



**NORTHSIDE ALTERNATIVE  
ELEMENTARY SCHOOL**

**PARENT HANDBOOK**

**It made a difference to that one!**

Office- 397-6143  
Transportation- 397-0870

## The Starfish Story

An old man was picking up objects off the beach and tossing them out to sea. A young Man approached him and saw that the objects were starfish. “Why in the world are you throwing starfish into the water?”

“If the starfish are still on the beach when the tide goes out and the sun rises high in the sky, they will die”, replied the old man.

“That is ridiculous. There are thousands of miles of beach and millions of starfish. You can’t really believe that what you’re doing could possibly make a difference!”

The wise old man picked up another starfish, paused thoughtfully, and remarked as he tossed it out into the waves.

“It made a difference to that one.”

## **Foreword**

### **To Students**

This handbook outlines the policies and procedures pertaining to student activities and responsibilities as set forth by the Board of Trustees of the Northside Independent School District. We ask you read, understand, and abide by the rules and regulations stated in this handbook.

### **To Parents**

The purpose of this handbook is to give you and your child information about the Northside Alternative Elementary School (NAES). Frequent reference to this handbook will acquaint you with the functions of this program. Please feel free to contact the teachers, the behavior specialist, and the administration any time you feel they can be of service.

The home is the greatest influence upon your child during the early years of life: from these influences your child develops his/her first habits and obtains most of his/her ideals and attitudes. The influence of a good home cannot be duplicated in the school; therefore it is important that the home and school work together for the best development of your child.

Please make every effort to encourage your child to attend school regularly and to be on time. Failures are often attributed to irregular attendance, while tardiness tends to develop the wrong habits towards life responsibilities.

We look forward to working with you.

### **Purpose**

The purpose of the Northside Alternative Elementary School (NAES) is to provide a positive disciplined educational setting for those Northside elementary students whose disruptive and/or unacceptable behavior warrants removal from their home campus. The Northside Alternative Elementary School offers a supervised, highly structured educational alternative to expulsion.

## **Personnel**

J.B. York	Principal
Maria Martinez	Secretary
Greg Koonce	Behavior Specialist
Julie Dobson	Teacher Intermediate
Beverly Barrett	Teacher, Intermediate
Barbara Polanco	Teacher, Primary
Lydia Lopez	Instructional Assistant
Christine Rodarte	Instructional Assistant

## **Who can help? 397-6143**

### **Ask for your child's TEACHER if you need to:**

1. Check on your child's academic progress.
2. Check on your child's behavior.

### **Ask for the SECRETARY if you need to:**

1. Check on your child's medication.
2. Schedule an intake conference.
3. Pick up your child from school.
4. Leave a message for a teacher or schedule a parent-teacher conference.
5. Ask about your child's attendance.
6. Notify the school that your child will be absent from school.

### **Ask for the BEHAVIORAL SPECIALIST if you need to:**

1. Schedule a parent session.
2. Schedule a behavior management conference.
3. Check on transition planning.
4. Check Admission, Review and Dismissal (ARD) information.

### **Ask for the ADMINISTRATOR if you need:**

1. Obtain information on discipline matters.
2. Schedule a conference for any reason.
3. Ask any questions regarding administrative, logistical, and curricular concerns.
4. Ask questions pertaining to policies, rules, or procedures.

## **Assignment to Northside Alternative Elementary School**

Students are assigned to the Northside Alternative Elementary School only after a hearing has been conducted to determine the appropriateness of the assignment. Participants in this hearing include the School Board's designee, an administrator from the student's home campus, the student's parent/guardian, and the student.

In the case of special education students, an ARD committee is convened at either the home school campus or at the Northside Central Office to determine the most appropriate educational setting.

While assigned to the Northside Discipline Alternative Elementary Program, students must demonstrate their ability to conform to the program rules. Failure to comply or any serious offense committed, as identified in the Student Code of Conduct, will result in another hearing at the Northside Central Office.

