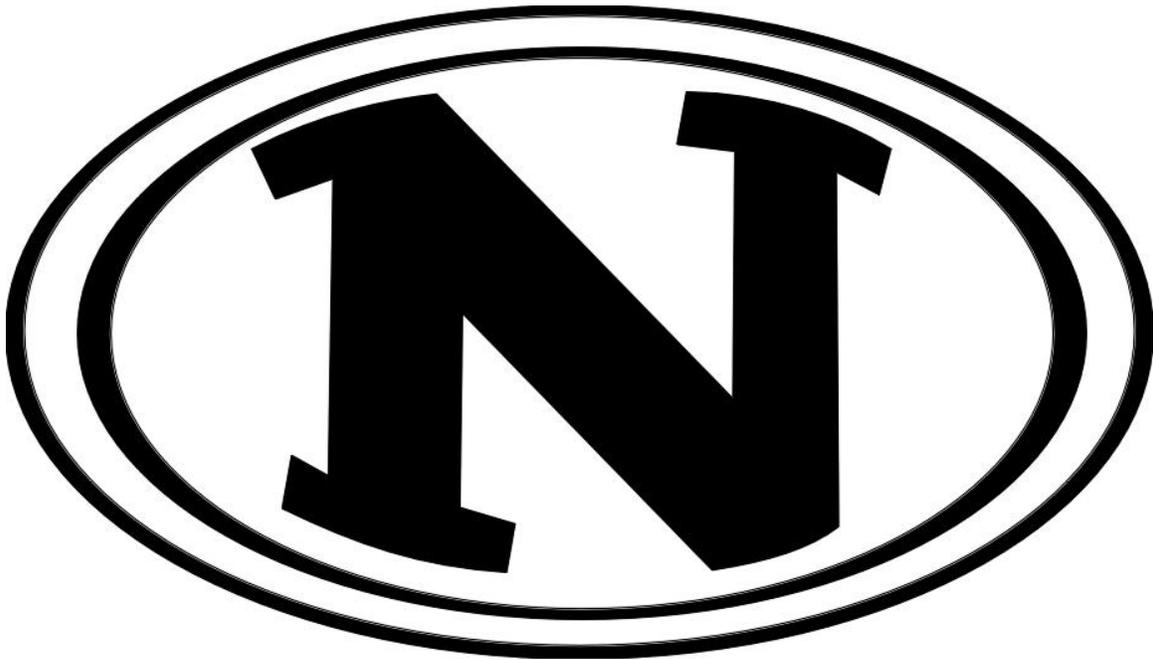


Nettleton Junior High School

**Student Handbook
2020 - 2021**



**4208 Chieftain Lane
Jonesboro, Arkansas 72401
870-910-7819
Fax: 870-910-6984**

NETTLETON JUNIOR HIGH BELL SCHEDULE

	LUNCH A		LUNCH B		LUNCH C
<u>First Bell</u>	7:28	<u>First Bell</u>	7:28	<u>First Bell</u>	7:28
<u>Intervention</u>	7:30 - 7:45	<u>Intervention</u>	7:30 - 7:45	<u>Intervention</u>	7:30 - 7:45
<u>1st Period</u>	7:45 - 8:36	<u>1st Period</u>	7:45 - 8:36	<u>1st Period</u>	7:45 - 8:36
<u>2nd Period</u>	8:40 - 9:31	<u>2nd Period</u>	8:40 - 9:31	<u>2nd Period</u>	8:40 - 9:31
<u>3rd Period</u>	9:35 - 10:26	<u>3rd Period</u>	9:35 - 10:26	<u>3rd Period</u>	9:35 - 10:26
<u>4th Period</u>	10:30 - 11:21	<u>4th Period</u>	10:30 - 11:21	<u>4th Period</u>	10:30 - 11:21
<u>Lunch</u>	11:21 - 11:47	<u>5th Period Split</u>	11:25 - 11:51 12:20 - 12:46	<u>5th Period</u>	11:25 - 12:20
<u>5th Period</u>	11:51 - 12:46	<u>Lunch</u>	11:51 - 12:17	<u>Lunch</u>	12:20 - 12:46
<u>6th Period</u>	12:50 - 1:41	<u>6th Period</u>	12:50 - 1:41	<u>6th Period</u>	12:50 - 1:41
<u>7th Period</u>	1:45 - 2:36	<u>7th Period</u>	1:45 - 2:36	<u>7th Period</u>	1:45 - 2:36

