

Northview Elementary School

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Shaun Mathis, Principal

Northview Elementary School

Student Handbook

2025 - 2026

“Pursuing Excellence”

Welcome

Welcome to the 2025–2026 school year at Northview Elementary! Our staff looks forward to a successful and rewarding year. This handbook outlines procedures designed to support a productive and positive school experience. For questions or concerns, please contact your child’s teacher or a member of the administrative team.

The School Day

School hours are 7:30 a.m. – 1:40 p.m. For safety, all doors remain locked; visitors must ring the doorbell and show ID to receive a visitor’s pass. As a courtesy, students are permitted to enter through the main entrance beginning at 7:00 a.m., although the official entry time is 7:10 a.m. From 7:10 to 7:25 a.m., students should use their designated grade-level entrances. After 7:25 a.m., all students must enter through the main entrance. Carpool operates from 7:10 to 7:30 a.m. Students are considered late at 7:30 a.m. because instruction begins promptly, and they are expected to be in their seats and ready to learn at that time. Parents/guardians may enter the building for scheduled conferences arranged at least 24 hours in advance. Same-day requests for classroom visits or meetings will not be honored.

Attendance

Daily attendance is required. Absence notes must be submitted within three days of a student's return. Without a valid note or if the absence is unlawful, missed work will receive a failing grade.

Lawful absences include:

- Death in the immediate family
- Student illness
- Court summons
- Natural disasters
- Religious observances
- State of emergency

Unexcused absences (e.g., vacations) result in zeros averaged into the student’s grade. Make-up work is not required for unexcused absences. Frequent absences or tardiness may result in a referral to the School Instructional Team and Pupil Personnel Worker.

Bus Transportation

- Students eligible for bus service must:
- Be at the stop 5–10 minutes early
- Ride their assigned bus unless prior written approval is given
- Remain seated and quiet
- Keep arms, heads, and objects inside the bus

Failure to follow rules may result in loss of bus privileges. Parents are responsible for alternate transportation if needed.

Morning Arrival by Personal Vehicle

- To ensure safety during drop-off:
- Pull into the right lane near the curb and remain in your vehicle
- Only allow students to exit on the curbside
- Park in a space if you need to exit your vehicle
- Do not back into spaces or park in undesignated areas
- Follow traffic flow and avoid Northview Drive U-turns
- Do not stop on Northview Drive to drop off passengers
- Avoid the bus driveway between 6:30–8:30 a.m. and 12:30–2:30 p.m.

Afternoon Dismissal

Dismissal is at 1:40 p.m.

Bus riders are dismissed first from classrooms

Car riders, van riders, and walkers are escorted to designated areas

Walkers should go straight home

A note is required for students staying after school

Alternate bus arrangements must be approved in writing by the office

Students may not remain on campus after dismissal

Early Dismissal

Request early dismissal by 1:00 p.m. and send a note to your child's teacher. Park in a designated space and check in at the office. Do not enter the bus lanes or block the entrance.

Delayed Openings & Emergency Closures

Announcements are made via local media and SchoolMessenger:

- 1-hour delay: school begins at 8:10 a.m.
- 2-hour delay: school begins at 9:10 a.m.

Early closures: information provided via media and SchoolMessenger. Champions before/aftercare adjusts accordingly. Check pgcps.org for updates.

School Lunch Program

Breakfast is served in classrooms from 7:10 –7:25 a.m. Students may purchase a hot lunch or bring one from home. Students receive a 6-digit PIN for cafeteria purchases. Use the School Bucks app to manage accounts.

2025–2026 meal prices:

- Free/reduced meals: no cost (annual application required)
- Breakfast: free for all
- Lunch: \$2.75

School Concerns

Build a strong relationship with your child's teacher early. If concerns arise, start with the teacher before

contacting the administration. Teachers respond within 24–48 business hours. Our school counselor is also available to support your student’s well-being and transition.

Back-to-School Night

Details will be sent home. Events begin at 6:00 p.m.; PTO information starts at 5:45 p.m.

Back-to-School Night is for learning about classroom expectations. Individual student concerns should be addressed at scheduled conferences.

Student Rights & Responsibilities

A safe, orderly learning environment begins with shared respect and understanding. The Student Rights and Responsibilities handbook outlines expected behavior, disciplinary procedures, and roles of school staff and families. View the handbook at pgcps.org.