### **Academic**

Students will be given the same curriculum as students at their home campus. This includes District and State level tests.

### **Social Skills Development**

One of the goals of the Northside Alternative Elementary School is to help students learn the social skills necessary to interact appropriately with their teachers and peers. Throughout the enrollment period, emphasis is placed on learning appropriate social skills through the application of different curriculum models. The staff at NAES has been trained in the "Boys Town Model Social Skills Curriculum", which is firmly rooted in the principles of behavior analysis and the social learning theory. The staff is also trained in "Second Step: A Violence Prevention Curriculum."

### **Report Cards**

If your student is at the alternative school at report card time, they will receive a report card to take home for your signature and it should be returned the next day. Grades will be sent to their home campus when they complete their assignment here at NAES.

## **Guidelines**

1. **The goals for the students assigned to the NAES are to:**
  - A. Understand the relationship between their misbehavior and the consequences of the misbehavior.
  - B. Analyze the behavior that resulted in the assignment to NAES.
  - C. Accept responsibility for that behavior.
  - D. Modify their behavior to be successful at home, at school and in the community.
  
2. **In-Take conference:**

An in-take conference is required before the student's first day at NAES. Both the student and parent/guardian must meet with NAES staff to discuss policies and procedures and sign required forms.
  
3. **Responsibilities of the student and parent:** In order for the student to be successful, both the student and parent/guardian must accept certain responsibilities.
  - A. Student responsibilities:
    1. Maintain consistent and punctual attendance.
    2. Complete assigned work in a timely and accurate manner according to NAES standards.
    3. Comply with district policies and the Student Code of Conduct.
    4. Comply with the rules, policies, procedures, and dress code of the NAES.
    5. Work cooperatively with the NAES staff.
  
  - B. Parent Responsibilities:
    1. Promote consistent and punctual attendance.
    2. Emphasize NAES goals and skills at home.
    3. Attend parent sessions.
    4. Attend any conference needed to review student status or progress.
    5. Provide program staff with pertinent background information.
  
4. **Teacher/Parent/Student Conference:**

Parents are periodically requested to attend school conferences to discuss their child's progress. School staff will initiate telephone conferences as well. Parents are also encouraged to contact the teacher and other school staff concerning student progress.
  
5. **Daily Teacher/Parent Communication:**

Parents will receive a daily communication folder from the teacher. The purpose of the folder is to provide an opportunity for the teachers and parents to communicate daily regarding student progress.

Parents are expected to discuss and practice the skills with the student and indicate under parent comments how the student is doing at home. The student is responsible for returning the form the next day with the parent signature.

6. **Attendance**

Texas Law requires all children between the ages of 6 and 18 to attend school. NISD will prosecute parents who fail to require their children to attend school as required by law.

7. **Food Service**

Breakfast and lunch are provided through NISD food service on a daily basis. Students may bring their lunch in an approved container. **“Fast food” or food from a restaurant cannot be delivered to students for breakfast or lunch during the school day.** During breakfast and lunch students are not allowed to talk since each student will be involved in the required sustained silent reading program when they have finished eating.

8. **Length of stay at NAES:**

The student is initially assigned to NAES for a specified period of successful days to be determined by Pupil Personnel Services. The required number of successful days must be completed before the student can be reinstated at the home campus.

➤ **An unsuccessful day will result in an additional day at NAES.**

9. **Additional days in the Program:**

Additional days in the program will occur in all the following situations:

A. Truancy: According to NAES, the following are considered to be situations involving truancy:

1. Leaving NAES without permission by a staff member.
2. Failure to go to the classroom immediately upon arriving at the campus.

B. Days absent from school must be made up before student can finish their assigned days at NAES.

C. Step Process: Once a student reaches step 4 in a given day, a parent is contacted and a student must attend NAES for an additional day.

