

Northridge Family Handbook



2018-2019

St. Vrain Valley Schools' Mission is to educate students in a safe learning environment so that they may develop to their highest potential and become contributing citizens.

St. Vrain Valley Schools' Vision is to be an exemplary school district which inspires and promotes high standards of learning and student well-being in partnership with parents, guardians, and the community.

NORTHRIDGE MISSION STATEMENT:

To meet the academic and social emotional needs of all students using rigorous and high quality instruction while embracing diversity and partnering with parents and the community.

NORTHRIDGE VISION STATEMENT:

To be a school where all students achieve at their highest levels and become responsible members of our diverse society.

NORTHRIDGE PARENT AND STUDENT HANDBOOK
2018-2019

PRINCIPAL'S MESSAGE

Dear Parents and Students,

Thank you for choosing Northridge, a STEM school, for your child's education! We have worked together to earn the State of Colorado School Performance Framework ranking of **Performance**-the highest ranking a school can attain for the past 2 years. Northridge is also a 2 time recipient of the St. Vrain Valley School District Superintendent's Excellence in Education Award. We are currently one of three schools in the state of Colorado selected as a finalist for the [2018 Colorado Succeeds Excellence in STEM Education Prize](#)! At Northridge we are very intentional about supporting the academic and social-emotional learning of our students. We welcome students and families from all walks of life and all backgrounds!

In Kindergarten through December of Grade 3, we offer biliteracy (reading and writing) instruction in Spanish and English for native Spanish speakers who opt in to our Biliteracy programming. The goal of the St. Vrain biliteracy option is to support the development of English proficient learners through the support of the first language-Spanish. Please speak with our family liaison, principal or a classroom teacher to determine the best option for your child(ren). There are several considerations to ensure each individual child's school success! Our students, families and staff are truly outstanding and focused on student learning! At this time we do not provide Spanish classes for students during the school day. We do, however, often provide Spanish and English classes for students and/parents as one of our many extra-curricular options each year.

Won't you please read through this Family Handbook so that together, we can provide the safest and most supportive school experience for our students and their families. If you have any questions, any of our staff members are happy to connect with you in order to help make this the best school year ever!

Together Everyone Achieves More! We count on families, students and staff to work as a team to help our students reach their educational goals. We encourage parent participation in the classrooms and on the various school and district committees. Our school owes its success to the hard working students, parents, staff and community members who develop strong relationships and work together for student success!

Sincerely,

Lorynda Sampson, Principal &
Northridge Team Members

NORTHRIDGE ADDRESS

Northridge Elementary School
1200 19th Avenue
Longmont, Colorado 80501

Principal: Mrs. Lorynda Sampson
Secretary: Mrs. Deanne Vander Velde
School Phone: 303.772.3040
FAX: 720.652.8085

Office Hours: 7:30 a.m. to 4:00 p.m.
School Hours for Grades Kindergarten – Grade Five: 8:25 a.m. to 3:10 p.m.
Preschool: A.M. 8:30 a.m. to 11:05 a.m. P.M. 12:30 p.m. to 3:05 p.m.

NORTHRIDGE STAFF

OFFICE:

Wendy Gonzalez-Attendance Clerk
Rocio Reyes-Family Liaison
Lorynda Sampson-Principal
Billie Sites-Health Clerk
Deanne Vander Velde-Secretary

ACADEMIC SUPPORT:

Kristi Campbell-Counselor/Dean
Jodi Garner-STEM Coordinator

PRESCHOOL:

Jessica Covington-Teacher
Harriet Langer-Teacher
Mary Beckerman-Paraeducator am
Debbie Lopez-Paraeducator
Veronica Mayen-Paraeducator
TBD-Paraeducator pm

KINDERGARTEN:

Noemi Jimenez
Wendy Pillard
Jamie Simon
Luis Montes-Kinder Paraeducator

FIRST GRADE:

Janette Rivera Gonzalez
Melanie Sapp
Brandi Ward

SECOND GRADE:

Natalie Akin
Katie Frederickson
Taura McClanahan

THIRD GRADE:

Nina Miller
Debbie Wolf

FOURTH GRADE:

Carly Hillmer
Stephanie Mathews
Tanya Sadler

FIFTH GRADE:

Mary Ellen Bunta
Emily Fiebig
Karen Hargrove

SPECIALS:

Jane Daw-Art
Coach Mikie Leips-PE
Natalie Wilson-Music
Rachel Rhodes-Media Tech

INTERVENTION/ENRICHMENT

Jodi Garner
Lynn Maybee
Silvia Rohrbouck
Monica Schmoker

SPECIAL EDUCATION

Genesee Lemon-Teacher
Danielle Mignon-Teacher
Amy Moore-Speech/Language
Lorraine Drewes-Paraeducator
Cindy Johnston-Paraeducator
Hope Rothe-Paraeducator

INSTRUCTIONAL PARAEDUCATORS:

Lysa Baldivia
Liz Hanscome
Amy Mathews
Luis Montes
TBD-Mindfulness Room

CAFETERIA and CUSTODIAL:

Jane Foster-Cashier
Aric Hockett-Head Custodian
Misty Narum-Kitchen Manager
-Dishwasher
Michelle Yates-Cook
-Evening Custodian

IMPORTANT DATES

August 2-School Office Opens-8:00-3:30
August 1-Family Reading Night-7:00-8:00 pm
August 8-Family Reading Night-7:00-8:00 pm
August 3 @ 8:00 am-4:00- Office Reopens
August 13-5:00-5:30- Family Meeting
w/Principal
5:30-6:30-Family Meeting w/Teacher in
classroom.
6:40-7:30-Backpack distribution for those
w/ticket obtained from teacher.
August 14 and 15-Kindergarten Assessment
Days-by appointment only
August 15-8:25-3:10-First Day of School for
students in grades 1-5.
August 16-10:00 Preschool Orientation 10:00 am
August 17-8:25-3:10-First Day of School for
Kindergarten students
August 20-First Day of School for Preschool
students.
Aug 22-Sept 7-Reading and Math Fall
Assessment window-i-Ready
Sept 3-Labor Day-No School
Sept 5- Late Start- School starts at 11:00 am
Sept 6 - Hearing & Vision Screening
Sept 17-28-Family Conference Window
Sept 20 - Big Kahuna Fundraiser Kickoff
Sept 21 - Individual Picture Day
Oct 2 - Big Kahuna Fundraiser Money Due
Oct 3-Late Start- School starts at 11:00 am
Oct 12 & 15-No School for students
Nov 2- Trimester 1 Ends
Nov 2 - Picture Re-takes
Nov 7-Late Start- School starts at 11:00 am
Nov 19-No School for students
Nov 20-23-Thanksgiving Break
Nov 28-Reports Cards available online
Nov 28 - Hearing & Vision Re-checks
Nov 29, Dec 3 & Dec 4-3:30-7:30 pm
Individual Conferences
Dec 5-Late Start- School starts at 11:00 am
Dec 4-Dec 13-Winter Reading and Math
Assessment window-i-Ready

Dec 21-No School for students
Dec 24-Jan 4-Winter Break
Jan 7-Back to School for Students
Jan 14-31-English Language Assessment window
Jan 21-Martin Luther King Day-No School
Feb 4-14-Family Conference Window
Feb 6-Late Start- School starts at 11:00 am
Feb 15-No school for students
Feb 18-Presidents' Day-no school for students
Feb 22-Trimester 2 Ends
Mar 6-Late Start- School starts at 11:00 am
Mar 8-Report Cards Available online
Mar 20 - Class/Group Pictures/Cap & Gown
Mar 25-Mar 29-Spring Break
Apr 3-Late Start- School starts at 11:00
Apr 8-26-State Testing Window-CMAS &
Spanish Assessments
April 22-April 30-Kindergarten Assessment
Apr 29-No school for students
Apr 30-May 9-Spring Reading/Math iReady
Assessment window
May 1-Late Start- School starts at 11:00 am
May 16 STEM EXPO
May 17 Field Day
May 23-Trimester 3 Ends and Report Cards
available.
May 23-Last of School for Students. Family
Picnic @ 11:45 pm.

