

Northview, an IB World School



Parent/Student Handbook

NC Star Goals (School Improvement)

A4.01 (MTSS) The school implements a tiered instructional system that allows teachers to deliver evidence-based instruction aligned with the individual needs of the students

C 2.01 (Data) The school's leadership team (SIT) regularly looks at school performance data and aggregate classroom data and uses that data to make decisions about school improvement and PD needs.

E1.06 (Communication) The school regularly communicates with parents about its expectation of them and the importance of the curriculum of the home (what parents can do at home to support their child's learning).

School Improvement Team will meet each month. Two parents have been elected to be voting members of this committee, but all parents are welcome to attend meetings. Meetings are second Tuesday of each month at 7:30 am.

Attendance

Daily Schedule:

8:25-3:00

Early Release Day:

8:25-11:30

Doors open at 8:00 each morning. Doors will open earlier if needed due to weather. Students will go into the cafeteria until dismissed to their classes at 8:15.

Students needing to report earlier for tutoring or teacher meetings need to ring the bell for admittance.

Students should not be at school prior to 7:30 due to lack of supervision.

Attendance, con't.

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily.

EXCUSED ABSENCES

When a student must miss school, a **written excuse signed by a parent or guardian must be presented to the main office on the day the student returns after an absence.** Absences due to extended illnesses may also require a statement from a physician. An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. medical or dental appointment;
5. participation under subpoena as a witness in a court proceeding;
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s);
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal;
8. pregnancy and related conditions or parenting, when medically necessary; or
9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee

Attendance, con't.

In the case of excused absences and short-term out-of-school suspensions, the student will be permitted to make up his or her work. (See also policy 4351, Short-Term Suspension.) The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period. Students will have 3 school days to complete any missing assignments per day of excused absence.

Students who accumulate more than 10 absences may be required to make-up their time. Notification will be made to the parent by the principal if any make-up time is required and the specifics on how this make-up time will be accounted for.

State required letters will be mailed at at 3, 6, and 10 unexcused days. Please send in notes promptly to avoid receiving these letters.

Early Dismissal/Tardies: If it is absolutely necessary for a student to leave prior to the afternoon dismissal, the parent must come to the office and sign the student out. No students will be dismissed after 2:00 due to traffic. **Please note that 5 early dismissals or tardies is equal to one absence.** Only the parent or a designated adult may sign the student out. Emergency telephone numbers and names of individuals who have parental permission to pick up students from school should be kept up-to-date.

Educational Absences: Up to 4 days can be requested for educational leave. This request must be made in writing **PRIOR** to the dates requested and submitted to the principal for approval. The request should include how these absences will provide a valid educational experience. Submitting a request does not automatically mean that it will be approved. Approval will be based on the written request, current grades, and past attendance history.

Attendance, con't.

Bus Information:

Riding a bus is a privilege whether it is the bus ride home from their home middle school or the shuttle bus from Northview. Students should arrive at their bus stop 5-10 minutes early. The bus driver will make every attempt to be on time daily. Students cannot ride the bus home with a friend not assigned to that bus. Bus discipline includes the actual bus and bus stops. Expectations for bus riders are:

- Sit in assigned seat facing forward with hands, feet, and body out of the aisle when the bus is in motion.
- Keep hands, feet, head, and all objects inside the windows. Do not throw anything from the windows.
- No eating, drinking or gum on the buses
- No large instruments, balloons, flower arrangements, or excessively large projects can be taken on the bus
- Cell phones and electronics should not be used on the bus.
- Vandalism, tampering with or damaging a bus is prohibited
- Avoid using inappropriate language on the bus. Avoid all screaming and yelling on the bus.

Consequences for bus misbehavior include but not limited to:

- Warning
- Warning with parent contact
- In school suspension
- Bus suspension
- Out of school suspension
- Restitution for damages

General Expectations

In order for Northview students to perform at high level, certain basic classroom behavioral expectations are in place:

- Students are expected to fully participate in class lessons in an appropriate fashion. Student are to follow established classroom norms.
- Students that disrupt the classroom learning environment through verbal or physical acts will be addressed in order to support not only their learning but the learning of others.
- Students are expected to follow the Academic Integrity Policy.
- At Northview IB School, students are expected to follow the Learner Profile Traits listed below:
 - Be **CARING**- Respect your peers, your teachers, and the Northview Staff. Do not endanger yourself or others.
 - Be **PRINCIPLED**-Be on time and prepared with necessary materials and work. Follow expectations of all areas of the school.
 - Be **COMMUNICATORS**-Engage in class and group activities. Be willing to present your ideas.
 - Be **BALANCED**-Don't fall behind in your studies and make up work if you have fallen behind.
 - Be **THINKERS**-Take your time and do your best. Think about your actions and their consequences.
 - Be **OPEN-MINDED**-Respect the views of others, listen to others, and share your opinions. Celebrate diversity.
 - Be **KNOWLEDGEABLE**-Do the necessary work to succeed, turn it in, and go above and beyond to enhance your knowledge.
 - Be **INQUIRERS**-Ask questions and listen to others' questions. Investigate the topics you enjoy.
 - Be **RISK-TAKERS**-Challenge yourself and others to succeed.
 - Be **REFLECTIVE**-Reflect on your work and your actions; how can you do better the next time?

