

Northside Elementary School

Falcon Flightplan

A Family Guide to the Procedures of NES

2025- 2026

Dr. Kristina Cummings - Principal

Cristina Betancourt - Assistant Principal for Instruction

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"Home of the Falcons"

Kristina Cummings, Ph.D., Principal
Crystal Tucker, Asst. Principal for Discipline
Cristina Betancourt, Asst. Principal for Instruction

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July 28, 2025

Dear Families of Northside Falcons:

We are honored to serve you and your students for the 2025 - 2026 school year! On behalf of the entire Northside faculty and staff, I would like to welcome you all to another amazing year of learning and growing. This year promises to be filled with engaging learning experiences in the classroom and fun community-building events for our families. We are committed to creating a learning environment where your students are safe and continuously growing, and we will do our best to work together with our students, families, and community to continue the tradition of excellence at Northside.

Our partnership with our families is a vital part of growing our students, so we strive to have a variety of ways to communicate with you. This year, we are excited to use the HCBE app to keep our families aware of our school-wide events, newsletter, reminders, and documents. Teachers will also use it to share class announcements and your child's positive behavior. We'll also communicate through weekly folders, Instagram, Facebook, and a weekly reminders phone call.

We are excited to continue our tradition of fun and educational family events that showcase the amazing talents of our students. Annual favorites include Grits and Grandparents, Hispanic Heritage Night, our Father/Daughter and Mother/Son Dances, Fall Festival, Breakfast with Santa, Math and Munchies, Read Across America, and our Black History Month Family Event. This year, we're excited to add an Exceptional Children's event and an end-of-the-year student showcase. In addition, we want you to join us for events such as the Thanksgiving or Holiday lunch, field days, our holiday shop and book fairs, and awards ceremonies. We always need volunteers for these events, so please plan to join us.

Our continued mission at Northside Elementary is to develop your children to be Respectful, Life-Long Learners. As always, you can help by reading to your child at home and talking about what they are learning. Talk to your child about their AR, behavior, and academic goals, and encourage them to meet or exceed them. Northside Elementary is an amazing school because every adult truly believes that your children can reach amazing heights. We appreciate your partnership as we build that same belief in them. This year, let's SOAR together at Northside!

Sincerely,

Kristina Cummings, Ph.D.

Principal

"Our mission at Northside Elementary is to produce Respectful, Lifelong Learners."

Northside Elementary School

Mission:

Our mission at Northside Elementary is to produce Respectful, Lifelong Learners.

Vision:

To provide a safe learning community where students continuously grow.

Values:

- **Respect** – We treat ourselves, others, and our environment with kindness and consideration. We model respect to teach respect.
- **Growth** – We embrace challenges and strive for continuous personal and academic improvement. We are lifelong learners.
- **Integrity** – We do the right thing, even when no one is watching. We make decisions based on what is best for students.
- **Collaboration** – We build relationships and work together to support each other and celebrate success.
- **Equity** – We believe every child deserves what they need to succeed.
- **Safety** – We foster a secure, nurturing environment where all students can thrive.
- **Efficacy** – We believe in our ability to teach and our students' abilities to learn both academics and positive behaviors.

One School Rule: Respect

Respect Yourself
Respect Others
Respect Learning
Respect the Environment

Mantra:

Northside Falcons rise with respect,
Grow with integrity,
Learn with heart,
And soar together.
We are safe. We are kind.
We are lifelong learners.



Drop off, Visitors, Checkout, and Dismissal Procedures

Student safety is our number one priority at Northside Elementary. We must guarantee that your child will not have contact with unapproved adults and will always be transported home with the correct person every day. We also strive to operate our school in an orderly and efficient manner while placing an emphasis on student learning and instructional time. Please note the following guidelines that will greatly assist us in accomplishing these goals. Your cooperation is essential and appreciated!

Dropping students off at school – Students can not be brought to school before **7:45**. All students should be dropped off **before 8:30** each day. Aim for **8:15** if your child wants a “hot” breakfast. Students who arrive later will have a bagged breakfast. Arriving early is the key to having your child unloaded, in class, and ready to start their day! School announcements, which are an important start to our day, are at 8:27. Classroom instruction begins promptly at 8:30. If you arrive after 8:30, your child is tardy to school. The back doors of the school will be closed. You must check your child in through the front office.