BASIC INFORMATION

SCHOOL HOURS

The school day at Northridge Elementary is 8:25 a.m. to 3:10 p.m. Students are expected to be at school on time. The first bell rings at 8:25 a.m. and the tardy bell rings at 8:30 a.m. Due to supervision and safety reasons, students may not be dropped off or allowed to enter school grounds before 8:15 am unless they are part of a before school program. Students may not arrive before 10:50 a.m. on Late Start Days unless they are participating in our Community Schools programs. Students must be picked up at 3:10 p.m. unless they are registered for an after-school program. Thank you!

OFFICE HOURS

The office is open from 7:30 a.m. to 4:00 p.m. Parents are welcome to meet with the principal as needed. It is recommended however, to call ahead for an appointment to ensure availability. Parents are expected to discuss any classroom concerns with the classroom teacher prior to visiting with principal.

TEACHER HOURS

The normal day for most of the teaching staff is 7:50 a.m. – 3:20 p.m. It is easiest to reach teachers between 8:00 a.m.– 8:20 a.m. Please schedule an appointment with classroom teachers so that they are able to give you ample time, privacy and attention when needs arise. All teachers have access to email as well. Email addresses are as follows: LastName_FirstName@svvsd.org. For example, the principal's email is:

Sampson_Lorynda@svvsd.org. Please note that teachers are unavailable to meet, take phone calls or visit with parents during student contact times. Student learning and safety are of the highest priority. Thank you!

BIKES, SCOOTERS, SKATEBOARDS AND ROLLERBLADES

Bicycles are to be parked and locked in the racks at school. Bicycles must be walked on school grounds. Only one rider per bike. General traffic safety rules should be followed by bicycle riders leaving school grounds. The National Safety Council recommends that children under nine years of age not be allowed to ride their bicycle to or from school. Roller blades may not be worn on school grounds. Shoes with wheels are not allowed. Scooters and skateboards may not be ridden on school grounds. Northridge Elementary is NOT responsible for lost, stolen or damaged bikes, skateboards or scooters. Locks for bikes, scooters, skateboards are strongly encouraged.

ATTENDANCE REPORTING PROCEDURE

Parents are requested to notify the school office early on any day their child is absent. This ensures the safety of our students. This also prevents us from contacting you at work or interrupting your activities at home. You may leave a message on our answering machine if we are not available @ 303.772.3040. Please schedule appointments OUTSIDE of school days and hours to minimize the disruption of learning for your child and your child's classmates. It is stressful for students to miss a part of their school day. The beginning and end of the day activities are important to student success. Students miss important learning activities when they arrive even a few minutes late or leave even a few minutes early. Thank you.

TRAFFIC AND PEDESTRIAN SAFETY

Please use caution and be patient when bringing children to school and picking them up in the afternoon. Parents should discuss the most desirable routes to and from school with their children, safety factors while walking to and from school and while waiting for, or riding buses. Parents are responsible for arranging transportation to and from school for students unless busing has been provided. **Students may not arrive on the school grounds prior to 8:15 a.m.** unless the child is here for before school activities. The school urges parents to make every effort to see that students arrive on time. Making sure that you or your carpool arrive on

time, or seeing that a student who is walking or riding a bicycle gets started early enough, will help establish a lifetime habit of promptness. We recommend using the Hug and Go lane for drop-off and pick-up daily.

1. Insist that students exit the car onto the sidewalk nearest the school and that everyone uses crosswalks around and near the school. Please do not double park or stop in the middle of the street to drop-off or pick-up. This puts students at risk for injury.
 2. Use the Hug and Go Lane on the west side of the school. Drivers are to pull all the way up and **remain** in their vehicles when using the Hug and Go Lane. Have students exit the vehicle on the school side of the vehicle to ensure safety.
 3. **Do not enter the Bus Lane during school hours.** ONLY handicapped tagged vehicles are permitted in the bus lane. Do use the crosswalk instead of crossing in the middle of the bus lane to prevent the risk of injury.
 4. Talk to your children often about pedestrian and bicycle safety. Please require your children to cooperate with crossing guards, staff and to follow their instructions. Please model the expected behaviors for all children.
 5. If your child walks or rides a bicycle, prepare a rainy day or unexpected storm plan ahead of time and make sure your child knows the plan.
 6. The school has no provisions for after school care of children so your cooperation in arriving promptly at dismissal time is essential to your child's safety and care.
 7. Please obey the traffic signs around the school. Do NOT double park in the cul-de-sacs or make U-Turns on 19th Ave. or Gay St. Please, be thoughtful of our neighbors at all times.
- Parents in violation of these rules may be fined or ticketed by the Longmont Police Department.

DISTRICT'S STUDENT ATTENDANCE POLICY

Our attendance goal for each child is a 95%-100% attendance rate! St. Vrain Valley School District's policy states that students under age 17 must fulfill the requirements of the compulsory attendance law. The minimum number of unexcused absences a student may incur before judicial proceedings may be initiated to enforce compulsory attendance is four (4) days in a month or ten (10) days by state statute during any school year. When a student reaches 12 absences they will no longer be excused without documentation from a health care provider. We will make additional contact, either written or verbal, on the 4th, 6th and 9th absences. On the 13th absence – the parent/guardian will be asked to meet with school officials to discuss pertinent issues and develop an education plan including an attendance contract. Every 3 unexcused tardies (arriving late or leaving early) will be considered a one-half day unexcused absence. We do have district attendance personnel to assist families in problem solving to support student attendance so that students can be: On time every day and at school all day! Our students and their education are worth it!

EMERGENCY SCHOOL CLOSING PROCEDURES

Please check the St. Vrain Valley website regarding school closures. The St. Vrain Valley School District also sends a SHOUTPOINT automated call to families announcing when schools will be closed. Please LISTEN to these calls. Television stations 2, 3, 4, 7, and 9 are notified of emergency school closures for weather. AM radio stations 560, 630, 850, 950, 1060, 1490, and 1600 and FM stations 91.5, 95.7, 98.5, 103.5, 104.3, 105.1, and 107.5 are also notified.

OTHER INFORMATION IN A, B, C ORDER

ANIMALS

Pets are not permitted on school property due to allergies and safety issues. Please meet your student off school property if you have your pet with you. Classrooms will be allowed to have reptiles or curriculum based pets as long as classmates have no allergies to the classroom pet.

BIRTHDAYS

Recognition of a child's birthday is important to the child and builds good self-esteem. The last 10 minutes of the school day are reserved for the birthday child to be recognized. Treats, if brought, should be of a simple nature that can be easily distributed. Invitations to birthday parties for children must be handled outside the classroom and outside of the school day to prevent hurt feelings. Please save balloons and other gifts for home so as not to disrupt learning. Thank you!

