

Northport Elementary School



Parent-Student Handbook
2018-2019

Welcome to Northport Elementary School! The 2018-19 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) 333-3955
Cafeteria: (205) 342-6155

Attendance

All students are expected to attend each school day. Students must be checked in prior to 11:15 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 are expected to be in their classrooms ready to begin a new school day by 8:00 a.m. Any students not in their classrooms at the conclusion of the Pledge of Allegiance will be marked tardy. All students arriving after 8:00 a.m. must check in at the office and be accompanied by an adult.

Check-outs:

Check-outs are not allowed after 2:15 p.m. 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. If you have any questions about who is identified to check-out your child, we'll be happy to help.

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. Please read the *Code of Conduct for Students, section in your TCSS Parent –Student Handbook*.

Enrollment

Enrollment is now completed online. Please go to www.tcss.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 bill statement and one lease/mortgage agreement)
- immunization record
- birth certificate
- social security card

Extended Day Information

The Extended Day Program is an extension of the regular school day, designed to offer tutorial programs, homework assistance, and enrichment programs for students and 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.

Extended Day Tuition and Fees

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

\$35.00 per week for one child

\$60.00 per week for two children in the same family

\$75.00 per week for three children in the same family

\$90.00 per week for four children in the same family

\$15.00 per week for each additional child in the same family, exceeding four

(No daily discounts are to be given. Discounts are only for students attending weekly.)

Tuition payments will be due every Friday for the coming week. Fees can also be paid in advance on a monthly basis. Program participants will not be allowed to carry an outstanding balance. Weekly tuition is not reduced based on frequency of attendance.

Daily tuition is \$8.00 (\$2.00 for the morning program) per child, payable in advance of day of stay. 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 is due on the date that the late pick up occurs.

Nancy Dunaway is our Extended Day Director. She will be glad to answer any of your questions. Please call the school at 342-2862 for assistance. The office will be able to provide you with the Extended Day Program Registration form.

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.

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. 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. Free and reduced meals will be available for qualifying students in accordance with the policy adopted by the Board of Education. You may visit https://www.myschoolapps.com/Home/DistrictRedirect/TUSCALOOSACS_AL to apply for free and reduced meals. Cashiers will utilize computers to maintain lunch accounts. This will enable them to accept payment by the day, week, month, or term/semester. Lunch money can also be added to lunchroom accounts Through:

Option 1

PAY ONLINE USING [MySchoolBucks](#)

Tuscaloosa County Schools is excited to announce MySchoolBucks.

This new service allows you to pay for school meals online using a credit/debit card or electronic check.

What is MySchoolBucks?

MySchoolBucks is an online payment service that provides parents the ability to securely pay for meals, monitor student cafeteria purchases and receive email notifications for low account balances.

How do I Enroll?

- Go to www.myschoolbucks.com or download the [mobile app](#) and register for your free account.
- Add your students using their school name and student ID.
- Make a payment to your students' accounts with your credit/debit card or electronic check.

A program fee may apply. You will have the opportunity to review any fees and cancel if you choose before you are charged.

If you have any questions, please visit www.myschoolbucks.com and click Help or call MySchoolBucks Customer Support at 1-855-832-5226.

Option 2

MOBILE DEVICE APP through MySchoolBucks

[MySchoolBucks](#) now offers an app for your smart phone. Parents or guardians can now view lunch account balances and also items purchased at the school cafeteria. MySchoolBucks ensures your money will go directly into your student's account. You can download the app at Google Play or iTunes by searching for "MySchoolBucks". Log into the [MYSCHOOLBUCKS](#) app with the same username and password that you use for [MySchoolBucks](#).

Option 3

CASH

Cash may be brought to the cafeteria and deposited directly into your student's lunch account. It is helpful for our employees if the cash is put in an envelope marked with your student's name, grade, lunch account number and amount.

Option 4

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.

Breakfast begins each morning at 7:30 a.m. Students who are eating breakfast should report directly to the cafeteria in the mornings.

Elementary School Breakfasts for Students	\$1.50
Reduced Price Breakfasts	\$0.30
Visiting Adult Breakfasts	\$2.00

Elementary School Lunches for Students	\$2.65
Reduced Price Lunches	\$0.40
Visiting Adult Lunches	\$4.25

Nurse Information

It is our priority to keep all of our students healthy and in school. Our school nurse is Mrs. Smith. The Tuscaloosa County School system requires all students have a Health Assessment Record form on file in the school health office. If you have not filled out this form, please contact the school nurse. 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 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.tcass.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 joining fee is \$10 per family. If you would like to volunteer, please sign up on one of the volunteer forms that can be found outside the PTO office. For all other information, you can email PTO at northportPTO@gmail.com or send a message via Northport Elementary School's Facebook page.

