Northport Intermediate School
Student Handbook

Dear Families,
Welcome to Northport Intermediate School! We are looking forward to a successful school year! The faculty and staff are excited to have your children and work hard every day to ensure they receive the best possible education. We encourage all parents to be involved in their child's education. By working together as a team, we can help your child reach their fullest potential!
Please take a few minutes and read our Parent and Student Handbook. Inside you will find the expectations and procedures for Northport Intermediate. If you have any questions or concerns, please feel free to contact me here at the school.

Sincerely,

Michael A. Tilford
Principal
Northport Intermediate School

Northport Intermediate School
13688 Frankie Thomas Trace
Northport Al.
35475
Telephone: 205-342-2690
Office Hours:
Monday-Friday
7:25 am to 3:00 pm

NIS Vision

It is the vision of Northport Intermediate School to be a VIP experience and safe place for everyone to learn and work.

NIS Mission

Northport Intermediate School values people. We have integrity. We practice being present, positive, productive, and professional in all that we do.

NIS WILDCAT WAY
The VIP

V- We Value people

Teachers and Staff will:

- Be kind and respectful toward students and one another
- Communicate with our families
- Remain student-centered in our actions and initiatives
- Greet and welcome our students
- Use technology to enhance instruction, rather than replacing it. Teachers can never be replaced.

Students will:

- Be kind and respectful toward teachers and one another
- Listen when the teacher and others are talking
- Communicate in person with teachers and others rather than texting/chatting on a device

I - We have *integrity*.

Teachers and Staff will:

- Practice ongoing, explicitly teaching and modeling of integrity
- Maintain high expectations for teaching and learning
- Teach and model good character
- Abide by TCSS Policy & The Alabama Educator Code of Ethics
- Be wise with our resources and take ownership of our building and grounds
- Establish and maintain a guaranteed and viable curriculum

Students will:

- Do the right thing even when no one is watching
- Practice good character
- Turn in work completed to the best of your ability
- Be honest
- Take ownership of our school building and grounds and its resources.

P - We *practice* being:

Present

Teachers and Staff will:

- Supervise students
- Foster social interactions with collaborative work and classroom conversations
- Communicate the importance of school attendance and reward those who meet attendance expectations.
- Practice punctuality

Students will:

- Engage with teachers and each other in collaborative work and classroom conversations.
- Come to school daily
- Practice punctuality

Positive

Teachers and Staff will:

- Think before we speak – is it pleasant, helpful, necessary?
- Consider things we can control versus things we cannot control.
- Bring a good attitude
- Resist a culture of complaint and toxicity

Students will:

- Practice a growth mindset.
- Speak kindly and respectfully. We are a family!
- Bring a good attitude

Productive

Teachers and Staff will:

- Prioritize meaningful student engagement throughout the day
- Use the TCSS Instructional Framework to guide practice
- Maintain and adhere to agendas for meetings
- Begin and end with learning targets
- Keep the focus on student learning

Students will:

- Work diligently the whole time
- Complete assignments in the time allotted
- Pay attention in class
- Focus on the learning target and communicate to the teacher the level of understanding

Professional

Teachers and Staff will:

- Engage in Professional Learning Communities
- Model being a lifelong learner
- Be data-driven
- Be a problem-solver
- Be a part of a committee/team that helps make our school better
- Be about the mission

Students will:

- Set and work toward goals

- Maintain a calendar/agenda with school assignments & reminders
- Practice college/career skills (eye contact during conversations, introducing oneself to someone, sharing your experiences, etc.)

General Student Expectations

Hallway Expectations

- Walk and stay to the right of the hallway.
- Use quiet voices.
- Keep hands, feet, and objects off the wall and each other.
- Remain on the hallways designated for your grade level.

Restroom Expectations

- 1 person per stall
- Wash your hands.
- Keep hands and feet to self.
- No devices in the restroom.
- Be efficient.
- Dispose of hygiene products appropriately.