2:00 pm Dismissal

6th period: 12:49 - 1:23

7th period: 1:27 - 2:00

1 Hour Early Dismissal

6th period: 12:49 - 1:10

7th period: 1:14 - 1:35

Nettleton Junior High School Student Handbook

District Vision

Whatever it takes for every child.

NJHS Mission Statement

Nettleton Junior High will collaboratively work to nurture, inspire and challenge all students by providing them with an optimal education and curriculum that honors individuality and utilizes technology. In our journey to produce critical thinkers and independent learners in a safe environment, we will instill ethical and cultural values that will mold tomorrow's citizens.

Administrative Offices

Principal David Shipman
Assistant Principal Wade Massey
Dean of Students Chris Moss
Secretary Karla Wheaton
Secretary Camelia Ballard
School Nurse Tina Long
SRO Officer Brett Mann
Guidance Counselor Emmie Foster
Cafeteria Manager Denise Cook

School Hours

Teachers Report – 7:30 a.m.

Students should NOT arrive on campus before 7:00 a.m. Upon arrival, all students will be required to wear a mask as they enter the building and will report to holding areas from 7:00 till 7:25. The students will be served breakfast in a grab and go style. The food bags will be placed in strategic locations throughout the building. First period will begin at 7:45 a.m. and ends at 2:36 p.m.

The dismissal bell rings at 2:36. Bus riders will go directly to the West Door and immediately load the bus. Car riders/walkers should quickly leave the building to watch for their rides. After school transportation arrangements should be made **before school**.

Nettleton School District has a closed campus policy. No student will be allowed to leave the campus without permission from the office. Parents are required to check out students through the office.

Visitors

THERE WILL BE NO VISITORS ALLOWED IN THE BUILDING THIS YEAR. Once COVID-19 restrictions are removed NJHS will allow visitors.

If the need arises parents/guardians may contact the school to schedule a time to meet with school staff as long as social distancing is possible. Phone/Zoom conferences will be encouraged until COVID-19 restrictions are lifted.

Student Behavior

Nettleton Junior High School will follow a proactive behavior support system. Schools are successful when they help students grow academically, socially and emotionally. For this to happen, it is imperative that we have a safe environment that is supportive and conducive to growth. By setting clear social and behavioral expectations and directly teaching students about those expectations, it is our goal to create this atmosphere for learning.

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, and orderliness and makes punishment unnecessary. It is the key to good conduct and proper consideration for others.

The following are rules for class behavior:

- Students will be required to wear a mask until the district board approved policy is lifted.
- Show respect in all comments and actions
- Follow teacher's directions
- Be on time with all class materials
- Keep hands, feet and objects to yourself
- Work toward completion of assignments during class time

Common courtesy is the most important element for success at NJHS. Students are expected to use courtesy at all times with teachers, staff, fellow students, and substitute teachers. Common courtesy is treating others in the manner you want to be treated. NJHS **will not tolerate the following behaviors:**

- not wearing a mask (until the district board approved policy is lifted)
- disrespect towards others
- obscene language
- inappropriate dress
- fighting
- smoking
- possession of alcohol, tobacco, e-cigarette (vape), or any controlled substances
- truancy
- tardiness
- cheating
- gambling
- bullying
- disorderly conduct
- destruction of school property,
- inappropriate behavior at school activities
- public displays of affection
- possessing, sharing, transferring, applying, or misusing medication or medical supplies
- anything that is disruptive to the learning process
- possession of weapons of any kind on our school campuses.