General Expectations, con't.

Cell phones: Students are allowed to have their cell phones at school. Cell phones must be turned off during instructional time (unless otherwise directed by their teacher), lunch or in the lockerrooms. Students do not need to be distracted during the day by their cell phones. If a parent has a message for their child, they need to call the main office and we will deliver the message.

Misuse of cell phones during the school day shall result in disciplinary action.

- 1st offense: Warning; may be held by teacher until end of the block.
- 2nd offense: phone taken away and returned at the end of the day
- 3rd offense: phone taken away and parent must pick up

Northview is not responsible for any personal electronic devices including cell phones that are brought to school and lost, damaged or stolen. Students will bring these items a their own risk.

No videotaping or photography is allowed on campus without prior approval from an administrator or teacher.

General Expectations, con't.

Car Riders/Walker Expectations

- Car riders should follow the directions of the staff on car duty. **Parents should follow the car loading pattern established. Cars MUST not turn around in the grass area or basketball court area and should not attempt to pass other cars in line.** Please pull forward when requested in order to load more cars in a timely manner.
- **Parents MUST NOT park in front of the sign on Carolina Avenue that states NO PARKING. This impares the view for our bus drivers and is a safety issue. Statesville City Police will be notified if this becomes a problem. Please, just follow the rules.**
- Walkers must have written permission before exiting campus. Walkers should check out with the staff member on car duty before exiting then follow the directives of the person on duty to insure a safe crossing. Students must use the sidewalks when walking home. Walkers will be dismissed after the last bus exits the lot. All walkers will exit the school at the sixth grade hallway. You must be a member of the YMCA to walk there in the afternoons.

General Expectations, con't.

Dress code:

Shorts, dresses, skirts must not measure more than **six inches** above the knees. This should be about mid thigh, but each child is different, so please measure for accuracy.

- Hats are not permitted inside the building unless for religious purposes.
- Shirts must completely cover the shoulder and underarms. We will use the **three finger rule** for width at top of shoulder. Shirts should not reveal cleavage.
- No visible undergarments...bras straps or other.
- Leggings must be covered with shirt or skirt that completely covers the buttocks and mid-thigh.
- No inappropriate word, symbols, pictures or articles depicting violence, tobacco, drugs, alcohol, sex, vulgarity, or anything demeaning to race or ethnicity.
- No pajamas or bedroom shoes
- Anything that interrupts the learning environment and deemed inappropriate by the administration.
- **Dress code subject to change if deemed necessary.**

Students are expected to follow all classroom and school rules; however, bad choices and mistakes happen. Individual grade level, school level, and district level consequences are in place. Each inappropriate act will be reviewed individually. Discipline will range from teacher/student conference to out of school suspension based on the behavior demonstrated.

Students are expected to purchase and wear their required PE uniform. Information will be sent home regarding this purchase.

General Expectations, con't.

Tier 1 offenses are handled by classroom teachers. These offenses include but are not limited to:

- Off-task behaviors-computer or otherwise
- Out of assigned area
- General classroom disruptions
- Tardiness
- Use of cell phones or other electronics at unapproved times

Each grade level can determine appropriate consequences for these type of infractions. Punishments may include parent conference, referral to guidance, bouncing to another class, after school detention (date and time to be determined collaboratively with parents), in class isolation, silent lunch, etc. Discipline plans have been submitted for admin review.

A simple conference with the principal to reiterate expectations does not require a movement from Tier 1 to Tier 2; therefore, no official referral is needed. Documentation will be kept by the principal of these meetings.

Tier 2 offenses are considered office referrals. An official referral form must be completed for any Tier 2 offense. Parent contact is a required action for any office referral. These offenses include but are not limited to:

- Extreme horseplay
- Fighting
- Repeated violations of Tier 1 offenses
- Inappropriate use of computer beyond general off-task behaviors--inappropriate websites, abuse of computer, etc
- Stealing
- Forged signatures
- Disrespect/blatant insubordination
- Bus discipline issues

General Expectations, con't.

