



North Ridge Elementary School

*7120 Harps Mill Road
Raleigh, North Carolina 27615
Phone (919) 870-4100
Fax (919) 589-6554*

<http://northridgees.wcpss.net/>



North Ridge Elementary

2019-2020

Student & Parent Handbook

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Notes

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North Ridge PTA Officers

<i>Co – Presidents</i>	Lindsey Ajaj & Jennifer Baucom nreptaprez@gmail.com
<i>Vice President</i>	Liz Lala lizlala77@yahoo.com
<i>Treasurer</i>	Jennifer Hall pta.nretreasurer@gmail.com
<i>Secretary</i>	Nandita Marshall Npai125@gmail.com
PTA Meetings occur quarterly. Dates and times will be posted on the website.	

General Information

School Website	http://northridgees.wcpss.net
Address	7120 Harps Mill Road, Raleigh, NC 27615
Main Office	(919) 870-4100
Cafeteria	(919) 870-4100 ext. 26819
School Counselors	(919) 870-4100 ext. 26821
Physical Education	(919) 870-4100 ext. 26827
Media Center	(919) 870-4100 ext. 26814
Transportation	(919) 805-3030
FAX	(919) 589-6554

Volunteers



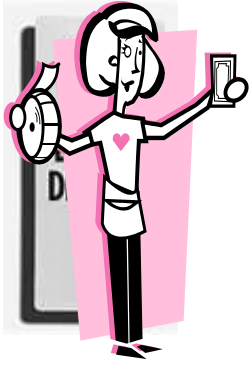
There are many opportunities to volunteer at North Ridge Elementary, and each teacher will inform parents about classroom volunteer opportunities. Our PTA will also send home volunteer information. Examples include, Unicornucopia, Book Fair, other PTA hosted events, working on special projects, working with small groups, helping in the media center, and at-home projects.

Per School Board Policy 5422, all volunteer applicants are required to complete an on-line application at a WCPSS school and must receive clearance from the Human Resources Department - Employee Relations **before** beginning work in a school as a volunteer. WCPSS employees do not need to register as volunteers.

You may access the volunteer registration website at any Wake County public school.

School Policies

School Visits



Parents are always welcome at our school. We encourage parents to come eat lunch with their children and attend special events. For safety reasons, we **insist that all parents sign in the office and wear a visitor's badge while on campus.**

Our teachers are always willing to meet with you if you have a question or concern. **Please do not "show up" at your child's classroom to talk with the teacher or expect a conference. These interruptions interfere with the instructional day and pose a safety issue because children are unsupervised.** Please send in a note, email a message or call school to schedule an appointment.

Please understand that these requests are for students' safety and instructional well-being. We appreciate your willingness to adhere to these policies and procedures.

Telephone Use/ Cell Phones

Please turn off your cell phone as you enter the office.

Telephone service for students is limited. Students will not be permitted to use the telephone to request delivery of forgotten homework assignments, field trip permission forms, or to ask permission to go home with a friend. If there is a compelling need to use the telephone, the student must have permission from the classroom teacher. Students that bring cell phones to school are expected to keep them in their backpacks and turned off for the duration of the instructional day.

North Ridge Elementary PTA

Dear North Ridge Families,

Welcome new and returning families!

We look forward to a great year! North Ridge Elementary is a wonderful community school with tremendous family, teacher and staff involvement. We hope you will join us in finding your place here at NRE by joining the PTA, helping out in your child's classroom, volunteering to serve on a committee, or attending school events. Whatever your schedule or interests, there are so many ways to be a part of your child's or children's time at NRE, and we need you!! Volunteers are an essential part of making each child's experience at North Ridge Elementary successful!

We look forward to working alongside you this coming year to make North Ridge Elementary all that it can be.

Here are some ways to stay informed:

1. Weekly eblast (contact nreptaprez@gmail.com to sign up).
2. Monthly Pathways newsletter.
3. PTA meetings (2019-2020 times TBD).
4. The school website at <http://northridgees.wcpss.net>
5. Facebook at <https://www.facebook.com/North-Ridge-Elementary-school/234987499959084>
6. Twitter @ NorthRidgeES

Please feel free to contact us if you have any questions regarding the PTA, or ways in which you can get involved at North Ridge.