Students are not to bring the following items to school:

- electronic games
- radios, CD players, or MP3 players
- cameras
- laser pointers
- cards
- skateboards
- any other item that will distract from the learning process and cause unnecessary security risks.

These items will be confiscated and returned only to the parents at their request and other disciplinary action may be taken.

*Please remember that **all staff members** are authorized and required to enforce school rules. The administration, faculty, and staff believe all students can behave appropriately. Misbehavior is a matter of choice. Every student is responsible for his/her actions. The success of our school depends in a large measure upon the loyalty and the spirit of the student body.*

Disciplinary Consequences

(Also see district policies online)

If student behavior is unacceptable, the following disciplinary actions may be taken:

- Disciplinary referrals
- Conference/warning
- Before school detention
- Lunch detention
- Friday afternoon detention

- Corporal punishment
- In-school suspension
- Saturday school
- Out of school suspension
- Placement at alternative learning environment (SUCCESS)
- Expulsion
- Other actions include loss of privileges, restitution, confiscation of materials, loss of grade or scores, and notification of law enforcement.

This list does not denote an order or sequence of actions. Infractions will be considered on a case-by-case basis and decisions will be made depending upon the age of the offender, severity of the infraction and regularity of the offense.

Cell Phones and Other Electronic Devices

Students may bring their cell phones, iPods, iPads, e-readers, and tablets to school. (This policy does NOT include laptops or netbooks.) Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether student or district owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

Possession and use of cell phones and electronic devices is permitted at school before (until 7:45 am) and after normal school hours (after 2:35 pm).

These devices are NOT to be used in the hallways between classes.

Use of these devices may also be approved for educational purposes by individual teachers in the classroom.

Misuse of electronic devices includes, but is not limited to the following:

- Using a device during class time in any manner that has not been approved by the teacher.
- Permitting any audible sound to come from the device when not being used for an educational purpose approved by the teacher.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an exam, or wrongfully obtaining test copies or scores.
- Using the device to take photographs or images in locker rooms or restrooms.
- Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

The student and parents assume any risk associated with the student bringing the device on campus including lost and stolen devices. When a school official confiscates a device, a parent must pick up the device in the office. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.

Students are not allowed to take devices into testing rooms during ACT and EOC testing. Any violation of this policy will result in ISS and/or OSS and other disciplinary action as deemed necessary by the district testing coordinator and administration.

Cell phone and Electronic Device Disciplinary Procedures

- First offense – Warning. The device will be confiscated and returned to the parent/guardian.
- Second offense – Afternoon Detention
- Third offense and any subsequent offenses – In School Suspension

Technology and Internet Use

Any student who wishes to use the Internet must sign a contract to open an account. Misuse of the district's access to the Internet whether through a district or student owned device can result in disciplinary action including loss of technology privileges, restitution, suspension, expulsion, failure of a course, or possible referral to law enforcement.

Appearance and Dress Code

(Also see district policies online at nettletonschoools.net)

Students in the Nettleton Junior High School are expected to adhere to standards of dress and appearance that are compatible with a safe and effective learning environment. In addition to other disciplinary action, administrators may require students to change clothing.

Examples of prohibited dress or appearance include, but are not limited to, those listed below:

