



NOBLE ACADEMY

“Empowering Today, Leaders Tomorrow”

FAMILY HANDBOOK

2017 – 2018

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**NOBLE ACADEMY
A GUIDE FOR STUDENT SUCCESS**

I. OVERVIEW – *FOUNDING PRINCIPLES*

A. VISION STATEMENT

We believe that each child will reach his/her highest potential through an educational program building upon their learning styles, language development, life experiences, and cultural backgrounds. Each student will be able to identify with their own culture and its invaluable significance, resulting in the knowledge of who they are, where they come from and ultimately developing them into social and academic maturity in today's society.

B. OUR MISSION

The mission of Noble Academy is to provide quality, relevant and multicultural education for all children. The unique framework is relevancy, which is a critical component for the learning process if and when the students can build on their prior knowledge. Learning makes more sense and is more connected when students can relate to the content and/or topics being taught. This school will serve students ages 5-14 in the metro areas. Noble Academy will focus on these four cornerstones surrounding the educational philosophy of the school:

- ◆ A rigorous educational program focusing on core content areas and standards mandated by the state of Minnesota in reading, writing, mathematics, science, and social studies
- ◆ Heritage (native) language and culture
- ◆ Responsive Classroom/social curriculum and morality
- ◆ State-of-the-Art Technology

C. EXPECTATIONS

All children are required to meet the following expectations at Noble Academy:

1. Strive to do your best;
2. Be responsible for your own behavior;
3. Treat others with dignity, worth and respect and cooperate with others;
4. Respect the rights and property of others;
5. Get help with issues and concern instead of striking out at others;
6. Have a strong personal commitment to the learning community; and
7. Be safe.

Noble Academy believes that the success of a child is the responsibility of all children, staff and parents/families. To be successful in our supportive and challenging academic program, there are basic expectations that all children and staff must meet. It is the staff's responsibility to resolve issues with or without the input of parents. Staff strives to understand the issues and stresses that may be present in the lives of our children and work to provide positive survival skills through their teaching and modeling. With this in mind, our students will develop the Noble Academy Code of Conduct:

- BE A PEACEMAKER
- BE ACCOUNTABLE FOR YOUR ACTIONS
- ASK BEFORE TAKING OR DOING
- BE RESPECTFUL AND LISTEN TO OTHERS
- USE GOOD LANGUAGE

You are responsible for your own behavior. Children will strive to do their best in all school activities. Children will work to reach their goals set by their parents, advisors and themselves. By learning to put forth maximum effort to meet these goals, social, academic, and physical challenges that school success requires; each child will be prepared to continue a life-long quest of developing his or her full potential. Children are expected to arrive on time with a positive "can-do" attitude. This includes being organized, anticipating and accepting consequences, and participating actively throughout the school day.

Treat others with dignity, worth and respect and cooperate with others. Children are expected to work together with staff and peers to create a positive learning environment. Children are expected to develop their ability to work cooperatively through actively participating in a variety of classes and activities. Children must understand they significantly impact and contribute to the lives of their schoolmates. Meeting this expectation will enable children to participate in creative and challenging learning activities.

Noble Academy recognizes that there are numerous issues and concerns in the lives of our children. Children must seek help from an adult with their issues and concerns and learn to resolve them in a positive manner. Positive resolution may include becoming a member of a grief and loss group, a Second Step or Crossing Bridges lesson, and/or anger management group.

D. RESPONSIVE CLASSROOM

This comprehensive approach consists of practical strategies for bringing together social and academic learning throughout the school day. All teachers, educational assistants, support staff and administrator at Noble Academy have been trained and use Responsive Classroom Approach. The result of this is an improvement in social skills and school climate, reduction in problem behavior, and an increase in academic performance. These are the 7 Principles of RC:

1. Social Learning
2. How Children learn is as important as what they learn
3. The greatest cognitive growth occurs through social interaction
4. Social skills Children need to succeed C.A.R.E.S.
5. Knowing the Children is as important as knowing the content
6. Knowing the families
7. How the adults in school work together

Components of the Responsive Classroom Approach include:

- Morning Meeting: each day begins with the Morning Meeting in each classroom
- Rules and Logical Consequences
- Guided Discovery
- Academic Choice
- Classroom Organization
- Reaching Out to Parents and Guardians

Staff is responsible for being up to date on Individual Learning Plans, Personal Learning Plans and student files. The Child Support meetings and support service staff will be used for creative ideas and problem solving. Classrooms will be set up in a manner that creates an inviting and exciting learning environment where brain-based learning is stressed.