See you on campus!

Lindsey Ajaj & Jennifer Baucom
PTA Co—Presidents, 2019-2020



Arrivals and Departures

Our school hours are 9:15 am to 3:45 pm.

The school building is officially open at 8:45 am. **Students may enter the building at 8:45 am.** The staff is not "on duty" until this time; therefore, students should not arrive prior to 8:45.

Safety Patrol students may arrive at 8:40 am.

Carpoolers are encouraged to arrive between 8:45 am. and 9:05 am.

Your child(ren) **must** remain in your car until adults and safety patrols are outside on carpool duty at 8:45 am. Please do not drop your student off prior to 8:45 am.

School buses will wait to unload until the 8:45 am. bell.

Students eating breakfast should go directly to the cafeteria. All other students are to report to their homerooms upon arrival at school, unless they are involved in before-school activities such as Safety Patrol. There should be no stopping at restrooms or visiting other classrooms before going to homeroom.



Late Arrivals

Students who are not in their homerooms by the 9:15 am. bell are considered tardy and **must** report to the office with a parent to obtain a tardy slip. An excuse for the late arrival should be provided at that time.

A student who arrives late or leaves early for any reason during the day is counted absent for the day if the time at school is less than half of the regular school day.

Any student who arrives after or is dismissed from class before 12:30 pm is marked absent for the day.

School Policies

Snacks and the Wake County Public Schools Wellness Policy

In June 2004, the Child Nutrition and WIC Reauthorization Act was signed into law, making it mandatory for all local education agencies participating in the National School Breakfast and Lunch program to create a local wellness policy. Much of our Wellness Policy (#5125) pertains to our Child Nutrition Services division. Per the federal mandate, there are areas in the policy that directly pertain to our school practices. Fundraising, rewards, and on campus events are addressed in our wellness policy.

- ◆ Fundraisers involving food may not operate during the school day.
- ◆ Edible rewards offered to students must be of high nutritional value. Examples of food lacking nutritional value include: soft drinks, water ices unless they have fruit or fruit juices, chewing gum, hard candies, gummies or jellies, marshmallow, candies, cotton candy, candy coated popcorn, chocolate and licorice.
- ◆ Schools are asked to host student reward events (e.g. Honor Roll Breakfast) that provide food and beverages high in nutritional value.
- ◆ On-campus events (e.g. concession stands) must offer two or more healthy choices for those individuals who would like an item of high nutritional value.



Please know that this policy **does not** dictate the food selections you make when sending a lunch with your child. The policy is in place to promote the selection of healthy choices offered in our schools for students and staff. Please join us in encouraging your child to make healthy choices. Please send healthy snacks. Examples included but not limited to fresh fruit or vegetables or similar snacks. Please do not send chips, cookies, soda or other sweets.

School Policies

Writing a Check to NRE

If you plan to write a check, please note the following:

Checks for school field trips should be made payable to **North Ridge Elementary School**.

Checks for school lunches should be made payable to the **North Ridge Elementary School Cafeteria**.

Please do not include school lunches and field trips on the same check. Write two separate checks, since they go into different accounts.

Parking

Please park in designated parking spaces only when visiting the school. Exits, entrances, and fire lanes should remain open for emergency vehicles at all times. Double parking is prohibited.

Pets on Campus

Due to safety and health reasons, pets are **NOT** allowed on campus unless for education purposes and prior approval has been given by school administration.

Release of Students to Separated or Divorced Parents

Parents should notify the principal and provide a copy of any court order specifying custody agreements. If there is no court order or separation agreement concerning custody of the child, either parent (or legal guardian) has the same rights to see the child or have the child released to him/her.

