

Noble/Allbritton Elementary School



**Parent/Student Information Guide
2017-2018**

Noble/Allbritton Elementary

210 Bartlett Street
Hamburg, AR 71646

Lower Elementary:

Phone: 870-853-2836 Fax: 870-853-2838

Upper Elementary

Phone: 870-853-2820 Fax: 870-853-2822

Parent/Student Information Guide 2017-2018

Revised with additional Board Approved Policies: September 11, 2017

Committee:

Tricia Johnson, Principal

Angela Maize, Assistant Principal

Chris Hammond, Assistant Principal

Blake Higginbotham, Dean of Students

Kendra Galloway, Instructional Facilitator

Rebecca Bates, Teacher

Amy Becker, Teacher

Carrie Hollis, Teacher

Becky Leveritt, Paraprofessional

Haley Chavis, Parent

Brittany Harrod, Parent

Michelle Jones, Parent

A copy of the Hamburg School District Policy Handbook which includes all state and federal rules and policies can be found on the HSD website at www.hsdilions.org. A hard copy will only be distributed upon the written request of a parent/guardian.

WELCOME TO NOBLE/ALLBRITTON ELEMENTARY

Dear Parents,

It is with great pleasure that I welcome you to the 2017-2018 school year! Another school year is always exciting and I am looking forward to working with parents and students of this great school.

Our staff has been very busy this summer. We have participated in staff development workshops and trainings which enabled us to further our expertise in various curriculum areas. Our focus is always providing each child with new challenges that will result in a rewarding school experience.

As we begin this year, please remember that this is your school and we welcome your involvement. Since we recognize that parents are their children's first and most important teachers, we need your cooperation and involvement to provide your child with the best education possible. Take the time to review and/or talk with your children about their school experiences. Your interest and concern in their school progress will motivate them to do their best.

If you have any questions, or ever need to talk with me, please do not hesitate to call and make an appointment at 870.853.2820. I look forward to working with you and your child throughout the school year to provide a productive and safe learning environment that supports student success.

Sincerely,

Tricia Johnson, Principal

NOBLE/ALLBRITTON MISSION STATEMENT

In cooperation with parents and the community, Noble/Allbritton Elementary School will provide a safe and nurturing environment where meaningful learning experiences will afford all students the opportunity to become productive lifelong learners with a sense of tolerance and diversity.

NOBLE/ALLBRITTON CORE BELIEFS

Noble/Allbritton Elementary School will provide an equitable high quality education for all students provided by a dedicated staff in partnership with parents and community.

NOBLE/ALLBRITTON PURPOSE

Teach students to read, write, think, compute, speak well, love the arts, and behave in a socially acceptable way to become economic independent thinkers for society.

NOBLE/ALLBRITTON VISION

To create a safe, positive learning environment where all individuals shall be encouraged to achieve to their potential and actively contribute to our society.

NOBLE/ALLBRITTON ELEMENTARY GOALS 2017-2018

1. here will be full implementation of Arkansas Math and Literacy Standards with a focus on preparing for the new ACT Aspire assessments. Our school will ensure standards are aligned and there is a plan in place for teaching them throughout the entire year with activities, resources, and objectives with an emphasis on real world applications.
2. As a Google school, we will integrate the use of technology DAILY by incorporating the use of mimeo/smart boards, document cameras, projectors, interactive websites, Chrome Books, and iPads. We will also concentrate on letting technology become more student led.
3. We will continue to utilize the Math and Literacy Facilitators as well as specialists from the Southeast Arkansas COOP and the UAM STEM Center. All staff members will work closely with each other and administration to ensure we are meeting the needs of Arkansas Standards in Literacy, Math, and in the Next Generation Science Standards.
4. Parental Involvement and Wellness will be closely considered and emphasized through the ACSIP plan.
5. Crisis Management and school safety will be monitored and visited often involving stake holders and staff.

HAMBURG SCHOOL DISTRICT MISSION STATEMENT

Hamburg School District provides a safe environment with equal opportunities for all students to become college/career ready life-long learners.