II. STUDENT RIGHTS AND RESPONSIBILITIES

A. LEARNING

Rights:

- To receive a comprehensive and appropriate education;
- To attend school in a safe environment that is free from disruptive behavior by others;
- The opportunity to make up school work missed during an excused absence; and
- To receive necessary home/hospital instruction as regulated by state guidelines when absent for an extended period.

Responsibilities:

- Daily attendance for completing class assignments on time and for bringing appropriate materials required for class use;
- Behaving in such a manner that does not pose a potential or actual danger to themselves or others and that is not disruptive to the learning process of others;
- Obtaining and completing make up work assigned for periods of absence; and
- Completing work assigned as part of the home/hospital instructional process.

B. FAIR TREATMENT

Rights:

- To receive due process when involved in a violation of school Code of Conduct. Including the opportunity to hear the nature of the violation and giving their account of the situation;
- Be informed of all current school policies, rules and regulations that apply to them;
- Be informed of all classroom expectations;
- Be treated respectfully by staff, children and visitors; and
- Be free from unreasonable physical contact from staff. Reasonable force to restrain or correct a child or prevent a child from injuring him or herself or other is allowable.

Responsibilities:

- Treating all staff, children and visitors respectfully, responding to all directives or inquiries from staff, and for following rules and regulations that apply to them;
- Being knowledgeable about and following all school policies, rules and regulations that apply to them;
- Being knowledgeable about and meeting all classroom expectations and evaluation procedures that apply to them;
- Treating others, including other children and school employees, in a respectful manner. Children also are expected to treat the property of others and the school responsibly; and
- Respecting the space and freedom of those around them. Children also are responsible for not engaging in conduct that threatens to injure themselves, others and/or property.

C. HARASSMENT

Rights:

- Be free from religious, racial, sexual or sexual orientation harassment that is physical or verbal from other children, staff or visitors.

Responsibilities:

- For maintaining an environment free from harassment, intimidation and abuse. Children are also responsible for reporting incidents of physical, sexual and verbal harassment intimidation and/or abuse that they have experienced or are aware of.

D. NON-DISCRIMINATION

Rights:

- Be free from discrimination based on race, color, creed, sex, sexual orientation, religion, and national origin and with the regard to public assistance or disability.

Responsibilities:

Treating others children, staff and visitors in a non-discriminatory manner.

E. EQUAL OPPORTUNITY

Rights:

- Equal opportunity to participate in all school activities and school education programs for which they are eligible within legal limits.

Responsibilities:

- Following the rules and regulations of school sponsored activities they participate in. Children may not discourage the participation of other children.

III. STUDENT BEHAVIOR

All students have the right to an excellent education. Noble is a choice school. If and when a student repeatedly breaks Noble's policy, administration may ask the school board for action to be taken. Student may be asked to go back to his/her home school.

School Board Policy 506- Student Discipline

All students are to follow Noble Academy's expectations for behavior because a well-ordered environment is essential for learning. Students are here to learn and teachers are here to ensure learning. All staff at Noble Academy has the right and the responsibility to teach and to enforce school policies. Students are expected to show respect and to respond immediately to any staff member giving directions. Each teacher has developed a positive behavior intervention plan that incorporates district-wide expectations for student behavior. The district-wide, unacceptable student behaviors that are subject to disciplinary action include, but are not limited to 1) assault against one or more people, 2) vandalism and theft of school or personal property, 3) sexual, religious, racial, and other harassment and violence, 4) threats and disruptions to school operations, 5) insubordination, 6) trespassing, 7) hazing, 8) weapons, 9) tobacco and chemical use, and 10) truancy and unauthorized absences.

School Board Policy 514- Bullying Prohibition

Noble Academy is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation or bullying.

“Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms an individual or damages the individual’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo’s, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

The Superintendent is authorized to direct the development and implementation of procedures addressing the elements of this policy.

IV. UNIFORMS

IT IS PARENTS’ RESPONSIBILITY TO MAKE SURE THEIR CHILD IS IN PROPER UNIFORM BEFORE ARRIVING AT SCHOOL. Children in Prekindergarten through first grade will be expected to have in the classroom an extra outfit in case of bathroom accidents.

A. UNIFORM SHIRT

Uniform shirts are navy blue with the Noble Academy logo. Polo shirts can be purchased from school. Black v-neck cardigans with the Noble Academy logo are optional and can also be purchased from school.

B. UNIFORM BOTTOMS

The color for the bottoms is black; any other color is not acceptable. No jeans, cargo pants, or leggings are allowed.

GIRL’S BOTTOM

Black pants, skort, or short (No more than 2 inches above the knee).