Car riders are dropped at the back of the school. Pull to the end of the car rider line for unloading. Students should be ready to unload as soon as they arrive to keep the line moving quickly. We unload three cars at a time. In some cases, our adults are helping students who must exit from the left side of the car. Please be cautious and careful when pulling around or past cars that are unloading. When possible, wait for all three cars to unload before moving.

Visiting during the day – All visitors to school must check in to the front office for a visitor’s badge. Between 8:30-3:30, visitors must be “buzzed in” to the building from our vestibule. Parents/guardians are not allowed to visit classrooms during the school day.

Early Dismissal - All early dismissals must be made prior to **3:00**. After **3:00**, students must be picked up or transported home in the regular fashion. Parents/guardians should be prepared to show a picture ID if picking up a student early from school. Only adults listed on the “gold card” will be allowed to pick up children.

Transportation Changes – Student transportation home (bus, car, daycare, ASP) is set at the beginning of the year. Any change in the transportation home of a student must be made to the front office prior to **3:00**. Transportation changes should not be communicated to the teacher but called into the front office staff. No changes to a student’s transportation can be made after **3:00**.

Picking students up in the afternoon – Student specific pick-up cards with a three-digit number will be provided to all students and must be used when picking up a child from the car lane. Approved persons picking up students in cars must have their cards on display **EACH DAY** for us to make sure our students are being picked up by permitted adults. Those without pick up cards will be asked to park, report to the front office, and provide a picture ID. All car riders should be picked up by 4:00. After that time, students must be signed out at the front office.

Lost and Found

We encourage parents to clearly write their child’s name on all personal property including outer wear, backpacks, lunch boxes, etc. Objects that are found with student names will be returned to them. All other items will be placed in the Lost and Found in the gym. If your child loses an item, we encourage you to have them look in the lost and found during specials time. Parents may also come to the school and search the lost and found with an accompanying staff member. Items that are not claimed will be donated to local charity.

Money and Personal Items

We recommend that money is only sent to school for specific purposes. For lower grades, teachers have a clear place for parents to send money in the daily folder. For the purpose of buying snacks, you may send a larger amount (no more than \$20) to be placed on your child’s account. If you send money, please use the HCBE app to make the teacher aware or bring the money to the office. Adults will never go directly to the cafeteria to pay. Personal items such as toys and games should also not be brought to school. Northside Elementary is not responsible for missing or lost money or personal items.

Parties and Birthdays

Per the Houston County Student Handbook: “There are only two (2) approved parties during the school year. They are as follows: Holiday party in December and the End-of-School Year party. Valentine’s Day is celebrated at “break time” on February 14th. Birthday parties will not be celebrated at school nor will party invitations be distributed during instructional time, nor will staff assist in distributing invitations to private parties. Also, lists of students will not be provided due to BOE policy JHD, Student Social Events.” In the event that you want to send in treats for your child’s class, the homeroom teacher can let you know the number of students in the class. All treats must be store bought and individually packaged so that cups/plates are not necessary. Gifts, flowers, or balloons should not be delivered to the school for students.

Volunteering and Chaperoning

We encourage our families to volunteer and to chaperone for our field trips. If you wish to do so, please go to the front office to complete a security clearance. Since these take a few weeks to receive back, we encourage you to complete one at the beginning of the year if you plan to volunteer or chaperone. Volunteers must be 21 or older and must sign in and out at the front office.

Attendance Matters

Northside Elementary values regular attendance to enable the success of all students. Please prioritize having your child at school on time every day. Please read the HCBE student handbook for specific attendance information and for medical guidelines (<https://www.hcbe.net/districtstudenthandbooks>), but keep these highlights in mind:

- Parents are required to provide excuses for absences within 5 school days. Excuses are accepted through email, the HCBE app, or can be handwritten. Excuses should be turned into the front office. Verbal excuses are not accepted.
- Each student is allowed up to ten excused parent notes. After ten excused parent notes, each absence will be considered unexcused without doctor documentation.
- Students who are ill should not come to school. Your child should be fever, diarrhea, and vomit free for 24 hours before returning to school.

Tardy/ Early Dismissals

• The instructional day is from 8:30 am to 3:30 pm. After 8:30 am students are considered tardy, and a parent is required to enter with the student and sign the student in through the front office. **If your child will be eating breakfast, please ensure that he or she is dropped off early enough to eat breakfast. We suggest no later than 8:15.**












• “Many people do not realize that missed instructional minutes add up quickly. For example, if your child arrives a mere 10 minutes late each day, they miss 50 minutes of instructional time every week. During a 36-week school year, they could miss nearly 30 HOURS OF INSTRUCTION! If they’re 20 minutes late, it would be 60 hours, and so on.” - Houston County Student Handbook. Excessive tardies and/or early dismissals could result in mandatory make-up time, referral to HCBOE Social Services Department, and parent conferences. Tardies and early dismissal impact a student’s instructional time and may impact their academic achievement.