School Schedule

The 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 2:42 p.m. Extended day begins at 2:50 p.m.

Car Rider Line

If you are picking your child up in the car rider line, we ask that you please 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 while cars are being loaded. 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 pull forward and park to pick up your child. We will bring your child to you in the parking lot. This will ensure all traffic continues to flow smoothly and safely.

Check-Outs

There will be no check-outs allowed after 2:15 due to the start of after school dismissal. Anyone that comes in after 2:15 will have to wait until the 1st bell to pick up a student.

Student Arrival

We encourage all parents that will be dropping students off in the morning to use our car rider line. This will allow for faster drop off times and is also safer than parking and walking students to the door. If you do park, please use our crosswalk. **Parents are not allowed to walk students in the building after the first two days of school due to safety concerns.**

Students will walk directly to their classroom on the first two days of school. After the first two days, kindergarten students will report to the lunchroom and 1st and 2nd grade students will report to the gym until 7:45 unless they will be eating breakfast. If any parents should need to enter the build in the morning, please sign in through the front office.

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 down to 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. They will be glad to set up an appointment time for you to meet together. 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

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 2:15. These written changes can be faxed to (205) 333-3955 or emailed to jkelly@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.

Faculty/Staff

Pre K	Special Education
Moore, Brittany	Bailey, Hope
Pressley, Elizabeth	Case, Selena
Kindergarten	Hickman, Tonya
Belew, Lauren	Todd, Katie
Dunaway, Emily	Counselor
Dyer, Kelsey	Courtney Boothe
Fanning, Misty	Physical Education
Floyd, Julia	Mike Evans
Heaton, Kaleigh	Instructional Coach
Hoggle, Macy	Ashley Davidson
Hughes, Arielle	Intervention
Jacobs, Ashlyn	Holly Richardson
Jones, Carla	Classified
Stroud, Sarah	Albaradei, Dana
Walker, Cody	Beams, Lori
First Grade	Gordon, Joy
Baker, Kaycie	Hutchins, Amy
Banks, Courtney	Slagel, Krista
Beams, Tamara	Wilkerson, Lana
Browning, Caitlin	Nurse
Cross, Tiffany	Smith, Toni
Dunaway, Jennifer	CNP
Fessler, Elizabeth	Arrowood, Rhonda
Malone, Nancy	Benson, Carla
Marquis, Leslie	Carpenter, Amanda
Mayo, Laurie	Davis, Yvonne
Second Grade	Falls, Lacey
Barnes, Tracie	Office
Bechtel, Nikki	Campbell, Jeff
Fowler, Becky	Pate, Jaime
Greene, Ryan	Kelly, Judy
Pucko, Rachel	Sullivan, Lacey
Rowland, Lori	Extended Day
Sappington, Joanna	Dunaway, Nancy
Sparks, Tina	Custodians
Stacy, Terri	Meriwether, Tesa
Thompson, Misty	Sanford, Nancy
White, Mary Katherine	
Library	
Avent, Cristal	



Welcome to a new school year! My name is Mike Evans and I am the physical education teacher at Northport Elementary School. Mrs. Beams, PE para educator, and I look forward to teaching your child in Physical Education. Please read and sign the form below and return to your child's teacher.

NES Physical Education Department Philosophy

Physical education is an integral part of the total educational program of each student in our school. Through the medium of sport and movement all students will participate in a physical education program that fosters each student's personal health, fitness, and safety. Through exposure to a wide variety of activities, students will gain the necessary knowledge to understand the importance of and make educated decisions around opportunities to achieve and maintain a healthy lifestyle.

The NES physical education department is committed to the development of each and every student. Social skills including respect, cooperation, communication, teamwork, and sportsmanship are an important aspect of the physical education curriculum.

NES P.E. DRESS CODE

- Shoes must have a closed toe and back—tennis shoes are preferred. Please **NO flip flops. THIS IS FOR YOUR CHILD'S SAFETY.**
- Please make sure your child dresses accordingly to the weather. Label coats with your child's name.
- Skirts or dresses should not be worn unless shorts are worn underneath.

NES P.E. Excuse Policy

- For a student to sit out in P.E. they must have a written note from a parent or legal guardian.
- When writing a parent note, please state the reason your child needs to sit out and how many days your child needs to sit out. Please sign, date, and include your child's teacher's name on the note.
- After three days of missed P.E., a doctor's note will be needed.
- As with classroom attendance, your child may not miss more than ten days of physical education class without a doctor's excuse.

-----cut on dotted line-----

Parents please sign below stating that you have read and understand our dress code and excuse policy. Students will need to turn this in to his/her classroom teacher.

