



# Northridge Elementary Important Information

***Northridge Superstars learn by shining with respect, responsibility, and safety.***

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## Schedule

School STARTS at:	8:35
Breakfast:	7:45-8:15
Playground Supervision:	8:00-8:30
School ENDS at:	3:05
After school supervision ends at:	3:20
<b>**Please be certain to pick up students prior to 3:20**</b>	
Office Hours are:	7:30-4:00

## Building Safety

All guests coming into the school during school hours will be asked to show identification (driver's license) to the security camera in the entry way.

In order to decrease the number of people in our hallways and create a safer environment as our students enter and exit the school building, please make arrangements with your child for a "pick-up" spot outside of the school building.

## Parent/Visitor Sign In

For the safety of the students, all parents, guardians, and guests who come into the school MUST sign-in at the office and wear a visitor's sticker. This includes before and after the school bell rings. All visitors must then sign-out when leaving the building.

## Safety

Dropping off and picking up children at Northridge is a major safety concern. Please note the following suggestions by the Bismarck Police Department.

1. Children should be in seat belts at all times.
2. There should be no double parking when dropping off or picking up students. Please park your vehicles down the side streets and walk your children to a crosswalk.
3. Children and parents need to use the crosswalks when crossing the street.
4. Bus lanes are for the buses. If you are in the bus lane, please move quickly. "Drop and Go" is a good policy.
5. Do not block the driving lane or crosswalks. Please keep the traffic flow moving and go around the block, if needed.
6. No U-turns in front of the school building.

## Attendance

School attendance is very important. If your child needs to be absent or tardy for any reason, please notify the school office prior to 8:30. For safety reasons, we need to account for all children.

Students arriving after 9:30 in the morning or leaving prior to 2:00 during the afternoon will be counted absent for half a day. Students arriving after 8:35 are counted as tardy and need to check in at the office before going to class.

In the event that a student needs to leave school prior to dismissal, it is expected that a parent or guardian come into the building to sign out the student at the office. Please be a few minutes early, as we will call students out of the classroom when you arrive at the office, to reduce the amount of class time missed. Feel free to send a note to the teacher on the day of absence so that they may have the student ready to go at the correct time. If the student returns to school later in the day, a parent needs to once again check in the child at the office.

Whether due to illness, a family trip, or any other reason, a district letter will be mailed to parents when students have missed 5, 10, 15, or 20 days of school. It is required by law for the school to report absences that are excessive.

## Cell Phones

Cell phones and watch phones (Gizmo, SmartWatch, etc) are not to be used during the school day. All phones are to be silenced and kept in backpacks or with teachers.

## Healthy Snacks

Our school participates in the Fresh Fruits & Veggies Program through the ND Department of Public Instruction. All students will have the option of fresh fruits or veggies each school day. The program was created to expand the variety of fruits and vegetables children experience, increase their consumption of fruits and veggies, and create healthier school environments by providing healthier food choices. This is provided at no cost to students.

## Lunch Money

You can sign up online to transfer money into your child's lunch account. On the district website click on the 'Pay online' to create an account in 'MyPayments Plus'. Students are to give lunch money to their teacher or the front office. Please include the child's first name, last name, and student ID on an envelope or attached note.

## Sending Invitations

If your child is having a party or sleepover, we ask that you do not send invitations to school. Please send invitations by mail or deliver them personally outside of the school setting. You may bring stamped envelopes with recipients' first and last names (or teacher's name, if last name is unknown) to the office, and we will supply the addresses and place in our out-going mail.

## Celebrations

Healthy celebrations will promote positive lifestyle choices to help reduce student health risks and improve learning. Celebration plans (birthdays, holidays, etc.) for the students will be shared by the classroom teachers and will follow the Bismarck Public School policy. Bismarck Public Schools follows a healthier celebration initiative. Instead of sweet treats on every student's birthday, students will be provided with healthy options (extra recess, classroom guest read-aloud, teacher helper, etc.).

## Pets

Bismarck Public Schools do not allow pets in the schools or on playgrounds. Bringing a picture of a pet to school is a way for a student to share his or her pet with classmates.

## Weather Conditions

Students are expected to go outdoors unless they have a doctor's excuse, it is raining, or if the wind chill falls below -15 degrees. There will be a sign on the door in the morning or an announcement made during the day letting students know the plan. When temps are below 40°, coats/hats/gloves/snow pants/boots should be worn. When temps are 40°-49°, sweatshirts or light jackets are approved. When the temperature is 50° or above, no coat is required.

## Medication

Medication administered during school hours requires a state mandated form, which includes over the counter medications such as Tylenol and Ibuprofen. The form is available in the school office and [online](#). We cannot administer any medication without written consent and the original container. Medicine must be brought to school by a parent in the original container.

Please contact the school nurse or the office if you have questions or concerns.

## Toys

Recess is intended for physical activity for students. Personal toys and electronic devices are not allowed on the playground. Keeping toys at home will avoid unnecessary issues. Personal sports equipment such as footballs, soccer balls, etc. that encourage physical activity, may be used as long as the student who brings the equipment is willing to allow anyone to join in a game and understands the risks of the equipment getting damaged, stolen, or lost.

## Special Deliveries

If you wish to leave balloons, flowers, or other items for your child during the school day, please drop them off at the school office. Your child will be called to the office to look at the items at a time that will not interrupt the learning of the class. They will get to take the items home at the end of the day.

## Lost & Found

There is a lost and found area near the office. Students are asked to check the bin and clothes rack for missing items. Small items, such as jewelry or glasses, will be kept in the office.

Several times during the year, all unclaimed items are bagged and sent to a local charity.