Safety Patrol

The school Safety Patrol is comprised of 5th grade students who are extremely visible during drop-off and pick-up times working to maintain student safety. Being a member of the Safety Patrol is an honor. A student volunteers to accept this responsibility of enforcing school safety, but must also have the recommendation of his/her parent(s) and teachers.

Arrivals and Departures

If your child's transportation needs to be changed for the day, and you forget to send a note, you may call the school at 870-4100, but please do so **before 3:15 pm**, when possible. Please do not make it a habit to call regularly to change your child's transportation. It is important for children to know their mode of transportation in advance.

If a child needs to check out at any time during the day, a parent must come to the office to sign out the child and be prepared to show a picture ID. Office personnel will call the classroom and request that the student come to the office for check-out. Students called for dismissal will be done **ONLY** when the parent physically arrives in the building. We can not honor "calling ahead".

We require that all early check-outs occur before **3:15 pm**. Anyone arriving after this time to check students out will be asked to wait until the 3:45 pm bell.

Parents should not take a late arriving child directly to the classroom, nor should they go to the classroom to pick up a child leaving early.

A Student Information Locator Card is on file in the office for each student. Students will only be released to the parents and people whose names and signatures appear on the Locator Card as authorized by the parents.

Before School and After-School Program

North Ridge provides a convenient Before School program for families that need to have children at school prior to 8:45 a.m. The program begins at 6:45am in the school cafeteria.

Our After-School program is also available from 4:00 pm until 6:00 pm. Please visit the school website or stop by our school office for additional information, including tuition rates and choice (day) options for the program!

Attendance

Success in school is directly related to regular attendance. We ask that parents respect the instructional day and schedule doctor appointments, etc., outside of the instructional day. Students will be responsible for completing any missed work.

Excused	<p>Excused absences include a death in the immediate family, religious holiday, sickness, or doctor's appointment.</p> <p>Participation in a valid educational opportunity, such as the launch of a space shuttle or presidential inauguration may be excused, with prior approval. To request such approval, parents should complete the Educational Absence Form (available in the school office) several days in advance of the absence. Requests for absences to be excused must be approved by the principal prior to the trip.</p>
Unexcused	<p>Unexcused absences or tardies include haircut appointments, oversleeping, missed bus, car trouble, trips not approved in advance, etc.</p> <p>A written note must be submitted for all absences within 2 days of the absence, or the absence will remain coded as unexcused.</p>

- * If a student accumulates **6** or more **unexcused** absences, contact will be made from the school to work out a more acceptable pattern for attendance.
- * If a student accumulates **10 unexcused** absences, contact will be made by the guidance counselor and/or social worker.
- * Absences of **30** days or more may result in the student being required to repeat their grade and involve the school's guidance counselor and/or social worker.
- * Students are eligible for the **Perfect Attendance Award** only when they have not missed any days of school, they have zero tardies, and have not been checked out early at any point during the school year.

School Policies

Fire, Tornado, and Lockdown Drills

Fire drills are conducted each month during the school year. Evacuation routes are posted in each classroom. Tornado drills and procedures are practiced during the school year. All schools participate in a statewide tornado drill each year. Lockdown/safety drills occur once per school year.

Gum

The chewing of gum is not allowed on school campus or school property (including school buses).

Illegal Items, Toys, and Cell Phones

Students should not bring unnecessary or illegal items to school. These include toys, balls, un-needed money, candy, trading cards, electronic devices (Ipods, MP3 players, game boys, DSs, etc.) and items of value. These items can be disruptive to the learning environment, and the school will not be responsible for their security. **Bringing weapons, toy weapons, and dangerous items (matches, fire crackers, laser pointers, etc.) is a very serious offense and will likely result in suspension from school as well as a report to the Wake County Schools Security Department and the Raleigh Police Department.**

Students shall not use, display, transmit or have in the "on" position any wireless communication device or personal entertainment device, including but not limited to, cell phones, two way radios, MP3 players, and electronic games.

Lost and Found

Students who lose personal items are urged to check the lost and found located in the main office breezeway. Please use permanent marker to write your child's name on his or her sweaters, jackets, lunch box, backpack and anything else that might get lost. At the end of each quarter, we will donate unclaimed items to non-profit organizations.