Student's Name: _____

Classroom teacher's Name and grade level.
: _____

Parent/Guardian: _____



Master Schedule

Teacher	Physical Education	Lunch	Library/Counseling
Pre-K	8:25-8:55	10:40-11:10	
Floyd, Hughes Walker, Jacobs	10:55-11:35	12:05-12:35 12:10-12:40	Tue. 1:25-1:55 Wed. 1:25-1:55
Dyer, Heaton Belew, Dunaway	11:35-12:15	10:45-11:15 10:50-11:20	Thu. 1:25-1:55 Thu. 10:00-10:30
Jones, Fanning Stroud, Hoggle	12:35-1:15	11:00-11:30 11:05-11:35	Tue. 10:00-10:30 Wed. 10:00-10:30
Marquis, Baker Cross, Mayo	8:55-9:35	11:15-11:45 11:20-11:50	Tue. 12:50-1:20 Wed. 12:50-1:20
Malone, Beams JD, Banks	9:35-10:15	11:25-11:55 11:30-12:00	Thu. 12:50-1:20 Thu. 10:35-11:05
Lee, Fessler Browning	10:15-10:55	11:35-12:05 11:40-12:10	Tues. 12:15-12:45 Wed. 12:15-12:45
Pucko, Bechtel, Barnes, Thompson Stacy, Sappington	1:15-1:55	11:55-12:25 12:00-12:30 10:55-11:25	Tue. 10:35-11:05 Thu. 11:10-11:40 Thu. 12:15-12:45
Fowler, Sparks White, Rowland Greene	1:55-2:35	11:45-12:15 11:50-12:20 11:10-11:40	Tue. 11:10-11:40 Wed. 11:10-11:40 Wed. 10:35-11:05

2018-2019 School Calendar – Tuscaloosa County School System [Approved: November 13, 2017]

AUGUST 2018				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

SEPTEMBER 2018				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

OCTOBER 2018				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

NOVEMBER 2018				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

DECEMBER 2018				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Legend	
5	Student Attendance Day
5	Students Out; Fac/Staff Dev
5	Holiday - No School
5	Start of semester
5	Early Release

JANUARY 2019				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

FEBRUARY 2019				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

MARCH 2019				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL 2019				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY 2019				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE 2019				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

2018	
Aug. 2	Institute/Faculty Meetings
Aug. 3	Professional Development (Local)
Aug. 6	Professional Development (System)
Aug. 7	Teacher Work Day
Aug. 8	First Day Students
Sept. 3	Labor Day
Sept. 4	Professional Development
Oct. 8	Fall Break
Oct. 9	Professional Development
Nov. 12	Veterans' Day (Observed)
Nov. 19-23	Thanksgiving Holidays
Dec. 20	Half Day for Students
Dec. 21- Jan. 2	Winter Holidays

2019	
Jan. 3	Professional Development (Local)
Jan. 4	Teacher Work Day
Jan. 7	First Day for Students
Jan. 21	MLK, Jr. Birthday Holiday
Feb. 18	President's Day Holiday
Feb. 19	Professional Development
March 11-15	Spring Break
April 18	Professional Development
April 19	April Holiday
May 22	Half Day for Students
May 23	Half Day for Students/Last Day for Students
May 24	Teacher Work Day - Last Day for Teachers
May 27	Memorial Day

Grade Reporting Periods			
Nine Week Periods	Total Days	Progress Report	Report Card
Aug 8 – Oct 12	44	Sept 7	Oct 19
Oct 15 – Dec 20	43	Nov 9	Jan 11
Jan 7 – Mar 8	42	Feb 8	Mar 22
Mar 18 – May 23	48	Apr 17	May 23

Attendance/Work Days		
Month	Students	Faculty/Staff
Aug	18	4
Sep	18	1
Oct	21	1
Nov	16	0
Dec	14	0
Jan	18	2
Feb	18	1
Mar	16	0
Apr	20	1
May	17	1
Totals:	176	11

Important Dates

- August
 - 30th Fall Pictures
- September
 - 11th Parent Night @ 6:00 pm
 - 28th Duty Free Lunch
- October
 - 18th BBQ Drive Thru Dinner
 - 27th Fall Festival 3:00-6:00 pm
- November
 - 2nd Santa Pictures
 - 9th Veterans Day Program
- January
 - 10th Class Pictures
- February
 - 1st Grandparents Day (2nd Grade)
 - 8th Grandparents Day (1st Grade)
 - 22nd Grandparents Day (pre-k & Kindergarten)
- March
 - 4th-8th Penny Drop
 - 5th Spring Pictures
 - 27th Drive Thru Dinner
- April
 - Fun Run Collections 1st-12th
 - 12th Fun Run
- May
 - 10th Field Day