BUS TRANSPORTATION

All students living in our attendance area or approved biliteracy student attendance areas who live more than 1.5 miles from school are eligible for bus service. Students must have prior approval from St. Vrain Valley Transportation Department to ride a different bus home. Forms are available at the school office or on the St. Vrain Valley District website and must be submitted at least 24 hours before each occurrence. Requests can be denied if space is not available. <http://www.stvrain.k12.co.us/parents/busesTransportation.php#special>
Transportation Request

Behavior issues on the bus may result in consequences including in-school discipline, suspension, or denial of bus service. Open enrollment students (not living in our attendance areas) are not eligible for bus transportation.

CARE OF SCHOOL PROPERTY AND SAFETY

Students are held responsible for the loss of or damage to textbooks, library books, technology and school property. According to District policy, the full cost of these items will be collected.

Students and family members are also expected to care for our school grounds by staying on sidewalks, putting trash in trash cans, treating plants properly, caring for our community garden, playing only in the designated areas and following all school and district rules.

Students and family members are expected to care for neighbors and their property by throwing litter in trash cans, remaining on sidewalks, staying out of yards and driveways. Blocking driveways is not permitted, even for a few moments and may result in a ticket or fine.

CELL PHONES:

Student cell phones are required to be turned off and kept in backpacks during school hours unless being used for a school approved learning activity. Violations will result in the phone being taken away and kept in the front office for a guardian to pick up. Students are required to obtain staff permission to call home during school hours.

CONFERENCES FOR STUDENT, PARENTS, TEACHERS

Time is set aside several times during the year for parents, students and teachers to meet an support student success. Appointments, however, may be requested at any time by the teachers or parents.

*Instead of our Pop in for Popsicles open house, we will be having a whole school parent meeting and our first Family Classroom Conference on August 13 from 5:00 p.m. until 6:30 p.m. All parents are requested to attend this important Family Conference. It is highly recommended that one adult for each child attending Northridge accompany the student to this first family conference of the year. The principal, each teacher and each student

and parent/guardian will spend time together getting to know one another, learn about school expectations and ways to build a strong parent/child/school partnership! Dinner will be served. Child care provided for students 4 and under.

*Family Conferences: September and February-dates for each grade to be determined. Parents and students are expected to attend all Family Conferences together.

*Individual Conferences will be held November 29, December 3 and/or December 4 from 3:30-7:30 pm.

*Our STEM EXPO is our final Family Conference and is a celebration of STEM Learning. All students will present their learning at our STEM EXPO on May 16.

COUNSELING SERVICES

All schools in the St. Vrain Valley School District currently have the services of counselors. Northridge has a full-time counselor/dean who is available to students, parents or guardians, and staff members.

The counselor might see a child individually, in a small group, or during a classroom guidance activity. Counseling programs or topics might include conflict resolution, personal safety, problem solving, decision making, peer relations, crisis intervention and support, developing responsible behavior, school progress and motivation, individual differences, family concerns and self-esteem. School counselors DO NOT provide therapy.

Counselors hold a minimum of a Master's degree, are state certified and have classroom teaching experience.

Our counselor welcomes parents to call, schedule an appointment or to stop by. Resources materials are also available through the counseling office and our Family Liaison.

DISABILITIES

Programs for students with disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990: Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibit discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities such as caring
2. for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working;
3. has a record of such impairment; or is regarded as having such impairment.

The school district has the responsibility to provide adjustments and services to eligible individuals with disabilities. The St. Vrain Valley School District acknowledges its responsibility under Section 504/DA to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school district.

DRESS CODE

We encourage children to come to school dressed appropriately for the weather and the school's activities. Flip-flops and open shoes of any sort break easily, can lead to foot injuries and are particularly unsafe in P.E. and during playground activities. T-shirts with obscene, rude or racial comments, halter tops, spaghetti straps, short-shorts, midriff shirts and swim wear are not allowed. Tank tops should be 3 fingers in width. Shorts are to be mid-thigh or longer in length. A more conservative style of dress is expected. Sagging pants are not permitted. INCIDENTS OF INAPPROPRIATE DRESS WILL BE HANDLED INDIVIDUALLY. Cap/hats may not be worn in the building (except on designated spirit days). Sunglasses are permitted outdoors. Students

with prescription glasses need to bring them daily (some students benefit from leaving them at school) for school success.

Physical Education classes do not require any particular kind of uniform. Athletic shoes are necessary for preservation of the gym floor and for safety. If a dress is worn, it is advisable for the student to wear shorts under the dress on P.E. days.

It is advised that haircuts and hair color be conservative in nature so that do not interfere with students' abilities to focus on learning or incite teasing or undue curiosity, as is the nature of children.

Jewelry, accessories or clothing that is disruptive in nature will be handled on an individual basis. If temporarily confiscated, all will be returned to the student or the parent depending on the number of disruptive incidents.

EARLY DEPARTURES

When students have to leave school early, a note should be brought from home. Students may be released only to parents or legal guardians. If someone other than a parent or legal guardian is to pick up a student, the school should be notified. Students are to be checked in and out only through the office by the guardians/adults.

Appropriate ID is required to ensure the safety of children. Children should NEVER be removed by a parent or guardian at any other location in the school. **Please do make appointments before or after school hours to allow for your child, as well as the other students, to maximize learning time.**

FAMILY VACATIONS

Vacations when school is in session are strongly discouraged because it often interferes with student achievement. Every attempt to coordinate trips with the school vacation calendar helps children succeed and be part of the classroom community. That said, we do understand that parent's vacations, relative's visits, and educational trips do not always coincide with students' days off from school.

Parent requests for school work to take along on trips is often a difficult request to meet. Introduction of concepts may take longer than originally planned and work covered cannot always be determined accurately. It has also proven true that it is difficult for the child to complete the assignments without proper instruction from the teacher and therefore may cause much frustration.

Not all students can afford to miss many days of school because concepts introduced are often difficult to present on a make-up basis. Please schedule an appointment with the principal if you plan to have your child miss school to determine whether not your child's absences can be excused.

At our school we have developed the following policy to better serve our patrons:

Work will be sent home upon return from absences. Students are allowed one day for each day away from school, up to a maximum of one week to make up school work. We do encourage students to read library books, etc. to retain skills during their absences. With the above policy it is our hope to take the pressure off of students and parents. When the child returns to school, the teacher may be available to explain concepts taught.

FIELD TRIPS:

Most classes will take one or two educational field trips per year. Our PLC helps fund student field trips so that our students may engage in additional learning. Field trips are designed to increase student learning. Students will need to return signed permission slips in order to be able to attend field trips. Parent chaperones may or may not be requested for field trips. Small children, siblings or other relatives may NOT attend field trips with parent chaperones. Our chaperones will be responsible for the safety, security and learning of the students they are chaperoning. In some cases, a parent may be required to attend a field trip with their child to ensure the safety, well-being and security of their student or the students in the class. Due to bus space, chaperones may be

required to take their own vehicles on some or all field trips. Because chaperones are required to directly supervise students, chaperones are expected to save cell phone use for emergencies or for taking field trip photos only. Calls and texting prevent adequate supervision of students. Thank you.

HEALTH

We have only limited health services available through our school. A health clerk is in the building 7 hours each day. District nurses are available for consultation.

It is ESSENTIAL that we have the following information on file in case of illness or emergency:

- A. Telephone numbers where parents may be reached.
- B. Names and telephone numbers of relatives or friends who should be contacted when parents are not available.
- C. Name and telephone number of family doctor.
- D. Please note that it is the responsibility of the parent to guarantee that a sick or injured child will be picked up in a timely manner if requested by the school.

Illnesses and When to Keep Students Home:

Children with a fever of 100 degrees or higher **may not** come to school, even if the temperature can be lowered with medication. Once the medication wears off, the temperature goes back up. Temperatures often indicate contagious illnesses. Children need to be fever free without medication for 24 hours before coming to school.

