

# **Northport Elementary School**

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## **Student-Parent Handbook 2023-2024**

Welcome to Northport Elementary School! The 2023-2024 school year is going to be great. We've been busy getting prepared for an exciting year. We hope this handbook is helpful and answers questions that may arise throughout the year.

**School Address and Important Numbers:**

Northport Elementary School  
13695 Frankie Thomas Trace  
Northport, AL 35475

Office: (205) 342-2862

Fax: (205) 247-4186

Cafeteria: (205) 342-2863

**Attendance**

All students are expected to attend each school day. Students must be checked in prior to 11:30 a.m. to be considered present. If a student checks out prior to 11:30 a.m. the student will be counted absent. **If a student is absent, the student must bring a written excuse from home within 2 days following the absence signed by the student's parent/guardian. After a total of 10 absences in a school year, the parent/guardian of the student will be required to provide medical or legal documentation for absences to be excused.** More than 5 unexcused check-ins and check-outs per semester will result in disciplinary action. For more information, please see the Tuscaloosa County School System Parent-Student Information Guide.

**Tardies/Check-ins:** The school day begins at 8:00 a.m. All students arriving after 8:00 a.m. will be marked as tardy and must check in at the office, accompanied by an adult.

**Check-outs:** Check-outs are not allowed after **2:20pm** due to the start of after school dismissal. Anyone that comes in after 2:20 will have to wait until the 1<sup>st</sup> bell to pick up a student. The only people allowed to check-out students are those listed on the check-out list. You may be asked to present a picture ID. This procedure is to ensure the safety of your child.

**Car Rider Line**

Our number one priority of arrival and dismissal is student safety. The following tips will help us to get students in and out quickly and safely each day.

**Morning Drop-Off:** Morning drop-off starts at 7:30am. All students being dropped off in the mornings must go through the carline. **No parking lot drop-offs are permitted.** Morning carline will consist of one single line along the sidewalk. Please pull all the way forward to let your child out. In order to keep the line moving quickly, please have your child unbuckled once you enter the school drive. This will allow us to help them exit quickly. **Parents are not allowed to walk students in the building due to safety concerns.**

**Afternoon Pick-Up:** Afternoon carline starts at 2:45 each day. All afternoon pick-ups must pull through the carline. No parking lot pick-ups will be permitted. **When picking up your child, you must post a sign with your child's name(s) so we can read from a distance.** We will have two car rider lines for loading during dismissal unless the weather is not permitting, then we will have one car line. We ask that you remain in your car and refrain from using electronic devices while in the carline. If you need to buckle your child in, we ask that you pull forward and park in the parking lot to help with the flow of traffic. Also, if your child does not respond to the first called attempt during dismissal, we will ask you to park. We will bring your child to you in the parking lot. This will ensure all traffic continues to flow smoothly and safely.

**Discipline**

Our main focus at NES is promoting student safety, developing self-discipline and appropriate social skills, and creating an environment for learning. We have high expectations for our students' behavior and we will do all we can to help them meet the expectations. At NES, we demonstrate CATS Character- We are Caring & Accountable, and we show Teamwork & Self Control. Please read the *Code of Conduct for Students* section in your *TCSS Parent –Student Handbook*.

**Dress Code**

Students are expected to adhere to the TCBOE dress code as specified in the Student/Parent Handbook. The teacher and principal will determine inappropriate or unacceptable attire. Tennis shoes are expected for PE classes.

**Enrollment**

Enrollment is now completed online. Please go to [www.tcass.net](http://www.tcass.net). On the homepage, please go to the "Online Student Registration" section and click the online registration link. Other registration documents will need to be hand delivered to the school. The following items include:

- 2 proofs of residence (one utility bill and one lease/mortgage agreement)
- immunization record
- birth certificate

**Extended Day Information**

The Extended Day Program is an extension of the regular school day, designed to meet after-school childcare needs of working parents. Extended Day Programs in all Tuscaloosa County elementary and participating middle schools operate from the time school is out (around 3 p.m.) until 5:45 p.m. five days a week through the school year, excluding holidays, teacher in-service or half days. We also offer Early Morning Care starting at 6:45 each morning.