Money Collection

When students bring money to school for lunch/milk, field trips, book orders, or any special activity, they should bring it in separate sealed envelopes marked with their name, teacher's name, and purpose for which the money is intended. Students should not have large amounts of money at school at any time.

School Policies

Care of School Property

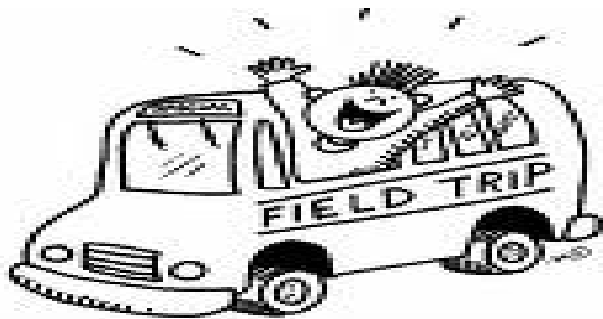
Students will be held accountable for any damage or vandalism to school property. Students who witness vandalism should report it to their teacher or the office. All student textbooks are the property of the state of North Carolina.

Class Parents

The class parent is the designated parent volunteer who coordinates all other parent volunteers for that class. The class parent often organizes classroom learning experiences or field trips. Volunteering to be your child's class parent is a great way to contribute to the class while also getting to know other parents.

Field Trips

Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission form from a parent/guardian is required for all field trips. If your child does not turn in a permission slip, he or she will not be allowed to attend the field trip. Please send in the signed permission slip along with any money that may be required. Parents who wish to chaperone are not permitted to ride WCPSS buses. All chaperones are required to have approved volunteer clearance before being allowed to accompany a Wake County field trip. (See Volunteer Section)



Bus & Walkers

The Wake County Public School System provides bus transportation for students who live in our base area. **This service is a privilege, which may be revoked if children exhibit poor behavior or violate safety rules.** Violation of safety rules or poor behavior may result in bus suspension for either short term or the remainder of the school year. At North Ridge Elementary, the safety of all our students comes first in school and on the school bus; therefore, compliance of the following rules is absolutely necessary:

1. A student is to use only the bus and bus stop assigned.
2. Orderly behavior is required at the bus stop.
3. Students must remain seated and facing front when the bus is moving.
4. Students are to talk quietly at all times.
5. Riders must keep head and arms inside at all times.
6. Keep the bus neat and clean.
7. Eating and/or drinking is not permitted on the bus.

Parents should provide transportation for children who miss the bus or are suspended from the bus. Failure to do so will result in an unexcused absence.

North Ridge contact
regarding bus discipline

Ms. Heyward
Assistant Principal
919-870-4100



Any emergency change in your child's
afternoon transportation routine,
should be reported to the office by 3:15
p.m. Please do not leave a voice mail
on our main line requesting a change in
transportation.

Walkers

- Parents must complete a Walker Permission Form for children to walk to/from school. If parents elect, their students 2-5 are allowed to walk home without an adult. Students K-1 must be accompanied by an adult.
- Walkers will be able to enter the building at 8:45am.
- All walkers must report to the media center during dismissal. Independent walkers (2-5) will be escorted by an assigned staff member to Staghorn Drive. Parents/guardians of students in K-1 will check students out from the rear door of the media center.
- Parents are NOT permitted to park or wait in their car on the roads surrounding campus to pick students up.

Cafeteria Information

We encourage all students to participate in our child nutrition program. Breakfast and lunch are available each day. Students can get a nutritious breakfast and lunch in the cafeteria. Students who bring their lunch may purchase milk, water or juice. **If your child brings his or her lunch, please make sure that they do not bring anything in glass containers.**

You can put money in a lunch account for your child. Go to www.myLunchMoney.com to enroll and start using the site to deposit funds into your child's lunch account. You will need your child's ID or NCWISE number which can be found on your child's report card or schedule.