Please be kind and don't expose others. Children with extremely bad coughs or other contagious illnesses should typically remain at home.

Students who have vomited or have diarrhea will be sent home or need to remain home for at least 24 hours. Students who become ill at school **are required** to be promptly picked up from school by an approved adult.

Strep Throat: Your student may return to school after taking the antibiotic for 24 hours, they feel better, and are free of symptoms.

Chicken Pox: Your student should stay home until there are no new lesions and all existing lesions have scabbed over.

Pink Eye: Any eye infection must be treated by a physician before the student returns to school. If antibiotic therapy is prescribed, the student must remain home for at least 24 hours after treatment has begun, and they must be free of eye drainage before returning to school.

Open sores on skin: All skin lesions must be covered by a bandage or clothing during the school day. This may include impetigo, ringworm, scabies, and other fungal, bacterial, or viral skin infections.

Generalized skin rash: Any student with an undiagnosed skin rash must be seen by a physician for diagnosis and/or treatment before returning to school with a note from the health care provider.

Head Lice: Your student may return to school only after treatment with lice shampoo and a nit comb.

Dispensing Medication:

No prescription or nonprescription medication shall be administered at school by the school health clerk or other school designee as determined by the principal without the following requirements being met:

1. Medication shall be in the original properly-labeled container. If it is a prescription medicine; the student's name, name of drug, dosage, time for administering, name of physician and current date shall be printed on the container.
2. The school shall have received written permission from the doctor or dentist to administer the medication.
3. The school shall have received written permission from the parent/guardian to administer the medication. When such a request is made by the parent/guardian, a full release from the responsibilities pertaining to the administration and consequences of such medications also must be presented to the office by the student's parent or guardian. **All medication must be delivered to school personnel by an adult. All medication shall be safeguarded at school to avoid any risk that it may be improperly ingested by anyone.**
4. Exceptions to the policy are:
Sunscreen, cough drops, lotion, lip balm, contact wetting solution. These items must be provided by parent or guardian.

“**PERMISSION FOR MEDICATION**” forms from the school district are available for all physicians to use. Most physician's offices in the area have been given these forms and all schools have a supply as well.

Immunizations:

The Colorado School Entrance Immunization Law requires all students to provide proof of immunizations to attend school or child care. Your child's immunization record must be presented by the first day your child attends school.

If a student does not have all the required immunizations, the school will notify the parent/guardian. Parents have 14 days to show documentation that the next required immunization has been given and to complete a written plan for completion of any additional required immunizations. You may contact your physician, county health department or public health nursing service to obtain the required immunizations.

Preschool

- DTaP/DTP/Td4 doses(4 acceptable if 4th dose given after 4th b'day)
- Polio 3 doses(3 acceptable if 3rd dose given after 4th b'day)
- Hepatitis B 3 doses
- MMR 1 doses(1st dose must be give – 12 mo of age for child)
- Varicella 1 dose OR History of disease (provide date)
- Influenza B 3 doses

Kindergarten

- DTaP/DTP/TD 5 doses (4 acceptable if 4th dose given after 4th b'day)
- Polio 4 doses (3 acceptable if 3rd dose given after 4th b'day)
- Hepatitis B 3 doses
- MMR 2 doses (1st dose must be given – 12 mo of age for child)
- Varicella 2 doses OR (History of disease documented on immunization

record from doctor's office or lab confirmation)

Please contact school personnel if you would like to obtain a personal, religious or medical exemption. The statement for exemptions is on the Certificate of Immunization and must be signed by the parent, guardian or physician.

Kindergarten students entering school for the first time must submit proof of full immunizations by their first day of school. No students shall be permitted to attend or continue to attend any school in this district without

meeting the legal requirements for immunizations against disease unless the student has a valid exemption for health, religious, personal, or other reasons as provided by law.

Students who do not submit a certificate of immunization or present a valid exemption shall be suspended and/or expelled from school until such certificate of exemption is received.

Immunizations may be obtained from your family doctor or the Boulder County Health Department. Immunizations must be completed prior to school entry.

HOMEWORK

Teachers will assign homework. Encourage your children to complete their work. Discussing school and homework will help students develop a positive attitude about learning, especially when learning something new or difficult. Remind students that learning is supposed to be challenging and will become easier with practice, effort and support. Do attend all Family Conference Nights, Individual Conference Nights and other parent education opportunities to learn how to best support school and homework completion. Homework will not exceed more than 15 minutes per night, 3-5 times per week for grades K-2 and will not exceed more than 30 minutes per night, 3-5 times per week for grades 3-5.

INCLEMENT WEATHER

In all but the most severe cases (heavy rain or snow, thunderstorms, extreme cold-less than 15 degrees factoring in wind chill), students will line up outside on the playground before school and dismiss at their regular locations. In the event that weather, a sudden severe storm, or the inability to clear weather from the play pads dictates an “inside day,” students use the main entrance or the cafeteria doors by the “Hug and Go Lane” to go to the cafeteria before school. If weather does not permit a safe and orderly exit from usual exit locations, students will be dismissed from the front entrance and the cafeteria doors by the Hug and Go Lane. **DO NOT USE THE BUS LANE** for drop-off and pick-up on bad weather days. The bus lane is reserved for buses and vehicles with a visible handicapped tag at all times. This is for the safety of all children and adults.

INTERNET AND TECHNOLOGY

Our school devices are connected to the Internet. A student and parent must sign an Internet agreement in order for a student to have access to the Internet. Students are expected to take care of all technology at school. Vandalism to or theft of technology may result in students and families having to pay for the replacement or repair of technology

LATE START DAYS: Late start days are the **first Wednesday** of each month except for January. There is no Late Start day in January. School begins at 11:00 am on Late Start Wednesdays. Students may arrive between 10:50 and 11:00 am. Students are counted tardy if they arrive after 11:05. We do provide Late Start Community School programs for a small fee on each Late Start Wednesday. Community School activities are from 8:30-11:00 on Late Start Wednesdays. Buses run 2.5 hours later for pick-up on Late Start Wednesdays.

LOST AND FOUND

Please help your child by clearly labeling, with student’s name, all items of clothing such as mittens, caps, hats, jackets, coats, sweaters, boots, backpacks and umbrellas. Many mix-ups occur during the year and a large amount of clothing is unlabeled and unclaimed each year. The Lost and Found is at the back of the cafeteria. The school is not responsible for lost, damaged or stolen personal property. It is each child’s responsibility to remember and keep track of their personal items.

LUNCH AND BREAKFAST PROGRAM

Northridge provides **all** students FREE Breakfast and FREE Lunch Daily. In order to maintain this FREE BREAKFAST AND FREE LUNCH GRANT, **we need each** family to complete and return the lunch

application forms at the beginning of each year. One form per family is required. Please complete the forms carefully and correctly using black ink only. All information should be completed on each form. Thank you.

Students will be escorted to 20 minutes of recess **before** their 20 minutes of cafeteria time daily at their lunch break. Students may bring sack lunches if desired. Sharing food is not permissible due to State Health Regulations. We encourage all students to eat and drink for adequate energy and healthy brains and bodies.

Please inform the Health Clerk and our Kitchen Managers of any food allergies or dietary restrictions as per a medical doctor's order. Our district nurse may make contact with families to ensure we are adequately supporting the health needs of students with allergies and dietary restrictions.

Only adult visitors such as parents and grandparents are welcome to visit at lunch. Children not enrolled at Northridge Elementary are not permitted to visit at lunch time in order to ensure safety for all.