D. Trespassing (being on any NISD property other than NAES).

E. Failure to follow dress code.

F. Failure to return daily report after initial warning.

G. Failure to bring absence excuse after initial warning.

H. Serious offense: any offense identified by the Student Code of Conduct as being serious in nature.

## **10. Medication:**

In cases where medication must be administered at school the following procedures apply:

- A. Students may not bring medicine to school. All medications will be brought directly to the NAES office by the parent. No medication will be kept in the classroom nor may students administer their own medication.
- B. Prescription medication will be brought to the program in a properly labeled prescription container. Short-term medication (no longer than two weeks) will be administered only if the school's Special Health Form is completed by a physician.
- C. The administration of non-prescription medication is normally not permitted, but may be authorized by the administrator under the following circumstances:
  - 1. If ordered by the child's physician accompanied by a written request from the parent and brought in the original manufacture's package.
  - 2. If the child is experiencing pain due to causes such as post-surgical procedures, injury or dental procedures. In such cases, pain relief medication such as Tylenol, Advil, or aspirin may be administered if accompanied by a written request from the parent and brought in the manufacture's package.
- D. Left over medication:

These medications must be picked up by a parent. Students may only take home empty medication containers. If medicine remains for more than two weeks, parents will be informed and medicine will be disposed.

## **11. Transition back to regular campus:**

- A. All placements at the NAES will be reviewed at a weekly staffing. Home campus staff will be kept informed on a weekly basis.
- B. A pre-staffing will be held with the appropriate home campus staff and the NAES staff to plan the transition.
- C. The NAES Behavior Specialist, or Administrator, will coordinate the transition back to the home campus.
- D. Consultation and support will be provided by the Behavior Specialist as necessary to ensure that the student makes a successful transition.

## **NAES CLASSROOM RULES**

1. Be on task at all times.
2. Respect others and all property.
3. Raise your hand for requests.
4. Remain in designated area.
5. Follow all instructions.

## **NAES Step Process**

1. Redirection/Warning
2. Teaching interaction and 5 minutes time-out at desk.
3. Student conference with the administrator.
4. Student was uncooperative and required an additional time-out to regain self-control.
5. Parent is contacted. Student may be sent home. Parent is informed that the student has had an unsuccessful day and another day will be added.

### **\*Severe Clause:**

The student who is non-complaint will:

- A. Be referred to the administrator.
- B. Receive an unsuccessful day.
- C. Another day will be added.
- D. Parent will be contacted.

## **Northside Alternative Elementary School Rules**

1. High academic standards will be enforced. Students who fail to complete class work and homework assignments will be referred for disciplinary action.
2. Students will walk in an orderly manner from one area to another on campus under staff supervision.
3. When students enter a classroom, they will sit in an upright position in their assigned seats.
4. Talking on campus is limited to classroom discussions.
5. Parents are responsible for discussing with their child and signing the daily report form. The student is responsible for returning it to the teacher.
6. Money, toys, and other nuisance items are not allowed.
7. Students are responsible for NAES textbooks and property. Purses and wallets will be handed to the teacher for safe keeping during school hours.

8. Students are prohibited from setting foot on any NISD property, as well as, other property upon which school activity is taking place. This rule is in effect 24 hours a day, 7 days a week.
9. Absences from school are excused only when accompanied by a doctor's note. All absences will be made up so that assigned time will be fulfilled.

**Transportation:**

District transportation will be provided:

1. As long as the student follows transportation policies.
2. An adult who is listed on the transportation form is in view at the time of pick-up and drop-off.
3. A parent or guardian will call the transportation dispatcher at (397-0870) before 6:15 a.m. if the student will not be riding the bus.
4. Students will sit in assigned seats and remain in their assigned seats at all times while on the bus.
5. Students are to sit quietly on the bus and will not scream, use profanity, make obscene gestures, yell out the windows, eat or drink while on the bus.
6. Students will keep their hands, feet, and head inside the bus at all times.
7. Students will comply with all transportation policies. Violations will result in the student being removed from the bus.