

2018-2019
Nettleton STEAM
Student Handbook



“Learners Today...Leaders Tomorrow”

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Greg Rainwater
Principal

Nettleton STEAM Vision Statement

“Whatever it takes, for every child!”

Nettleton STEAM Mission Statement

Nettleton STEAM is where education is reimagined. It is a philosophy and a journey for all.

We believe that students should
be engaged and empowered through project-based learning,
be given opportunities where curiosity sparks
passion and creativity,
be encouraged to collaborate with others to solve
global problems for the 21st century,
explore real-life challenges, and create solutions that will impact
our world through science, technology, engineering, art,
and mathematics.

SPECIAL NOTE: Students may not be left unaccompanied on school campus. No student may be on the campus before 7:30 unless supervised by his/her parent/guardian. School Day: 7:50 A.M. – 2:45 P.M.

The Nettleton STEAM Office is open from 7:30 A.M. – 3:30 P.M.

2018-2019 Bell Schedule

7:30 Student Arrival Begins
7:50 School Begins
7:55 Tardy
8:05 ½ day absent a.m.

3rd Grade Schedule

7:50-8:20 Walk to Read
8:20-9:30 Core 1
9:30-10:30 Rotation/Prep
10:30-11:05 Lunch
11:05-12:15 Core 2
12:15-1:10 Enrichment (Projects & Makerspace)
1:10-1:25 Physical Activity
1:25-2:35 Core 3(Homeroom)

4th Grade Schedule

7:50- 8:20 Walk to Read
8:20- 9:30 Core 1
9:30-10:30 Rotation/Prep
10:30-11:05 Lunch
11:05-12:15 Core 2
12:15-1:25 Core 3
1:25-1:40 Physical Activity
1:40-2:35 Enrichment (Projects & Makerspace)

5th and 6th Grade Fast Track Monday Schedule

7:50-8:35 1st
8:37-9:22 2nd
9:24-10:09 3rd
10:11-10:56 4th
10:58-11:30 Lunch
11:30-12:15 5th
12:17-1:02 6th
1:04-1:49 7th
1:51-2:36 8th

5th and 6th Grade Block Schedule (Tuesday - Friday)

7:50-9:20	1st and 2nd
9:25-10:55	3rd and 4th
10:55-11:30	Lunch
11:30-1:00	5th and 6th
1:05-2:35	7th and 8th

Lunch Schedules

3rd and 4th	10:30-11:05
5th and 6th	10:55-11:30

SPECIAL NOTE: Students must be picked up by 3:15. Any student remaining on school campus after 3:15 may be presented to local police authorities for supervision.

Administrative Offices

**Principal- Greg Rainwater
Dean of Students- Jason Smith
Secretary- Fronda Holmes
Secretary- Brooke Landrum
School Nurse- Lori Ellis
School Resource Officer- Russ Manning
Guidance Counselor- Erin Curtner
Cafeteria Manager- Connie Johnson**

Students are required to attend school daily except for personal illness, family emergency, or for unusual causes acceptable to the principal of the school in which the student is enrolled. A doctor's statement or other supportive data verifying the reason for the absence must be presented to the office on the day the student returns to school. Doctor's statements are preferred. Up to five parent/guardian notes will be accepted. The note should state the student's name, the reason for the absence, the date of the absence(s), and the telephone number of the parent/guardian. If a student's absences exceed six days per semester, supportive data in his/her file will be evaluated to determine whether the absences will be referred to the prosecuting attorney.

Tardies, late pick-ups and absences

Students shall be prompt in arriving to school and to class. A child is documented as tardy when arriving 5 to 15 minutes after the beginning of the school day. A child is documented as ½ day absent when arriving more than 15 minutes late or leaving more than 15 minutes before the end of the school day. Excessive tardiness, late pick-ups and/or absences will result in parent notification and/or a conference and may be reported to the Prosecuting Attorney of Craighead County.

Arkansas Department of Education guidelines require that students be in attendance 6 hours a day excluding lunch and recess.

See the Nettleton School District Student Policy Handbook for additional attendance policy information.

Checking In and Out

Students can be checked out only through the office by a parent/guardian or other responsible person pre-approved by the parent/guardian. The names of the persons who are pre-approved must be on file in the office. There will be no student checkout after 2:30 P.M.

Any student arriving late to school (after the tardy bell) or returning to school after having checked out must be accompanied by an adult to the school office and sign the check-in list. Signing in is necessary to keep accurate attendance records and for student safety.