Once your account is established, you can check balances and fund the account anytime from your home computer, phone or fax. You can also **make checks payable to North Ridge Elementary School Cafeteria, making sure to put your child's name, lunch number, and teacher's name on the check or envelope. Please do not send cash.** Indicate how the money should be used (for example, money for lunches, money for milk, or money for snacks).



Students who do not have lunch or money in their accounts will be given fruits and vegetables. To avoid problems, please monitor your child's account and turn in money the day before it will be needed.

Parents, guardians, and grandparents are encouraged to eat lunch with their child's class. Please sign in at the front office and wear a visitor tag when you are having lunch. You may meet your child outside the cafeteria.



Student Locator Card



Student Emergency Information/Locator Cards are needed for each child in our school. They list parents' home and work telephone numbers, and persons to contact in emergencies if parents cannot be reached. In medical emergencies, the school may only give first aid and must be able to contact someone who can make vital decisions about medical attention. Even sending a child to the hospital requires parental consent. When a child is sick or injured, it may be necessary to contact an adult other than their parent/guardian who can assume responsibility for your child. It is essential that this person be within a reasonable distance from the school and can pick the child up. If there are any changes in this information, parents are asked to contact the school immediately.

School Policies

Birthdays and Special Occasions



The WCPSS Board of Education policy does not permit parties during the school day. Please do not ask teachers to violate this policy for birthdays or other such occasions.

Parents must email the teacher prior to the birthday to set up a time for birthday snacks to be distributed during recess. Birthday treats will not be distributed during lunch.

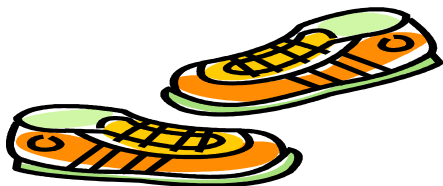
Birthday invitations should be mailed from a child's home, **not handed out to students in the classroom.** We respectfully request that you do not bring or have balloons or flowers delivered for your child's birthday or other special occasions.

School Dress

Parents and guardians are asked to use good judgment with regard to proper school dress. These guidelines are designed to help provide an atmosphere that is conducive to learning and safety. Your cooperation is greatly appreciated.

- All pants must be worn around the waist. Sagging pants and exposed undergarments are not acceptable.
- T-shirts and other articles of clothing must not contain messages or illustrations that are lewd, indecent, or vulgar or that advertise any product or service not permitted by law to minors.
- Head coverings of any kind may not be worn in the building or classroom at any time. (religious exceptions will be made)
- Shorts, skirts, and dresses should go past mid thigh, past the longest fingertip to be considered appropriate for school.
- Bare midriff shirts, strapless shirts, spaghetti strap shirts, see-through clothing, tight garments, stretching fabric, and distracting clothing are not acceptable.
- Any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon are not permitted.
- For their safety, students should not wear “flip flops” or clogs during P.E. and outdoor play.

If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work or otherwise violates this dress code, the principal or the principal's designee may require the student to change his or her dress or appearance. A second or repeated violation of this policy may result in disciplinary action.



Cafeteria Information

Free or Reduced Meals

Some children may qualify for meals at reduced rates or free of charge.

If your child receives free or reduced lunch, the following process will occur:

1. You will receive information in the mail.
2. Applications should be completed online.
3. You will be notified by mail, once the application is processed (it takes about 2 weeks to process the application).

Students who previously qualified for free or reduced priced lunch will receive free or reduced priced lunch for the first 10 days of school. After that, parents will need to provide lunch or money until they have received notification of this year's status.

New to Wake County

If you are new to Wake County Schools this year, you will need to provide lunch money or a lunch from home every day until you receive written communication that your child will receive free or reduced lunch.

Cafeteria Prices



	Student Full Price	Student Reduced Price	Adult
Breakfast	\$1.25	N/A	A la Carte
Lunch	\$2.75	\$.40	A la Carte
Milk \$.75 for students and adults			

Carpool Procedures

The children's safety is our primary concern. Our carpool system is designed to offer safe and efficient dismissal of students who are picked up daily in private vehicles. Carpool registration and information may be picked up in the school office.