Need to be worn at waist level with no exception

Belts, black or brown is optional

BOY’S BOTTOM

Black pants or short and/or pants need to be worn at waist level with no exception

Belts, black or brown is optional

C. UNIFORM SHOE/SOCKS

The color for shoes and socks is black. No open toe sandals, flip flops, roller blade or shoes with heel over 1 1/2" can be worn.

GIRL'S SHOES

Shoes are Mary Jane.
black knee high socks are to be worn with shorts

BOY'S SHOES

Shoes are dress up slip-ins.

Children are to wear black socks and black enclosed dress shoes/loafers. Children are not to wear open toe sandals, flip flops, stack shoes, roller blade or shoes with a heel over 1 1/2" can be worn. These types of shoe are hazardous when children are playing outside, on field trips or at gym.

D. STUDENTS OUT OF UNIFORM

The following consequences will take place should students be observed to not be dressed in accordance with Noble's uniform policy.

- 1st offense- Teacher will call home to parent or guardian to bring correct clothing for student.
- 2nd offense- A parent and teacher meeting will be set up to discuss uniform policy.
- 3rd offense- A meeting will be set up with a school administrator to discuss uniform policy / enrollment.

E. PHYSICAL EDUCATION UNIFORM

Students in grade 4-8 are required to wear Physical Education Uniform. Physical Education Uniforms can be purchased from the school.

F. THE FOLLOWING ITEMS ARE NOT ALLOWED

Caps, scarves, bandanas, du-rags, visors or sport bands are not allowed on the head, arms or legs. Hats and scarves are only allowed on outdoor field trips and during the winter. Authentic cultural headdress can be worn when appropriate.

No outdoor jackets are allowed on during the school day unless needed for traveling to and from school.

Pants are to be worn above the waist at all times. Children should wear belts if their pants are too big.

Limited jewelry is allowed. However, children who continuously take their jewelry off, share it with other children or play with it will have their jewelry taken away by the classroom teacher and placed in the Dean of Students office for parents to pick-up.

No sunglasses are allowed unless they are prescription glasses.

V. ATTENDANCE ISSUES

A. SCHOOL HOURS

9:00 AM to 4:00 PM
School doors will be locked until 8:00 AM; students will not be able to enter the school earlier than this time.

B. CHILD ABSENCES

Teachers are to take attendance by 9:30 AM. To report absences for children in prekindergarten to eighth grade; please call the office at (763) 592-7706 with the reason for your child's absence.

If you have not contacted the office by 10:00 AM and your child has not arrived at school, the office will begin the process of contacting you to find out reason(s) for absence.

IT IS SCHOOL POLICY THAT YOUR CHILD BRINGS A WRITTEN EXCUSE FROM HOME EXPLAINING THE ABSENCE WHEN THEY RETURN TO SCHOOL.

C. CHILDREN LEAVING/RE-ENTERING THE BUILDING

If you want to pick your child up during the school day for an excused reason below, send a note to your child's teacher in the morning or call the main office. We will not release your child from school unless we have received a written consent or phone call to do so from the parent/guardian. Children must always be signed in/out in the office by the adult who is bringing or taking them from the school grounds.

D. ATTENDANCE

Children should be in class every day. You are to call the school office between 8:00 AM and 10:00 AM if your child is going to be absent. YOUR CHILD WILL NEED A NOTE FROM HOME, EXPLAINING THE ABSENCE, THE DAY THEY RETURN TO SCHOOL. IF A CHILD RETURNS TO SCHOOL WITHOUT AN EXCUSE IT WILL BE CONSIDERED AN UNEXCUSED ABSENCE. IF A CHILD IS NOT IN THEIR CLASSROOM BY 9:30, IT IS AUTOMATICALLY CONSIDERED A TARDY.

Unexcused absences and tardies are tracked daily. Early pick-ups before 2pm are considered unexcused unless reasons fall within the definitions under excused absences below. If a child has 3 unexcused absences the parent will be asked to come meet with administration. If a child has 6 unexcused absences they are reported to Be@School through the Office of the Hennepin County Attorney.

School attendance is mandatory in the state of Minnesota in order to make certain that all children acquire the necessary skills for success as adults. The Hennepin County Attorney's Office has established Be@School as a way of working with school officials, law enforcement and social services to intervene early in the truancy cycle. The focus of Be@School is to increase attendance by getting truants off the street and keeping them out of juvenile court.

E. RESPONSIBILITY OF NOBLE ACADEMY

- Provide a learning environment that meet the educational needs of your students;
- Address any barriers to your student's ability to attend and learn; and
- Maintain accurate attendance records and document communication with families about attendance.