HAMBURG SCHOOL DISTRICT VISION

“Building life-long learners,
one student at a time”

#HSDgotchaback

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Noble/Allbritton Elementary Faculty

Administrators

Tricia Johnson, Principal

Angela Maize, Assistant Principal

Chris Hammond, Assistant Principal

Blake Higginbotham, Dean of Students

Office Staff:

Lower Elementary

Melissa Chapman

Stephanie Frazer

Upper Elementary

Betty Eubanks

Jessie Livingston

Support Staff

Pam Ferrell, Lower Elementary Counselor
Cindy Cossey, Upper Elementary Counselor
Claudia Avery, Math Instructional Facilitator
Kendra Galloway, Literacy Instructional Facilitator
Sandra Oliver, Gifted and Talented Coordinator
Susan Lawrence, Lower Elementary Library/Media Specialist
Misty Cossey, Upper Elementary Library/Media Specialist
Donna Dyson, Computer Lab
Phyllis Frazer, Computer Lab
Phyllis Cooley, Physical Education
Cody Wales, Physical Education
Peyton Adcock, Music
Darla Humes, Music
Amy Yount, Art
Kaye Davis, Art
Wendy Hale, Special Education Teacher
Rebecca Bates, Special Education Teacher
Evan Owens, Special Education Teacher
Laura Emory, Special Education Teacher
Sherry Lassiter, Special Education
Amy Bowden, Paraprofessional
Casie Glennon, Paraprofessional
Amanda Hammons, Paraprofessional
Candi Blankenship, Paraprofessional
Ashley Culp, Paraprofessional
Angie Allen, Paraprofessional
Candy Reed, Speech
Joanna Rippee, Speech
Dana Whited, Dyslexia Specialist
Lucy Hernandez, Migrant Worker
Lynn Rambo, ESL/Attendance
Jeanette Garcia, ESL Paraprofessional
Johnnie Dunn, In School Suspension/Timeout
Michelle Williams, Nurse
Shenika Jackson-King, APRN Mainline Health Clinic
Jessica Walthall, Occupational Therapy
Hannah Christmas, Physical Therapy

Lower Elementary Teachers

Kindergarten Teachers

Alecia Davis

Alyson Dawson

Stephanie Johnston

Kenzie Rush

Allyson Tullos

April Guest, Paraprofessional

Mary Woods, Paraprofessional

First Grade Teachers

Kim Ballard

Ramsey Douglas

Mary Ashleigh Harper

Stacie Kirby

Angie Rambo

Debbie Sanderlin

Christina Carpenter, Paraprofessional

Mandie Adams, Paraprofessional

Second Grade Teachers

Brittany Cecil

Patricia Janes

Sharon Hargis

Crystal Savage

Jennifer Towery

Brian Bozeman, Paraprofessional

Laretta Davidson, Paraprofessional

Upper Elementary Teachers

Third Grade Teachers

Amy Becker

Tiffany Grubb

Ramona Harville

Mary Livingston

Andrea Martin

Ann Radford

Janice Rucker, Paraprofessional

Wanda Stanley, Paraprofessional

Fourth Grade Teachers

Dana Callaway

Sarah Cardin

Olivia Dorman

Carrie Hollis

Dawn Martin

Hannah Smith

Becky Leveritt, Paraprofessional

Fifth Grade

Penny Allison

Carol Burgess

Jennifer Carter

Emily Chambers

Kacy Gill

Christie Rice

Kelly Ahrens, Paraprofessional

Larhonda Wooden, Paraprofessional

Hamburg School District Academic Calendar 2017-2018

August

- 1-11 Staff Development
- 9 Staff Breakfast
- 14 First Day for Students

September

- 4 Labor Day-No Students
- 18 Staff Development (7 am-1pm)
- 18 Parent-Teacher Conference (1pm-7pm)

October

- 16-18 Nine Weeks Tests
- 18 End of 1st Quarter (46 Days)

November

- 20-24 Thanksgiving Holidays-No Students

December

- 18-20 Semester Tests
- 20 End of 1st Semester (40 Days)
- 21-Jan 3 Christmas Holidays-No Students

January

- 3 Staff Returns-Staff Development
- 4 Students Return
- 15 Martin Luther King, Jr Holiday-No Students
- 29-March 9 ELPA

February

- 5 Staff Development (7am-1 pm)
- 5 Parent-Teacher Conference(1pm-7 pm)
- 19 President's Day Holiday-No Students
- 27-March 13 ACT (Juniors Only)