There is a \$12.00 registration fee per child for either the afternoon/morning program. Tuition for the program is as follows:

**Daily Rates:**

Morning Care- \$2 per child

1 Child- \$8 daily

2 Children- \$7 per child daily

3 Children- \$6 per child daily

4 Children- \$5 per child daily

Tuition payments will be due each week that students participate. Invoices will be sent at the conclusion of each week and are due upon receipt. Program participants will not be allowed to carry an outstanding balance. Weekly tuition is not reduced based on frequency of attendance.

While this service is designed for families with children in need of everyday after-school supervision, occasional or infrequent stays are welcomed. There will be a \$10.00 late charge for every 5-minute period that any child is not picked up by 5:45 p.m. at the close of the program. The late charge will be added to the weekly invoice.

Terri Stacy is our Extended Day Director. She will be glad to answer any of your questions. Please call the school at 342-2862 for assistance. You may register for Extended Day at [MSBACTIVITIES.COM](http://MSBACTIVITIES.COM).

**Fees**

Different fees may be requested throughout the school year. These fees are usually collected in the classroom. Please place fees in a labeled envelope/bag with the student's name and reason for the fee. Following this routine will help us to make sure the fee gets to the appropriate location. Lunchroom and extended day fees, along with any other fees, can be sent directly to the classroom and we will get it to the correct place. We will also utilize My School Bucks for certain fees throughout the year so please create an account at

**[MYSCHOOLBUCKS.COM](http://MYSCHOOLBUCKS.COM)** and download the APP for easier use.

### **Field Trips**

Field trips are a great opportunity to extend learning beyond the classroom. Our teachers work hard to prepare engaging, organized, and fun field trips for our students. We strive to have this information to you at least a month in advance of the scheduled trip. A few reminders regarding field trips: students are expected to maintain and exhibit appropriate behaviors, students must have a field trip parental permission form signed by their parent/guardian prior to departing for the field trip, and students must travel to and from the field trip destinations with the school unless the parent/guardian have made prior arrangements. No siblings are permitted on field trips. Should you have questions regarding field trips, please contact your child's teacher.

### **Lunchroom Information**

Breakfast and lunch are served beginning the first day of school. Breakfast begins each morning at 7:30 a.m. Students who are eating breakfast should report directly to the cafeteria when they arrive at school. Cashiers will utilize computers to maintain lunch accounts. Students will be assigned a lunch number and will be required to type it in each day. Please help your child learn his/her number in order to help us streamline the checkout process. We encourage everyone to complete a free and reduced meal form at [https://www.myschoolapps.com/Home/DistrictRedirect/TUSCALOOSACS\\_AL](https://www.myschoolapps.com/Home/DistrictRedirect/TUSCALOOSACS_AL). This helps our school district attain federal funds for all students.

Students are encouraged to use appropriate manners in the lunchroom. Please help up by encouraging these behaviors before coming to school. We welcome visitors for lunch. If you plan to accompany your student for lunch, please let your child's teacher know so that you can be added to the lunch count for that day.

Money for extra entrées or a la carte items can be added to lunchroom accounts through:

- MySchoolBucks- This is the same platform for other school fees and Extended Day.
- CASH- Please put in an envelope marked with your student's name, grade, lunch account number and amount.
- CHECK- Please make checks payable to your student's school cafeteria. The check may be brought to the cafeteria and deposited directly into your student's lunch account. Please make sure you put your student's name and lunch account number in the memo section of the check as well as your Driver's License number and phone number.

### **Nurse Information**

It is our priority to keep all of our students healthy and in school. The Tuscaloosa County School system requires all students have a Health Assessment Record form on file in the school health office. This is completed as part of the online registration process. Specific health information can be found in the TCSS Parent-Student Information Guide. A few important reminders include: children should not be sent to school until they have been fever-free for at least 24 hours without taking a fever reducing medication, children should not be sent to school if they have vomited/had diarrhea in the last 24 hours, and in order to administer medication at school a completed School Medication Prescriber/Parent Authorization form is required. For further information, please see the school health information in the TCSS information guide or visit <http://www.tcss.net/Page/9445>. All students must be up to date on their immunizations to attend school. A current record of immunizations must be on file to attend school.

### **Parent Teacher Organization**

At Northport Elementary, we are privileged to have such a dedicated Parent Teacher Organization. We have several opportunities for you to get involved and volunteer your time. We encourage each and every family to join PTO. The membership fee is \$10 per family. If you would like to volunteer, please inform your child's teacher.