- Head apparel (hats, scarves, bandanas, picks, combs, etc) or sunglasses may not be worn.
- Wheeled shoes
- Exposed undergarments
- Halter tops, tank tops, spaghetti straps -- Shirt straps must be one inch or wider with no undergarments showing
- Clothing that exposes the midriff or cleavage
- Pants that are baggy or drag the floor (pants should be worn around the waist). Absolutely no sagging pants allowed.
- Skirts, skorts, dresses **and shorts** may be no more than a dollar bill's width (2 1/2 inches) above the kneecap
- Holes in pants may not be more than 2 1/2 inches above the kneecap
- Spandex, leggings or other very tight clothing (including yoga pants and workout pants). These must be accompanied by a fingertip length or longer top/dress.
- Sleepwear or bedroom slippers
- Bare feet
- Clothing that contains advertisements for tobacco, alcohol, or drugs; pictures or graphics of nudity; words that are profane, lewd, vulgar, or indecent or likely to be disruptive to the learning environment
- Items that are potentially dangerous such as fish hooks, chains, or spiked objects
- Any symbols, styles or attire frequently associated with gangs, intimidation, violence or violent groups

This dress code will be enforced at extracurricular events including athletic events and dances. When physical appearance is such that a disturbance is caused at the school, the student may be suspended until attendance is possible without causing such disruptions.

Drug-free Zone

The possession and use of drugs and alcohol by students on school property and/or at any school related activity/event is not permitted. School grounds are, by law, a drug-free area. Violators will not be tolerated. Students violating this policy may be recommended for expulsion. It is the goal of NJHS to maintain a safe and healthy environment for all students and staff.

Bullying Policy

A student shall not engage in repeated or hurtful behavior toward another student or school employee while on school property, in school vehicles/buses, at designated school bus stops or at school sanctioned events. This includes intentional harassment, intimidation, humiliation, ridicule, defamation or threat or incitement to violence. Such behavior may be person to person, communicated indirectly by writing or by electronic means, including the use of computers or the Internet. (Arkansas Law 618514).

Fighting Policy

The penalty for being involved in a fight, defined as an exchange of physical blows (hitting, slapping or shoving), may result in out of school suspension and involvement with law enforcement agencies. Students who instigate fights but are not actively involved (that is, students who carry rumors, put others up to fighting, carry information back and forth between individuals who subsequently fight) submit themselves to the same consequences as those who are involved in the fight. *Students who are intimidated or harassed by another student should report this to a teacher or administrator.*

Student Affiliations

While on school campus or at school-sponsored activities, participation in any type of formal or informal, ongoing organization, society, gang, fraternal club or association as prohibited by Arkansas Law 618601 and 574103 or not approved by the school's administration is prohibited. Participation includes, but is not limited to, producing graffiti, wearing of apparel and its arrangement, manner or grooming, displaying

"colors," trademarks or literature, conducting recruiting or hazing such as rites of initiation, or any other display or gesture or signal which would denote membership or implied affiliation with a prohibited group.

NJHS Tardy Procedures

NJHS Tardy Procedures

Each student will be allowed 4 tardies per semester (Tardies from all classes will be added together, not 4 per class). When a student receives his/her 5th tardy for the semester the Principals office will give him/her a disciplinary consequence.

The consequences are as follows:

5th tardy: Lunch Detention

6th tardy: Lunch Detention

7th tardy: and subsequent tardies will result in Afternoon detention

The tardy number will be moved back to zero at the beginning of the Spring semester.

Hallways and Phone Calls

Four minutes is allotted between classes. During this time, students may use the restrooms and drinking fountain. Behavior in the hallways should follow the district student conduct policies. Students should not congregate in the hallways at any time. Unacceptable behavior and loud noise in the hallways will not be tolerated.

The telephone is located in the office and is to be used for school business only. **Students may use this phone only during the four-minute period between classes – not during class.** Calls received in the office for students should be limited to emergencies. Messages for students should be called to the office before 1:30 p.m. All messages will be delivered to students at 1:40 p.m. each day. Any message received after 1:30 p.m. will **not** be delivered.

Selling Goods

Students are not permitted to sell items such as candy, trading cards, etc. on the school property. **Only sales which have been approved by the principal are permitted.** Any items being illegally sold and any money collected from that sell will be confiscated and returned only to the parents at their request.