March

- 7-9 Nine Weeks Tests
- 9 End of 3rd Nine Weeks (44 Days)
- 16 Science Alt. Portfolio
- 19-23 Spring Break

April

- 2 Easter Holiday-No Students
- 3 Staff Development (No Students)
- 9-May 11 ACT Aspire Grades 3-10

May

- 23-25 Semester Tests
- 25 Last Day for Students
- 25 End of 4th Quarter (48 Days)
- Jan 15, Feb 19, May 29, 30, 31 Makeup Days

Noble/Allbritton Daily Schedule

Daily Bell Schedule

7:30 Students enter building/Teachers on campus

7:50 Class begins

7:55 Tardy Bell/Announcements

3:10 Dismal (car, bus, pre-k)

3:30 Teacher dismissal

Direct Instruction

Kindergarten 10:35-11:35

1st Grade 7:55-9:00

2nd Grade 9:15-10:30

Lunch Schedule

11:45-12:05 Kindergarten lunch/recess

12:00-12:40 1st grade lunch/recess

12:15-12:55 2nd grade lunch/recess

11:30-12:10 3rd grade lunch/recess

11:15-11:55 4th grade lunch/recess

11:05-12:05 5th grade lunch/recess

Kindergarten-4th grade students have an additional afternoon recess, for a total of 40 minutes.

Pull-out Schedule

8:55-9:55 Kindergarten

10:00-11:00 1st grade

7:55-8:55 2nd grade

2:05-3:05 3rd grade

1:05-2:05 4th grade

12:05-1:05 5th grade

Section 1: General Information

ATTENDANCE/TARDIES

Students' regular attendance at school is essential to their social and cultural development. If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence. Absences are considered excused or unexcused. If your child is absent, please send a note or a doctor's excuse. For more information regarding unexcused absences and missed assignments, please refer to the HSD Policy Handbook.

Tardy Policy

Students arriving after 7:55 in the mornings or being checked out before the dismissal bell in grades K-5 shall receive a tardy.

Students arriving to school after 7:55 and before 9:00 will be counted as tardy.

Any time after 9:00 and before 11:30 will be counted as ½ day absence for the morning.

Early Checkouts

After 11:30 and before 2 p.m.; students who are checked out early will receive an absence of ½ day for the afternoon.

After 2 p.m. until 3:15, students who are checked out early will receive a tardy.

Release of Students

Definite procedures are followed to assure the safety of children when released from school either during or at the end of the school day.

1. Parental permission in writing or by telephone is required before a child will be allowed to leave during the day.
2. The parent (or other named adult in the note or telephone conversation) should come to the office and sign for the child. All children **must** be signed out in the office. Children will remain with the teacher until notified by the

office that they have been checked out. Parents are asked to wait in the office while the student is called so that instruction is not interrupted.

3. If any person other than the parent or guardian is to pick up the child, the school must have a statement from the parent specifying necessary information.

4. Your child must have a note from a parent giving permission for him/her to deviate from his/her normal transportation routine. (Example: go to Pre-K, be a car rider instead of bus)

5. Students should not be checked out early unless it is an emergency or an excused absence. Students who are checked out early without an excuse will carry the same penalties as tardies.

Excessive absences and/or tardies may result in a phone call, a letter sent home, a conference with the parent/guardian, notification given to the local truancy officer, and/or a Family In Need of Services (FINS) petition being filed with the court system.

For a list of excused activities/events please refer to the HSD handbook.

DISMISSAL AND PROPERTY CLOSURE

Dismissal is at 3:10 p.m. for lower elementary students, and 3:15 for upper elementary students. School property is closed after hours except for school functions. Students will not remain at school after school hours unless they are under direct supervision of a teacher or administrator. Duty teachers are assigned to monitor students daily from arrival to departure.

BEFORE AND AFTER SCHOOL CARE

Hamburg Pre-K offers before and after school child care beginning at 6:00 a.m. and ending at 5:30 p.m. Monday-Friday for a limited amount of students for a small fee. For more information please contact Susan Smith at 870.853.5035.

EQUAL EDUCATIONAL OPPORTUNITY

No student in the Hamburg School District shall, on the grounds of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational

program or activity sponsored by the District. The District has a limited open forum granting equal access to a limited number of youth groups.