Parent Responsibilities

Support learning by:

- Providing a quiet study space
- Checking backpacks daily
- Ensuring adequate rest
- Reading 15–30 minutes daily with your child
- Scheduling appointments outside school hours
- Ensuring your child arrives on time: “Early is on time, on time is late.”

Assigned Work

Students are expected to complete all assignments by the due date. Missed work due to lawful absences must be made up. Unexcused absences result in zeros; teachers are not required to provide make-up work.

Grading Policy

Students receive two grades weekly in core subjects. Parents can check grades via ParentVue each Tuesday. Grades given for each grade level are:

Kindergarten -Grade 1

PR= Proficient

IP= In Progress

EM= Emerging

ND= Needs Development

Grades 2-5

A= Excellent Progress

B= Above Average Progress

C= Average Progress

D= Below Average Progress

E= Unsatisfactory Progress

Bullying & Teasing Policy

Northview does not tolerate bullying, harassment, or intimidation. This includes in-person and online behavior that creates a hostile environment. Bullying involves repeated behavior with intent to harm and may include physical/verbal attacks, threats, exclusion, or spreading rumors. We are committed to a safe learning space for all.

Dress Code for Non-Uniformed Days

Headresses are allowed only for religious or health reasons. Clothing must cover midsections and undergarments and be of appropriate length.

Prohibited:

- Tank tops, muscle shirts, see-through clothing
- Vulgar, obscene, or inappropriate graphics
- Gang-related, drug, or alcohol references
- Slippers and Crocs (due to injury risk)
- Students must wear proper footwear for PE. Inappropriate attire will require alternate clothing.

Health Room Services

A registered nurse provides care for illness or injury. Parents will be contacted if a student becomes ill. Please keep emergency contact info updated.

A doctor's note is required for PE exemptions beyond two days. A parent note is acceptable for short-term exemptions.

Medication

Medication can only be administered with a completed Medication Authorization Form. Students may not carry medication in bookbags or on their person. Contact the nurse or Health Room Aide for required forms.

Volunteers

We welcome volunteers with a current background check on file. Volunteers may assist with instructional support, material prep, drop-off, field trips, and more.

Background checks can be completed at the Sasscer Building. Visit pgcps.org for details.

Birthday Parties

To minimize disruption, birthday celebrations must occur during lunch only. Parents may bring store-bought, peanut-free treats. Staff may not distribute treats. No classroom parties or invitations are permitted.

School Standards & Expectations

SOAR Scholars:

- Arrive prepared
- Follow adult directions
- Dress appropriately
- Leave toys and non-approved electronics at home

- Demonstrate respect, responsibility, and courtesy

Positive Behavioral Interventions and Supports (PBIS) is a proactive, evidence-based framework designed to enhance students' behavioral, academic, social, emotional, and mental well-being. Teachers track student progress through SOAR points toward monthly events. During the first weeks of school, SOAR expectations are explicitly taught and modeled. Northview uses PBIS to promote and reinforce positive behavior. It improves outcomes not just for students but also for educators, contributing to a healthier school climate.

Key Features of PBIS

PBIS offers continuous support and uses a three-tiered approach to match support with student needs:

- Tier 1 (Universal): Proactive strategies for all students.
- Tier 2 (Targeted): Additional support for students needing more than Tier 1
- Tier 3 (Intensive): Individualized interventions for a few students with significant needs

Five Interconnected Elements

- Systems: Establish leadership teams, training, and coaching to sustain long-term implementation.
- Data: Use data for screening, monitoring progress, and guiding decisions at all levels.
- Practices: Implement evidence-based strategies that promote student growth and school climate.
- Outcomes: Define clear goals for behavioral, emotional, and academic success.
- Equity: Ensure culturally responsive practices and equitable outcomes by engaging families and disaggregating data by student groups.

Northview Nighthawks SOAR:

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| S | <u>Self-Control</u> <ul style="list-style-type: none">● Keep your hands and feet to yourself.● Wait for your turn to speak.● Stay in directed area. |
| O | <u>On Task</u> <ul style="list-style-type: none">● Arrive on time.● Submit assignments on time.● Eyes on your screen/work only.● Stay on directed website/assignment.● Supplies ready. |
| A | <u>Arrive On Time</u> <ul style="list-style-type: none">● Be attentive● Complete task during the time provided.● Seek answers to your questions.● Contribute to class discussions. |
| R | <u>Respectful</u> <ul style="list-style-type: none">● Respect other's opinions.● Use kind words.● Have a helpful spirit.● Resolve conflicts peacefully |