In the event of closure we DO NOT always follow Duval County's schedule. We will call each family in the event of closure.

HEALTH CERTIFICATES/IMMUNIZATION

The Noble School will abide by the 1982 Florida Statutes, Chapter 232.0315 regarding school-entry medical examinations as well as Chapter 232.032 regarding proof of immunization. These certificates **must be on file** when the student begins classes. (Florida Certificate of Immunization form DH680) All children enrolling in 7th grade will need a second dose of measles (preferably MMR), a TB booster, and completion of Hepatitis B Vaccine Series.

CUSTODY

Divorced or separated parents must file a current court-certified copy of the custody section of the divorce or separation decree with the office. The school will not be held responsible for failing to honor arrangements that have not been made known.

ATTENDANCE

Absences: Parents should notify the school of a child's absence by 9am. Students must be in school at least three hours to participate in fieldtrips or extracurricular activities.

Notes: Upon return to school, a dated, written note is required for school records.

Leaving early: Please try to schedule appointments for after school as the in class experience is invaluable for students. If this is unavoidable, please send in a note alerting the staff to the early dismissal.

Make-up Work: It is the student's responsibility to get make up work, and return it in a timely fashion. Students will be given the same number of days they have missed to make up schoolwork.

Minimum attendance requirement: No more than 3 days per grading period can be missed to qualify a student for a passing grade for the quarter. A grade of *FN* (Failure nonattendance) will be given if the attendance requirement is not met. Exception will be made in extreme cases; documentation will be required.

TARDINESS

Arrive on time:

We are aware of the traffic situation and we know that the city bus can run late. Give yourself enough time to get ready and for traveling each morning. Being late is caused more by bad habits than anything else. Any student arriving after 8:25 will be marked tardy.

Students are allowed a maximum of 3 tardies per grading period. Upon the 4th tardy a parent conference will be required.

SICK CALL

If a student becomes ill during the day parents will be called to pick up the student. Students will be released only to those listed on the emergency list.

MEDICATION

NO MEDICATION will be administered unless a written parental consent with instructions is provided. This includes all over the counter medication. All medication must be in the original containers.

Prescription medication: If your child takes prescription medication we must maintain an emergency supply at school. Medication must be in the original containers with the child's name clearly labeled. A Medications Release Form must be signed by the parent and placed on file with the school.

NO STUDENT MAY HAVE MEDICINE ON THEIR PERSON OR BELONGINGS DURING THE SCHOOL DAY. THIS INCLUDES HEADACHE/PAIN RELIEVERS AND COUGH DROPS.

TEXTBOOKS

All textbooks remain the property of The Noble School. Part of your annual book fee is rental and replacement of these books. It is the student's responsibility to take care of these books. Any damage, defacement, or loss will be charged to the student's account. Most hardcover books cost between \$85- \$110

REPORT CARDS/PROGRESS REPORTS

Progress reports are issued halfway through each nine-week grading period and emailed home.

Report cards are issued one week after the closure of each quarter and are emailed home.

If tuition is not up to date at report card time, it is the school's policy to withhold the student's report card until financial arrangements are made. Outstanding fees must be paid by the day prior to report card distribution in order for a child to receive the report card. Fees not paid by this date will result in the report card being held until such time that outstanding fees are processed. Should it be necessary to withhold the report card, the student will receive an envelope with an invoice for outstanding fees or notification that fees have not yet been processed.

TRANSCRIPTS

In order to receive a transcript, the student must make a written request, signed by the parent (If under 18). Include date, full name, address, phone #, year of graduation or last year attended, and check or money order for \$5.00 for each transcript request. If the transcript is to be sent to a college or institution, include the name and address of the college or institution. Allow three working days for processing. Transcripts cannot be released until accounts are paid in full.

HOMEWORK

Nightly homework is not given. Students are given ample opportunity to ask questions and complete assignments during the school day. Occasionally assignments or projects may require some work be done at home. Previewing material ahead of time is homework and will aid in comprehension of material. Studying for quizzes and test is also recommended.

LUNCH

Students should bring a lunch daily. Refrigerators or microwave ovens are not available. Please use insulated lunch containers. Students will not be allowed to call home for lunch. No outside lunches i.e., McDonalds etc., will be allowed. We are unable to provide lunches or snacks.

Students should bring a refillable drink bottle which can be filled with water throughout the day.

NO sodas, NO energy drinks (redbull, rockstar etc.)

DRESS CODE

GIRLS UNIFORM –khaki pants, walking length shorts or capris (all should be worn at waist), Only Noble School logo t-shirt, polo shirts, and sweaters are permitted. Athletic shoes are acceptable. **NO** open toed flats or heeled shoes. Makeup and jewelry should be of a conservative nature. Only 2 earrings per ear (earlobes only). No dangling earrings. Look at your teachers as an example.

BOYS UNIFORM –khaki pants or walking length shorts (all pants should be worn at the waist or a belt will be required), Only Noble School logo t-shirt, polo shirt, and sweater are permitted. Athletic shoes are acceptable. **NO** open toed, loafers or heeled shoes. **NO** facial hair or earrings are permitted. Hair should be well groomed, above the collar, off the ears, and out of the face.