MAKE-UP WORK FOR ABSENTEEISM

If a child is absent, make-up work should be expected at the discretion of the teacher with appropriate time allowed for the work to be turned in. A teacher is not required to assign homework or make-up work for students who are absent for an extended period such as family trips. The student handbook allows parents to request school work upon return from family trips. For every day a child is absent, the child has one-two school days to make up the work missed (up to one week).

MOVEMENT

At Northridge, we know that moderate to vigorous physical activity has a direct impact on student learning, health, behavior, and achievement. Students will engage in various movement activities throughout their school day. Please dress accordingly. We will also be continuing 100 Mile Club which encourages & supports participating students as they log 100 miles of physical activity during the school year. More information to come about this exciting opportunity!

OUTDOOR PLAY - WEATHER GUIDELINES

Recess is scheduled as part of the regular school day. Recess provides students with much needed fresh air, the opportunity absorb vitamin D as a result of being outside, the opportunity to expend energy, stretch and activate the body in order to maximize learning and good health. As a general rule, if your child is too ill to participate in recess, he/she should be kept at home. We will require a doctor's note to exclude students from recess due to significant health concerns. All children will go out to play during recesses. Recess is important for socialization and learning to get along with other children. Since the weather changes frequently in Colorado, please make sure your child comes to school with cold weather wear each day.

Inclement Weather: In all but the most severe cases (heavy rain or snow, thunderstorms, extreme cold-less than 15 degrees factoring in wind chill), students will go outside for recess. Longmont has unpredictable weather. Sometimes your child may need warm clothing for recess or walking home in a rain or snow storm, even though the day started out sunny. Recess is canceled only when the wind is extreme, the chill factor is extreme, lightening is present, or it is raining or snowing hard. Generally speaking, children are better off outside, if dressed appropriately, than remaining indoors. We recognize and take care of the few exceptions to this rule. Children who cannot participate in all phases of the school program should, in most cases, be kept home until the illness has passed. In most cases, doctors report that germs, not weather, cause illness.

We do have a limited supply of winter weather wear available for students and families experiencing significant hardship in purchasing winter weather wear.

PARENT LEADERSHIP COMMITTEE (PLC)

All families belong to our Parent Leadership Committee. We encourage our parents to participate and join us for our monthly meetings. We meet for 1 hour 7-8 times per year. We are always seeking board members! This committee works with our Family Liaison and staff to:

1. To promote collaboration among the parents, staff, and students of Northridge Elementary in order to encourage strong family and school partnerships.
2. To promote an open forum on matters of general school concern.
3. To promote volunteers and fundraising when needed for the benefit of the students and school.
4. To promote partnerships and community involvement in the school.
5. To be organized as a nonprofit organization serving the school.
6. To plan, organize and lead family social and community building events like picnics, carnivals, family fun nights, the fall dance, winter family fun night, STEM activities, and more!

PARENT LEADERSHIP TEAM (PLT)-ACADEMIC

Our Parent Leadership Team is about empowering parent leadership and partnership in the academic success of our students. We are always seeking new members who are interested in working with our Family Liaison, Principal and Classroom Teachers to build strong academic parent, teacher and student partnerships around student learning. Our Academic Parent Leadership Team helps plan and often co-facilitates Family conferences with classroom teachers. We are committed to empowering parents through networking, support, data analysis, collaborative goal setting and community building in each classroom. Without our Academic Parent Leaders, our Family Conferences wouldn't be as successful and our community wouldn't be as strong. We value the voices and skills of our parents as we all grow, learn and help each other do the best work possible for each student's education! Won't you join us?

SCHOOL ENRICHMENT ACTIVITIES

Before and after-school activities are available for students. Announcements about classes and activities will be sent home and/or published in the newsletter and posted on our website/Facebook page. **Please also listen to all electronic phone calls (Shoutpoints) for additional information about school activities.**

SHOUTPOINT CALLS

Northridge and the St. Vrain School District use a SHOUTPOINT or electronic phone and email system to communicate with families. Please be sure to listen carefully to each message. At Northridge, our messages are usually recorded in English and in Spanish, so please be patient. In many cases these messages go out before or after school hours. There will be NO ONE at the school to answer the phone if you call to ask about the SHOUTPOINT phone call. Important information and reminders will often be sent via the SHOUTPOINT system as well as in Thursday Folders.

SCHOOL-WIDE POSITIVE BEHAVIOR EXPECTATIONS AND DISCIPLINE

SOCIAL EMOTIONAL LEARNING:

We know that social emotional learning is just as important as academic learning. All teachers and students participate in daily social emotional lessons. Our focus is to help students learn kind, caring peaceful ways to solve problems, to learn to self-advocate and self-regulate and to seek and give support and help as appropriate. We work to develop a safe, caring and kind community focused on helping all children become the best they can be. We embrace our differences, develop our strengths and support the unique needs of each individual.

We have school-wide Morning Meetings each day designed to build community, teach important social emotional skills and engage students in real-life peaceful problem solving. Some of the research-based resources we use are Responsive Classrooms Approach, Zones of Regulation, In Focus, Positive Behavioral

Interventions and Support, Growth Mindset, Love and Logic, a variety of movement, brain breaks and mindfulness or self-regulation strategies, recovery and break areas in the classrooms, in a buddy classroom, in the Mindfulness room and in the office areas. One of the goals is help students learn the skills and strategies to manage their own feelings, behavior and learning over time. Another important goal is to help students manage tough feelings and conflicts using peaceful, compassionate and honest strategies. One of the toughest, yet most important goals is to learn to take responsibility for our actions during hard times as well as during the good times.

Some of our Positive School Recognitions include:

- *Each classroom has an individual system for recognizing positive academic and social emotional achievement.
- *Students may earn a Caught ROARING slip-half goes home for celebration with parents and half goes into a prize drawing box. Names are drawn twice weekly.
- *Bengal cards for whole class positive recognition of reaching academic goals, social emotional goals and demonstrating kindness, care and community service within our school.
- * Bengal Outstanding Learning Team (BOLT) monthly recognition. Each month 2 students from each room are recognized for a specific academic achievement. Parents/Guardians are invited to celebrate with their BOLT recipient. Because children crave and need individual attention from their parents and other key adult caregivers, we respectfully require that only the parent/guardian and the child being recognized attend this special BOLT recognition together. Siblings over the age of 3 should go to the playground during the BOLT recognitions.
- * Each classroom teacher creates awards to be given out at the end of each trimester in their classrooms
- *Monthly Perfect Attendance Awards are given to students with perfect attendance.
- * #Bengals are Kind and Energy Bus Awards are traveling trophies given to the classroom nominated for demonstrating any of the following traits: Kindness, Positive Energy, Desire, Focus, Purpose, Perseverance, Teamwork, Enthusiasm, Having Fun while working, Collaboration, Showing Care and Inclusion of All, Belief, Trust and More!
- *Friday School Spirit Days

Many other Positive Recognitions and Learning Celebrations are held throughout the year.

Behaviors we expect of all Northridge community members:

R.O.A.R We will be:

Responsible for our actions and accept responsibility and consequences, both good and bad.

Organized with ourselves, our materials and with others. We take turns, wait patiently and put things away neatly.

Achievement focused. We understand that a child's **job** is to go to school, to learn, work hard and do their very best every single day. It's the adults' jobs to support student achievement.

Respectful of ourselves, of our peers, of adults, materials and all things related to learning – in all places with all people.