Inquiries on non-discrimination may be directed to the district Equity Coordinator, who may be reached at (870) 853-9851.

For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

DRESS CODE

Shirts and shoes are to be worn at all times. Hamburg Elementary School reserves the right to disallow other items or styles which are judged to be inappropriate school dress. The principal and teachers have the discretion to determine the appropriateness of students' dress. Students may be sent to the office to call for appropriate clothing to be brought to school. Abuse of this policy may lead to more severe consequences.

SHIRTS

Shirts with suggestive messages that reflect or depict alcohol, drugs, sexual connotation, or obscenities are not allowed. All shirts must fall below the waistband as not to expose the mid-section of the body. Sleeveless shirts must cup under the arm with a snug fit, show no back, or lower chest. Sleeves must be at least one inch wide on the shoulder. No halters or low-cut blouses will be allowed. Shirts that reveal the mid-section, lower chest or back are not allowed. Shirts should be buttoned as not to expose the lower chest area.

PANTS

No sagging pants are allowed. Pants should be worn around the waist area as not to expose the buttock area, underwear, or shorts underneath. Pants should be buttoned and belts should be fastened if worn. No holes should be visible in pants or jeans above the dollar bill rule. **Pajama bottoms are not allowed as acceptable school attire (UNLESS on a school assigned dress up day).**

LEGGINGS & JEGGINGS

Leggings and jeggings are not to be worn as pants to school as they are too tight. Dresses, shorts, and blouses must meet the dollar bill rule if leggings or jeggings are worn underneath. Short blouses with leggings or jeggings underneath do not hide the buttock area

and are inappropriate for school. The dollar bill rule applies to a dress, shorts, or a blouse (from the top of the knee to the bottom of the dress, shorts, or blouse) if leggings or jeggings are worn underneath.

SHORTS

Shorts should be no shorter than a dollar bill's length from the top of the knee to the bottom of the shorts. No short shorts are allowed. No short shorts or short dresses shall be worn even with leggings underneath. Shorts with suggestive messages that reflect or depict alcohol, drugs, sexual connotations, or obscenities will not be allowed. The principal or his/her designees hold the right to measure shorts with a dollar bill and to determine the appropriateness of clothing.

SHOES

House shoes are not to be worn at school.

UNACCEPTABLE ACCESSORIES

Hats, armbands, sweatbands, dog chains, head coverings, and sunglasses are not to be worn in the building. These items may be confiscated if worn in the building.

Students are forbidden to wear any political paraphernalia including but not limited to buttons, shirts, banners, etc.

Consequences of dress code infractions include ***but are not limited to:***

Minimum: Reprimand

Maximum: Suspension

CHANGE OF ADDRESS OR TELEPHONE NUMBER AND EMERGENCY DATA

Please notify the school office immediately if your address or telephone number changes. This can be very important if a child has an emergency or the school needs to communicate with the parents/guardians.

HOME SCHOOL TRANSFERS

Any student transferring from homeschooling or a school that is not accredited by the Department of Education, to a district school, will be evaluated by district staff to determine the student's appropriate grade placement.

LOST AND FOUND

Parents are asked to put their child's name on all items, including lunch boxes, jackets, coats, etc. To help the school return lost and found items. All unclaimed items will be donated to charity at the end of each school year.

TELEPHONE USE

Office Phones- The elementary schools do not have telephones for student use unless there is an emergency. Please make necessary plans with your children before they leave home in the mornings so they will not have to call home after they arrive at school. Calls to students and/or teachers are discouraged during instructional time. Please feel free to leave a message in the office for a student or teacher. Emergency calls dealing with illness will be taken immediately.

Cell Phones- Use of cell phones is not permitted on elementary campuses during the regular school day. If elementary students need cell phones to communicate with parents during after-school activities, they may bring them to school and *leave them with the office personnel before school starts*. At dismissal, the student may collect the phone for after-school use. Any student violating this policy and caught with or using their cell phone during the school day, the cell phone will be confiscated and the student may pick the phone up from their respective office at the end of the day. Abuse of this policy may lead to more severe consequences.

Section 2: Instruction

GRADING POLICY

Parents or guardians will be kept informed concerning the progress of their student through graded papers, progress reports and report cards. Parent-teacher conference attendance is encouraged and additional conferences may be requested by parents, guardians, or teachers if a student is unsatisfactory in a subject or area.