F. DEFINITION OF A TRUANT CHILD

Children are expected to be on time for school every day. If your child is tardy, he/she needs to get a tardy slip from the office before returning to class. Repeated tardiness will be treated as a case of educational neglect.

A child between the ages of 12 and 16 is considered truant if he or she is absent without legal excuse for three or more class periods on three days. Children ages 16 and 17 will be considered truant if they have not lawfully withdrawn from school with their parents' permission.

Schools have the option to use the Be@School process if a child has been absent one or more periods on three days. School personnel have discretion as to when a child will be referred to Be@School.

Noble Academy has adopted this definition and has modified it to reflect all our children. Children prekindergarten through eighth grade who has three or more unexcused absences or five or more tardy are considered truant.

G. DEFINITION OF AN EXCUSED/UNEXCUSED ABSENCE

Excused absences are:

- Doctor/Dentist appointment (note required)
- Illness
- Injury
- Teacher/school approved travel
- Extreme family emergency
- Death in family
- Religious holiday
- Suspension
- Child asked to stay home by teacher

Unexcused absences are:

- Five (5) tardies equal to one (1) unexcused absence
- Five (5) early pick-ups equal one (1) unexcused absence (early pick-ups that does not fall under one of the reasons listed above in the excused absences)
- Staying at home to babysit

- Rest due to extensive work or workload
- Teacher/school unapproved travel
- Needed at home
- Cold weather
- Missed bus
- Child immunizations not up to date

Noble Academy advises parents/guardians to take children out of school for vacations, trips, etc. while school is not in session.

H. BAD WEATHER

If there is a lot of snow or if the temperatures are well below zero, watch the local TV news (Channel 11) for school closings. LOOK FOR THE SIGN "NOBLE ACADEMY IS CLOSED" underneath the screen TV or visit Noble's website for updates.

VI. BUS ISSUES (Important Bus Information)

A. HOW WILL I KNOW WHICH BUS MY CHILD SHOULD RIDE?

During Open House, there will be a list available of the buses that come to Noble Academy. It will tell which corners each bus stops at and at what time the bus comes to each corner. You will be receiving a bus card with all the information. Your child may have to walk up to two blocks to get to the bus stop depending on where you live. **Children who ride the bus must live half a mile or more from the school or if you have to cross busy intersection.** If you are not sure about this, call the office at (763) 331-1566 to speak to the Transportation Coordinator.

B. HOW CAN I BE SURE THAT MY CHILD WILL GET TO SCHOOL AND BACK HOME SAFELY?

Bus cards for each child will be mailed out. This card gives your child's name and tells the name, address and phone number of the school and of your home and bus number and stop.

C. IF THERE ARE MORE THAN ONE BUS STOP AT THE CORNER, HOW WILL I KNOW WHICH BUS IS THE RIGHT BUS?

The bus information package you receive in the mail will give a number for each bus. Please note the number of the bus. The number and our school name will be posted in the window of the bus. The number will be posted in the window of the bus by the door. It is very important that you remember the number of your child's bus and that they get on the bus with the right number.

D. HOW WILL I KNOW WHEN THE BUS IS COMING?

The time will be given in the bus information package. Please be at the corner at least five (5) minutes before the posted time.

E. WHAT IF THE BUS DOES NOT COME?

At the beginning of the school year, there could potentially be problems with the buses. If the bus you are expecting does not come, please call the office at (763) 331-1566 or contact the bus company at (763) 7571-1541. If possible, please make yourself available to provide transportation for your child for the first few days of school, just in case the bus is not there.

F. WHEN CAN I EXPECT MY CHILD TO RETURN FROM SCHOOL EACH DAY?

Our school day ends at 4:00 PM and busses are dismissed from school premise at 4:15. Usually, all children should be home around 5:30 PM. In some cases, it may be later for the first week or two until the drivers learn their routes. As a rule of thumb, if your child is not home by 5:30 pm, you should call the Main Office at (763) 592-7706 or Transportation Coordinator at (763) 571-1541.

G. WHO PROVIDES OUR BUS SERVICE?

Metropolitan Transportation provides transportation for Noble Academy. Noble Academy staff will assist all children on the bus each day to make sure that everyone gets on the right bus.

H. HOW DO I CHANGE WHERE THE BUS PICKS UP OR DROPS OFF MY CHILD?

Please complete an address/bus change request form in the main office or call to speak with the Transportation Coordinator. It generally takes five school days after receiving the note to put the change into effect. A copy of the new

schedule will be sent home with your child or you will be called about the change. Changes made to bus routes affect the pick up and drop off times of other children riding the bus; therefore temporary changes of a few days cannot be honored.