Behaviors that do not meet our expectations:

Disrespect: Cursing/bad language, name calling, talking back, defiance, lying, spitting, yelling/loud voices and otherwise showing disrespect to self or others. Repeated unacceptable behaviors.

Body/Objects on Others: Hitting, kicking, pushing, fighting, throwing objects at someone, inappropriate touching.

Vandalism: Writing on walls, writing in school's books, carving/writing on desks, chairs, and destruction or breaking of school or others' property.

Bullying/Harassment: Continued and with the intent to harm- teasing/taunting/name calling, threatening and/or physically assaulting others.

CAFETERIA RULES

1. Keep your hands and feet to yourself.
2. Use “inside” voices at all times.
3. Keep your food on your tray or in your mouth.
4. Walk at all times.
5. Stay seated and eat and drink for energy.
6. Clean up after yourself.
7. Remain seated until dismissed.
8. Students may not share or give away food.
9. Follow directions.
10. Socialize and enjoy lunch!

PLAYGROUND RULES

BASIC RULES

Follow R.O.A.R. Behavior Expectations

Keep hands, feet and objects to yourself.

Have fun. Include everyone. Everyone plays.

PLAYGROUND BOUNDARIES INCLUDE: The grassy area within designated boundaries, the asphalt area, the playground equipment areas. The fenced playground is reserved for our preschool and kindergarten students.

OFF LIMITS: Personal toys, sports equipment, electronics, trading cards, etc. are to remain at home. This eliminates problems, prevents damage, theft and misunderstandings. Play equipment is provided at Northridge Elementary. Stay off the top of the playground equipment and equipment rack. Tag and chase games are permitted only on the grassy areas. Use balls on the playground not up against the school walls.

MONKEY BARS: Go in same direction as others, one at a time.

SLIDE: One student at a time, go down the slide on your bottom, feet first only.

SWINGS: Take turns (30 swings when others are waiting). Twisting and jumping off of swings are not permitted.

WINTER SAFETY: No sliding on ice, no snowball fights, students who choose to play in/on snow without proper clothing are responsible for the consequences (i.e. cold and wet clothing.) Students must wear snow boots in order to play in the snow.

WEAPONS:

To ensure the safety of all students and employees, the St. Vrain Valley School District has adopted a Disciplinary Procedure related to weapons which states “Students in possession of guns or weapons at school or on any school district vehicle will receive the maximum suspension from school allowable and expulsion procedures will be initiated immediately.” Please ensure that your child does not bring any object to school that could be considered a weapon. The District Discipline Code defines a weapon as any gun or firearm (loaded or unloaded) and as any instrument used with the intent on inflicting or threatening bodily harm. Knives, or other items deemed inappropriate by school officials, may be declared contraband and confiscated. Students have the duty and responsibility to immediately report all

weapons violations. This duty and responsibility includes physically bringing a weapon which may be found by a student on or near school grounds, to the attention of a staff member or administrator. In such instances, a student will not be disciplined for turning in a weapon which the student has found. However, discovery by school personnel of a weapon on a student, in possession by a student, or involvement in the transmission of a weapon from person to person in situations other than turning in a weapon, is grounds for being expelled from school.

Harassment/Discrimination of Students and Staff:

Employees of the District, and students enrolled in District schools, are in violation of this policy if, on school grounds, at school sanctioned activities or in District vehicles, they:

- Make demeaning remarks directly or indirectly, such as name-calling or racial slurs or “jokes,” or physically threaten or harm an individual on the basis of race, color, religion, national origin, sex or handicapping condition.
- Display visual or written material or deface school property or materials, to demean the race, color, religion, national origin, sex or Handicapping condition of an individual or group.
- Damage, deface or destroy private property of any person because of that person’s race, color, religion, national origin, sex or handicapping condition.

Students or staff members who believe they have been the subject of conduct or actions prohibited by this policy are encouraged to report the incident immediately to the principal or designee. Such reports will be investigated promptly, and the principal or designee will decide whether this policy has been violated. If a violation has occurred, the principal or designee will impose appropriate discipline, pursuant to the Discipline code of the St. Vrain Valley School District RE-1J. Any student who is determined by the principal to be in violation of this policy will be required to attend a meeting with the principal or designee. The principal or designee will request that the student’s parent(s) or guardian(s) also attend the meeting.

Staff members who believe they have been the subject of conduct or actions prohibited by this policy are encouraged to report the incident immediately to the Assistant Superintendent for Staff Relations. Such reports will be investigated promptly, and the Assistant Superintendent will decide whether this policy has been violated. Any staff member who violates this policy will be subject to appropriate disciplinary action.

Under federal law, civil rights and equal educational opportunities are guaranteed under Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Ethnic intimidation is prohibited by Section 18-9-121, C.R.S. and is classified as a criminal offense. The board of Education affirms the right of all students and staff, regardless of race, color, religion, national origin, sex or handicapping condition, to be treated with respect and to be protected from intimidation, discrimination, physical harm and/or harassment.

Harassment/discriminatory behavior that denies civil rights or equal educational opportunities includes comments, name calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color, religion, national origin, sex or handicapping condition of the individual or individuals or creates an intimidating, hostile or demeaning environment for education.

Legal Ref: C.R.S. 18-9-121 **Cross Rev:** Ac, Nondiscrimination
F, Student Responsibilities and Rights JGD/JGE Student Suspension/Expulsion

Discipline Code:

Our school follows the discipline code as set forth by the St. Vrain Valley School district. Copies have been sent home and we also have additional copies in the office should parents wish to review this code. The code consists of three elements: rights and responsibilities, due process procedures involving suspension or expulsion, and an elementary and secondary list of examples of infractions and the consequent disciplinary action(s) to be taken.

The Northridge Staff will consider the following when working with students to decide how to solve problems, support students and apply consequences:

Board Policy & District Code of Conduct Guide

Family Handbook

Posted School and Classroom Rules

Logical Consequences

Age, behavior and frequency of issue

The degree to which a student takes responsibility for his/her actions

Reason(s), intent, circumstances and history of the issues/student

Some possible supports, consequences and/or staff responses might be:

(Consequences are designed to help students learn from mistakes, preserve safety and learning for all as well as help children develop appropriate behaviors for the good of the entire school community)

*Discussion with student(s), direct teaching, apology of action or act of service.

*Parent may or may not be informed based on the situation, frequency, severity.

*Student may be asked to come up with solution, make up lost learning time, or otherwise correct the situation.

*Recovery Time in the classroom, a buddy classroom, the mindfulness room or another adult supervised area of the school. Recovery time might even occur at home. When the child is ready is to be calm and engage in learning, the child may return to the classroom for learning.

*Referral to counselor/dean or principal to develop a plan, to problem solve and/or correct the problem.

*Referral to an alternative work space for a short or prolonged period of time to support success, safety and prevent additional issues.

*Use of Problem Solving Form to communicate, calm, track behavior and engage in problem solving.

*Parent/Staff or Parent/Student contact to problem solve, inform, seek support.

*Conference with parent and student to develop a plan to correct the behavior.

*Loss of privileges/activities for varied amounts of time.

*School or community service time.

*Student may be sent home for a period of time or the school day may be reduced for the student.

*Development of contracts, safety plans, remediation plans.

*In or Out of School suspension (administration only)

*Referral to other sources for assistance including the law.

*Recommend expulsion (administration only).