Grading scale:

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69 - 60

F = 59 and below

ACCESSING STUDENT GRADES

Parents may access their child's grades through the Home Access Center (HAC). Visit our webpage www.hsdlions.org for a link under the Parent tab. From there you can log-in, reset your information, or create a new account.

HOMEWORK POLICY

Homework is considered to be part of the educational program of the District. Assignments are an extension of the teaching/learning experience that promotes the student's educational development. No more than one hour of combined homework per day will be assigned in grades K-5.

SPECIAL PROGRAMS AND SERVICES

The elementary schools provide a variety of programs to meet the educational needs of students. The following programs and services are available to qualifying students:

- Special Education resource rooms and self-contained environments
- Speech Therapy
- Math and Reading remediation programs
- Migrant Education
- ESL/LEP
- Counseling
- BMI Screening
- 504
- Social Worker Services
- All students participate in music, physical education, library, art and computer labs.

GIFTED AND TALENTED PROGRAM

It is the policy of the Hamburg School District to identify gifted and talented students in accordance with the guidelines established by the State Department of Education. Teachers submit referrals at the end of a student's third grade year. At this time, or anytime after, parents, students and community members may submit referrals as well. Students who are placed in the Gifted and Talented program receive services at the beginning of fourth grade, and receive services until the end of their twelfth grade year. For further information please contact the district Gifted and Talented Coordinator at 870-853-2836 or refer to the HSD website.

Definition: Gifted and talented children and youth are those of high potential or ability whose learning characteristics and educational needs require qualitatively differentiated educational experiences and/or services. Possession of these talents and gifts, or the potential for their development, will be evidenced through an interaction of above average intellectual ability, task commitment and /or motivation, and creative ability.

Section 3: Nutrition

SCHOOL LUNCH PROGRAM

The Hamburg Schools Child Nutrition provides a nutritional school breakfast and lunch each day for **ALL** students in the district. Breakfast is provided free of charge to all students. The cost of a student lunch tray is \$2.00. Free and reduced meal applications are available in any office in the district. For more information, please contact Carmen Smith at 870.853.9875. Menus for the week are printed in the local newspaper, announced on the radio (KAGH), and posted in the school buildings. The lunch menus are also available on the district web site, hsdlions.org.

One carton of milk is furnished with the meal. Students who bring their lunch may buy milk at school. Only those students with a written doctor's consent will be furnished with a milk alternative. No glass containers are allowed in the cafeteria for safety reasons.

SCHOOL PARTIES

Class parties are limited to Christmas and Valentine's Day. Parent/guardians *may not* bring or send food for students' birthday parties.

There are nine days during the school year in which elementary students may have snacks. These nine days are approved by the building principal. Foods for approved parties such as cupcakes and cookies may be purchased at local bakeries. Commercially baked and pre-packaged foods may be served as snacks on the nine days chosen by the principal. *No homemade foods may be given to students at any time.* The following are approved food days for the 2017-18 school year:

- Halloween
- Thanksgiving
- Christmas
- Valentine's Day
- Easter
- Field Day
- Fun Day
- Purple Cow - Hamburg/Crossett pep rally
- End of testing celebration

Section 4: Parent/Community Involvement

PARENTAL/COMMUNITY INVOLVEMENT

Noble/Allbritton Elementary supports and encourages meaningful parental involvement. Cindy Cossey or Blake Higginbotham, our co-parent involvement facilitators, can be reached at 870-853-2820. Some of the planned opportunities for involvement include:

- Library assist
- Reading buddy
- Mentor
- Teacher assistant
- Tutors
- Book fair helpers
- Grandparent's Day
- Awards presentations
- Field Day volunteers
- Family Reading nights
- Parent education workshop
- Open House
- Parent/school organizations
- Fun day
- Elementary track meet

The complete parental involvement plan can be found on our website at www.hsdilions.org or a copy can be provided by contacting our parent involvement facilitator or the office.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are scheduled twice throughout the year. Parents/guardians are encouraged to attend to discuss your child's progress.

September 18, 2017 1:00-7:00 p.m.

February 5, 2018 1:00-7:00 p.m.

AWARDS ASSEMBLIES

Awards assemblies will be held twice a year at the end of each semester. At that time, awards will be given for the quarter, semester, and year. Citizenship does not affect honor roll.