**Physical Education**

Physical Education is a required, graded class in elementary school. Each student is expected to participate in PE each day. A note excusing a student from PE may be sent by the parent for one day. Excuses for more than one day at a time will require a doctor's excuse. Tennis shoes are required for PE each day.

**School Schedule**

Northport Elementary school day begins at 8:00 a.m. All students are expected to be in their classrooms and ready to begin each school day by 8:00 a.m. Our school doors open at 7:30 a.m. Students arriving prior to 7:30 a.m. will need to enroll in the early morning program. Kindergarten bus riders dismiss at 2:35 p.m. First and Second grade bus riders dismiss at 2:37 p.m. Car riders (includes Pre-K) and walkers dismiss at 2:40 p.m. Extended day begins at 2:50 p.m.

**School Bus Conduct**

The County Board recognizes that the school bus is an extension of the classroom and requires students to conduct themselves in a responsible manner on the bus. The Board further recognizes that riding a school bus is a privilege that will be revoked if appropriate conduct by the students is not observed.

**School Visitors**

All school visitors are required to report to the school office upon arrival at Northport Elementary. All visitors will be required to sign in and secure a visitor's pass through the Raptor security system. First time visitors will need their driver's license to sign in to the Raptor system. Once the Raptor system clears the visitor, the name will remain in the database. Once entered into the Raptor database system, visitors will sign in to the computer system in the office and a name badge will be printed. Please remember to sign out when leaving the school. Please note parents and visitors are not allowed in classrooms unannounced. We encourage you to set up an appointment.

**Teacher Conferences**

Our teachers are dedicated to maintaining clear and concise communication between students and parents. We encourage parent-teacher conferences to improve and maintain communication among parents, teachers, and students. If at any time, you would like to schedule a conference please notify the teacher in writing or call the school at 342-2862 to make an appointment. If you are requesting a conference with our administrator, please call to request a conference time. Everyone will work diligently to communicate and follow up within 24 hours.

**Transportation Changes**

It is important that you communicate how your student is getting home each day with their teacher. Transportation changes should only occur under special circumstances. Please do not depend on calling the school each day to relay how your student will get home. If you need to change your child's method of transportation throughout the school day or prior to, those changes must be in writing. Changes must be received in the office no later than 2:20. These written changes can be faxed to (205) 247-4186 or emailed to [nestransport@tcss.net](mailto:nestransport@tcss.net). We will not accept transportation changes over the phone. If you need to speak with the transportation department regarding buses, please contact 342-2636.