Carpool numbers are used to identify parents as they arrive and to call students from the waiting area. **We ask all parents who drive to school to participate in the carpool system.** Due to traffic backups, we ask that you respect the following guidelines to make carpool safe and efficient for all:

Carpool General Procedures:

1. Students must be dropped off and/or picked up in the carpool unloading/loading zone in front of school.
2. Please pull all the way down in the carpool unloading/loading zone as directed by staff. All students will be unloaded/loaded from the passenger side for safety.
3. Students should be ready to disembark as soon as their vehicle comes to a halt. Parents should remain in the car at all times.
4. In the morning, students may be dropped off between 8:45-9:10 am in the carpool lane.
5. Students arriving after 9:15 must be signed in (the office) by the person dropping them off.
6. Afternoon carpool will run from 3:45-4:05pm.
7. When dropping children off or picking up children, please refrain from parking in the visitor parking or standing in the parking lot or the lobby before or after school.
8. Car riders must be dropped off and/or picked up in the carpool line.
9. Please drive slowly and do not use cell phones in the carpool line.

Carpool Traffic Pattern:

- ◆ Enter the carpool loop from Staghorn Lane through the main entrance of school.
- ◆ Follow the road (right line) toward the back of the school and go around the circular loop.
- ◆ Continue straight toward the front of the school and form single line.
- ◆ Be prepared to stop at the pedestrian crossing.
- ◆ Cars will be stopped in the unloading/loading zone designated by staff. Students will unload/load on the PASSENGER SIDE ONLY.
- ◆ After exiting the unloading/loading zone, proceed straight and exit campus by making a left or right on Harps Mill Road.

All parents are asked to **consistently** follow the school's carpool and dismissal procedures. Consistent procedures allow for orderly, efficient, and safe entry and dismissal of all students. **Parents wishing to disregard the procedures for arrival and dismissal will be issued a warning from the WCPSS Security Department.**

Report Card/Progress Report

Grades are provided twice a year for special classes such as P.E., art, and music.

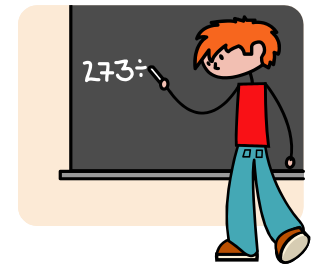
Reporting on Classroom Behavior

The report card includes information on the student's overall conduct and work habits. In reporting on **conduct**, the teacher considers whether the student meets expectation in cooperation with others, respecting others, and observing rules and procedures. In reporting **work habits**, the teacher considers whether the student uses time wisely, listens carefully, completes assignments, writes legibly, works independently or seeks help when needed, and completes work. The teacher can address specific conduct & work habit areas within the comment section of the report card.

The rating scale for Conduct and Work Habits rates students using a

1 through 3, where students receive:

- 3 - Meets Expectations
- 2 - Inconsistently Meets Expectations
- 1 - Does Not Meet Expectations



Teachers also send this information home weekly in Monday folders.

Report Card/Progress Report

Student Performance Levels - The student performance level is determined with quarterly objectives and assessment data. Work habits and conduct grades are separate from the student's content proficiency.

Level 4 - Extends Targeted Grade Level Standards: represents the student is exceeding grade level expectations set by the state and that a student will be successful in the next grade or quarter and whose curriculum may be enriched.

Level 3 - Demonstrates Proficiency of Targeted Grade Level Standard: represents the student is meeting the grade level expectations set by the state and indicates that a student has the necessary skills and concepts to be successful in the next grade or quarter.

Level 2 - Inconsistent and Needs Support to Meet Targeted Grade Level Standards: indicates that the student has not yet met grade level expectations set by the state and that a student does not have the necessary skills and concepts to be successful in the next grade or quarter. This should alert parents that close communication is needed for further student support.