School Assemblies and Pep Rallies

NJHS offers occasional assemblies and pep rallies to encourage school spirit. Students are expected to participate when applicable in an appropriate manner. Students should never display a disrespectful attitude or gesture. When student participation is not applicable, students should remain seated and quiet, paying respectful attention to the program. While enthusiastic yelling is occasionally appropriate during a pep rally, it is never appropriate in an assembly. *Whistling, booing, stamping, shouting, etc. will not be tolerated during assemblies.* When visitors are present for assemblies, ball games, or other school activities students are expected to show our guests respect and courtesy at all times.

Flowers and Gifts

Students are **NOT** permitted to receive flowers, balloons, or similar gifts at school. Handling problems are caused in the office and the instructional schedule is disrupted. Please schedule deliveries to the home of the honored student.

Students Leaving School Early

If a student needs to check out of school before 2:35 p.m., a parent must come to the office and sign the student out. Identification may be required before the student is released.

If the parents are divorced or separated, the student may be released to either parent unless the school has been provided with a copy of the court order or a separation agreement that specifies one parent as a primary custodian of the student or which specifically prohibits the noncustodial parent access to the child.

A student arriving late or returning to school after having checked out must sign the check in list in the office.

Search Procedures

In its effort to create a safe school environment, school authorities are authorized to search lockers, desks, and automobiles and seize any illegal or contraband materials. Search and seizure procedures will always be used in circumstances which strongly indicate probable cause and the reasonable assumption that an illegal act has occurred or that the presence of contraband material exists. Personal searches will be done if an administrator has probable cause that evidence of an illegal act or contraband is being concealed or that the student has violated a school rule. Students will be asked for their consent prior to a personal search. The use of a drug dog is to serve as a deterrent against drugs being brought onto school campuses. Please see the district policy book for more information on search and seizure procedures.

Textbooks

Students are issued books free of charge. Each student's name will be written in ink on the inside of the book issued to that student. Students should take good care of all textbooks assigned to them for the issued time period. Periodic book checks will be conducted by teachers, and fees for damaged and lost books will be assessed.

Attendance and Makeup Work

(See the full attendance policy in the district policies online at nettletonschools.net)

Students under the age of 18 are required by law to attend school regularly and on time. *A student may not have more than 6 absences in a semester.*

Prior approval must be secured from the principal for absences related to educational opportunities and religious observances.

Students who are absent from school are granted permission to make up all missed work. This is the **student's** responsibility and must be done at the teacher's convenience. A student will receive a zero for work he/she does not make up at the teacher's request. For each day absent, the student will be allowed at least one additional day to complete the required assignment, including tests. Refer to the district policy book for more information.

A student's assignments, books, etc. will not be sent to the office until the student has been absent two (2) consecutive days. Students absent only one day should obtain work upon return to school.

Nettleton School District Uniform Grading Scale		
90-100	A	4 Points
80-89	B	3 Points
70-79	C	2 Points
60-69	D	1 Point
0-59	F	0 Points

Grade Reports

- **Academic Referrals:** At any time during the school year, parents may be notified of specific problems which are affecting the student's academic progress.
- **Mid-quarter Reports:** Parents will receive notification via the student of grades in all classes. These reports are sent home in the middle of the grading period and should be returned with a parent's signature.
- **Report Cards:** Grade reports are issued at the end of each nine-week period. Parent/Teacher Conference days will be held at the end of the first and third nine-week periods. Report cards will

be issued to students at the end of each quarter. The fourth nine-week grades will be mailed. All student responsibilities must have been met and all fines/charges paid.

- **Parent Internet Viewer:** Parents also have the ability to log in and see a child's grades/progress online with a username and password. Sign up to receive the log-in information in the office. Log in information will **not** be issued over the phone.