Cafeteria Procedures and Expectations:

- Teachers will escort students to the cafeteria.
- Students should enter the food serving area through the far left door.
- Re-entry will be prohibited.
- After getting your food, please proceed to the table(s) designated for your teacher.
- Students are not allowed to get up and move around the lunchroom. Eat and visit, but remain seated for the duration of your lunchtime.
- The booth and high-top tables around the perimeter of the cafeteria are designated for teachers to use as VIP seating. They are not open to the general public.
- At the end of your lunchtime, please dispose of all trash, and clean your area.
- Teachers will designate 1-2 students to sweep and clean the tables.

Technology Expectations

- Remember that what you say digitally is just as powerful as what you say verbally.
- Do not take any video/photo of any person on campus.
- Personal devices must be on silent and remain in backpacks.
- Be prepared. Make sure your device is charged prior to school.
- Review and adhere to the TCSS Connect Plan.

Other technology guidelines and infractions are included in the TCSS Parent-Student Guide.

Library Procedures and Expectations:

Students will be able to have two books on his/her NIS library account. If he/she is missing books from other schools in the TCSS district, those books will count towards the

two books. Books can be checked out for two weeks, but then need to be returned or renewed through the library.

Students are expected to treat all library materials with respect and take care of them while in possession. If there is damage done to a book, beyond normal "wear and tear" there may be a fine or a cost to repair the book.

Other library guidelines are included in the TCSS Parent-Student Guide.

School Bus Expectations

- Riding the bus to and from school is a privilege. The Tuscaloosa County Schools may revoke the privilege of riding the school bus if appropriate conduct is not displayed. Please see the specific expectations in the TCSS Parent-Student Guide.

Arrival/Dismissal Procedures

Arrival:

- You may enter the building beginning at 7:30
- After 7:58 doors will lock and parents MUST COME IN AND SIGN IN STUDENTS.
- Class begins at 8:00 a.m. You are tardy after 7:58.
- When you arrive at school, you have two options:
  - Go directly to the hallway outside your first period class to be seated and wait for the bell.
  - Go to the cafeteria for breakfast. Breakfast service ends at 7:50.
- The bell will ring at 7:50, and you will make your way to your first period class.
  - 5th grade students leaving breakfast will make their way to class via the back sidewalk/through the courtyard.
  - Sixth grade will take the main hallway & stairwell by the library to access the second floor escorted by homeroom teachers.

Dismissal:

- The dismissal bell will ring at 2:45 p.m. (5th grade) and 2:48 p.m. (6th grade). Your teacher will dismiss you, not the bell.
- Your options for dismissal:
  - Bus – Make your way to the back middle atrium to exit to buses.
  - Car – Make your way to the main atrium, be seated, and listen for your name to be called.
  - Walk – Make your way to the back exit down past the cafeteria. If you are riding a bike, you may exit the bus exit to retrieve your bike from the rack.

General Arrival and Departure Information

It is very important that your child is at school each day. Please make being on time and staying all day as a top priority this year. Class begins at **8:00 a.m.** and ends at **2:45 p.m. Your child if they are not in their seat in their classroom at 7:58 a.m. Once the front door to the school closes and locks, the PARENT MUST COME INTO THE SCHOOL and sign their student in.**

After the 4th, 6th, and 8th tardy, the student will be assigned MORNING DETENTION. After 10th tardy of the school year, the parent will be required to meet with the principal, assistant principal or their designee before the student will be able to go to class and will be assigned MORNING DETENTION for each additional tardy.

****STUDENTS TARDY DURING IREADY OR ACAP TESTING (without a doctor's note) WILL BE ASSIGNED MORNING DETENTION.**

Breakfast is served from 7:30-7:50 a.m. No breakfast will be served after 7:50.
The buses unload at the awning adjacent to the gym parking lot in the rear of the school. Walkers will also enter and exit the building in this location. Car riders unload in front of the school. **Students dropped off at school prior to 7:25 will be sent to early morning extended day and the parent will be charged accordingly.**
Parents who are transporting their children to and from school must form a line in front of the building. Students may not exit their cars until the doors to the school open at 7:30 a.m. In the afternoons, students will be dismissed to the front of the school and will load into their cars. If you pull up and your child is not waiting out front, you will need to drive to the end of the car line and come through again.
All car riders must be picked up and dropped off in the car line. Students may not be picked up or dropped off in the parking lot. Also, please use the car line for pick up. Do not park in the parking lot and walk across to get your student.
Students will not be permitted to check out after 2:15.