Level 1 - Insufficient Performance of Targeted Grade Level Standards with Support: indicates that the student has not yet met grade level expectations set by the state and that a student does not have the necessary skills and concepts to be successful in the next grade or quarter.



Communication

Agendas

Students in grades 3-5 may use agendas (*classroom planners*) to develop essential planning skills related to learning and academic success. These calendars also provide a means of daily home/school communication. Parents should review their child's agenda daily and encourage use of the resource information included.



Teacher/Parent Communication

Teachers will send home a Monday Folder and a weekly, bi-weekly or monthly newsletter (depending on grade level). Newsletters will be sent via email unless parent requests to receive a paper copy. Please take time to review this information with your child. **The folders will not be used for correspondence, such as birthday party invitations.** In addition to receiving weekly folders, teachers will phone, write notes, and use email to communicate with parents. Classroom teachers will also schedule parent-teacher conferences twice during the year. Parents may initiate additional conferences when there is a need. Conferences are excellent times to discuss strategies for working together for the benefit of your child!

You may contact any staff member by calling the front office at 870-4100, by sending a message to school with your child, or via email to your child's teacher.

Communication



All students (K-5) will receive report cards at the end of each quarter. Parent conferences will be held in the fall and the spring. The report card is based on the student's mastery of the curriculum and academic benchmarks.

All students bring their report card home in a brown envelope. Parents are asked to sign the envelope and return the envelope (only) to the teacher. Interim reports will be sent home midway through each quarter.

Unannounced Conferences

We ask that parents not arrive at school unannounced and expect to conference with teachers or visit the classrooms. Teachers are supervising and instructing students from 8:45 a.m. - 4:15 p.m. each day.



Pathways Newsletter and Email blasts by the PTA

Our educational team is committed to maintaining a strong communication network to keep parents informed of student progress, curriculum updates, and school activities. In addition to teacher newsletters, the PTA will send a weekly newsletter home called Pathways. Pathways is sent electronically, so please make sure we have a current email address or communicate to us that you need a paper version. Please read *Pathways* carefully each month for specific dates and times of school and PTA activities. In addition to Pathways, PTA will send weekly email blasts of important NRE information every Friday. You may sign up to receive email blasts at the beginning of the school year when you sign up for Pathways.

This information will also be posted on our Facebook Page: <https://www.facebook.com/North-Ridge-Elementary-school/234987499959084>. Please "like" us to get information delivered right to your newsfeed.

Medical Matters

Health Professional Services

North Ridge Elementary has a school nurse assigned from the Wake County Health Department.

Ms. Dunlap is on campus once each week and her email is cbdunlap@wcpss.net.



The school nurse provides vision screenings for students referred by teachers.

School-wide vision screening is done by support staff (instructional assistants) at the school.

Proof of Residence

Students in the Wake County Public School System are required to have a current proof of residence in their cumulative records. If your child's residence is changed during the school year, you will need to provide proof of your new address to the school office staff. The Wake County Public School System accepts only the following documents:

- ◆ Current public electric bill
- ◆ Current public water bill
- ◆ Current public service gas bill
- ◆ Signed lease for house or apartment
- ◆ Closing or Settlement Statement

If your phone number at home or work changes, please notify the school office as well as your child's homeroom teacher so we may update our information. We need to be able to contact you should an emergency arise.

Medical Matters

School staff will notify parents and arrange for students to go home when they have the following symptoms:

- Fever of 100 or higher. Child should remain home until fever free for 24 hours. Children should not be given medicine to reduce the fever and then sent to school.
- Nausea, vomiting, diarrhea. (Child should remain home until free of symptoms for 12 hours)
- Severe headache
- Red, watery eyes with yellow discharge
- Undiagnosed rash
- Inability to attend to learning activities
- Change in student's usual medical status

Administering Medication

When a doctor has prescribed medicine or an Inhaler that must be taken at school, office staff will be allowed to administer medications only when we have:

- 1) a completed *Parent Request and Physician Order for Medication Form (1702)* (you may obtain Form 1702 from the school office);
- 2) the medication is in a currently dated prescription bottle ; and
- 3) medication is delivered to the school by the parent. If there are any changes in medication, a new Form 1702 is required.