Academic Distinction

An Honor Roll and Merit Roll are published each year. To be eligible to be placed on this list, the following criteria must be met:

- Honor Roll All Grades must be all A's each 9 week grading period
- Merit Roll All Grades must be all A's and/or B's each 9 week grading period

Web Site

Parents and students are urged to use the Nettleton Junior High School teacher web site to receive individual class assignments. Online homework information may be accessed by going to the district web site at **www.nettletonschoools.net** and clicking on schools, Nettleton Junior High, teachers, and then the teacher of your choice.

GRADES 7-8 SEMESTER TEST EXEMPTION POLICY

In order to be considered for semester test exemption, a student must be in Academic "Good Standing."

Academic "Good Standing" is accomplished by:

1. Earning an A, B or C in the class for semester.
2. No more than three (3) total office referrals, of which, no more than one (1) may result in ISS, and none (0) can result in OSS.
3. Attending school until the designated final day for exempt students.

* A student who qualifies for exemptions, but chooses to take semester tests, cannot have his/her semester grade lowered by the test score.

Early Testing

There will be no early testing for either semester. If students are absent for a semester exam, they will be required to take the test on the scheduled make up days or upon returning to school or during the summer.

Physical Education

All students are required to participate in physical education. PE instructors will provide students with additional information. A doctor's note must be presented to excuse a student from PE.

Guidance

The purpose of the guidance program is to help each individual student achieve his/her highest growth mentally, emotionally and socially by:

- Help the student feel at home in our school with new teachers and friends in a new setting.
- Have individual conferences whenever a student, teacher or counselor deems it necessary.
- Use a testing program designed to help the student learn as much as possible about his/her capabilities.
- Provide classroom guidance focused on chemical abuse, self-esteem, study skills, and careers.

The counselors welcome the opportunity to conference with any student, parent or teacher.

Schedules

Necessary schedule changes will be made through the counselor's office and should take place only during the first week of each semester. To drop/change a course, students should complete a drop request form which may be obtained from the counselor's office. This form must be signed by a parent.

Withdrawals

To withdraw from school, the student must pick up a withdrawal form from the principal's office and have it properly filled out. All NJHS textbooks and MacBook should be returned and any fines or charges paid. No records will be forwarded until all school property is returned and all fines and charges have been paid.

School District Residence Policy

Nettleton Public Schools policy requires that parents **immediately** notify the school office upon change of residence if they move outside of the school attendance area. Failure of prompt notification of change of residence shall result in child(ren) being immediately removed from enrollment in the Nettleton Junior High School. If parents have provided the school an erroneous address, the student shall be denied continued enrollment.

Change in Student Information

It is imperative that the school office be notified immediately of a change of address, home or office telephone number, or emergency information during the school year.

Medication Policy

Daily student medication must be administered by the school nurse and according to the following medication policy:

- The medication must be in the original container with the child's name on the prescription.
- No medication to be given three times a day or less will be administered at school.
- No over-the-counter drugs will be given at school, as school personnel are not trained to determine when medications are needed, and this is a form of prescribing.
- The Medication Administration Release Form **MUST** be signed before any medication will be given at school. Handwritten notes are not acceptable.
- Permission for long-term medication must be renewed at the beginning of each semester.

Immunization

The Arkansas Department of Health requires that every student be in compliance with current immunization laws. A student will be allowed thirty (30) days after school begins or after enrollment to provide written proof of a current record, or the student will not be allowed to attend school until such information is on file.

Library

The library is open from 7:30 a.m. to 3:30 p.m. each day. Students using the library will be expected to follow the library rules and have their ID badge readily available to check out a book. Books can be checked out for a two week period and a fine will result if the book is not returned by the end of the second week. Fines will not exceed \$2.00. If a student loses a library book, the student must pay the replacement cost of the book plus a \$5.00 processing fee.

Cafeteria

Nettleton Schools will participate in the Community Eligibility Program (CEP) for students in grades K-8. This is a federally funded program that allows scholars to have access to free breakfast and lunch each day. With this program, students will have the opportunity to purchase extra food items. Payment for such items is due at the time the food items are received.