PARENT CENTER

A Parent Center is available for all K-5 parents. The Parent Center is located in the Noble building on the first grade hall.

Section: 5: Safety

DISCIPLINE

All students have the right to learn and to be safe at school; therefore all students are expected to follow school and classroom rules and procedures. Actions that negatively impact the classroom environment will be addressed accordingly. Students who are assigned to time-out, paddled, or who are suspended (in-school or out of school) will have 20 points deducted from their citizenship grade. They are not eligible for the good behavior award at the end of the *current* quarter.

When classroom rules are broken the following consequences will occur:

- 1st time-Warning (student's name written on the board)
- 2nd time-1 check- 5 minute loss of recess, two percentage points off citizenship for nine weeks
- 3rd time-2 checks- 10 minute loss of recess, two percentage points off citizenship for nine weeks
- 4th time-3 checks - Documented contact with parent, 20 minute loss of recess, and two percentage points off citizenship for the nine weeks.
- 5th time- Student is referred to the office with a documentation form by the teacher and two points off citizenship for the nine weeks. Administrator determines the consequences.

When necessary, students are referred to the office. Consequences are determined based on the number of referrals, previous offenses, and the severity of the current offense. General consequences include:

- Student conference
- Parent phone call
- Time away from extracurricular activities (ex. Recess)
- Parent/teacher conference
- Corporal punishment
- Time out assignment
- In-school suspension
- Counseling referral

For further clarification please refer to the district discipline policy located in the HSD handbook.

BULLYING

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a *written, verbal, electronic, or physical act* that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

All reports of bullying will be investigated. Consequences will be determined based on the severity of the incident.

Minimum Consequence: Student conference and parental contact if the accusation(s) is founded.

Maximum Consequence: Expulsion

For more information regarding the district bullying policy please refer to the district bullying policy located in the HSD handbook.

WEB SITE PRIVACY POLICY

Computers are utilized during the school day to further academic instruction. Students are only to visit teacher approved websites and will be monitored during use. Any student found to be abusing his/her internet privileges will be subject to disciplinary action. Please see the “student internet use agreement” for further information.

SOCIAL MEDIA

Please like the Noble/Allbritton Facebook page at www.facebook.com/nobleallbritton. School information is posted regularly, along with pictures of students. A consent form will be sent home authorizing the use of your child’s photograph.

FIELD TRIPS

Students in grades K-5 will take part in no more than one out of town field trip per school year and one in town field trip. Students who attend field trips must ride the school bus to the location. Parents are allowed to provide transportation home to students at the conclusion of the field trip; however, students must be signed out. Parents who wish to attend field trips are responsible for providing their own transportation. Parental consent must be obtained in writing in order for students to take part in field trips.

CAR RIDER LINE

Safety is of the utmost importance. Please do not pass other vehicles in line. Students should be dropped off on the passenger side of the vehicle closest to the sidewalk. Students should not be dropped off before duty teachers are present. They should not be left unattended. Please do not park on Bartlett Street or in the circle drive before 8:00 a.m. The gravel parking lot by Pre-K is for Pre-K parents and students only. If you need to pick up or drop off a student, please use the NAES parking lot on Bartlett Street.

K-2 students should be dropped off on Bartlett Street in front of the Noble office each morning beginning at 7:30 a.m.

3-5 students should be dropped off in the circle drive on the Allbritton end of the building beginning at 7:30 a.m.

If you have children in both buildings, they must be dropped off and picked up on the Allbritton end of the building. Allbritton students are not allowed to be dropped off or picked up on the lower end.

Bartlett Street is a one-way that runs north to south during school hours.

BUS TRANSPORTATION

Riding the bus is a privilege, not a right. All students who ride the bus to and/or from school must follow bus rules. Those who violate bus rules will receive a bus referral. The minimum consequence is a student conference and the maximum consequence is a bus suspension for the remainder of the school year. Consequences vary and are at the administrator's discretion. The office cannot authorize students to ride a different bus. Questions or issues about busing should be addressed to Bob Davis at 870.853.2892.

Notify the office before 2:00 of any transportation changes.

For more information regarding the district transportation policy please refer to the district transportation policy located in the HSD policy handbook.