Visitors During School Hours

Entrance to the student area will be granted only for the following:

- Lunch with student
- Scheduled conference with faculty member
- Volunteering in classroom

Entrance to the student area requires photo identification that must be left with the staff during your visit.

Technology

Nettleton STEAM follows the Nettleton Public Schools technology policy. Please refer to the section entitled Possession and Use of Cell Phones, and Other Electronic Devices in the student handbook for additional information. **Student owned electronic devices should remain locked in student lockers unless teacher permission is expressly given for an academic purpose.**

Please refer to the Nettleton Public School Student Handbook and the 1:1 Student Technology Handbook for additional school policies and guidelines.

Drop-off/Pick-up

For the safety of ALL children, all car riders must enter off Race Street/Thorn and pull forward. There is NO passing. DO NOT leave vehicle unattended, except in designated parking spaces in the parking lot at the front of the building. **Children are not allowed to cross traffic, unless accompanied by an adult.**

Morning Routine: School doors open at 7:30 A.M. Children may arrive at school no earlier than 7:30 A.M. Car riders/walkers arriving between 7:30 and 7:50 should **enter the building through the FRONT DOORS and go to either the cafeteria or the gym.** Bus students arriving between 7:30 and 7:50 will **go quietly down the hall to either the cafeteria or the gym.** First bell will ring at 7:50 A.M. Students who arrive to school after 7:55 must use the main entrance by the office to enter the building, and **MUST BE ACCOMPANIED BY A PARENT/GUARDIAN.** Any student arriving after the 7:55 bell will be counted tardy. Students will read silently before school in the gym.

Afternoon Routine: At dismissal, students will load into cars while being supervised by school personnel in the front-loading area. This will allow five students to be loaded at one time. **Please be aware of the “NO PASSING” signs posted for safety of our students. Cell phone use is prohibited while in the car rider line.** Please do not park and meet your child at the door in the afternoon, please wait for your child to load within the designated loading area. The area behind the school building is restricted for buses, staff, and official vehicles only.

Make sure your child knows whether he/she is riding a school bus, walking or being picked up by a parent or alternate adult at the end of the day. **If you need to change your child's routine at all, please send a note to your child's teacher.** Teachers will send the note to the office for verification with the morning attendance. If you have SOMEONE OTHER THAN YOU picking up your child, they **MUST BE** on the emergency list in the office.

Home Access Center (HAC)

Nettleton Public Schools is pleased to offer HAC (Home Access Center). As the custodial parent/guardian, you have the ability to login and see your child's grades/progress. More information on this new program will be given at a later date.

Lockers

Each 5th and 6th grade student will be offered the opportunity for a locker and lock at the beginning of the year. Only locks provided by the school will be allowed. The fee for locker/lock rental is \$5.00.

Web Page

The Nettleton School District has a web page available for your convenience. To locate Nettleton STEAM's web page, go to the Nettleton School District's web page at: www.nettletonschools.net and then click on schools. From there, you may visit the teachers' web pages to learn more about individual classrooms and to view weekly assignments.

School Closings

In the event that school will dismissed early or closed due to inclement weather, please check our school district's website at www.nettletonschools.net. The school will also notify KAIT and Nixle, as well as the local radio stations whenever school must close unexpectedly.

Medical Release and Emergency Information

It is required to have current emergency information on every student. It is very important that you notify the school when you have a change of address or telephone (home or business), and if there is a change in the name or telephone number of the person to be contacted if you are not available. Any change in address will require that new proofs of residence be presented at the school office.

Medication

Antibiotics and other short-term medications may be administered by appropriate school personnel at school upon written request by a physician.

Medications must be brought to school in the original prescription labeled bottle. A parent/legal guardian must sign a medication administration release form before school personnel may administer any medications. A new medical authorization will be required at the beginning of each school year. All prescription medications must be kept in the nurse's office.

Insurance

School accident insurance forms will be sent home. If interested in purchasing, please complete the form and return it to the school.

Grievance Process

Any concerns should first be directed to the teacher in your child's classroom. If you feel that your concern has not been addressed, then schedule an appointment with administration. If the problem has not been resolved, you should direct your concerns, in writing, to the Superintendent. A meeting will then be scheduled to discuss the situation.

Lost Books

Any student losing a book will be expected to pay for the book at replacement cost before another book will be issued to go home. Should the book later be found, the office will refund the full amount the student paid.