We believe that all children are good children. All children sometimes have inappropriate behaviors and make poor choices. It's part of being a child. We also know that children behave differently in different settings and with different people. This is normal and is an essential part of learning and growing into a responsible adult. All children sometimes do things that surprise themselves, their parents and the other people, like teachers or friends. All human beings sometimes struggle to tell the truth. Again, it's a normal part of the human existence. Discipline is an ongoing process and happens most effectively when students are involved in taking responsibility for their actions, engage in due process and assist in the problem solving with adult guidance. Discipline and problem solving will be handled on an individual

basis. What's fair may not be equal. Students will be treated as individuals. We work to preserve the dignity and privacy of all when handling difficult situations. When students do not demonstrate acceptable behaviors, we will work together to determine the most appropriate supports, actions, solutions and consequences for the situation and for the student. If anyone involved in the situation doesn't think the actions/consequences are fair, they simply need to visit with the staff member involved to resolve the issue. Students, staff and parents can help by focusing on the positive and the opportunity to help students learn from the incident; while helping students live with the sometimes, negative consequences, of their behaviors. When we team together and show empathy, sadness and support instead of anger and blame or make excuses, we increase the odds that students will learn important life lessons. Certain behaviors will not be tolerated for the safety and well-being of our learning community.

SNACKS

Chips, sodas, sugary treats are NOT permissible as snacks (although they may be allowed occasionally for special occasions). Healthy snacks are permitted for class snack times. Healthy snacks help students have adequate energy for learning and social development. Hand-held snack items such as fruits, vegetables, proteins like cheese sticks, peanut butter, nuts, meat bites and whole grain crackers are permitted for snack times. Water bottles filled with water are allowed and encouraged. Please label your child's water bottle with first and last name using permanent ink.

STANDARD RESPONSE PROTOCOLS: Below is a picture of our Standard Response Protocol We utilize these procedures in emergency situations. We practice fire drills monthly, along with two lockdown, lockout, and shelter in place drills every school year.

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Prepare to Evade or Defend

STAFF

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Prepare to evade or defend



LOCKOUT! SECURE THE PERIMETER.

STUDENTS

Return inside
Business as usual

STAFF

Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance



EVACUATE! (To the announced location.)

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

STAFF

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! (For a hazard using a shelter strategy.)

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

STAFF

Lead safety strategy
Take attendance



En Caso de Emergencia Cuando oigas estas instrucciones, síguelas.



Lockout
(acceso bloqueado)



Lockdown
(cierre de emergencia)



Evacuate
(evacuación)



Shelter
(buscar resguardo)

Lockout • (acceso bloqueado): confirmar que el área alrededor del edificio es segura.

Estudiantes

Regresa al edificio
Continúa con la rutina del salón

Maestros

Lleve a los estudiantes al interior del edificio
Manténgase alerta sobre lo que ocurre en su entorno
Pase lista de los estudiantes
Continúe con la rutina del salón

Lockdown • (cierre de emergencia): bloqueo de puertas, luces apagadas, fuera de la vista.

Estudiantes

Desplázate a un lugar donde no se te vea
Guarda silencio

Maestros

Bloquee las puertas del salón
Apague las luces
Desplácese a un lugar donde no se le vea
Guarde silencio
Pase lista de los estudiantes
Espere a que los oficiales que respondan a la emergencia abran la puerta

Evacuate • (evacuación): sigue las siguientes instrucciones.

Estudiantes

Deja tus cosas donde estén
Ponte en fila
Vayan de la mano

Maestros

Dirija la evacuación al lugar de reunión
Pase lista de los estudiantes
Notifique si faltan estudiantes, si hay estudiantes de más, o si tiene heridos

Shelter • (buscar resguardo): sigue las siguientes instrucciones.

Estudiantes

Tipos de resguardo:

1. Para tornados
2. Para bombas
3. Para materiales peligrosos

Métodos:

1. Tírate al suelo, cúbrete y mantente en esa posición
2. Además, tapa los huecos con cinta adhesiva
3. En silencio

Maestros

Tipo de resguardo

Métodos

Pase lista de los estudiantes



TELEPHONE

The school telephone is a business phone; therefore, student use is limited. Students may not make long distance phone calls. Please make prior arrangements with your children as to how they will handle early dismissal on bad weather days. We cannot accommodate large numbers of students calling home at dismissal time for instructions about what to do. Students and families need to make **all** after school arrangements ahead of time. Students will not be permitted to make phone calls requesting play dates, etc. Students need permission from teachers to use the phone. Teachers are not able to take phone calls during student contact times. If you have an emergency, please call the school and our office personnel will take a message and get it to your child in a timely manner.

THURSDAY FOLDERS

Most notices will go home on Thursdays of each week in your child's Thursday Folder. Please make sure to take the information out, read and return the empty folder in a timely manner. We often send home time sensitive information. We make every attempt to send home information only once a week because we know how busy families are and how important it is to have timely communication between home and school and school and home. Thanks for your help with Thursday Folders.

VISITORS and VOLUNTEERS:


The safety of our students and staff is of vital importance. All visitors are required to enter via the front entrance and sign-in with the office for the safety and security of our students. All visitors must wear a Visitor Badge and be prepared to show an ID or go through a brief screening process, which may include asking the visitor or the student who is being visited a couple of questions if the visitor is unfamiliar to staff. Occasionally, we may need to call a parent or guardian to verify that a visitor is approved to visit while the visitor waits to enter the building. Student and school safety are critical, therefore this policy is **STRICTLY ENFORCED**. Visitors and volunteers are to remain in designated areas for the safety of the visitor, the volunteer and our students. We thank you for your patience, flexibility and understanding.


All visitors are screened via our video cameras and aiphone/doorbell system in order to ensure the safety and security of all. Do be prepared to state your name and show your ID at the front entrance. We cannot always clearly see each person or recognize each voice.

Classroom visits and volunteers are welcome and encouraged. Please do make the appropriate arrangements with the student's teacher or person with whom you are volunteering. **In order to preserve the learning environment and ensure safety, small children, younger siblings and school age visitors are NOT ALLOWED in student areas during the school day.** All volunteers are required to complete the required district volunteer paperwork prior to volunteering at our school. All volunteers are expected to adhere to staff expectations in order to preserve learning and confidentiality for ALL students.

There may be a few exceptions (and we will provide notice to parents and the office) for certain special programs or events held during the school day when younger siblings may attend. Many school events are just not age appropriate for small children and interfere with the activities. We so appreciate your participation and support and hope this doesn't impact your ability to visit or volunteer.

All family members are welcome to Family School Events held outside of the school day! We so enjoy getting to know and spending time with our Northridge Family members!