Please make sure your child knows how to get home each day before they come to school. We cannot accept telephone calls, emails or text messages to make changes in transportation. Student transportation cannot be changed after the start of the school day. This is for the safety and security of our students. The school also cannot allow students to ride buses to which they are not assigned. Any changes to bus transportation must be completed through the Tuscaloosa County Transportation Department. Students are not permitted to return to the building after dismissal.

LATE PICK UP

There are NO Extended day services are available. Students must be picked up NO LATER THAN 3pm. After 3pm, the parent will be charged $10 for every 5 minutes the student remains at school.

Breakfast/Lunch/Snack

Breakfast is served from 7:30 a.m. to 7:50 a.m. Students who arrive after 7:50 will not be served breakfast. The cost for students to eat breakfast is $1.55. Visiting adult breakfast meals are $2.85.
Each class has a designated lunch time. The cost for a student lunch is $3.30. Visiting adult lunch meals are $4.50. Please monitor your child's lunch account carefully. Students will be allowed one charged meal in the event they have a zero balance. After one charged meal, students will be given a lunch alternative until payment is received.
Each class will have a designated break time. Students may visit the school "Snack Shack" or bring a snack from home.
TCSS policy prohibits carbonated beverages and/or fast food into the lunchroom in its original containers. Students are welcome to pre-pay for lunches through www.myschoolbucks.com
Students may keep a clear plastic water bottle with them, however it may **only contain water and can only be a clear, plastic bottle with a screw-on/spill-proof lid.**
Flavoring, Kool-Aid, Sports Drinks, Soda or Juices **are not** permitted in classrooms or hallways. There is to be no eating in the classrooms.

Birthday Parties

If a parent wishes to bring cupcakes or a cake to the class on their child's birthday they may do so with the prior approval and coordination of their child's teacher. For birthdays/celebrations, only store-bought cakes/cupcakes/cookies are allowed. Nothing homemade can be brought and distributed.
Birthday party invitations may be passed out at school to your child's friends only under the following conditions:

- If everyone in the class receives one
- If all the girls receive one
- If all the boys receive one

Students may not receive flowers, balloons or gifts at school. The office will not take delivery of any of these items nor will they be allowed in the classroom. Please organize all gift giving and receiving off school grounds.

Holiday Parties

Classrooms may have parties or refreshments throughout the year. All refreshments must be approved by the classroom teacher and meet nutritional requirements of the Tuscaloosa County Wellness Policy.

Clothing

Students must dress in a manner that is in good taste and appropriate for school. Clothes should be neat and clean. Shorts and skirts need to be mid-thigh.

- No "Gold Hinge" skirts.
- No skin-tight biker shorts. Sagging pants are not permitted.
- No spaghetti straps, no low-cut shirts, or suggestive logo prints.
- No undergarments may be visible at any time.
- No visible midriffs are permitted.
- When wearing leggings, shirts/sweaters must cover the back side.
- No slippers, house shoes, Crocs, or "slides" may be worn. Pants may not have holes above the knee.
- Pants with holes must have patches or leggings underneath, so that no skin is visible.
- No large, gaping holes are permitted.

Clothing must comply with Tuscaloosa County School System's dress code as outlined in the Student-Parent Information Guide. Failure to adhere to the dress code may result in disciplinary action. Students who are not in dress code may be required to call home and have appropriate clothes brought to school.
Students need to wear tennis shoes to school each day. **Students must have on tennis shoes to play in PE or Recess.**
Identification should be put on all outer clothing such as coats, sweaters, etc.