Cafeteria

Nettleton STEAM lunch money accounts are maintained by a computerized system. We encourage parents to pay by the week, month, or quarter. Please send the money in an envelope with student's name so in the event it is lost, we will be able to identify the owner. Lunch money should be turned in to the food service manager prior to the school day. It is important that you keep track of your child's lunch/breakfast balance. ***Students are not allowed to charge.*** If you have questions about your child's balance, please call the cafeteria manager, Connie Johnson between 9:00 A.M. and 2:00 P.M. (910-7809 ext. 128).

SPECIAL NOTE: Parents who join their child for lunch may bring lunch from an outside eatery, but only for themselves and their child.

Breakfast: Breakfast cost is \$1.00 and is served between 7:30 a.m. – 7:45 a.m.

Lunch: Lunch times vary according to grade. All students are provided a 30-minute lunch/recess. Cafeteria lunches cost \$2.25. Parents are welcome to join their child for lunch. Adult lunches are sold for \$3.25. Please sign in at the front office, pick up a Visitor Badge, and leave proper photo identification before going to the cafeteria.

Free/Reduced Lunch Forms: Forms are available for all students. You may request a copy from the office if you did not receive one through the mail. Only one per family is necessary. Parents must reapply every year. When applying for assistance, please completely fill out the form to avoid delay in service. Should you qualify for free or reduced lunch, that status *does not* begin the day you turn in the forms, rather once the cafeteria receives notice from the NPS Food Service Director.

School Bus Safety

The Nettleton School District provides daily bus transportation for its students. The safety of these students is of great concern to the school. Certain rules and procedures must be followed if safe conditions are to be maintained on school buses, and these rules and procedures are listed in the Nettleton Student Policy Handbook. Special circumstances may call for additional rules and consequences, and each driver has the authority to make such rules as he/she thinks are necessary for the safety of bus passengers.

Failure to follow bus rules may result in a bus referral with the following consequences for minor infractions. Consequences for severe infractions will not follow this pattern and will be at the administration's discretion.

- 1st bus referral warning by Principal
- 2nd bus referral 3-day bus suspension
- 3rd bus referral 5-day bus suspension
- 4th bus referral 10-day bus suspension
- 5th bus referral bus suspension for remainder of the year

Homework Tips

1. Remembering to bring homework assignments back to school is an important responsibility you must develop. Choosing a special Homework Drop Spot at home will help you develop the habit of always putting completed assignments in the same place each night. (Hint: Choose a Homework Drop Spot that's easy to "spot" on the way out the door in the morning.)
2. To do homework successfully, you must have a place in which to work. The study area must be well lit, quiet, and have all necessary supplies. Keep the radio and TV off while homework is being done. (Hint: Whenever possible, keep the study area off limits to brothers and sisters during homework time.)
3. One of the keys to getting homework done is having supplies in one place. A Homework Survival Kit—containing supplies needed to do homework—will prevent you from being continually distracted by the need to go searching for supplies and will free you from last-minute trips to the store. (Hint: Some supplies to include are pencils, pens, writing paper, crayons, markers, ruler, pencil sharpener, erasers, glue, tape, construction paper, hole punch, stapler, scissors, paper clips, folders, index cards, and dictionary.)
4. Daily Homework Time is a pre-planned time set aside each day during which you must do homework. During Daily Homework Time, all other activities must stop; just go to your study area and get to work.
5. Long-range projects, with their due dates sometime in the "distant" future, are usually the most difficult school assignments to complete. Use a Long-Range Planner to break down a big, overwhelming project into small, easily completed tasks, each with its own "mini-deadline." Ask your parents for help with distributing the assignment over the period of time given for the project.

Classroom Management

Student Behavior

Nettleton STEAM 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:

- 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 Nettleton STEAM. 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. Nettleton STEAM will not tolerate the following behaviors:

- disrespect towards others
- obscene language
- inappropriate dress
- fighting
- smoking
- possession of alcohol, tobacco, 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
- Lunch detention
- Wednesday afternoon detention
- Corporal punishment
- In-school suspension
- Saturday school
- Out of school suspension
- Placement at alternative learning environment (SUCCESS)
- Expulsion

Appearance and Dress Code

(Also see district policies online at nettletonschoools.net)

Students at Nettleton STEAM 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 ½ inches) above the kneecap
- Holes in pants may not be more than 2 ½ 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 Nettleton STEAM 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.

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.

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.

Cafeteria Rules

Cafeteria rules for students include the following:

- Students must get in line upon entering the cafeteria.
- Talk to students at your own table only.
- Remain seated once you have your food.
- Clean your area after you eat.