I. WHAT ARE THE RULES FOR CHILDREN WHO RIDE THE BUS?

Children are expected to follow the same rules on the bus as they follow at school. In addition to this, for their safety, they must follow bus rules including the following:

- Stay seated at all times. Do not change seats.
- Remember that the driver has a very important job to do. Do not do anything that might disturb the driver.

J. WHAT WILL HAPPEN IF MY CHILD DOES NOT FOLLOW THE RULES?

In the state of Minnesota, riding a school bus is a privilege **NOT A RIGHT**. When a child does not follow the rules on the bus, they lose this privilege. The first time a child does not follow the rules; the driver usually reminds them of the rules. If they continue to disregard the rules, the driver will write an official report to the Administrative Assistant.

The first time a child is written up for disobeying the rules, the parent/guardian is notified by phone and sent a copy of the write up to review with their child.

The second time a child has a write up on the bus, the parent/guardian will be contacted and a plan of action will be set up to resolve the problem.

The third time a child is written up, he or she is suspended from the bus for at least a week and must attend a Bus Safety Class with their parent/guardian. Completion of the bus safety class and a conference with the assistant director is needed before the child is eligible to ride the bus again.

If a child continues to disregard the bus rules, he or she may lose their privilege to ride the bus for the rest of the year. Any misbehavior will be judged after a review of all facts and circumstances based on reasonable safety standards.

If the child commits a Class I offense, he or she may lose bus privileges for the rest of the year immediately. Class I offenses include such things as possession of a gun or weapon, attempting to ride on the outside of a bus, running in front of a moving bus or pushing another child in front of a moving bus.

K. WHAT SHOULD I DO IF MY CHILD WILL NOT BE RIDING THE BUS HOME TODAY?

If your child usually rides the bus and you do not want your child to ride the bus home after school on a certain day, you must send a note to your child's teacher or call the main office before 2pm of that day. **ALL CHILDREN WILL BE SENT HOME ON THE BUS UNLESS THE CUSTODIAL PARENT HAS SENT A NOTE OR CALLED IN.**

Suspension of bus riding privileges extends to field trips and other school events. The child will not be allowed to ride the bus for any reason during the term of suspension.
UNDER NO CIRCUMSTANCES IS A CHILD TO GET ON ANY OTHER BUS BUT THE ONE THEY ARE ASSIGNED

VII. GENERAL ISSUES

A. TECHNOLOGY

“Technology is a powerful tool in the acquisition and manipulation of information. Noble Academy children will use technology ethically both to acquire and to manipulate information in their pursuit of knowledge and as a tool to assist them in finding and solving social and environment problems.”

The use of technology will take children, parents/guardians, community and staff of Noble Academy to a new and exciting level that will enhance education, encourage research and maximize the natural curiosity that lies within each of us.

Each class has computers in their classroom to use during the school day.

Children at all grade levels are expected to uphold the philosophy and values of Noble Academy. While using the computers children are encouraged to display attitudes that foster respect, learning and tolerance. An environment of this type will stimulate the child's natural curiosity and encourage them to continue their quest for learning and personal growth.

B. FOOD SERVICE

Noble Academy's Food and Nutrition Program follows the guidelines set forth by the USDA.

We contract with Taher, Inc. to provide our food service. Breakfast and Lunch are served every school day. Breakfast will be served from 8:30 AM to 9:00 AM and Lunch will be served from 11:00am to 1:30 pm. A healthy breakfast and lunch will help your child to perform his/her best in school. We encourage your child to eat breakfast and lunch every day. Healthy choice snacks may be provided depending on fund availability.

C. FOOD

Only store-bought food/treats are allowed on school premise. Consumption of food, pop, sunflower seeds, chips, candy, drinks or chewing gum is not allowed at Noble's premise or on the school bus at any time. If parents choose to celebrate their child's birthday at school, please make sure you contact the main office to inform the office staff and classroom teacher.

D. HEALTH ISSUES

1. Child Illness/Injury

Please notify the Health Care Specialist at (763)-592-7706 if your child is diagnosed with any infectious illness (such as head lice, strep, chicken pox, pinkeye, and/or ringworm). Information about the illness can then be sent home with the other children in that classroom.

Many parents and teachers are concerned about when children should stay home from school. Follow these guidelines to help with your decision.

- If the child has had a fever of 100 or more, they should stay home until 24 hours after the temperature returns to normal (and without medication to keep the fever down).
- If the child has vomited or had diarrhea, they should stay home 24 hours after the last episode. For example, if your child is ill in the evening, do not send them to school the next morning.
- If the child has any rash that may be disease related or you do not know the cause, check with your family physician before sending the child to school.
- If a child is not feeling well enough to participate in classroom activities and recess, (that is excessively tired, continually coughing, constant runny nose or congestion) it is a good idea to keep them at home.
- When ill children get extra sleep and fluids at home they regain their health faster.