Lost and Found

Items that are found around the school are placed in the Lost and Found. Students are welcome to check for lost items. Due to the overwhelming volume of articles of clothing that accumulates over the school year, Lost and Found will be emptied at the beginning of Thanksgiving Break, Winter Break, Spring Break and the last day of school.

Electronic Devices

Please do not allow your children to bring electronic devices to school. The school is not responsible for lost, stolen, or damaged personal electronic devices. Students **may not** use phones, watches or other electronic devices to call, text, take pictures, listen to music or check the time while at school. **Cell phones, watches and other electronic devices must**

be placed on silent mode and remain in their binders. Bluetooth earbuds are NOT allowed. If a teacher sees or hears a cell phone/watch/device at any time, they will confiscate it and send it to the office. A **parent** must come in to retrieve the device 24 hours after confiscation. There is a 48 hour hold for a subsequent offense. Cell phones will not be returned to a student for any reason. Repeated violation of the electronic device policy will result in further disciplinary action.

Visitors may not use cell phones at any time during their visit. This also includes hands-free and Bluetooth devices. If a visitor is seen using a cell phone they may be asked to leave the building.

*****Failure to turn over an electronic device to a teacher or administrator will be considered defiance and result in an Out of School Suspension**

Communication

Communication between parents and teachers is essential to providing your children a quality education. Communication will take place via SchoolStatus. Please remember that teachers are busy instructing throughout the day and will not be able to return messages/emails until their planning time or after school. Please allow for a 24-hour response period.
Students are generally not permitted to receive personal phone calls at school. In the event of an emergency, a message may be taken by the office at the principal's discretion.

Field Trips

ALL FIELD TRIPS ARE NON-REFUNDABLE

Field trips serve an important function in the education process. **Permission forms will be sent home in advance of the trip and must be signed and returned prior to the field trip**. Please return this form and the required amount of money to the school by the due date. We encourage parent participation on trips; **however, siblings are not permitted to participate.** Field trips are an extension of the school day and are designed for the school age child. **Parents must complete a background check and/or provide their ID for the Raptor Identification System to receive their badge 1 week before going on a fieldtrip.**
Only 1 parent/grandparent may attend a field trip with a student. This individual must be named on the permission slip and **MAY NOT** change without the permission of the principal. Only the parent/guardian or a grandparent is permitted to attend a field trip. We do not allow other family members or friends to act as chaperones or attend field trips with students. If multiple parents/adults show up for a field trip or bring other

siblings or children, they will be asked to leave and will not be permitted to attend future field trips with Northport Intermediate.
All students must ride the bus on field trips. Students may not be transported to a field trip by their parent. A parent may only check out their student after the field trip.
****Students **WILL NOT** be permitted to be checked out from a field trip by anyone other than their parent or guardian even if that person is on their check out list.**

Medicine

Over the counter medications may be dispensed during school hours by the school nurse with a completed medication form signed by the parent. Any medicine needed for longer than 10 days will require a physician's letter. Medicine must be in the original container and properly labeled with the following: Student's name, date and time to be administered, name of medication, and dosage.
DO NOT SEND ANY MEDICATION TO SCHOOL WITH YOUR CHILD. All medication must be signed in to the nurse by a parent.
Prescribed and daily medications require a medication form and physician's signature. Students who vomit or have diarrhea while at school must be picked up by a parent. They **WILL NOT** be placed on a bus under any circumstances. Students who vomit or run a fever (99 degrees or higher) at school **WILL NOT** be permitted to return to school for 24 hours. This is to prevent the spread of viruses and sickness within the school.

Parent/Teacher Conferences

Teachers are always glad to conference with parents. Please call, email or send a note by your child, indicating you would like a conference. The teacher will get in touch with you to schedule a time. Remember that teachers cannot leave their classroom during instruction to answer the phone or talk to parents.

Weapons Detection System (WDS)

A weapons detection system is located at the entrance to our building. Everyone who enters the building must pass through the weapons detection system. If the WDS indicates is triggered the individual and their belongings will be moved to a secondary inspection. All persons, backpacks, purses, bags and personal belongings are subject to search upon entering the building. Any prohibited item will be confiscated, held as evidence and may not be returned. Appropriate disciplinary action will be taken, and law enforcement may be notified.

