

Noble Policies for 2023-2024

Morning Pick-up & Drop-Off Procedures

- **DROP-OFF**

- Turn left into the parking lot from Summit Avenue and drop-off your child at door number 5. This is the only door in the parking lot, located next to the playground. You do not need to exit the car unless it will take your child(ren) more than 1 minute to disembark.
- If your child is in 1st to 12th grade, they will report to the gym for the morning adhkar.
- If your child is in Prek or KG, a teacher will be waiting to escort him or her to the classroom.
- Exit the parking lot onto Lyncrest Avenue only to maintain the safety of our students.

- **PICK-UP**

- Pickup is from 2:55pm-3:15pm
- Students in Prek-5th grade will be dismissed from their homeroom. Parents should park their vehicle and walk to their child's homeroom class and sign them out with their teacher.
- For Safety reasons, please do not take your son or daughter without signing them out with their teachers. If your child runs to you, please make sure you go back and check in with your child's homeroom teacher.

- o Students in 6th-12th grade will also be dismissed to the parking lot. If you would like your child to walk to a specific location near the building and avoid the parking lot, please arrange that with your son or daughter ahead of time.
- o *We kindly ask that no parent parks his/her car on St. Anne's Street and on the neighboring streets near the church. Do not impede traffic and do not idle in your car for more time than necessary.*
- **LATE PICK-UP**
 - o Any students remaining in the building after 3:15pm will incur an automatic fee of \$5/child will be added to your account for the first 15 minutes. After the first 15 minutes an additional \$2.50/child will be added to the family account for every 15 minutes you are late for pick-up.
- **STUDENT LATE POLICY**
 - o First period begins at 8:10am. Students are counted as late starting at 8:11am. Any students who arrive at this time or later, must come to the office for a late pass before going to class. Six lates are equivalent to one absence.
- **ATTENDANCE POLICY**
 - o The policy of the minimum number of days of attendance in order to receive course credits is 163 days requirement. A student absent for more than 18 days of school is liable for the penalties of the violation of this policy, regardless if the absences are excused or unexcused. The penalties may include: Grade Reduction, Retention, or Repetition of course.
- **Tardy Arrival Protocol**
 - o For the upcoming school year, any student dropped off after 8:10 AM must enter the school premises through the gymnasium door located on St. Anne's Street. This entrance will be designated for late arrivals. ***It is crucial to note that from now on tardy students from KG-12th grade***

will not be permitted to join their first period classes. This policy aims to minimize disruptions to class flow and preserve an optimal learning experience for students who do arrive on time. Students arriving after 8:10 AM will not be allowed to attend the first period and will be responsible for any work given. For our elementary students, this means any concepts that might have been explained will need parental reinforcement at home to help them keep up. We encourage all students to prioritize punctuality and arrive promptly.

- **Absence Limit for Grades KG-8th**

- Students in grades KG-8th are allowed a total of 18 absences throughout the academic year. Exceeding this limit may pose a risk of retention for the following school year. However, please note that exceptions to this rule are limited to sickness or illness, and Hajj or Umrah trips. Proof of the Hajj or Umrah trip must be provided. All other reasons such as attending weddings, vacation travel, social events, etc., will not be considered acceptable grounds for absences. We kindly request parents to plan family events and vacations accordingly to ensure consistent attendance for their children.

- **Absence Limit for Grades 9th-12th**

- Students in grades 9th-12th are allotted a maximum of seven absences per trimester in each of their individual full time classes and only 4 absences in their elective classes such as Arabic, Special Electives and Islamic Studies. This includes absences due to illness, college visits, or any other legitimate reason. Any exceptions to this policy require prior approval from the administrators. We kindly ask parents to ensure their high school students manage their absences responsibly to maintain a consistent academic presence. It is important to note that students who exceed the allotted absences will have five points deducted from their average in that course. For example: if a student misses 8 classes in Science and they earn a 95% in the class, they will be deducted and the grade will be reduced to a 90% . Students who exceed 10 periods of absence from a class and will result in 10 points off the average. Exceptions to this rule will be reviewed by members of the administration and evaluated accordingly. This deduction aims to emphasize the importance of regular attendance and its impact on academic progress.

- **Early Dismissal Procedure**

- If your child needs to be picked up earlier than the scheduled dismissal time, we now require you to notify the front office via email ahead of time. **Students will not be called to be dismissed during a class period.** Parents who provide advance notice will find their child waiting for them in the front office. However, parents who do not inform us in advance will have to wait until the end of the class period before we call the student for dismissal. We have experienced excessive disruptions to the classrooms when parents arrive ahead of dismissal time and request their child to be pulled out of class early. This not only disrupts the child's learning but also affects the entire class. Your cooperation in adhering to this policy is greatly appreciated.

- **UNIFORM POLICY**

- In accordance to our **UNIFORM POLICY**, any breach of uniform policy results in the following:
 - 1st offense: Issue verbal warning
 - 2nd offense: Written warning on Sycamore (Alert parents)

- 3rd offense: Issue second written warning on Sycamore (One member of Discipline Team will call for Parent Conference and warn that one more incident will result in Suspension).
- 4th offense: Issue third written warning on Sycamore. Student is suspended for one day.
- **CELLPHONE & ELECTRONIC DEVICE POLICY**
 - Students are not allowed to use their electronic devices during school hours without expressed permission of their teacher. Any student found using his or her device without supervision or permission will be subject to the following:
 - 1st offense: Issue verbal warning
 - 2nd offense: Written warning on Sycamore (Alert parents)
 - 3rd offense: Issue second written warning on Sycamore (One member of Discipline Team will call for Parent Conference and warn that one more incident will result in Suspension).
 - 4th offense: Issue third written warning on Sycamore. Student is suspended for one day.
- **NO LONGER A NUT FREE ZONE**
 - We are removing the Nut Free Policy. If your child has a nut allergy, please make sure to notify the Main Office as well as your child's homeroom teacher.

- **CODE OF CONDUCT**

- **Please be advised, the Student Code of Conduct will be discussed with the students this week and an e-copy will be sent out as a follow-up.**

- **SICKNESS POLICY**

- **If a child is sick and symptomatic for any sickness we are advising that they do not attend school until they are no longer symptomatic for at least 24 hours. This includes, but it not limited to:**

- **Fever of 100.3F or higher**
- **Chills**
- **Cough**
- **Shortness of breath or difficulty breathing**
- **Fatigue**
- **Muscle or body aches**
- **Headache**
- **Sore throat**
- **Congestion or runny nose**
- **New loss of taste or smell**
- **Nausea or vomiting**
- **Diarrhea**
- **Any communicable disease such as Pink Eye, Head Lice, Strep Throat, Etc. **All communicable diseases must be reported to the nurse@noblela.org email address as the student's class must be notified in compliance with the State of New Jersey's Health Requirements.****