If you have a problem with daycare for a sick child, or getting off work when you need to stay home with them, please take time today to figure out your "emergency plan" to cover those sick days. The emergency plan should not include sending your sick child to school. The school is not equipped to care for ill children. Sending a sick child to school exposes the other children and the teachers to your child's illness. Children easily pass germs through their play and close contact with each other. Please send your child back to school only when fully recovered. Then, everyone will have the opportunity, to experience the best from their school day.

If your child becomes ill or injured at school, we will attempt to contact you at home or at work. Please pick up your child within one hour. If we are unable to reach you we will call the numbers you have listed on the emergency form of persons to contact if you cannot be reached: (YOU SHOULD HAVE AT LEAST TWO NAMES AND PHONE NUMBERS ON THIS FORM.) Please notify the school immediately if emergency phone numbers change.

2. Head Lice

When cooler weather arrives it is a good time to remind your child not to share hats, combs or other personal item with fellow children and friends. It is vital that all parents be doing consistent head checks on each child at home. Regular head checks at home are the most effective way we have of preventing the spread of lice at school. They are more important than the occasional head checks the nurse does at school once a case has been reported. No

one enjoys the topic of head lice, but by being well informed and working together, we all have the best chance of controlling it.

3. Chicken Pox
Chicken Pox/Varicella is a required immunization. Let us know if your child received this vaccination. The child with chicken pox is excluded from school until all blisters are dry and crusted.
4. Strep Throat
Children diagnosed with strep are excluded from school until 24 hours after antibiotic treatment is started and until feeling well.
5. Medications
Authorizations to administer medication forms are available from the office. Long-term medication (over 2 weeks) requires a written order from a prescribing health professional, written permission by a parent/guardian, and the original prescription bottle with the pharmacy label. Short-term medication requires written permission by a parent/guardian and the original prescription bottle with the pharmacy label. Over the counter medication requires a written order from a prescribing health professional, written permission by a parent/guardian, and the original container. The complete medication policy statement is available from the office. If you have any questions, please call the Health Care Specialist at (763) 592-7706.
6. School Health Screenings
Health screenings are conducted at school according to the guidelines set by the Minnesota Department of Health. Screenings are held for vision and hearing. You will be notified if your child needs to have further evaluation following one of these screenings. We do expect parents/guardians to follow up by taking their children to the appropriate professionals as soon as possible.
7. Immunizations
Minnesota Statutes Section 121A.15 requires that all Children who are enrolled in school be immunized and provide the school with a record of immunizations or file a legal exemption with the school. The pupil health immunization record form is available from the office.

E. INTERNET ACCESS

Classroom computer access to the Internet is provided for children to conduct research and receive school related communications. Children are personally responsible for appropriate behavior on the network, just as they would in a classroom or hallway. Access to network services is given to children who act in a considerate and responsible manner. Access to the network is a privilege, **NOT a right**.

Network and computer storage systems may be treated like school lockers. School staff may review files and communications to maintain system integrity and ensure that children are using the system responsibly. Material stored on any computer may not always be private. The school will not provide access for recreational computing activity.

Network Etiquette expected of children:

1. Be Polite – Sending, displaying or printing offensive, obscene, threatening or harassing messages or picture is strictly forbidden.
2. Be Network Safe – Always use your classroom password. Do not reveal your **personal** address, age, sex or location or that of other children or school staff.
3. Be Respectful – Use the network in such a way so as not to disrupt its use by others. Do not trespass in files that belong to other children. Do not download excessive information or monopolize resources such as printers, disk space or paper.
4. Be Aware – Information and communications accessible via the network school not be assumed to be private. Copying and using information may violate copyright laws. Using the network or computer for commercial or illegal purposes is strictly forbidden.

Violations may result in the loss of access as well as other disciplinary and/or legal action.

F. MEDIA CENTER

Noble Academy has a media center well-stocked with books where students may read for pleasure or do research on a wide-variety of topics. Prekindergarten and Kindergarten are allowed to check out one book at a time. Children in grades 1st-8th are allowed to check out three books at a time. Library books are due two weeks after the checkout date. If the materials are overdue, lost, or damaged, children cannot check out new books until they have returned or paid for their books. After six weeks, a book will be considered lost and a replacement fee will be assessed.

If a book is lost or damaged, the child will be charged the replacement cost of the book, which can range from \$2.00 for a paperback book to \$35.00 for a hardcover book. Fines may be paid at any time. To pay by check, please make your check payable to Noble Academy.

