

NORTHSIDE ALTERNATIVE MIDDLE SCHOOL CAMPUS HANDBOOK

NORTHSIDE ALTERNATIVE MIDDLE SCHOOL ADMINISTRATION

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Section A Campus Handbook 2021-2022

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WELCOME

The Northside Alternative Middle School is dedicated to the dual purpose of helping students acquire the skills necessary for success and instill beliefs consistent with making good decisions. Therefore, it is necessary to have certain rules to insure each individual the opportunity to benefit from their educational opportunity. This handbook outlines some of the basic policies around which your school functions. Frequent reference will keep you informed of guidelines and allow you to take full advantage of all school offerings. Please feel free to contact teachers and administrators when you deem it necessary. The cooperation of school patrons, based upon the knowledge of the school, will result in a more efficient and successful school program. Conferences may be scheduled by calling the school at the following number, 397-2070.

The Purpose Of Alternative Middle School

The purpose of the Northside Alternative Middle Schools is to provide a positive and disciplined educational setting for Northside middle school students whose unacceptable behavior or involvement with alcohol, drugs or other substances at their regular school warrants removal from their home campus. Northside Alternative Middle Schools offer a supervised, highly-structured educational environment with a supportive counseling program.

ASSIGNMENT TO THE NORTHSIDE ALTERNATIVE MIDDLE SCHOOL

Students are assigned to the Northside Alternative Middle School only after Northside staff has determined the appropriateness of the assignment. In the case of students receiving special education services, an Admission, Review and Dismissal (ARD) committee is convened to determine the most appropriate placement. Students are assigned to the Northside Alternative Middle School through the hearing process conducted at the Office of Pupil Personnel. The Hearing Officer determines the initial length of the assignment to Northside Alternative Middle School. Each student must meet the following criteria to be eligible to return to the home campus: complete the time assigned by the Hearing Officer, earn passing grades in all courses during the assignment to Northside Alternative Middle School, demonstrate appropriate behavior as determined by the principal, and have appropriate attendance. Any student who is not successfully meeting the above criteria may be extended beyond the original length of assignment as deemed appropriate by the Principal. While assigned to the Northside Alternative Middle School, students must demonstrate their ability to conform to the school rules. Failure to do so may result in a hearing at the Central Office with the recommendation for the student's expulsion from the Northside Independent School District.

Mission, Vision and Core Beliefs

Mission - Northside Middle School will empower students academically and socially to be problem solving global citizens.

Vision - Northside Alternative Middle School students will rise to the challenge of recognizing and developing their educational and personal goals.

Core Beliefs - We are committed to:

- Promoting high achievement and academic success through collaboration and shared decision making.
- Creating a nurturing, safe, and supportive atmosphere.
- Providing data driven instruction.
- Differentiating instruction to meet the needs of all students.
- Seeking and implementing innovative teaching techniques to promote academic excellence.
- Implementing research-based best practices that support critical thinking and problem solving.
- Utilizing current technology to enhance the quality of instruction

PEOPLE WHO CAN HELP YOU

The Principal

The Principal is responsible to the Superintendent of schools for proper administration of Northside Alternative Middle School. It is his duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. He will be glad to help you with any of your concerns. Conferences can be scheduled by calling 397-2070.

The Associate Principal/Assistant Principal

The Associate Principal and Assistant Principal work directly with the principal in the management and organization of the school. They handle the day-by-day operations of the school and assume the responsibility of the Principal in his absence.

Due to morning duties and responsibilities on campus, administrators are not available for conferences prior to 8:40 a.m. We strongly suggest that if you wish to speak to an administrator, or have a conference with them, that you call 397-2070 to schedule an appointment. If you are unable to reach an administrator directly by phone, please leave a message and a campus administrator will return your call within 24 hours.