Positive Behavior Incentives and Supports (PBIS)

Northside Elementary School is a Positive Behavior Incentives and Supports (PBIS) School. We believe that providing simple, clear expectations for student behavior and recognizing students who consistently make good choices is a far stronger management tool than punishments and consequences. We have adopted a set of expectations to help guide student’s behavior while at school.

Our one school rule is RESPECT. We expect students to respect themselves, respect others, respect learning, and respect the environment. Students are taught these expectations in multiple ways. We directly teach and model them at the beginning of the year, we say them daily over the intercom, and they are posted throughout the school. Additionally, students are taught a weekly program called Second Step. Lessons focus on student confidence, problem solving, and how to grow social-emotional learning through real life application and decision making. Zones of Regulation is another program taught to all students. It helps them identify their feelings, sort through them, and it encourages students to take risks to manage their emotions with a variety of calming strategies.

Each day, we reward students with points in the HCBE app that they can use to attend our monthly celebrations! You can view your student's points at any time. To support your child's behavior and emotional growth, reinforce our behavior expectations, practice them at home, ask your child about their PBIS points each day, read our school behavior plan pamphlet, and stay in communication with your child's teacher.

Northside Elementary School PBIS Behavior Matrix						
	 Cafeteria	 Playground	 Hallway	 Restroom	 Bus	 Classroom
Respect Yourself 	Quiet when the music is on. Make healthy choices and get all of your items.	Be active! Remember your items when you come back inside.	Walk on the blue and get to class. Keep hands, feet, objects, and unkind words to yourself.	Walk in and out of the restroom. Give privacy to everyone.	Use a soft voice and stay in your seat. Keep your body out of the aisle and face forward.	Use a soft voice and stay in your area. Try your best even when it is hard. Never give up!
Respect Others 	Listen to adult directions. Keep hands, feet, objects, and unkind words to yourself.	Listen to adult directions. Take turns, be fair, and be a kind friend.	Listen to adult directions. Put space between you and others.	Listen to adult directions. Keep hands, feet, objects, and unkind words to yourself.	Listen to adult directions. Keep hands, feet, objects, and unkind words to yourself.	Listen to adult directions. Keep hands, feet, objects, and unkind words to yourself.
Respect Learning 	Food is for eating so eat nicely. Finish eating before you leave. Know your lunch number.	Have a good attitude! Keep your hands, feet, objects, and unkind words to yourself.	Walk to class quietly and quickly to get back to learning. Keep your hands off the walls and displays.	Only use the restroom when you need it and get back to learning!	Be on time to your bus. Enter and exit the bus quickly and quietly.	Listen to who is speaking and respond respectfully. Enter and exit the class quickly and quietly.
Respect the Environment 	Put everything on your tray and throw away your trash when you leave.	Be safe and fair on the equipment. Put all trash in the trash can when you leave.	Always be safe and report unsafe things and unkind behavior.	Throw away your trash in the trash can. Flush the toilet, wash your hands, and walk out.	Throw away your trash. Don't forget your bookbag and all other items.	Throw away your trash. Don't forget your items and put them away neatly.

Communication

During the day, our teachers' top priority is the safety and instruction of our students. That means that they will not read HCBE app messages or emails until their planning time, lunch time, or after the school day. Therefore, please call the office with any communications that need to be addressed immediately. Teachers will respond when they are not with students and during business hours, and they will do so within 24 hours.

Fundraising and Sale Items

As do all schools, Northside Elementary relies on various fundraisers and sales of supplemental items to support instruction and activities offered throughout the year. Some of the ways that we solicit these funds are listed below. Your support in these efforts allows us to purchase additional learning resources, offer fun activities and events, and make improvements to our school.

Things we are fundraising for this year:

- Future playground equipment and playground shade
- An electronic marquee
- Continued activities and celebrations for PBIS, Student of the Month, and AR

Some of the ways we are fundraising:

- Marquee birthday announcements
- Car wash discount coupons
- Fall Festival
- Yearbooks/School Photos
- Hat Days
- Field Day t-shirts