

# **\*NORTHSIDE ALTERNATIVE MIDDLE SCHOOL CAMPUS HANDBOOK 2025-26**

## **NORTHSIDE ALTERNATIVE MIDDLE SCHOOL ADMINISTRATION**

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### **Section A Campus Handbook 2024-2025**

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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 School offers 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** - Inspire students academically, socially, and emotionally.

**Vision** - All students will grow to respect, believe, and achieve.

**Core Beliefs** -

- The NAMS Community provides quality instruction by using a variety of instructional approaches to address the diverse needs of all students.
- The NAMS community addresses the whole child by providing social and emotional learning.
- The NAMS Community connects with students to provide a safe and caring learning environment.
- The NAMS program provides students with successful experiences that improve behavior, self-esteem, self-awareness, and attitudes.
- The NAMS structures and procedures are essential to create engaged students.

## 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/her duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. He/She 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/her 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](mailto: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 turn in all notes during the morning check-in process. A note for a student's absence may also be emailed to the attention of the Attendance Secretary at [stephanie.wine@nisd.net](mailto:stephanie.wine@nisd.net) 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 / PERSONAL ITEMS**

Please note that backpacks, book bags, and personal items—such as makeup, lip gloss, classroom supplies, and headphones that are not earbuds—are not allowed at the Alternative Middle School. The sale or exchange of any personal items is prohibited. All supplies and books will be provided. Any prohibited personal items brought to school will be confiscated and must be picked up by a parent or guardian. If confiscated items are not picked up within a reasonable period of time, they will be discarded. Please ensure that any personal items are retrieved promptly by a parent or guardian. Students should not be in possession of money during the school day. If a student is in possession of money it will be collected.

## **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. Staff will dismiss students and students may not leave the cafeteria before permission is granted. Students are required to keep their area clean.

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. All lunch items brought to school must be kept at room temperature, as there are no options to heat or refrigerate them. 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. No restaurant food may be delivered to students at the alternative schools. Students are not allowed to share food.

## **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 3:00 pm. 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 **3:55 p.m.** each day, Monday through Friday.
- Students will be allowed in the cafeteria at 7:30 AM.
- Front Office Hours are from 7:45 - 4:30 PM. Doors remain locked throughout the day. Parents will need to ring the bell to enter the building.
- 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 and house keys. Parents should drop them off at the front office. 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: Jeans w/ no holes, cuts, or slits above the knee. **All pants are to be worn at the waist.** Suggestive and/or indecent styles will be prohibited.
2. Shirt: School appropriate t-shirt, no derogatory words or pictures. Shirts must have sleeves, and fall below the waist. Tank tops, muscle shirts, waist trainers, corsets, halter/crop tops, spaghetti straps, exposed backs or midriffs, and see-through garments are prohibited.
3. Footwear: Athletic shoes must be appropriate for school.
  - No slides or backless footwear.
4. Students are not allowed to carry personal items with the exception of house keys. Feminine products are available in the front office; however they may be brought from home and checked in to the front office upon arrival.
5. Hoods of a jacket may not be worn on the head on campus grounds at any time.

The student's standardized attire must be of proper fit and proper appearance. Any clothes that are suggestive or indecent or which cause a distraction will be prohibited. 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.

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.**

**In addition, consistent with the Northside ISD District Dress Code (Section D of Student / Parent Handbook), the following are NOT permitted at any time:**

1. Hats, bandanas or other headgear;
2. Bags, purses, or backpacks;

3. Unconventional colored, multi-colored, spiked or mohawk hair styles;
4. Hair must be neat and clean. Unconventional hairstyles that distract from teaching and learning will be prohibited.
5. Body piercing jewelry is prohibited except for rings, studs, or other traditional jewelry. Any piercing that distracts the teaching and learning environment will be prohibited.
6. Indecent/inappropriate patches, writings, or drawings on clothing are prohibited

\*The above information is subject to change as new trends in gang-related activities or other societal fashion concerns need to be addressed. Final determination of acceptable dress and grooming rests with the Principal and cannot be appealed. This standardized attire replaces all other schools' dress code for the duration of a student's assignment to the Northside Alternative Middle School.

**\*\*NOTE TO PARENTS: If your child violates the dress code, a phone call will be made to allow someone to bring a change of clothing. If you are unable to deliver acceptable clothing, your child may be offered a loaner item. If your child refuses to change into the loaner item, disciplinary consequences will be issued. Repeated offenses will result in additional disciplinary consequences, up to and including suspension.**

### **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 otherwise. 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 or the Internet that is inconsistent with this policy may result in loss of access as well as other disciplinary or legal action.

### **Cellular Phones/Mobile Devices**

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. Cell phones and earbuds will be confiscated each morning upon arriving on campus. Consequences for possession of a cell phone/personal electronic device on campus includes confiscation of the item 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/solved, then contact the counselors' office and administration.

### **LOST AND FOUND**

If you find any article of value, please turn it in to the front 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. 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/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, please contact the front office at 397-2070.

## **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. Backpacks, book bags, and personal items—such as makeup, lip gloss, headphones that are not earbuds, etc...—are not allowed on campus.
3. Northside Alternative Middle School students are prohibited from visiting any other school at any time.
4. Food is prohibited in the classrooms.
5. 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.
6. Students referred to the office for misbehavior are subject to extension of their DAEP assignment.
7. Students who engage in persistent misbehavior may be referred to a more specialized program on the NAMS campus, which is designed to provide additional structure and support for academic and behavioral success. If a student's behavior or engagement in learning does not improve, the parent or guardian will be notified, and the student will be REQUIRED to be picked up for the remainder of the day. Depending on the severity of the misbehavior, additional suspensions may also be assigned.
8. Student schedules may be changed at any time, based on campus and student needs.

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