Cafeteria rules for students include the following:

- Students will enter the cafeteria and report to a seat.
- Students will be served by table/location.
- Talk to students at your own table only.
- Remain seated once you have your food.
- Clean your area after you eat.
- Students will be dismissed to throw away items and leave the cafeteria by table.

Bus Transportation

Many NJHS students ride a bus to and/or from school. This is a privilege, and all students must comply with basic safety and courtesy rules at all times when riding a bus. Students must remain seated at all times wearing a mask, and never push, shove, hit, kick, fight, etc. on the bus. They should never throw anything within or out of the bus. Excessive noises, such as shouting, are not permitted. No disrespectful language or profanity is allowed on the bus. Students are not allowed to eat, drink or smoke while on the bus. *Students must obey the instructions of the driver at all times.* Disciplinary consequences apply to bus-related incidents in the same way they apply to infractions on campus. Students may be suspended from the bus from one to ten days or for the remainder of the semester or school year.

NJHS Organizations

The Nettleton Junior High School offers the following organizations:

- Beta Club – Open to any student meeting the following requirements:
 - Must maintain a 3.25 GPA.
 - Must have satisfactory conduct, which will be approved by the administration.
 - Must pay membership dues in a timely manner.
 - Members are expected to attend Beta Club functions and help with Beta Club projects, some of which may occur after school.
- Future Business Leaders of America (FBLA) – To be eligible, the student should be enrolled or have had either Keyboarding or Computer Technology, have at least a “C” average, and pay the annual membership fee.
- Art Club – Students must be enrolled in one of the Art offerings.
- Student Council – Only elected officials may serve on the council.
- Science Club – Students must be enrolled in one of the science offerings.
- Ladies of Distinction – Must have three teacher recommendations and maintain a “C” average.
- Quiz Bowl – Students must try out for the Quiz Bowl team.
- Band – Students may enroll in band beginning in the seventh grade.
- Choir – Students may enroll in choir beginning in the seventh grade.
- RADD – Raiders Against Destructive Decisions
- Gentlemen of Knowledge and Ladies of Distinction – student-led leadership organizations.

To be eligible for club field trips, students must meet the following requirements:

- Must attend 75% of club meetings
- Member may not have more than 3 referrals
- Member must not have served out-of-school suspension
- Field trip attendance may be decided by principal and club sponsor

Extracurricular Activities and Social Events

Students may participate in the many extracurricular activities including football, basketball, volleyball, baseball, softball, golf, tennis, bowling, soccer, track, cross country, cheer, and dance. NJHS is host to a number of after school events which occur throughout the year. These occasions will be activities sponsored by the school, the athletic program, and by various student organizations and monitored by the NJHS faculty members and invited parent chaperones. In order to successfully promote the purpose of these events and ensure the health and safety of our students, we ask that students and parents support the following guidelines:

- Only currently enrolled students of NJHS are eligible to attend special events such as dances.
- Students with **more than three (3)** disciplinary referrals during a semester may not attend social events held during that same semester including events during the school day, after school, and in the evening.
- Students who have served an out-of-school suspension, in-school-suspension or Saturday School during a semester may not attend events held during that same semester.
- Any student may become ineligible to attend due to disciplinary action by the principal.
- Student behavior while attending the activity will be in keeping with school district student conduct policies.
- Once a student is admitted to the event, he/she may not leave and return.
- Students will not be released early from the event, except under these conditions:
 - A parent or designated adult comes to the door to check the student out.

- A note indicating parental permission for the student to walk home must be presented to the principal.
- Once a student is released, he/she must leave the campus immediately.
- Students will be released at a specific ending time. Parents should be on time to pick up the student to avoid possible problems/exclusion from future events/activities.

Inclement Weather

Local radio and television stations will announce if and when school is cancelled due to inclement weather. Parents and students may also access the district web site at www.nettletonschoools.net for school closing information.