Children at Noble Academy are encouraged and expected to take very good care of their books and return them on time to the Media Center.

G. NOBLE ACADEMY EVENTS

School events are planned to happen several times throughout the school year. Parents/Guardians are encouraged to attend all school events. Please call the office at (763) 592-7706 if you have suggestions or requests for topics to be covered on school events or any family/school functions.

Parents/families/students are encouraged to check Noble Academy's website and the master calendar for specific dates and times of events scheduled for the year.

H. HOME & SCHOOL CONNECTION

Each month, each parent/guardian will receive a newsletter entitled Home & School Connection. This important newsletter contains a monthly letter from Noble Academy. Please ask your child for a copy. Any additional important information will come home in other forms. Your comments and suggestions are always welcome.

I. TELEPHONE USE

The telephone in the school office is for school business. The telephones in the classrooms are only available to children with teacher permission. Arrangements for after school activities and transportation must be made before coming to school – **not on the classroom phones**.

J. TITLE I

Noble is a Title I school. In order for a student to be identified as an English Language Learner, the state of Minnesota requires that a child meets at least two criteria. Please, visit the ELL Educational Programs page on our website to view the criteria.

K. HOMEWORK

Students enrolled at Noble Academy are expected to complete a minimum of an hour of homework. Homework consists of the following three components to be completed in the following order after each day of school:

1. At least 30 minutes of independent reading of an Accelerated Reader[®] book and a summary or reflection on reading material
2. At least 30 minutes of math facts and academic vocabulary flash cards
3. At least 30 minutes of physical fitness/movements per night

All students are expected to have a parent sign a reading, writing, and math log on a daily basis. Students who struggle to complete the homework assignments and/or get parent signatures will be placed on a homework improvement plan with their classroom teacher.

L. SUMMER SCHOOL PROGRAM

One of our goals is to ensure that all of our students are successful academically. If and when all the interventions during the school hours and school week are deemed not enough, your child will be encouraged to sign up for our Summer School Program. This program is free of charge to our families. Transportation will be provided and breakfast and lunch will be served.

M. PETS

Children are not allowed to bring pets to school unless permitted by the administration.

N. SAFETY & SECURITY POLICY (VISITORS)

Providing a safe school environment for our students is of utmost importance for Noble Academy. Schools may not have control over all hazards that impact them or be able to prevent all emergencies. However schools can take action to minimize their impact and/or reduce the likelihood of such events.

A key component of keeping our students safe is to control who is allowed access to the building and therefore the students. While we realize this can create some inconveniences, we believe the overall goal of safety and security for all students is of paramount importance and therefore warrants precautionary procedures.

In order to control who has access to the building (and therefore the students) all visitors, including parents and volunteers, must stop at the main office to sign in and obtain a visitors nametag. In addition, all visitors, including parents must sign out when they leave the building. All visitors must first be approved by the Logistics Officer or designee.

In addition, all students that are being picked up and dropped off must be signed-in and/or signed-out by a parent or guardian. Student pickups during dismissal time will take place in the waiting area across the main office and parents must sign each student out.

When parents need to pick up their child for an appointment, front desk staff will contact the appropriate teacher to release the student to the main office for pick up. At no time should visitors or parents go alone to the classroom without permission.

In cases where parents request to visit a classroom, the teacher must arrange this ahead of time with the parents and notify the Logistics Officer as to the day and time, so that preparations can be made.

Safety is everyone's responsibility. Staff members are expected to question any visitor not displaying a visitor's nametag, and escort that visitor to the main office or administration for clarification of visit and for assistance.

No person will be allowed to contact students in school. Teachers will refer request by strangers to speak to children or to pick them up from school directly to the Superintendent or designee.

O. VOLUNTEERS

All volunteers, including family members and chaperones, must be identified at the beginning of the school year by staff. Staff will distribute the Volunteer Application (including a background check form) and Volunteer Guidelines to their appropriate volunteers to complete; these forms are to be turned in to the Personnel Specialist. If volunteers/chaperones have not completed these forms prior to their arrival, they will not be granted permission to participate. These forms will be needed two weeks prior to their first volunteer date. An individual's volunteer status is based on the result of a background check.

P. INJURIES

Injuries during recess or on Noble property will be investigated by the Administration and our insurance company for liability and responsibility. Parents are expected to talk to their own insurance company to see what coverage is available.

Q. ELECTRONIC DEVICES

Any electronic devices such as tablets, cell phone, games, and etc. are not allowed on school premises. If a student brings such items to school, the consequences are as follows:

1st offense: The device will be asked to put away and not be brought back

2nd offense: The device will be taken away from the child and parents must sign-out from the administrator in charge at the end of the day.