The Counselor

All students have access to our guidance counselor. Your counselor will be happy to assist you with problems concerning both school and your personal life. If you want an appointment with our counselor you can call 397-2070 to schedule an appointment. Parents can refer their child by contacting the counseling office. Students can refer themselves through the online referral system posted in every classroom, hallway, and restroom. If our counselor cannot see you that same day she will make an appointment with you for the next day. Conferences with students receive first consideration of the counselor's time. *The function of the counselor is advisory, not disciplinary, and all information is confidential.*

The Nurse

The school nurse is available to help you at school with medical emergencies and will work closely with your parents and physician in administering prescribed medication. The clinic is located in the main office. Please notify the school nurse through the front office of any medical conditions that may be of concern. The school nurse is unable to administer over-the-counter medication to your child and can only administer prescriptions in their original container.

The Police Officer

The Police Officer assists students when needed and helps maintain a safe environment. He helps supervise after school events and helps monitor traffic. The SAFE hotline number is 397-7233 or text safe@nisd.net.

GENERAL INFORMATION

ATTENDANCE PROCEDURES

Following any absence, students should bring a dated note signed by the parent explaining the reason for the absence. If a doctor saw the student, a note should be obtained from the doctor explaining the absence. All doctors' notes should be sent to the school to substantiate absences. All notes should be turned into the front office within 5 days of the student's absence. Students should bring all notes to the front office between 7:55 and 8:40 a.m. A note for a student's absence may also be faxed to the attention of the Attendance Secretary to 561-2074 or can be emailed through the CONTACT SCHOOL link on the Northside Alternative Middle School website. Please add your child's id number on the note to ensure that the absence is appropriately processed

BACKPACKS / BOOK BAGS

Backpacks and/or book bags are not allowed at the Alternative Middle School. All supplies and books will be provided.

BREAKFAST AND LUNCH PROCEDURES

All students will enter the cafeteria in an orderly manner. There are specific rules on how students sit in the cafeteria. Students must raise their hand for permission to leave their seat. Duty Staff will dismiss students and students may not leave the cafeteria before permission is granted. Students are required to keep their area clean. While in the cafeteria line, students are to only touch the food items they intend to buy.

Breakfast and lunch are provided through NISD food service on a daily basis in a structured and monitored environment. Students may bring lunches from home, but they are subject to search. No restaurant food may be delivered to students at the alternative schools. All food brought for lunch is to be consumed during the lunch period in the lunchroom. Any food item brought to school must be in a one-time-use container, and must be discarded at the end of the meal period.

Breakfast/Lunch Money - Go to <https://www.nisd.net> to access your student's cafeteria account and add money as needed. We encourage parents to monitor their student's lunch account online to prevent any problems that deal with your child's purchases.

BUS ASSIGNMENTS AND TRANSPORTATION

Students are required to ride the designated bus assigned to them by transportation. Riding a bus is a privilege, not a right. Students may be assigned a specific seat on their bus. Students using the bus service are to be at their designated bus pick up point prior to the scheduled arrival time.

If a student is not going to ride a bus home after school, the parent must contact the school by no later than 3:15pm. Unless the student has been removed from the bus or other arrangements have been made, he/she will be placed on the bus after school in order to ensure the

student will have transportation home. All bus routes and assignments of students are done through the district's transportation offices.

CAMPUS OPERATING HOURS

- Classes begin for Northside Alternative Middle School at **8:40 a.m.** and end each afternoon at **4:05 p.m.** each day, Monday through Friday.
- The doors will be opened at 7:45 a.m for students either removed from the bus or other transportation arrangements have been made. Front Office Hours are from 7:45 - 4:30 PM.
- Students will not be allowed to be checked out after 3:45 PM due to dismissal procedures.

CAMPUS VISITORS

All Parents and Visitors are required to register in the Front Office with the Principal's secretary regardless of how long they plan to stay on campus, and must indicate the reason for visiting the campus. They are also required to sign-out prior to leaving the campus. Upon sign-in, all Parents and Visitors should receive a Visitor's Pass, and must wear this pass where it can be visible to staff. These precautions are taken to ensure a safe environment for our students and staff. All volunteers and mentors are also required to do a criminal background check before volunteering on campus or field trips. The background check may be done on-line through the NISD website.