GROOMING – An Essential life skill is good grooming. More often than not teenagers need coaxing and directions in this area. All students should come to school in clean, freshly laundered clothes, bathe daily, use deodorant, and brush their teeth. These are not only good social skills, but also good health habits.

NO Backpacks: We do not have space to store these items.

Not going to happen, don't even think about it.... no hats, no outdoor coats in the classroom, no hoodies in the classroom, no earrings on boys, no hoop earrings or earrings bigger than a quarter on girls, no other visible body piercing (tongue, lip, eyebrow, nose, etc.), no nonstandard hair color, no visible tattoos temporary or permanent, no flip flops, no open toed shoes, slip on shoes (heels) or shoes without a back (i.e., clogs, crocs)

ELECTRONIC DEVICES/CELL PHONES

Leave electronic devices at home

Electronic devices are inherently disruptive to the academic environment. There is no reason to have a phone, i-pod, MP3 player, DS, etc. at school. DO NOT bring them to school. If they are brought to school and in view or use the staff will confiscate them

and they will only be returned upon a parent meeting. The Noble School is not responsible for lost, broken or stolen electronic devices.

Cell phones are NOT permitted with the exception of students who walk to school or drive themselves. If you need to reach your child during the day please call, text, or email Mrs. Pardee (904)803-3260 or Ms. Grondin (904) 309-2154.

INTERNET ACCEPTABLE USE POLICY

1. Acceptable Use: The primary purpose of the Internet connection is to support education by providing access to resources and research consistent with educational objectives.

2. Privileges: The use of the Internet is a privilege, not a right, and inappropriate use will result in a suspension or cancellation of that privilege. The Internet Coordinators will deem what is inappropriate use and their decision is final. The administration, faculty, and staff of the school may request the Internet Coordinators to deny, revoke, or suspend specific user access privileges.

3. Banned sites: Chat site, email, soliciting for products (these sites have been blocked)

4. Security: Security on the computer system and the internet is a high priority, especially when it involves many users. Although security and control measures have been taken, the Noble School can not monitor all sites visited and is not responsible for internet misuse.

CODE OF CONDUCT

The Noble School Code of Conduct is based on the belief that instruction should occur in an environment that is conducive to learning. Effective instruction requires good order and discipline. Students are expected to assume the responsibility for their actions.

Student Expectations:

- show respect for faculty, staff, students and volunteers
- follow the dress code
- be actively involved in their education and responsible for learning by being:
 - punctual
 - prepared
 - have good attendance

Student Honor Code:

Students will not:

- lie, cheat, or steal
- disrupt others
- leave school without permission
- Plagiarize
- Chew gum, candy etc..

CONSEQUENCES

1. Verbal Warning
2. Removal from class after 3rd warning
3. Lunch Detention
4. Parent called
5. Parent Conference

More serious acts will result in immediate parent notification and possible suspension or expulsion.

Remember that YOU represent The Noble School while in school or outside of school. Conduct yourself in a respectful and courteous manner that makes you proud to be a member of The Noble School.

GRAFFITI

Respect school property, the property of others and your property. Students are prohibited from marking up or dirtying any wall, desk or other part of the school building. Any offensive or obscene symbols or words anywhere – even on personal items- will be considered a serious violation of school rules and will receive an immediate suspension, parent conference and- if needed- a report to the authorities.

FIRE ALARMS

It is a federal offense to tamper with the fire alarm system. Tampering with the fire alarm is an expellable offence and law enforcement will be notified.

OBSCENE LANGUAGE

Respect teachers, students, and yourself. Students using obscene language (swear words) will be immediately suspended. Students may return on probation after a parent conference and agreement to a behavior contract.

HARASSAMENT/THREATS/FIGHTING

Students are prohibited from fighting, and any unwanted physical verbal or no-verbal expression. Unwanted physical or verbal abuse will NOT be tolerated at all. We will come down hard and fast on this one. This is your fastest ticket out of The Noble

School. If you have issues with someone, bring it up to your teacher and let us deal with it. All written and verbal threats will be taken seriously and will result in serious disciplinary consequence.

Any student who knowingly and intentionally files a false complaint of harassment against an employee, volunteer, or student will be subject to immediate and severe disciplinary action. For further information, access www.leg.state.fl.us.

SUBSTANCE ABUSE/ SEARCH POLICY

Intoxicants or other controlled substances in any form, including but not limited to alcohol, tobacco, illegal drugs, or unauthorized prescription medication may not be brought onto, consumed or utilized at school. The Noble School has a zero (0) tolerance policy on this issue, any student caught violating this policy will be immediately expelled. By acceptance of enrollment, students and their parents/guardians consent to and authorize all reasonable actions on the school's part to enforce this policy, including but not limited to questioning, searches, breathalyzer checks, drug tests, and other investigative tools.

* The Noble School reserves the right to update and change policies under which it offers The Noble School website. You are responsible for regularly reviewing these terms, conditions and notices, and any additional terms posted on any The Noble School website. Your continued use of The Noble School website after the effective date of such changes constitutes your acceptance of and agreement to such changes.