3rd offense: The device will be released to a parent at the end of the month.

R. LOST & STOLEN ITEMS

Noble Academy is not at any time responsible for any lost or stolen items on its property. If and when there is an item missing, Noble will investigate, and try to retrieve the item but will not be in any position to reimburse or pay the cost if the item is not located.

S. PHYSICAL POLICY

Students at Noble are expected to put forth their energy into learning. At no time should hand holding, kissing or inappropriate touching allowed. Logical consequences will be carried out for those out of compliance.

T. FACEBOOK, TWITTER, EMAIL, AUDIO, VIDEO AND YOUTUBE

Noble Academy is not responsible for actions taken by students off Noble's property. This includes posting any pictures of other students, videos, audios, facebook, twitter, emails or youtube off school property. Parents can seek consequences with appropriate law enforcement agency if they wish.

VIII. GRIEVANCE POLICY

NOBLE ACADEMY GRIEVANCE POLICY

Noble Academy and its faculty and staff is devoted to resolve concerns and complaints of its students and parents when they arise. To this end, Noble Academy has provided opportunities for students and parents to express their concerns through the processes established in Noble Academy grievance policy. Noble Academy grievance policy identifies processes and provides a mechanism for resolving complaints in an informal manner. While Noble Academy encourages informal resolutions, it recognizes that students and parents may want a more formal process for certain types of complaints or if an informal process was not satisfactory. Any parent or student who is unclear of the options for proceeding with a concern may contact the Chief Executive Officer's office for further information and access to, or copies of, all applicable Noble Academy policies.

1. Definition and Interpretation:

- A. Grievance: shall mean an allegation by a parent or student resulting in a dispute or disagreement as to the interpretation or application of local, state or federal laws and or policies and procedures insofar as such matters are covered by this policy.
- B. Extension: Time limits specified in this policy may be extended by mutual agreement.
- C. Days: Reference to days regarding time periods in this procedure shall refer to week days, exclusive of Saturdays, Sundays, and holidays.
- D. Computation of Time: In computing any period of time prescribed or allowed by procedure herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted.
- E. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

2. Grievance Procedure:

Informal Process: All grievances relating to a member of the faculty, staff, parent or student shall be reported to the student's teacher for an informal resolution. Once a grievance is reported to the teacher, the teacher shall schedule an informal meeting with one or more party to discuss and resolve the grievance. If no resolution can be found or if the aggrieved party is not satisfied with the proposed recommendation of resolution by the teacher, the aggrieved party may bring the issue to the Dean of Students for a review and informal recommendation.

Formal Process: The aggrieved party must exhaust and go through the Informal Process before initiating the Formal Process. After a review and recommendation by the Dean of Students, if the aggrieved party is still unsatisfied with the proposed recommendation and resolution, the aggrieved party may commence formal process of review to the office of the Chief Executive Officer. Formal grievances shall not be valid for consideration unless the grievance is submitted in writing to the office of the Chief Executive Officer, setting forth the facts and the specific provision of the alleged violation and particular relief sought within twenty (20) days after the proposed informal recommendation and/or resolution by the Dean of Students. Failure to file any grievance within such period shall be deemed a waiver thereof.

Submission of Grievance Information must contain the following information:

Basic Information:

- Current date, name of the aggrieved party, address, email address (if applicable) and a phone number to reach you if the investigator needs to ask for additional information.

Statement of Violation: State why the aggrieved party believes a school policy, or a state or federal law was violated.

- Keep the focus on facts, events and people involved.
- Make a list of each violation alleged to be committed.

Statement of Facts: For each violation, list the facts to support the claim.

- Describe events with specific dates, names of individuals involved or contacted and a brief description of what happened. Include any additional facts to support the claim.

Proposed Solution: Identify proposed solutions to the grievance.

- List solutions that would be acceptable in resolving the grievance.

Where to send the grievance:

- Sign and date the grievance
- Make two (2) copies- one to keep for the aggrieved party's files and one for Noble Academy.
- Mail or deliver a copy of the grievance to Noble Academy's Logistics Officer to the following address:

Noble Academy
Attention: Logistics Officer
9477 Decatur Drive North
Brooklyn Park, MN 55445

Decision and or Appeal: After receiving a formal complaint from an aggrieved party, the Logistics Officer shall conduct an investigation or hearing whereby the parties are allowed to bring forth evidence and witnesses. The decision of the Logistics Officer shall be in writing and the decision shall be final and binding on all the parties involved. Only misapplication of rules, policies, or law or an abuse of discretion by the Logistics Officer can be appealed to Noble Academy Board of Director for review.