DELIVERY OF ITEMS/ OUTSIDE FOOD ITEMS

In an effort to minimize interruptions and maximize instructional time, **we do not deliver items directly to students.** However, we also recognize that students will sometimes forget an item at home. We will deliver glasses, school items (books, assignments, etc), house keys, and lunch money. For all other items, the student is expected to come by the office BETWEEN classes to retrieve their belongings. No business will be permitted to deliver food to a student (i.e. pizza delivery, sandwich delivery, food delivery services). This procedure helps the school to maintain an academic environment and is effective in helping students practice personal responsibility.

Dress Code

The district has adopted standardized attire for all students enrolled in the Northside Alternative Middle School. All students assigned to the DAEP campus will adhere to the standardized attire requirement.

This consists of the following:

1. Pants: Blue jeans w/ no holes, cuts or slits
2. Shirt: White polo-style shirt (without large logos or emblems)
3. Footwear: Socks and athletic shoes must be appropriate for school

The student's standardized attire must be of proper fit and proper appearance. No hats, bandanas or other headgear are permitted. Bags, purses, or backpacks are also not allowed. Violations of the standardized attire will result in the inappropriate items being confiscated and held for release to parents. Items left at the end of the school year will be considered abandoned and will be donated to charity. Parents may be contacted if necessary to provide the proper attire should their child arrive at school and not be in compliance with the school's standardized dress code.

The above information is subject to change as new trends in gang-related activities or other societal fashion concerns need to be addressed. The above standardized attire replaces the Northside Independent School District's dress code for the duration of a student's assignment to Northside Alternative Middle School.

Final determination of acceptable dress code and grooming rests with the Principal or his/her designees.

ELECTRONIC DEVICES/ TECHNOLOGY

School districts throughout the country, including Northside ISD, have moved into the "Information Age" by providing network and Internet access for students. Technology will be used abundantly at Northside Alternative Middle School. With this privilege comes responsibility. Students must use the Northside network and the Internet in a responsible, efficient, ethical, and legal manner in accordance with the Northside ISD Acceptable Use Policy. At the beginning of each school year there are two forms that must be signed and returned to the school before your child will be able to use a networked computer at Northside Alternative Middle School.

TO FUNCTION EFFECTIVELY IN THIS ENVIRONMENT, STUDENTS MUST ASSUME PERSONAL RESPONSIBILITY TO BEHAVE ETHICALLY, EVEN WHEN TECHNOLOGY PROVIDES THEM THE FREEDOM TO DO OTHER- WISE. THE USE OF THE NORTHSIDE NETWORK AND THE INTERNET IS A PRIVILEGE, NOT A RIGHT, WHICH MAY BE REVOKED AT ANY TIME FOR INAPPROPRIATE BEHAVIOR. USERS ASSUME RESPONSIBILITY FOR UNDERSTANDING THE ACCEPTABLE USE POLICY AND GUIDELINES AS A CONDITION OF USING THE NORTHSIDE NETWORK AND THE INTERNET. USE OF THE NORTHSIDE NETWORK THAT IS INCONSISTENT WITH THIS POLICY MAY RESULT IN LOSS OF ACCESS AS WELL AS OTHER DISCIPLINARY OR LEGAL ACTION.

CELLULAR PHONES

Northside Independent School District's telecommunication device policy allows middle school students to have possession of a cellular telephone while on school property, or while attending school-sponsored or school-related activities on or off school property. Since the Northside Alternative Middle School is an alternative educational program and a disciplinary educational campus for students, possession of a cellular telephone is not allowed at any time on campus. Consequences for possession of a cell phone/personal electronic device on campus includes confiscation of the device and requiring parents to pick it up at the school office. Any electronic devices used in the classroom will be provided by the classroom teacher.