VISITORS TO THE SCHOOL

Parents, grandparents, legal guardians, business, and community members are welcome and encouraged to visit District schools. To minimize the potential for disruption of the learning environment, visitors, for a purpose other than to attend an activity open to the general public, are required to *first report to the school's main office*. No one shall be exempt from this requirement. Visitors who are Level 3 or Level 4 sex offenders may only enter a school campus under the provisions listed in Policy 6.10 (listed in the district handbook).

Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as school open houses and parent/teacher conferences. Additional conferences are best when scheduled in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to individual classrooms during class time are permitted on a limited basis with the principal's prior approval and the teacher's knowledge.

Parents wishing to speak to their children during the school day shall register first with the office.

The District has the right to ask disruptive visitors to leave its school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave voluntarily.

VOLUNTEERS

Parents and community members are encouraged to volunteer and offer support. A list of volunteer opportunities is provided. Volunteers who violate school policies or rules, or who knowingly allow students to violate school rules, may be asked to leave the school campus.

PARENTAL CUSTODY/GUARDIANSHIP

If there is a noncustodial parent or other person who is legally restricted from checking out or visiting with your child, please provide court documents to that effect to your child's office. Otherwise, the school cannot deny a parent the right to come in contact with or check out the child during the school day. If this should change throughout the year, please notify the school in writing.

FIRST AID

A school nurse is provided for K-5 students. Parents are notified immediately in the event of an accident or illness. Minor bruises, scratches, etc., are given first aid treatment at school. The NAES campus has a Mainline Clinic that can be utilized by students and staff. Parents may seek treatment for their child(ren) between the hours of 7:30 and 3:30 p.m. The clinic staff can be reached at 870.229.0769.

- Students are *not* allowed to bring medicine to school (prescription or over the counter).
- Medicine that must be taken during the school day must be taken to the school nurse by a parent/guardian in the original bottle.
- A form must be filled out before medicine can be administered.
- The school nurse is the only person who can administer medication.

HEAD LICE

Head lice checks are conducted monthly by classroom teachers and will be done by the school nurse whenever needed. Children that have head lice or nits (the eggs) will be sent home. In order for a student to return to school, they must report to the Nurse's office by 7:50, before they go to class, with the empty bottle or box of medication that treated the head lice. The children will be checked by the Nurse or designee before returning to class. Hair must be LICE and NIT free. A "NO-NIT" POLICY is now in effect to stop re-infestation.

TIP: For nit/egg removal: a vinegar rinse (1/4 cup of vinegar to 1 quart of water) may help loosen nits for easier removal.

SAFETY DRILLS

Safety drills are necessary for two reasons: (1) they are required by the law and (2) the student must know what to do in an emergency situation.

The student can expect at least one fire drill each month. Each teacher will go over all evacuation procedures with his/her students. The alarm will be a constant buzzing sound. Drill routes and procedures will be posted in each room. The following procedures will be observed:

- 1) All students will leave the room in an orderly fashion.
- 2) All windows and doors will be closed.
- 3) All lights will be turned off.
- 4) Report to designated outside area while teacher calls roll.
- 5) Wait for the "all clear" bell to return to the building.

Tornado drills will be practiced once a month. The following procedures will be observed:

- 1) Alarm will be a continuous blast from the air horn over the intercom.
- 2) Students will move to the designated areas.
- 3) Same procedures for other drills will be observed.

Lock down drills are conducted at least once a year.

INCLEMENT WEATHER

All of the schools in the Hamburg School District will be open on all regularly scheduled days unless closed by the Superintendent of Schools because of an emergency. When the schools are confronted with an emergency (such as extreme conditions of snow, ice or mechanical failures) which necessitates the closing of schools for an entire day, an announcement will be given on the radio and TV stations prior to 6:00 a.m., and repeated at regular intervals thereafter. These stations include KAGH-Crossett, KAKA-Dermott, KATV-Channel 7-Little Rock, KTVE-Channel 10-El Dorado. The Alert Now system will be utilized to notify parents in case of emergency situations.

Every effort will be made to keep students in school once they have arrived. If an emergency occurs during the school day which necessitates the closing of school, an announcement will be given to KAGH, etc., and repeated at intervals thereafter. The ultimate decision as to whether a child will attend school, if school is open, rests with the parents.