	R Responsibility	O Organized	A Achievement	R Respect
Classroom	<ul style="list-style-type: none"> • Do your work • Eyes on teacher/speaker • Help others and work together when appropriate 	<ul style="list-style-type: none"> • Follow directions • Put your materials away • Clean up after yourself • Take care of materials 	<ul style="list-style-type: none"> • Be on time • Focus on your own learning • Transition quickly 	<ul style="list-style-type: none"> • Keeps hands , feet & body to self • Use kind words and actions
Hallway	<ul style="list-style-type: none"> • Hands to self • Walking feet 	<ul style="list-style-type: none"> • Walk to right • Eyes forward 	<ul style="list-style-type: none"> • Allow others to continue learning 	<ul style="list-style-type: none"> • Whisper voices • Respect wall hangings
Cafeteria	<ul style="list-style-type: none"> • Hands and feet to self at all times • Eat your own food only • Clean up after yourself and others 	<ul style="list-style-type: none"> • Wait quietly in line • Remain seated until dismissed • 2 lines at trash & dump stations 	<ul style="list-style-type: none"> • Raise hand to get up or get something • Eat your food • Allow others to continue learning in the school 	<ul style="list-style-type: none"> • Inside voices • Talk to others at your table only • Follow directions • Walk at all times.
Bathroom	<ul style="list-style-type: none"> • Only go if you really need to go • Toilet paper in toilet • Go quickly & return to class quickly 	<ul style="list-style-type: none"> • Wash hands-2 squirts of soap • 3 pulls of paper towels • Wipe sink • Put trash in trash can 	<ul style="list-style-type: none"> • Whisper voices • Allow others to continue learning • Do your business quickly and get back to your learning 	<ul style="list-style-type: none"> • Go only in the toilet • Keep eyes to self • Flush toilet every time • Wash hands • 1 person in stall only
Playground	<ul style="list-style-type: none"> • Stay in designated areas • Line up quickly & quietly • Tetherball or 4 square referee (next person in line) makes the call. Respect the call! 	<ul style="list-style-type: none"> • One person on slide and swings at a time • Go one direction on equipment • Return all equipment 	<ul style="list-style-type: none"> • Line up immediately when bell rings • Follow playground rules • Hitting tetherball only (no ropes) 	<ul style="list-style-type: none"> • Follow directions • Hands ,feet & body to self • Play and include others • Use kind words and actions
Line Up & Dismissal	<ul style="list-style-type: none"> • Line up quickly and quietly • Remain in line • Single file and one line only 	<ul style="list-style-type: none"> • Walk in a line • Face forward • Voices off 	<ul style="list-style-type: none"> • Come to school on time • Go home immediately after school 	<ul style="list-style-type: none"> • Keep hands and feet to self • Follow adult directions • Use kind words and actions
Assemblies	<ul style="list-style-type: none"> • Eyes on speaker • Listen to the speaker • Sit quietly 	<ul style="list-style-type: none"> • Enter and leave quietly • Sit criss-cross • Wait to be dismissed 	<ul style="list-style-type: none"> • Clap when appropriate • Allow others to learn • Focus on your own learning 	<ul style="list-style-type: none"> • Hands, feet & body to self • Use voices only when asked to participate
Field Trips/Bus	<ul style="list-style-type: none"> • Follow all rules & procedures • Be safe • Remain with adult leader 	<ul style="list-style-type: none"> • Keep your area clean • Sit back to back/bottom to bottom on bus 	<ul style="list-style-type: none"> • Listen and learn • Allow others to learn • Focus on your own learning 	<ul style="list-style-type: none"> • Quiet voices • Listen to speaker • Follow directions

	R Responsabilidad	O Organización	A Aprovechamiento	R Respeto
Salones de Clase	<ul style="list-style-type: none"> • Haz tu trabajo • Mira a tu maestro/a • Ayuda a los demás y trabaja en equipo cuando sea apropiado 	<ul style="list-style-type: none"> • Sigue las instrucciones • Guarda tus materiales • Limpia al terminar • Cuida los materiales 	<ul style="list-style-type: none"> • Se puntual • Concéntrate en tu aprendizaje • Haz la transición a la próxima actividad rápidamente 	<ul style="list-style-type: none"> • Mantén tus manos, pies y cuerpo contigo mismo • Usa palabras y acciones amables
Pasillos	<ul style="list-style-type: none"> • Mantén tus manos y pies contigo mismo • Siempre ve caminando 	<ul style="list-style-type: none"> • Camina a la derecha • Mira hacia el frente 	<ul style="list-style-type: none"> • Permite que otros sigan su aprendizaje 	<ul style="list-style-type: none"> • Habla susurrando • Respeta lo que este colocado en las paredes
Cafetería	<ul style="list-style-type: none"> • Mantén tus manos y pies contigo mismo • Come solamente tu propia comida • Limpia tu espacio y el de otros después de terminar 	<ul style="list-style-type: none"> • Espera tranquilamente en línea • Quédate sentado hasta que se te indique que puedes salir • Forma 2 líneas en las estaciones de basura & descarga 	<ul style="list-style-type: none"> • Levanta la mano cuando tengas que levantarte o ir a buscar algo • Come toda tu comida • Permite que otros sigan su aprendizaje en la escuela 	<ul style="list-style-type: none"> • Usa una voz silenciosa • Habla con otros en tu mesa solamente • Sigue las instrucciones • Siempre camina de la cafetería al patio de recreo
Baños	<ul style="list-style-type: none"> • Sólo ve si es realmente necesario • Tira el papel higiénico en el sanitario • Ve rápidamente y regresa a tu clase 	<ul style="list-style-type: none"> • Lávate las manos usando 2 chorros de jabón • Tira de las toallas de papel hasta 3 veces • Limpia el lavabo • Pon la basura en el bote de basura 	<ul style="list-style-type: none"> • Habla susurrando • Permite que otros sigan su aprendizaje • Usa el baño rápidamente y regresa a tu actividad de aprendizaje 	<ul style="list-style-type: none"> • Asegúrate de que siempre vas en el sanitario • Mantén los ojos en ti mismo • Tira de la cadena cada vez • Lávate las manos • Una sola persona a la vez en el cuarto de baño
Patio de Recreo	<ul style="list-style-type: none"> • Quédate en el área designada • Ve a la línea de forma rápida y silenciosa • El árbitro de Tetherball o 4-square (la siguiente persona en línea) toma las decisiones 	<ul style="list-style-type: none"> • Sólo una persona a la vez en el tobogán o los columpios • Ve en una sola dirección cuando uses el equipo • Devuelve todo el equipo 	<ul style="list-style-type: none"> • Ve a la línea rápidamente cuando suene la campana • Respeta todas las reglas del patio de recreo • Sólo pégale a la pelota de tetherball (no a las cuerdas) 	<ul style="list-style-type: none"> • Sigue las instrucciones • Mantén tus manos, pies y cuerpo contigo mismo • Juega y incluir los otros • Usa palabras y acciones amables
Alinear & Despachar	<ul style="list-style-type: none"> • Ve a la línea de forma rápida y silenciosa • Mantente en tu línea • Mantente en una sola línea, uno tras otro 	<ul style="list-style-type: none"> • Camina en una línea • Mira hacia el frente • Mantente callado 	<ul style="list-style-type: none"> • Llega a tiempo a la escuela • Ve a tu casa inmediatamente después de la escuela 	<ul style="list-style-type: none"> • Mantén tus manos, pies y cuerpo contigo mismo • Sigue las indicaciones de los adultos • Usa palabras y acciones amables

Asambleas	<ul style="list-style-type: none"> • Mira a la persona que habla • Escucha a la persona que habla • Siéntate en silencio 	<ul style="list-style-type: none"> • Entra y sal en silencio • Siéntate con las piernas cruzadas (criss-cross) • Espera para ser despachado 	<ul style="list-style-type: none"> • Aplauda cuando sea apropiado • Permite que otras personas aprendan • Concéntrate en tu propio proceso de aprendizaje 	<ul style="list-style-type: none"> • Mantén tus manos, pies y cuerpo contigo mismo • Habla sólo cuando se te pide que participes
Excursiones / Autobús	<ul style="list-style-type: none"> • Respeta todas las reglas y procedimientos • Se cuidadoso • Quédate con el adulto líder 	<ul style="list-style-type: none"> • Mantén tu área limpia • Siéntate correctamente en las sillas, con la espalda en el respaldo 	<ul style="list-style-type: none"> • Escucha y aprende • Permite que otras personas aprendan • Concéntrate en tu propio proceso de aprendizaje 	<ul style="list-style-type: none"> • Usa una voz silenciosa • Escucha a la persona que habla • Sigue las indicaciones de los adultos