For short-term prescription medication and over the counter medications (cough drops, aspirins, ibuprofen, creams, etc.), a Form 1702 is required to be on file.

Parents that want their child to self administer an inhaler or Epinephrine should contact the office.

Discipline

Maintaining a safe, orderly environment for our students is an important part of providing quality education. The classroom teacher will maintain classroom discipline. Students will be sent to administration for disciplinary action after the teacher has taken steps to change and/or stop the inappropriate behavior. Any student involved in a fight or threatening another student will be sent to administration immediately.

Students should always adhere to North Ridge Elementary's three basic beliefs in order to succeed:

- **Respect yourself**
- **Respect others**
- **Respect property**

Positive Behavior Expectations and Guidelines

North Ridge Elementary is a Positive Behavior Intervention and Support (PBIS) school. PBIS is a systematic approach to establishing and reinforcing clear behavioral expectations. The program stresses the use of a common approach to discipline that is proactive and outcome based. It is designed to support high student performance and to reduce behavioral problems.

Our behavior theme is **Calm Bodies, Quiet Voices, and Respectful Choices.**

Parents and guardians can help support this program at home by reminding their child(ren) to follow expectations in all areas of the school.



Homework

We adhere to the following general guidelines concerning homework:

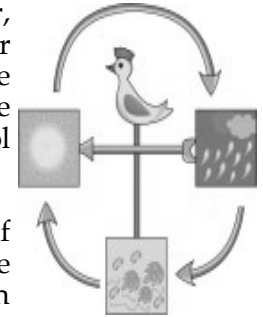
1. Homework will generally not be assigned on weekends and holidays. Students may; however, have long-range projects that they choose to work on during holidays or weekends.
2. Homework assignments are an extension of an in-school experience and have a sound educational purpose, providing for practice and independence.
3. Homework is assigned within a reasonable timeframe for completion.
4. In grades, 3, 4 and 5, some students are to record daily assignments in their *agenda* (teacher discretion).
5. In case of an excused absence, two days will be given to make-up work for every day the student is out. Parents may pick up assignments after 4:15 p.m. if so desired. A note should be sent to the teacher requesting that assignments be ready. In no case should the day's teaching be interrupted to gather work for an absence.
6. Occasionally assignments may be made by special teachers (art, music, etc.).
7. Appropriate homework is a necessary component of the educational process. Students are expected to complete all homework assignments.

Parent involvement with Homework

We recommend that parents remain aware of homework, that they look over assignments, ask their children questions, and check for completion and accuracy. We do **not** recommend that parents sit with their child for long periods of time and do homework with their child. We recommend that parents be available to answer occasional questions, however these should be few and far between. If your child seems unable to complete homework independently, please speak with your child's teacher.

Inclement Weather

In the event of inclement weather, listen to local TV and radio stations for the latest updates. A message will be added on the school's main phone line (870-4100) when a change in school opening or closing occurs.



Each year there is a possibility of weather conditions creating unsafe traffic conditions. When such conditions arise, the school may be:

- Opened later than normal, or
- Dismissed earlier than normal, or
- Closed for one or more days.

Delayed Opening	<p>If school is delayed for 1 hour, students should arrive 1 hour later (9:45am), or if delayed for 2 hours, then 2 hours later. (10: 45am).</p> <p>If school is delayed for one or more hours, breakfast will NOT be served. Buses will run on the same schedule, but will be one or two hours later than the normal arrival time. The Before School program will be delayed the same amount of time school is delayed.</p>
Early Dismissal	<p>When it becomes necessary to close school earlier than 3:45 p.m., all local TV and radio stations will be notified. Wake County Public Schools' buses will run as normal. Afterschool care will be canceled. Please check with your individual daycare to know their policy and plan accordingly.</p>
Closed	<p>Students will make up the day as designated by the Wake County Instructional Calendar.</p>