# 2023-2024 Schedule

Teacher	PE M, T, Th, F	Planning PE Wednesday	Lunch	Specials Time	Art / WonderLab	Library/ Guidance
Pre K						
Brown	8:25-8:55	8:25-8:55	10:30-11:00	12:00-12:30	TH	TU
Moore	8:25-8:55	8:25-8:55	10:30-11:00	12:00-12:30	TH	TU
Kindergarten						
Appleby	10:15-10:55	10:35-11:25	11:40-12:10	12:30-1:00	TH	TU
Belew	10:15-10:55	10:35-11:25	11:40-12:10	12:30-1:00	TH	TU
Chronister	10:15-10:55	11:55-12:45	11:10-11:40	1:10-1:40	TH	TU
E Dunaway	10:55-11:35	10:35-11:25	11:45-12:15	9:30-10:00	TH	TU
Fessler	10:55-11:35	10:35-11:25	11:50-12:20	1:50-2:20	TH	TU
Floyd	12:15-12:55	11:55-12:45	10:35-11:05	8:50-9:20	TH	TU
Jacobs	12:15-12:55	11:55-12:45	10:35-11:05	8:50-9:20	TH	TU
Jones	12:15-12:55	11:55-12:45	10:45-11:15	10:10-10:40	TH	TU
Radke	10:55-11:35	10:35-11:25	11:50-12:20	1:50-2:20	TH	TU
Smith	10:15-10:55	11:55-12:45	11:10-11:40	1:10-1:40	TH	TU
Summerlin	10:55-11:35	10:35-11:25	11:45-12:15	9:30-10:00	TH	TU
Wheatley	12:15-12:55	11:55-12:45	10:45-11:15	10:10-10:40	TH	TU
First Grade						
Banks	9:35-10:15	9:45-10:35	11:35-12:05	8:50-9:20	TU	W
Benton	9:35-10:15	9:45-10:35	11:25-11:55	10:50-11:20	TU	W
Boone-Davis	9:35-10:15	9:45-10:35	11:35-12:05	8:50-9:20	TU	W
Bryan	8:55-9:35	8:55-9:45	12:00-12:30	10:10-10:40	TU	W
Cross	8:55-9:35	8:55-9:45	12:00-12:30	10:10-10:40	TU	W
J Dunaway	8:55-9:35	8:55-9:45	11:55-12:25	12:30-1:00	TU	W
Hagler	9:35-10:15	9:45-10:35	11:25-11:55	10:50-11:20	TU	W
Malone	8:55-9:35	8:55-9:45	11:55-12:25	12:30-1:00	TU	W
Mayo	9:35-10:15	9:45-10:35	11:30-12:00	1:50-2:20	TU	W
Norton	8:55-9:35	8:55-9:45	10:50-11:20	11:30-12:00	TU	W
Pearson	9:35-10:15	9:45-10:35	11:30-12:00	1:50-2:20	TU	W
Second Grade						
Baker	12:55-1:35	12:45-1:35	10:55-11:25	8:50-9:20	W	TH
Fowler	12:55-1:35	12:45-1:35	11:20-11:50	10:40-11:10	W	TH
Greene	1:35-2:15	1:35-2:25	11:05-11:35	12:30-1:00	W	TH
Hutson	1:35-2:15	1:35-2:25	11:00-11:30	12:00-12:30	W	TH
Dockery	1:35-2:15	1:35-2:25	11:05-11:35	12:30-1:00	W	TH
Pucko	1:35-2:15	1:35-2:25	11:00-11:30	12:00-12:30	W	TH
Rowland	1:35-2:15	1:35-2:25	10:40-11:10	10:00-10:30	W	TH
Sappington	12:55-1:35	12:45-1:35	11:20-11:50	10:40-11:10	W	TH
Thomas	12:55-1:35	12:45-1:35	10:55-11:25	8:50-9:20	W	TH
Tyra	12:55-1:35	12:45-1:35	11:15-11:45	1:50-2:20	W	TH
White	12:55-1:35	12:45-1:35	11:15-11:45	1:50-2:20	W	TH

# NES Faculty & Staff

<b>Pre K</b>	<b>Library</b>
Brown, Kaleigh	Hughes, Arielle
Moore, Brittany	<b>Special Education</b>
<b>Kindergarten</b>	Dickey, Kelly
Appleby, Melissa	Ingle, Amy
Belew, Lauren	Milligan, Kim
Chronister, Carleigh	Pressley, Elizabeth
Dunaway, Emily	Tilley, Caroline
Fessler, Liz	<b>Physical Education</b>
Floyd, Julia	Evans, Mike
Jacobs, Ashlyn	Powell, Hayden
Jones, Carla	<b>Instructional Coach</b>
Radke, Lexi	James, Tara
Smith, Macy	<b>Counselor</b>
Summerlin, Bret	Acton, Michelle
Wheatley, Alison	<b>Para Educators</b>
<b>First Grade</b>	Albaradei, Dana
Banks, Courtney	Evans, Jamie
Benton, Cara	Hutchins, Amy
Boone-Davis, Kayla	Sprayberry, Teresa
Bryan, Carly	Waldrop, Brooke
Cross, Tiffany	Williams, Cammelle
Dunaway, Jennifer	<b>Nurse</b>
Hagler, Hannah	DuBose, Allison
Malone, Nancy	<b>Office</b>
Mayo, Laurie	Pate, Jaime
Norton, Anna Catherine	Riedel, Clarissa
Pearson, Katherina	Green, Barbra
<b>Second Grade</b>	Sullivan, Lacey
Baker, Kaycie	<b>Custodians</b>
Dockery, Lori	Evans, Lindsey
Fowler, Becky	Sanford, Nancy
Greene, Ryan	<b>Lunchroom</b>
Hutson, Jenny	Benson, Carla
Pucko, Rachel	Falls, Lacy
Rowland, Lori	Sutton, Jessica
Sappington, Joanna	<b>Art</b>
Thomas, Ashley Beth	Myrick, Ashlee
Tyra, Hannah	<b>Ext. Day</b>
White, Mary Katherine	Terri Stacy
<b>Intervention</b>	<b>GATE</b>
Stacy, Terri	Thompson, Taylor