Discipline

Students are expected to follow all school and classroom rules at all times. Failure to do so will result in consequences. Our teachers will establish a classroom behavior management system that offers the following protocol for handling problematic behavior:

- Warnings
- Parent contact/conferences
- Administration (only when prior steps have been taken unless the offense is a Class II, III or IV violation of the Code of Conduct)

This may include a verbal correction, silent lunch, loss of privileges, office referral, detention, in-school intervention, suspension or expulsion.

Detentions

Detentions are assigned on either Tuesdays or Thursdays depending upon the day the monitoring teacher can stay. All Detentions are held from 6:30am- 7:30am. It is the parent's responsibility to arrange transportation after detention. If a student is scheduled for a detention and is unable to serve it, the parent must provide notification to the school prior to the detention. The detention may be rescheduled by the principal, assistant principal or designee only once for the next detention day. If the student misses the rescheduled detention it will be categorized as defiance and they may be assigned an out of school suspension.

Out of School Suspensions

Major offenses may result in an out of school suspension. These will be assigned by the principal, assistant principal, or designee. Upon completion of the suspension the parent must meet with the principal, assistant principal, or designee to reinstate the student. A student **MAY NOT** return to school until after this reinstatement has taken place. **Suspended students MAY NOT ATTEND ANY TCSS FUNCTION or be on any TCSS property during the time of their suspension or until they have had their reinstatement meeting. Suspended students found at TCSS events will be forced to leave and admission will NOT be refunded. The student also may be cited by the Tuscaloosa County Sheriffs Department for trespassing.**

Bus Suspensions

Riding the school bus is a privilege. Students are expected to sit in their assigned seat for the entirety of the bus ride and follow all rules and directives of the bus driver. If a student misbehaves on the bus he/she may be suspended off the bus for a period of time. Serious or multiple bus infractions may result in a child being removed from the bus for the remainder of the school year.

Parent Involvement

Parent Involvement is a vital part of life at Northport Intermediate School. We appreciate our awesome parents and want as many parents as possible to help. Please "like" our PTO Facebook page and follow along for ways to become involved at our school. Parent volunteers must leave at dismissal unless they are with a faculty member or have received permission from the principal.

Student/Parent Information Guide

TCSS/Parent Information Guide is available online. Northport Intermediate adheres to all policies and procedures included within this guide.

Visitation

Northport Intermediate does NOT allow parent visitors until after Labor Day. This gives our teachers time to acclimate students to the procedures here at school.
Parents are encouraged to occasionally eat lunch with us. All parents/visitors must sign in at the office. Please enter the building using the front door. **You will need your driver's license to check-in at the office before you are allowed into the rest of the building.** The office will then provide you with a Visitor badge. This badge must be visible at all times. This is to ensure that our school is a safe place. Please remember that classes are on a strict schedule for lunch times. Once their class's lunch time is over, the student must follow the class back to their room. Students may not stay behind once the class leaves and the parent/loved one is not permitted to go back to the classroom after lunch. Please do not bring soda for your child. Soda is not permitted at school.
Classroom visits are reserved for parents to observe the classroom. If a parent wants to visit their child's classroom, they must make arrangements with the teacher at least 24 hours in advance. The parent also must sign in the office. While in the classroom, the parent may NOT speak to the child, other children in the room, or the teacher. The teacher will establish the duration of the visit prior to the day of the visit. If you are volunteering, please be respectful of the teacher's rules and procedures at all times.

Attendance

An absence is defined as nonattendance in a regularly scheduled class or activity. To be counted present, a student must be present more than 50% of the allotted time period.

Excuses

In accordance with Alabama law, parents/legal guardians must explain the cause of every absence of students under their control or charge. Every student, upon return to school, must bring a written excuse from home within **two (2) days** following the absence signed by the student's parent/legal guardian for each absence and present it to the Principal or his/her designee. After a total of ten (10) absences in a school year for elementary and middle school students, the parent/legal guardian of student will be required to provide medical or legal documentation for absences to be excused. All written excuses shall be retained for the remainder of the school year in the Principal's office or other approved location.