Consequences for these type of infractions include, but are not limited to:

- Verbal reprimand
- Silent lunch
- In-school suspension
- Out-of school suspension
- Isolation in another area of the school
- Referral to guidance
- Administrative After-school detention

All consequences are at the discretion of the principal.

Tier 3 offenses are immediate office referrals and will follow district guidelines for discipline. The offenses include but are not limited to:

- Drugs, alcohol, tobacco
- Weapons and/or dangerous objects
- Communication of Threats
- Destruction of property
- Bullying
- Substantial disruption of school

Dress code violations will be handled by administration, but will not require an office discipline referral. Consequences for dress code violations include isolation until appropriate clothing is obtained. Repeated violations of the dress code will result in an official office referral with additional consequences.

Cheating and/or plagiarism will be handled through our Academic Integrity Policy.

Academic Expectations

Northview maintains high academic expectations for all students. Students will be graded on a 10 point grading scale. Individual teachers/grade levels will share the specifics on their grading policies. Parents are encouraged to utilize the Parent Portal to keep up to date on their child's academic progress. Teachers will make every effort to record grades in a timely manner; however delays may occur especially for the recording of major projects or IB assessments.

We encourage students to be proactive with their grades. While parents can contact a teacher at any time with a question, we encourage parents to allow their child to be the first line of communication with the teacher. This helps build responsibility and independence.

Students who are deemed at-risk will meet with the principal and/or counselor to establish a plan of action to improve their grade. Academic at-risk letters will be mailed in January/February for students who are at-risk of either being retained or are not showing academic progress.

Students who wish to be in BETA club will need to present their first report card to our BETA club advisor, Mrs. Swanson, showing an average grade of **90 or higher in all subjects**. They will also need to pay the BETA club dues which Mrs. Swanson will share with them.

Homework is essential practice and must be completed when assigned. Each teacher/grade level has homework expectations ranging from non-acceptance to 20% deduction for each day late. Please check with your individual grade level for specifics. Homework will not count more than 5% of a students' overall grade.

Northview IB Academic Integrity Policy

Northview's curriculum and pacing are challenging; We encourage every child to do his/her best. Growth is something to be celebrated at Northview, and it is important for the teachers to know how much true mastery a child has achieved so we can support his/her learning. We believe ALL children can be successful at Northview with the right support, so we have a strong academic integrity policy to ensure maximum learning, not just maximum grades.

Students will pledge, on assignments, the following:

“I hereby declare, on my honor, that I have neither given nor received unauthorized help on this work.”

With these ideas and thoughts in mind, we have established the following academic integrity policy:

Definitions:

Academic Integrity means honesty and responsibility in scholarship. Students and faculty alike must obey rules of honest scholarship, which means that all academic work should result from an individual's own efforts. Academic Integrity includes avoidance of [cheating](#) or [plagiarism](#); maintenance of high [academic standards](#) as well as honesty and rigor in all academic endeavors.

Plagiarism is using others' ideas and/or words without clearly acknowledging the source of that information. Students may plagiarize very deliberately (e.g., copying or purchasing papers from an online source), or they may not realize what they are doing, which is sometimes the case when students fail to give credit for authors' ideas that they have paraphrased or summarized in their own words.

Cheating is acting dishonestly or unfairly to gain an advantage in any situation. Examples include, but are not limited to sharing answers or documents on independent projects or assignments, or giving out information on a test yet to be taken by others.

Academic Integrity (con't)

Consequences for violations of the Academic Integrity Policy (applies to all parties involved):

- Complete an alternative assignment provided by the teacher due the following school day unless a different date is determined appropriate by the teacher.
- Student's grade would be an average of the zero (Board of Education Policy) earned by cheating/plagiarism plus whatever grade they received on their alternate assignment.
- First offense will result in grade penalty as stated above and conference with administrator.
- Second offense will be handled by administration and may result in probation at Northview including grade penalty.
- Required parent contact by teacher and/or administration for any infraction.

Once a violation of the Academic Integrity Policy occurs, the teacher will communicate with the administration. At that point the principal will document the incident and consequences. Parental questions and/or concerns regarding infractions of the Academic Integrity Policy should be addressed to the principal.

Service as Action

At Northview, we focus on the development of the whole child, striving to give students opportunities to consider the point of view of others. Through Service as Action, students can have experiences that help to develop their awareness of the lives of others. In supporting a holistic learning environment, Northview encourages students to immerse themselves in their communities and experience links between school, home and the community. This shows students the powerful role an individual can play. As a part of our IB program, students must complete Service as Action hours. A checkpoint will be held each Early Release day, but ultimately, it is the responsibility of the individual child to complete and document all Service as Action hours.

