



# Rickard Elementary School

***Proud, Safe, Respectful and Responsible***

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7/31/24

Greetings Rickard Families,

Here we are, preparing for another school year after a very hectic summer of construction in the building! The office remodel and bathroom renovations are getting finished, and hopefully we will be settled in by the first day of school!! Please note, the main entrance will now be located on the south side of the building and the doors will be renumbered.

On behalf of the Rickard staff, I would like to welcome you to the 2024-2025 school year! I am eager to begin year three at Rickard serving students, staff, and families as your school principal. If you are new to the district or a parent of a kindergartener, I want to extend a special welcome to our school community. I am extremely proud of the exceptional team of educators that represent what it means to be a Roadrunner.

During my educational journey, I have earned a bachelor's degree in Elementary Education and Psychology from the University of North Dakota and a master's degree in Educational Leadership from the University of Mary. Prior to my time at Rickard, I was the assistant principal at Bakken Elementary for two years. I spent the first years of my career as an elementary teacher in Trenton, ND and then twelve years as a kindergarten teacher in Williston. I was blessed with four children, as well as three grandchildren who all reside in Williston. We enjoy traveling as a family, spending time on the water, and making lefse each year before Thanksgiving!

You will notice when you walk through the doors, that our staff creates a warm, inviting, and positive school experience for students. I am committed to this culture and encourage you to reach out if you do not feel the energy. My top priority as your school leader is to keep students at the forefront of all decision-making. Teachers work diligently to provide an individualized learning experience by differentiating for each student's needs. You will notice different learning environments and customized experiences ensuring students get what they need, Every Kid, Every Day. Education is a collaborative process that should involve all stakeholders. I invite you to play an active role in your child's education. I encourage you to proactively communicate with staff. Together, we can provide a strong academic foundation while instilling habits that will help students experience success for years to come. By working together, we can ensure students are supported and challenged in an environment where it is safe to take risks in learning. We expect students to take pride in their learning. We teach children to advocate for themselves and be a leader in their educational journey. We believe in holding students to high expectations and will do whatever it takes to support them and ensure they are successful in each of their endeavors.

Wishing everyone a restful and relaxing final few weeks of break! We look forward to seeing your smiling faces on August 20 from 5:30-7:00 pm for our BBQ and Open House. Classroom assignments will be mailed out in the next few days, so be on the lookout! Please see important school information on the next page!

Sincerely,

Ms. Storbakken

**Office Hours:** The front office is open Monday-Friday from 7:30 am – 4:00 pm. Please stop in to pay for lunch, and complete medical paperwork prior to August 21st. If your child brings a meal from home and plans to drink school milk, please deposit money into their account at [myschoolbucks.com](https://myschoolbucks.com) or stop in the office. The link can be found on the Williston Public Schools homepage.

**Open House and BBQ:** August 20th, 2024, from 5:30 pm – 7:00 pm. Teachers will be available in their classroom from 5:30-7:00 and will provide information about school supplies, first day expectations, and any other pertinent classroom information at this time. School supplies may be dropped off, as well.

**Visitors:** Parents and visitors should enter through Door 1 and check in at the office. Lunch dates are welcomed. Please wait in the office until directed to the cafeteria to meet your student. ***Visitors will not be allowed to enter the building beyond the office with students unless they have a badge and have gone through the district volunteer protocols. This restriction excludes the first day of school. This policy is designed with the safety and best interest of our students and staff in mind. Thank you for your cooperation and understanding! Please reach out if you would like more information on how to obtain a visitor badge or see the district website.***

**School Hours:** The school day runs from 8:20 am – 3:00 pm. Students arriving at school after 8:20 am should enter through Door 1 and ***check in at the office with a parent or guardian.*** Students who are not picked up by 3:10 will be sent to the office and need to be picked up inside by a parent or guardian should you run late. Please arrive in a timely manner to pick up your child so staff members are able to work on their other responsibilities at the end of the day.

**Free and Reduced Meal Paperwork:** All applications can be done electronically or with a paper copy . You can get information from the front office or online. Applications need to be completed each year. This year North Dakota received a grant that will help families compensate for the entire meal if they qualify. I highly recommend filling out the paperwork prior to the first day of school!

**Arrival:** All students will enter through Door 1 each day. The doors open at 7:30 a.m. Please do not drop off your children before 7:30. Students will go directly to their classroom before getting breakfast to drop off their things. Staff will be in classrooms to supervise breakfast and bring kids out for arrival recess until 8:15. Please make sure your children are dressed appropriately once the mornings get cooler. Once the weather gets bitterly cold, arrival recess may be discontinued until the warmer weather returns.

**Breakfast:** Serving time will be 7:45-8:10 am.

**Parent Pickup/Dismissal:** Dismissal will be staggered out various doors to alleviate congestion and are assigned as follows:

**Kindergarten-Door 6 (formerly Door 5)**

**1st Grade-Door 1 (formerly Door 6)**

**2nd Grade-Door 4 (formerly Door 3)**

**3rd Grade-Door 3 (formerly Door 2)**

**4th Grade-Door 5 (formerly Door 4)**

Siblings should plan to meet in a designated spot and travel to their pickup destination together. Students not attending an afterschool program or riding a bus need to be picked up right after school. We have crossing guards in every place around the school grounds where crosswalks are located. Please be respectful of the students and staff as we dismiss each day. Parents are required to pull over to a curb in order to pick up their students. Do not park in the middle of the street or have your child cross a street where no crosswalk is available to ensure their safety.

I have included a link to the districts' student handbooks. They will be updated prior to the start of school.

<https://www.willistonschools.org/page/student-handbooks>