Excused Absences

All student absences shall be designated as either excused or unexcused. In accordance with Alabama law, a student shall be excused for an absence from school for any one of the following reasons:

- personal illness of the student;
- death in the immediate family;
- inclement weather which would be dangerous to the life or health of the student as determined by the Principal;
- legal quarantine or subpoena;
- with prior permission of the Principal and consent of the parent/legal guardian;
- emergency conditions as determined by the Principal; or
- official religious holiday.

Unexcused Absences

Absence for reasons other than those defined above shall be considered as unexcused. If unexcused absences become an issue, parents will be referred to the Early Warning Program and, at the discretion of the principal, **students may only earn 65% credit on assignments.**

After the 5th unexcused absence of the semester, the student may be assigned MORNING DETENTION for every absence moving forward.

Truancy

Truancy is the habitual and unlawful absence from school. In accordance with the *Code of Alabama*, the parent/guardian is responsible for requiring any student under his/her control or charge and under 17 years-of-age to attend school (Policy 5.43)

Early Warning Truancy Prevention Program

The Early Warning Truancy Prevention Program (EWTPP) requires that a weekly report be submitted to the Student Services department for all students between the ages of 6 and 17 having unexcused absences. It further recommends that the parent/legal guardian be notified of their child's third unexcused absence. Upon the occurrence of a fifth unexcused absence, the parent/legal guardian and student are required to attend an EWTPP conference. At the conference, the parent/legal guardian and student are informed of the State's compulsory attendance laws, court procedures, and consequences of further unexcused absences (Policy 5.43).

Chronic Absenteeism

If a student is absent 10 or more days in a school year, they are considered to be a "chronically absent" student. If a student reaches 10 absences, excused or unexcused, the parent may be required to meet with the principal or his designee each time the student returns from subsequent absences.

Procedure for Tardiness

A tardy is defined as a student's arrival after the official time set for the commencement of the respective school's regular daily activities (i.e., homeroom, roll call, etc.). Tardiness is a Class I Offense in the Student Code of Conduct. Tardiness, for the most part, reflects improper planning and a disregard for punctuality. Tardiness to school is not distinguished as excused or unexcused. If a student is late, he/she is considered tardy. Exceptions will be made for a doctor or dentist office visit if the student brings a note from the doctor or dentist. All other exceptions
must be approved in writing by the administration. Students who are tardy to school or to class will be assigned the following administrative responses:

4th tardy per semester.....Morning Detention, Saturday Detention, or In-School Intervention (if available)

6th tardy per semester.....Morning Detention, Saturday Detention, or In-School Intervention (if available)

8th tardy per semester..... Morning Detention, Saturday Detention, or In School Intervention (if available)

10th tardy per semester.....Morning Detention, Saturday Detention, or In-School Intervention (if available)

After the 10th tardy of the school year, the parent will be required to meet with the principal, assistant principal or their designee before the student will be able to go to class.

Procedures for Checkouts

A checkout is defined as a student's departure from school before the official time set for dismissal. Checkouts are a Class I Offense in the Student Code of Conduct. Checkouts from school are not distinguished as excused or unexcused. Exceptions will be made for a doctor or dentist office visit if the student brings a note from the doctor or dentist. All other exceptions must be approved in writing by the administration. Students who checkout from school or to class will be assigned the following administrative responses

Students will not be called up to the office before the parent arrives to check them out. Only adults listed in INOW on your child's check out list will be allowed to check your child out.

4th checkout per semester.....Morning School Detention, Saturday Detention, or InSchool Intervention (if available)

6th checkout per semester.....Morning School Detention, Saturday Detention, or InSchool Intervention (if available)

8th checkout per semester.....Morning School Detention, Saturday Detention, or In School Intervention (if available)

10th checkout per semester.....Morning School Detention, Saturday Detention, or In-School Intervention (if available)

Each additional checkout per semester.....Parent conference required.