Students must complete and document their hours. Teachers will provide more details on documentation. See our website or Service as Action bulletin board for Service as Action opportunities..

All students will be required to complete 15 hours of individual Service as Action and document hours and reflection on the Accountability form on the website or in the main office.

The word “Service” suggests an action resulting in a benefit. When considering which activities to pursue, think about whether someone will be benefitting from your assistance, what kind of interaction will occur, and how that will build or support a community. Finally, consider whether you will have an increased understanding or insight as a result of your service.

IB Continuation Criteria

Academic progress is monitored on a continual basis at Northview. Parents of students who appear to be struggling will be contacted to establish a parent/teacher conference. The grade level team will meet with the parents to discuss a plan of action to get the student back on track. Making a C does not necessarily constitute “struggling” at Northview. We have very high expectations and a very rigorous course of study. Some students will struggle at first but are able to get things prioritized and have a very successful year.

Students who continue to struggle (failing grades in multiple subjects) at Northview may be placed on Academic Probation or be returned to their home school. Final say in these decisions is the principal. The decision will be based on IB criteria as well as conversations with teachers, parent and student.

Students will also be held accountable, per IB requirement, to complete their Service as Action hours. These hours are checked regularly and are due in total at the end of May. Students must submit the documentation for their Service as Action hours.

MacBook Expectations

Having MacBooks is a privilege that aids in our global, holistic learning focus at Northview. Teachers use technology daily, therefore, students need to have their MacBooks with them and charged each day. Students should follow teacher directions when using their MacBooks and not be off-task. Parents should monitor MacBook usage at home and establish home expectations just as we establish classroom expectations. We have many websites open for educational purposes such as YouTube that students can easily abuse if expectations are not clear. Let us know if you, as a parent, need any suggestions or guidance on how to establish fair expectations at home.

MacBooks are the property of Iredell-Statesville Schools and should be treated with care. Please report any damages immediately. We will do periodic MacBook checks and inform you of any damages.

Additional Info

- Lunch: Students can purchase lunch in the cafeteria for \$2.85 or bring lunch from home. Parents can bring lunch from outside, but only for their child. Students have access to a microwave; however they must limit their time at microwave to **2 minutes**. Students should not plan to “cook” a meal at school. Please remember that supplemental food items come at a cost above the regular lunch cost. You can limit the purchase of these items by contacting our cafeteria manager.
- Field trips: We are currently planning one major field trip in Level 1 with a cost of less than \$100 and one major field trip in Level 2 and 3 with a cost of approximately \$400.
- Fundraisers: Both PTO and Northview hold various fundraisers. We encourage you to support these fundraisers as you see fit. All money collected goes directly for students.
- Yearbooks will be printed each school year. The cost is approximately \$30. Unlike in the past, Northview will order a limited number of extra yearbooks.
- School pictures will be taken in both the fall and spring. Our photographer is Carolina Photography. This is a major fundraiser for our school. Please consider purchasing a fall picture packet. Fall pictures will be used in the Yearbook.
- Parent conferences can be set up by calling, emailing, or sending a note to your child’s teachers. Our teachers work collaboratively together and, therefore, generally meet with parents as a team. Most conference occur at the end of the school day or during planning if possible.
- Northview has a wide variety of clubs offered to students. Clubs are held after school on different days. Please check the board in the main hallway for club information and listen to daily announcements.

How do I get information?

Information on grades can be found at the Parent Portal. You can check your child's academic progress at any time. If you are not on Parent Portal and want to be, please call Tia Erwin, our data manager, and she can set you up.

Connect Ed announcements are sent each Sunday evening at 7:00. You can get this via phone and/or email. Please make sure that we have the correct number and email address that you wish used by this service.

Northview Facebook page: All Sunday night announcements are also posted on the Facebook page. This page is also used for sports announcements as well as Service as Action opportunities. [Facebook](#)

School Instagram @northviewschool

School Twitter account (@northviewib): This is linked to Facebook and will be used as another means of communication.

Call the school or email. Teachers check their email daily. Please give the teachers at least 24 hours to respond to your email. If there is an emergency, please call the school.

School webpage: This contains important announcements and valuable information.

Grade level newsletters will be sent periodically.

Canvas Parent Observer option.

Parent Partnership Commitment

I, _____, the parent or guardian of _____ have reviewed the Parent/Student Handbook and understand that it is my responsibility as a parent to help support all goals of the school including supporting rules and expectations.

I understand that if I ever have questions or concerns that the door to communicate these concerns is always open.

I understand that this is a true partnership and that by working together and supporting each other we can all see success.

Signature _____ Date _____

(Please sign and return this page to your child's teacher).