GRADE REPORTING THROUGH HOME ACCESS CENTER (HAC)

Parents are encouraged to regularly monitor their student's progress throughout the year by utilizing NISD's on-line Parent Portal. Students will receive a progress report in the middle of each nine weeks grading period. The progress reports are designed to inform parents and students of current classroom performance and grades. The teacher may require the students to have you sign and return each progress report sent home to verify that you received your child's report. If the teacher deems necessary, you may be contacted by phone to make sure you received the report. This is especially true if the progress of your child is not acceptable or if the grades or conduct are below average. Report cards will be issued at the end of each grading period. They provide the student's academic grades, citizenship grades, plus other pertinent information. We implore you to make sure that you receive a report card every six weeks. If a parent did not receive their child's report card, please contact the counselor's office for assistance. If a parent/guardian has any questions or concerns regarding your child's education, please start by contacting the teacher, then if the question or concern is not answered/solve, then contact the counselors' office and administration.

LOST AND FOUND

IF YOU FIND ANY ARTICLE OF VALUE, PLEASE TURN IT IN TO THE OFFICE IMMEDIATELY.

As the school assumes no responsibility for lost articles, students are encouraged to take every precaution to protect their possessions. Students should not bring expensive or valuable items to school. Students should carefully label each article, such as clothing, books, and supplies for easy identification. If you are in possession of an item that does not belong to you, you will be subject to disciplinary measures. Lost and found items collected and not claimed by the end of each grading period will be donated to charity.

NUISANCE ITEMS

Items that cause a distraction from the school's academic atmosphere are not permitted. The school cannot be held responsible for any of these lost or stolen items. Confiscated items will be returned to the parent only. Students who bring these items to school are subject to disciplinary action.

REGISTRATION/WITHDRAWAL FROM SCHOOL

Registrations - To register your student, please go to <https://www.nisd.net/schools/registration> and complete the pre-registration. Our front office staff will contact you and schedule an appointment to complete the registration process.

Withdraw of Student - When it is known that a student is going to withdraw, the parents or guardians should notify the Counseling Office at least one day in advance, if possible. All textbooks and library books must be returned. Any fines owed the school need to be paid before records may be released. On the day of withdrawal, the student should report to the Counselor's office and pick up a check-out form which must be signed by each teacher.. Textbooks must be returned to the Textbook administrator. The check-out form must be returned to the Counselor's Office before a final clearance can be granted. NO records will be released until all obligations (textbooks, fines, release forms, etc.) have been fulfilled. A parent signature will be required for final clearance to be given.

TECHNOLOGY ACCEPTABLE USE POLICY

Please refer to Section B of Northside's Student and Parent Agreement for the Acceptable Use of the District's Electronic Communication System policy.

****Note: As policies and procedures change, administration reserves the right to update the campus handbook.**

NAMS BEHAVIOR EXPECTATIONS

The Northside Alternative Middle School requires reasonable order and proper student behavior throughout all classrooms, hallways, restrooms, physical activity areas, buses and office areas. All students are responsible for their conduct while at school and in transit to and from school. Disruption of the school environment or to the teaching/learning process is not acceptable. The Northside Independent School District's Student Code of Conduct is in effect at Northside Alternative Middle School. For additional information about the Student Code of Conduct, please refer to section "C" of this handbook.

The Student Code of Conduct is supplemented by the following DAEP rules at The Northside Alternative Middle School.

1. Upon arrival, all students will be inspected and then dismissed for breakfast and class.
2. Students may talk when given permission by the teacher, and all discussion must be school-related. Personal conversations are not allowed during class.
3. No personal items, including backpacks or school supplies, are allowed at school.
4. Restroom breaks are at designated times during the school day, to maximize instructional time. Students must be given permission to use the restroom during class.
5. Northside Alternative Middle School students are prohibited from visiting any other school at any time. Northside Alternative Middle School students found on any school district properties are subject to arrest for trespassing.
6. All food is to be consumed in the cafeteria. Talking is not allowed in the cafeteria.
7. If a student does not ride the bus for three consecutive days, transportation services will be suspended until the parent/guardian contacts the Northside Transportation Department at 397- 0870 to reinstate transportation.
8. Students referred to the office for misbehavior are subject to extension of their DAEP assignment.
9. Students who engage in persistent misbehavior may be referred to a more specialized program on the NAMS campus, designed to provide additional structure and opportunity for success.
10. Student schedules may be changed at any time, based on campus and student needs.

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